Common Learner Tasks

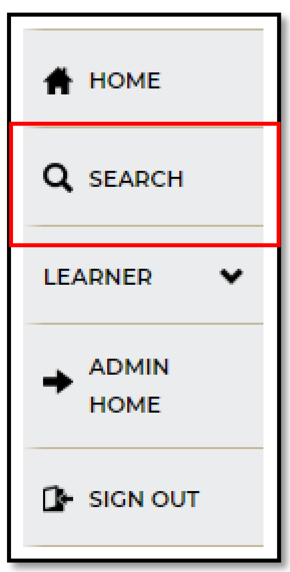
This quick bit covers common learner tasks including enrolling/dropping training, viewing enrollments, viewing transcripts and adding external training to your transcript.

How do I enroll or drop an enrollment?

Here a learner can get instructions on enrolling or dropping from a training offering.

Depending on what type of training you want to enroll or drop (cancel enrollment), select a link under **Explore Content** on your home page. Choose your browse by option: **Browse Learning By Category**, **Browse Instructor-Led Learning** and **Browse Online Learning**. These different links filter down to either a category or a group of training offerings by subject, classroom training with an instructor, or web-based training that can be completed through the internet.

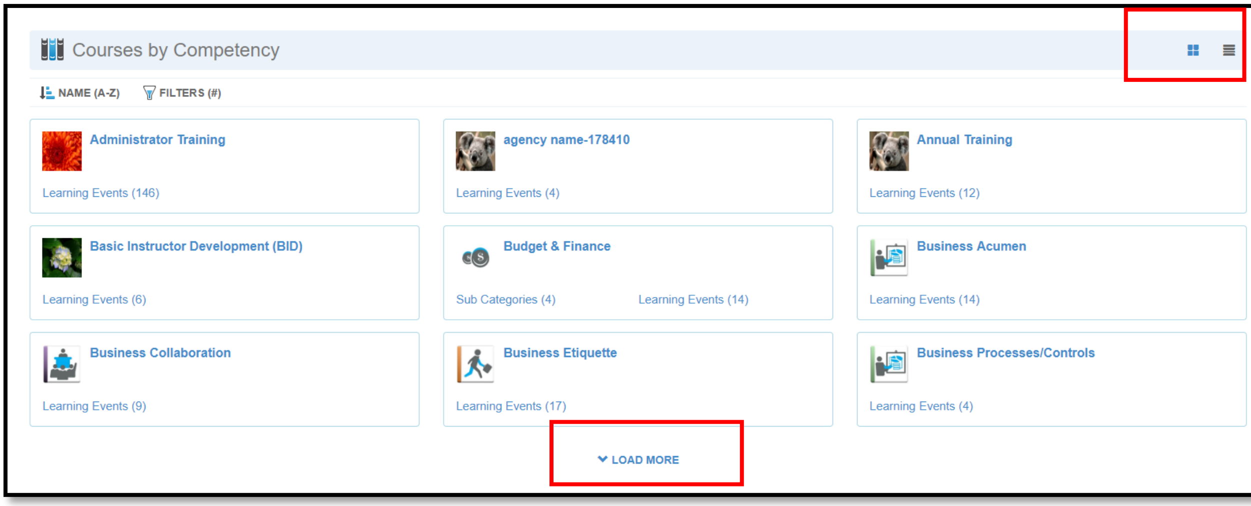
Note: Alternatively, if you know the name of the course, you can use the **SEARCH** button on the left side navigation list.



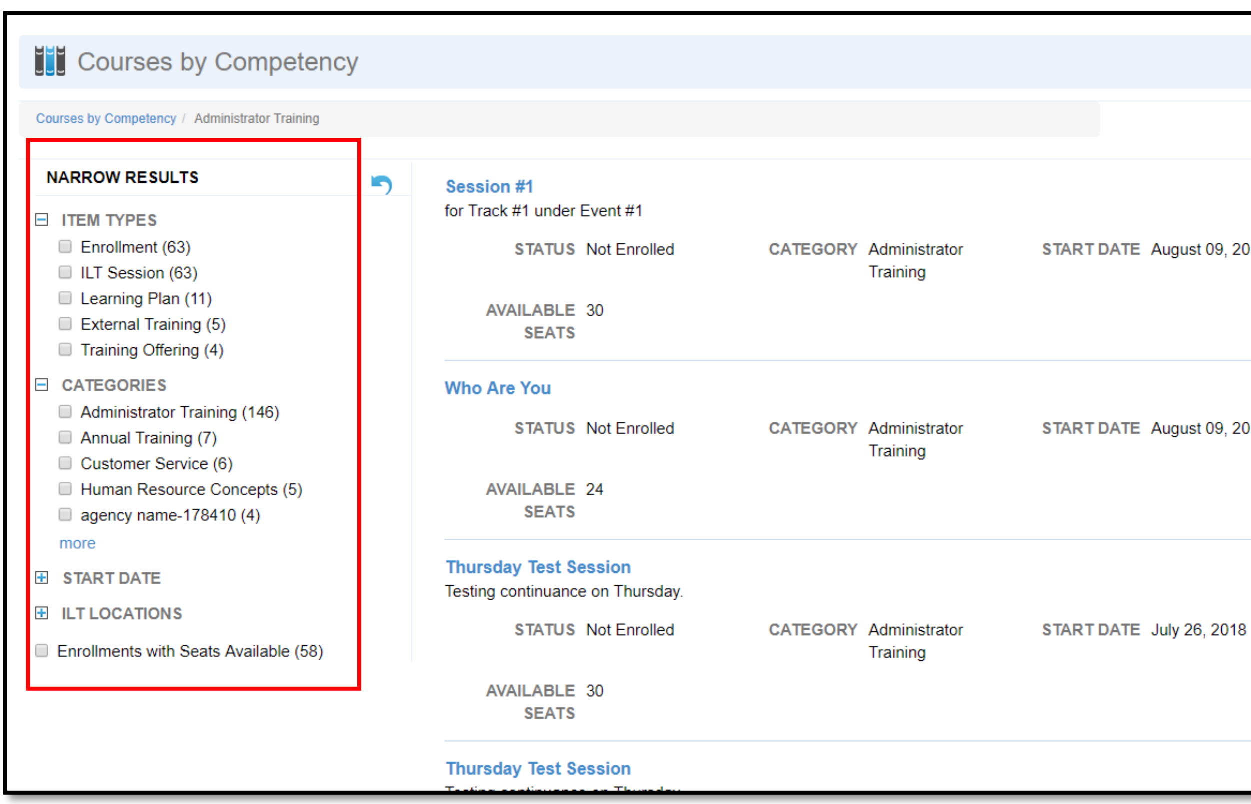
Search by Category opens a link to all courses sorted by category.

