

Learn: Using the Learn Module

Overview

- This guide shows how to access the Learn Module to register for or complete web-based and instructor led courses, view your completed courses, withdraw from courses, recommend courses, and more. Instructions are provided to help managers assign courses to employees and view their team's learning progress within Ignite.

Index

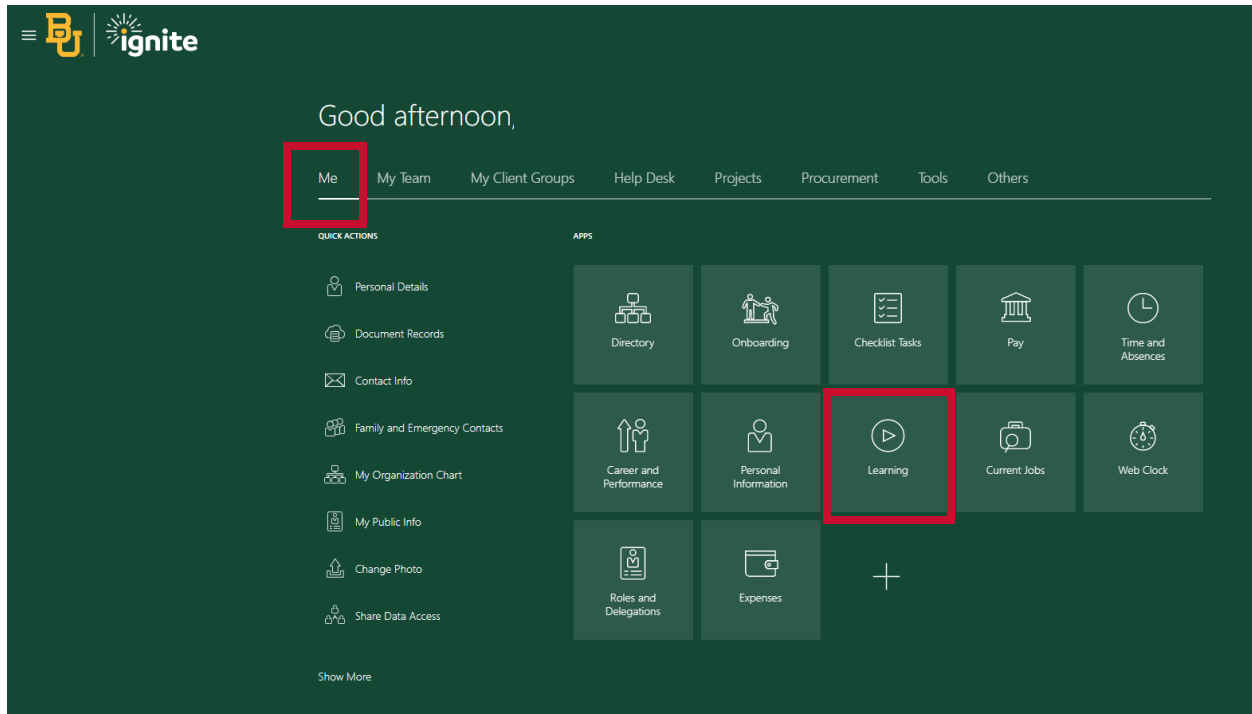
I. Information for Employees	2
1. Navigating to the Learning Module	2
2. Signing Up For an Instructor Led Course	4
3. Withdrawing From an Instructor Led Course	6
4. Completing a Web Based Course	8
5. Checking Your Transcript	9
6. Rating a Course	10
7. Recommending a Course	11
8. Viewing Recommendations	12
2. Information for Managers	13
1. Manager: Assigning a Course to an Employee	13
2. Manager: View Employee Learning	16

