

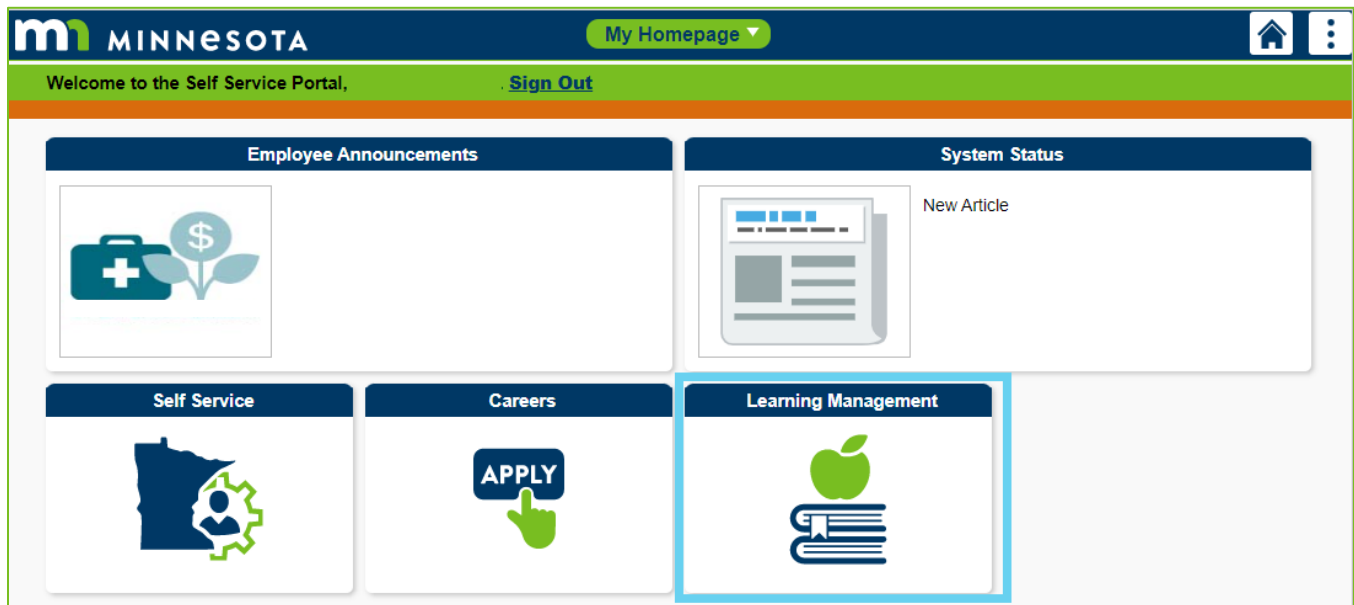


Learning Management

Learner Quick Reference Guide

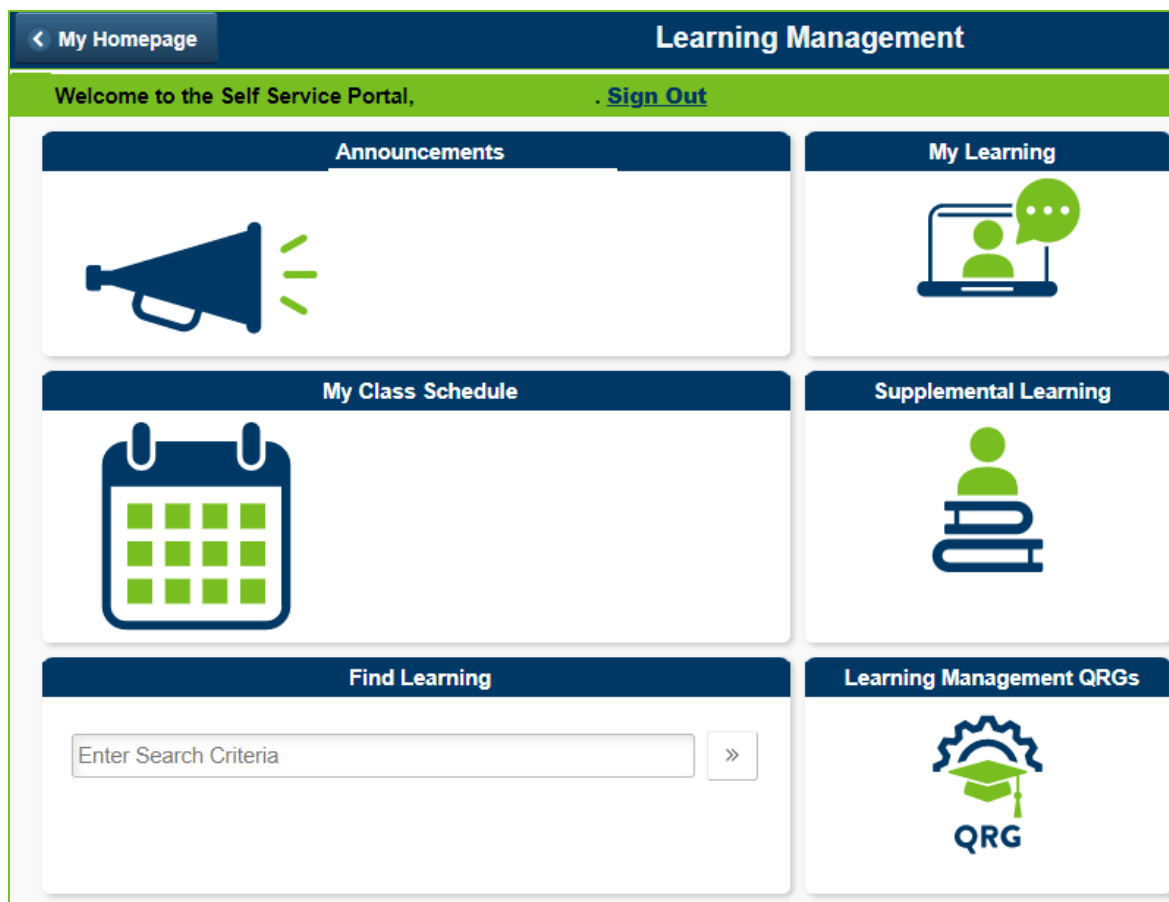
Self Service My Homepage

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



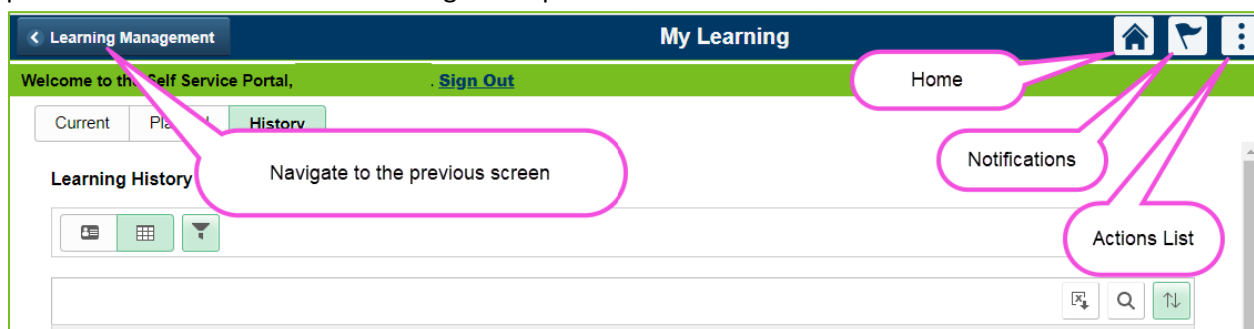
Learning Management Tile

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, Supplemental Learning and Learning Management QRGs (Quick Reference Guides) tiles.



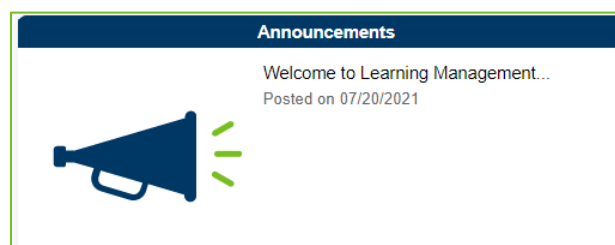
Header Pagebar

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.

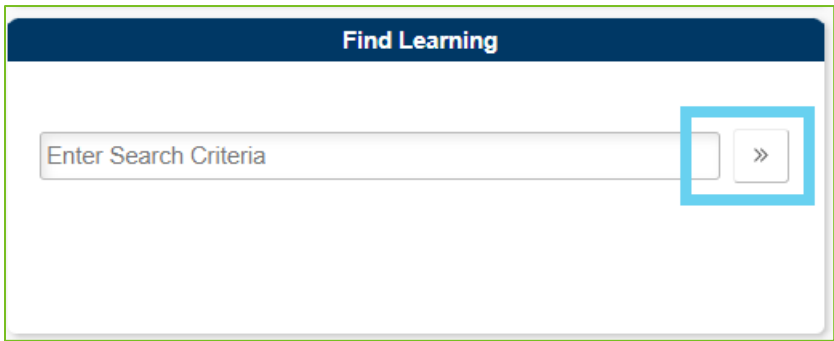
A screenshot of the 'My Class Schedule' page. At the top, there's a navigation bar with 'Learning Management' and 'My Class Schedule'. Below this is a 'Schedule' section with a grid of course cards. Each card shows a date, time, and duration, along with an 'Add to Calendar' button. Below the grid is a table with columns: Course, Learning Component, Type, Date, Start Time, Duration, Address, Launch Content, Instructor, and Action. The table lists several courses, with the 'Preventing Sexual Harassment' row highlighted by a green circle around the date and time, and its 'Add to Calendar' button also circled in green.

