

TOPYX Learning Management System User Guide

Developed by the Workforce Training & Coordination (WTC) Team, Bureau of One Stop and Program Support, Division of Workforce Services, Department of Economic Opportunity (DEO).

All Rights Reserved. April 2021.

Contents

INTRODUCING THE TOPYX LEARNING MANAGEMENT SYSTEM (LMS)3

SECTION ONE: How do I access the TOPYX LMS?4

SECTION TWO: Logging into the TOPYX LMS6

Self Creating a Profile in DEO’s One-Stop LMS7

What could prevent me from registering in the system?.....9

SECTION THREE: Learner View within TOPYX LMS9

Help Guide20

SECTION FOUR: How do I print a training certificate (completion, achievement) using TOPYX?21

SECTION FIVE: Accessing TOPYX as a Manager23

SECTION SIX: Instructor/Evaluator View Within the TOPYX LMS26

Uploading Materials to the TOPYX LMS (Instructor/Evaluator)27

What is a “Material?” Materials are the basic component of the TOPYX program.28

What is a “Course”? A Course is a way to organize training Materials.28

What is a “Program”? A Program is a way to organize Courses in the form of a curriculum.....29

How Do I Upload Training Materials into the TOPYX Program?30


How Do I Update Training Materials in the TOPYX Program?36

Registering a Staff Member in Tier One39

INTRODUCING THE TOPYX LEARNING MANAGEMENT SYSTEM (LMS)

Training Local Workforce Development Board (LWDB) staff through a variety of technological tools as well as in-person is a goal of the Department of Economic Opportunity (DEO). Creating a workforce training institute to focus on training workforce staff is in Chapter 445, Florida Statutes. In 2011, DEO launched the use of an online Learning Management System (LMS) with a focus of developing and launching the Tier I Certificate training program.

In 2012, the Department of Economic Opportunity (DEO) launched an exam to test frontline staff on associated materials and skills learned during the Tier One training program. During the early phases of the Tier One program implementation, DEO published materials for use statewide through the Adobe Connect Learning Management System. Now, DEO has improved services by launching a new LMS named TOPYX.



TIER ONE IS A TRAINING PROGRAM FOR FRONT-LINE STAFF. THE TRAINING MATERIALS FOCUS ON A HOST OF SKILLS, INCLUDING COMMUNICATION SKILLS, CUSTOMER SERVICE SKILLS, AND JOB SEARCH SKILLS, ETC. FRONT-LINE STAFF MUST COMPLETE THE MATERIALS AND PASS THE CERTIFICATE EXAM WITHIN ONE YEAR OF HIRE.

The TOPYX LMS offers several benefits:

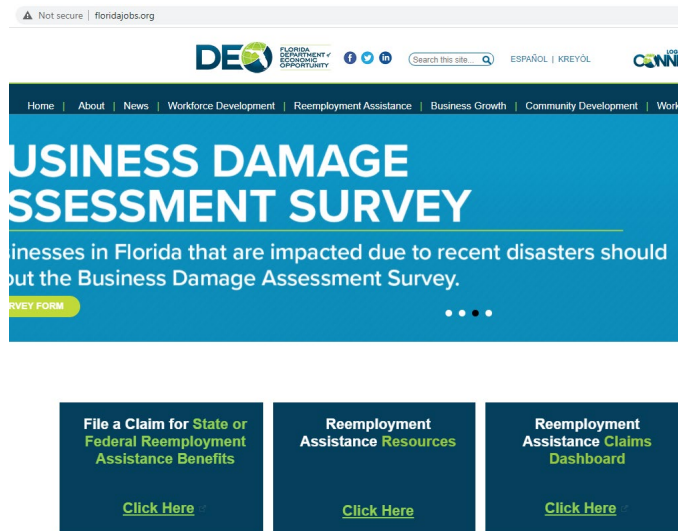
TOPYX is a tile-based system with one menu (for learners) on the screen. The previous Adobe Connect LMS is a linear looking system with multiple menus that can be confusing.

- TOPYX allows frontline staff or local managers to register a learner in the system, whereas Adobe Connect requires administrators to register learners in the system.
- TOPYX allows “Instructors” to put training materials in the system, and learners can complete those locally uploaded materials.

SECTION ONE: How do I access the TOPYX LMS?

TOPYX is an internet-based Learning Management System (LMS) designed to hold DEO's and the LWDBs' training materials to track the progress of all learners. This system allows staff to complete materials on the internet, maximizing flexibility. To access the TOPYX LMS:

1. First, go to the DEO's website at floridajobs.org.



2. Next, click on Workforce Development.



3. Click on the green arrow next to “Professional Development and Training.”

The State of Florida provides many valuable employment search resources to help you create a great resume, obtain career advice, and land a job.

Local Workforce Development Board Resources

- Local Area Governance
 - DEO-LWDB Grantee-Subgrantee Agreement Resources
 - Governance Policies, Tools and Resources
- Program Monitoring and Reports
- Professional Development and Training
- Policy and Guidance

4. The page will expand. Select “TOPYX” to go directly to the log in screen.

The State of Florida provides many valuable employment search resources to help you create a great resume, obtain career advice, and land a job.

Local Workforce Development Board Resources

- Local Area Governance
- Program Monitoring and Reports
- Professional Development and Training
 - Training Materials
 - Review training presentations intended to help local workforce boards, contractors, and other partners learn about essential workforce concepts.
 - Program Training Calendar
 - Access scheduled training sessions on workforce programs.
 - TOPYX [↗](#)
 - SOAR Webinars [↗](#)
- Policy and Guidance

SECTION TWO: Logging into the TOPYX LMS

Step 1: Below is the TOPYX Login screen. The Username is always your work email.



Step 2: The generic password for employees with a profile in TOPYX (employees who migrated from Adobe Connect) is **“Florida1.”** Otherwise, new employees (the learner) will create their own password when they select **Sign Up Here**. If you have issues with the password or logging in, please contact us at DEO’s Workforce Training and Coordination Team (WTC) at WFSTraining@deo.myflorida.com.

Step 3: Click **Forgot Password** if staff cannot remember their password and needs to reset it. Staff/Learner will enter their work email address, click the Captcha and continue. The system will send an auto-generated email with the details to complete the password update process.



Step 4: If a new staff member needs to be registered into the system, they can register themselves by clicking **Sign Up Here** on the login screen. The Training Coordinator or Point of Contact (POC) who has a Manager or Evaluator role can also add users to TOPYX.

A login form with a light gray background. It contains two input fields: 'Work Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link labeled 'Forgot password?'. A dark blue button with white text says 'LOGIN NOW'. Below this is a link 'Not registered yet?' and a dark blue button with white text that says 'SIGN UP HERE'.

Self Creating a Profile in DEO's One-Stop LMS

Creating a profile in the Learning Management System (LMS) requires just a little bit of information, and those who register can quickly access the training courses.

Step 1: Go to One-Stop Learning Management System's webpage at <https://fldeo.interactyx.com/>. Select "Sign up here" under the "LOGIN NOW" button.

A login form with a light gray background. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link labeled 'Forgot password?'. A dark blue button with white text says 'LOGIN NOW'. Below this is a link 'Not registered yet?' and a link labeled 'Sign up here' in green text. A blue oval highlights the 'Sign up here' link, and a mouse cursor is pointing at it.

Step 2: Enter basic profile information. This step includes creating a username and password. In the “Username/Email” field, enter your professional (work) email address. Your email address becomes your username. It is important to use your email as your username so that your profile always remains unique to you.


Your Details

Username / Email *	TesterThree@gmail.com
Email *	TesterThree@gmail.com
Confirm Email *	TesterThree@gmail.com
Password *	
Confirm Password *	
First Name *	Tester
Last Name *	TesterThree

Step 2 (continued): Finish entering the profile creation form. That is, the “Your Details” screen above. Enter your organization’s name and select a Local Workforce Development Board (LWDB) number. If you are not with an LWDB, select the appropriate code: DEO, Contractors, CareerSource Florida, Florida HIREs or FTI. Indicate that you are not a robot by entering the Captcha. Finally, select the “Register” button on the bottom of the screen.

Organization

Organization *	DEO
Title *	Research Specialist
LWDB	21 - CareerSource Palm Beach County 22 - CareerSource Broward 23 - CareerSource South Florida 24 - CareerSource Southwest Florida 25 - DEO

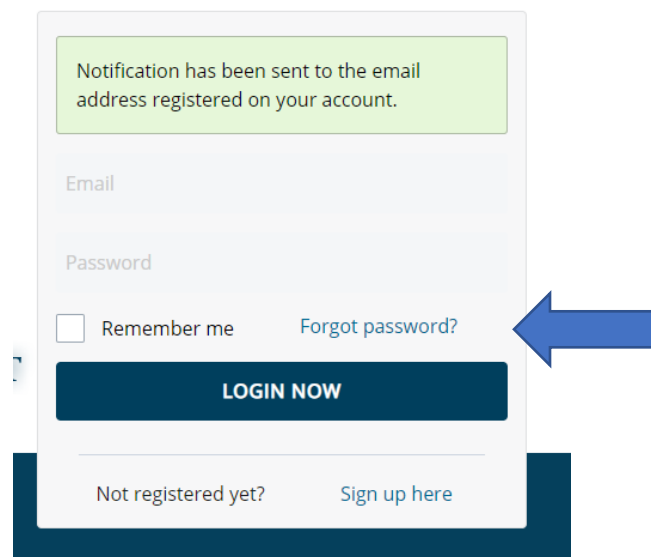
I'm not a robot  reCAPTCHA
Privacy - Terms

REGISTER **CANCEL**

You have now created a **Learner** profile within the TOPYX LMS.

What could prevent me from registering in the system?

Your professional (work) email is already in the TOPYX system associated with an active profile. If this holdup occurs, **do not create another profile.** Return to the “Log in” screen. Enter your email address in the “Email” field and then select “Forgot password?” After entering your professional email address, the TOPYX system sends you an email providing a link to update your password.



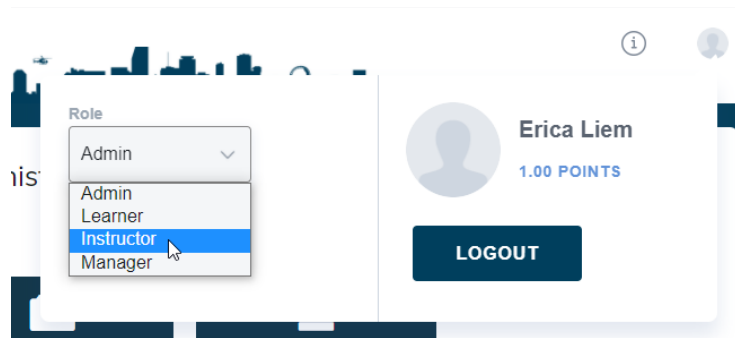
The image shows a login form with a green notification box at the top stating: "Notification has been sent to the email address registered on your account." Below the notification are fields for "Email" and "Password". There is a "Remember me" checkbox and a "Forgot password?" link. A blue arrow points to the "Forgot password?" link. Below the fields is a dark blue "LOGIN NOW" button. At the bottom, there are links for "Not registered yet?" and "Sign up here".

If this process does not work and you cannot get in the system, please email your name and email address to WFSTraining@deo.myflorida.com .

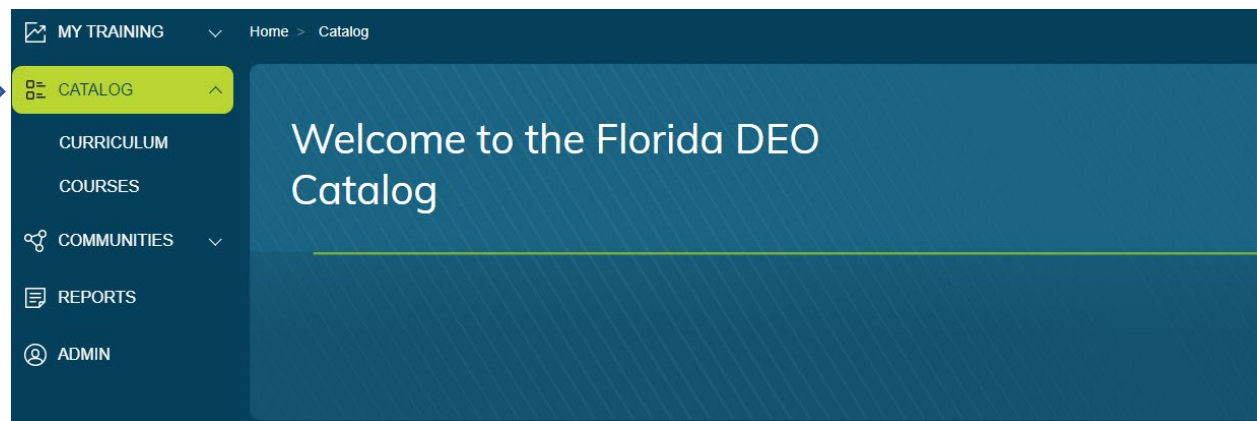
SECTION THREE: Learner View within TOPYX LMS

Everyone entered in TOPYX is defaulted to a Learner role at log in. All users with a profile in TOPYX have a **Learner** profile. Individuals with other roles such as Manager or Instructor, will have the ability to select which mode within the system they would like to operate.

This section outlines the basic options available in the Learner mode of TOPYX. Once logged in, you are at the home page which is associated with your role, in this case, the **Learner Home Page**.



