

Curriculum Navigation in BuckeyeLearn

The Office of Business & Finance has rolled out new compliance classes for FY21: Payment Card Compliance FY21, Gramm-Leach-Bliley Act (GLBA) FY21, and Identity Theft Red Flags FY21. In order to make these classes accessible to all staff, we have updated them to curricula that separate the new content and assessment portions. These curricula incorporate different navigation than you may be used to. Search for the curriculum you would like to take using the BuckeyeLearn search box in the top, right corner. Select the curriculum to pull up the details and select **Open Curriculum**.

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The screenshot shows the BuckeyeLearn interface. At the top, there is a search bar and navigation tabs for Home, Learning, Performance, Connect, and Resources. The main content area is titled 'CURRICULUM' and features the title 'Payment Card Compliance FY21'. Below the title, it indicates 'Last Updated 07/01/2020' and 'Duration 35 minutes'. A 'Details' section provides a brief description of the curriculum. To the right, a smaller version of the curriculum card is shown, with a red box highlighting the 'Open Curriculum' button. At the bottom, there is a 'Contents' section and a note that there are '2 Trainings'.

This will pull up the curriculum page in your transcript. The parts of the curriculum will be listed on the bottom of this page. Select **Activate** in the online class line.

The screenshot shows the transcript page for 'Payment Card Compliance FY21'. It includes a 'Training Details' section with the following information:

- Training Type: Curriculum
- Provider: Office of Business and Finance
- Version: 1.0 Structure History
- Training Hours: 0 Hours 35 Min
- Description: This curriculum houses two parts. The first is an eLearning and the second part is an assessment. If you have questions, contact the Financial Training Department at financialtraining@osu.edu.
- Resources: Payment Card Compliance accessible script, Payment Card Compliance script with images
- Status: Registered
- Due Date: None
- Expiration Date:

Below the details is a 'Curriculum' section with a table of training items. The table has columns for Title, Type, Due Date, Excused, Status, Options, and Details. The 'Options' column for the 'Payment Card Compliance FY21' entry is highlighted with a red box, showing the 'Activate' button.

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
Payment Card Compliance FY21	Online Class	None	No	Not Activated	Activate	None
Payment Card Compliance FY21	Test	None	No	Pending Prior Training	None	None

Then select **Launch**.

The screenshot shows the BuckeyeLearn interface for the 'Payment Card Compliance FY21' training. The page includes a navigation bar with 'Home', 'Learning', 'Performance', 'Connect', and 'Resources'. Below the navigation bar, there is a search bar and a user profile icon. The main content area is titled 'Payment Card Compliance FY21' and contains a 'Training Details' section with the following information:

- Training Type: Curriculum
- Provider: Office of Business and Finance
- Version: 1.0 Structure History
- Training Hours: 0 Hours 35 Min
- Description: This curriculum houses two parts. The first is an eLearning and the second part is an assessment. If you have questions, contact the Financial Training Department at financialtraining@osu.edu.
- Resources: Payment Card Compliance accessible script, Payment Card Compliance script with images
- Status: Registered
- Due Date: None
- Expiration Date:

Below the training details is a 'Curriculum' section with a 'Select A Training View' dropdown menu (set to 'All Training') and a 'Check to sort by due date' checkbox. A table lists the training items:

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
Payment Card Compliance FY21	Online Class	None	No	Registered	Launch	
Payment Card Compliance FY21	Test	None	No	Pending Prior Training	None	None

The BuckeyeLearn course will launch. Press the play icon and go through the content. At the end of the course close the window. The line with the online class will show with a status of **Completed**. Select **Activate** on the test line.

The screenshot shows the BuckeyeLearn interface for the 'Gramm-Leach-Bliley Act (GLBA) FY21' training. The page includes a navigation bar with 'Home', 'Learning', 'Performance', 'Connect', and 'Resources'. Below the navigation bar, there is a search bar and a user profile icon. The main content area is titled 'Gramm-Leach-Bliley Act (GLBA) FY21' and contains a 'Training Details' section with the following information:

- Training Type: Curriculum
- Provider: Office of Business and Finance
- Version: 1.0 Structure History
- Training Hours: 0 Hours 10 Min
- Description: This curriculum is required for any faculty or staff member who has access to student financial and/or financial aid data because they have a special obligation to protect sensitive personal information, such as student financial account detail. Complete the online training and then the test with 100%. Both are required for completion. Should you have any issues accessing this using a screenreader or other assistive technologies, please contact FinancialTraining@osu.edu.
- Resources: GLBA FY 2021 accessible transcript, GLBA FY 2021 transcript with screenprints
- Status: In Progress
- Due Date: None
- Expiration Date:

Below the training details is a 'Curriculum' section with a 'Select A Training View' dropdown menu (set to 'All Training') and a 'Check to sort by due date' checkbox. A table lists the training items:

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
Gramm-Leach-Bliley Act (GLBA) FY21	Online Class	None	No	Completed	Launch	
Gramm-Leach-Bliley Act (GLBA) FY21 assessment	Test	None	No	Not Activated	Activate	None

Then select **Launch Test**.