To view training opportunities, you would select the category title. When you select a category, a list of available sessions will appear. For example, **Administrator Training** courses grouped by administrator training will appear in a list.

Select **LOAD MORE** at the bottom of the screen to further expand your options. You can also change the view by selecting list or card view from the icons on the upper right screen.

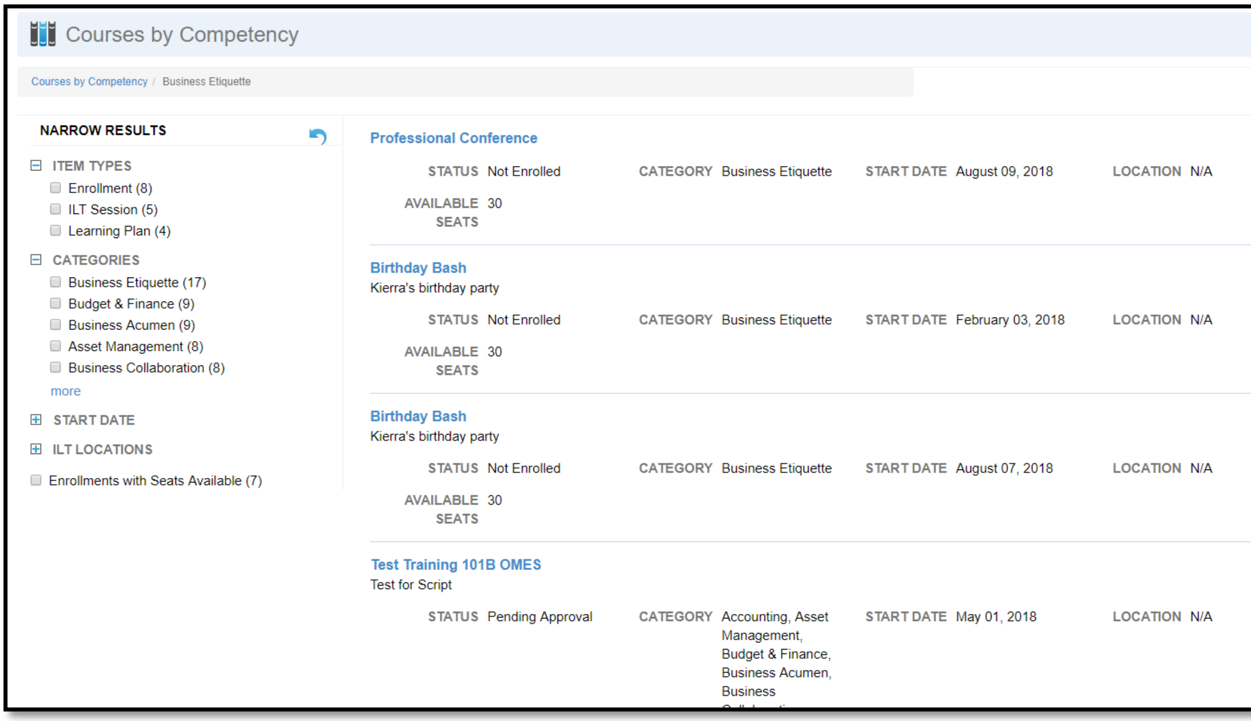


Note: You have the option of filtering further using the **NARROW RESULTS** area.



Once you selected and opened a category, you may see one or more sessions. For example, under **Business Etiquette**, there are several sessions. You can see if you are enrolled by viewing **STATUS**. You can also see the start date, location or available seats. To select a session, choose the title to get to enrollments.