Learn: Using the Learn Module

I. Information for Employees

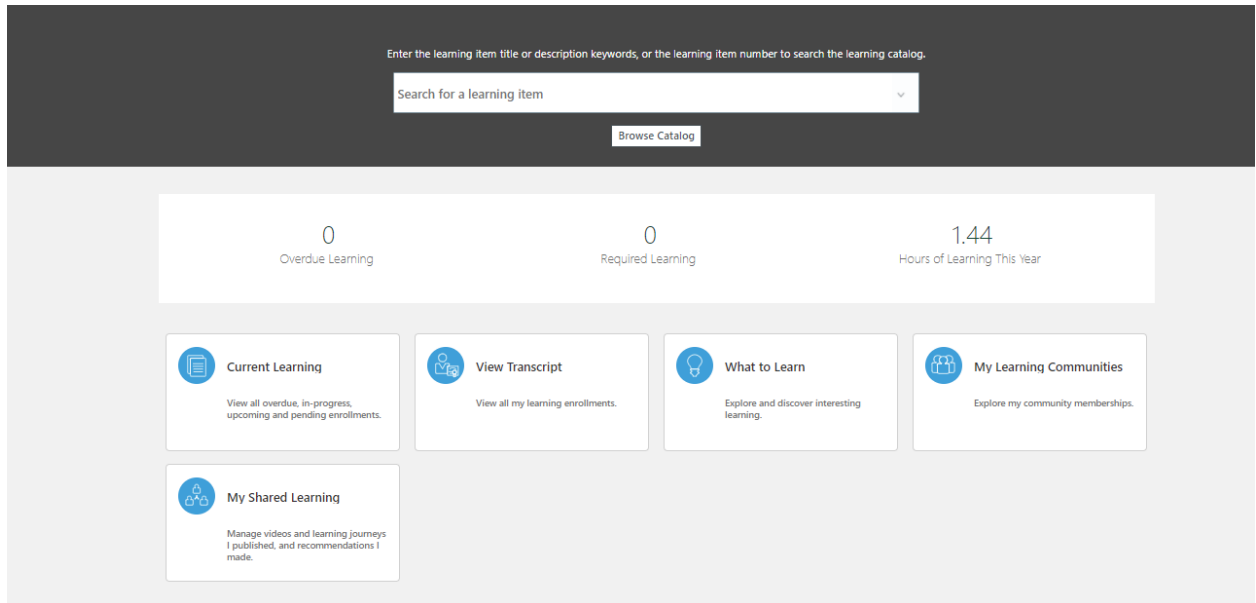
I. Navigating to the Learning Module

1. Under the “Me” heading on the home page, you can scroll down and click on the “Learning” tile on the Main Page to enter the **Learning Module**.



Learn: Using the Learn Module

2. The Learning screen provides a quick summary for any overdue learning, required learning, and the hours of learning you have completed this year.



Additionally, there are several different tiles, but the two you will use most are Current Learning and View Transcript.

Summary of each tile:

- i. **Current Learning:** Courses you are actively enrolled in but have not completed.
- ii. **View Transcript:** Courses you have completed or withdrawn from.
- iii. **What to Learn:** Voluntary and required courses you are currently enrolled in, and courses recommended to you. Note: this is largely redundant with Current Learning.
- iv. **My Shared Learning:** This is a currently unused feature in Learn.
- v. **My Learning Communities:** This is a currently unused feature in Learn.

Learn: Using the Learn Module

2. Signing Up For an Instructor Led Course

1. After entering the Learning Module, you can search for a course by typing the name or key word into the Search bar.

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.

2. Additionally, you can click the Browse Catalog button to be shown all the featured courses in the catalog.

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.

3. Once you enter the Learning Catalog, you can view various courses and find a course you are interested in taking. Click the course title to register.



Featured

The Power of Habit

Course

This one day course teaches how habits work and how to create habits for improved performance.

Learn: Using the Learn Module

4. After selecting the course you want to take, click **Enroll** to register. You can either click at the top of the page, or under **Available Offerings**. If the course is full, you will have the option to join the waitlist.

The Power of Habit

Enroll

Overview

This one day course teaches how habits work and how to create habits for improved performance.

Published
Published 5 months ago

Learning Item Number
OLC301001

Details

Related Learning

Available Offerings

Virtual Classroom
07/01/2021 - 07/01/2021
American English
24 Seats Remaining
View Details

Enroll

5. After registering for a course offering, you will be able to see all of the details for the course you are registered for. Selecting **Add to Calendar** will let you add the class to your Outlook calendar. NOTE: In this situation “Required” does not mean the course was assigned to you, it just means that attending the offering is required in order to complete the course.

