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.