



Learning Management

Learner Quick Reference Guide

Self Service My Homepage

To access Learning Management, sign into the [Self-Service Portal](#) with your employee ID (User ID) and password. Select the Learning Management tile.

Employee Announcements

- IMPORTANT TAX RETURN DOCUMENT AVAILABLE -W-2 Forms Are No ... Statewide Payroll Services.
- Deferred Compensation Upon Separation Statewide payroll services.

System Status

System Maintenance - Sundays between the hours of 6 a.m. – 12 p.m.
SWIFT Help Desk.

Self Service

Careers

APPLY

Learning Management

Open Enrollment

Starts now until 8/27/2021. Your final enrollment must be submitted by 11:59 PM CST, 8/27/2021

Countdown to Open Enrollment Deadline: Days HH MM SS
37 11 : 42 : 49

Learning Management Tile

The Learning Management tile provides access to the Learning Management Home page.

All active employees will have the Announcements, My Class Schedule, My Learning, Find Learning, and Learning Management QRGs tiles.

Announcements

Welcome to Learning Management...
Posted on 07/20/2021

My Class Schedule

Labor Relations Overview
08/03/2021 8:30AM CDT
6 more session(s)

My Learning

Find Learning

Enter Search Criteria

Advanced Search

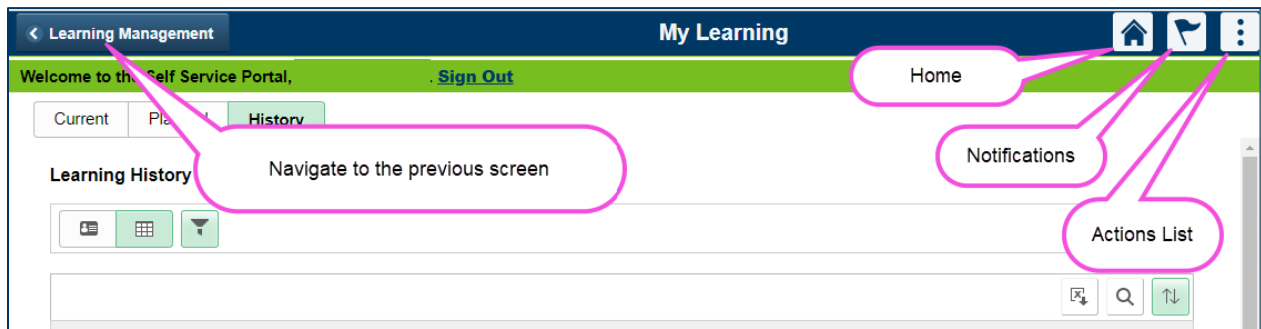
Learning Administration

Learning Management QRGs

QRG

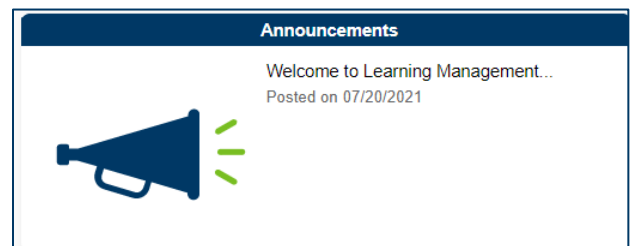
Header Pagebar

The Header Pagebar in Self Service will help with navigation to the previous screen, return to My Homepage by using the 'Home' icon, view ELM Notifications, and access the Actions list. The Actions list is where My preferences are listed and another sign out option.



Announcements Tile

The Announcements tile will display Learning Management Announcements that your Agency's ELM Administrator creates. Selecting the tile will open the Announcement Details page to see details and attachments if included.