Completion Status

Search... Show Filters

View By Things to Finish

Not started

The Power of Habit - July 1 - 9:00am-5:00pm Required

Instructor-Led Online

07/01/2021, 9:00 AM - 5:00 PM CST

This class meets via Zoom. Be sure to add to your calendar. Join Zoom Meeting <https://baylor.zoom.us/j/7694207407?pwd=R1VNaoZiQy9hMm82alpwbXlTajN6UT09>
Meeting ID: 769 420 7407 Passcode: 704197

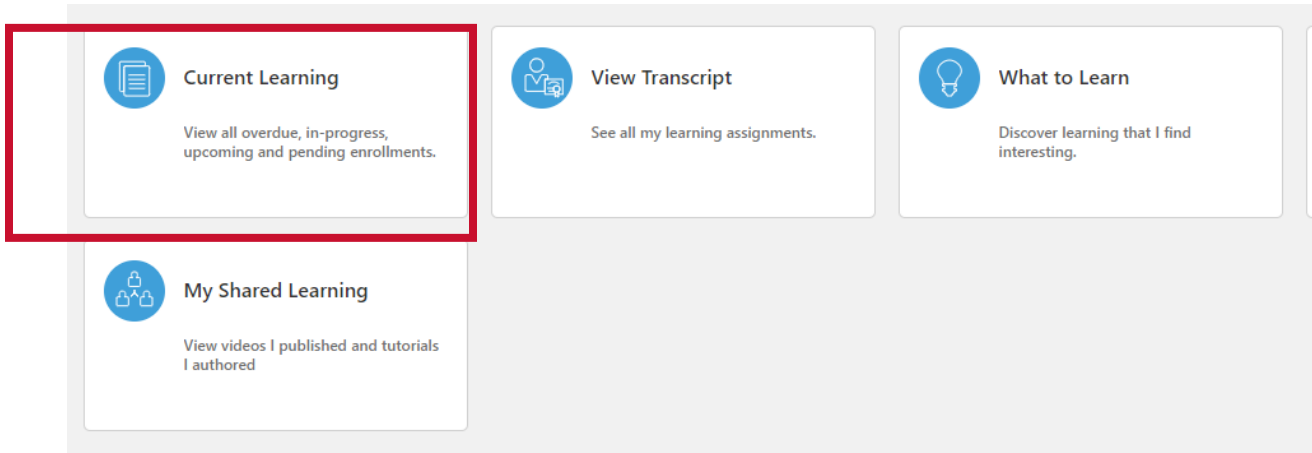
Instructor
Broc Edwards

Add to Calendar

Learn: Using the Learn Module

3. Withdrawing From an Instructor Led Course

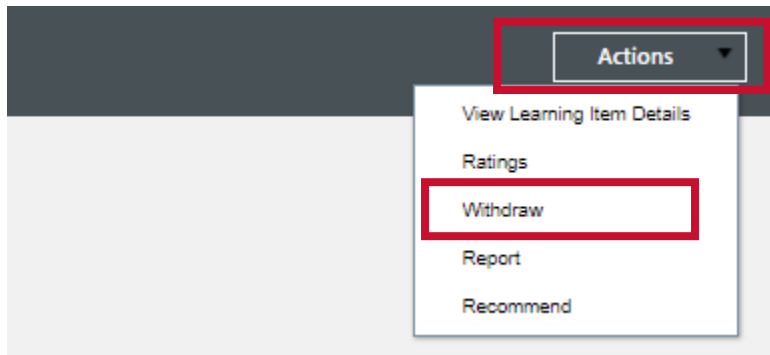
1. In case you are unable to attend a course you signed up for, you can choose to withdraw from the course. To do this you must be in the Learning Module. First, select **Current Learning**.



2. Then, select the course you registered for. NOTE: if you do not see the course listed, clear the search filters.



3. Next, in the upper right-hand corner of the screen use the Actions drop-down menu and select **Withdraw**.



Learn: Using the Learn Module

4. After selecting Withdraw, use the drop-down menu to select a Reason for Withdrawal and type any Comments below to provide more information (e.g., *Unable to attend*). Then click **Submit**.

The screenshot shows a web form titled "Reason to Withdraw". At the top right, there are two buttons: "Submit" and "Cancel", both highlighted with red rectangles. The main form area is divided into three sections. The first section, "Why do you want to withdraw?", is highlighted with a red rectangle and contains a dropdown menu with three options: "This learning is no longer relevant", "Unable to attend", and "Other". The second section, "Status Change Reason Code", is a small text input field. The third section, "Comments", is a larger text area for providing additional information.