BuckeyeLearn

Home Learning Performance Connect Resources

Transcript: Melinda Svanner >

Payment Card Compliance FY21

Training Details

Training Type: Curriculum
Provider: Office of Business and Finance
Version: 1.0 Structure History
Training Hours: 0 Hours 35 Min
Description: This curriculum houses two parts. The first is an eLearning and the second part is an assessment. If you have questions, contact the Financial Training Department at financialtraining@osu.edu.
Resources: Payment Card Compliance accessible script
Payment Card Compliance script with images
Status: In Progress
Due Date: None
Expiration Date:

Curriculum

Select A Training View
 All Training Activated Training Not Activated Training Check to sort by due date (uncheck box to return to default view) [Show Expired Training](#)

TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
<input checked="" type="radio"/> Payment Card Compliance FY21	Online Class	None	No	Completed	Launch	
<input checked="" type="radio"/> Payment Card Compliance FY21	Test	None	No	Registered	Launch Test	

The assessment will launch in BuckeyeLearn. Answer all questions and select **Summary** when complete.

Mark for follow up

Question 9 of 10.

Mark for follow up

Question 10 of 10.

Mark for follow up

[Save / Return Later](#) [Summary](#)

This will take you to a review page. Review your answers and when ready select **Submit Final Answers**.

Test Review

Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	Gramm-Leach-Bliley Act (GLBA) Assessment	10 of 10	Go to Section
	Question 1 of 10	Answered	
	Question 2 of 10	Answered	
	Question 3 of 10	Answered	
	Question 4 of 10	Answered	
	Question 5 of 10	Answered	
	Question 6 of 10	Answered	
	Question 7 of 10	Answered	
	Question 8 of 10	Answered	
	Question 9 of 10	Answered	
	Question 10 of 10	Answered	

[Submit Final Answers](#)

If you would like to review the questions after grading, select **Review**.

Test Results - Melinda Swanner

Questions on Test: 10
 Questions Correct: 10
 Questions Incorrect: 0
 Percent Correct: 100%
 Passing Score: 100%
 Pass/Fail: **Passed**
 Review Test: [Review](#)

Scores By Section

Gramm-Leach-Bliley Act 100% (10 Out Of 10)
 (GLBA) Assessment:
 Overall Score: 100% (10 Out Of 10)

[Print](#) [Done](#)

If your assessment has feedback and you would like more information, select **Show Details** checkbox on the review page.

Test results are summarized below by default. Click on the Show Details checkbox for a more detailed view. With the Show Details checkbox selected, user responses are displayed in bold text with a selected checkbox to the left of each answer. A check mark appears next to the correct answer for each question.

Review Test Questions

View: All Questions Correct Questions Incorrect Questions Show Details (10 Results)

ID	Question	Correct
20990	The Gramm-Leach-Bliley Act (GLBA) applies to which of the following organization types?	Correct
20985	The primary purpose of GLBA is to ensure confidential and secure storage and use of _____.	Correct
20980	Only organizations that undertake certain types of financial activity are required to comply with GLBA. Which of the following qualifies Ohio State to be in compliance with this regulation?	Correct
20975	Marcus Buckeye is an academic advisor in the College of Engineering. What data that he encounters regularly could be classified as non-public personal information (NPPI) for GLBA purposes?	Correct
20970	To protect customers' non-public personal financial information, think about keeping it SAFER. What does this acronym stand for?	Correct
20965	Which of the following data about a customer must be protected according to GLBA? Select all that apply.	Correct
20960	Sally Buckeye, a Collector in University Collections, is preparing to leave for the day. She is the last person in her area to leave. On her way out, she notices that the student workers responsible for logging bad addresses from returned collections letters have left the spreadsheet containing customer name, account number, and bad address information sitting out. What should Sally's next steps be?	Correct
20955	A best practice to verify the identity of a customer requesting NPPI over the phone is to _____.	Correct

Please email financialtraining@osu.edu if you have any questions or run into any difficulty in accessing or completing any of these courses.