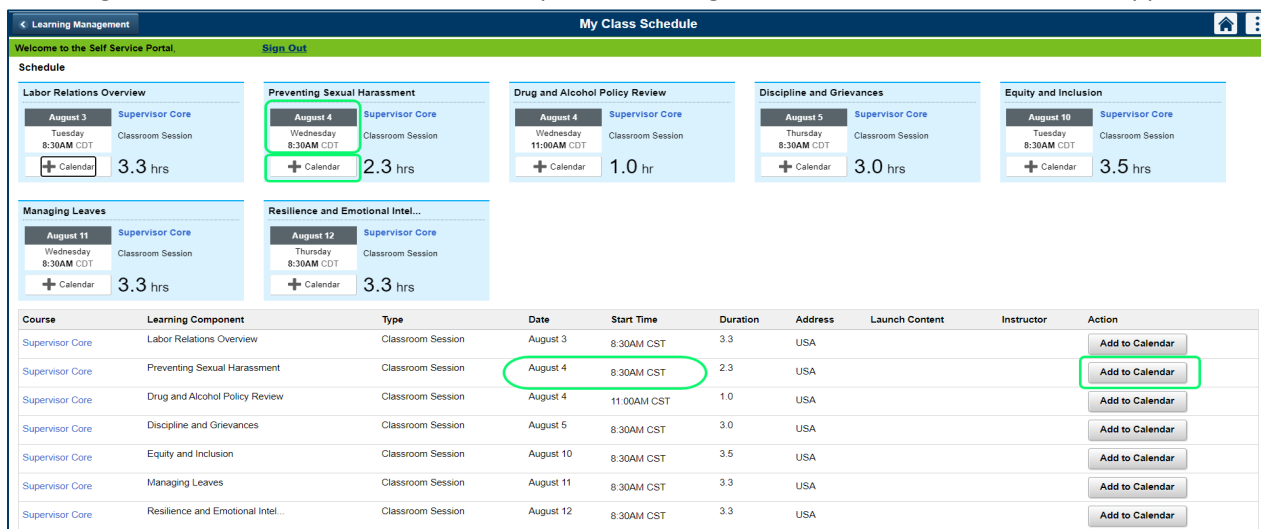


My Class Schedule Tile

The My Class Schedule page will list upcoming classroom session that you have enrolled in. Online classes are not listed because you can take those at any time.

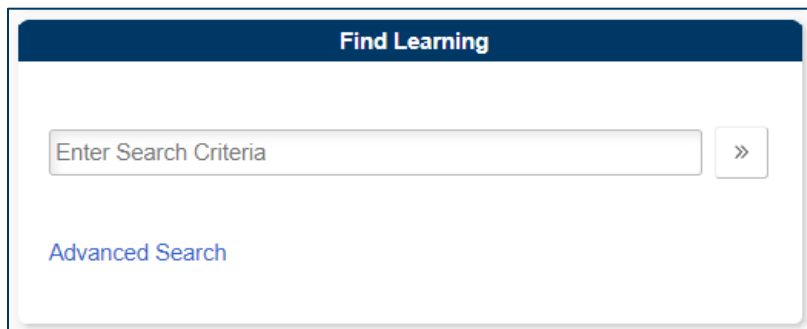


My Class Schedule will present a card and a list view of your class enrollments. You will see Course Details, including date, and time. You also have the option of adding the class as an Outlook calendar appointment.