Learn: Using the Learn Module

4. Completing a Web Based Course

1. Enroll for a web based course the same as for an instructor led course. Once you click, **Enroll**, most web based courses will launch. NOTE: some might have an additional step of clicking on a **Launch** button after enrolling.
2. If you leave a web based course before completion you can resume the course by finding it under **Current Learning** and clicking on the course name. On the next screen, select **Resume**:

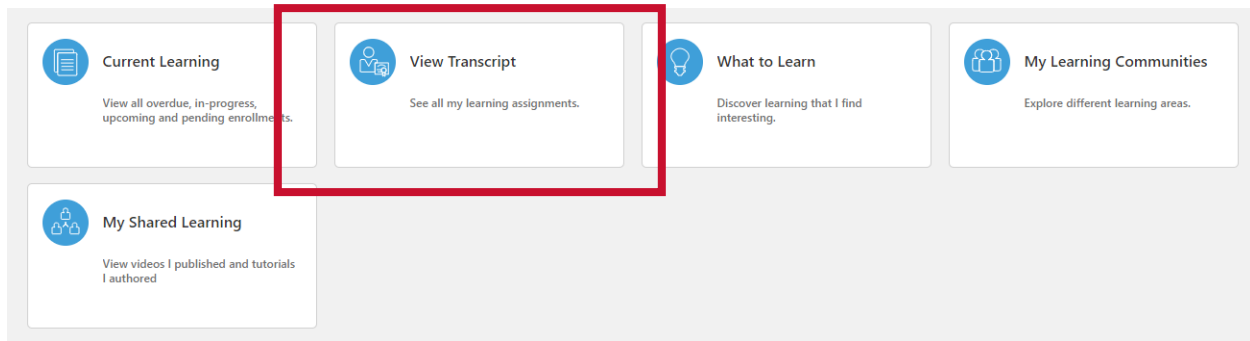
The screenshot shows a 'Completion Status' interface. At the top, there is a search bar with the placeholder text 'Search...' and a magnifying glass icon, followed by a 'Show Filters' link. Below this is a table of course completion status. The first row shows a course titled 'Leadership Spotlight: Michelle Cohenour: Developing Others (RECORDING)' with a 'Required' tag. The course is marked as 'Self-Paced Online' and has an 'Expected Effort' of '0.44 hours'. A 'Resume' button is visible in the top right corner of the course entry, highlighted with a red rectangular box. The 'View By' dropdown menu is set to 'Things to Finish'.

Course Title	Status	Expected Effort	Action
Leadership Spotlight: Michelle Cohenour: Developing Others (RECORDING)	Required	0.44 hours	Resume