Course	Learning Component	Type	Date	Start Time	Duration	Address	Launch Content	Instructor	Action
Supervisor Core	Labor Relations Overview	Classroom Session	August 3	8:30AM CST	3.3	USA			Add to Calendar
Supervisor Core	Preventing Sexual Harassment	Classroom Session	August 4	8:30AM CST	2.3	USA			Add to Calendar
Supervisor Core	Drug and Alcohol Policy Review	Classroom Session	August 4	11:00AM CST	1.0	USA			Add to Calendar
Supervisor Core	Discipline and Grievances	Classroom Session	August 5	8:30AM CST	3.0	USA			Add to Calendar
Supervisor Core	Equity and Inclusion	Classroom Session	August 10	8:30AM CST	3.5	USA			Add to Calendar
Supervisor Core	Managing Leaves	Classroom Session	August 11	8:30AM CST	3.3	USA			Add to Calendar
Supervisor Core	Resilience and Emotional Intel...	Classroom Session	August 12	8:30AM CST	3.3	USA			Add to Calendar

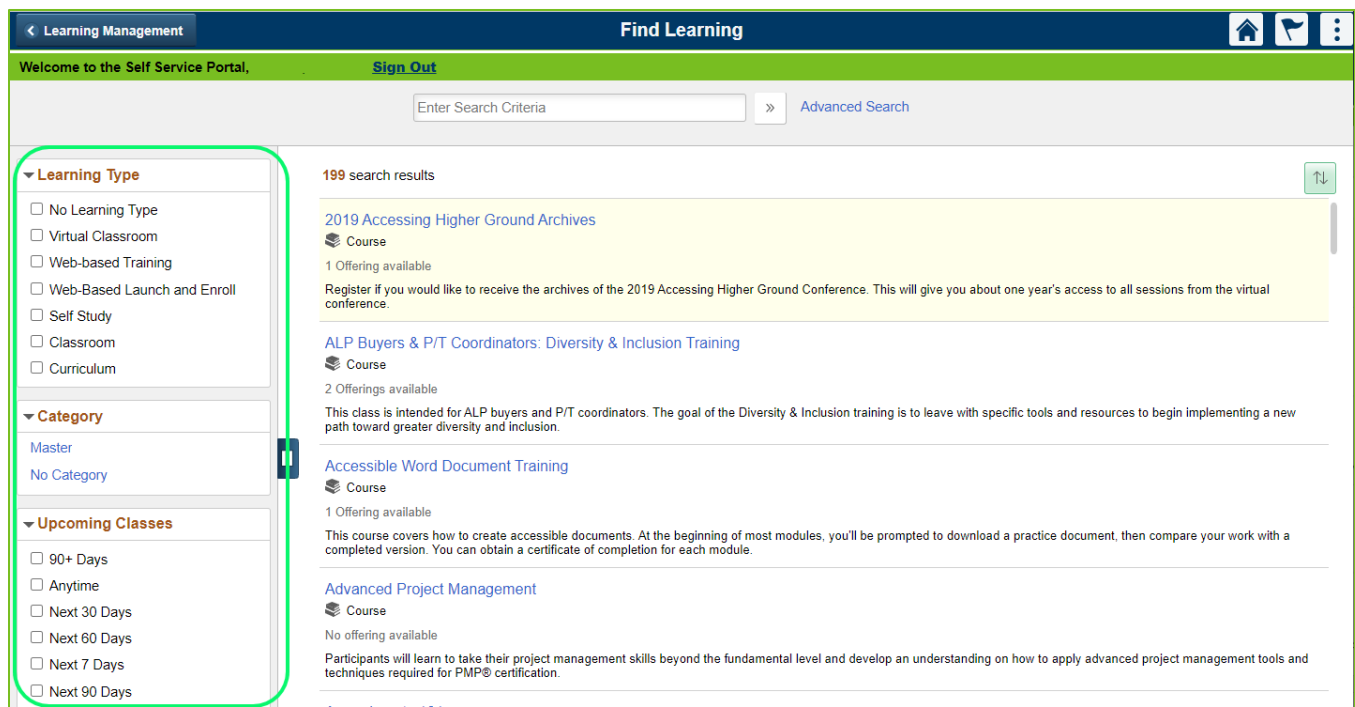
Find Learning Tile

The Find Learning tile is where you can find available classes for your agency and statewide courses.

To see all available offerings, select the double arrow icon without entering search criteria.



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



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, Current tab.

For some online classes there is an option to launch after you have enrolled.

