

# ULearn Training Computer Based Learning (CBL) Request



This form is designed for clients to request the creation of a New Computer Based Learning (CBL) in ULearn, the University of Miami's learning management system (LMS). Please note that all learning modules submitted to be uploaded should be in AICC or SCORM format.

*Note: the ULearn system does not allow ULearn System Administrators to retrieve uploaded files; therefore, it is the responsibility of the requestor and their department to keep a copy of all source files.*

**This form must be approved by:**

- Barry Grosse, Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical campus
- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

**Completed and approved forms should be scanned and sent to: [ulearn@miami.edu](mailto:ulearn@miami.edu).** Once the form is submitted with the appropriate signatures, the requested documents will be configured in ULearn. A ULearn System Administrator will contact the requestor regarding configuration and formatting details. Forms submitted without the appropriate approvals will not be processed.

Requestor Information	
<b>Name:</b>	<b>EMPLID:</b>
<b>Title:</b>	<b>Department:</b>
<b>Phone:</b>	<b>Email:</b>
Curriculum Request	
<b>Title of training curriculum (as it will appear in ULearn):</b>	
<b>Is this a new CBL?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If No, is it substituting an existing CBL?:</b> <i>Name of CBL replacing:</i>
<b>Allow users to take CBL more than once:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Number of training credit hours (if any):</b>	
<b>Enter the desired launch date for the training CBL:</b>	
<b>Is this file in AICC or SCORM format?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If No, please submit in AICC or SCORM format.</b>
<b>Will this CBL require a deactivation or expiration date?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>Yes</b> , enter the desired deactivation date for the training: <i>Please note that learning activities that are not accessed for more than twelve (12) months will be automatically deactivated.</i>	

Enter the objectives for your training CBL below:

Indicate the keywords to be used for users to search for the CBL in ULearn:

Who will be allowed to access the training CBL:

Does this CBL have any pre-requisite(s)?:  Yes  No

If **Yes**, please indicate their titles and delivery formats below:

### Approvals

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- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

<b>Signature of Requestor/Title:</b>	<b>Date</b>
<b>Signature of Approver/Title:</b>	<b>Date:</b>