CIS Learning Center

learn.cisoregon.org

Supervisor

Getting Started Guide

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Logging on to learn.cisoregon.org

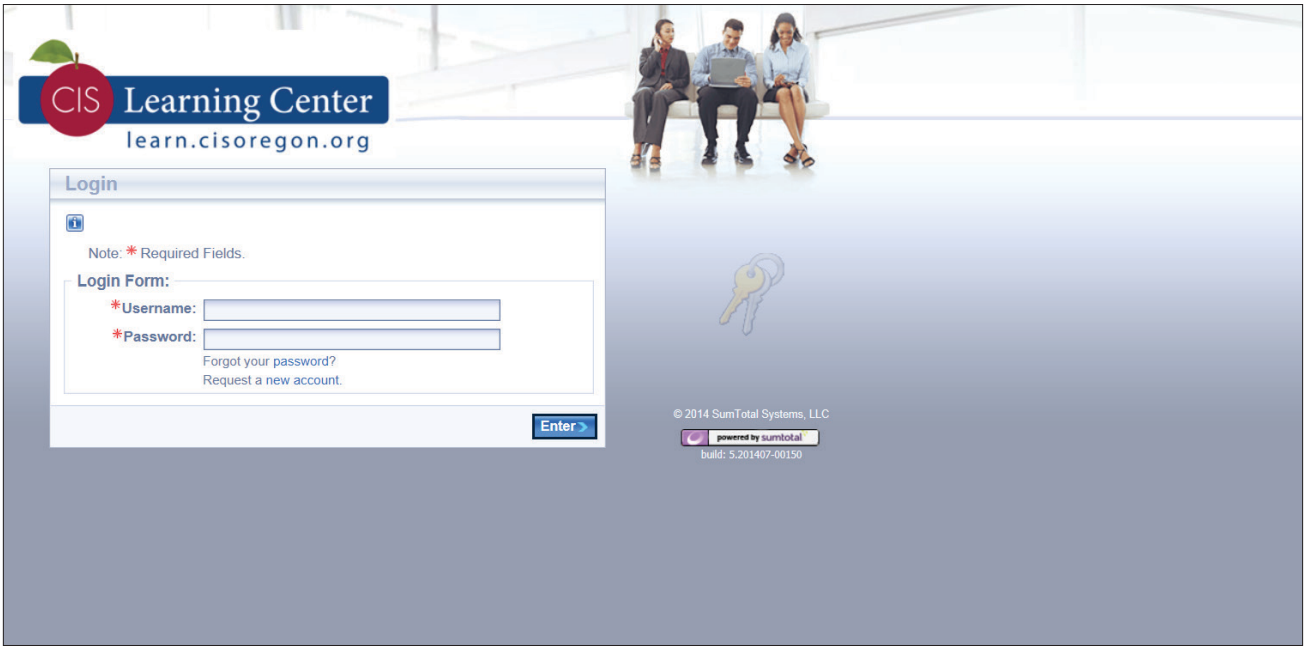
To navigate to the online learning section, select "Online Learning" from the Quick Links menu located on the right hand side of the learn.cisoregon.org site.

Username

- Your username is your work email address.

