



ePerformance Training in ELM

DAS-HRD ePerformance Training Job-Aid

This guide has been developed to assist participating ePerformance training agencies to navigate in Enterprise Learning Management (ELM) to launch ePerformance training and/or to enroll into ePerformance courses in ELM.

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Launch ePerformance Web Based Training

This job aid is intended to illustrate how state employees can launch ePerformance Web Based Training in Enterprise Learning Management (ELM).

Note: You may have already been enrolled into the ePerformance web based training. Follow the steps below to launch the training.

Launch ePerformance Web Based Training

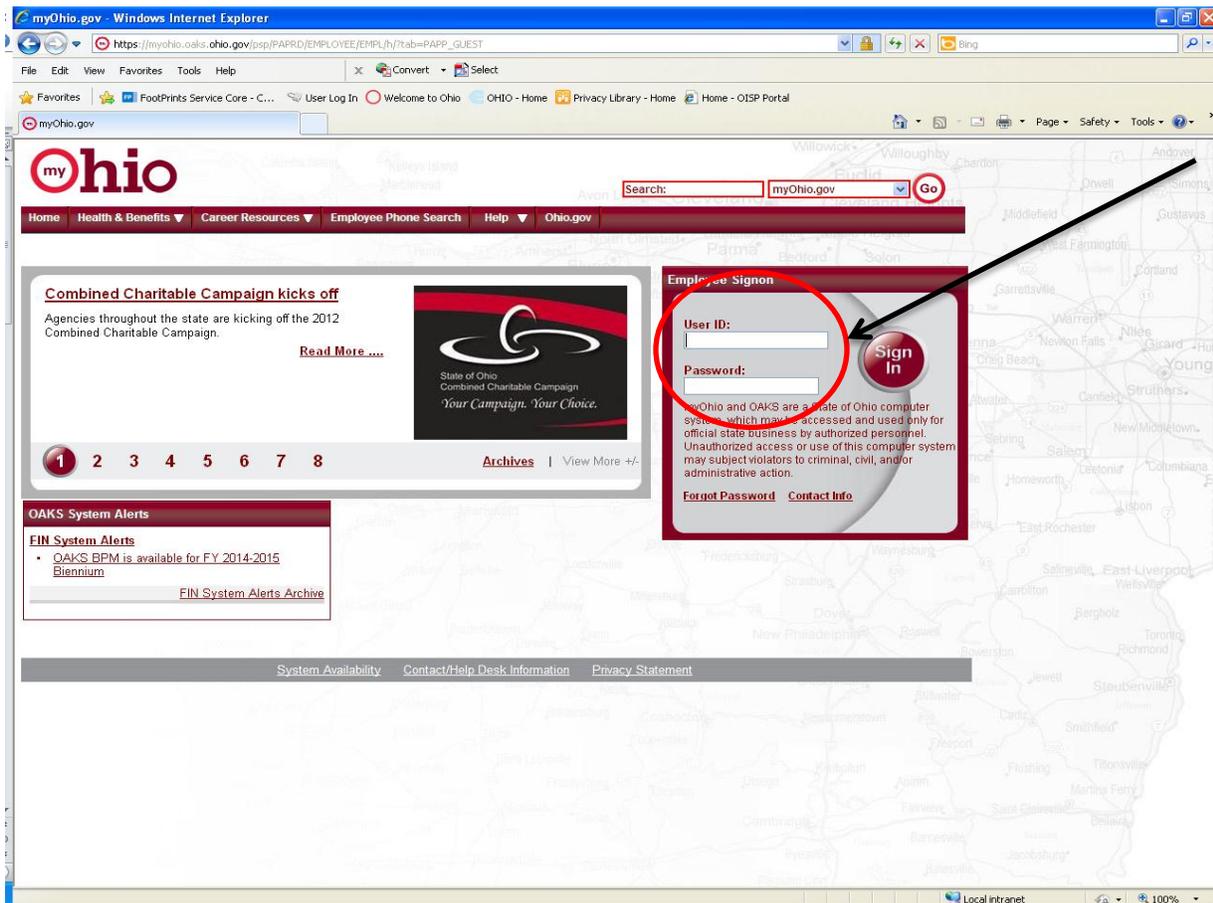
1. Log into myOhio.gov using your OAKS ID and password.

Note: for password resets, contact OAKS Helpdesk:

- Email: oaks.helpdesk@oaks.state.oh.us
- Phone: 1-888-OhioOaks (1-888-644-6625) or 614-644-6625

Note: Contact Ohio Shared Services Help Desk for questions or issues with ELM:

- Email: OhioSharedServices@ohio.gov
- Phone: 614-338-4781 or 1-8778OHIOSS1 (1-877-644-6771)



2. Go to **Career Resources** menu, click on **All Learning (ELM)** under the My Learning (ELM) section.

The screenshot shows the myOhio.gov website interface. At the top, there is a navigation bar with links for Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. A search bar is located at the top right, containing the text 'myOhio.gov' and a 'Go' button. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome RUSTY L MARTIN' message and a 'Welcome to the new myOhio.gov!' announcement. In the center, there is a 'My Learning (ELM)' section with a list of links: Supplemental Learning, Search ELM Catalog, Browse ELM Catalog, All Learning (ELM), and Query ELM. A red box highlights the 'All Learning (ELM)' link, and a black arrow points to it from the search bar area. To the right of the 'My Learning (ELM)' section, there is a 'Self Service Quick Access' section with links for myPay, myTime, myTravel, and myBenefits. Below that is an 'OAKS Quick Access' section with links for Business Intelligence, Customer Relationship Mgmt, Enterprise Learning Management, Financials, and Human Capital Management. At the bottom left, there is a 'My Events' calendar for January 2013.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Click Customize to select Calendars.
[Full Page View](#)

https://paqa.oaks.ohio.gov/psp/paqa/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_TRANSFER_LP.GBL Local intranet | Protected Mode: Off 100%

The next step is outlined on the next page.