Note: A session tells a learner the title of the training. Each session might have multiple enrollments because they may be the same training offered at the same or different times, different instructors and/or multiple locations. **To enroll, you must select an enrollment.**

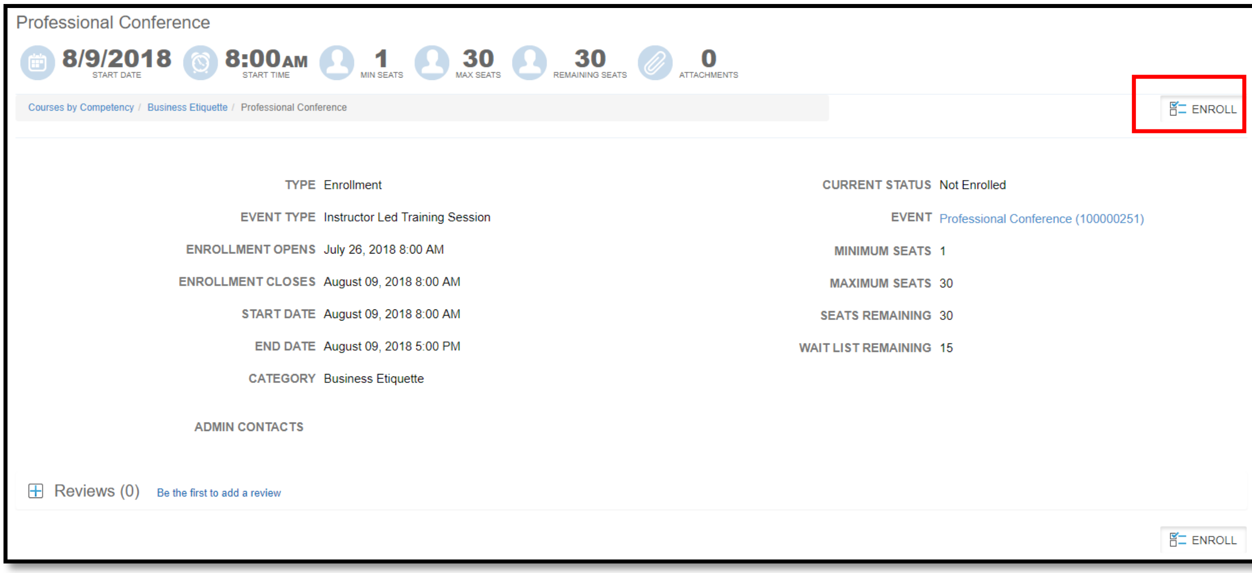


Under each session are one or more enrollment(s) with dates and times. If you wish to enroll in the course, select the individual enrollment of your choice.

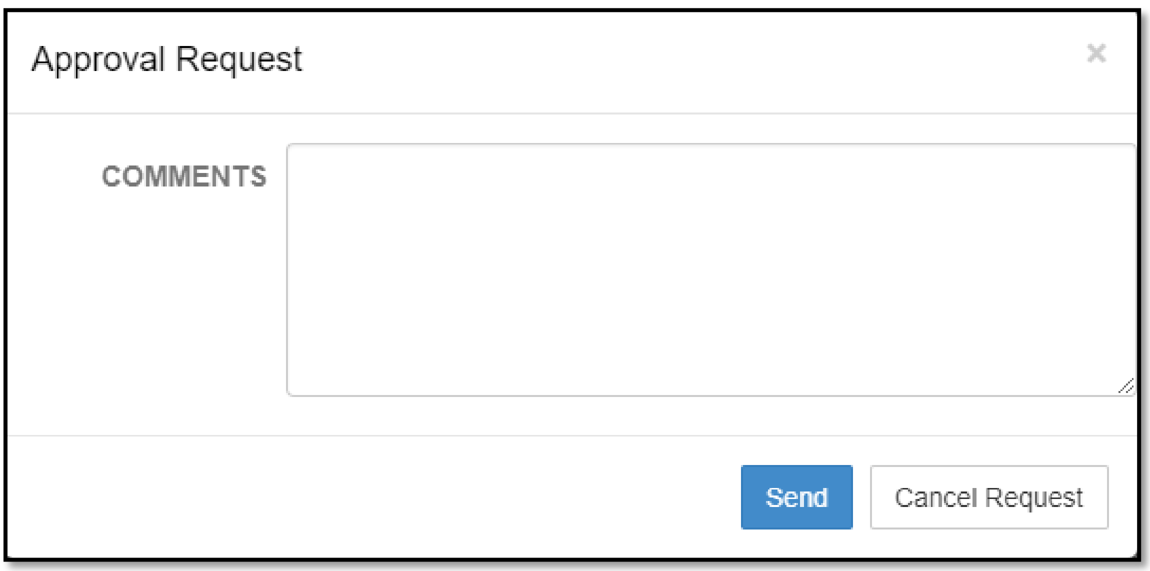
A training window will open with details regarding the training. Details include date and start time, locations, seating and any attachments.

Note: Some training will have multiple sessions and enrollments, you may have to scroll down to that session/enrollment to enroll in training. Remember, you must choose an enrollment to enroll in a training offering.

To enroll in the training, select the **ENROLL** button in the upper right corner of the window. HCM courses require supervisor approval, so you will not complete enrollment until the supervisor completes the process.



