

ELM Learning Resources Request Form Instructions

This sheet provides basic instructions for the ELM Learning Resources Request form input fields. Learning resource management allows you to define and maintain your resources, such as materials, equipment, and/or facilities required to offer learning. The completed form is used for requesting the creation or modification of a learning resource in the ELM application and requires the approval of and must be submitted by the requesting Agency ELM Point of Contact. The values for all fields found on this form, including the form's drop-downs, are listed here.

Required fields are marked with an asterisk (*). Please email ELMsupport@ohio.gov if you have any questions.

Facility

- ***Facility:** Select "Existing Facility" or "New Facility" from the drop-down menu to indicate if adding a new facility or modifying an existing facility.
- ***Description:** Enter desired description for the facility (50 character maximum - data will be cut off if exceeds the 50 character limit for the field). *Example:* DAS General Services Division.
- ***Short Description:** Enter desired short description for the facility (10 character maximum - data will be cut off if it exceeds the 10 character limit for the field). *Example:* DAS.
- ***Holiday Schedule:** Select "Yes" if the facility observes the state holiday schedule; or select "No" if the facility does not observe the state holiday schedule from the drop-down menu.
- **Mail Drop Location:** Enter a mail drop location for the facility if available; this is for information only.
- **Vendor:** If the facility is not a state facility, enter the name of the vendor supplying the facility; this is for information only.
- **Customer:** If using a customer's facility, identify the name of the customer here; this is for information only.
- ***Facility Address:** Enter the physical (street) address of the facility.
- ***Facility City:** Enter the city in which the facility is located.
- ***Facility State:** Enter the state in which the facility is located.
- ***Facility Zip Code:** Enter the zip code in which the facility is located.
- **Facility County:** Enter the county in which the facility is located; this is for information only.
- ***Facility Country:** Enter the country in which the facility is located.

Ad hoc Contact Details

- ***Contact:** Enter the name of the ad hoc contact (**specific person designated to be contacted**) for the specific facility.
- ***Contact Type:** Select "Bldg Maint", "Catering", "IT Support", "On-Site", "Other", "Principle", "Scheduling", "Security" from the drop-down menu.

- **Email Address:** Enter the ad hoc contact's email address; this is for information only.
- **Phone:** Enter the ad hoc contact's phone number if available; this is for information only.
- **Learning Environments:** Enter associated learning environment(s) for which the specified facility is valid. For new facility, the system displays the learning administrator's environment as the default. There must be at least one learning environment associated to the facility, but by adding other learning environments, you enable the administrators of those environments access to this facility; *there can only be one primary learning environment.* *Note:* The "State of Ohio" learning environment must always be listed, but does not have to be the primary learning environment. **(Important!** If you are creating a facility, be sure that your learning environment is listed here. If it's not, you will lose the ability to access this facility after you leave this component.) The available learning environments are as follows:
 - Administrative Services
 - Office of Budget & Mgmt
 - State of Ohio
 - **Primary:** Select "Yes" from the drop down menu for the Primary Learning Environment; select "No" from the drop down menu if not the Primary Learning Environment.
- **Attached File:** Select "Yes" or "No" from the drop-down menu if including any attachments related to the facility. *Examples:* driving directions to the facility, bus routes and timetables, site map.

Room Detail

- ***Room:** Select "Existing Room" if updating an existing room or "New Room" if adding a room from the drop-down menu.
- ***Room Type:** Select the appropriate type for the specified room "Auditorium", "Class", "Comp Lab", "Conference", "Gym", "Lab", "Lecture", "Other", "Stadium" from the drop-down menu.
- ***Room Number:** Enter the room number or other designation for the specified room.
- **Room Name:** Enter the name of room if available.
 - *Example:* War Room
 - *Example:* 3499
- **Building Name:** Enter the name of building in which the room resides, if available.
- **Floor Number:** Enter the floor number on which the room resides if available.
- **Max Occupancy:** Enter the maximum number of occupants permitted in the room if available.
- ***Room Status:** Select "Active" to indicate if the specified room is currently available in ELM; or select "Inactive" to indicate if the specified room is not available in ELM at the present time from the drop-down menu.
- ***Accommodation:** Select special accommodations, "Adjustable Thermostat", "Internet Access", "Wheelchair Accessible", "Wireless Network" from the drop-down menu that you can associate with a room within a facility.
- **Attached File:** Select "Yes" or "No" from the drop-down menu if including any attachments related to the room. *Example:* fixed feature user instructions (complex lighting, screens, curtains, mechanical platforms).