3. Click on the yellow **Launch Button** to start the process to launch the ePerformance Web Based Training.

Note: You may be enrolled into multiple ePerformance Web Based Training courses. Click on the Title header to filter your transcript to show all ePerformance WBT courses you are enrolled into.

The screenshot displays the 'All Learning (ELM)' web application. The page title is 'All Learning (ELM)'. The navigation menu includes 'Home', 'My Info', 'Time & Money', 'Health & Benefits', 'Career Resources', 'Employee Phone Search', 'Help', 'Ohio.gov', and 'myLinks'. The main content area is titled 'All Learning' and contains a list of training activities. The first row is highlighted with a red box around the 'Launch' button. The table below shows the details of the training activities.

| Title | Type | Status | Date | Action | Launch |
|--|----------------|-----------|----------|--------|--------|
| ePerformance - Performance Management Tool for Everyone(WBT) | Web Based | Enrolled | 01/03/13 | Drop | Launch |
| Securing the Human Training | Web Based | Completed | 11/14/12 | | Launch |
| Business Intelligence Overview (DAS-BI-101) | Web Based | Completed | 08/08/12 | | Launch |
| DAS Ethics Training EO2011-03K | Web Based | Completed | 07/16/12 | | Launch |
| Introduction to Collective Bargaining | Web Based | Completed | 02/24/12 | | Launch |
| Security Directions 102 with Privacy Principles - OIT | Web Based | Completed | 09/22/10 | | Launch |
| Introduction to the OBM Travel Rule | Web Based | Completed | 10/02/09 | | Launch |
| PO 305 eProcurement and Purchasing Monthly Document Clean-Up | Instructor Led | Completed | 02/06/09 | | |
| DW 302: Introduction to Conos for FIN (AP, AR, GL) | Instructor Led | Dropped | 11/19/09 | | |
| Activity Reminder test | Instructor Led | Dropped | 11/30/12 | | |
| Activity Reminder test | Instructor Led | Dropped | 11/16/12 | | |
| sDRCIN - Victim Issues - Mandate | Web Based | Dropped | 07/31/12 | | |
| sDRCIN - Ethics - Mandate | Web Based | Dropped | 07/31/12 | | |

The next step is outlined on the next page.

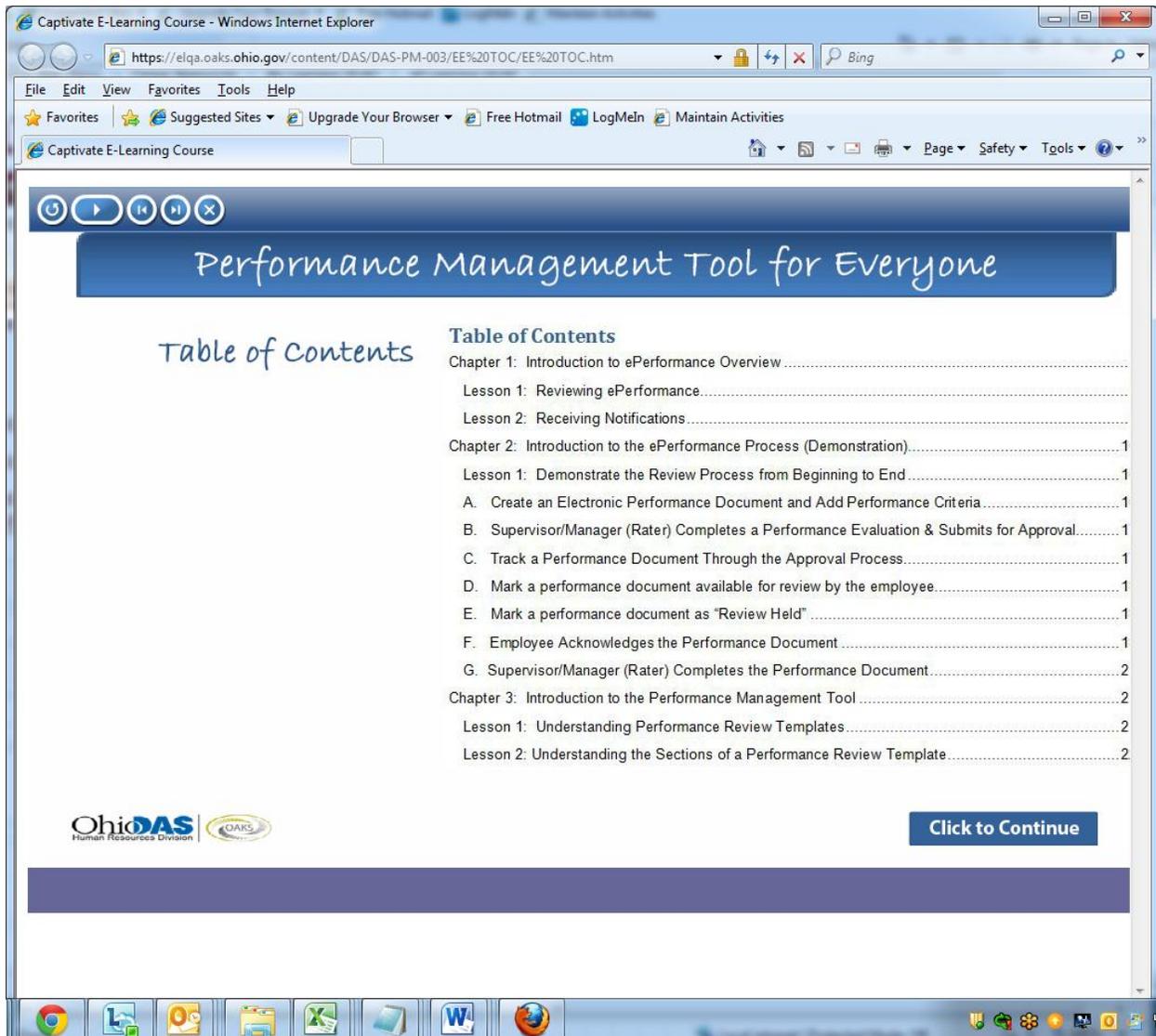
4. After clicking the Launch button, now click the blue **Launch** Link to start the ePerformance Web Based Training.