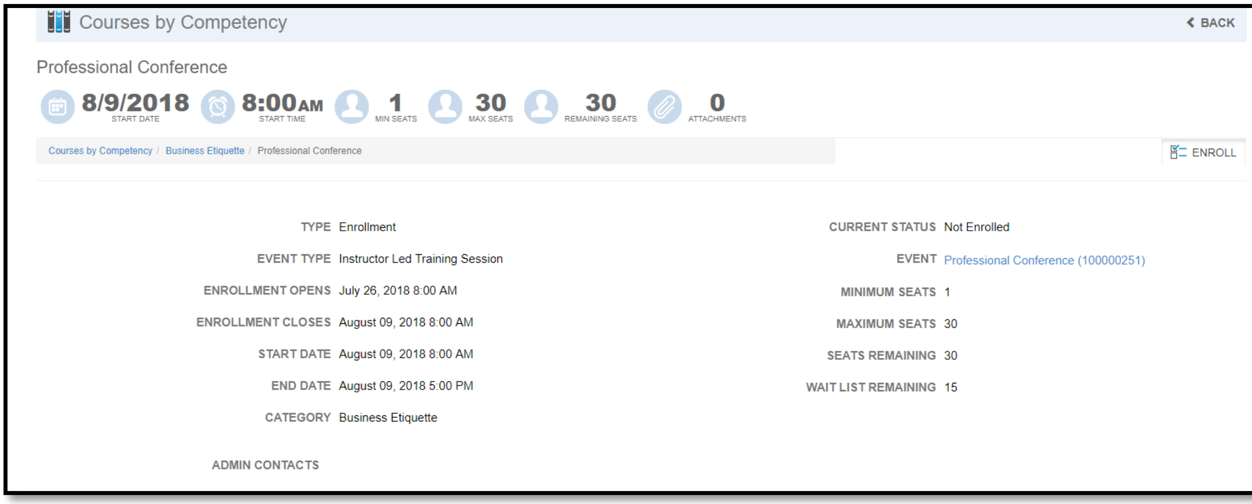
If you are required to get approval first before enrolling, a message called **Approval Request** will appear. You have an opportunity to add comments regarding the training in the message and send it to the approver.



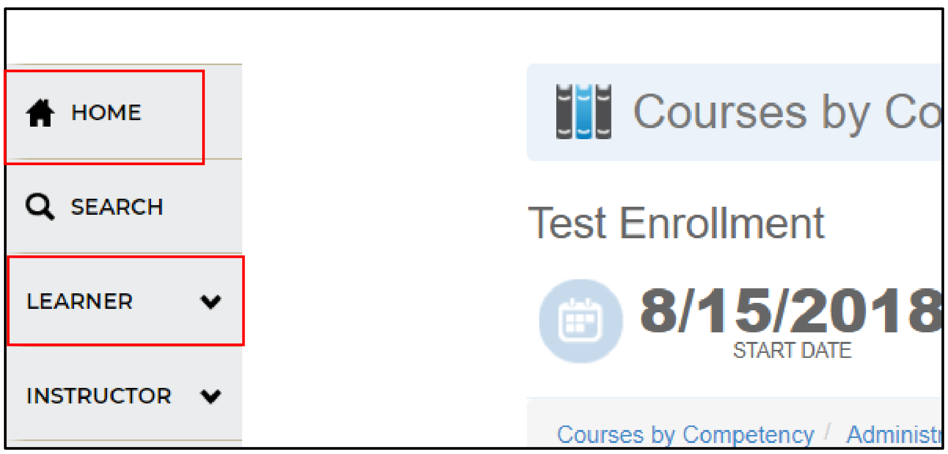
Note: If the course is not open to enrollment (the **ENROLL** button is grayed out or not visible), the enrollment option has been locked. There are several reasons this might happen.

The course open enrollment date may be in the future, making the enrollment delayed until that date, or the class has been closed by a learn administrator. See your learn administrator if you have any questions.

Once you are enrolled, if you need to drop the course, you select the same **ENROLL** button to drop the course. (It changed to **DROP**.) You can also drop a training from the **My Enrollments** menu.



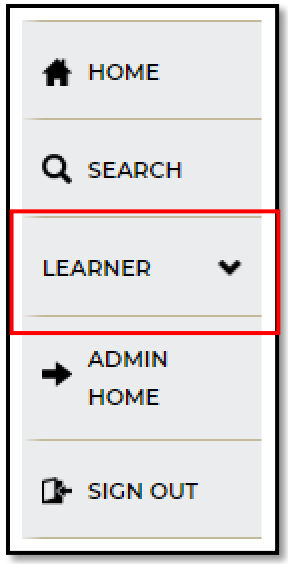
Once you are done, use the **HOME** button in the left navigation tab to return to the home page or use the **LEARNER** drop-down menu to choose another selection.



