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 mangers assign courses to employees and view their team's learning progress within Ignite.
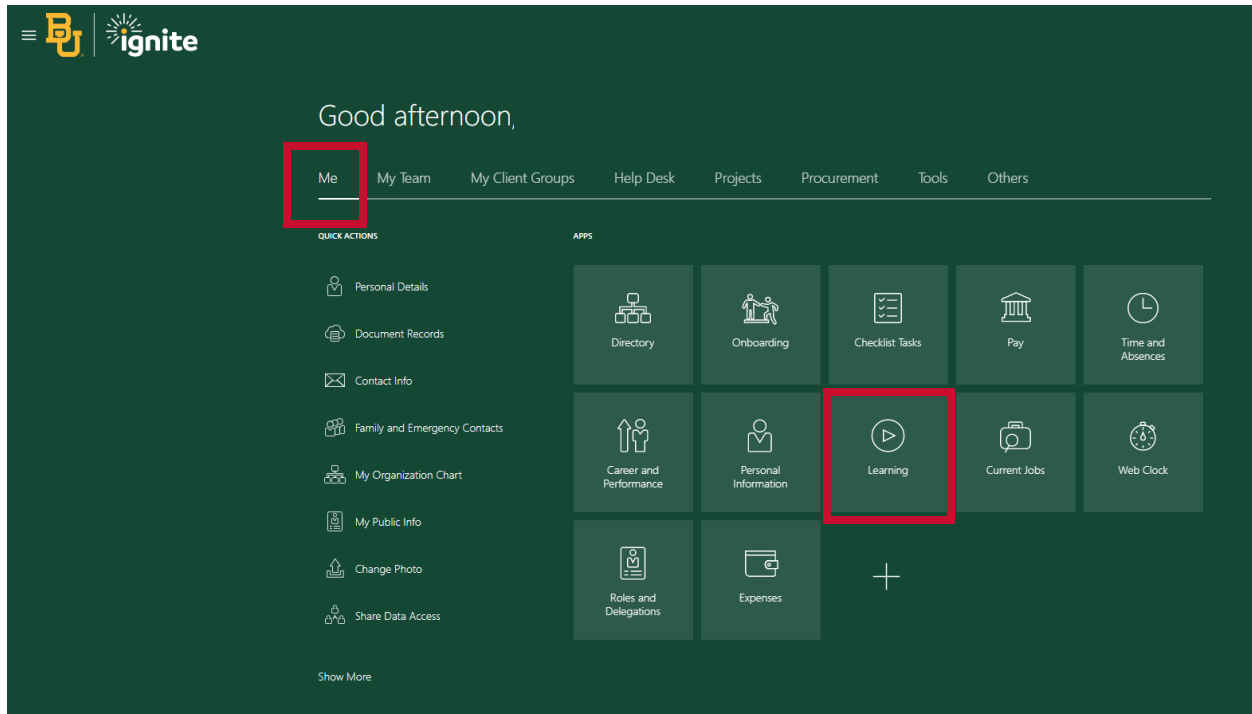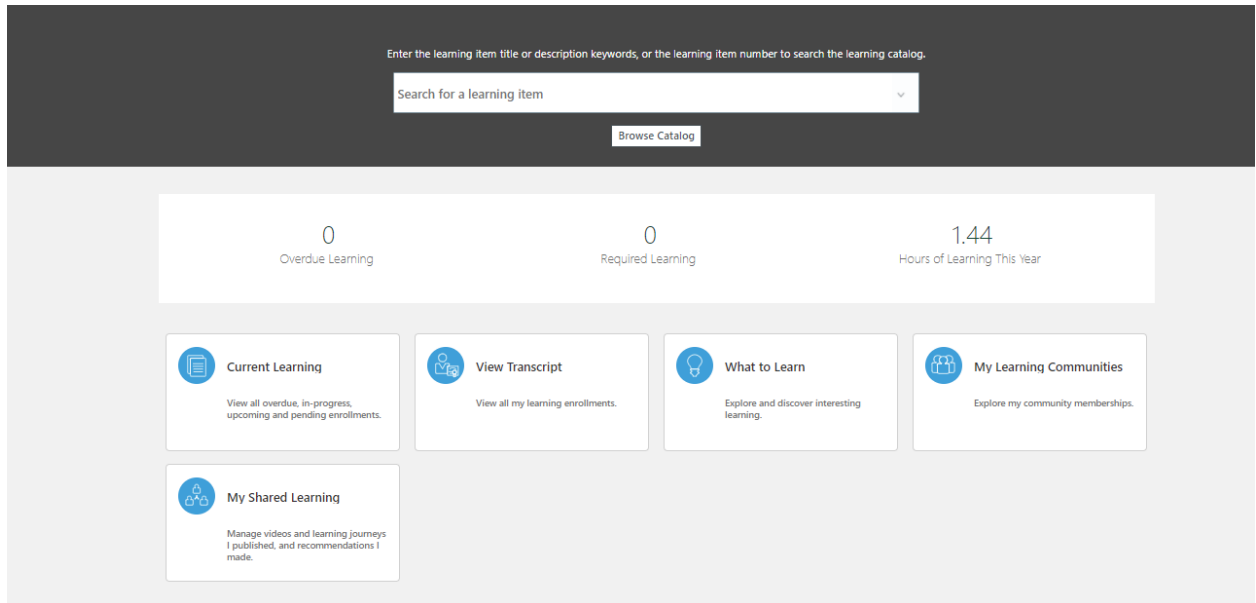
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1. Information for Employees

