

LEARN Administrator Training



Overview

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Introductions

- Your name
- Your agency
- 1 and 1

Class Information and Expectations

Classroom Phone Number: (405) 521-2751

LEARN System Requirements

Workstation Requirements

Recommended browser: Google Chrome or Internet Explorer 11

1024 x 768 resolution

Pop-up blocker: disabled for Learn Center URL

Reporting Features

Adobe Acrobat PDF Reader

MS Excel 2003

Virtual ILT

WebEx 3.9

Live Meeting 2003/2005

AT&T Connect 8.2 iClass

Adobe Connect 7.5

File Transfer Protocol

FileZilla

Resources

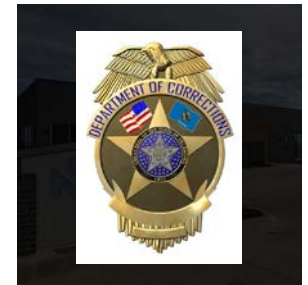
<http://omes.ok.gov/services/training/learn>

www.help.learn.com

Learn Center



Learn Center



Password Management

Password Reset

Password Recovery Questions

TERMINOLOGY

Learner Tasks

Enroll

View Transcript

Add External Training

Learner Role

All employees will have the learner role in the system

They will all be members of the State of Oklahoma Learn Center and have access to centralized training

Agencies with groups will be able to manage their employees from within the State of Oklahoma LC

Employees with agency learn centers will also have membership to that LC and will access all training from there

Supervisor Tasks

View My Team

Approve an Enrollment

Approve an External Training Request

Run an Enrollment Report

Supervisor Role

Supervisors automatically gain the supervisor role based on PS designation

Supervisors can view, approve and manage employee training

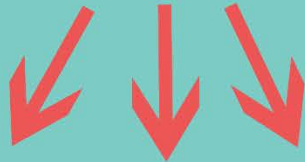
Supervisors can run limited reports

All role permissions are customizable

Web-based Training in LEARN



Class



Course Course Course

VS

Instructor-led Training in LEARN

Tracks



Sessions

Enrollments
Learning Plans
Training Offerings
Assessments

Instructor Led Training (ILT)

ILT

Add Event

Add Track

Add Session

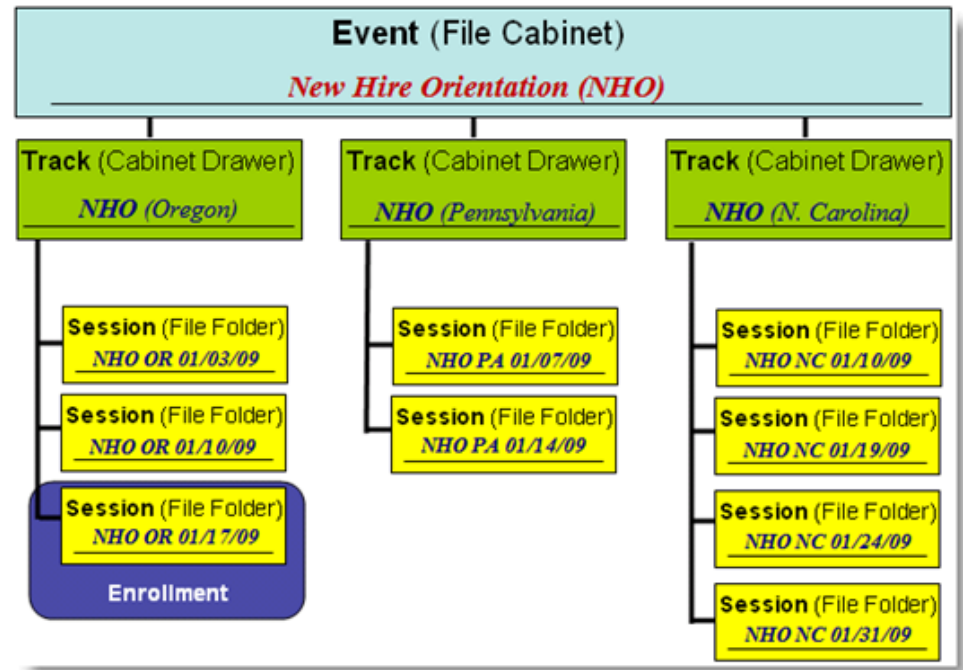
Map Category

Add Physical Location

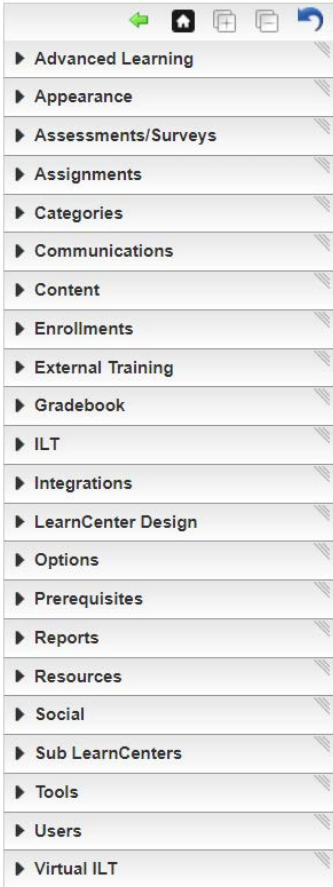
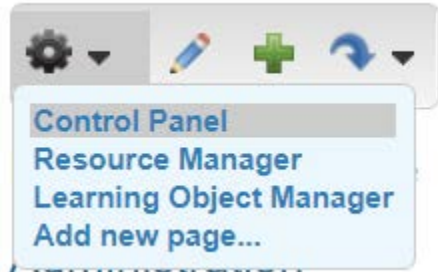
Add Instructors

Add Enrollment

Message Customization



Control Panel



Manage Groups

Dynamic Groups

Sub Groups

Reporting

BI Reporting

Report Builder

Report Manager