Happy 2021 Everyone! Hope you are all well and ready to dive into the new year. If you want to skim this message, just read the highlighted items and skip the rest.

I have a plan to share and would appreciate any feedback you want to share.

As you know, we suspended the notification process related to completing the Information Security course in October 2020. This means that, if employees were due training, we notified them to take the Mandated Reporter training and the Sexual Harassment (Title IX) training but did NOT notify them to take the Information Security course while the new course (new course content) was being built. Some of your employees were still able to find, enroll in, and complete the old course. People are amazing.

We plan to “unpublish” that course (make it unavailable to even the most creative content seekers) later this week. Employees who seek this old course will receive this Canvas message “Enrollment is closed.”

There will be a week where NO Information Security course will be available. During this week, the Mandatory Training Project team will take the new course, test the connection between Canvas and HRS, and make it ready for your users later this month.

We will notify you when the new course is active. Once it is active, your employees who would have been notified to take this course from the point we suspended the notification process in October to the new course active date will receive email notifications to complete the course. They will be asked to complete it within 30 days with two reminders following the initial notice date.

I ask for feedback about this plan and invite any questions you have. Also, please let me know what we can do to communicate to users. Specifically, would you like a communicate template you can use to share this news; would you prefer a mass communication from this team; would you like more content so you can compose communication that suits your organization communication style/culture; is there something else we can provide to you to assist in this rollout?
I will assume there are no objections or your concerns have been addressed if I hear nothing from you by the end of day on Friday (1/8).

Melissa Mayo
UW-Shared Services HR Business Partnerships
608.265.9378 uwss.wisconsin.edu

In a world where you can be anything, be kind.