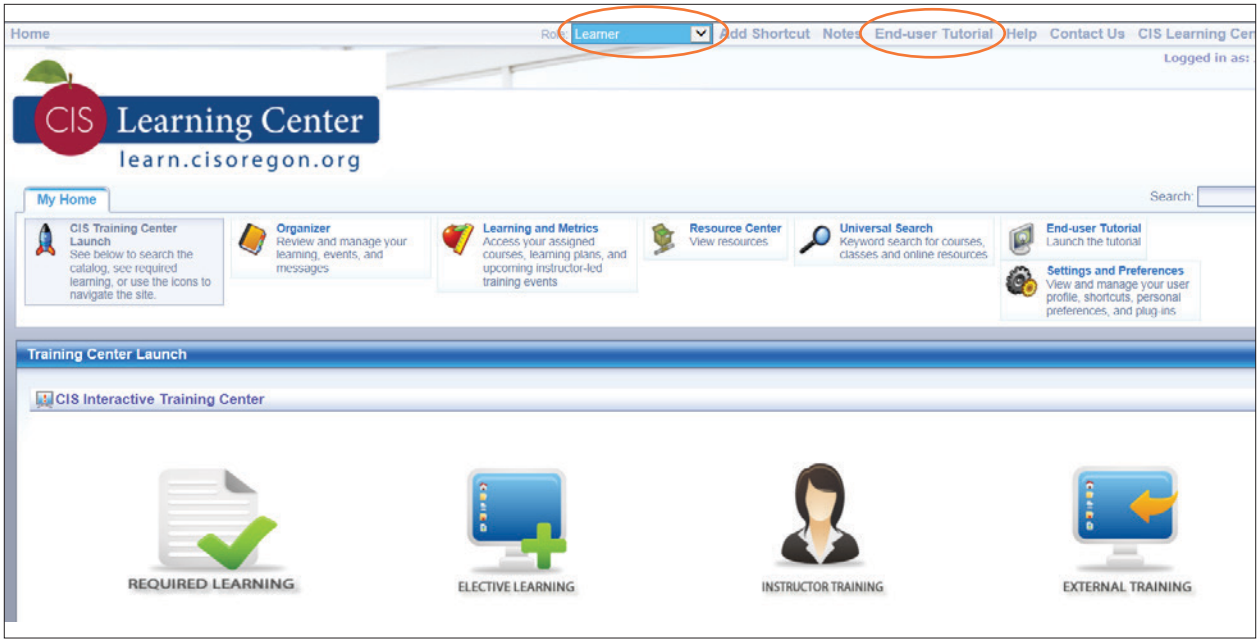
Login Password

- When logging for the first time, your default password is: **Online1!**
- After logging in, you will be prompted to change your password.

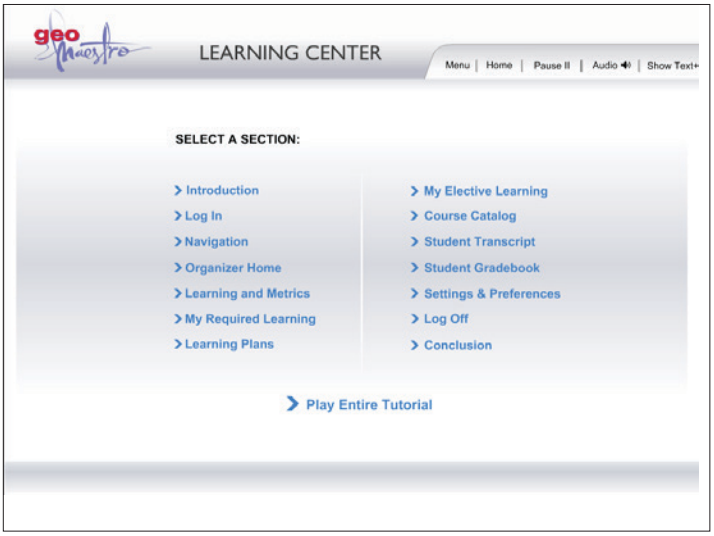


Navigating the Learning Center

1. Identify your "Role" (Supervisor or Learner)
2. Click on the End-User Tutorial for a quick overview of how to navigate the site.



The End-User Tutorial will review the different features of the learning center such as a library catalog of over 450 topics, your learning plans and required courses, a calendar of upcoming Instructor-Led Trainings (ILTs), and your individual transcript.