The screenshot shows a web browser window displaying the myOhio portal. The user is logged in as DAVID M PEEBLES. The page title is 'View Progress Page'. On the left, there is a sidebar with 'ELM Training Materials' including links for 'Supplemental Learning Job Aids', 'TEST 423', 'testing', and various 'Basics of ELM' modules. The main content area is titled 'Table Of Contents' and shows details for a 'Course Table of Contents' component. Below this, a table lists the course object titles. The first row is 'Course Object title' with a status of 'Not Attempted' and a 'Launch' button highlighted in a red box. A black arrow points from the right side of the page towards this 'Launch' button.

| Title | Status | Score | Launch |
|---------------------|---------------|-------|--------|
| Course Object title | Not Attempted | | Launch |

The next step is outlined on the next page.

- A separate web browser window will appear displaying the ePerformance training. You now have started the ePerformance training. **Please follow all the instructions described in the training and maneuver through all simulation activities to receive COMPLETION credit for taking the ePerformance training.**



The next step is outlined on the next page.

- Your ePerformance training may have multiple training modules to complete to receive full credit for taking the ePerformance course. When you are done with the first module and exit out of the training, click on the **Return to Activity Progress** Link.

The screenshot shows a web browser window displaying the myOhio website. The page title is "All Learning (ELM) - Windows Internet Explorer". The URL is "https://paqa.oaks.ohio.gov/psp/paqa/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_TRANSFER_LP.GBL". The page content includes a navigation menu, a search bar, and a "View Progress Page" section. The "View Progress Page" section displays a "Table Of Contents" for the course "DAVID PEEBLES, BPA 3 OAKS Management". A note states: "Note: Training content may take up to two minutes to launch." Below the note, there is a table with the following data:

| Title | Status | Score |
|---------------------|------------|-------|
| Course Object title | Incomplete | |

Below the table, there is a link labeled "Return To Activity Progress" which is highlighted with a red box. A black arrow points from the "myOhio.gov" search bar to this link. The page also includes a sidebar with "ELM Training Materials" and a footer with "Done" and "Local intranet | Protected Mode: Off".

The next step is outlined on the next page.

- After clicking **Return to Activity Progress**, your ePerformance course progress page appears. After completing the first module, the progress page shows you have completion credit for the first module of the particular ePerformance Web Based course you are taking.

Notice there may be more ePerformance Web Based training modules for the course. Launch each remaining module separately. Complete each module separately and Return to Activity Progress to finish each module to receive completion credit for the course.

Note: You may sign out of ELM and return to the ePerformance training if necessary. If you have already completed the first module and need to continue with finishing the additional modules, log back into myohio.gov.

Navigate to Career Resources > All Learning (ELM) and filter the Title to find the ePerformance course you need to finish. Click the yellow Launch button, then click Return to Activity Progress and find the module you need to finish. The progress will say “In-Progress”.

The screenshot shows the myohio.gov website interface. At the top, there is a navigation bar with links like Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, Ohio.gov, and myLinks. A search bar is visible with 'myOhio.gov' entered. Below the navigation bar, a welcome message for DAVID M PEEBLES is displayed, along with a 'Sign out' link. The main content area is titled 'Activity Progress' and shows details for the 'ePerformance - Performance Management Tool for Everyone(WBT)' course. The course details include: Activity Name, Activity Code, Price Per Seat, Enrollment Status (In-Progress), Start Date, Last Enrollment Date, Type (Web Based), Contact, Drop Charge, Confirmation Number, End Date, and Last Drop Date. Below the details, there are tabs for Progress, Schedule, Grades and Attendance, Notes and Attachments, Payment Details, and Approvals. The 'Activity Progress Summary' section shows a table with columns for Progress, Grade, and Passing Status. The first row shows 'Progress: In-Progress', 'Grade: Not Marked', and 'Passing Status: Pending'. Below this, the 'Activity Syllabus' section lists four modules: 1. Course Table of Contents (Progress: Completed), 2. Ch 1: ePerformance Overview (Progress: Not Attempted), 3. Ch 2: ePerformance Process (Progress: Not Attempted), and 4. Ch 3: Intro PM Tool (Progress: Not Attempted). A red box highlights 'Progress: Completed' for the first module, and another red box highlights 'Progress: In-Progress' in the summary table. A black arrow points from the 'Completed' box to the 'In-Progress' box.