1. 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.**

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   View Transcript: Courses you have completed or withdrawn from.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.

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.
>
> Search for a learning item
>
> Browse 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.
>
> Search for a learning item
>
> Browse 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.

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.

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.

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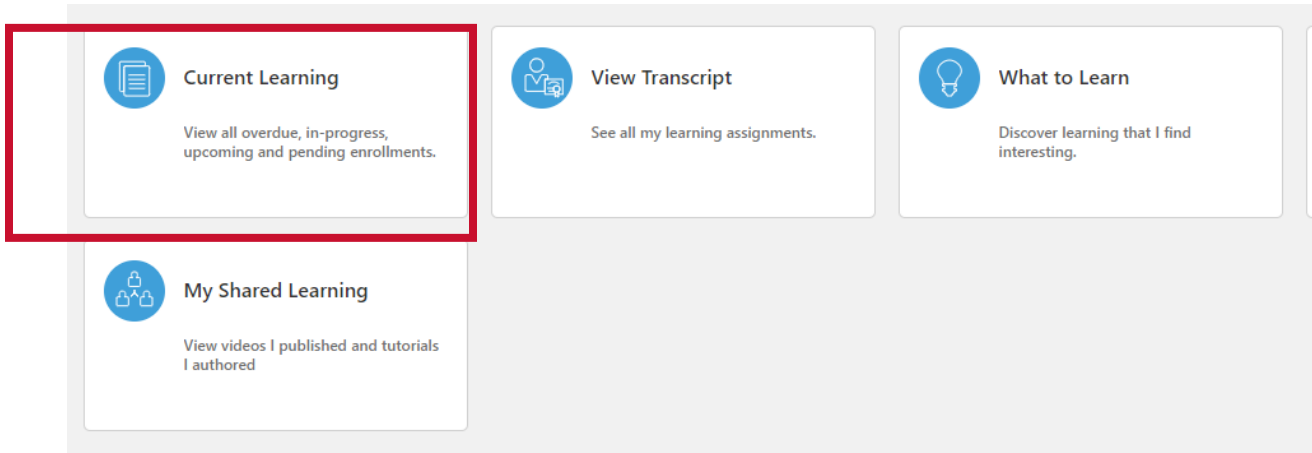
2. Then, select the course you registered for. NOTE: if you do not see the course listed, clear the search filters.

3. Next, in the upper right-hand corner of the screen use the Actions drop-down menu and select **Withdraw.**
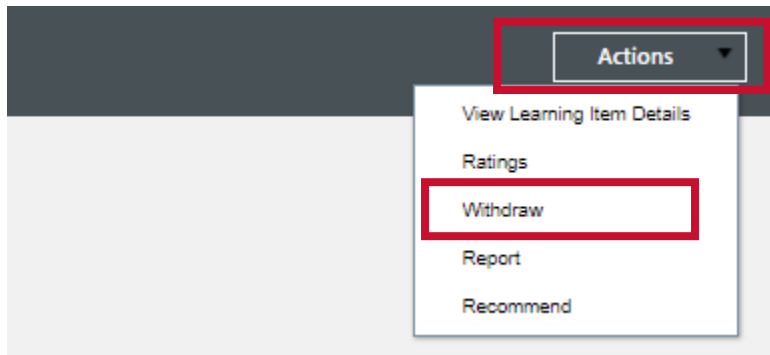
4. After selecting Withdraw, use the drop-down menu to select a Reason for Withdrawal and type any Comments below to provide more information (e.g., *Unable to attend*.). Then click **Submit**.