Step 1: Once you have logged in as a Learner, you will automatically be directed to the **“Catalog”** screen. If you have more than one role, you will automatically be defaulted to the **“Learner”** role. You must actively select the profile icon, see below:



- As a **Learner**, all the classes that you have been registered to complete will be visible on the **“My Training”** screen. To find a course or curriculum to register and complete, select **“Catalog.”** Select either **“Curriculum”** or **“Courses”** to see the available materials.

Step 2: In the picture below, the staff member has selected **“Courses”** under the **Catalog** feature. These are the courses in the **“Catalog”** which the **Learner** can select to study. To complete, select **Register**.

The screenshot shows a user interface with a dark blue sidebar on the left containing navigation options: DASHBOARD, MY TRAINING, CATALOG, CURRICULUM, COURSES (highlighted in yellow), CALENDAR, COMMUNITIES, and REPORTS. The main content area is titled 'Join the Florida DEO Community' with a 'JOIN COMMUNITY' button. Below this, three course cards are displayed:

- Condensed Hearing Officer Training:** Includes an icon of a graduation cap, instructor names (Erica Liem, Dave Snyder), and a start date of 2/3/2021. A blue arrow points to the 'REGISTER' button.
- Florida Registered Apprenticeship:** Includes an icon of a person at a computer, instructor name (Dave Snyder), and a start date of 9/10/2018. A blue arrow points to the 'REGISTER' button.
- Limited English Proficiency and Program Accessibility (LEP PA) Training:** Includes an icon of a person at a computer, instructor name (Dave Snyder), and a 'REGISTER' button. A blue arrow points to the 'REGISTER' button.

Step 3: Select **“My Courses”** under **“My Training”** on the left menu. The system will display the training you registered for in the **Catalog** section.


The screenshot shows the 'My Courses' page. The sidebar on the left has 'MY COURSES' highlighted in yellow. The main content area is titled 'My Courses' and features a search bar, a 'Filter By ABC' dropdown, and a single course card:

- Condensed Hearing Officer Training:** Includes an icon of a graduation cap, registration date (2/5/2021), and status (Registered). A 'START' button is located below the course details.

Step 4: To access the training catalog. Select **CATALOG** on the left menu, and the menu expands. In the picture below, the staff member has selected **COURSES**. Learners can select courses in the **CATALOG** they would like to complete. To access the course, select **REGISTER**.


Join the Florida DEO Community [JOIN COMMUNITY](#)

Condensed Hearing Officer Training

 Instructor(s) Erica Liem
Dave Snyder
Start Date 2/3/2021

[REGISTER](#)


Florida Registered Apprenticeship

 Instructor Dave Snyder
Start Date 9/10/2018

Registered apprenticeships are high-quality, work-based learning, and post-secondary, earn-and-learn models that meet national standards for registration with the U.S. Department of Labor (or federally-recognized State Apprenticeship Agencies). This five module course breaks down Florida Registered Apprenticeship.

[REGISTER](#)

Limited English Proficiency and Program Accessibility (LEP PA) Training

 Instructor Dave Snyder

[REGISTER](#)

Step 5: Select MY COURSES under MY TRAINING on the left menu. The system will display the training that the **Learner** has **registered** for. The system will also display the training that leadership (or you with a Manager role) has registered the Learner to complete.

DASHBOARD Home My Training My Courses

MY TRAINING **My Courses**

MY COURSES

CATALOG


CALENDAR

COMMUNITIES

REPORTS

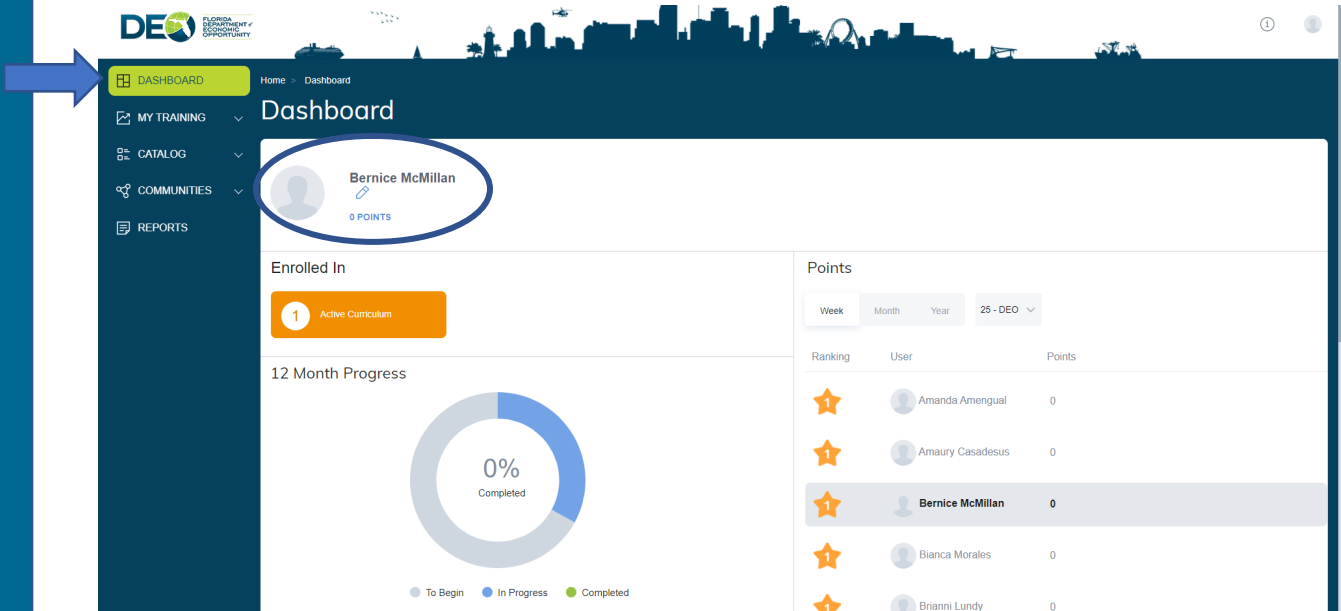
Search Filter By ABC

Condensed Hearing Officer Training

 Registration Date 2/5/2021
Status Registered
DROP

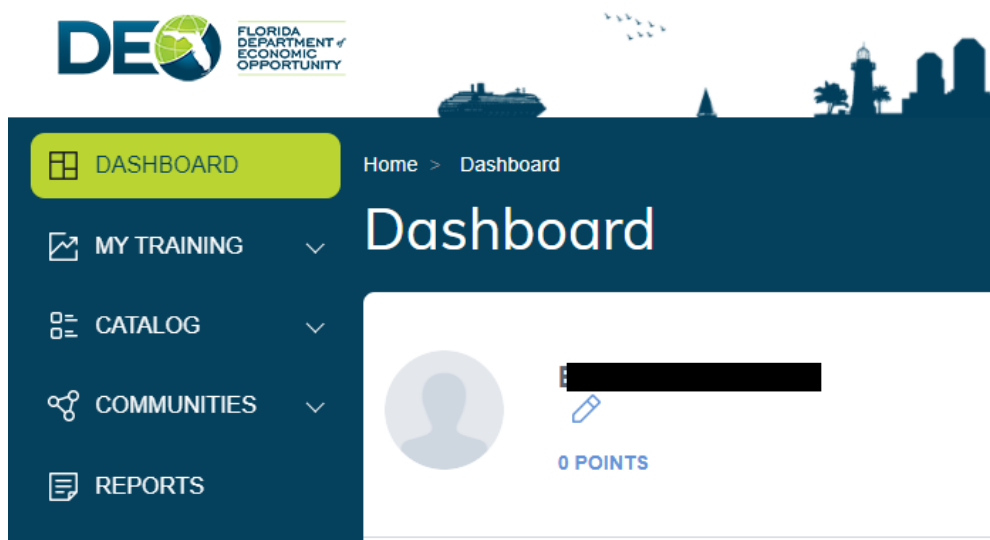
[START](#)

There is a menu on the left of the screen for ease of access. The **Dashboard** is designed to provide a snapshot of activity and provides easy, convenient access to content all from one page.

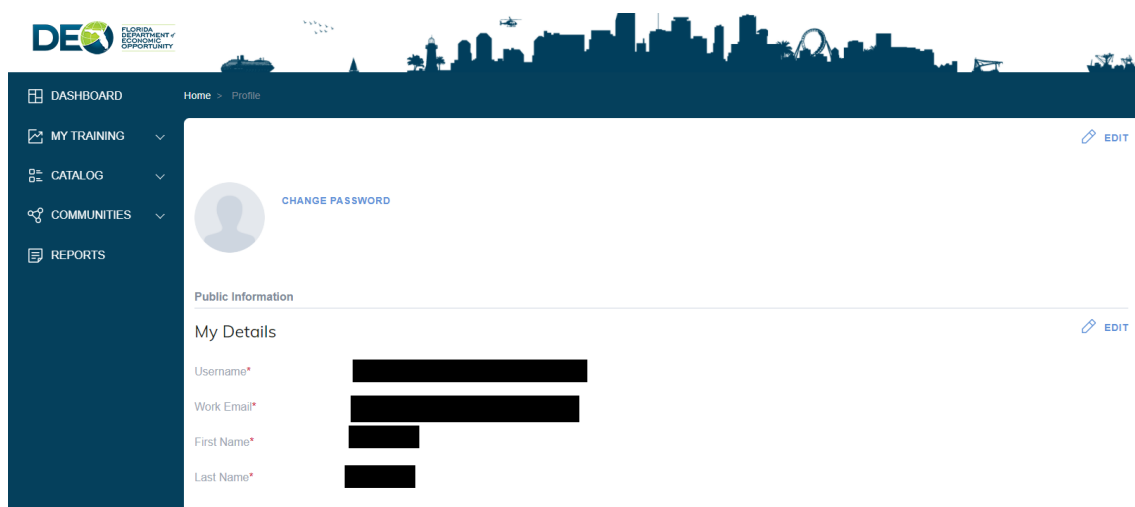


The **Dashboard** consists of:

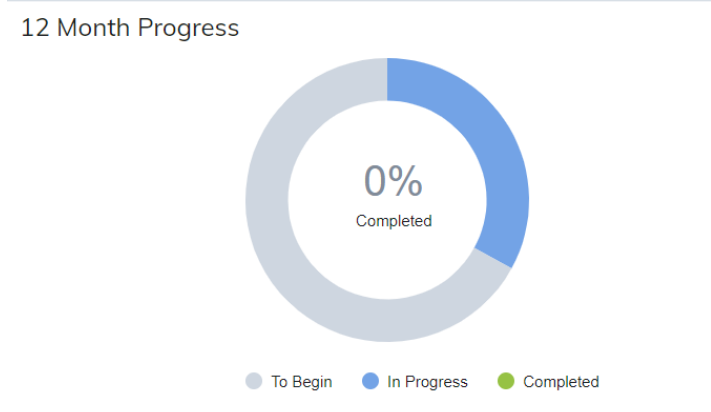
- The **Profile** section: displays general details and the Learner can edit their profile from here.



- b. If you want to edit your profile, click on the respective pencil icon. You can change the picture, update details and contact information. The roles assigned in the system are also listed.



- c. The **12-Month Progress** racetrack populates based on items:
- The learner has registered to complete, but not yet started
 - Are currently in progress but have not completed
 - All completed items



- d. **Points** will be activated later but are similar to a badging reward system and will be used to track CEUs for maintaining the Florida Certified Workforce Professional designation.

Points

Week | Month | Year | 25 - DEO ▾

Ranking	User	Points
★	Amanda Amengual	0
★	Amaury Casadesus	0
★	Bernice McMillan	0
★	Bianca Morales	0
★	Brianni Lundy	0

- e. **Communities:** This section is similar to a forum or posting board to send and receive messages in real time to user groups associated with your role. Latest updates and messages can be posted and stored here.

Communities [VIEW ALL >](#)

Latest Updates	Learners
Florida DEO 1	2926
Everyone 0	9
Admin 0	10
Communications Testing 0	9
Other 0	24

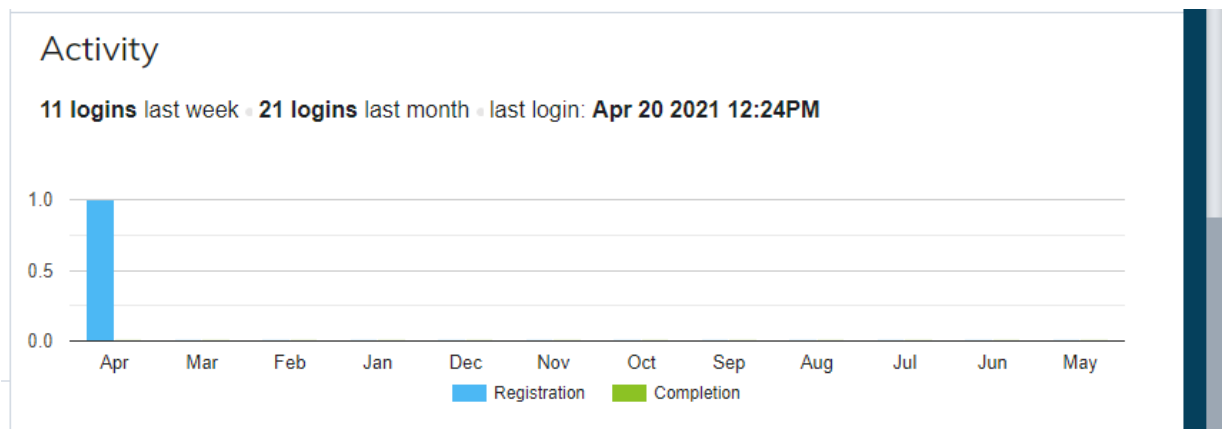
- f. **My Training** details the progress of recent training including programs (that is, Tier One), courses (Tier Two, other local trainings, etc.), learning paths and schedules.