The next step is outlined on the next page.

8. Once you have completed all the necessary modules for the ePerformance Web Based course you are taking. All modules will show the progress as completed and under the Activity Progress Summary will show the following:

| | | | |
|-----------------------|-----------|-----------------|------------|
| Progress | Completed | Grade | Not Marked |
| Passing Status | Completed | Comments | |

The screenshot shows the OAKS Enterprise Learning Management System interface. The main content area displays the 'Activity Progress Summary' for the course 'ePerformance - Performance Management Tool for Everyone(WBT)'. The summary table is highlighted with a red border and contains the following information:

| | | | |
|------------------------|-----------|------------------|------------|
| Progress: | Completed | Grade: | Not Marked |
| Passing Status: | Completed | Comments: | |

Below the summary, the 'Activity Syllabus' is listed with five items, all of which are marked as 'Completed' and have a 'Re-Launch' link:

- [Course Table of Contents](#) (Web Based, Completed)
- [Ch 1: ePerformance Overview](#) (Web Based, Completed)
- [Ch 2: ePerformance Process](#) (Web Based, Completed)
- [Ch 3: Intro PM Tool](#) (Web Based, Completed)
- [Ch 4: Understanding Rating Models \(Lessons 1\)](#) (Web Based, Completed)

Congratulations you have successfully completed an ePerformance Web Based course. You may re-launch the training as many times as you need.

Note: for password resets, contact OAKS Helpdesk:

- Email: oaks.helpdesk@oaks.state.oh.us
- Phone: 1-888-OhioOaks (1-888-644-6625) or 614-644-6625

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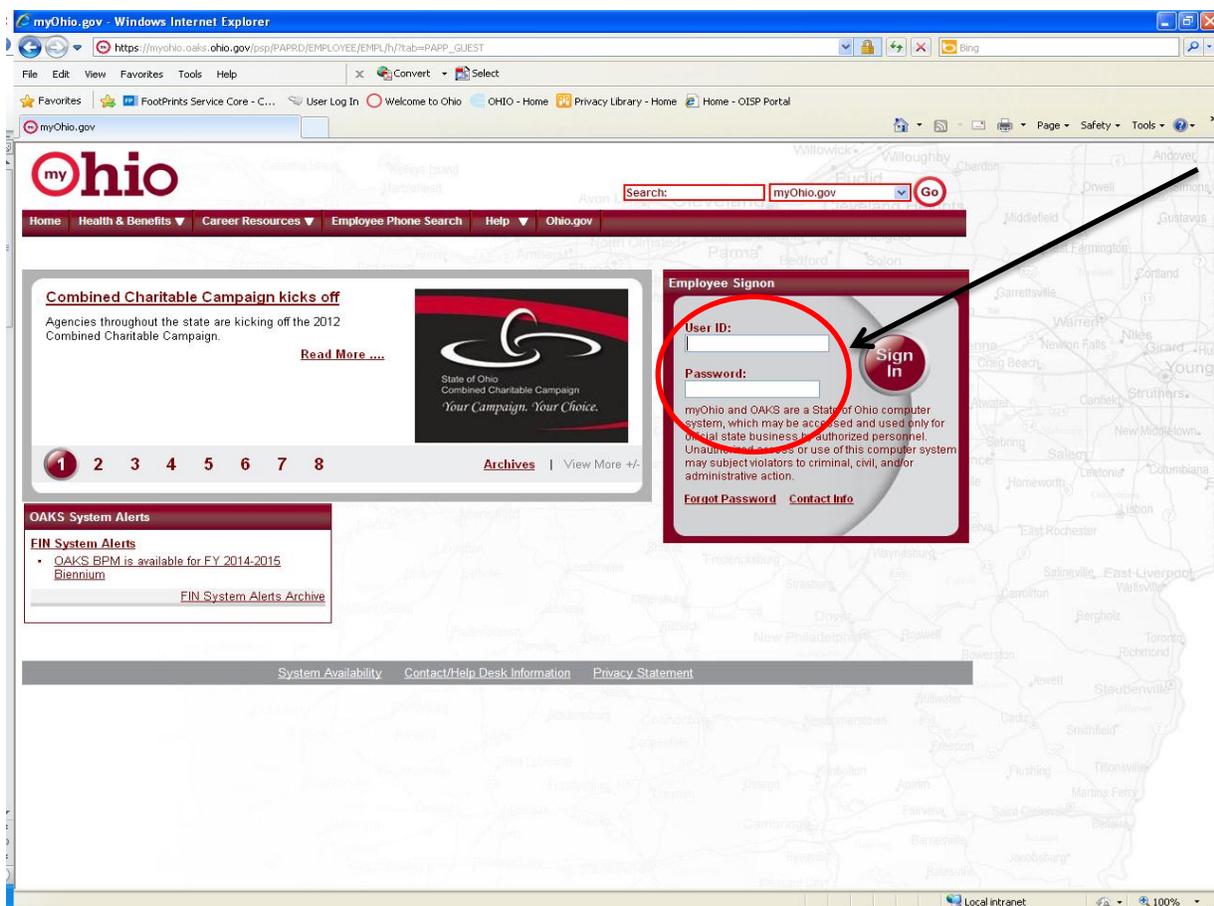
Browse for ePerformance Training

This job aid is intended to illustrate how state employees can browse for ePerformance Training in Enterprise Learning Management (ELM).