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**:
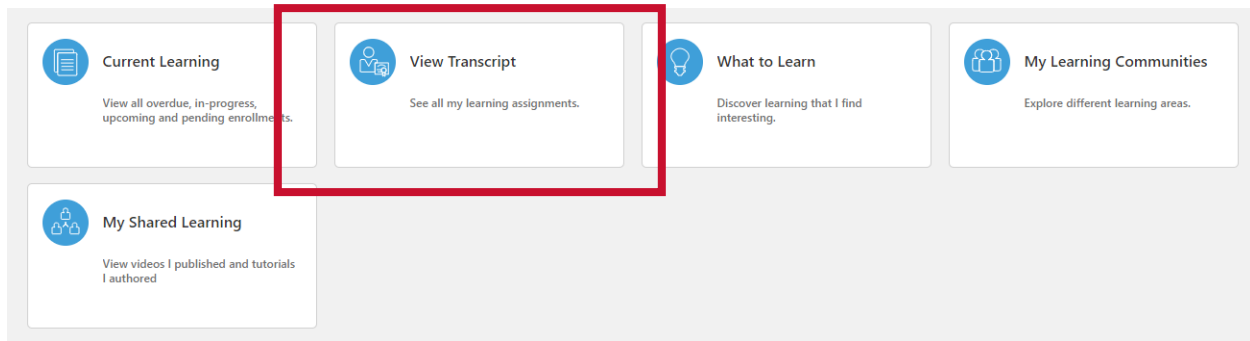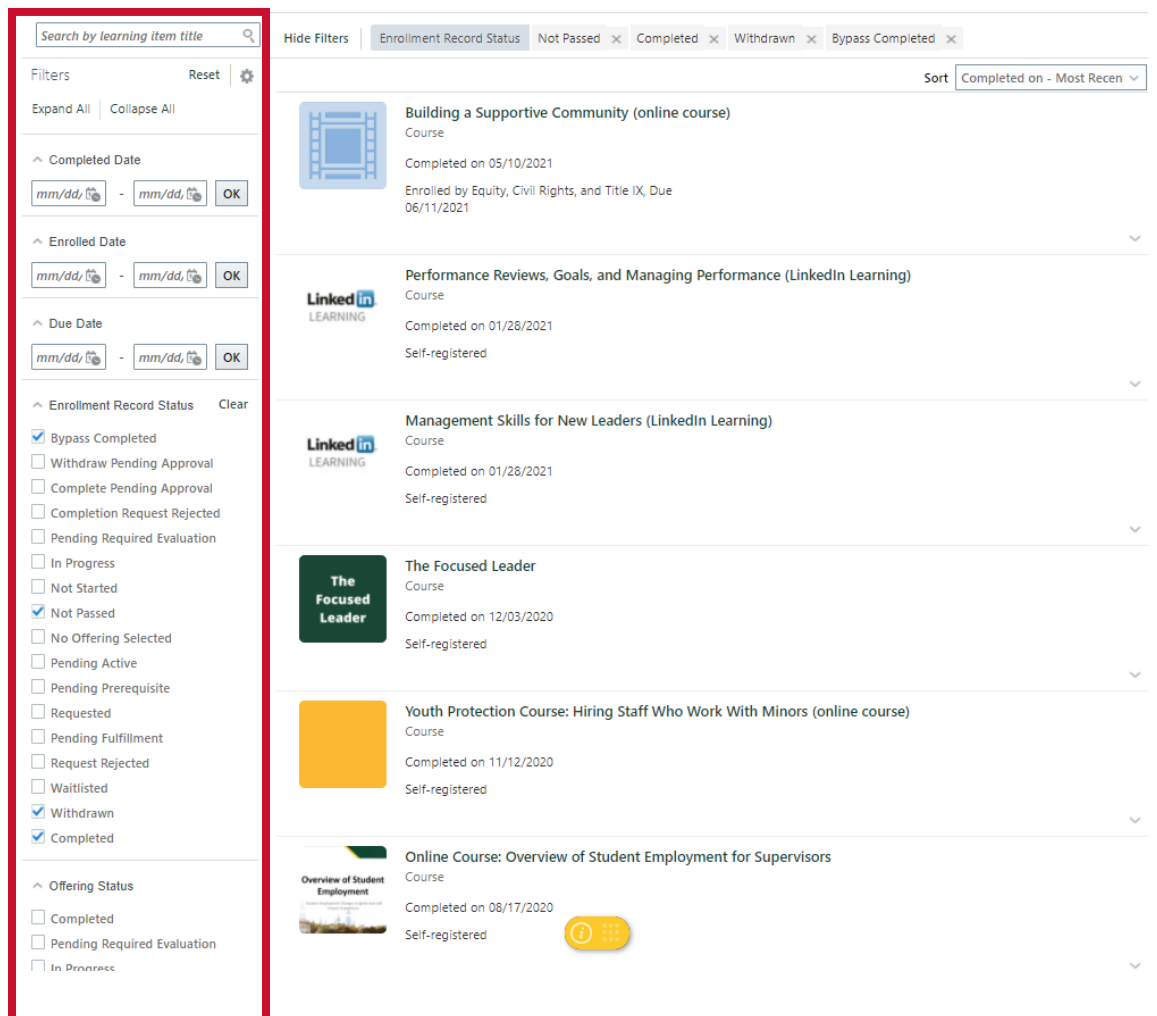
5. Checking Your Transcript