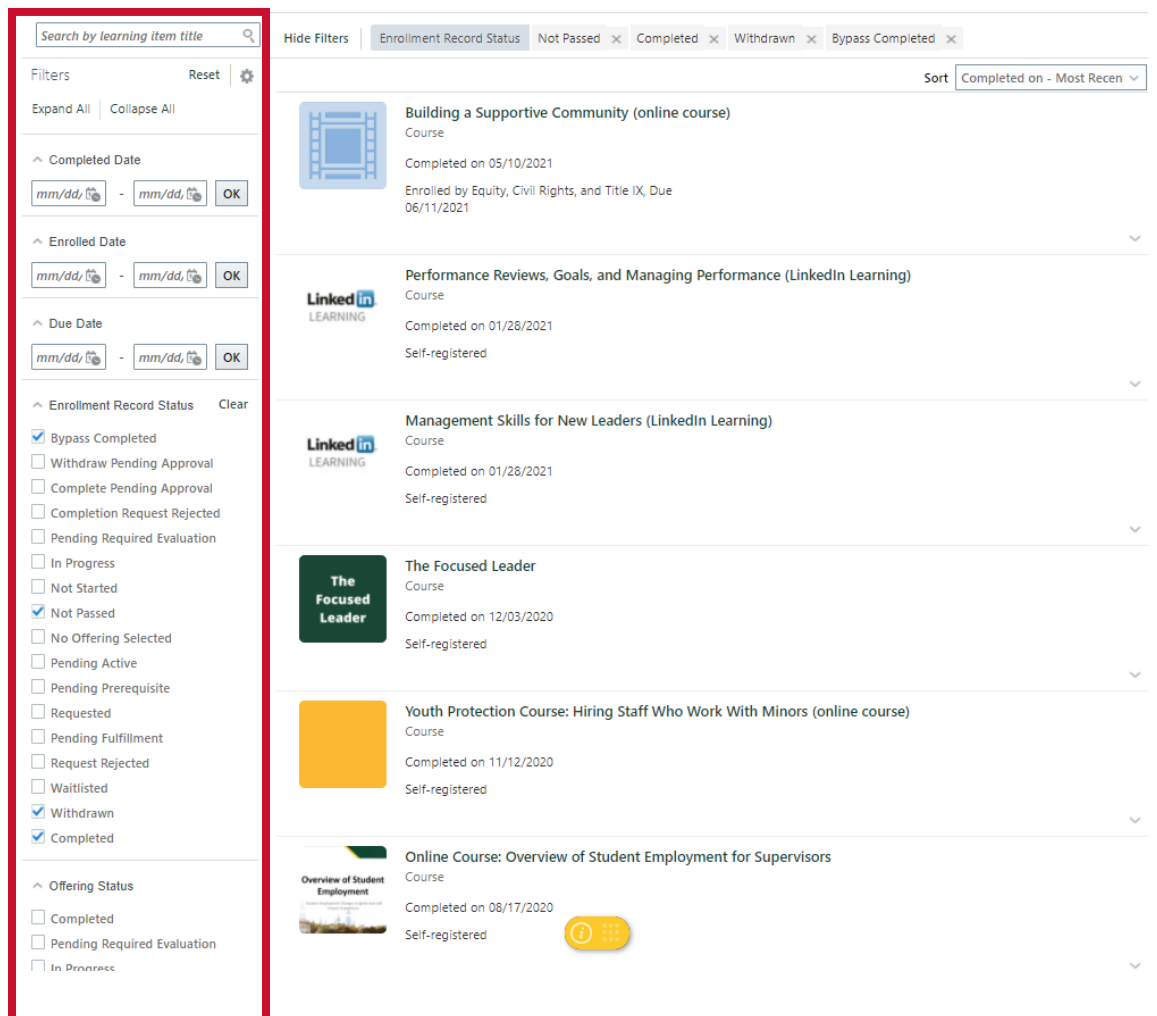
Learn: Using the Learn Module

5. Checking Your Transcript

1. After completing a course it will show up on your transcript. To view, select **View Transcript**.



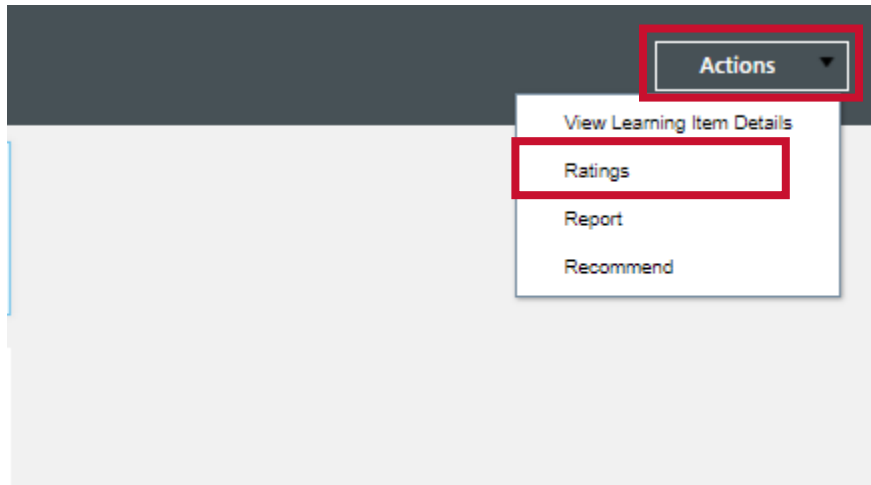
2. Verify that the course you just completed is on your transcript. If you cannot see the completed course, adjust the filters on the left side of the screen.



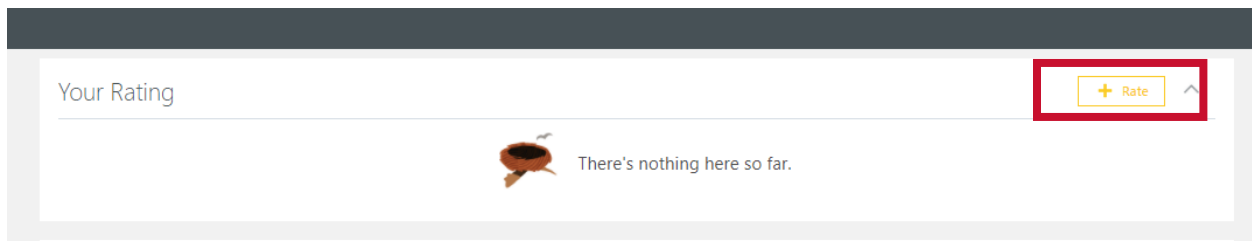
Learn: Using the Learn Module

6. Rating a Course

1. After completing the course, if you would like to leave a rating you can find the course under **View Transcript**, open the course by clicking on the course name, then select **Ratings** from the **Actions** dropdown menu in the upper right.