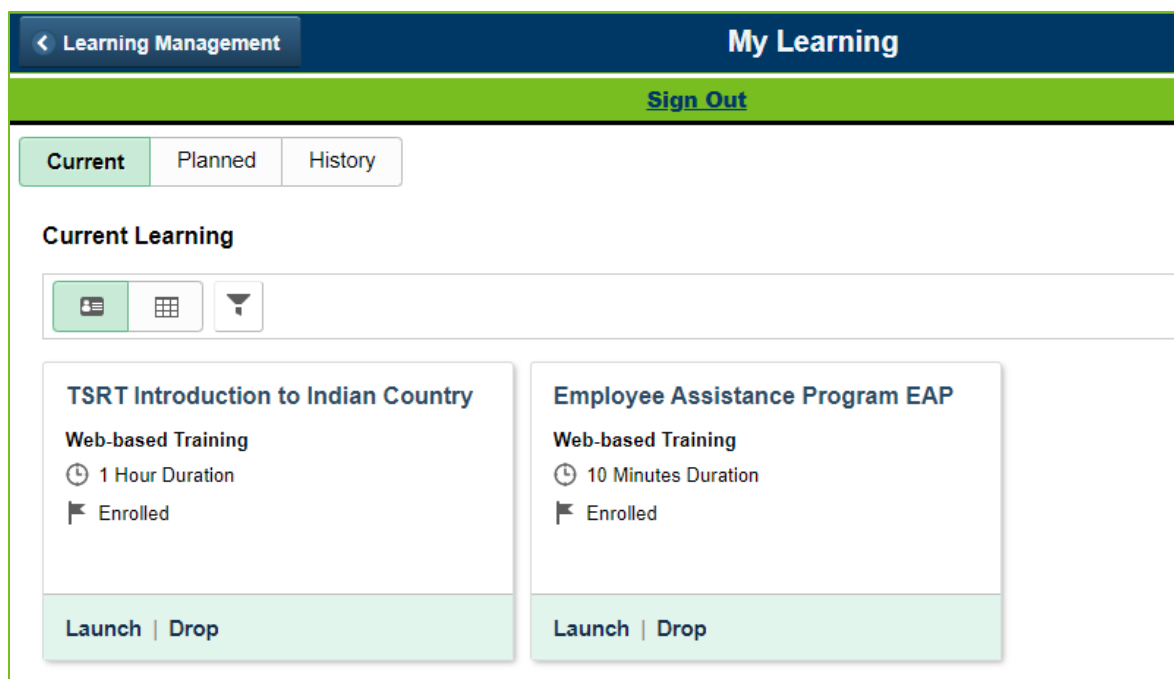
You only need to enroll for a course once in ELM. Online courses are available to re-launch and complete at any time. To find and re-launch a completed online course navigate to My Learning, History tab.

My Learning Tile

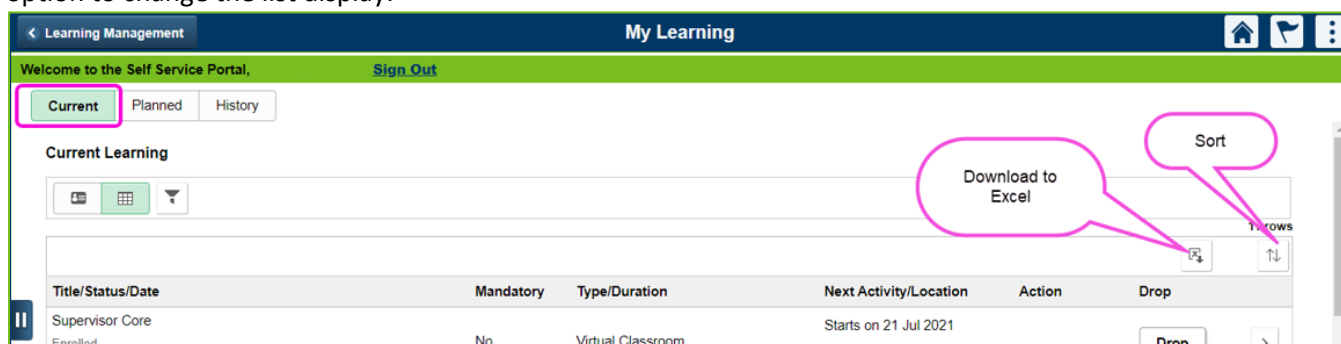
My Learning has 3 tabs; Current, Planned, and History. On each there is the option of the Card or list view and a Filter.

- 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.

Select < Learning Management to return to the Learning Management Homepage.



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 Tile

This tile has 3 options.

1. 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.

Please work directly with your manager/supervisor to approve this within 30 days of your approval submission.

- Select the Type from the drop-down menu

- 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.

- 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.

2. Certification Status

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

3. Learning Plans

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

Contact your agency's [Learning Management Administrator](#) for questions.