

LMS Subjects: Guidelines

In ULearn courses are organized by subject. Below is a list of criteria for using subjects.

- ✦ Subjects operate similar to a table of contents.
- ✦ Each parent will have multiple child subjects.
- ✦ Parent and child subjects cannot be department or course names.
- ✦ Every child subject must contain at least two courses.
- ✦ Every course must be attached to at least one subject. Courses can be attached to multiple subjects.
- ✦ For the most effective search functionality, each course should be attached to the parent subject as well as the child subject.
- ✦ The order in which subjects are selected determines the order in which subjects are displayed on the course description.

Subject List

Below is the current parent/child subject list in ULearn:

- ✦ Data Management
 - Business Intelligence
 - Data and Databases
- ✦ Development
 - Career
 - Change Management
 - Customer Service
 - Leadership
 - Management and Supervisory
 - Personal Development
 - Professional Development
 - Project Management
- ✦ Diversity, Equity and Inclusion
 - Disability, Access and Accommodations
 - Equal Opportunity in Employment and Education
 - Equity and Diversity Certificate Program
 - Gay, Lesbian, Bisexual, Transgender, Ally
 - Racial Equity
 - Recruitment and Retention
- Sexual Harassment and Discrimination
- Universal Design for Instruction
- Women and Gender Equity
- ✦ Facilities and Security
 - Building Security
 - Emergency Services
 - Facilities Management
 - Facility Safety
 - Law Enforcement
- ✦ Financial Management
 - Accounting
 - Accounts Receivable
 - Budgeting
 - Purchasing and Disbursements
 - Travel and Expenses
- ✦ Health and Safety
 - Animal Care
 - Biological Safety
 - Chemical Safety

LMS Subjects: Guidelines (cont.)

- Environmental Health and Safety
- Ergonomics
- Hazard Communication
- Laboratory Safety
- Mold and Fungi
- Occupational Health and Safety
- Radiation Safety
- ✦ Human Resources
 - Compliance
 - HR Policy and Process
 - NEO/New Employee Orientation
 - Performance Management
 - Talent Management
- ✦ Research Education
 - Animal Care
 - Human Subjects Protection
 - RCR Continuing Education
 - RCR/Responsible Conduct of Research
 - Research Safety
- ✦ Software and Applications
 - Course Management Systems
 - Desktop Publishing
 - File Management and Sharing
 - Library Technologies
 - Mobile Technologies
 - Office Productivity
 - Presentations
 - Social Media and Networking
 - Web and Video Conferencing
 - Web Development
- ✦ Student Administration
 - Scholarship
 - Student Financials
 - Student Records

To request a new child subject for use in the ULearn employee catalog, contact ulearn@umn.edu.