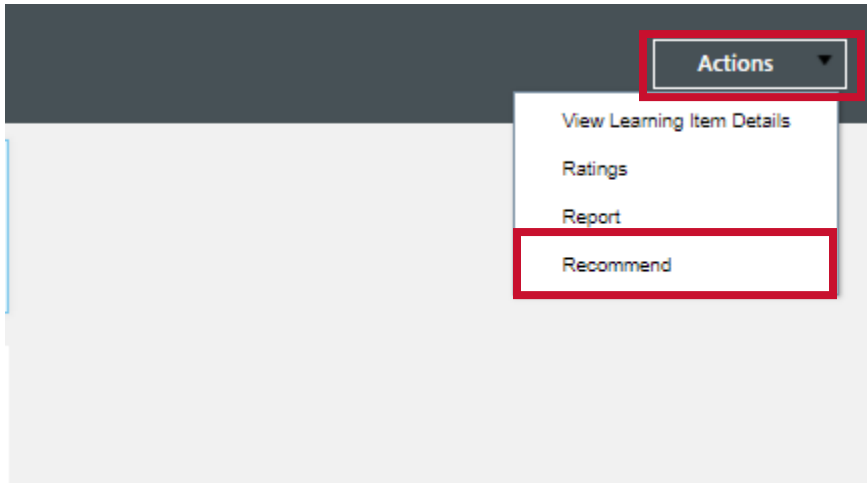
2. On the next screen, select **Rate**, then give the course a rating from 1-5 stars, add comments, and click **Save**. **NOTE: all ratings are public and visible to everyone in Ignite.**



Learn: Using the Learn Module

7. Recommending a Course

1. If you enjoy a course you signed up for and want to recommend that course for someone to take, you can do this within Ignite. First, enter the Learning Module, find the course under **View Transcript** and open the course by clicking on the course name, then select **Recommend** from the **Actions** dropdown menu in the upper right.



2. Search for the person by typing their name in the search bar, add any comments to them, and then click **Submit** in the upper right.

Recommendation Details

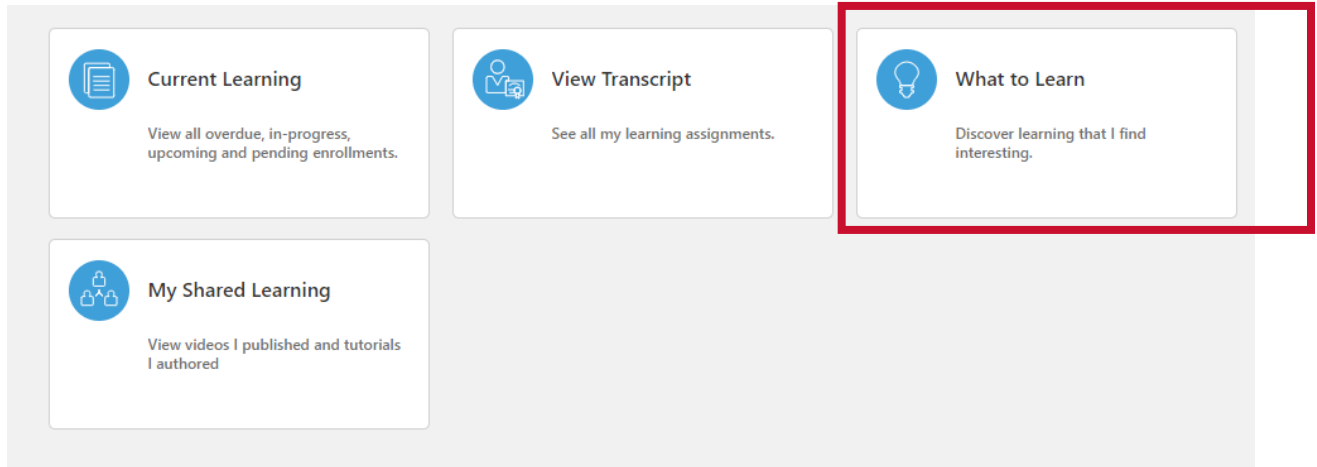
Comments

*Recommend for People

Learn: Using the Learn Module

8. Viewing Recommendations

1. You will be notified via email and the “bell notification” in Ignite if a course is recommended to you. To view any course recommendations you may have received from others, first enter the Learning Module. After entering the Learning Module, select **What to Learn**.