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**.**
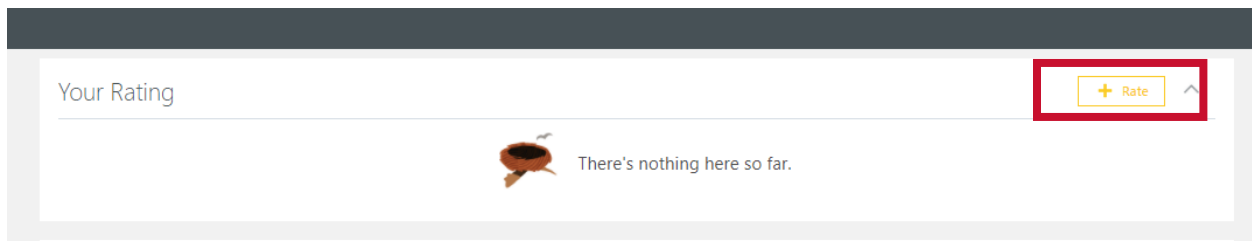
6. Rating a Course

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.
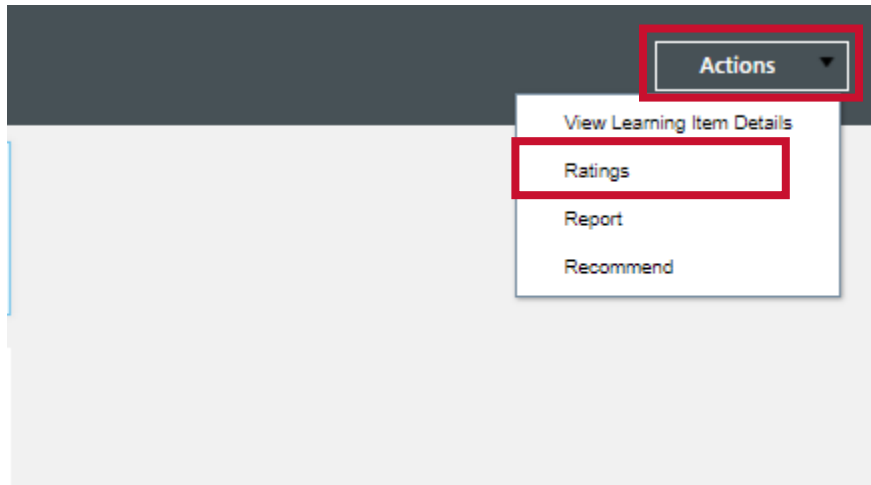

2. On the next screen, select **Rate**, then give the course a rating from 1-5 stars, add comments, and click **Save**. NOTE: all ratings are public and visible to everyone in Ignite.