My Training VIEW ALL >		
Most Recent	Due Date	Progress
Tier One	4/14/2022	<input type="radio"/>
Tier One - History and Structure of the Workforce Development System		<input type="radio"/>
Tier One - Registered Apprenticeship Introduction		<input type="radio"/>
Tier One		<input type="radio"/>

- g. **Competencies**: provides learner reports and printable transcripts.

Competencies VIEW ALL >	

- h. The **Activity** section tracks login activity and the chart populates registration and completion history over the last 12 months. Hover over any bar to display the name of the items for that month.



- i. **Announcements** from site administrators, Instructors and Managers of Groups which the learner belongs to will display here.

Announcements VIEW ALL >

Most Recent	Date
TOPYX LMS Walkthrough > The WTC is hosting walkthrough sessions for the TOPYX Learning Management System for Training Coordinators and/or POCs.	Apr 14 2021
WIOA Performance Training: Measuring and Improving Performance for Business Services webinar >	Nov 01 2018

Catalog: Displays curricula or courses that are available for enrollment. There is a distinction between curriculum and courses.

- **Program** are a group of courses defined under one common goal or learning message.
- **Courses** link together under a common topic to make a curriculum or program. Courses can also unite materials under a common topic.
- Upon registration into curriculum or courses, the **Learner** will receive an auto-generated confirmation via email.
- To access a specific program or courses, the **Learner** selects **Register**.

DEO FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

Catalog

Curriculum >

WIOA Performance Training Series

FLIP FOR MORE

REGISTER

Courses >

TESTLMI	Tier Two - Registered Apprenticeship Program	Tier Two - VETS	Tier Two - Welfare Transition (WT) Program	Tier Two - Wagner Peyser
FLIP FOR MORE	FLIP FOR MORE	FLIP FOR MORE	FLIP FOR MORE	FLIP FOR MORE
REGISTER	REGISTER	REGISTER	REGISTER	REGISTER

Once registered, the screen offers the **Start** option.



Reports: Here the *Learner* can see the progress of all content they have enrolled in, view grades and their report card, and they can download Certificates of Completion, such as Tier Two courses.

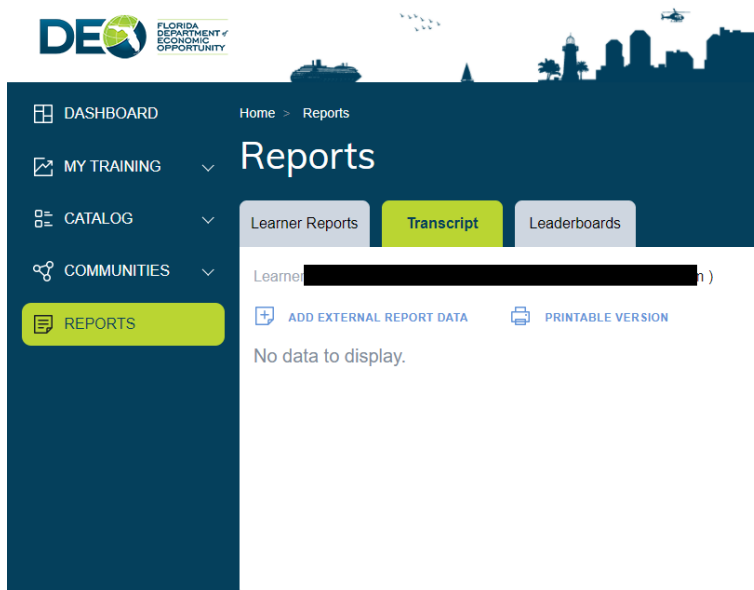
- b. **Clarification:** Tier One is a *certificate* program designed to achieve the Florida Certified Workforce Professional designation. Conversely, Tier Two does not have an associated certification but will have *certificates of completion* for each course.



- c. The **Reports** screen has three tabs:
 - i. **Learner Reports (first tab above)**: Currently lists group rankings and points (CEUs) for completed courses and overall site rankings.



- ii. **Transcript (second tab above)**: Learners can print certificates and transcripts in .pdf format and add/upload external data, such as training certificates or other supportive documentation received from external sources.



- iii. **Leaderboards (third tab above):** Coming soon! This screen will rank learner completion details based on the assigned User Group and will highlight the ranking order based on number of points achieved.

The screenshot shows the DEO Reports interface. The 'Leaderboards' tab is selected, displaying two ranking tables. The 'Group Rankings' table lists users with their points, and Bernice McMillan is highlighted. The 'Site Rankings' table also lists users with their points, and Bernice McMillan is highlighted.

Ranking	User	Points
★	Amanda Amengual	0
★	Amaury Casadesus	0
★	Bernice McMillan	0
★	Bianca Morales	0
★	Brianni Lundy	0

Ranking	User	Points
★	ABEL SANCHEZ	0
★	Abraham Alberto	0
★	ABRAHAM PERRY	0
★	ABU MANSOOR	0
★	ADA RODRIGUEZ	0
★	Bernice McMillan	0

Help Guide

Every role within TOPYX has an associated **Help Guide** which is accessed from upper right corner next to the profile picture. It is unique to whatever role you are logged in at that time.



The screenshot shows the 'Learner Help Guide' interface. The sidebar on the left contains various navigation options. The main content area includes a search bar and a 'Need Assistance?' section with a list of links for further help.

SECTION FOUR: How do I print a training certificate (completion, achievement) using TOPYX?

Step 1: The *Learner* must log into the TOPYX system as a *Learner* by entering their username and password combination.

A login form with a light gray background. It contains two input fields: 'Work Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link 'Forgot password?'. A prominent dark blue button with the text 'LOGIN NOW' in white is centered below the inputs. At the bottom of the form, there are two links: 'Not registered yet?' and 'Sign up here'.

Step 2: The system brings up the *My Training* screen. In this situation, the *Learner* was taken to the *My Courses* screen under *My Training*.

A screenshot of the 'My Courses' page in the TOPYX system. The page has a dark blue header with the breadcrumb 'Home > My Training > My Courses' and the title 'My Courses'. A left sidebar contains navigation options: 'DASHBOARD', 'MY TRAINING', 'CURRICULUM', 'MY COURSES' (highlighted), 'CATALOG', 'COMMUNITIES', and 'REPORTS'. The main content area features a search bar and a 'Filter By ABC' dropdown. Two course cards are visible: 'Excel Beginner Training' with a registration date of 9/19/2016 and a 'CONTINUE (4%)' button, and 'Safeguarding Federal Tax Information 2020' with a registration date of 4/15/2021, a due date of 9/30/2021, and a 'CONTINUE (67%)' button. A 'DROP' section for the second course explains its purpose: 'This course prepares staff to handle and protect confidential information. It is important to "Safeguard Federal Tax Information".'

Step 3: Next, select **Reports** on the left menu.

The screenshot shows the 'My Courses' interface. On the left, a dark blue sidebar contains a menu with 'REPORTS' highlighted in yellow and pointed to by a blue arrow. The main area displays course details for 'Excel Beginner Training' and 'Safeguarding Federal Tax Information 2020'. The 'Excel Beginner Training' card shows a progress bar at 4% and a 'CONTINUE (4%)' button. The 'Safeguarding Federal Tax Information 2020' card shows a progress bar at 67% and a 'CONTINUE (67%)' button. Course details include registration dates and status (Registered).

Step 4: If there is a certificate to print, an arrow will show in the column titled “Download Certificate.” Click on the down arrow to print the respective certificate.

The screenshot shows the 'Learner Reports' page. The 'REPORTS' menu item is highlighted in yellow. The page displays a table for 'My Course' with columns for Course, Credit Units, Status, Credit Hours, Percentage Completed, Registration Date, Completion Date, Expiration Date, Certificate Expiration, Download Certificate, and View Grades. A blue arrow points to a download icon in the 'Download Certificate' column for the 'Limited English Proficiency and Program Accessibility (LEP PA) Training' course.

Program	Credit Units	Status	Credit Hours	Percentage Completed	Registration Date	Completion Date	Expiration Date	Certificate Expiration	Download Certificate	Grades
Tier One		In Progress	0	13	12/3/2018					

Course	Credit Units	Status	Credit Hours	Percentage Completed	Registration Date	Completion Date	Expiration Date	Certificate Expiration	Download Certificate	View Grades
Excel Beginner Training		In Progress	0	4	9/19/2016					VIEW
Limited English Proficiency and Program Accessibility (LEP PA) Training		Completed	1.00	100	4/21/2021	4/21/2021	4/21/2023			VIEW
Safeguarding Federal Tax Information 2020		In Progress	0	67	4/15/2021					VIEW
TESTLMI		Completed	0.00	100	4/15/2021	4/16/2021				VIEW
Tier Two - Trade Adjustment Assistance (TAA) Program		Completed	0.00	100	4/21/2021	4/21/2021				VIEW

SECTION FIVE: Accessing TOPYX as a Manager

To access TOPYX as a manager, marking manager, instructor or evaluator (the managerial roles), an administrator has to link the role to the **Learner** in TOPYX. Remember, each individual who logs into TOPYX is first logged in as a **Learner**: staff must change their role using the personal profile icon on the top right of the screen.

- Managers are associated to User Groups by Administrators.
- Managers view their reports and reports for learners who are assigned to his/her group.
- The Manager role can add users to the LMS, but only to groups to which the Manager is assigned.
- Managers cannot view and mark a learner's assignment submissions, but they can see the Learner's final grade.

Marking Managers are a type of Manager. Marking Managers have the same privileges as Managers. They also have the ability to view and mark the assignment submissions of their Learners.

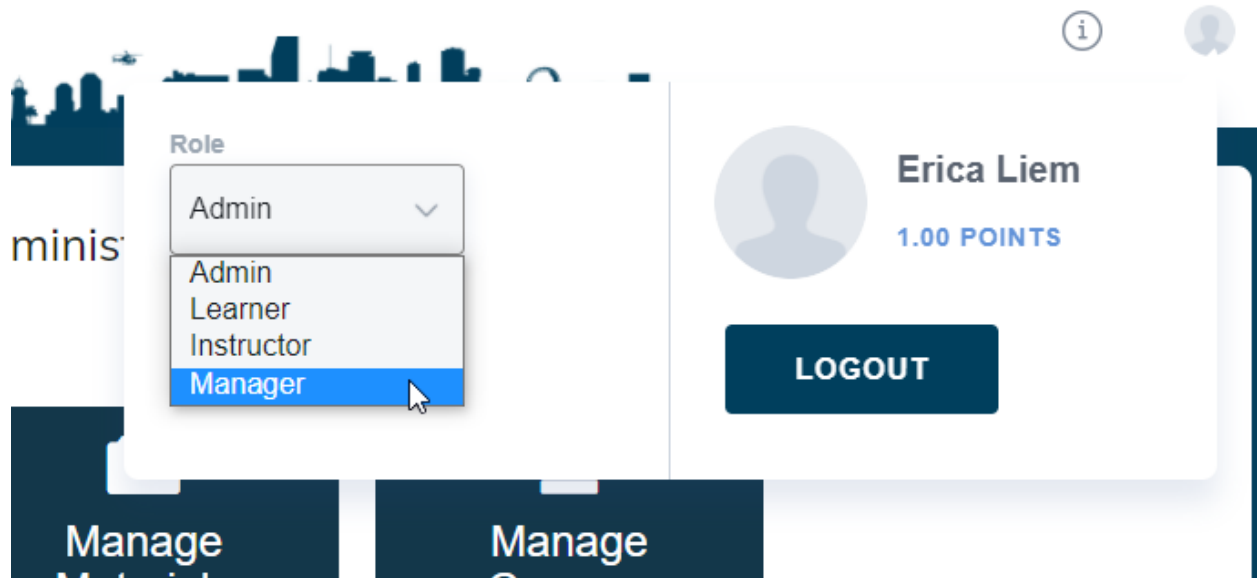
Step 1: go to the TOPYX Log-in screen.

A screenshot of the TOPYX login screen. It features a 'Work Email' input field, a 'Password' input field, a 'Remember me' checkbox, and a 'Forgot password?' link. Below these fields is a dark blue 'LOGIN NOW' button. At the bottom, there is a 'Not registered yet?' link and a blue 'SIGN UP HERE' button.

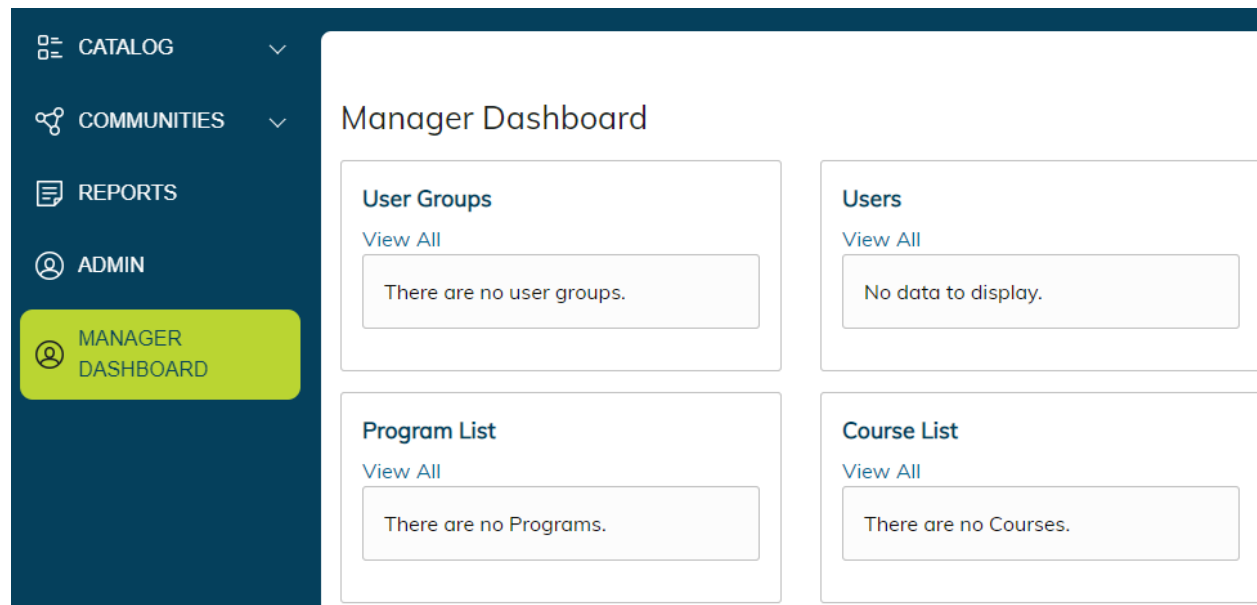
Step 2: Log in with your work email and password combination.

