

Table of Contents

| | |
|--|----------|
| BEFORE YOU USE THIS GUIDE | 1 |
| DASHBOARDS | 2 |
| MAIN DASHBOARD..... | 2 |
| TRAINING DASHBOARD | 3 |
| DETAILS | 4 |
| MY COURSES..... | 4 |
| COURSE CATALOG..... | 5 |
| TRAINING ACTIVITY REPORT | 5 |
| LEARNING PLANS..... | 6 |
| CERTIFICATIONS / LICENSES | 7 |
| COURSE TRANSCRIPT | 7 |
| ENROLLED CLASSROOM COURSES..... | 7 |
| COURSE ENROLLMENT | 8 |
| ENROLLING FROM THE COURSE CATALOG..... | 8 |
| COURSE DETAIL..... | 8 |

Overview

The Learn module of NEOED has been configured as a central clearing house for training creation, enrollment, and management. Employees will be assigned required training through this system and will be able to search for courses of interest. Trainers will be able to manage course attendance and market upcoming trainings.

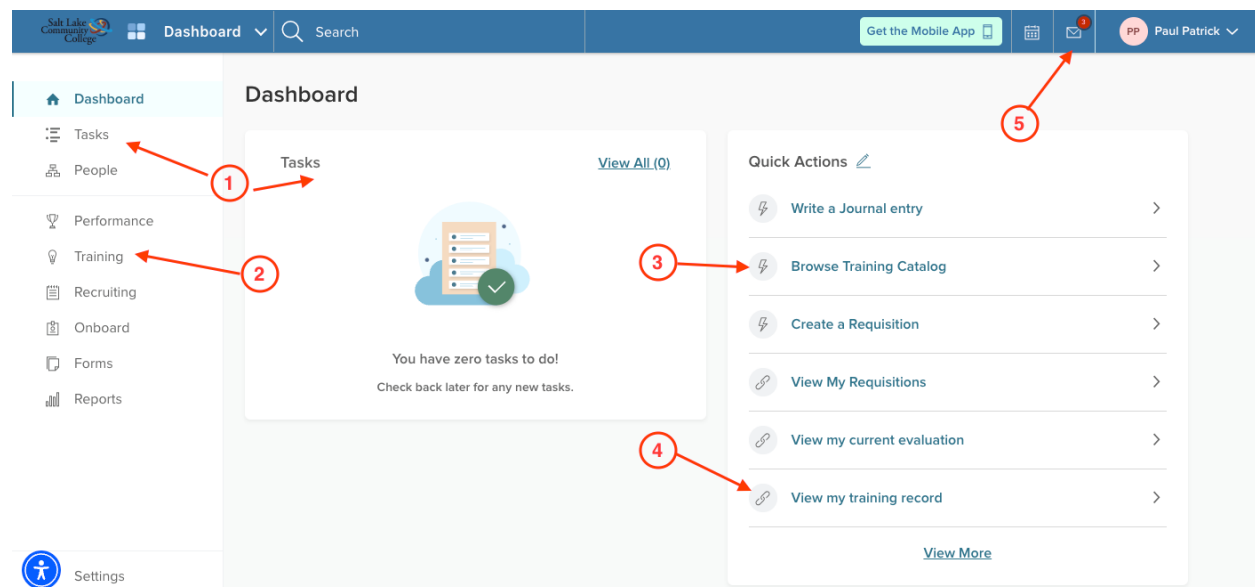
Before You Use This Guide

NEOED is designed to be an ever-evolving platform with training offerings expanding as time goes by. This guide was prepared before enrollment of coursework began. It should be noted the course flows, dashboards, and processes in this guide have been designed as the path of least resistance.

Dashboards

The learning system operates on a dashboard-based platform. These screens offer users comprehensive information to facilitate navigation within the learning system.