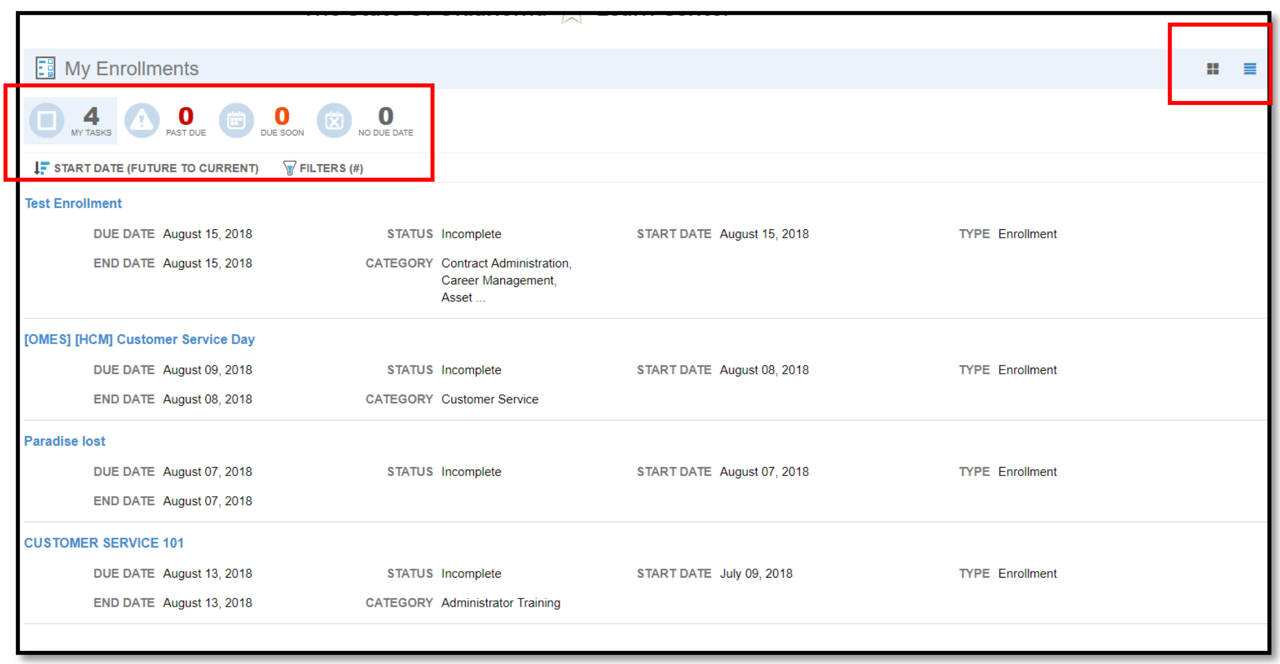
How can I view my enrollments?

Here a learner can get information regarding working with their enrollments.

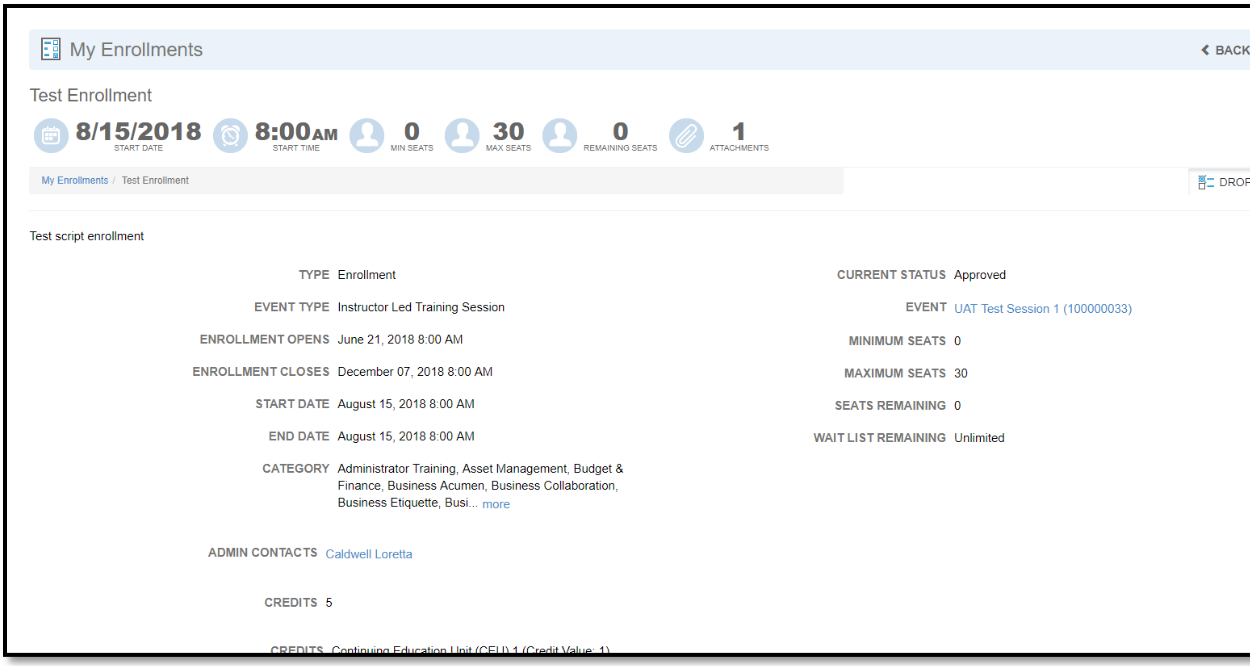
From the left navigation tab, select the down arrow next to **LEARNER**. From the list, choose **My Enrollments**.



The **My Enrollments** window opens, and displays your current enrollments. You can change the view from card to list view by selecting the change view buttons in the upper right of the header bar. Icons at the top of the window give you additional information regarding your enrollments. You can use those icons for filtering to any tasks, past due, due soon or enrollments without a due date.