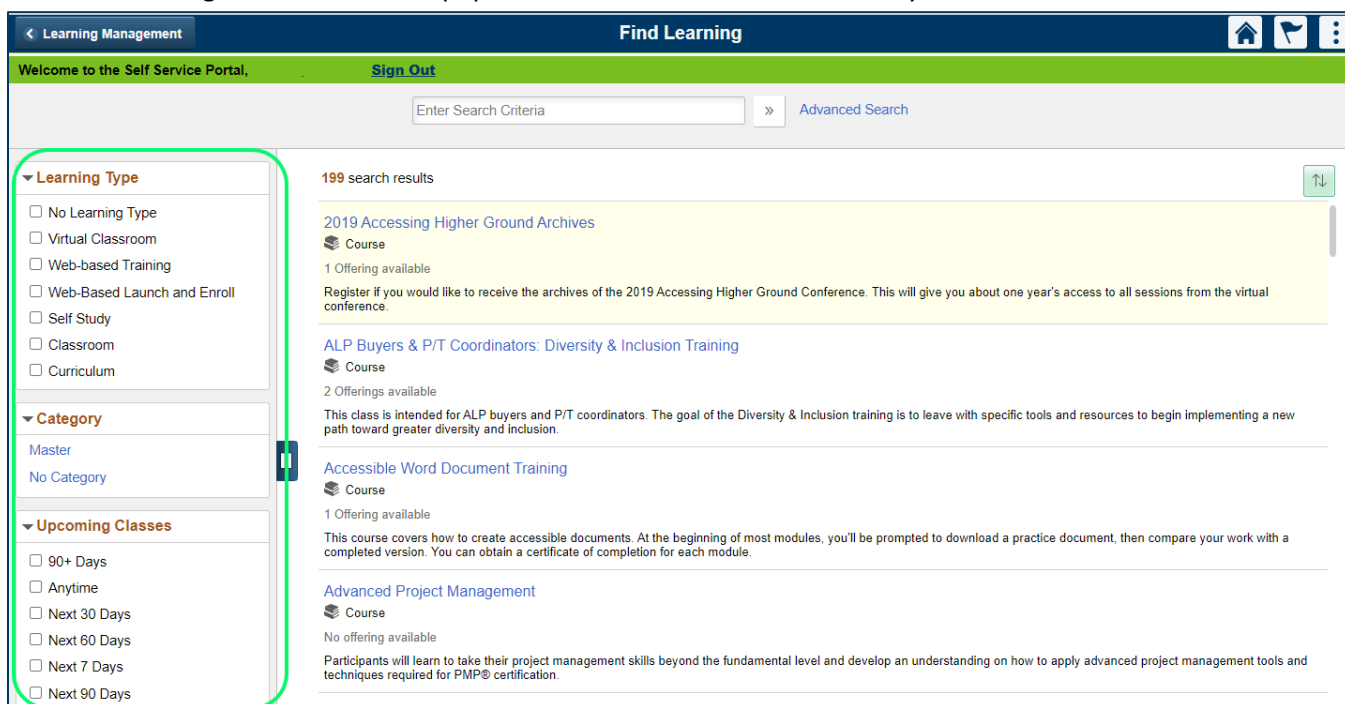
Find Learning Tile

The Find Learning tile is where you can enter search criteria to find available classes for your agency. To see all available class offerings, select the double arrow icon without entering search criteria.



The image shows a 'Find Learning' tile with a dark blue header. Below the header is a search input field with the placeholder text 'Enter Search Criteria' and a double arrow icon to its right. Below the search field is a link labeled 'Advanced Search'.

The Find Learning search results will populate with learner filters to narrow your search.



The image shows a screenshot of the 'Find Learning' search results page. The page has a dark blue header with 'Learning Management' and 'Find Learning' text. Below the header is a green bar with 'Welcome to the Self Service Portal.' and 'Sign Out' link. The main content area has a search input field with 'Enter Search Criteria' and a double arrow icon, and an 'Advanced Search' link. On the left side, there are three filter sections: 'Learning Type' with checkboxes for 'No Learning Type', 'Virtual Classroom', 'Web-based Training', 'Web-Based Launch and Enroll', 'Self Study', 'Classroom', and 'Curriculum'; 'Category' with 'Master' and 'No Category' options; and 'Upcoming Classes' with checkboxes for '90+ Days', 'Anytime', 'Next 30 Days', 'Next 60 Days', 'Next 7 Days', and 'Next 90 Days'. The main content area shows '199 search results' and a list of course offerings, including '2019 Accessing Higher Ground Archives', 'ALP Buyers & P/T Coordinators: Diversity & Inclusion Training', 'Accessible Word Document Training', and 'Advanced Project Management'.

Classes that list a cost require your Manager/Supervisor approval. Please work with your Manager/Supervisor to encumber funds prior to enrolling in a class that has a cost.

To enroll in a class.

- Select the Course name link to review the class details
 - In the Course Description, you can choose a card or list display option
- Select Enroll for the class time that fits your schedule
- The Enrollment Confirmation page will display.

Your enrollment is complete, and you will be able to see your enrollments in My Learning. For some online classes you can launch after you have enrolled.

You only need to enroll for a course once in ELM. Online courses are available to re-launch and complete at any time. To find and re-launch an online course navigate to **My Learning**.