End-User Tutorial:

If you select "Play Entire Tutorial," this will run for 7 minutes

System Requirements

High-Speed Internet Connection

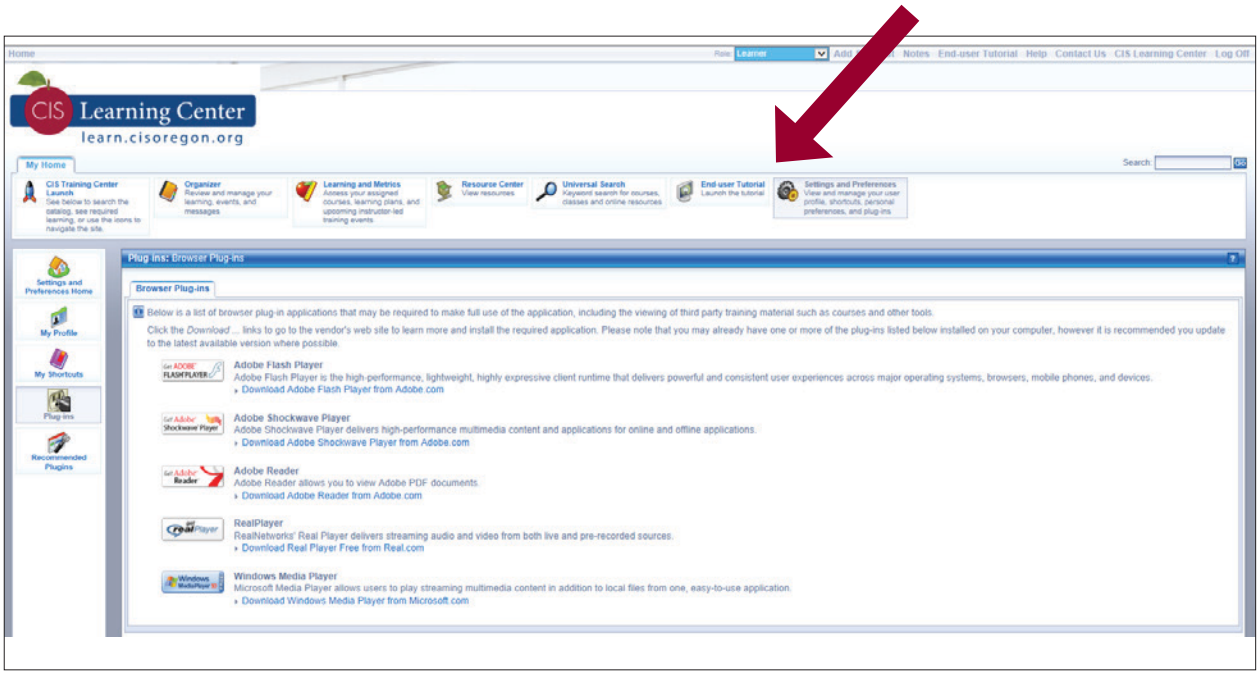
- Will ensure the best learner experience in working with the online courses.
- If you use a Dial-Up Connection, it may take several minutes to load the course pages.

Cookies and Scripting

- Should be enabled on the workstation in order to allow book marking of courseware.
- Remove/disable pop-up blockers for Adobe Flash and Java.

Plug-ins

- Java Applet (free download available under Settings & Preferences)
- Adobe Flash (free download available under Settings & Preferences)



Supported Browsers

- Google Chrome
- Internet Explorer
- Firefox

Opera is not supported and is known to cause issues.

Online Learning Catalog

Three ways to browse the catalog:

1. **Alphabetically** – a complete listing of all available courses.
2. **Category** – courses grouped by subject matter (i.e. Computer Skills, Legal, Safety...)
3. **Bundles** – topics grouped nto bundles,. Just click "Enroll" and sign up for all the classes in that bundle at once. For example: Project Management, Administrative Professionals, Business Grammar, Communication Skills, Customer Service, etc.

Two learning module vendors:

- GCP (Global Collaboration Partners)
- SkillSoft

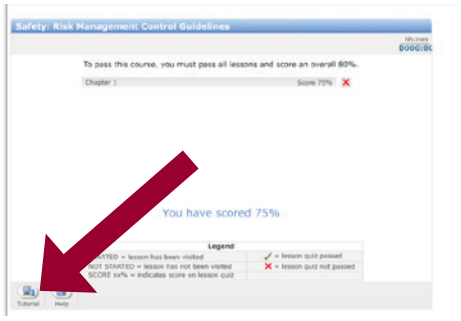
(Each learning module has a built-in tutorial.)