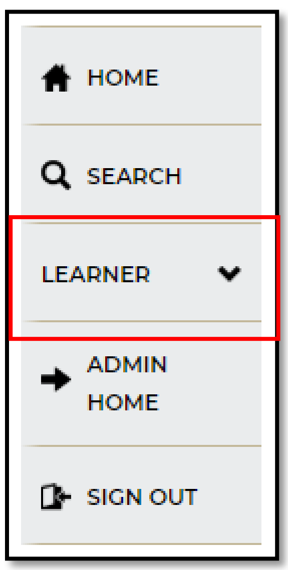
Details regarding your enrollments are displayed. To view more details or to drop the enrollment, select the enrollment title. This will open another window regarding the enrollment. Additional details include **ADMIN CONTACTS** and **CREDITS**, as well as the **DROP** option.



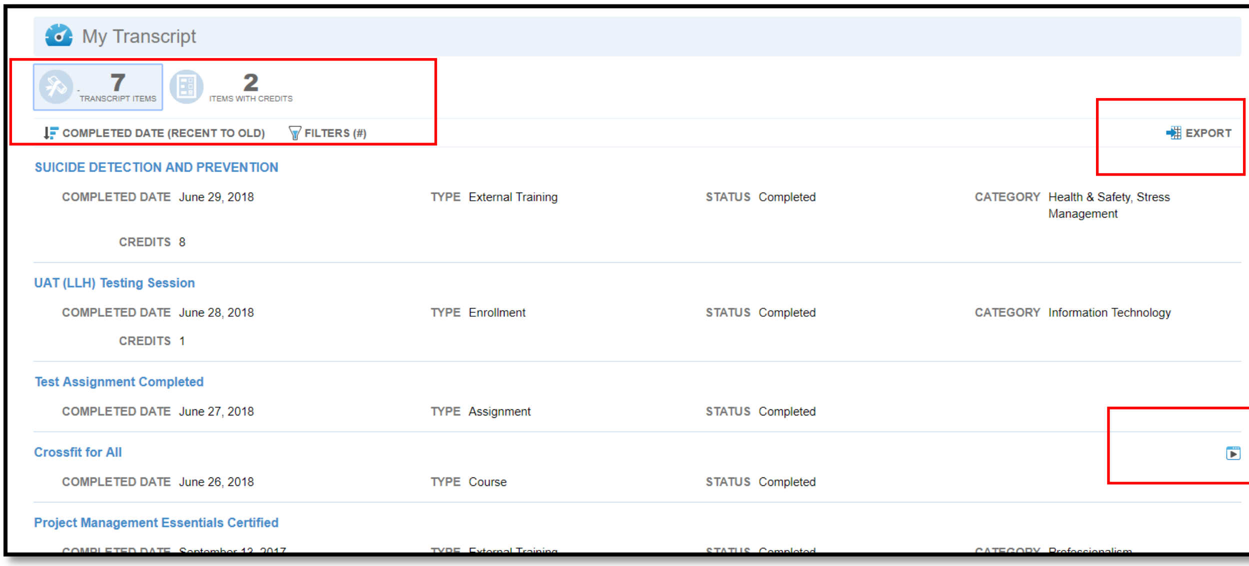
Once you are done, use the **Home** button in the left navigation tab to return to the home page or use the navigation menu to view another **LEARNER** option.

How can I view my transcript?

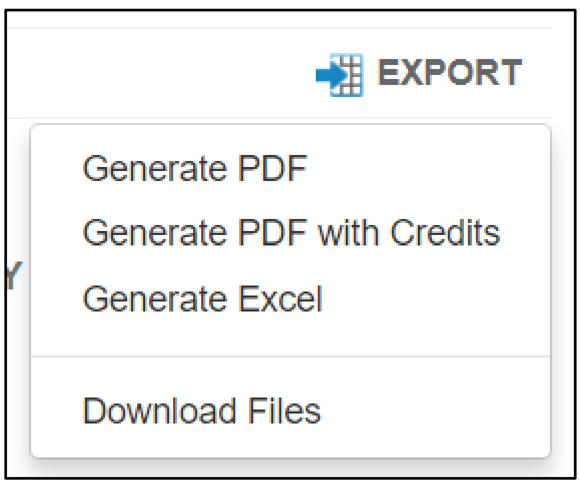
Here a learner will learn about their transcript. From the Navigation tab, select the down arrow next to **LEARNER**.



From the list**,** choose **My Transcript. My Transcript** view will display your completed courses. The icons at the top allow you to filter to just those enrollments with credits. If any courses are web-based, you might have a launch arrow next to the course. Select the arrow next to the training to relaunch the course if the option to repeat a course is available to you. You can also select individual items to see details. If you want to print your transcript, choose the **EXPORT** button on the right side of the screen.



You have several different options to export your transcript. Choose the option that is right for you.



Once you are done, use the **Home** button in the left navigation tab to return to the home page or select the **LEARNER** drop-down menu to view other options.