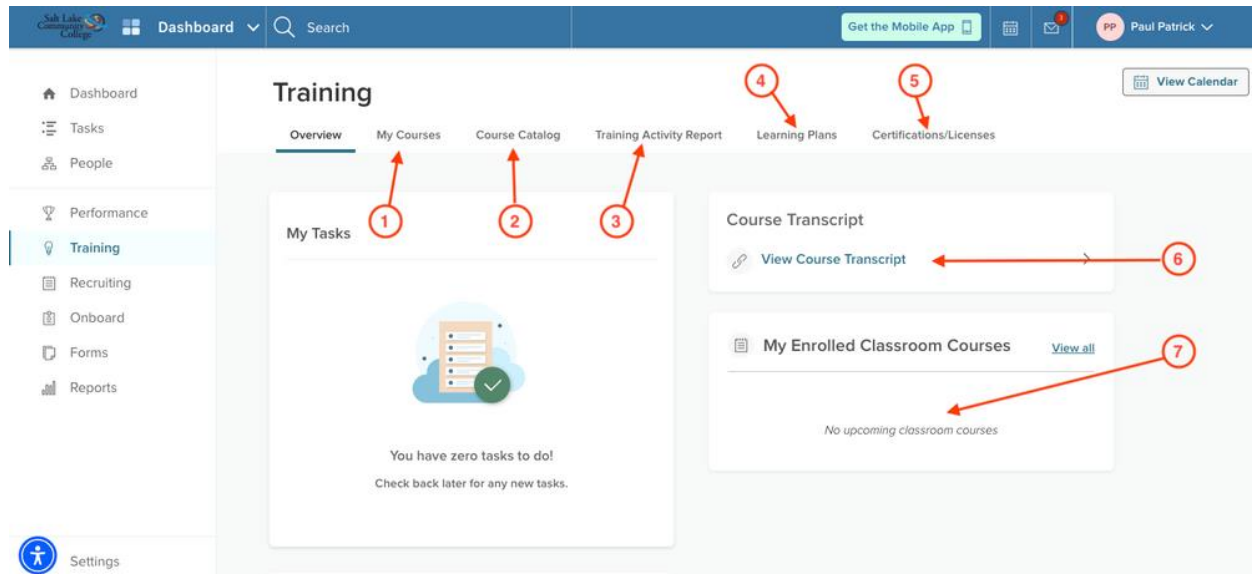
Main Dashboard



1. **Tasks:** As an employee or manager, you may be assigned approval or completion of tasks. These tasks will be displayed here.
2. **Training Dashboard:** From the primary dashboard, navigate to the training title located to the left. This action will redirect you to the training systems dashboard.
3. **Catalog:** Courses published in Learn can be accessed by following this link.
4. **Record:** Directly leading to a comprehensive list of enrolled and completed courses.
5. **Mailbox:** Occasionally, administrators or the system will send messages that can be accessed through this system.

Training Dashboard

The key page for the NEOED system is the training dashboard. Employees will find access to comprehensive information required for locating, retrieving, and completing course trainings utilizing the NEOED system. After the overview, each link will be discussed in greater detail.



