CIS Learning Center
learn.cisoregon.org

Entity Admin/Administrator
Getting Started Guide

Table of Contents
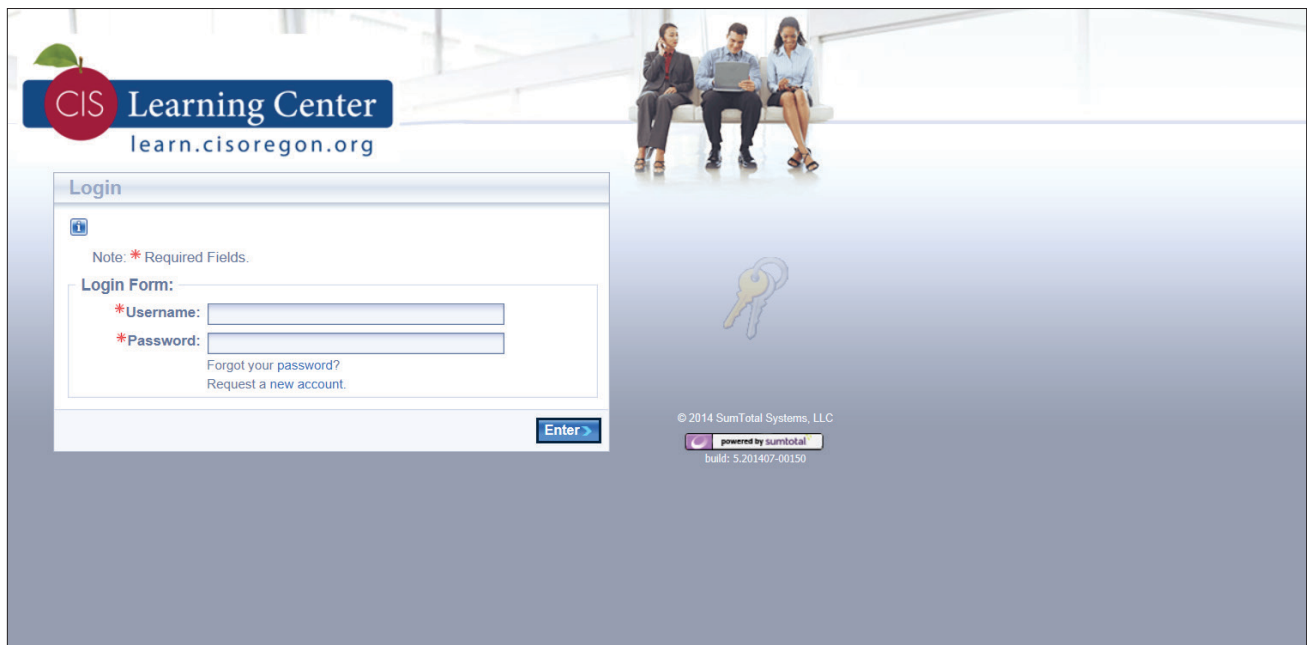
Logging on to learn.cisoregon.org

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.