Note: You may not have been enrolled into the ePerformance Instructor Led Training. Follow the steps below to browse for the training.

Browse for ePerformance Instructor Led Training

1. Log into myOhio.gov using your OAKS ID and password.



The next step is outlined on the next page.

2. Go to **Career Resources** menu, click on **Browse ELM Catalog** to browse the Catalog.

The screenshot shows the myOhio.gov website interface. At the top, there is a search bar with the text "myOhio.gov" and a "Go" button. Below the search bar is a navigation menu with the following items: Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, Ohio.gov, and myLinks. The "Career Resources" menu is expanded, showing a list of links: Career Aids, Professional Development, My Learning (ELM), and OAKS Home Pages and Job Aids. The "My Learning (ELM)" link is highlighted with a red circle, and an arrow points to it from the "Browse ELM Catalog" link in the "My Learning (ELM)" sub-menu. The "Browse ELM Catalog" link is also highlighted with a red circle. Other sections on the page include "W-2 reprints unavailable until Feb. 20", "OAKS System Alerts", "BI / EPM System Alerts", "FIN System Alerts", "myOhio.gov Job Aids", "DAS News", "My Events", "Self Service Quick Access", "OAKS Quick Access", and "Hot Links".

myOhio.gov

Search: myOhio.gov Go

Home My Info Time & Money Health & Benefits Career Resources Employee Phone Search Help Ohio.gov myLinks

Welcome RUSTY L MARTIN. You last signed in on Tuesd.

W-2 reprints unavailable until Feb. 20

Due to year-end processing, the Ohio Department of Administrative Services Human Resources Division (DAS HRD) Pay Fiscal currently is not processing W-2 reprints. This will allow for DAS HRD Pay Fiscal to complete year-end processing for 2012.

[Read More](#)

1 2 3 4 5

myOhio.gov

myOhio.gov Job Aids

- How to - Access Cognos or Business Intelligence
- How to - Download documents in myOhio.gov - Text Version
- How to - Find Enterprise Learning Management

My Learning (ELM)

- Supplemental Learning
- Search ELM Catalog
- Browse ELM Catalog**
- All Learning (ELM)

Professional Development

- OLPD Home Page
- OLPD Class Registration
- Employee Development Funds
- Learn It Ohio (Exempt & IT)

My

DAS News

- Access to your performance documents coming soon
- Nominate a co-worker for the Superior Accomplishment Award
- Congratulations to our DAS retirees, promotees and new employees

[DAS News Archive](#)

Subscribe

My Events

| January 2013 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Self Service Quick Access

- myPay
- myTime
- myTravel
- myBenefits

OAKS Quick Access

- Business Intelligence**
 - BI Home
 - Launch Application
- Customer Relationship Mgmt**
 - CRM Home
 - Launch Application
- Enterprise Learning Management**
 - ELM Home
 - Launch Application
- Financials**
 - FIN Home
 - Launch Application
- Human Capital Management**
 - HCM Home
 - Launch Application

Hot Links

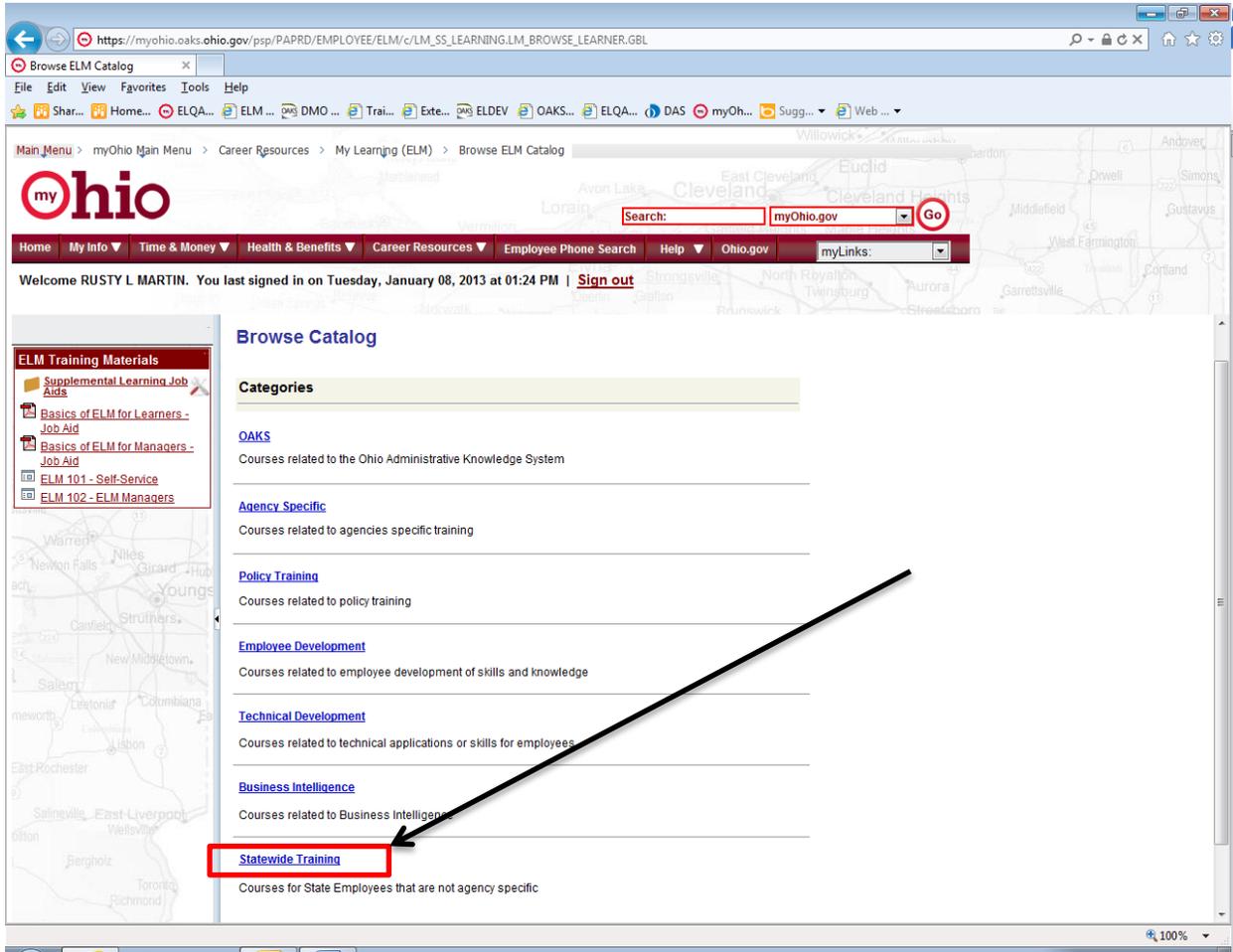
- Commuter Choice
- Deferred Compensation
- Employee Assistance Program
- Health Benefits
- Learning and Professional Development
- Take Charge! Live Well!