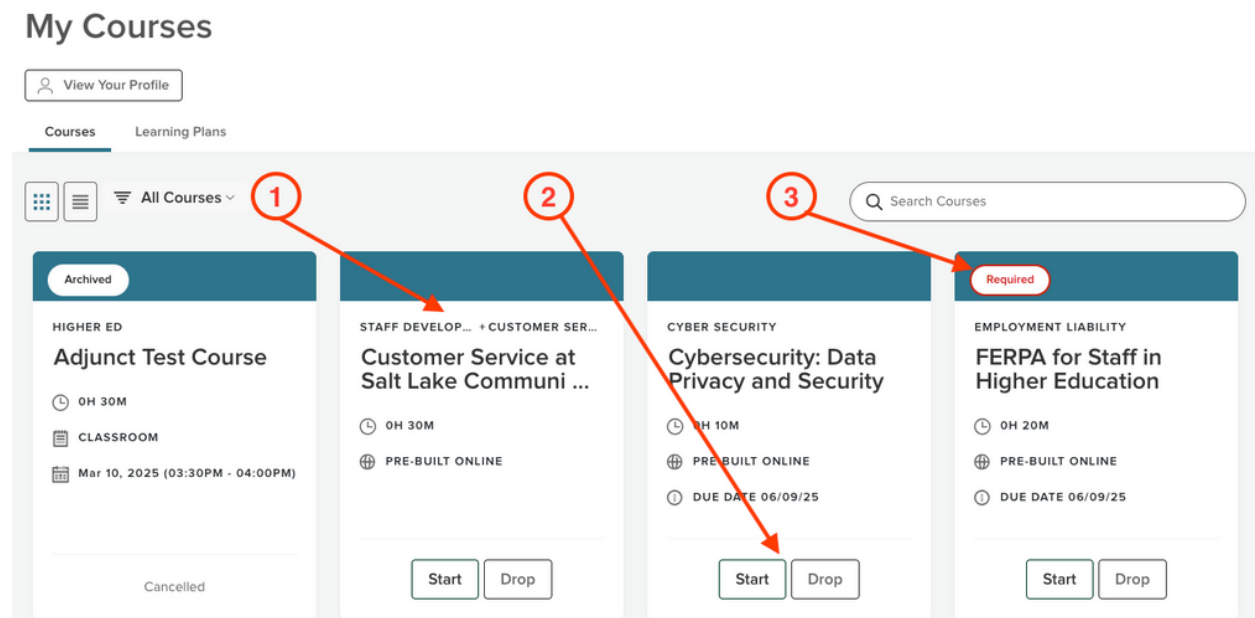
1. **My Courses:** This section lists the courses you have enrolled in or been assigned to. Courses can be directly accessed and managed here once the enrollment process has started. If the course requires approval, you will be able to see a pending state but not be able to begin the course work until approved.
2. **Course Catalog:** All published courses are listed within the catalog. Courses may allow self-enrollment, with an enrollment button available.
3. **Training Activity Report:** Containing a large amount of data, this report is very customizable. Interactive reports will be available as well as supervisors being able to see training status data for employees.
4. **Learning Plans:** NEOED can create multi-course training plans which require learners to proceed through these courses in a specific order. If assigned, these plans will be available under this section.
5. **Certifications / Licenses:** Courses have the potential to award certifications or licenses upon completion. These can be quickly accessed under this section.

6. **Course Transcripts:** A quick view of all completed trainings, learning plans, course certifications and licenses can be found in this section. Learners can also locate a complete count of how long trainings have taken and can print out the full statistical transcript.
7. **Enrolled Classroom Courses:** If enrolled in a classroom course, learners can find and access them directly without having to search through **My Courses**.

Details

My Courses

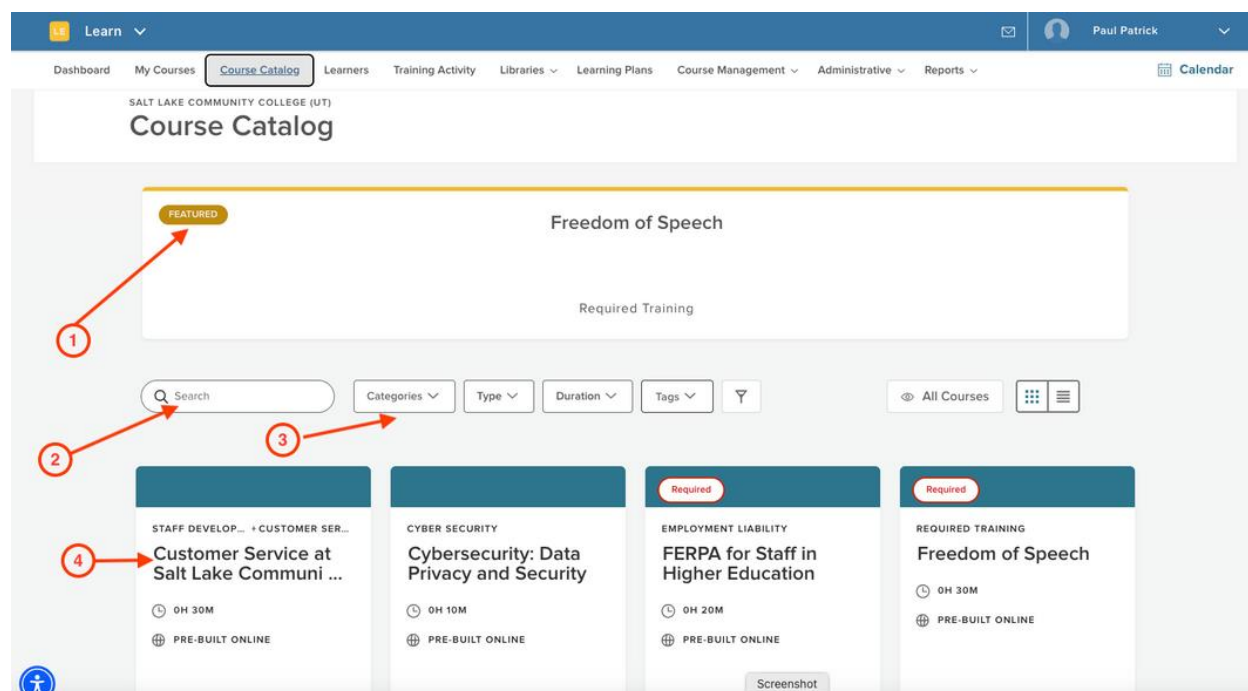
After being enrolled in a course this section will contain all the at-a-glance information a learner will need to know to start, continue, complete or drop a course. There are several options visible to assist in visually understanding the courses assigned.