A screenshot of the TOPYX login screen. It features a 'Work Email' input field, a 'Password' input field, a 'Remember me' checkbox, and a 'Forgot password?' link. Below these fields is a dark blue 'LOGIN NOW' button. At the bottom, there is a 'Not registered yet?' link and a blue 'SIGN UP HERE' button.

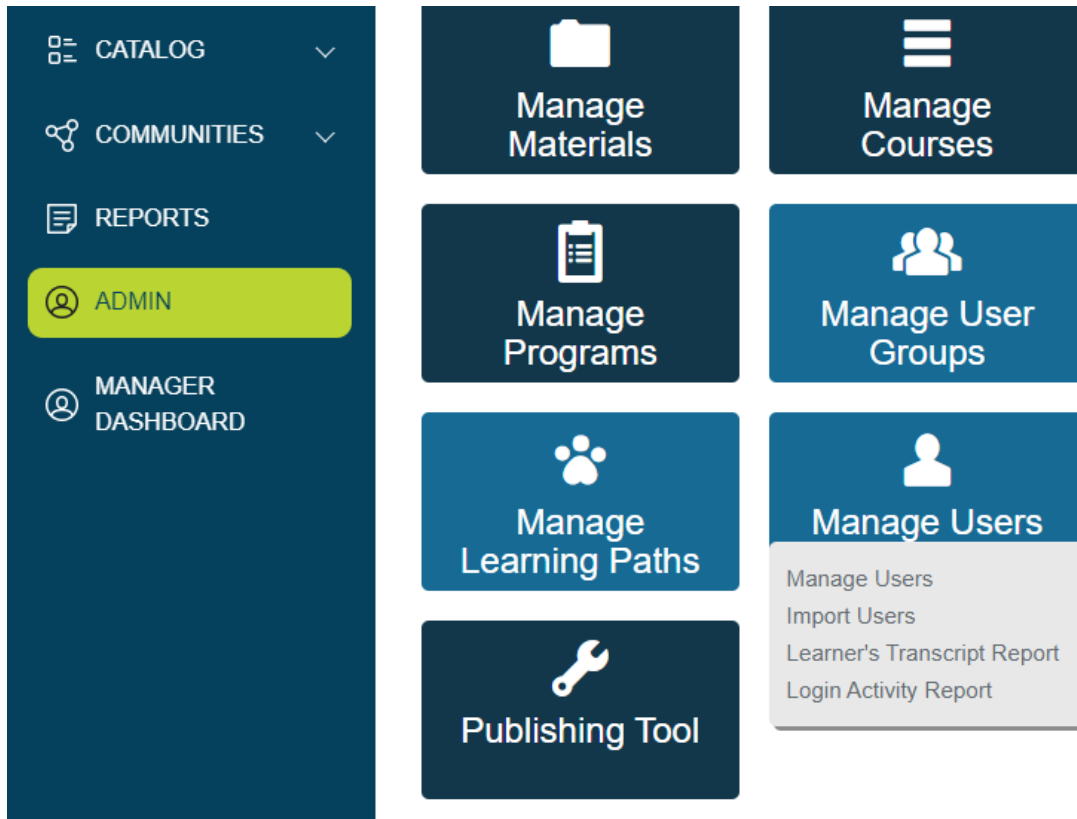
Step 3: go to the top right of the screen and click the individual icon. Make sure the appropriate leadership role has been selected. If you want to work with individuals, select Manager or Marking Manager. To upload or update materials, select Instructor or Evaluator.



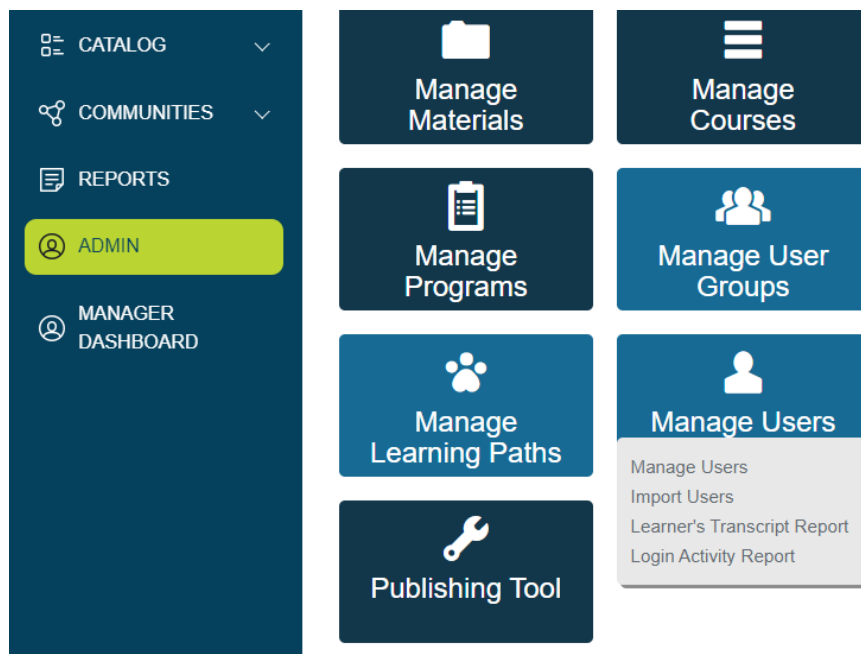
Step 4: after logging in to the system, and changing your role to **Manager**, you, the user, is taken to the **Manager Dashboard**.



Step 5: Clicking on the ADMIN option on the left, the system displays an administrator's screen. We can see what managers can do with their role.



Step 6: the **Manager** can upload and modify instruction materials, as well as manager the human aspect of the program by managing users.



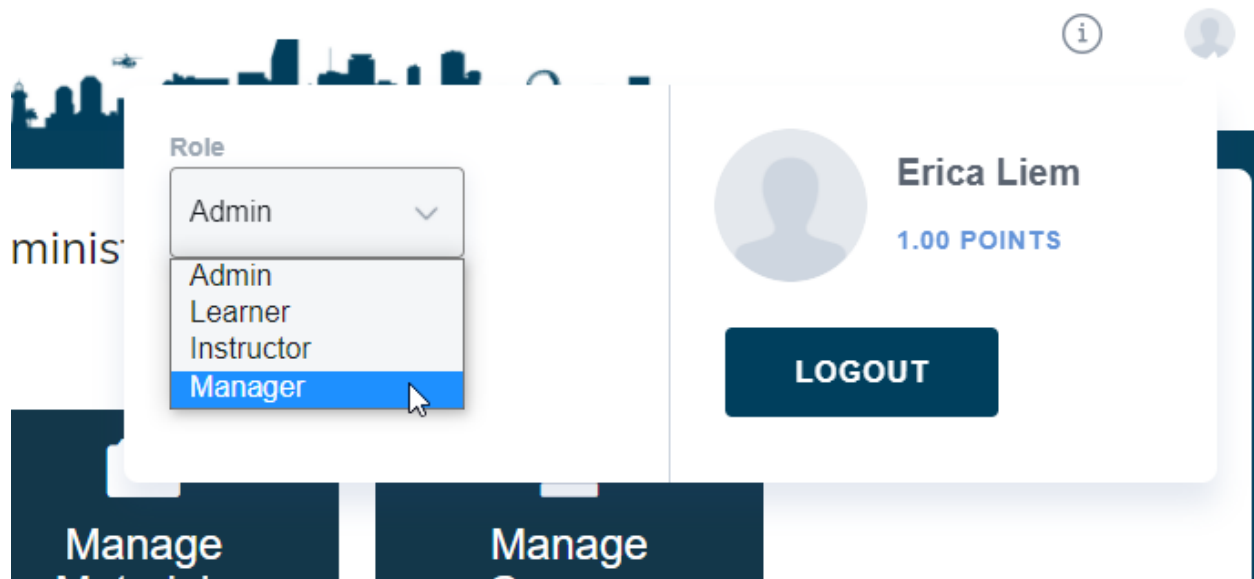
SECTION SIX: Instructor/Evaluator View Within the TOPYX LMS

An instructor is a “teacher” in the TOPYX program. Instructors can do all that learners can do, as well as

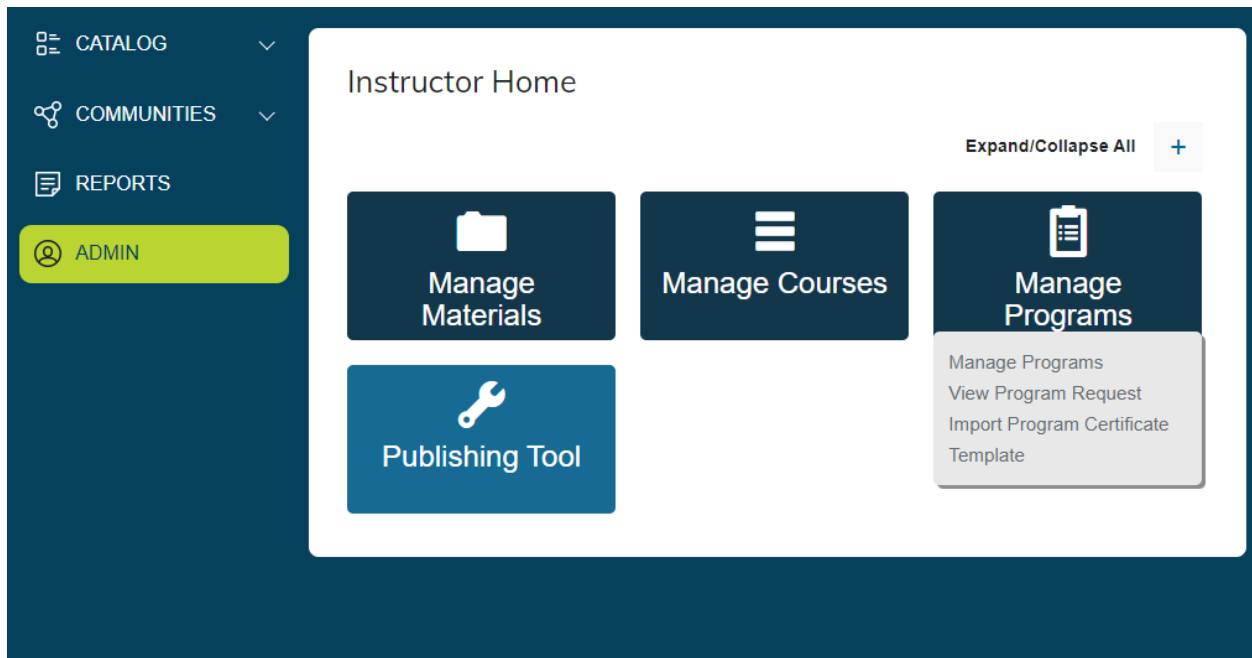
- Upload training materials. Instructors can only see the materials they upload to the site or the materials an administrator assigns access to the materials.
- If the instructor is not associated with a User Group, they will be able to view all user grades registered for the Courses and Programs they teach.
- Instructors are only able to view materials they upload to the site. If the instructor is associated with a User Group, they will only be able to view user grades for their Courses and Programs for the users in the User Group.
- If the instructor is associated with a User Group, they will only be able to create Courses and Programs and view user grades for their Courses and Programs for the users in the User Group.

Evaluator: An evaluator can do everything an instructor can do, well as add learners to the TOPYX system.

Once logged into the system, the Instructor has to update the role they want to work under.



Once the role is updated to Instructor, the staff member is taken to the **Instructor Home**. This administrative screen affords the Instructor the ability to create training materials, courses and curriculum.

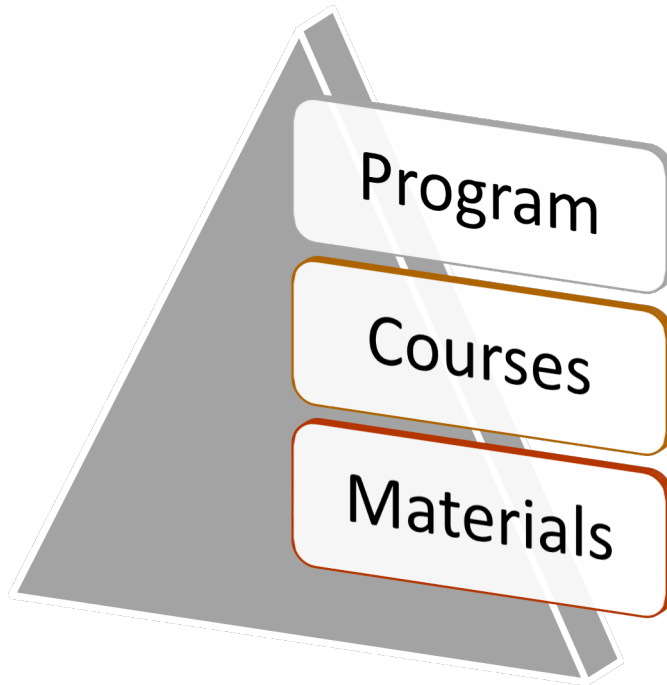


Uploading Materials to the TOPYX LMS (Instructor/Evaluator)

TOPYX provides a feature that is unique and new. TOPYX allows staff at DEO to create and upload training documents and presentations in the LMS. Now, the TOPYX LMS also offers instructors and evaluators at the LWDBs the ability to upload training documents and presentations into the TOPYX system.