https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/EMPL/h?tab=DEFAULT

https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL

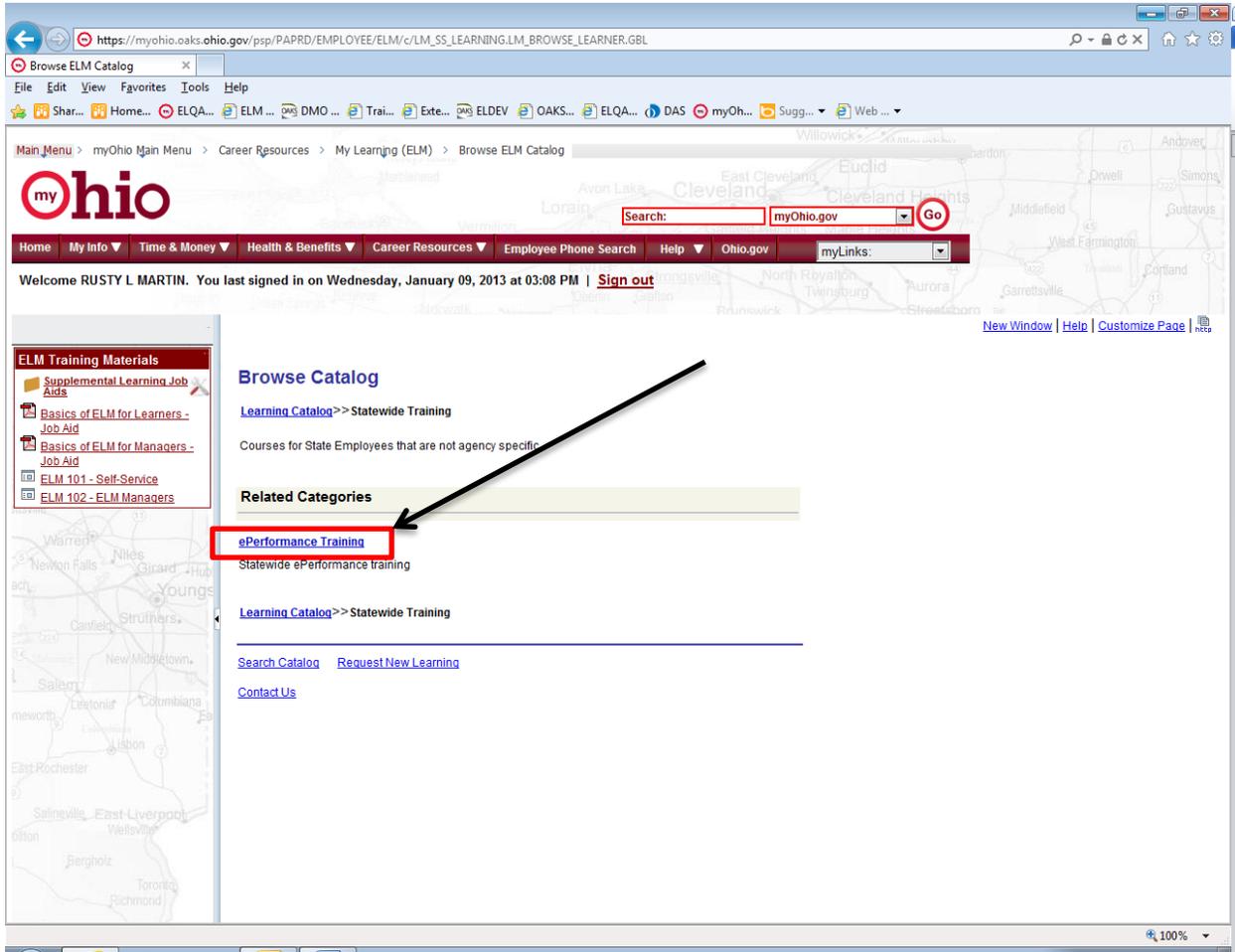
The next step is outlined on the next page.