- **Learning Environments:** Enter associated learning environment(s) for which the specified room is available in ELM. For a new room, the system displays the learning administrator's environment as the default. There must be at least one learning environment associated to the room, but by adding other learning environments, you enable the administrators of those environments access to this room; *there can only be one primary learning environment.* *Note:* The "State of Ohio" learning environment must always be listed, but does not have to be the primary learning environment. **(Important!** If you are creating a new room, be sure that your learning environment is listed here. If it's not, you will lose the ability to access this room after you leave this component.) The available learning environments are as follows:
 - Administrative Services
 - Office of Budget & Mgmt
 - State of Ohio
 - **Primary:** Select "Yes" from the drop down menu for the Primary Learning Environment; select "No" from the drop down menu if not the Primary Learning Environment.

Equipment

- ***Description:** Enter desired description of an individual item of equipment; all equipment must be fixed equipment located within a specified room that does not need to be scheduled for use. (50 character maximum - data will be cut off if exceeds the 50 character limit for the field). *Example:* White Board with printer GSD Birch.
- ***Short Description:** Enter desired short description for an individual item of equipment (10 character maximum - data will be cut off if it exceeds the 10 character limit for the field). *Example:* Whiteboard.
- ***Status:** Select "Available" or "Out of Service" to indicate if equipment can be used as a learning resource within the specified room in which the equipment is specifically located from the drop-down menu.
- ***Type:** Select the appropriate equipment type, "Chair", "Computer", "Ethernet Cords", "Extension Cords", "Podium", "Power Cords", "Projector", "Projector Screen", "Speaker Phone", "Table", "Television", "Video Camera", "White Board" for an individual item from the drop-down menu.
- **Asset Tag:** Enter the organization assigned asset tag, if available, and affixed to the equipment; this is for information only.
- **Serial Number:** Enter the manufacturer's serial number, if available, for the equipment; this is for information only.
- **Notes:** Enter any notes about an individual item of equipment. *Example:* White board must be on for a minimum of 5 minutes prior to attempting to print.
- **Attached File:** Select "Yes" or "No" from the drop-down menu to indicate if attaching a file related to the equipment. *Example:* electronic copy of user manual.
- **Learning Environments:** Enter associated learning environment(s) for which the specified equipment is valid. For new equipment, the system displays the learning administrator's environment as the default. There must be at least one learning environment associated to the equipment, but by adding other learning environments, you enable the administrators of those environments access to this piece of equipment; *there can only be one primary learning environment.* *Note:* The "State of Ohio" learning environment must always be listed, but does not have to be the primary learning environment. The available learning environments are as follows:
 - Administrative Services
 - Office of Budget & Mgmt

- State of Ohio
 - **Primary:** Select “Yes” from the drop down menu for the Primary Learning Environment; select “No” from the drop down menu if not the Primary Learning Environment.

Material

- ***Description:** Enter desired description for material (50 character maximum - data will be cut off if it exceeds the 50 character limit for the field). *Example:* Student Workbook.
- ***Material Type:** Select “Brochure”, “Compact Disk”, “Completion Certificate”, “Flip Chart”, “Frequently Asked Questions doc”, “Instructor Training Manual”, “Other”, “Student Training Manual” to indicate the type of material from the drop-down menu.
- ***Effective Date:** Enter the date when the specified material goes into effect in ELM.
- ***Status:** Select “Active” if the specified material is available for use in ELM; or “Inactive” if the material is not currently available for use from the drop-down menu.
- ***Short Description:** Enter desired short description for the specified material (10 character maximum - data will be cut off if it exceeds the 10 character limit for the field). *Example:* Workbook.
- **Author:** Enter the author of the specified material if available; this is for information only.
- **Publisher:** Enter publisher of the specified material if available; this is for information only.
- **Year Published:** Enter the year the specified material was published if available; this is for information only.
- **ISBN:** Enter the ISBN if the specified material is a publication that has an ISBN; this is for information only.
- **Learning Environments:** Enter associated learning environment(s) for which the specified material is valid. For new material, the system displays the learning administrator’s environment as the default. There must be at least one learning environment associated to the material, but by adding other learning environments, you enable the administrators of those environments access to this material; *there can only be one primary learning environment. Note:* The “State of Ohio” learning environment must always be listed, but does not have to be the primary learning environment. The available learning environments are as follows:
 - Administrative Services
 - Office of Budget & Mgmt
 - State of Ohio
 - **Primary:** Select “Yes” from the drop down menu for the Primary Learning Environment; select “No” from the drop down menu if not the Primary Learning Environment.