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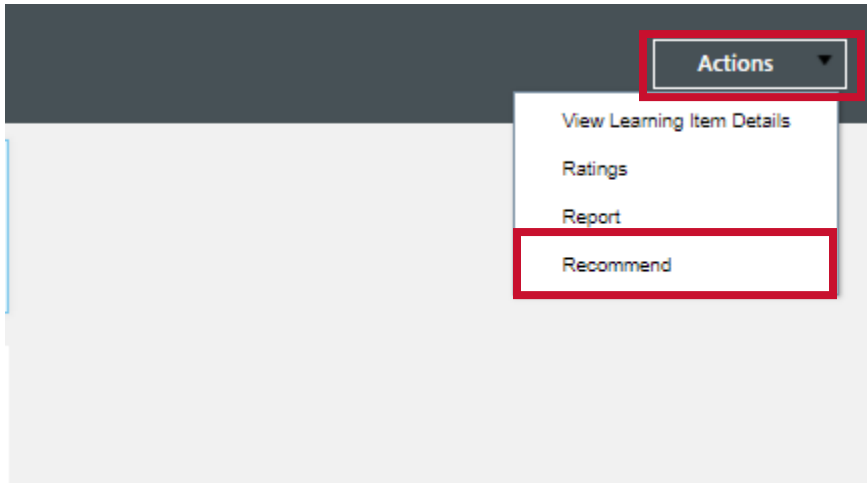
2. Search for the person by typing their name in the search bar, add any comments to them, and then click **Submit** in the upper right.

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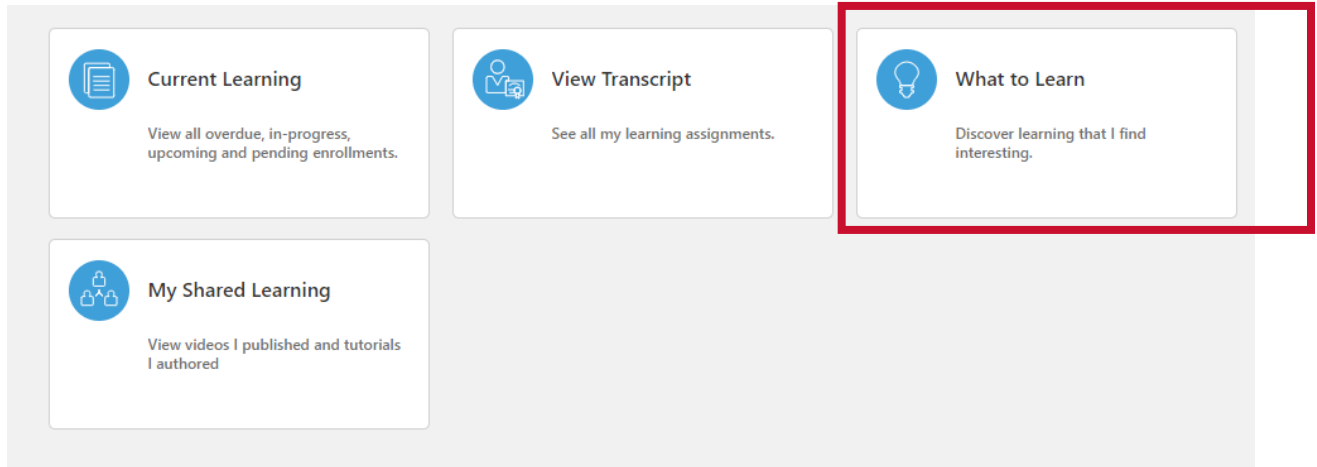
1. You will be notified via email and the "bell notification" in Ignite if a course is recommended to you. To view any course recommendations you may have received from others, first enter the Learning Module. After entering the Learning Module, select **What to Learn.**


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

2. Information for Managers

1. 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**.
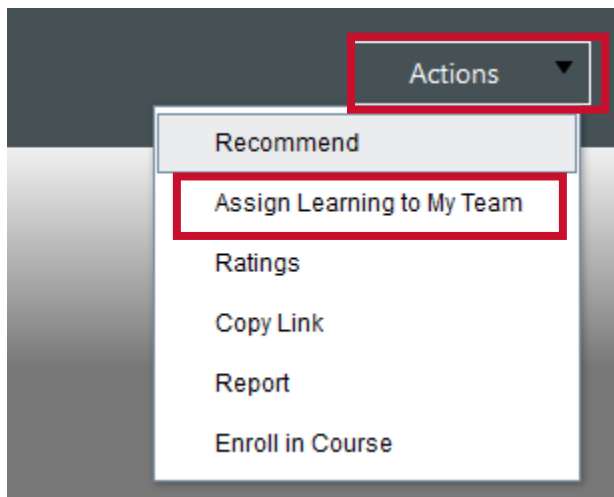
2. Here you can choose to assign it as a **Required Assignment** or suggest it as a **Voluntary Assignment** in the Assignment Type drop down menu. Select a due date, as appropriate, and **Continue**.