It is important to note: DEO's Training and Coordination Unit will assist regions who want to upload training into TOPYX to ensure files work and staff can be assigned the training.

There are three levels of documents and presentations that an instructor, evaluator, and administrator can upload in the system: Materials, Courses and Program.



What is a “Material?” **Materials are the basic component of the TOPYX program.** Materials are uploaded into the TOPYX LMS and then turned into or grouped together to create Courses and/or Programs. Materials include a host of different file types. For example, you can upload:

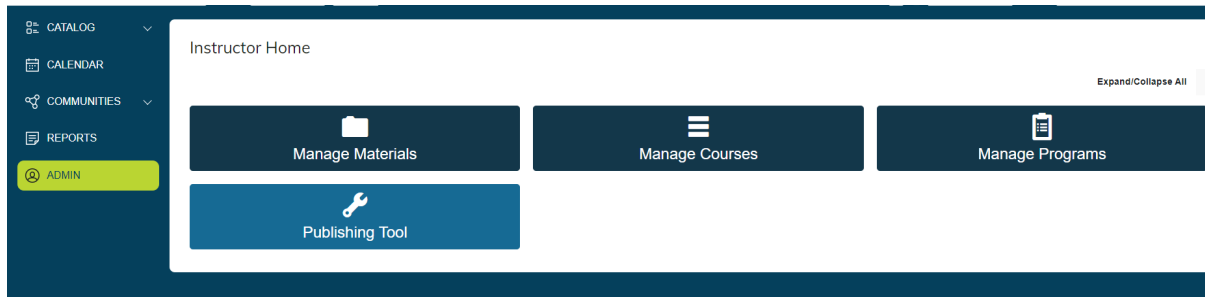
- a. A Microsoft PowerPoint for staff to use as they study a subject;
- b. A Microsoft Word document or PDF staff must review and indicate they understand the subject;
- c. A Captivate file that operates like an interactive video and can be viewed as a primary training presentation.
- d. A Microsoft Excel file being shared with teammates; etc.

What is a “Course?” **A Course is a way to organize training Materials.**

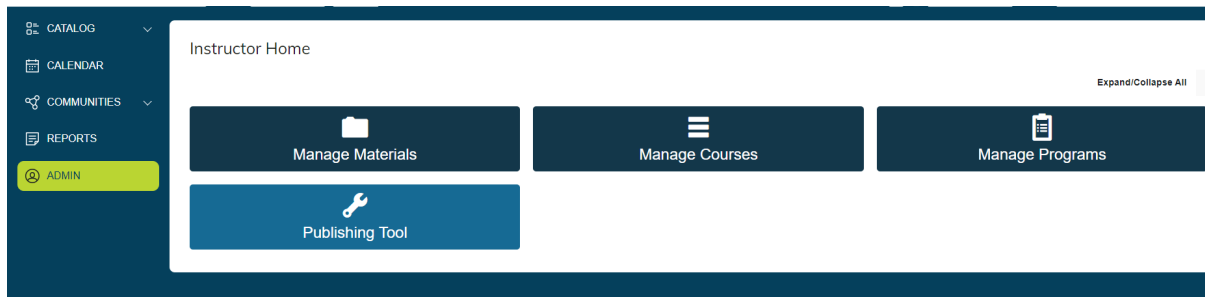
For example, our Instructor is going to upload Materials on the Welfare Transition (WT) accountability process. The Instructor uploads the Materials or primary building blocks. For example:

- a. The DEO Administrative Policy 037, Welfare Transition Program Work Penalties and Pre-Penalty Counseling.
- b. A page of links that include Florida Statutes, Florida Administrative Code and Department of Children and Families (DCF) guidance.
- c. Desk guides to help staff navigate the accountability process easily.
- d. A PowerPoint which learners can review again should the need arise.
- e. A presentation that operates like on-demand training.

The instructor may want to include a nod to peripheral materials, such as the Transitional Childcare, Administrative Policy No. 020 or the Hardship Extensions, Administrative Policy No. 025.



Then, the Instructor goes to the option to create a Course on the Instructor Home page. The Instructor mouses over **Manage Courses** and selects the **Manage Courses** option. The Instructor organizes the above materials under a course name. The course is published into the Catalog and learners can register to complete the course by their given deadline.



What is a “Program”? A Program is a way to organize Courses in the form of a curriculum.

Did you notice that a Course brought together and organized several pieces of Materials? Taking this idea one step further, a **Program** in TOPYX brings together and organizes a series of Courses. For example, let’s return to the WT example. The staff member uploads several documents and presentations. Remember those? Here they are again:

- a. The DEO Administrative Policy 037, Welfare Transition Program Work Penalties and Pre-Penalty Counseling.
- b. A page of links that include Florida Statutes, Florida Administrative Code and Department of Children and Families (DCF) guidance.
- c. Desk guides to help staff navigate the accountability process easily.
- d. A PowerPoint learners can review again should the need arise.
- e. A presentation that operates like on-demand training and includes a quiz.

These Materials above were put together under the Course titled, “Accountability and Sanctions Process.” The WT program team also has a course that organizes materials about time limits, work activities, etc. While this is good, the WT team wants to organize all these courses, set prerequisites, conduct quizzes/knowledge checks, etc. The WT team then creates a

Program, which organizes the Courses like a “Curriculum.” When the staff member clicks on the WT Program, they will see all of the Courses associated with that curriculum or program.

How Do I Upload Training Materials into the TOPYX Program?

Training documents are uploaded to the TOPYX system as Materials (i.e., the basic components), then **prepared** based on how the materials are going to be used. For example:

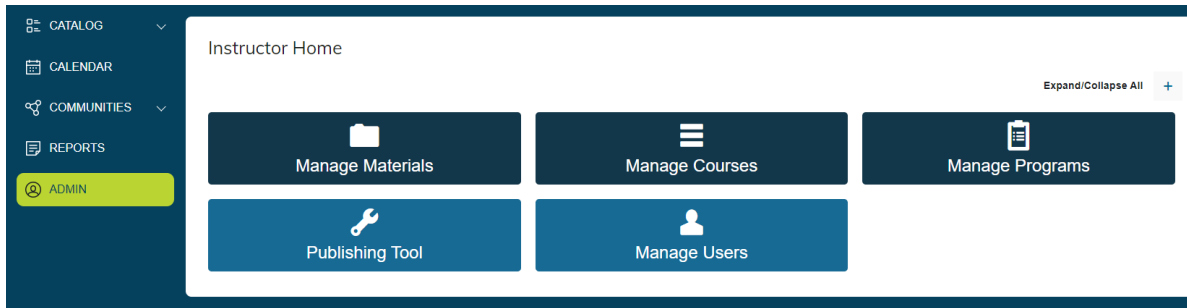
- a. Staff need to review a document and acknowledge they have read and understand the information in the document.
- b. Staff need to complete training as a stand-alone course focused on compliance or Continuing Education Units (CEUs). These training materials bundled together are used to create “Courses.”
- c. Staff built several Courses with Materials uploaded into TOPYX and created a “Program” (or curriculum.) Staff will complete or listen to several Courses that are threaded together by a common theme.

Step 1: The documents to be uploaded are Microsoft Word, Excel or PowerPoint documents. Instructors and Evaluators can also upload PDFs. Finally, staff can upload videos or video-like training into TOPYX.

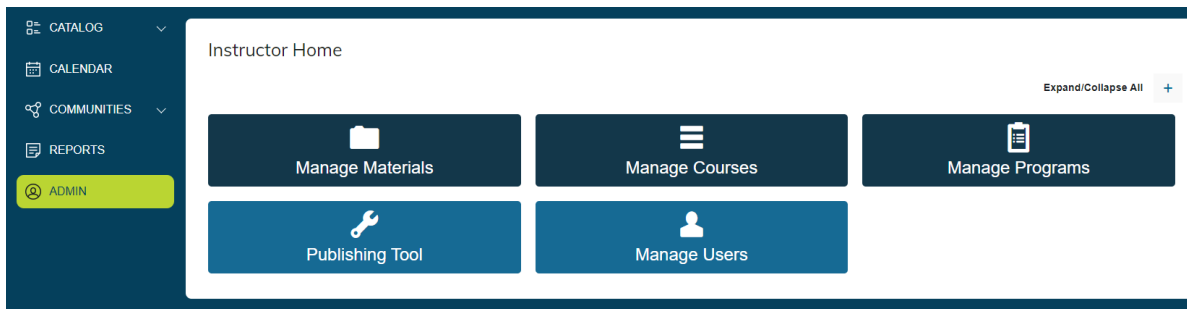
The first step is to upload the document or presentation into TOPYX as a Material (basic component). If the region wants to upload an interactive, video-like training, the region can work with DEO to develop a SCORM-like package.

A login form with a light gray background. It contains the following elements: a text input field labeled "Work Email", a text input field labeled "Password", a checkbox labeled "Remember me", a link labeled "Forgot password?", a dark blue button labeled "LOGIN NOW", a link labeled "Not registered yet?", and a link labeled "Sign up here".

Step 2: To go to the training coordinator’s web page in TOPYX, select **ADMIN** button on the menu on the left side of the screen.

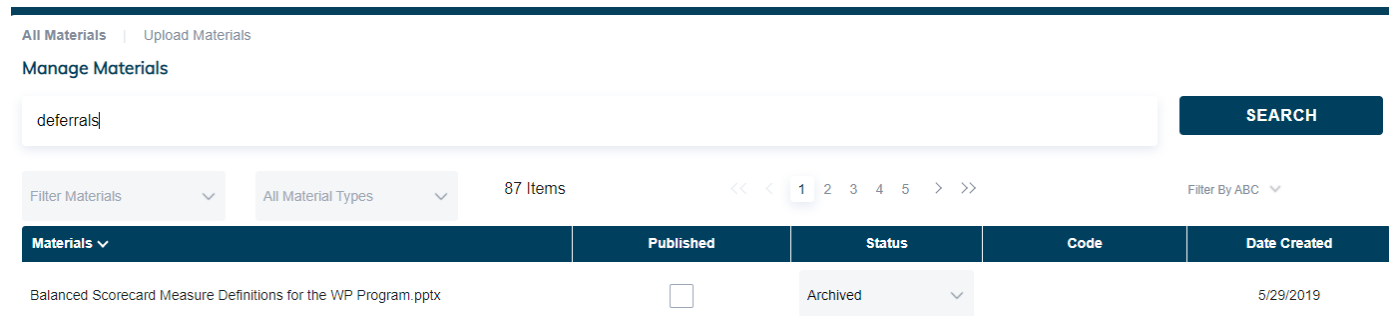


Step 3: Click the **Manage Materials** button. This button/tile should be available for Administrators, Evaluators, Instructors, etc.

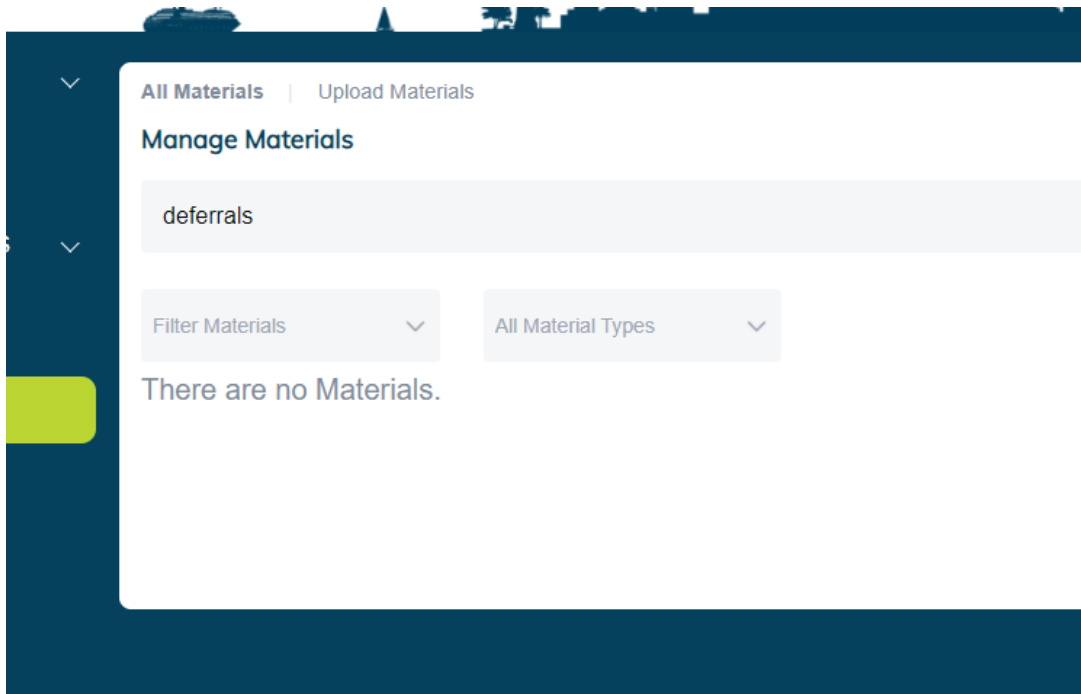


Step 4: On the **Manage Materials** page, the user can complete a lot of tasks. In this situation, it is recommended to run a search first to see if the material is *already* in the system.