1. **Course Card:** The basic information needed about the course you are enrolled in are available in the course card. Estimated course time, course status, due dates, and categories are viewable for all courses enrolled.
2. **Action Buttons:** Start, drop, and continue are buttons used to interface with the enrolled course. Cancelled courses will have the action buttons replaced with a non-clickable text label.
3. **Status Flags:** When a training has a non-default value, such as being a required training, a small flag will be in the top left of the course card.

Course Catalog

NEOED's comprehensive course catalog serves as a centralized repository, facilitating the reference of training materials. By default, the course catalog will display every published course in a card catalog organized by first letter in the title.

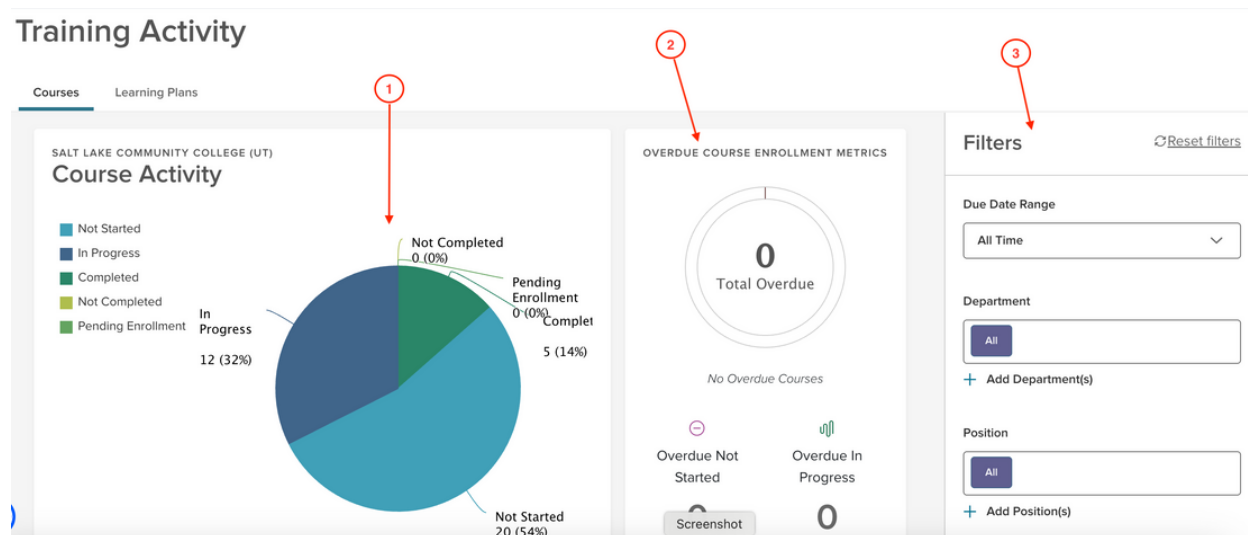


1. **Featured Courses:** Occasionally, a course or two may be designated as a featured course and prominently displayed in the top banner of the course catalog. If multiple courses have been featured, a left and right arrow icon will appear, allowing users to navigate through the featured courses.
2. **Search Box:** Users can search for a course by entering any part of the title or the course code. This field is case-insensitive.
3. **Filter Select Options:** All training sessions will be categorized based on specific criteria such as type, duration, or tags that users can utilize to filter the training catalog.
4. **Course Title:** To register for a training, a user can click on the title of any training they are interested in. This will provide more details and registration options for the intended courses.

