



citycounty insurance services
cisoregon.org

New Learning Management System and Online Courses!

After a robust Request for Proposals (RFP) process, we have selected a new learning management system (LMS) vendor — Saba Cloud. Our selection was aided by positive feedback we received from CIS staff and several Entity Admins who reviewed a demo site. We are looking forward to working with Saba to provide an LMS that is easy to use and engaging for you all. The transition to the new LMS will occur in January 2019. After that, we will schedule webinars as well as provide hands-on demonstrations at our Annual Conference to introduce you to the new system.

We've also selected a new Portland-based content vendor — OpenSesame. They have a variety of top-rated courses. As many of you requested, the new catalog will be smaller than the current one, but will include courses with the highest usage and those required for OSHA and other certifications. In addition, the CIS webinars and conference recordings will be available.

The Skillsoft Compliance courses in the current LMS will remain available for a limited time as we transition to Saba. If you want to assign and complete any of those courses, you should do so as soon as possible.

We're posting regular updates and action items on the CLC [News page](#). Check there for the most up-to-date information.

LMS Implementation Timeline

Now – Dec. 2018

CIS implementation, data transfer, course upload and testing

Jan. – July 2019

Member rollout - training for admins, management, and employees

Entity Admin Action Items

Your assistance is needed during the transition from the

Upcoming Trainings

Safe Handling of Asbestos-Cement Pipe in the Water/Wastewater Industry

Oct. 25, Seaside

Safe Driver Training Driven to Distraction

Nov. 13, Pendleton

We frequently update our list of upcoming trainings. Check learn.cisoregon.org regularly for available courses

Upcoming Conferences

Association of Oregon Counties
Annual Conference, Eugene
Nov. 13-15, 2018

Save the Date

CIS Annual Conference, Salem
Feb. 27-March 1, 2019

Additional Training Resources League of Oregon Cities (LOC) Trainings

LOC offers a variety of management-level training and professional development specific to local government. For a complete list of LOC trainings, visit www.orcities.org/training.

OR-OSHA Training Calendar

Oregon OSHA provides free in-person training around the state on a variety of safety topics. Click [here](#) for a schedule of upcoming workshops in your area.

SumTotal LMS to Saba.

REVIEW ALL USER LISTS

1. Archive any users who are no longer employees
2. Update job titles, departments, and supervisors as necessary.

Note: In preparation for transferring user data to the Saba LMS, any user who hasn't logged into the SumTotal LMS, or been assigned a training or attended a CIS instructor-led training since Jan. 1, 2017, their records (and their status) have moved to archived. We will be exporting and maintaining training records for all users (active/inactive/archived) from SumTotal, but only active users will initially be set up to access the Saba LMS. So, it is important that you review your user lists as soon as possible to ensure they are up-to-date. If you need to reactivate an archived user account, you can find and access them through the Advanced Search in the User Manager, or contact us for assistance.

REVIEW USER EMAIL ADDRESSES

Make sure all user email addresses are:

1. Current,
2. Functional (can send and receive email),
3. Unique to the individual, and
4. Work-related (not a personal email address)

We'll continue using email addresses as usernames in the Saba LMS. For employees who don't have a work email address or who share an email address, you will need to create one for each individual so he or she can receive notifications from the new system. Unique email addresses also are necessary because the benefits enrollment system that CIS has just begun developing will utilize the same user database as the Saba LMS and will also require email addresses for notification.

If your entity does not have its own email system, you may set up email addresses for individuals using a free email service such as Outlook.com or Gmail. If you have any questions, please contact us.

REVIEW YOUR LEARNING PLANS, COURSES, AND RESOURCES

1. Archive any that are outdated or will not be assigned in the future.
2. Follow up on incompletes – if the assignment is no longer valid, unassign.
3. Take a screenshot or run a Learning Plan report for your files, so you remember which courses you

included in your current plans. Since we are changing course vendors, Learning Plans will not be transferred.

4. We will work with you to create new plans (curriculum) in the Saba system.

REVIEW OUTSTANDING ASSIGNMENTS

1. Check your dashboard report for any course assignments older than Jan. 1, 2017. Remove assignments and reassign if necessary.
2. Encourage/expect learners to complete all elective and assigned courses before Dec. 31, 2018.
3. No assignments will be carried forward into the new system

PLAN AHEAD

Contact us if you have any new courses or resources that you need to assign between now and Dec. 31, 2018. The cut-off date to set up these items is Wednesday, Oct. 31.

RUN TRAINING REPORTS

If you have custom reports created and scheduled, we suggest running a final report prior to Friday, Jan. 11. The custom reports will not be transferred to the new system.

Questions? Contact us at learn@cisoregon.org or via phone at 503-763-3800 ext. 8

CIS, 1212 Court St NE, Salem, OR 97301, United States
503-763-3800 | 800-922-2684