

Learning Center User Quick Reference Guide

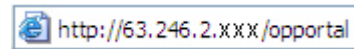
Welcome to the Learning Center

The Learning Center provides one location for all employees to access online learning anytime, anywhere. You can monitor your personal progress and success that will help drive you toward your career aspirations.

GETTING STARTED

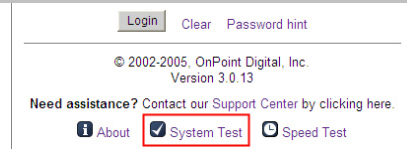
Access the Learning Center

From Internet Explorer, enter the following URL in your Internet browser:



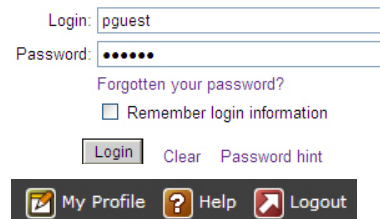
Test your System

Click [System Test](#) on the login page to test your computer and ensure you have all the required programs installed to be able to login and use the Learning Center. Follow the links provided to upload more current versions of software if needed.



Login

Enter your Login ID and Password. Click the **Login** button. Note: Both fields are case sensitive.



After logging in, the Learning Center Portal Page will display. You may change your password by clicking on the [My Profile](#) link at the top right.

Main Portal Page

The Learning Center Portal allows you to:

1. View important Messages.
2. Access Learning Resources and make use of several Quick Links.
3. Perform a Search to locate information that you need.
4. Access your personalized Learning Path, Online Courses, Instructor-Led Events, On-the-Job Activities and view your Current Status.
5. Take a shortcut to any Pending Assignments.

Tip: The Learning Center uses pop-up windows in various places to display new information. If you encounter an error reading "Pop-up blocked," you will need to change your computer setup to allow pop-ups.

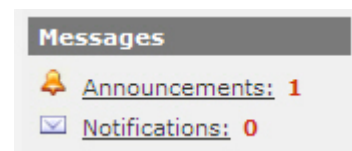


LEARNING CENTER REFERENCE AREA

Messages

Click [Announcements](#) to review information that is general in nature and distributed to a group of people from a specific person.

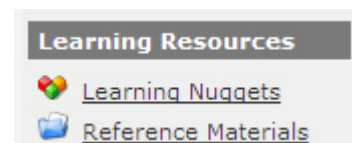
Click [Notifications](#) to review information sent by the system to you specifically, to remind you of any upcoming deadlines.



Learning Resources

Click [Learning Nuggets](#) to access information that is short and quick for you to review.

Click [Reference Materials](#) to access the Learning Center's Document Library. The Library contains information such as training related materials and articles about learning.

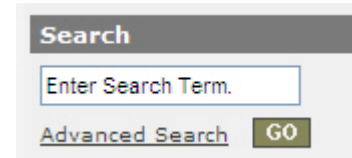


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Search

Enter a word or phrase into the Search field and press **GO** to find specific information that you would like to access.

Click [Advanced Search](#) to further refine your search results.



Manager Options

If you are a manager, you will see one or more Manager Options, depending on your role. Click the management options link to launch your selection in a new window.

Please refer to the Manager Start Guide for additional information.



LEARNING CENTER ASSIGNMENTS AREA

Learning Path

Click the **Learning Path** tab to review your personalized Learning Path. This includes all items that have been assigned to you based on your current job role. The Learning Path lists all your assignments in the order in which they should be completed.

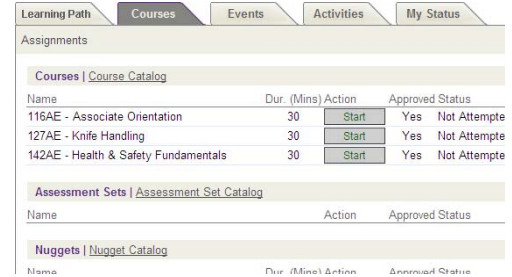
Click the name of any item to view and/or start the task.



Courses

Click the **Courses** tab to view any online learning courses you are currently assigned to complete. When you select a course, a Course Information Screen will appear providing more details.

Click **Start** to start a course. Click **Continue** to continue a course that you have previously started. Click **Browse** to revisit a course you have previously completed. If you did not pass a final test of a course, click the **Retake** button to begin the course again.



Course Navigation

Use the Arrows in the upper right corner of the screen to advance through the pages of the course until you have completed it. Use the "Go to" Dropdown to jump to different pages in the course whenever you are in Browse mode. Note: there may be other navigation arrows within a course page.