3. Click on **Statewide Training** under the Browse Categories page.



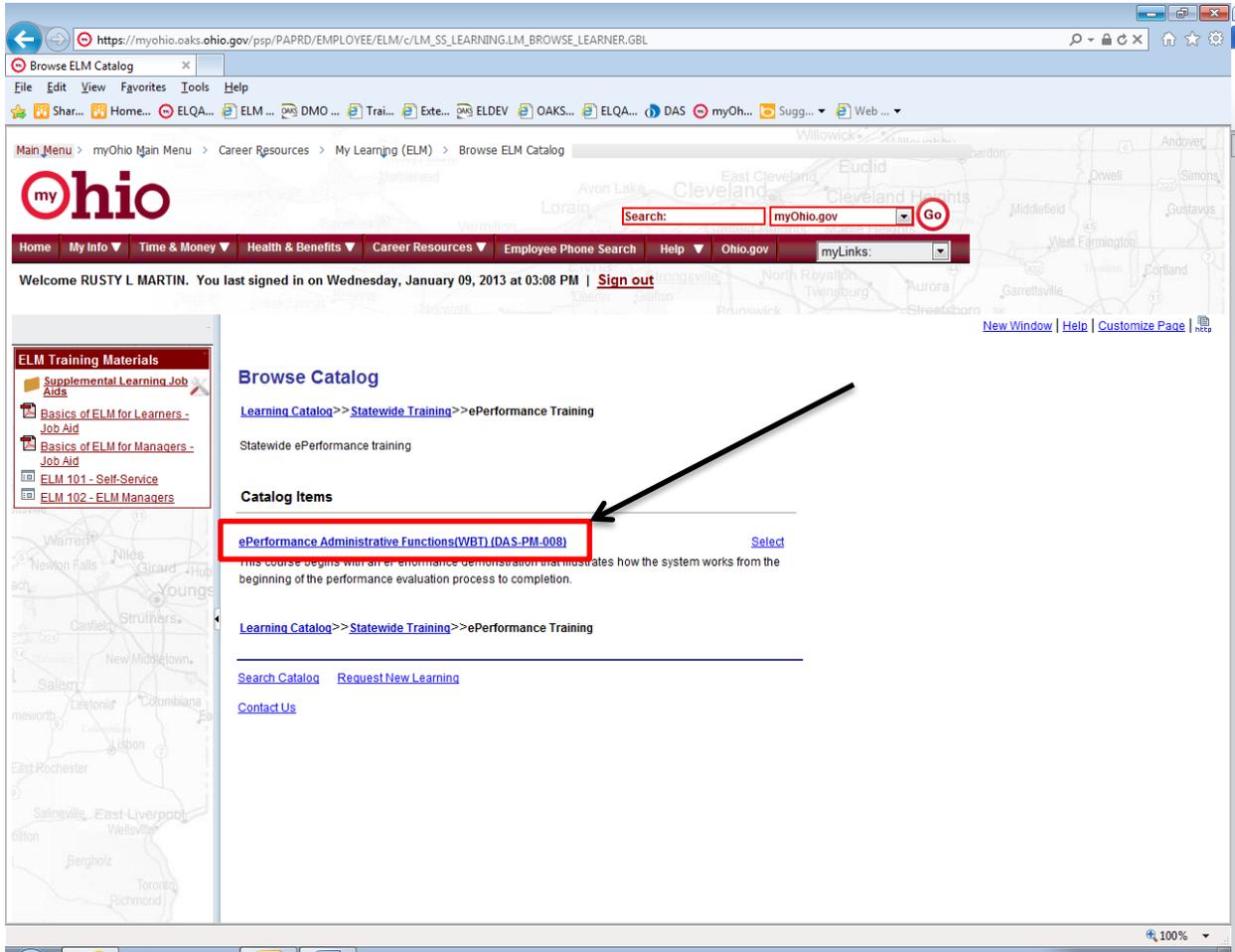
The next step is outlined on the next page.

4. Click on **ePerformance Training** under the Related Categories page.



The next step is outlined on the next page.

5. Click on **Training you are looking for** under the Catalog Items page.



The next step is outlined on the next page.

6. Click the **Enroll** button for the training you want to take.

The screenshot shows the myOhio ELM Catalog interface. On the left, there is a sidebar titled "ELM Training Materials" with links to "Supplemental Learning Job Aids", "Basics of ELM for Learners - Job Aid", "Basics of ELM for Managers - Job Aid", "ELM 101 - Self-Service", and "ELM 102 - ELM Managers". The main content area displays information for "Functions(WBT)", including an abstract and a table of activity options. A red box highlights the "Enroll" button in the table, with a black arrow pointing to it from the right.