1. Identify your "Role" (Entity Admin, Learner)

2. Click on the End-User Tutorial for a quick overview of how to navigate the site.
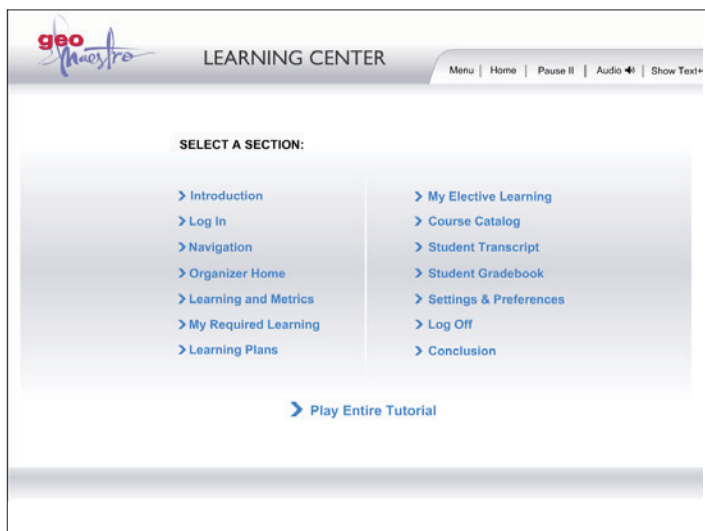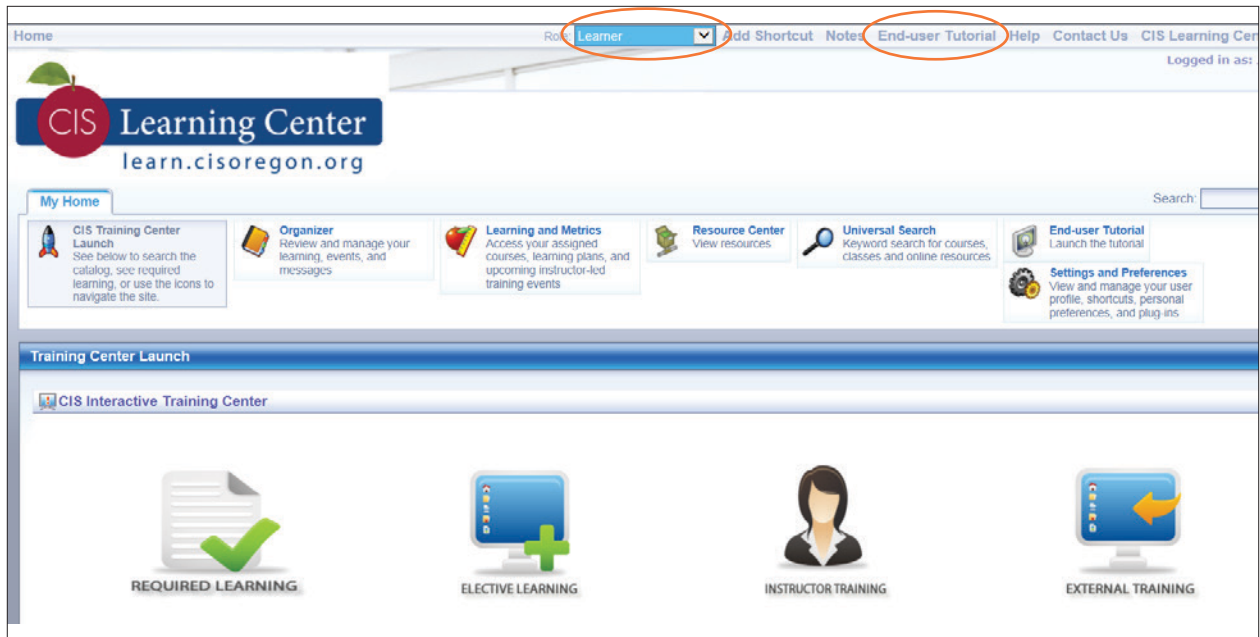
End-User Tutorial:

- 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)
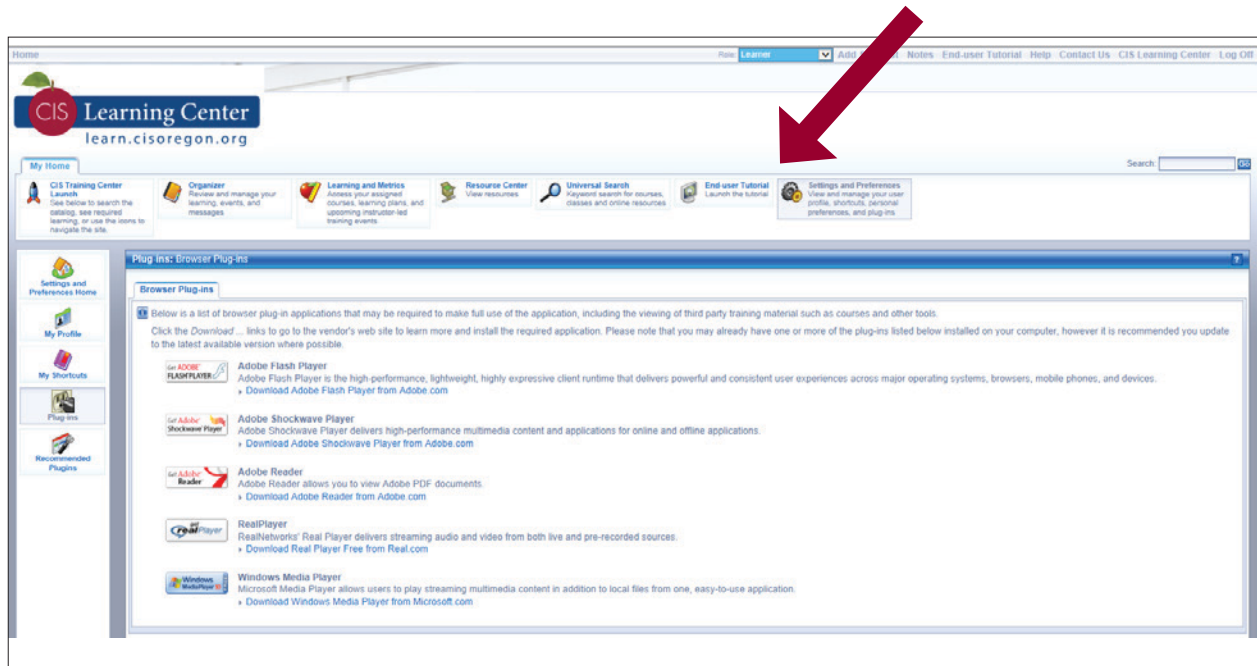
Supported Browsers

- 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

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

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
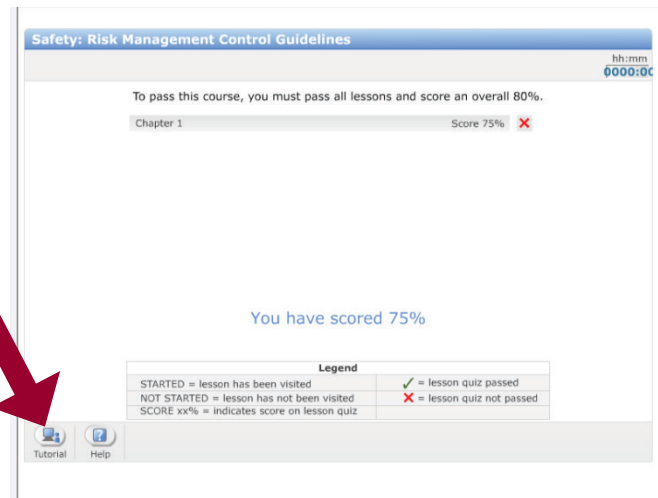
QUICK TIP:

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.

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
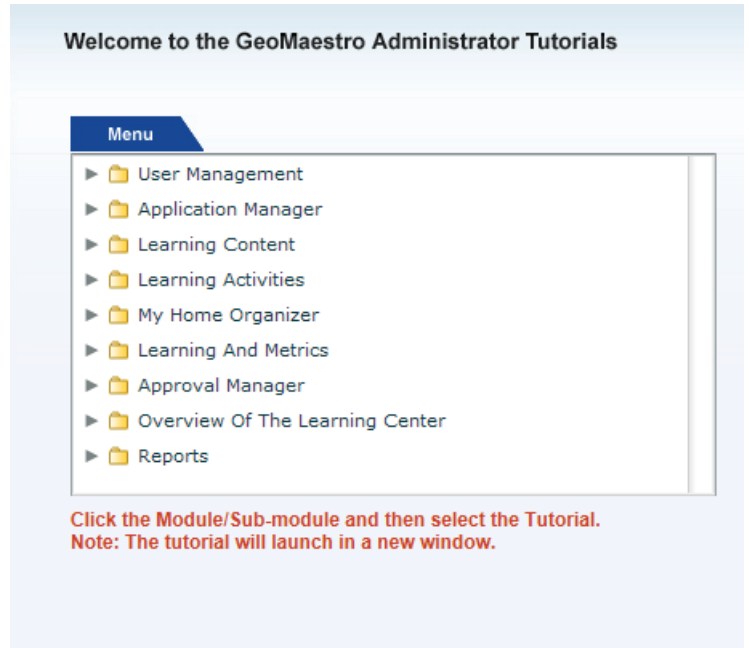
Explore each of these Administrator features:

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