QUICK TIP:

To "Enroll" in a course, you must be in the "Learner" role. It is recommended to check your user role prior to browsing the catalog.

GCP Tutorial

Information about how to navigate each GCP course.

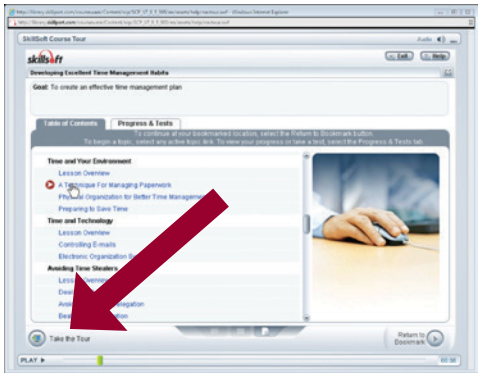


- Startup and Main Menu
  - Modules, status bar, timer
  - Indicator displays score and pass/no pass
  - Launch lessons
- Navigating Course Lessons
  - Lesson view
  - Course content menu
  - Navigation buttons
    - › Forward, back, volume, progress bar, policy
- Lesson Quiz
  - Types of questions
  - Summary screen, scoring, option to review and try again
- Exiting and Re-entering the Course
  - Close and exit
  - Bookmark to start where you left off

SkillSoft "Take the Tour" (6:40)

Information about how to navigate each SkillSoft module.

- Modularized units
- Table of Contents Tab
- Buttons
  - Back, Pause, Next Page
  - Audio
  - Auto Advance – On/Off
  - Closed Caption
  - Learning Points
  - Show Resources
    - › Job Aids
    - › Skill Briefs
    - › Transcripts
    - › Blended Learning Resources
    - › NASBA Information
    - › Settings
  - Home
- Progress & Tests Tab
  - Test status
  - Current course score – for each module in course
  - Completion Status
  - Test Score Report
  - Completion Criteria
  - Pre-Test/Post-Test options



- Topic Transition Page
  - Your Current Score
  - Learning Objectives
  - Key Learning Points
  - Topic Type – instruction, role play, exercise, simulation
  - Duration
- Interactive Features:
  - Role Play
    - › Explore mode
    - › Score mode
  - Simulations
  - Case Studies
  - Questions
  - Try-It activity
  - Show-Me feature

Supervisor Role

In addition to the features you can access as a Learner, you will find two additional tabs, Administration and Reporting, with features for you in the Supervisor role.

Some tasks in the User Manager, Learning Content and Learning Activities functions are available only to the Entity Administrator; others are specific to the Supervisor and Instructor roles. The tasks and roles are assigned to help maintain the security and confidentiality of each employee and department, as well as each CIS member.

Administration

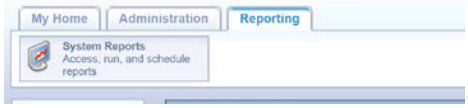
The following topics are associated with the features and functionality found under the Administration tab.

Learning Activities

Create, assign, and manage learning plans, classes, and course assignments. Create your own courses and Instructor-Led Training sessions. Track attendance, grades, and course results.

Approval Manager

Define and manage the approval process for user to request training that exists in their course catalog, as well as providing a form to submit for training that is external to the learning center. Approval Manager allows you to create approval workflows for users to request training and manage those learning requests. Create approval workflows, manage learning requests, and external courses.



Reporting

Several standard reports are available in the Reporting section. Some examples of reports available include employee activity such as the progress of course completion, which courses have been completed, and even which employees have missed due dates.

Notifications

Notifications are emails that are sent by the system when a user sets off a trigger such as requesting enrollment or completing a class. Notifications are used by all roles. Some examples are:

- Learners are notified that their request for training is approved.
- Instructors are notified that they are scheduled to teach an event.
- Supervisors are notified that approval requests are waiting for them

Notifications are generated from Sumtotalsystems.com. Please add noreply@sumtotalsystems.com to your "safe" senders list. Click on the following links for instructions on how to do so in Outlook: Outlook 2003, Outlook 2010, Outlook 2013.