

2014

Employee Completes an ePerformance Lesson, Quiz or Course in ELM



Completing an ePerformance Lesson, Quiz, or Course in ELM

In order to achieve a **Complete** status on ELM-based lessons, quizzes, and the overall courses, you must navigate using specific buttons. Please use the instructions below.

Launching and Completing a Lesson

1. Employee Navigates to: myOhio.gov > [Career Resources](#) > [My Learning \(ELM\)](#) > [All Learning \(ELM\)](#).
2. Click the [Launch](#) button.

NOTE: You may be enrolled into multiple ePerformance Web Based Training (WBT) courses. Click the **Title** header to filter your transcript to show all ePerformance WBT courses in which you are enrolled.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

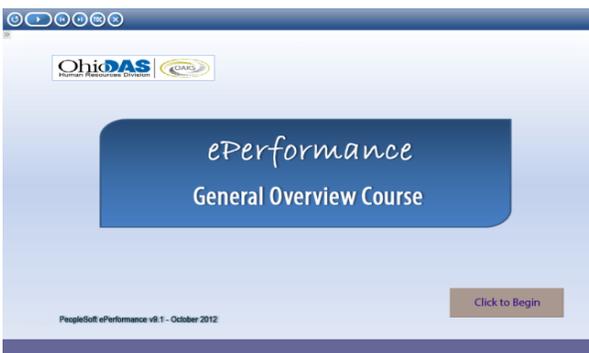
*Filter Name:

My Learning				
Title	Type	Status	Date	Launch
ePerformance - Performance Management Tool for Supervisors (WBT)	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>
ePerformance General Overview	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>

3. Continue to click the [Launch](#) button or link for the specific Lesson until the training material appears in a separate web browser window.

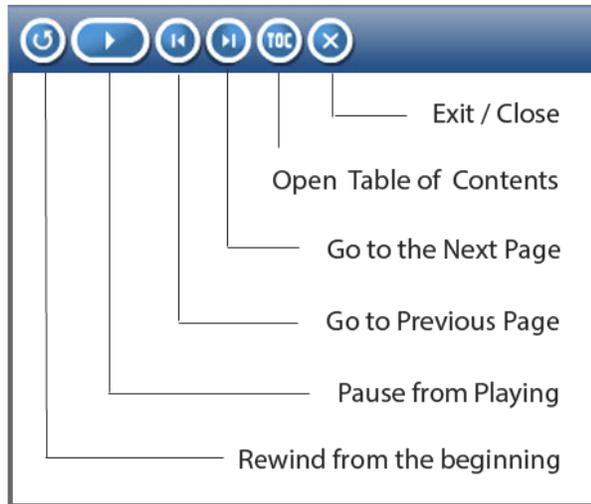
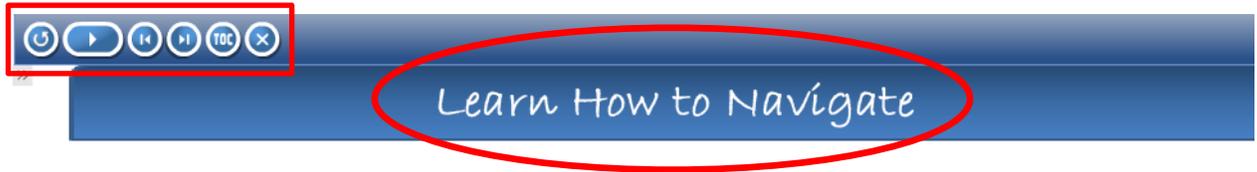
Component Name: ePerformance General Overview Web Training **Type:** Web Based
Activity: ePerformance General Overview **Duration:** --

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	<input type="button" value="Launch"/>



The separate web browser window appears.

- Pay careful attention to the navigation bar and buttons at the top of the page. Also, note the instructions on the screen below.



Navigating through this training is easy.

You can use the **Navigation Bar** in the top left-hand corner, or

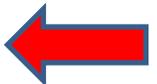
Select a topic from the Table of Contents by using the **(TOC)** icon, or

Select the **"Click to Continue"** button at the bottom of the page.

Note: the navigation bar in this course is the same for all the ePerformance Training Courses.

- To ensure you receive credit for completing Lessons always use the **Click to Continue** button at the bottom of the screen.**

Click to Continue



The button may also appear like this:

Click to Continue



- At the end of the Lesson, you will be asked to **Click the "X" in the menu bar to exit.**



- After clicking the X in the menu bar, you have successfully completed the Lesson.

NOTE Be sure to click on the  and **do NOT** X out of the browser window as illustrated below.



Completing a Quiz

1. Employee Navigates to: myOhio.gov > [Career Resources](#) > [My Learning \(ELM\)](#) > [All Learning \(ELM\)](#).
2. Click the [Launch](#) button.

