WHAT IS RATE?
RATE (Research Administration Training Enterprise) is a web portal developed by the VUMC Office of Contracts Management to manage training schedules, registration, and resources. In addition to OCM, several other departments across Vanderbilt have hosted their training schedules and resources with RATE.

WHY RATE?
RATE is a powerful training management tool that is constantly evolving to meet the needs of its users. The Office of Contracts Management constructed RATE for the purpose of managing research training a few years ago and its success has prompted other Vanderbilt departments to use RATE as their primary registration and scheduling tool.

- RATE is built around the needs of the Vanderbilt community.
- RATE allows you to manage your department’s training calendar, training materials, and track user training.
- Using the standard Vanderbilt LDAP authentication, RATE provides a secure way to keep training documents and information limited to the appropriate audience.

In addition to the features RATE currently provides, we’re excited to announce several new ones that will provide new methods of training and better course management. In response to department needs and suggestions, we’re preparing new features like hidden courses, quizzes, printable certificates, VPRAD integration, and online video training. Check out these and other “Coming Soon” items in the following list of features.

Sign Me Up!
Interested in learning more? Contact us at RATE@vanderbilt.edu to learn more.
Managing users in RATE is easy! Everyone with a valid VUNETID is able to log in immediately and every time a user logs in, their profile data is synced with their Vanderbilt LDAP information to keep contact and department information up to date.

User Permissions

- Quickly give leaders the ability to manage other users’ training
- Assign multiple departments to managers
- Create as many managers as you need for a department
- Allow managers to view and edit user history, registrations, and mailing subscriptions
- Allow managers to only view and edit users in their departments

Department Managers

- Give trainers the ability to create and schedule their courses
- Give content creators the ability to upload documents to a course
- Assign trainers and owners to multiple departments allowing them to manage training for a range of courses
RATE Courses

RATE allows you to create and manage your training courses with ease. Simply create your course, setup the session defaults, add any documents you may want users to have, and it’s done. The course acts as a template for your training sessions.

New! - courses can now be owned by multiple departments.

RATE allows you to set defaults for:
- Location
- Duration
- Trainer(s)
- Number of Participants

Prerequisites & Surveys

To create training paths and ensure that users are receiving training correctly, you can set prerequisites that users must complete before they are allowed to register for a given course. RATE will automatically find the next available sessions for these required courses and let the user register immediately.

Surveys

Optionally courses can include an end of course survey. The URL for the survey is then emailed to users when their attendance is marked after attending the course.

Coming Soon!

- Hidden Courses - Hide courses until they are ready to be published.
- Pre-Session Surveys - Send out surveys to users when they register for a course
- Hosted Surveys - Create and manage your surveys in RATE!
- Post-Course Quizzes - Test your participants after a course before they receive credit
- ONLINE TRAINING!! - Host your video training in RATE!
So What’s a Session?

Course sessions are individual training sessions of courses in your library. When creating a session, you must set the date and time. Optionally you can override many of the default course settings like location and trainers.

Session Features

With each session, trainers can print attendance sheets, mark attendance, register users, and send messages to participants. Users can contact the trainer to request more information or ask questions.

Training Calendar

RATE provides an easy to use interactive calendar that shows all the training for any given month. The calendar can be filtered by the department providing the training as well. Users can select any course session to learn more and register.

A printable view of the calendar is also available.
The dashboard is the first thing users see when they access RATE. From here they can quickly:

- Search for a course by name, or trainer
- Look at courses they’ve taken recently
- Look at their registrations and view those upcoming sessions
- Look at all upcoming sessions (can be filtered by department)

When a trainer arrives at the dashboard, they see a normal user dashboard, but they also see a list of sessions they have recently taught, as well as sessions they will be teaching soon. With the number of sessions a course may have, it makes it easy for a trainer to log in and quickly access the session to mark the attendance.
Triggered Notifications

RATE is configured to send out notification emails when certain events occur. Here are just a few examples of events that trigger an email:

- When a user registers for a session or cancels a registration, they receive a confirmation email.
- When a course has a survey associated and a user completes it, the user will receive a link to the survey via email.
- When a trainer sends a message to a session, all participants will receive the message via email.
- When a registrant sends a question to a trainer, the trainer will receive an email.
- And many more!

Automated Reminders

Every night, RATE sends out reminder emails for each session that occurs the next day. Registrants will receive a reminder email that includes information about the session location and time.

Coming Soon!

Meeting Invitations - confirmation emails will include meeting invites/cancellations so sessions will automatically be added to Outlook.

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