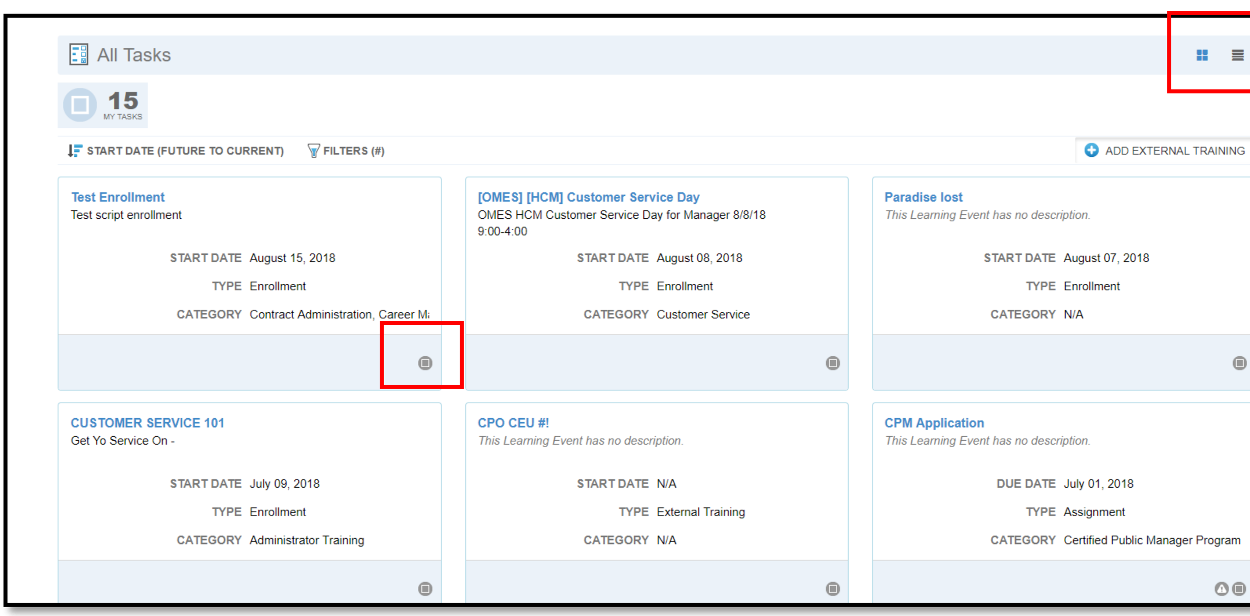
How do I add outside training to my transcript (external training)?

Here a learner will get instruction on uploading an external or outside training.

External training is all training that is not offered through the State of Oklahoma Learn Center or through their agency learn center. This can include conferences, training conducted by professional organizations, or training approved by a supervisor or agency.

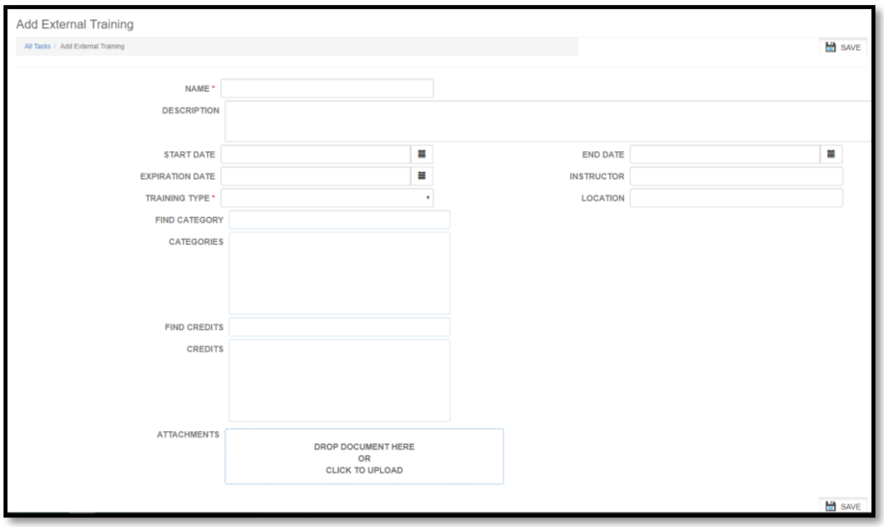
There are two ways to add training received from other sources. You can use the **My Tasks** from the **LEARNER** drop-down menu on the navigation tabs. Or, you can go **Explore Content** on your home page and select the link **Add External Learning To Your Transcript**. Both ways open the **My Tasks** window where you upload external training. Choose the method that is right for you.

All Tasks window will open. All the learner training, assignments and additional tasks a learner needs to complete can be viewed here. You can switch between card and list view. Each item can be viewed in more detail by selecting the title, and you can select the lower right icon on each employee card to see which items are completed, incomplete or overdue.

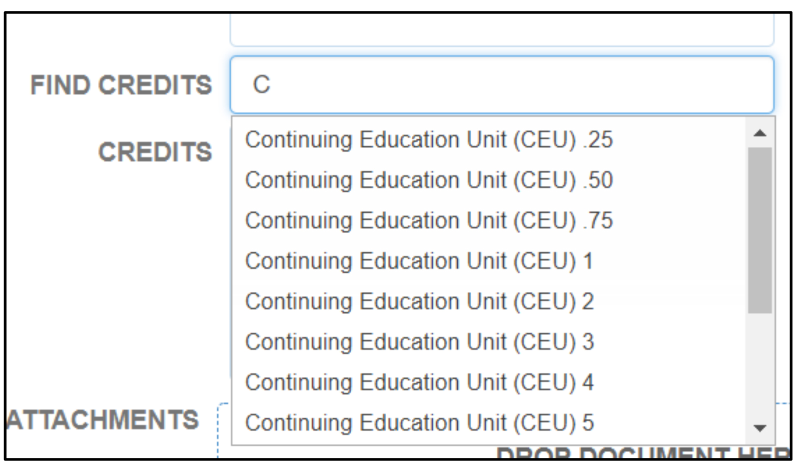


On the far right, select **ADD EXTERNAL TRAINING**. **Add External Training** window opens.