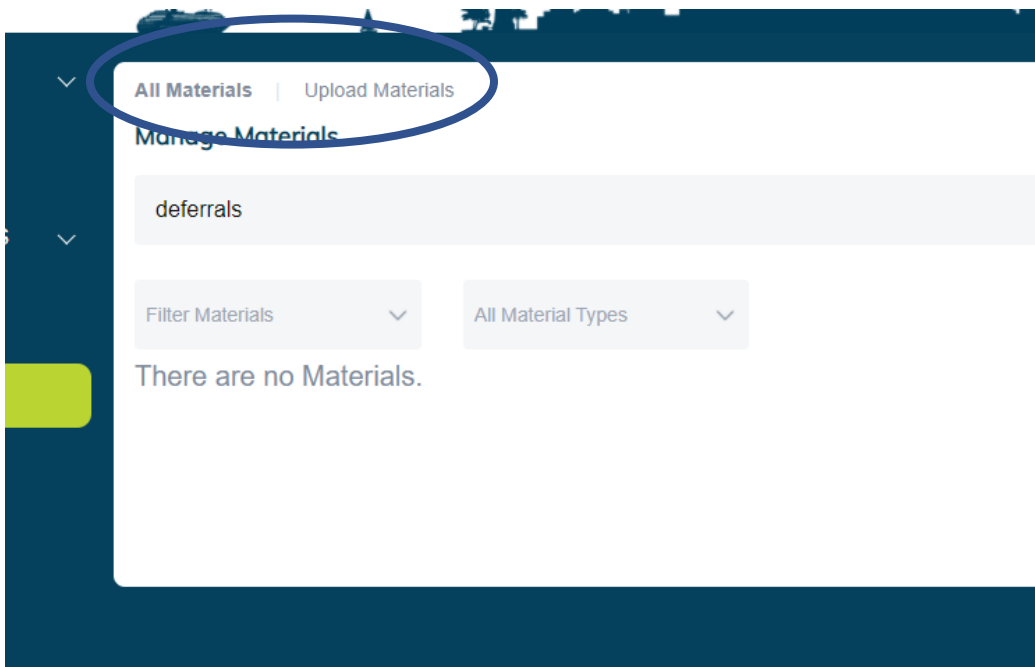
To do this, enter the name of the materials in the search bar. In this situation, we are looking for the Deferrals training materials for WT staff.



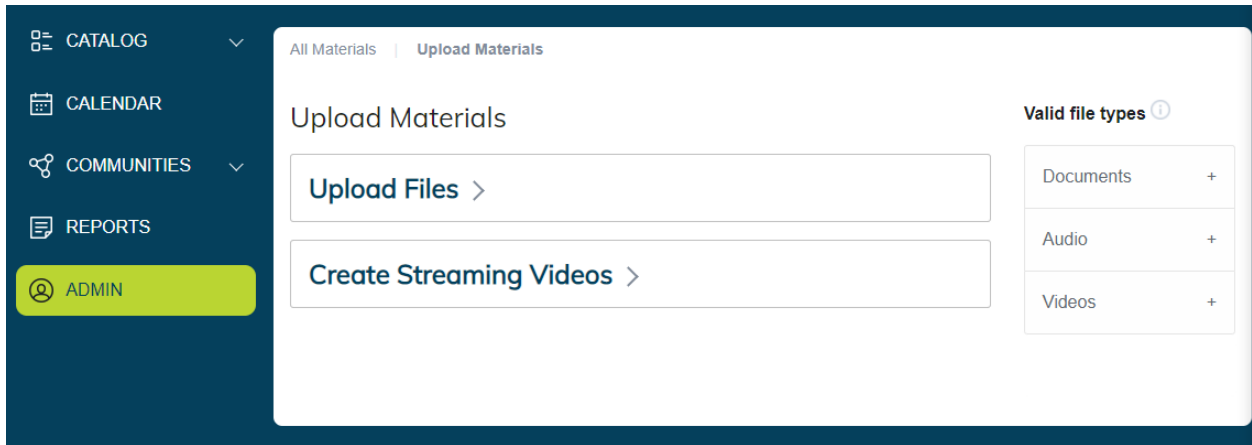
Step 5: There are no materials with the “Deferral” title.



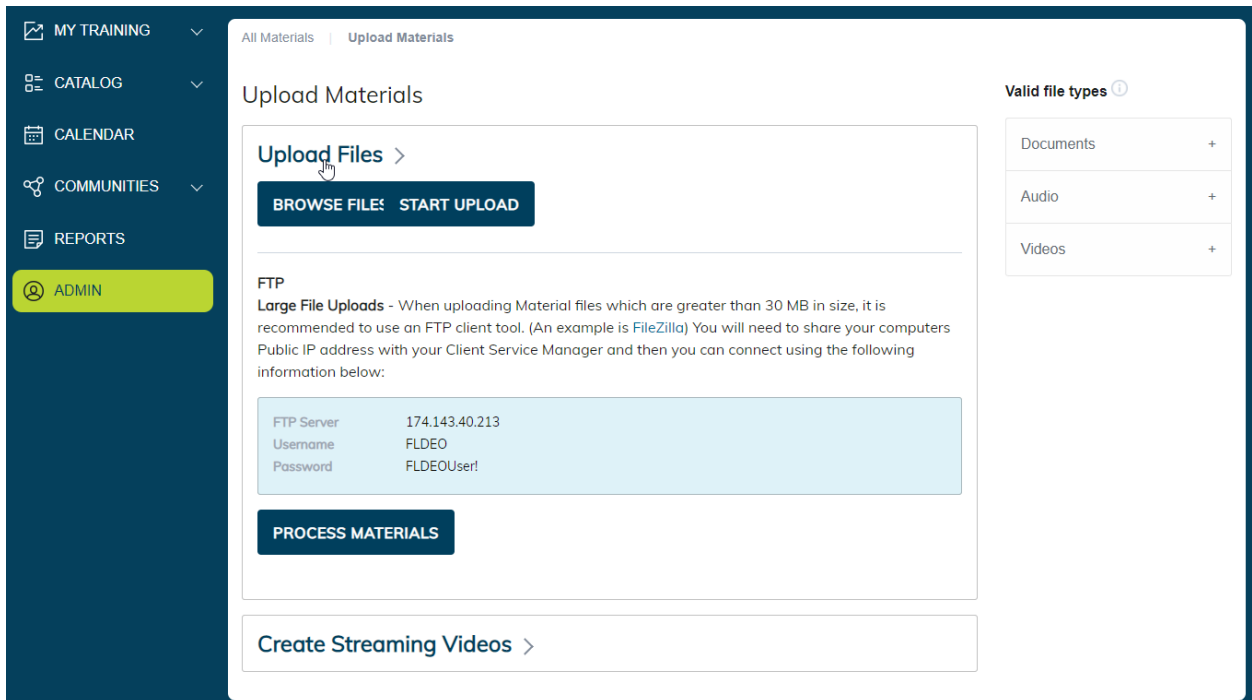
Step 6: As a result, we will need to **Upload Materials**. Materials can be a PowerPoint, Microsoft Word, Adobe PDF documents, Microsoft Excel spreadsheets, videos, .mp3, etc. This system allows the instructors, evaluators, and administrators to upload a variety of materials.



Step 7: After selecting **Upload Materials**, the Upload Materials screen will open. In this example, we are going to upload a file, not a streaming video. Select **Upload Files**.

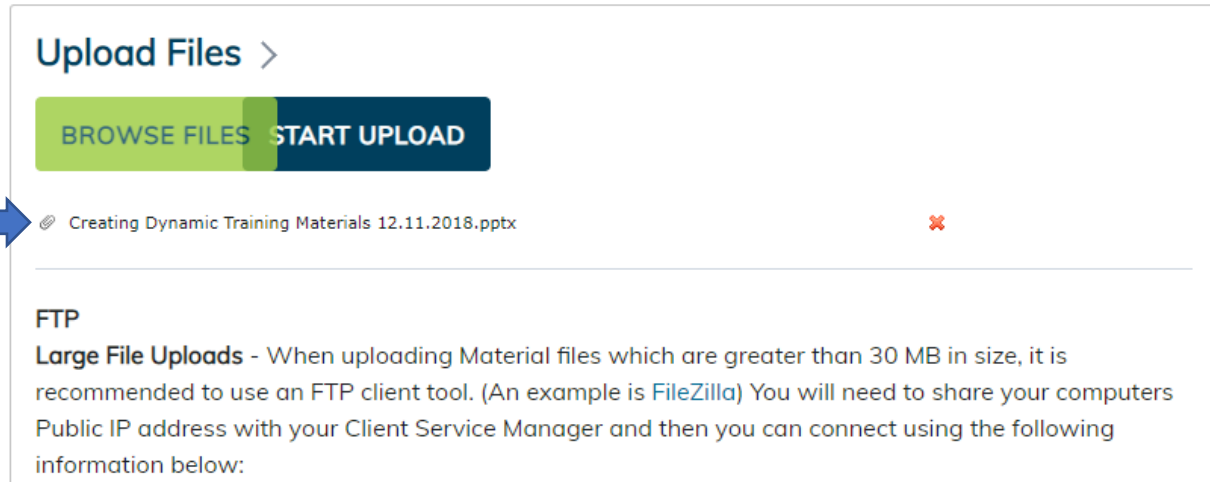


Step 8: Select the file you want to put into TOPYX by selecting **Browse Files**. This browsing step allows you to look through the computer and network for a file to post in TOPYX.



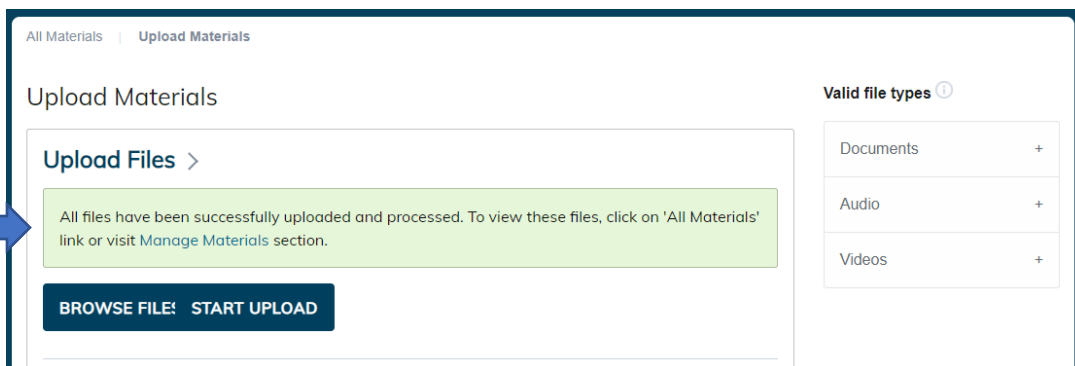
Step 9: Once the file has been selected, the document name is shown just below **BROWSE FILES** and **START UPLOAD**. Select **START UPLOAD** if it does not start on its own.

Upload Materials



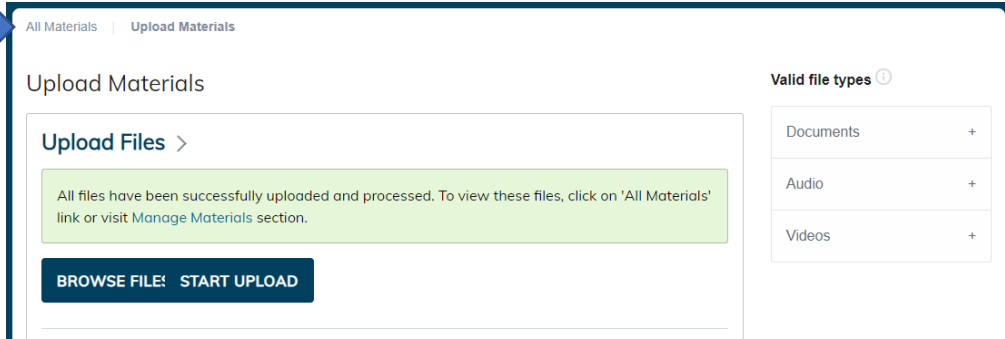
The screenshot shows the 'Upload Files' section of a web application. At the top, there are two buttons: 'BROWSE FILES' (green) and 'START UPLOAD' (dark blue). Below the buttons, a file is listed: 'Creating Dynamic Training Materials 12.11.2018.pptx' with a red 'x' icon to its right. A blue arrow points from the left margin to the file name. Below the file list, there is a section titled 'FTP' with the text: 'Large File Uploads - When uploading Material files which are greater than 30 MB in size, it is recommended to use an FTP client tool. (An example is FileZilla) You will need to share your computers Public IP address with your Client Service Manager and then you can connect using the following information below:'

Step 10: The files should automatically be processed by the system. Below, you can see the message, “All files have been successfully uploaded and processed....”

