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| OMES Logo | Learner Drop Down Menu Transcript |

Linda: Welcome to the first learn quick bit video. I'm Linda and [I'm Tom} and we're here to talk to you about the learner drop-down menu. In order to get to the learner drop-down menu you need to log into the state of Oklahoma Learn Center.

Tom: You'll do that here on this page by entering your employee ID password and then clicking the enter button, which will take you to the state of Oklahoma Learn Center page. On the left side you'll see our navigation menus. We'll click this drop down to open up the options that are available to a learner.

Linda: Tom who's a learner?

Tom: Everyone is a learner, Linda.

Linda: All right, so the first item we're going to look at is my enrollments. Here you can view your current or past due instructor-led enrollments. Each title of the enrollment can be clicked on to drill down to further information about those current enrollments. You can also change the view here from card to list view. The other items that you can do here if you had a lot of enrollments is use the filter icons in the center to drill down to just your past due or due soon enrollments.

Tom: We'll go back to that learner menu. Next, we have online courses. These are on line of course, self-paced, self-study courses. Linda, you mentioned the term instructor-led training. What's the difference between online and instructor led?

Linda: Good question Tom. ILT or instructor-led training is our traditional classroom training, whereas the online or eLearning are courses that you can do anytime anywhere.

Tom: Thanks Linda. Let's go back to the learner menu. Next, we're going to talk about my learning plans.

Linda: Here you're going to find a list or series of assigned classes that must be completed during a certain period of time or a certain order. You would generally be assigned to a group you're part of such as an onboarding or a supervisor prescribed learning. In this case, this learner has been assigned to the certified procurement officer certification learning plan. You click on the learning plan to drill down to all the courses classes or assignments that are part of the learning plan and if it's an online course you would simply click on the title and you can actually get into the class. If it's an instructor-led training, you’ll be given a choice of enrollment so you can choose the date and time that you want to attend. You can also look in the center of the screen to see how far you are in your certification or your learning plan.

Tom: Okay, we'll use the back button to get out of this menu and we're going to go back to that learner menu. We're going to talk about my assignments. Now assignments can be a lot of different things. You could have tests, you could have study materials, other courses, and you can even attach a file to an assignment. You see we've got these icons on the left here [points at icons to the left of the assignments] that indicate whether an assignment is new, due soon or past due.

Linda: For this learner you'll see that there are three items that are past due.

Tom: Uh oh.

Tom: We'll go back to the learner menu. Next we're going to talk about a very popular item - my transcript. And I think this will be very popular.

Linda: I agree with you Tom. I think this is going to be very popular this is all your completed training all in one place. You can look at each item individually, you can upload certificates of completion, or you can export the transcript. You have several forms that you can export.

You can export a simple PDF or you can export the PDF with your credits associated. You can also do an Excel spreadsheet or you can just download it to your computer.

Tom: There are a lot of different options. Let’s go back to that learner menu. The next item that we're going to talk about is my tasks. This is kind of a one-stop shop this is a list of all of your assignments, courses and enrollments. There's a button over here on the right. Linda, what does this button do?

Linda: That is where you could add your external training, but we're saving that for another video.

Tom: Stay tuned for that one. In the meantime, we'll go back to the learner menu where we have one more link to talk about. Last but certainly not least we have my messages.

Linda: This is where you would locate any messages that have been sent to you regarding your training. For example, a completion and approval for an enrollment. These messages are also sent to your email account. So with that being said, to exit the learner options, you can click home. That'll take you back to the Learn Center home page or you could also sign out from the left tab list.

Linda: That completes this video. Tom, take it away.

Tom: Until next time, keep on learning.