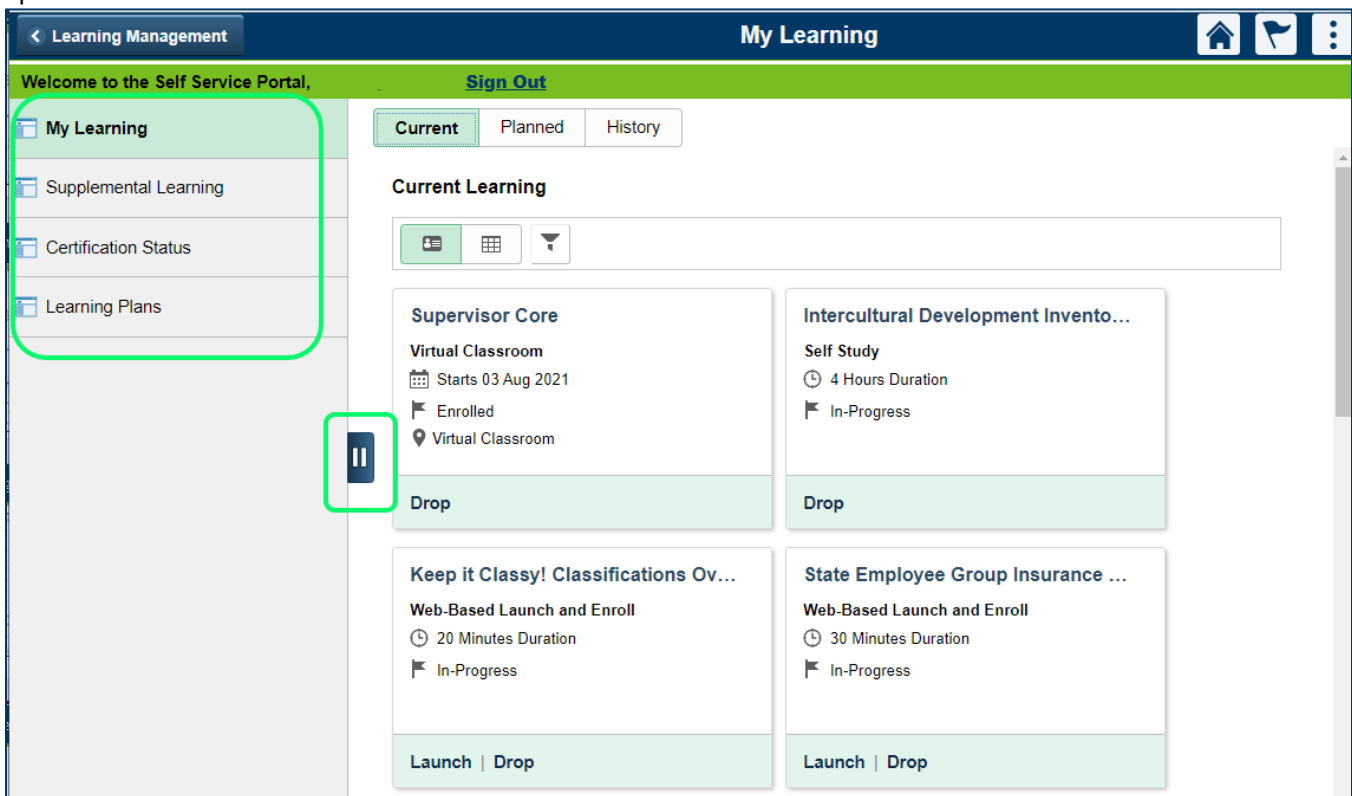
My Learning Tile

The My Learning Tile now presents as a folder structure with a navigation collection. From this page you will have access to My Learning, Supplemental Learning, Certificate Status, and Learning Plans.

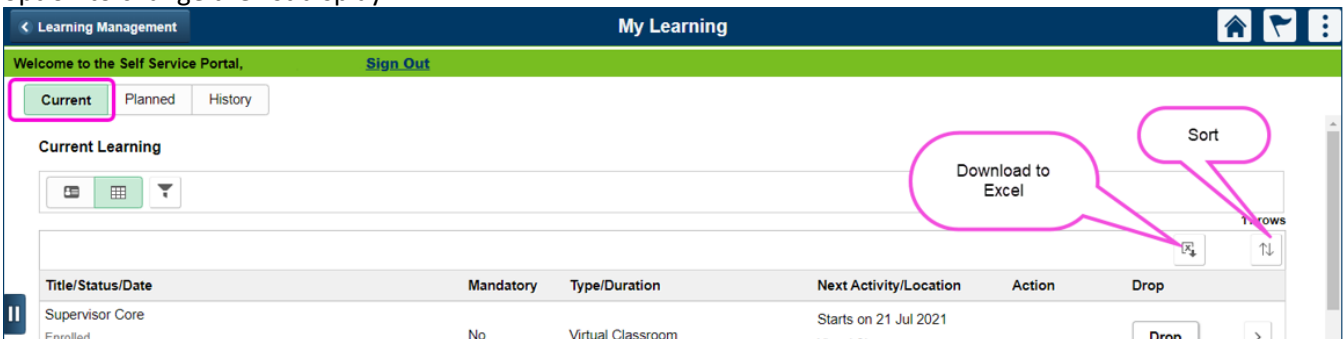


My Learning now has 3 tabs; Current, Planned, and History. On each there is the option of the Card or list view and a Filter. The Current Tab lists classes in the status of enrolled, in progress, or pending approval. The Planned tab lists anything on a learning plan that hasn't been completed. The History tab lists completions.