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

4. Then, select **Continue**.

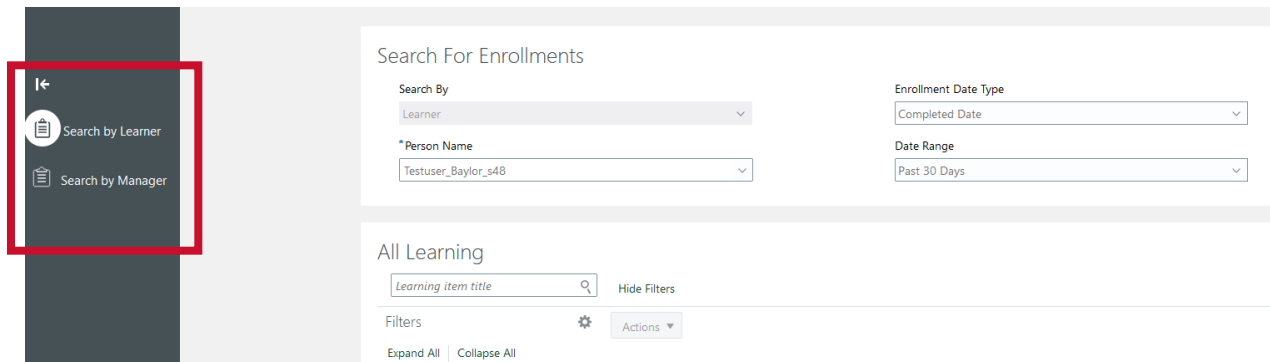|	BT	Baylor Code Testuser_Baylor_s23
☐	TE	Testuser_Baylor_s1 **Added**
☐	TE	Testuser_Baylor_s16 **Added**
☐	TE	Testuser_Baylor_s17
☐	TE	Testuser_Baylor_s19
☐	TE	Testuser_Baylor_s2
☐	TE	Testuser_Baylor_s20

Continue

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

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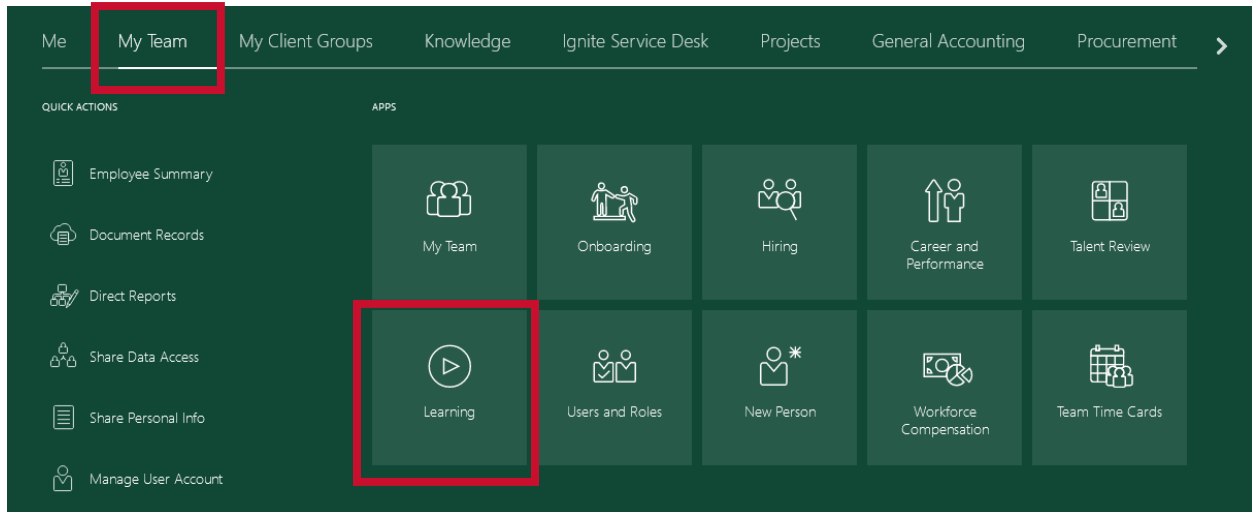
2. To view your team's learning progress you can either look up by individual or by your entire team, by selecting with **Search by Learner** or **Search by Manager** on the left side of the screen.

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

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**: