

# SMP Resource Library and TRAX Training Matrix

This document provides an outline of suggested resources on various topics for each [user role](#) when using the SMP Resource Library and TRAX: Training Tracker.

- The [SMP Resource Library](#) is a searchable database of materials produced by SMPs or for SMPs. Individual resources are available in both the SMP Resource Library and TRAX.
- [TRAX: Training Tracker](#) is the training tracking system for the SMP network. It allows SMPs to take, assign, and track training as well as assessments. Training curricula, which incorporate multiple resources, are available in TRAX > Available Training on the Curriculum tab.

## TRAX 101 for Trainee Users

Trainee users can only access the TRAX tab and training that is assigned to them in TRAX. The following resources are intended for trainee users, to help them understand how to use TRAX.

The Welcome to TRAX: Trainees Curriculum is assigned automatically to all trainee users in TRAX.

Resource	
Purple = Curriculum; Green = Job Aid/Tip Sheet; Blue = Tutorial	
<a href="#">Welcome to TRAX: Trainees Curriculum</a>	Welcome to TRAX Tip Sheet
	Welcome to TRAX Tutorial: Trainees
<a href="#">Updating Your Account Information Tutorial</a>	

## SMP Resource Library 101

All library users (associate-level users, coordinator-level users, and director-level users) can access the five main tabs in the library and search for resources and training in the library and TRAX. The following resources are intended to help all library users understand how to use the library and TRAX.

The Welcome to TRAX: Library Users Curriculum and the SMP Resource Library 101 Curriculum are both assigned automatically to all SMP Resource Library users.

Resource	
Purple = Curriculum; Green = Job Aid/Tip Sheet; Blue = Tutorial	
<a href="#">Welcome to TRAX: Library Users Curriculum</a>	Welcome to TRAX Tip Sheet
	Welcome to TRAX Tutorial: Library Users
<a href="#">SMP Resource Library 101 Curriculum</a>	Navigating and Searching the SMP Resource Library Job Aid
	Navigating the SMP Resource Library Tutorial
	Updating Your Account Information Tutorial
	Searching for Resources Tutorial
<a href="#">SMP Resource Library Automated Emails*</a>	
<a href="#">Accessing SMP Monthly Networking Calls Tip Sheet**</a>	

\* This resource provides a list of automated emails related to the SMP Resource Library and TRAX: Training Tracker. Most emails are sent to coordinator-level users and director-level users.

\*\* This resource is intended for individuals on the SMP Monthly Networking Calls distribution list.

# SMP Resource Library and TRAX Training Matrix

## Resource Management

All coordinator-level users and director-level users have access to upload and update resources, and director-level users have access to approve or reject resources waiting for approval, as described in the following resources.

Resource		Audience	
Purple = Curriculum; Green = Job Aid/Tip Sheet; Blue = Tutorial		Coordinator-level users	Director-level users
<a href="#"><u>Library Management Basics Curriculum*</u></a>	<a href="#"><u>Uploading to the SMP Resource Library Job Aid</u></a>	X	X
	<a href="#"><u>Uploading a Resource Tutorial</u></a>	X	X
	<a href="#"><u>Updating a Resource Tutorial</u></a>	X	X
<a href="#"><u>Library Management Advanced Curriculum*</u></a>	<a href="#"><u>Approving Resources Waiting for Approval Tutorial</u></a>		X
	<a href="#"><u>Rejecting Resources Waiting for Approval Tutorial</u></a>		X

\* Two library management curricula are available to help with resource management and profile management in the library. The basic curriculum is intended for director-level users and coordinator-level users. The advanced curriculum is intended only for director-level users.

## Training Management

Coordinator-level users who have access (as described in the [Security Roles Tip Sheet](#)) to the My Users' Training section in TRAX and all director-level users have access to manage training for other users in TRAX, as described in the following resources.

Resource	
Purple = Curriculum; Green = Job Aid/Tip Sheet; Blue = Tutorial	
<a href="#"><u>Training Management Curriculum</u></a>	<a href="#"><u>TRAX: My Users' Training Job Aid</u></a>
	<a href="#"><u>My Users' Training, Part 1: To-Do Lists &amp; Transcripts Tutorial</u></a>
	<a href="#"><u>My Users' Training, Part 2: Available Training Tutorial</u></a>
	<a href="#"><u>My Users' Training, Part 3: Assessment Results Tutorial</u></a>

# SMP Resource Library and TRAX Training Matrix

## Profile Management

All coordinator-level users and director-level users have access to review other users' profile information in the library, and director-level users have access to additional director-level user functionality related to profile management, as described in the following resources.

Resource		Audience	
		Coordinator-level users	Director-level users
Purple = Curriculum; Green = Job Aid/Tip Sheet; Blue = Tutorial			
<a href="#">Creating an Account Tip Sheet</a>		^	^
<a href="#">Creating an Account Tutorial</a>		^	^
<a href="#">Library Management Basics Curriculum*</a>	<a href="#">Security Roles Tip Sheet</a>	X	X
	<a href="#">My Users &amp; Trainees Job Aid</a>	X	X
	<a href="#">Security Roles and Custom Groups Tutorial</a>	X	X
	<a href="#">My Users &amp; Trainees, Part 1: Overview Tutorial</a>	X	X
	<a href="#">My Users &amp; Trainees, Part 2: Profiles, Permissions, and Contact Lists Tutorial</a>	X	X
	<a href="#">My Users &amp; Trainees, Part 3: VRPM &amp; Abilities Tutorial**</a>	X	X
<a href="#">Library Management Advanced Curriculum*</a>	<a href="#">Director Dashboard Job Aid</a>		X
	<a href="#">Creating an Account for a New User Tutorial</a>		X
	<a href="#">Approving Accounts Waiting for Approval Tutorial</a>		X
	<a href="#">Rejecting Accounts Waiting for Approval Tutorial</a>		X
	<a href="#">Managing Permissions and Contact Lists Tutorial</a>		X
	<a href="#">Managing VRPM Items Due Tutorial</a>		X
	<a href="#">Creating and Assigning Custom Groups Tutorial</a>		X
<a href="#">Editing Custom Groups and Adding Users Tutorial</a>		X	

^ These resources are intended to be given to new users to instruct them how to set up their TRAX account or request their SMP Resource Library account.

\* Two library management curricula are available to help with resource management and profile management in the library. The basic curriculum is intended for director-level users and coordinator-level users. The advanced curriculum is intended only for director-level users.

\*\* SMP directors, coordinators, and others involved with Volunteer Risk and Program Management (VRPM), see the [VRPM Management Curriculum](#) for training and resources to help implement the VRPM policies.