Training Activity Report

The Training Activity Report houses the main configurable reporting component of NEOED. This report enables transparency and tracking by allowing users to access the training history and

activity for themselves, as well as any other employees they have access to, all in once convenient location.



1. **Activity Chart:** A concise overview of course status for employees and any staff members an employee has access to. The chart is interactive and can be clicked on for additional details.
2. **Enrollment Metrics:** Quick metrics for course status can be accessed in this section. This is a live update report that can be clicked on to update the roster.
3. **Filters:** The course roster can be filtered by departments, positions, or due date range. An Image of the default Roster is below.

Default

Bulk Actions

1

| | First ... | Last N... | Emplo... | Position | Depar... | Cours... | Cours... | Enroll... | Due D... |
|--|-----------|-----------|----------|----------|----------|----------|----------|-----------|----------|
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The roster can be filtered, searched, and dynamically organized by any column. Once learners are selected, Bulk Actions can provide export options.

Learning Plans

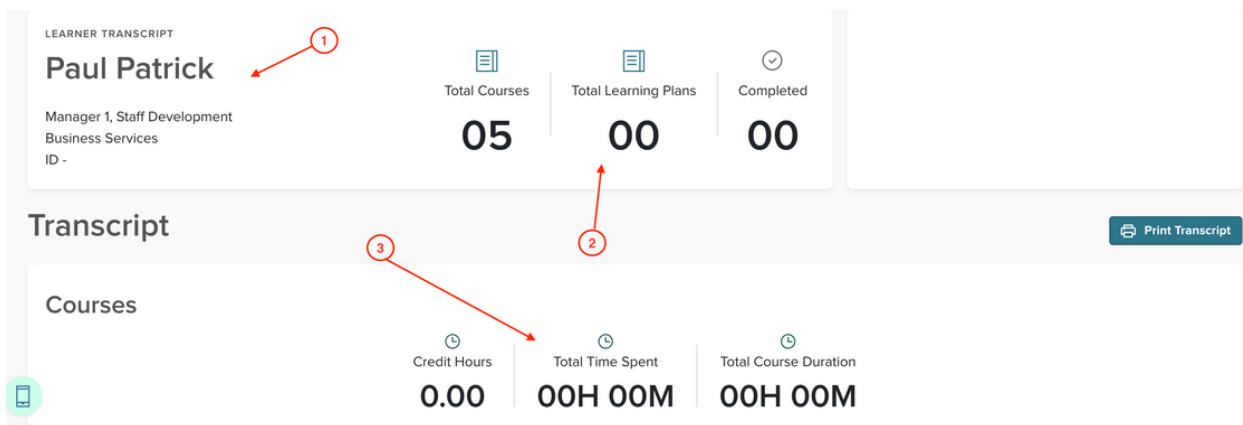
Also known as curriculums or learning paths, are a collection of courses that can be grouped together and assigned to an employee. A learner may be registered into a program focused on courses related to leadership and management.

Certifications / Licenses

The Certification and License feature facilitates the tracking of professional certifications and licenses within the Learn system by Administrators, Managers, and Employees. Learners who complete a course with a certificate will have it listed in the system.

Course Transcript

Also known as the learner transcript, this serves as a central repository for all courses taken. It provides a centralized location for time tracking, course enrollment, and credit hours completed, provided that the courses offer credit hours.



1. **Personal Information:** A Concise overview of a learner's fundamental information is available, including their full name, position title, and personal S number.
2. **Course Overview:** Tracking courses enrolled, learning plans involved in, and courses completed.
3. **Courses by the Numbers:** A concise summary of critical information, including time tracking of in-course time, total course duration, and credit hours, will be provided upon completion of courses with credit hours assigned.

