

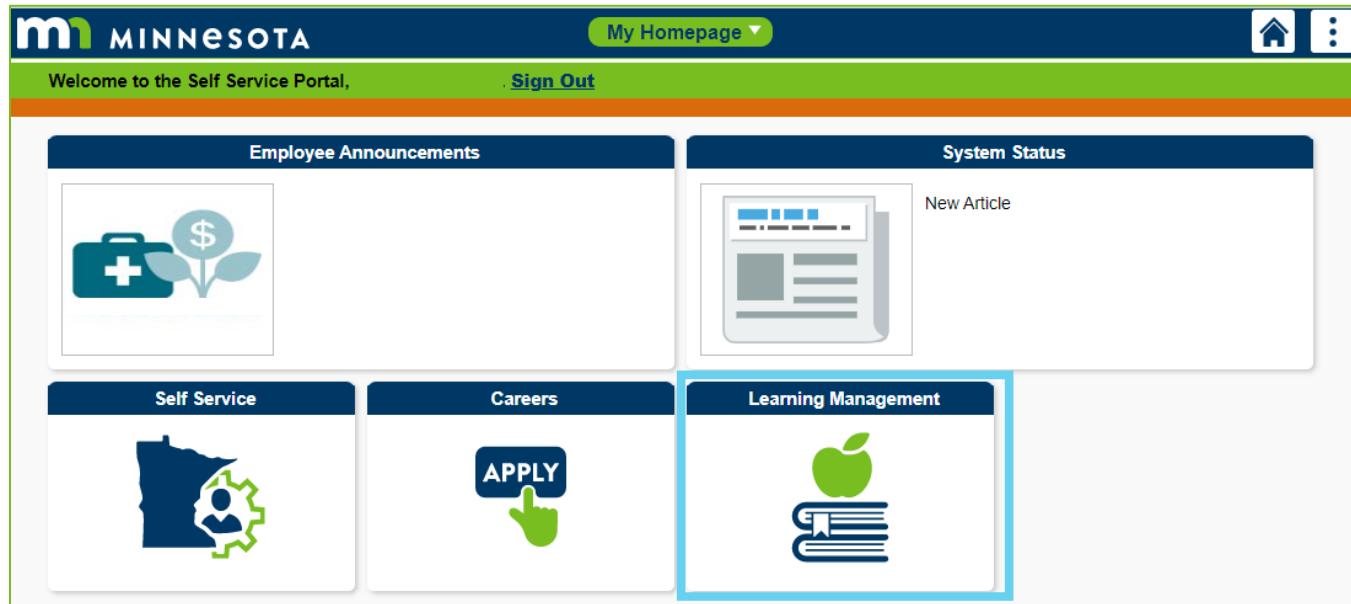


# Learning Management

## 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.

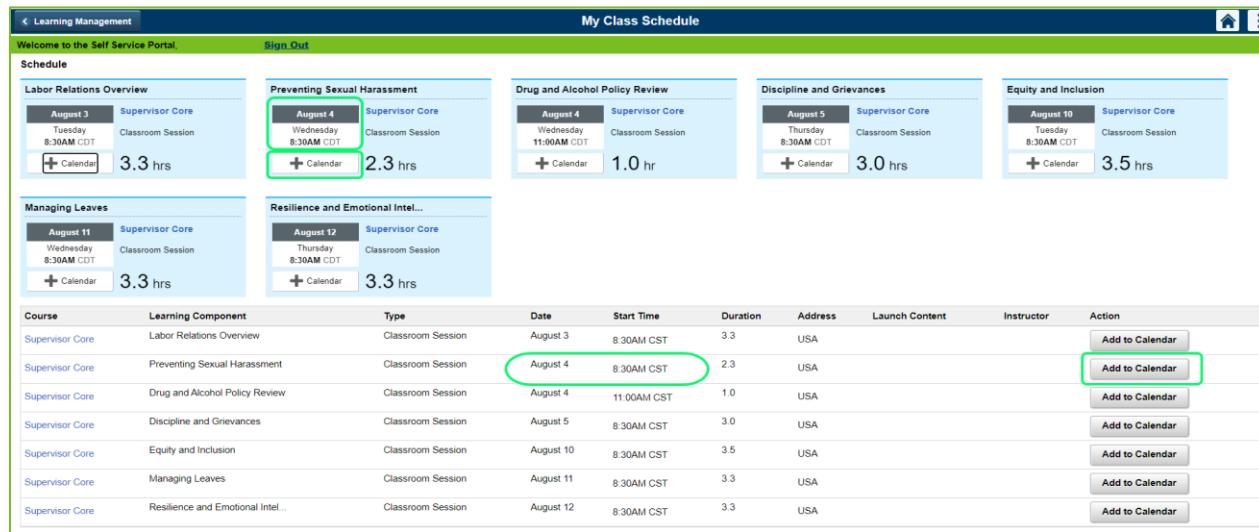
## My Class Schedule Tile

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.