Collapsing the tab will create a larger viewing area and workspace. Select the tab to return My Learning menu options.



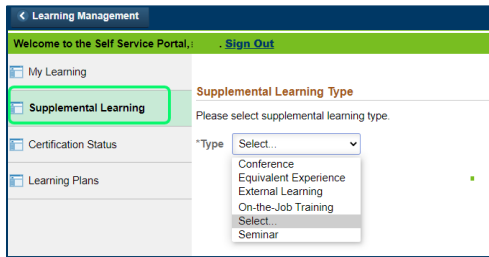
If you would like a print out of your transcript, there is also a Download to Excel option. There is also a sort option to change the list display.



Supplemental Learning

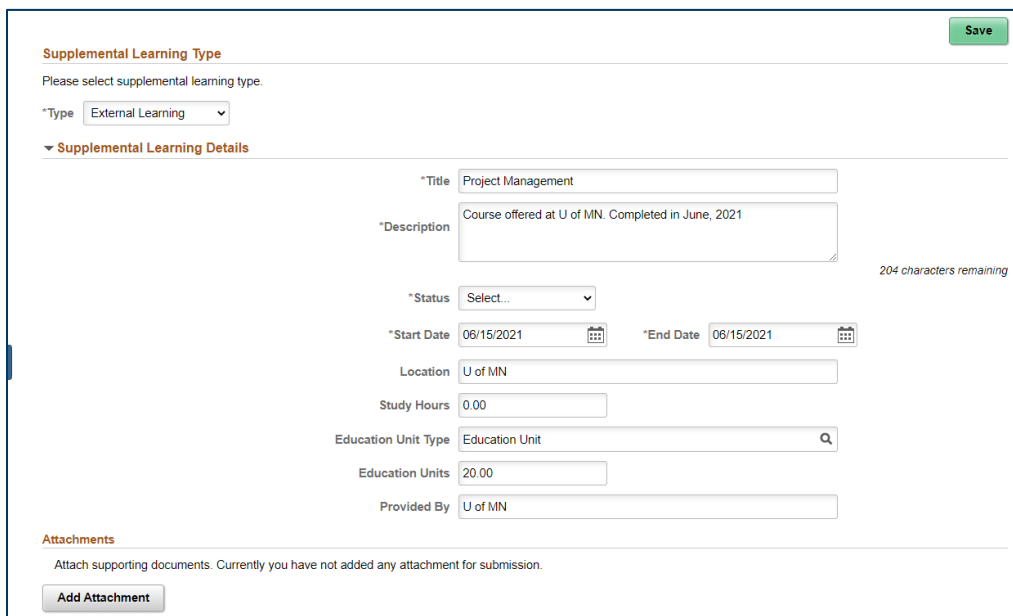
This is where you can add training information that you have completed outside of Learning Management. All Supplemental Learning entries are submitted for Manager/Supervisor approval.

- Select the Type from the drop down menu



The screenshot shows the 'Supplemental Learning Type' section of the Learning Management System. A dropdown menu is open, displaying options: Conference, Equivalent Experience, External Learning, On-the-Job Training, Select..., and Seminar. The 'Supplemental Learning' tab is highlighted in the left sidebar.

- Enter the class information in the Supplemental Learning Details
 - Fields with an asterisk are required
 - There is an option to add attachments if you would like that information to be included.



The screenshot shows the 'Supplemental Learning Details' form. The 'Type' is set to 'External Learning'. The form includes fields for Title, Description, Status, Start Date, End Date, Location, Study Hours, Education Unit Type, Education Units, and Provided By. A 'Save' button is visible in the top right corner. The description field contains the text: 'Course offered at U of MN. Completed in June, 2021'. The status is set to 'Select...'. The start and end dates are both '06/15/2021'. The location is 'U of MN', study hours are '0.00', education unit type is 'Education Unit', education units are '20.00', and provided by is 'U of MN'. There is also an 'Add Attachment' button at the bottom.

- In the Status drop down list, select Submit for Approval to process the entry for your Manager or Supervisor to approve
- Save

When approved it will be listed as a completion in your My Learning History tab.

Certification Status

This is where you will see your progress if you are registered in a Program Certificate or Curriculum Program. Once the requirements have been completed, it will be moved to your My Learning History tab.

Learning Plans

If you have created a learning plan it will be listed on this page.

Contact your agency's ELM Administrator for questions