Enrolled Classroom Courses

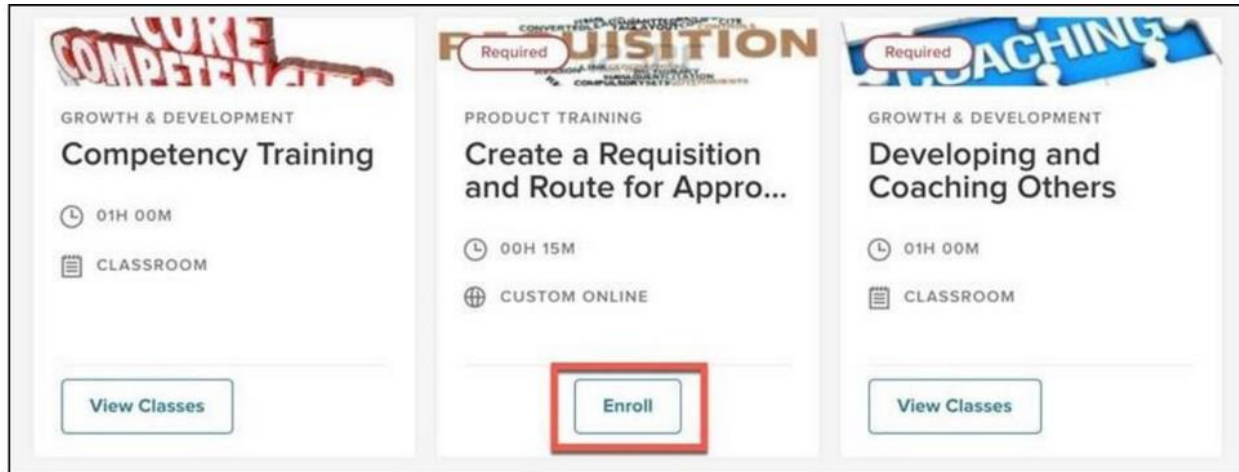
From the dashboard, this link will direct learners directly to the classroom courses that they are currently enrolled in.

Course Enrollment

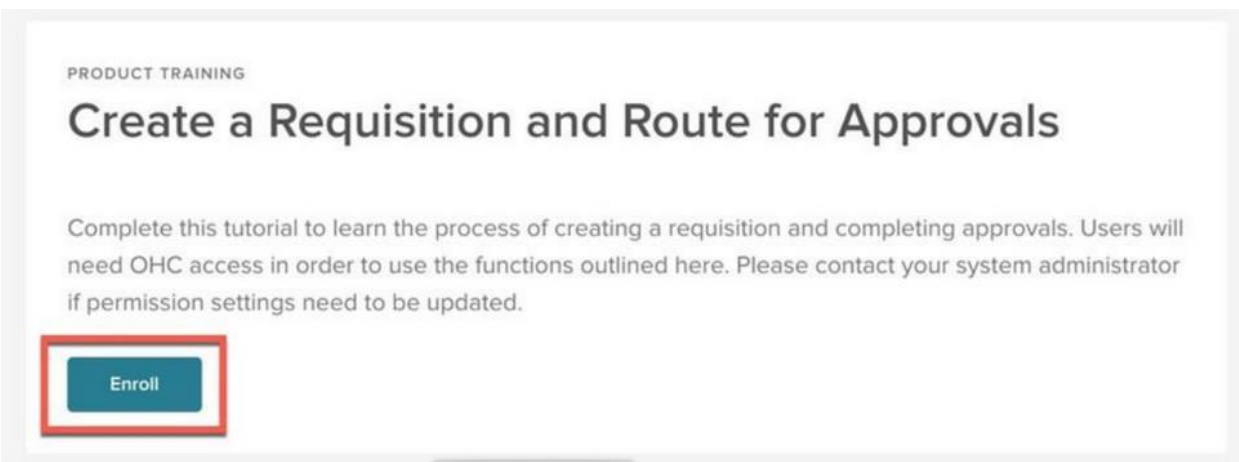
Enrolling From the course catalog

Learners can enroll in any available course from the Course Catalog page if self-enrollment has been configured for that course. Identify the desired course and either select Enroll from the Course Card or from the Course Detail Page.

Catalog View



Course Detail



No matter which method, when you click enroll, a popup will appear asking you to confirm your enrollment. Once complete, the course will be in the **courses** section of your dashboard.