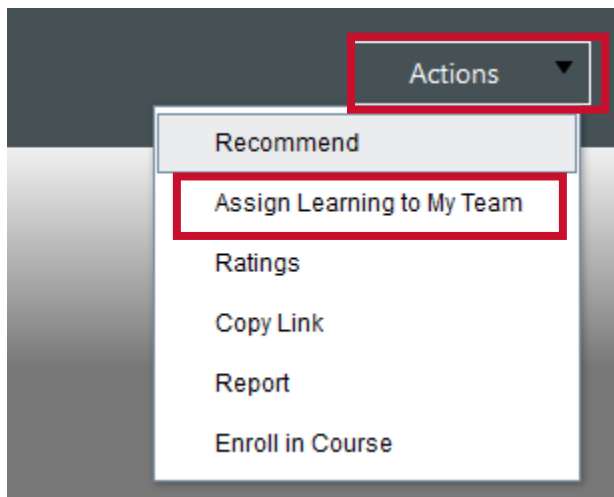
2. You will then be able to view any course recommendations you have.

Learn: Using the Learn Module

2. Information for Managers

I. Manager: Assigning a Course to an Employee

1. As a manager you have the ability to assign a course to an employee. After browsing through different courses, select the course of your choosing to assign to an employee. Click on the course name to enter the course and then use the Actions drop-down menu in the upper right-hand corner of the screen and select **Assign Learning to My Team**.



2. Here you can choose to assign it as a **Required Assignment** or suggest it as a **Voluntary Assignment** in the Assignment Type drop down menu. Select a due date, as appropriate, and **Continue**.

A screenshot of a web form titled '1 Assignment Details'. The form contains several fields: 'Assignment Type' (a dropdown menu with 'Required Assignment' and 'Voluntary Assignment' options, highlighted with a red box), 'Due By' (a date input field with a placeholder 'mm/dd/yyyy'), 'Justification' (a text area), 'Comments' (a text area), and a yellow 'Continue' button at the bottom right, also highlighted with a red box.

Learn: Using the Learn Module

3. Then, select who you want to assign the course to by checking the box next to their name(s) and then **Add Learners**.

2 Select Learners

<input type="checkbox"/>	<div>Add Learners</div>	
<input type="checkbox"/>	<div>BT</div>	Baylor Code Testuser_Baylor_s23
<input checked="" type="checkbox"/>	<div>TE</div>	Testuser_Baylor_s1
<input checked="" type="checkbox"/>	<div>TE</div>	Testuser_Baylor_s16
<input type="checkbox"/>	<div>TE</div>	Testuser_Baylor_s17

Learn: Using the Learn Module

4. Then, select **Continue**.

<input type="checkbox"/>	BT	Baylor Code Testuser_Baylor_s23
<input type="checkbox"/>	TE	Testuser_Baylor_s1 Added
<input type="checkbox"/>	TE	Testuser_Baylor_s16 Added
<input type="checkbox"/>	TE	Testuser_Baylor_s17
<input type="checkbox"/>	TE	Testuser_Baylor_s19
<input type="checkbox"/>	TE	Testuser_Baylor_s2
<input type="checkbox"/>	TE	Testuser_Baylor_s20