NOTE: You may be enrolled into multiple ePerformance Web Based Training (WBT) courses. Click the **Title** header to filter your transcript to show all ePerformance WBT courses in which you are enrolled.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

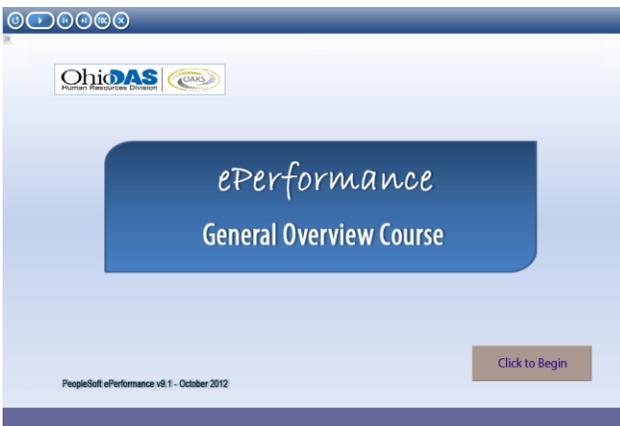
*Filter Name:

My Learning				
Title	Type	Status	Date	Launch
ePerformance - Performance Management Tool for Supervisors (WBT)	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>
ePerformance General Overview	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>

3. Continue to click the [Launch](#) button or link until the training material appears in a separate web browser window.

Component Name: ePerformance General Overview Web Training **Type:** Web Based
Activity: ePerformance General Overview **Duration:** --

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	<input type="button" value="Launch"/>



The separate web browser window appears.

4. Once you have completed a Lesson or Course, a Quiz will appear with a question like this:

True/False

I am required to take all the classes listed on my Learning Path?

A) True

B) False

5. In order to successfully complete the Quiz, pay careful attention to these instructions for completing a Quiz.

- 1** Read the question and select the appropriate answer(s).
- 2** Click the **“Submit”** button.
Note: Selecting the **“Next”** button will skip the question and mark it wrong.
- 3** If Correct, click the **“Next”** button.
If Incorrect, repeat Steps 1 and 2.

NOTE Be sure to click the **Submit** button *after selecting the response to each individual question* or it **will not** be recorded as **Complete**.

Choose from these buttons on the bottom, right corner of the page per the instruction above.

Clear Back Next **Submit**

6. Additional instructions for the buttons on the Quiz pages are shown below:

Button Functions

Removes all selections on current question	Clear
Allows you to "view" the previous question	Back
Forwards to the next question	Next
Submits the response for scoring	Submit
Continues to the next page	Continue
Reviews all questions on the Quiz	Review Quiz

7. At the end of the Quiz, you will be asked the following options:



Choose *Continue*.

8. At the end of the lesson, you will be asked to click the X in the blue menu bar to exit.



9. After clicking on the X in the menu bar, you have successfully completed the Quiz.

NOTE Be sure to click on the  shown here to the left and **do NOT** X out of the browser window as illustrated below.



Completing a Course

1. Employee Navigates to: [myOhio.gov](#) > [Career Resources](#) > [My Learning \(ELM\)](#) > [All Learning \(ELM\)](#).
2. Click the [Launch](#) button.

NOTE: You may be enrolled into multiple ePerformance Web Based Training (WBT) courses. Click the **Title** header to filter your transcript to show all ePerformance WBT courses in which you are enrolled.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

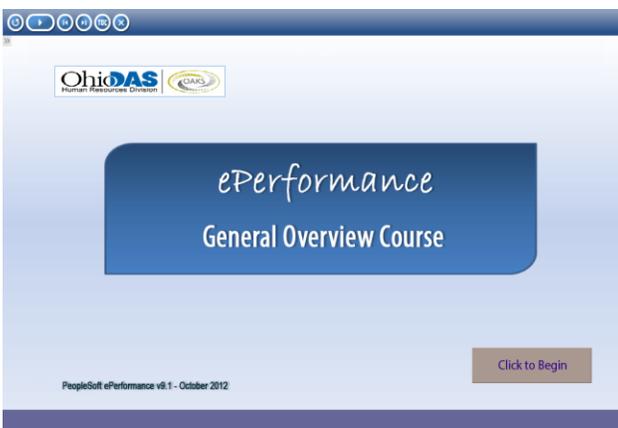
*Filter Name:

My Learning				
Title	Type	Status	Date	Launch
ePerformance - Performance Management Tool for Supervisors (WBT)	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>
ePerformance General Overview	Web Based	Enrolled	01/25/13	<input type="button" value="Launch"/>

3. Continue to click the [Launch Button](#) until or link the training material appears in a separate web browser window.

Component Name: ePerformance General Overview Web Training **Type:** Web Based
Activity: ePerformance General Overview **Duration:** --

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	<input type="button" value="Launch"/>



The separate web browser window appears.

4. Once you have completed the individual lessons and/or quizzes contained within a Course your **Activity Progress** should appear like this:

1 [Course Table of Contents](#) [Re-Launch](#)

Short Name Web Based

Progress: Completed

2 [Ch 1: ePerformance Overview](#) [Re-Launch](#)

Short Name Web Based

Progress: Completed

5. After each individual lesson within the course is marked as 'Progress: Completed', the **Activity Progress Summary** will show:

Activity Progress Summary

Progress: Completed

Completed ed

Passing Status: Completed

Or on the **My Learning** page it will show:

My Learning					Customize	Find	View All	First	1-15 of 17	Last
Title	Type	Status	Date	Launch						
ePerformance - Performance Management Tool for Supervisors (WBT)	Web Based	<input checked="" type="checkbox"/> In-Progress	01/30/13	Launch						
ePerformance General Overview	Web Based	<input checked="" type="checkbox"/> In-Progress	01/30/13	Launch						

6. When the My Learning page shows the **Status** as **Completed**, you have successfully completed the Course listed in the Title column. Congratulations!