Use the **Refresh** icon to re-start any flash, video or audio clip, or re-load any page.



Tests

When you are taking a test, click the answer box or radio button next to the answer you wish to select.

When you have completed the test, click the **Finish Test** button at the bottom of the page. The system will grade and score your test.

Note: Some courses include in-course quizzes which may or may not be graded and/or recorded.

1. Which comment best describes Acme's core products?

- A. Springs for mattresses
- B. Sprockets for high-speed cycling applications
- C. Sprockets for watches
- D. Slides for playgrounds

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Locating a Course, Assessment or Nugget

Click [Course Catalog](#) to browse through all the online courses that are currently being offered.

In addition to courses, this tab includes a list of any standalone **Assessments** that have been assigned to you, for instance, a Survey or Feedback Form. Click [Assessment Set Catalog](#) to browse through all the available assessments.

Also listed on this tab are any assigned **Nuggets**. Click [Nugget Catalog](#) to browse through all available nuggets.

Learning Path	Courses	Events	Activities	My Status
Assignments				
Course Course Catalog				
Course (click to select)	Duration (minutes)	Approval Required	Prerequisite:	
INCOTERMS 2000	60	No		
Communicate for Results	25	Yes		
Decimals and Percents	35	No		

Events

Click the **Events** tab to view any classroom training events that you are currently assigned to attend, or to determine if you have been approved for any event where you submitted a request to attend.

Notice that you may view your assignments in a calendar view, or switch to a "list" view by changing the Display. Hover over any assignment for more detail.

Click [Event Catalog](#) at the top left to view all classroom training events that are currently being offered.

Learning Path	Courses	Events	Activities	My Status		
Registered Events Event Catalog						
Refresh						
◀ April 2007 ▶ Display: Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 274A - Core Commu...	25 244A - First Aid/...	26 244A - First Aid/...	27	28

Activities

Click the **Activities** tab to view any on-the-job activities that have been assigned to you. An activity can include but is not limited to: reading a workbook, manual or policy, doing on-the-job shadowing or having a discussion with your manager.

Choose Pending, Not Completed or Completed to change the types of activities that are being displayed.

Learning Path	Courses	Events	Activities	My Status
Assigned Activities Show: <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Not completed <input checked="" type="checkbox"/> Completed Sort By: Name				
Activity (click to select)	Type	Due Date	Status	
Provincial Responsible Alcohol Service	Required	December 31 2007	Pending	
Uniform Pick Up	Required	March 21 2007	Completed	

My Status

Click the **My Status** tab to view your Assignment Status in detail, including all courses, classroom events, on-the-job activities or nuggets assigned to you, and their associated completion status.

Click [Competency Matrix](#) to view the same information, organized by Learning Path/Skill Profile assignment.

Tip: There are a number of screens that display "Completion Status." Different conditions govern the status of different types of items. For instance:

- Course "Incomplete" status can be caused by (1) insufficient time spent in the course, (2) failure to view each page of the course, or (3) failed score of an associated test
- Event "Incomplete" status can be caused by a user being assigned to a classroom training session, the event date has passed, and the instructor has not updated the class attendance record
- Activity "Pending" status will display until an administrator has approved your Activity as completed

Learning Path	Courses	Events	Activities	My Status
Assignment Status Competency Matrix				
Associate Info				
Full Name:	Guest, Perfect	Login ID:	pguest	Title:
Email:	pguest@lord.com	Role:	Learner	
Skill Profiles				
Skill Profile	Assigned	Completed		
Welcome to Lord	April 26 2007			
Courses				
Course	First Accessed	Last Accessed	Status	
Lord Orientation			Not :	
Knife Handling			Not :	
Health & Safety Fundamentals			Not :	
Assessment Sets				

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LEARNING CENTER ASSIGNMENTS SHORT-CUTS

Current Assignments-Pending Completion

The Current Assignments area, halfway down the screen, displays all of your assignments, categorized by type, that are still pending completion.

Click the name of the item to review its description and start the course, assessment, event, or activity.

Current Assignments	
Courses	
Accounting Fundamentals	Not attempted
Basics of Budgeting	Not attempted
Communicate for Results	Not attempted
Decimals and Percents	Not attempted
Activities	
Open House	Pending
Skill Soft Course	Pending
Test Your Knowledge	Pending
Events	

FINISH AND LOGOUT

Logout

When you are finished using any tabbed area of the Learning Center, click the Close icon to return to the main Portal page.

When you are finished using the Learning Center, click the Logout icon in the upper right corner. The system will ask if you are sure. Click the OK button to end your session.