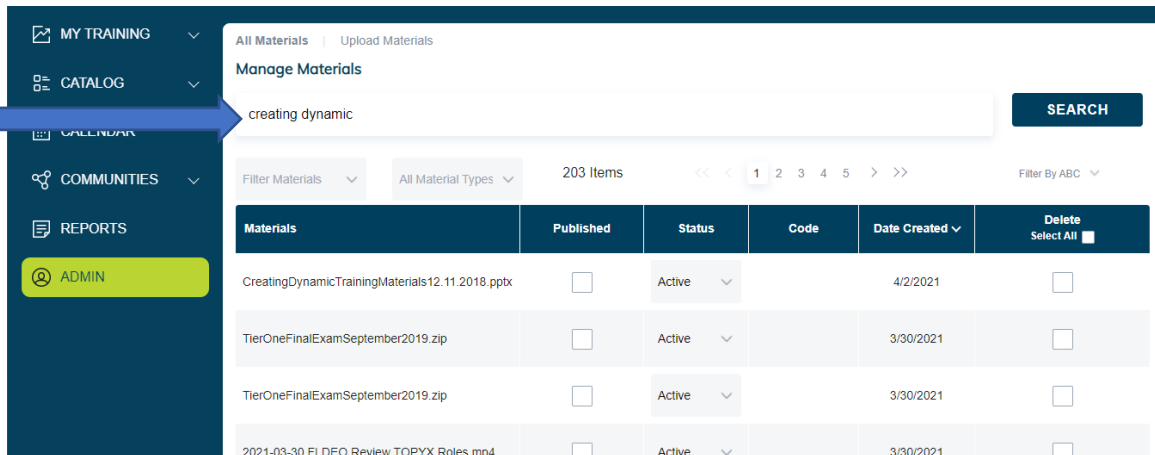


The screenshot shows the 'Upload Materials' section of a web application. At the top, there are two buttons: 'BROWSE FILE!' (green) and 'START UPLOAD' (dark blue). Below the buttons, a green message box contains the text: 'All files have been successfully uploaded and processed. To view these files, click on 'All Materials' link or visit Manage Materials section.' A blue arrow points from the left margin to the message box. To the right of the main content, there is a section titled 'Valid file types' with a list of file types: Documents, Audio, and Videos, each with a plus sign next to it.

The materials, once loaded into TOPYX, are not available for modification within the actual system. Rather, when you make a change to the Material, you will have to upload that latest version to the system. To find the document and finish the process, go to the **All Materials** page.



Step 11: Enter part of the title in the search feature and select **Search**.



The results are listed in a table-like fashion. The headers of the table are active and can organize the information for you. In the table below, the user selected **Materials** to organize the materials by name.

The screenshot shows the 'Manage Materials' interface. On the left is a navigation menu with 'ADMIN' highlighted. The main area has a search bar with 'creating dynamic' and a 'SEARCH' button. Below the search bar are filters for 'Filter Materials' (circled), 'All Material Types', and '203 Items'. A table lists materials with columns: 'Materials', 'Published', 'Status', 'Code', 'Date Created', and 'Delete Select All'. The 'Materials' column header is circled. The table contains the following rows:

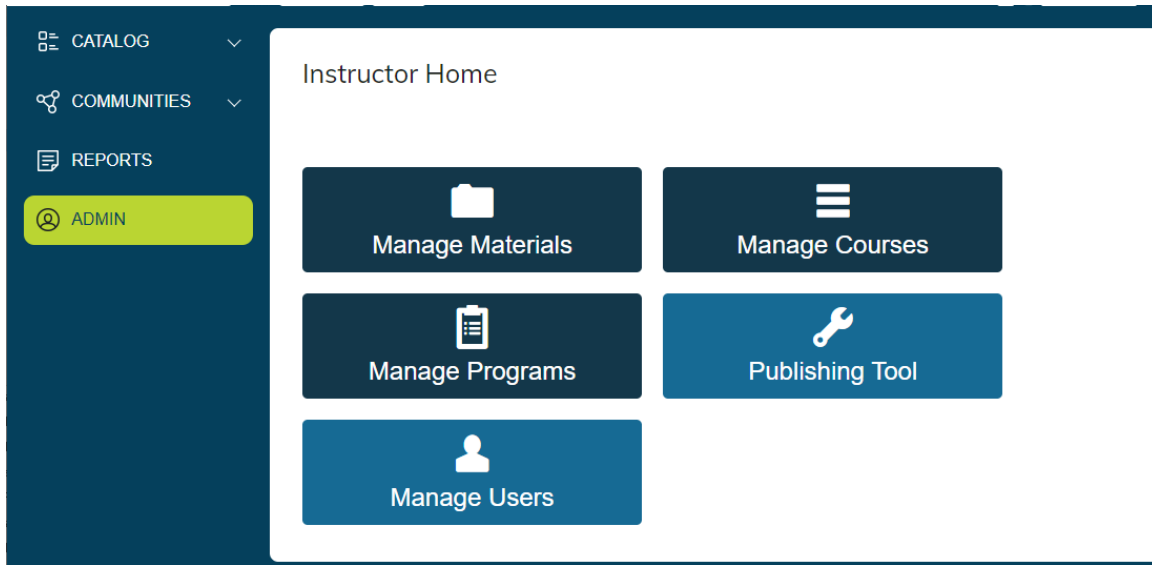
Materials	Published	Status	Code	Date Created	Delete Select All
CreatingDynamicTrainingMaterials12.11.2018.pptx	<input type="checkbox"/>	Active		4/2/2021	<input type="checkbox"/>
TierOneFinalExamSeptember2019.zip	<input type="checkbox"/>	Active		3/30/2021	<input type="checkbox"/>
TierOneFinalExamSeptember2019.zip	<input type="checkbox"/>	Active		3/30/2021	<input type="checkbox"/>
2021-03-30 FLDEO Review TOPYX Roles.mp4	<input type="checkbox"/>	Active		3/30/2021	<input type="checkbox"/>

How Do I Update Training Materials in the TOPYX Program?

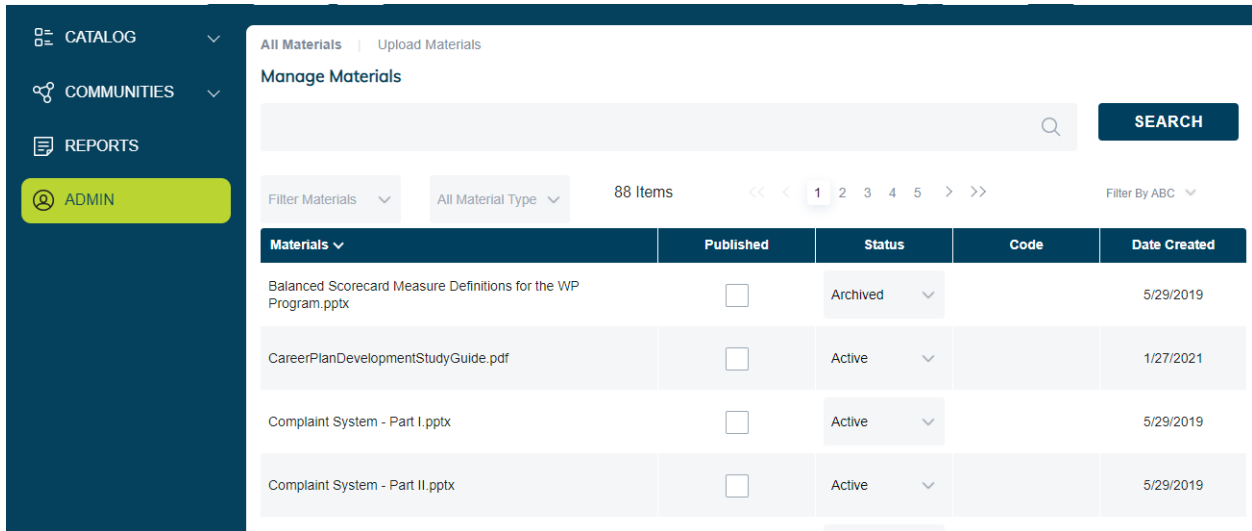
Step 1: Go to the Administrator's, Instructor's or Evaluator's **ADMIN** screen.

The screenshot shows the 'Instructor Home' dashboard. On the left is a navigation menu with 'ADMIN' highlighted. The main area contains five large buttons: 'Manage Materials', 'Manage Courses', 'Manage Programs', 'Publishing Tool', and 'Manage Users'.

Step 2: Select Manage Materials.



Step 3: Search for the name of the materials in the **SEARCH** feature. Click on the name of the material item.



Step 4: Select Replace Content.

The screenshot shows a user interface for managing materials. On the left is a dark blue sidebar with navigation options: MY TRAINING, CATALOG, COMMUNITIES, REPORTS, and ADMIN (highlighted in yellow). The main content area is titled 'All Materials | Upload Materials' and 'Career Plan Development Lesson Four'. It contains a grid of ten buttons: 'Basic Material Information', 'Select Badge', 'Replace Content' (highlighted with a blue arrow), 'Material Publishing Tool', 'Launch Material', 'Recommendations', 'Select Certificate', 'Manage Notes', 'Material Roster', and 'Delete Material'. Each button has an icon and a right-pointing arrow.

Step 5: Select the Browse button in the Upload Content from Desktop section.

The screenshot shows the 'Upload Content from Desktop' section of the interface. The sidebar is the same as in Step 4. The main content area is titled 'All Materials | Upload Materials' and 'Replace Content'. It features a 'BACK' button at the top left. Below it, a 'Preview Not Available' message is shown in a black box. To the right, the 'Material Name' is 'Career Plan Development Lesson Four' and the 'Category' is 'Tier One'. The 'Upload Content from Desktop' section is highlighted with a blue header and contains the text 'Click the Browse button to select and begin uploading new content.' and a prominent 'BROWSE' button.

Step 6: Find the materials on your computer or network. Then click on the material’s name. The screen will refresh after the TOPYX system loads the updated materials.

Registering a Staff Member in Tier One

Step 1: Here is a snapshot of the log in screen that you can find at <https://fldeo.interactyx.com/login.aspx>.



Work Email

Password

Remember me [Forgot password?](#)

LOGIN NOW

[Not registered yet?](#) [Sign up here](#)

Step 2: Enter your work email in the first box (username) and your password in the “Password” field. Click the “LOGIN NOW” button.



erica.liem@deo.myflorida.com

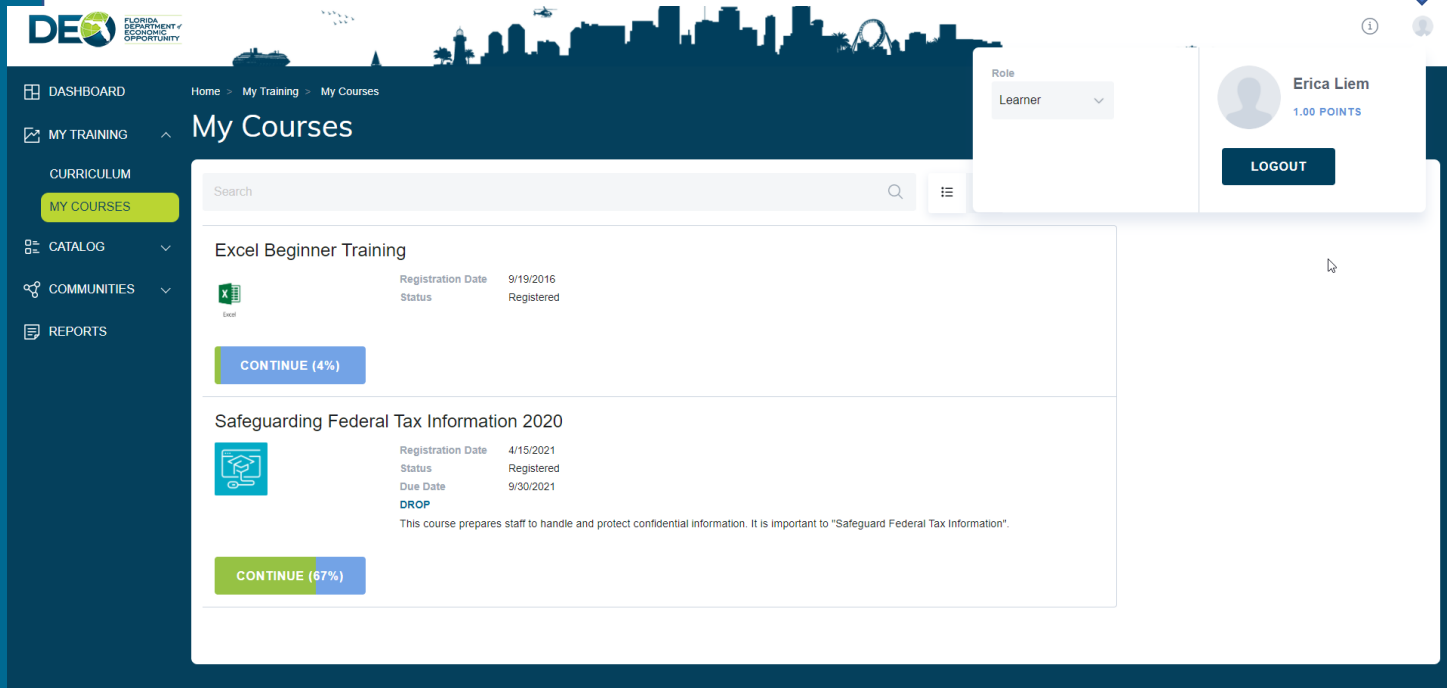
.....

