

Entity Admin/Administrator Getting Started Guide

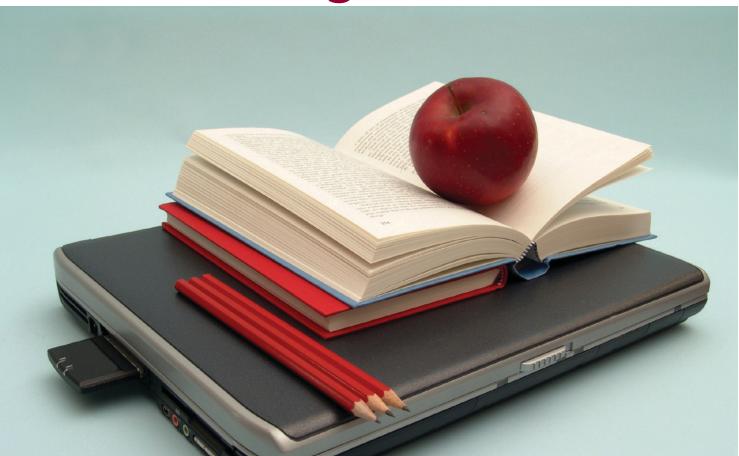


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Logging on to learn.cisoregon.org

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

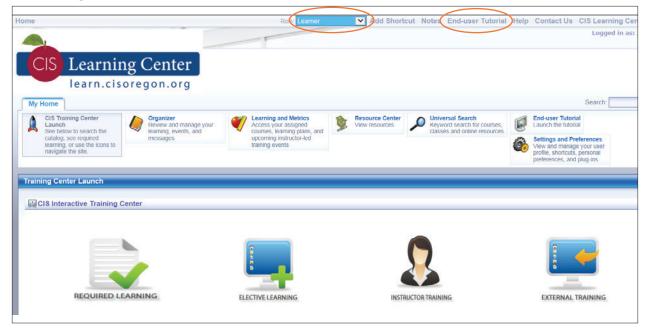
• Your username is your work email address.

Login Password

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

CIS Learning Center learn.cisoregon.org		
	67	
Login		
Note: * Required Fields.		
Login Form:		
*Username:	1713	
*Password:	- 0	
Forgot your password?		
Request a new account.		
Ente	© 2014 SumTotal Systems, LLC	
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- 1. Identify your "Role" (Entity Admin, Learner)
- 2. Click on the End-User Tutorial for a quick overview of how to navigate the site.



SELECT A SECTION:	
> Introduction	> My Elective Learning
> Log In	> Course Catalog
> Navigation	> Student Transcript
> Organizer Home	> Student Gradebook
> Learning and Metrics	> Settings & Preferences
> My Required Learning	> Log Off
> Learning Plans	> Conclusion
> Play Enti	ire Tutorial

End-User Tutorial:

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

System Requirements

High-Speed Internet Connection

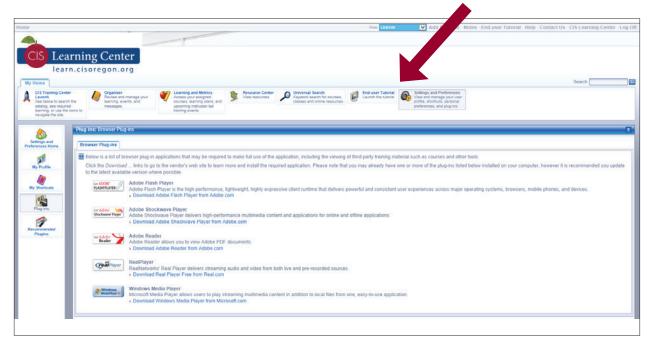
- Will ensure the best learner experience in working with the online courses.
- If you use a Dial-Up Connection, it may take several minutes to load the course pages.

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

Learning modules are from two main vendors:

- GCP (Global Collaboration Partners)
- SkillSoft

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

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.



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

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 shows
 - 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

Administrator Tutorial

Start exploring your priority topics:

- The Overview of the Learning Center (similar to Learner/End-User Tutorial)
- My Home Organizer
- User Management
- Learning & Metrics
- Learning Content
- Learning Activities
- Reports

Welcome to the GeoMaestro Administrator Tutorials

🕨 🛅 User Management	
Application Manager	
Learning Content	
Learning Activities	
🕨 🛅 My Home Organizer	
Learning And Metrics	
🕨 눱 Approval Manager	
🕨 눱 Overview Of The Learning Center	
🕨 🛅 Reports	

Click the Module/Sub-module and then select the Tutorial. Note: The tutorial will launch in a new window.

Explore each of these Administrator features:

- User Manager
- Learning Content
- Learning Activities
- Resource Center Manager
- Approval Manager