The **Add External Training** form opens. Here you will provide the details of your training. At minimum, you are required to include **NAME** and **TRAINING TYPE**. Other fields are optional or as required by your agency.

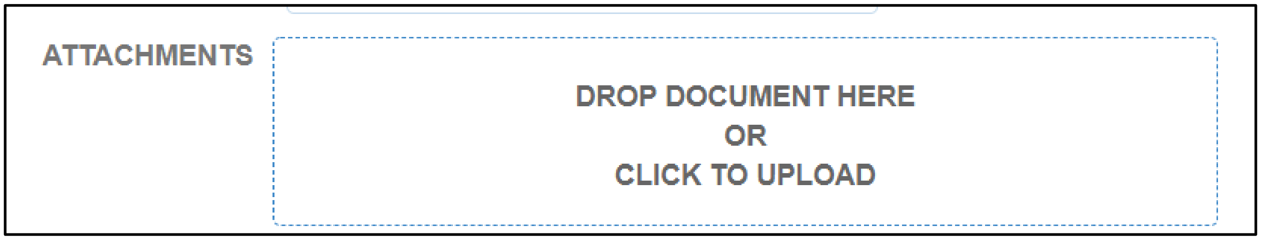


If you want to include credits, begin typing the letter of the type of credit and a drop-down list will appear.

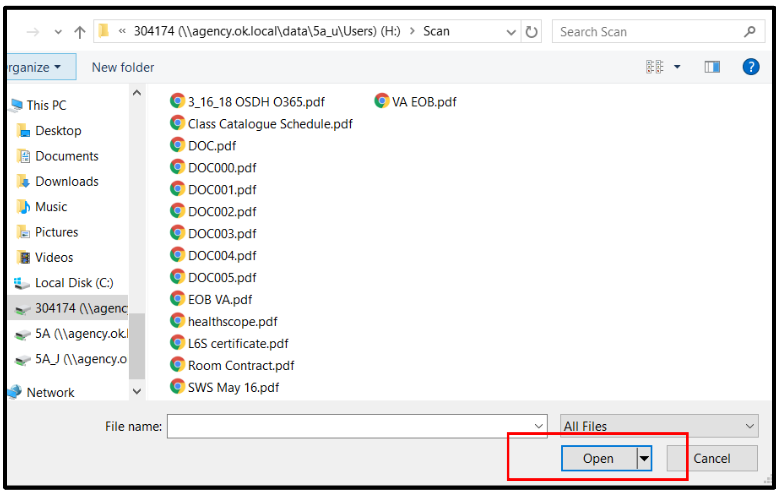


You can attach any certificate, conference agenda or sign-in roster to verify your attendance under the attachments area.

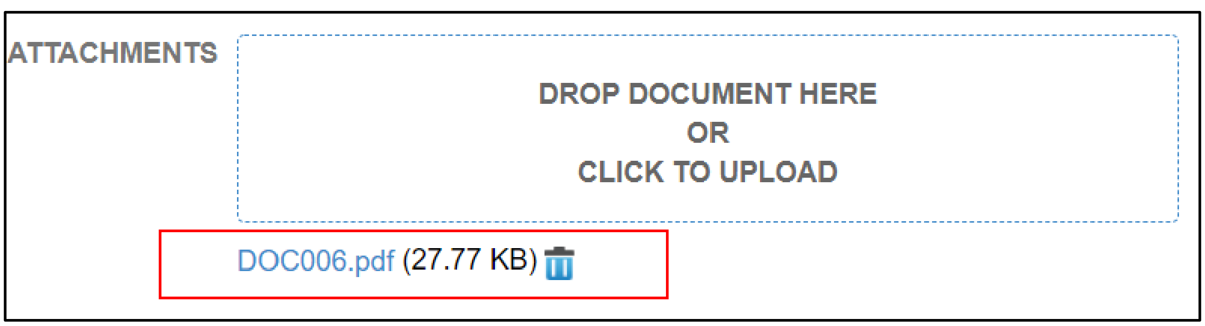
NOTE: In order to add a file such as a certificate, you might need to scan it and save it to your computer or device. Files are retrieved from folders found in the file explorer on your computer.



Select **CLICK TO UPLOAD**. (You can drag and drop documents as well.) Your file explorer will open, select a file and select **Open** in the file explorer window.



The file you uploaded will appear below the **DROP DOCUMENT HERE** box.



You can add as many files as needed. You can select the file to view as well. This file will be stored with your transcript. When you select the uploaded file, it will download to your computer where you can save it or print it out.

Once you are done, use the **Home** button in the left navigation tab to return to the home page.

Related Topics:

Exploring the Learn Center Home Page

Learn User Navigation