Remember me [Forgot password?](#)

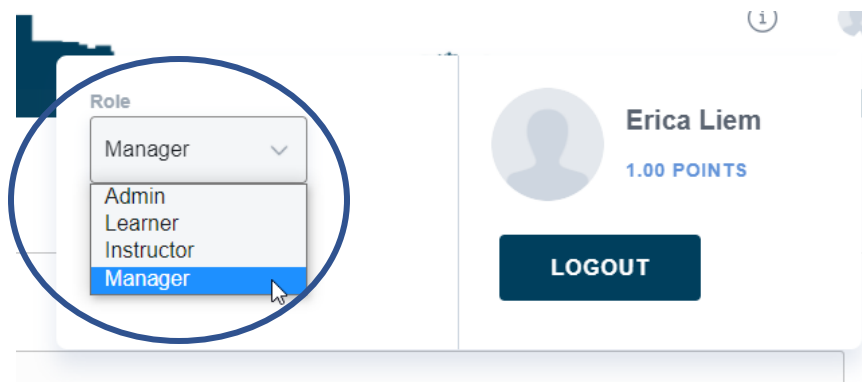
LOGIN NOW

[Not registered yet?](#) [Sign up here](#)

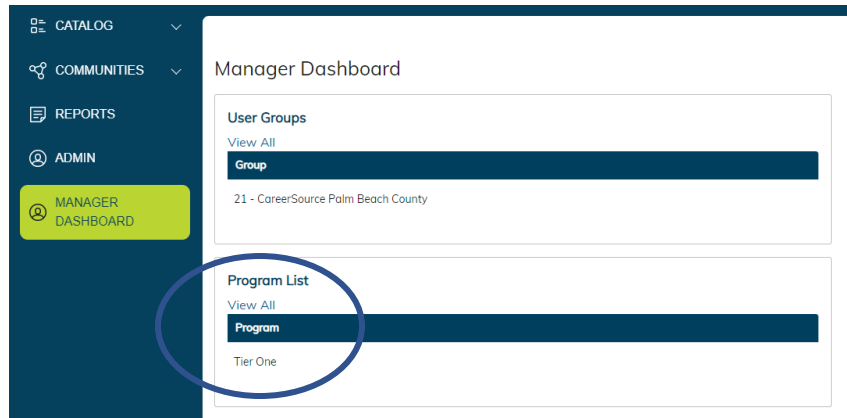
Step 3: The system has taken this user to the “My Courses” under the “My Training” section of the user’s menu. The user is logged in as a “Learner.” This can be seen by clicking on the picture of the little man in the top right corner.



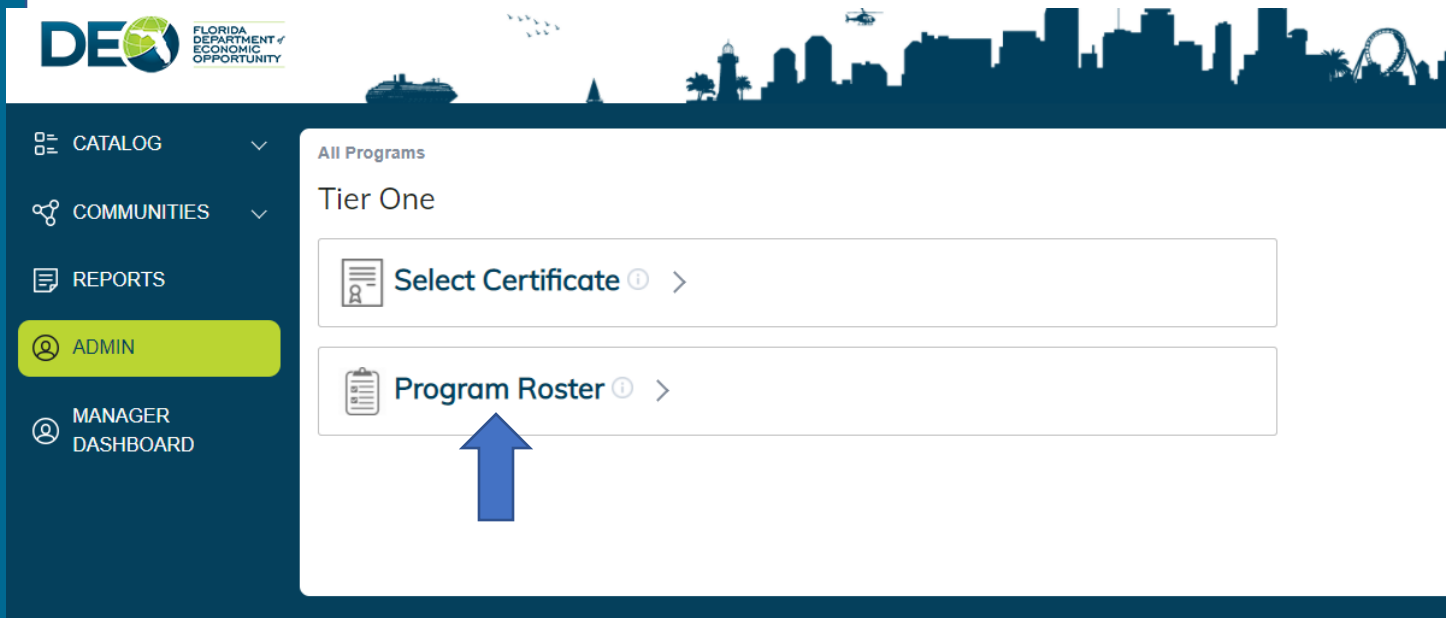
Step 4: Click on the “Role” dropdown to change from “Learner” to “Manager.” You must have “Manger” or “Instructor” role to register a staff member in a course or program.



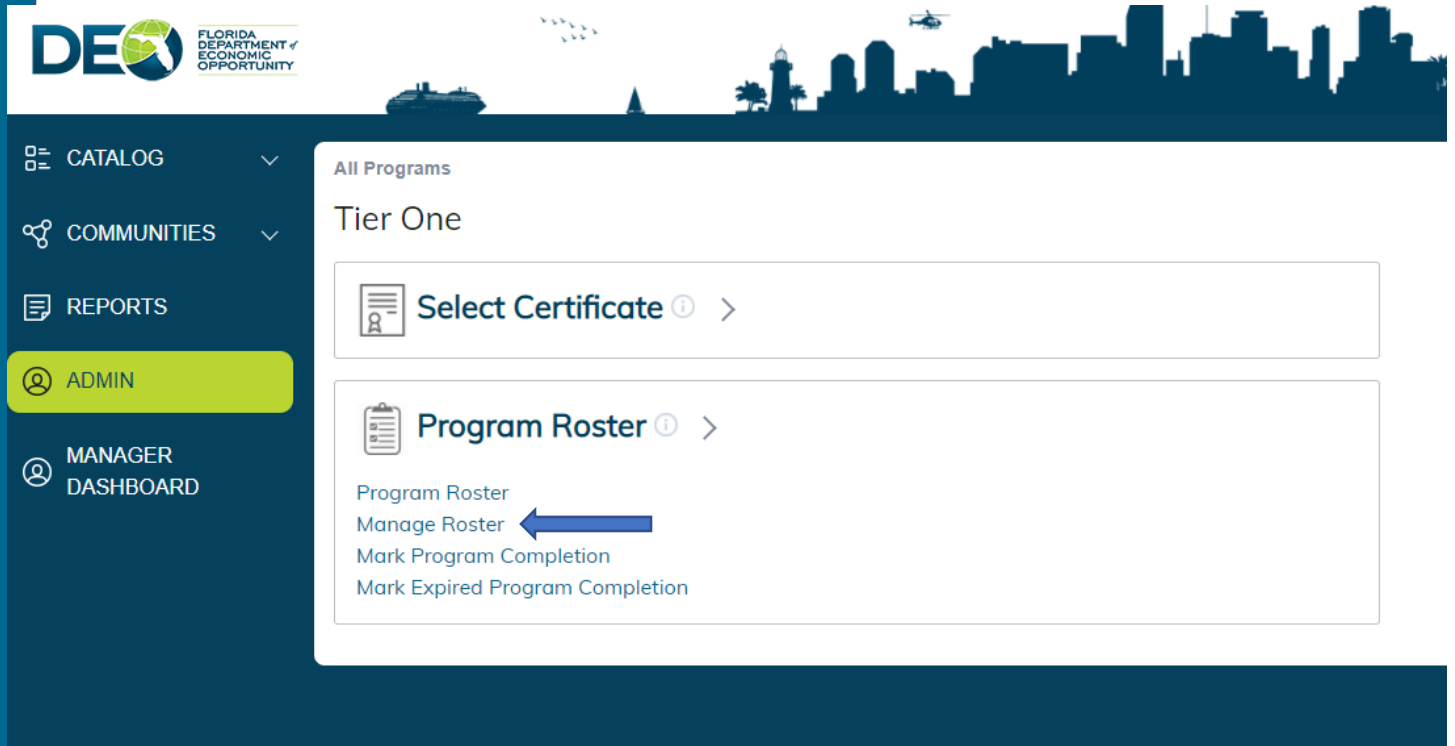
Step 5: The system refreshes to the “Manager Dashboard.” To register a staff member to complete Tier One, click on “Tier One” under the “Program List” title.



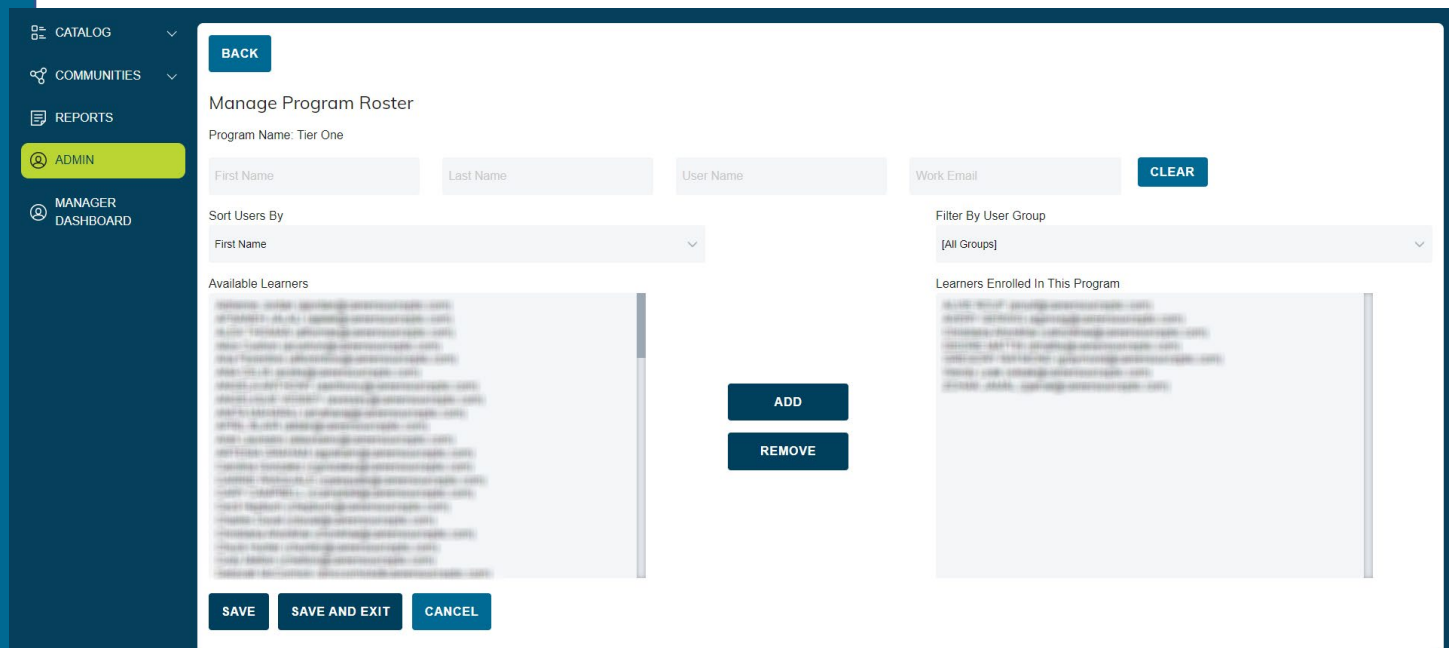
Step 6: Under the “Tier One” program is the ability to register individuals in the “Program Roster.” Select “Program Roster.”



Step 7: A menu will display. Select “Manage Roster.”



Step 8: Find the name under the “Available Learners” by scrolling down or by searching for the individual using the staff member’s “First Name,” “Last Name,” “User Name,” or “Work Email.”



Step 9: Highlight the staff member's name by clicking on the name. Then, select the "Add" button.

The screenshot shows the 'Manage Program Roster' page for 'Tier One'. The left sidebar contains navigation options: CATALOG, COMMUNITIES, REPORTS, ADMIN (highlighted), and MANAGER DASHBOARD. The main content area includes a 'BACK' button, search filters for First Name, Last Name, User Name, and Work Email (with a CLEAR button), and a 'Sort Users By' dropdown set to 'First Name'. Below these is a list of 'Available Learners' with one name highlighted in blue. To the right of this list are 'ADD' and 'REMOVE' buttons, with the 'ADD' button circled in blue. Further right is a 'Filter By User Group' dropdown set to '[All Groups]' and a list of 'Learners Enrolled In This Program'. At the bottom are 'SAVE', 'SAVE AND EXIT', and 'CANCEL' buttons.

Step 10: Select "SAVE" or "SAVE AND EXIT." Please do **not** forget to **save** or the system will not remember your changes.

This screenshot is identical to the previous one, showing the 'Manage Program Roster' page. The 'Available Learners' list has one name highlighted. The 'ADD' and 'REMOVE' buttons are visible. At the bottom, the 'SAVE' and 'SAVE AND EXIT' buttons are highlighted with blue arrows pointing upwards. The 'CANCEL' button is also visible.

The roster will be up to date.

For questions or assistance in using the TOPYX LMS, contact the Workforce Training & Coordination (WTC) team at wfstraining@deo.myflorida.com.