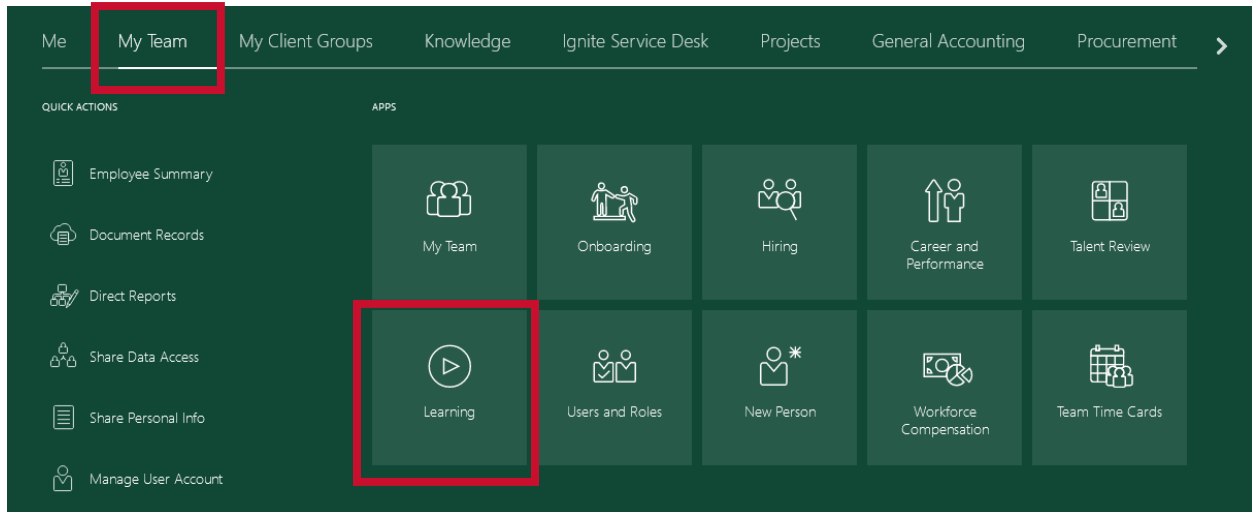
Continue

5. Once added, select **Submit** in the upper right.

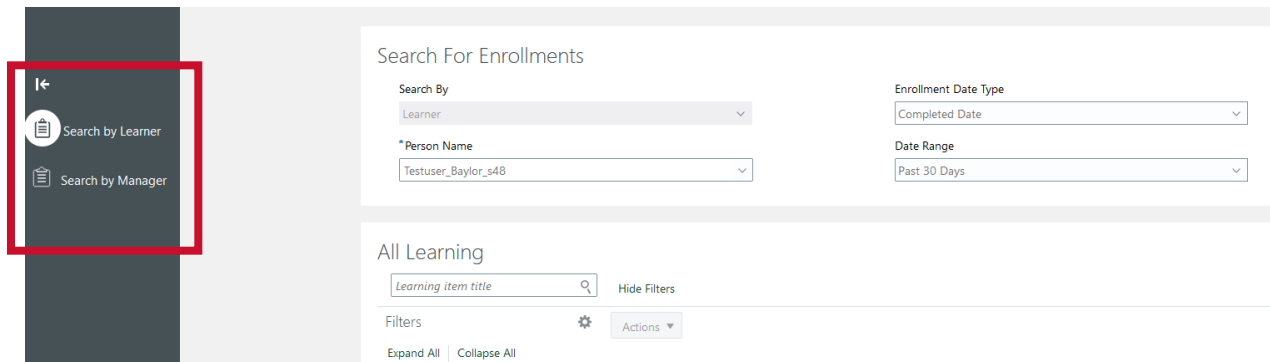
Learn: Using the Learn Module

2. Manager: View Employee Learning

1. As a manager you can view all of your employees' learning progress. Go to **Learning** under the **My Team** tab.



2. To view your team's learning progress you can either look up by individual or by your entire team, by selecting with **Search by Learner** or **Search by Manager** on the left side of the screen.



Learn: Using the Learn Module

3. Then you can set the **Enrollment Date Type** and **Date Range** filters.

Search For Enrollments

Search By
Learner

*Person Name
Testuser_Baylor_s48

Enrollment Date Type
Completed Date

Date Range
Past 30 Days

All Learning

Learning item title

Hide Filters

Filters

Expand All | Collapse All

4. This example is classes enrolled in the past 12 months. Note, if you have a large team or want to see only certain enrollment statuses (e.g., completed) you can refine the search with the filters on the left. To see details of a particular class, click on **View Enrollment**:

Search For Enrollments

Search By
Manager

*Manager Name
Testuser_Baylor_s36

Enrollment Date Type
Enrolled Date

Date Range
Past 12 Months

All Learning

Learning item title

Hide Filters

Filters

Expand All | Collapse All

Enrollment Status

- ☐ Bypass Completed
- ☐ Withdraw Pending Approval
- ☐ Complete Pending Approval
- ☐ Completion Request Rejected
- ☐ Pending Required Evaluation
- ☐ In Progress
- ☐ Not Started
- ☐ Not Passed
- ☐ No Offering Selected
- ☐ Pending Active

Actions

Sort: Due Date - Soonest to

<input type="checkbox"/>	TE	Testuser_Baylor_s1	Not Started	Leadership Lessons: Creating a Feedback Culture Course	Self-registered	Enrolled on 05/10/2021	View Enrollment
<input type="checkbox"/>	TE	Testuser_Baylor_s1	Not Started	Baylor Faculty & Staff Return to On-Campus Work (online) Course	Self-registered	Enrolled on 05/10/2021	View Enrollment