The tile displays a blue calendar icon with a grid of green squares. To the right, the text "My Class Schedule" is at the top, followed by "State Hiring Process" and the date "07/21/2021 8:30AM CDT". Below that is a small "10 more session(s)" message.

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.



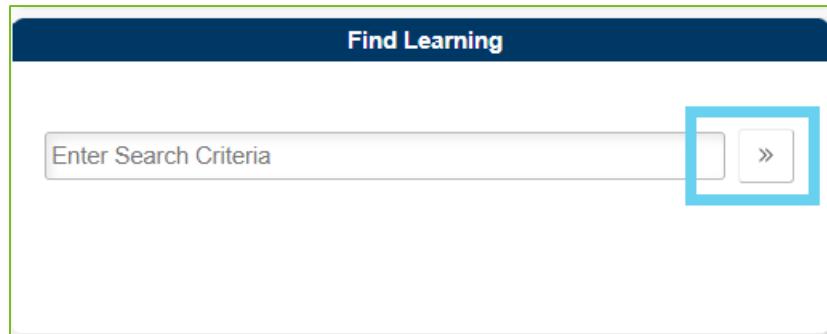
The list view shows several course offerings:

Schedule	Course	Date	Start Time	Duration	Address	Launch Content	Instructor	Action
Labor Relations Overview	Supervisor Core	August 3	8:30AM CDT	3.3 hrs				<a href="#">Add to Calendar</a>
Preventing Sexual Harassment	Supervisor Core	August 4	8:30AM CDT	2.3 hrs				<a href="#">Add to Calendar</a>
Drug and Alcohol Policy Review	Supervisor Core	August 4	11:00AM CDT	1.0 hr				<a href="#">Add to Calendar</a>
Discipline and Grievances	Supervisor Core	August 5	8:30AM CDT	3.0 hrs				<a href="#">Add to Calendar</a>
Equity and Inclusion	Supervisor Core	August 10	8:30AM CDT	3.5 hrs				<a href="#">Add to Calendar</a>
Managing Leaves	Supervisor Core	August 11	8:30AM CDT	3.3 hrs				<a href="#">Add to Calendar</a>
Resilience and Emotional Intel...	Supervisor Core	August 12	8:30AM CDT	3.3 hrs				<a href="#">Add to Calendar</a>

## 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 tile has a blue header bar with the text "Find Learning". Below it is a search bar with the placeholder "Enter Search Criteria" and a double arrow icon. The entire tile is surrounded by a green border.

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.

[Learning Management](#) [My Learning](#)

[Sign Out](#)

[Current](#) [Planned](#) [History](#)

**Current Learning**

**TSRT Introduction to Indian Country**

Web-based Training

⌚ 1 Hour Duration

FLAG Enrolled

[Launch](#) | [Drop](#)

**Employee Assistance Program EAP**

Web-based Training

⌚ 10 Minutes Duration

FLAG Enrolled

[Launch](#) | [Drop](#)

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.

[Learning Management](#) [My Learning](#)

[Welcome to the Self Service Portal,](#) [Sign Out](#)

[Current](#) [Planned](#) [History](#)

**Current Learning**

[Download to Excel](#) [Sort](#)

Title/Status/Date	Mandatory	Type/Duration	Next Activity/Location	Action	Drop
Supervisor Core Enrolled	No	Virtual Classroom	Starts on 21 Jul 2021	<a href="#">Drop</a>	<a href="#">&gt;</a>

## 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

**Supplemental Learning**

**Sign Out**

**Supplemental Learning**

Certification Status

Learning Plans

**Supplemental Learning Type**

Please select supplemental learning type.

\*Type Select...

- 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.

**Supplemental Learning Type**

Please select supplemental learning type.

\*Type External Learning

**Supplemental Learning Details**

\*Title Project Management

\*Description Course offered at U of MN. Completed in June, 2021  
204 characters remaining

\*Status Select...

\*Start Date 06/15/2021  \*End Date 06/15/2021

Location U of MN

Study Hours 0.00

Education Unit Type Education Unit

Education Units 20.00

Provided By U of MN

**Attachments**

Attach supporting documents. Currently you have not added any attachment for submission.

- 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.