Functions(WBT). You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Abstract:
Administrators will gain an understanding of the complete performance evaluation process, where workflow impacts the process, and how managers/supervisors complete their specific tasks within the system.
This course begins with an ePerformance demonstration that illustrates how the system works from the beginning of the performance evaluation process to completion. Administrators will gain an understanding of the complete performance evaluation process, where workflow impacts the process, and how managers/supervisors complete their specific tasks within the system. They will be introduced to the ePerformance electronic templates, their components, and how to they are used to create performance evaluation documents, performance improvement plans (PIP), and career development plans. Understanding where the various elements of a performance evaluation are located within the system templates, how they are setup to be used, and when to apply them will also be discussed. Elements of the performance evaluation template include: Performance Goals and Objectives, Statewide Competency, Agency Competencies, and the Rating Model. At the conclusion of this course administrators will learn the unique tasks that are specific to their system support role. Administrators will understand how to create group templates, transfer a document to a new manager, assign ad-hoc approvers, cancel documents, and how to re-open a document when necessary.

It is important to note that content from the course 'Performance Management Tools for Supervisors' is included in this course, therefore it is not necessary for ePerformance System Administrators to attend both courses.

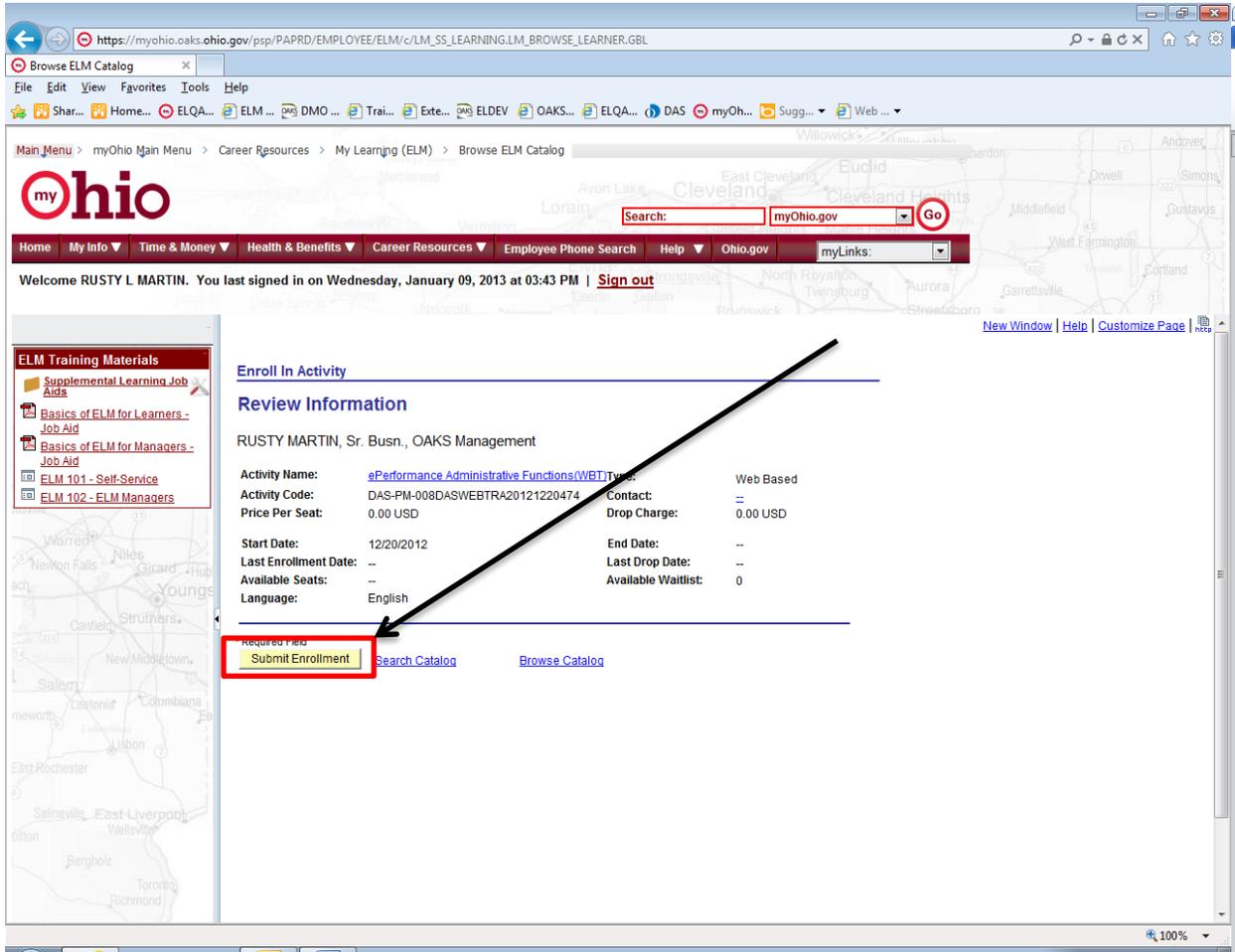
Please note that Activities which appear in bold have multiple Sessions. Click the View Details and Schedule links to view the multiple Session information.

| Activity Options for ePerformance Administrative Functions(WBT) | | | | | | |
|---|-----------|------------|------------|----------|----------|--|
| Activity Code | Type | Start Date | Start Time | End Time | Price | Add to Plan |
| DAS-PM-008DASWEBTRA20121220474 | Web Based | 12/20/2012 | | | 0.00 USD | View Details Enroll Add to Plan |

[Add Item To Plan](#) [Return to Previous Page](#) [Contact Us](#)

The next step is outlined on the next page.

7. To finalize your enrollment, click the **Submit Enrollment** button for the training you want to take.



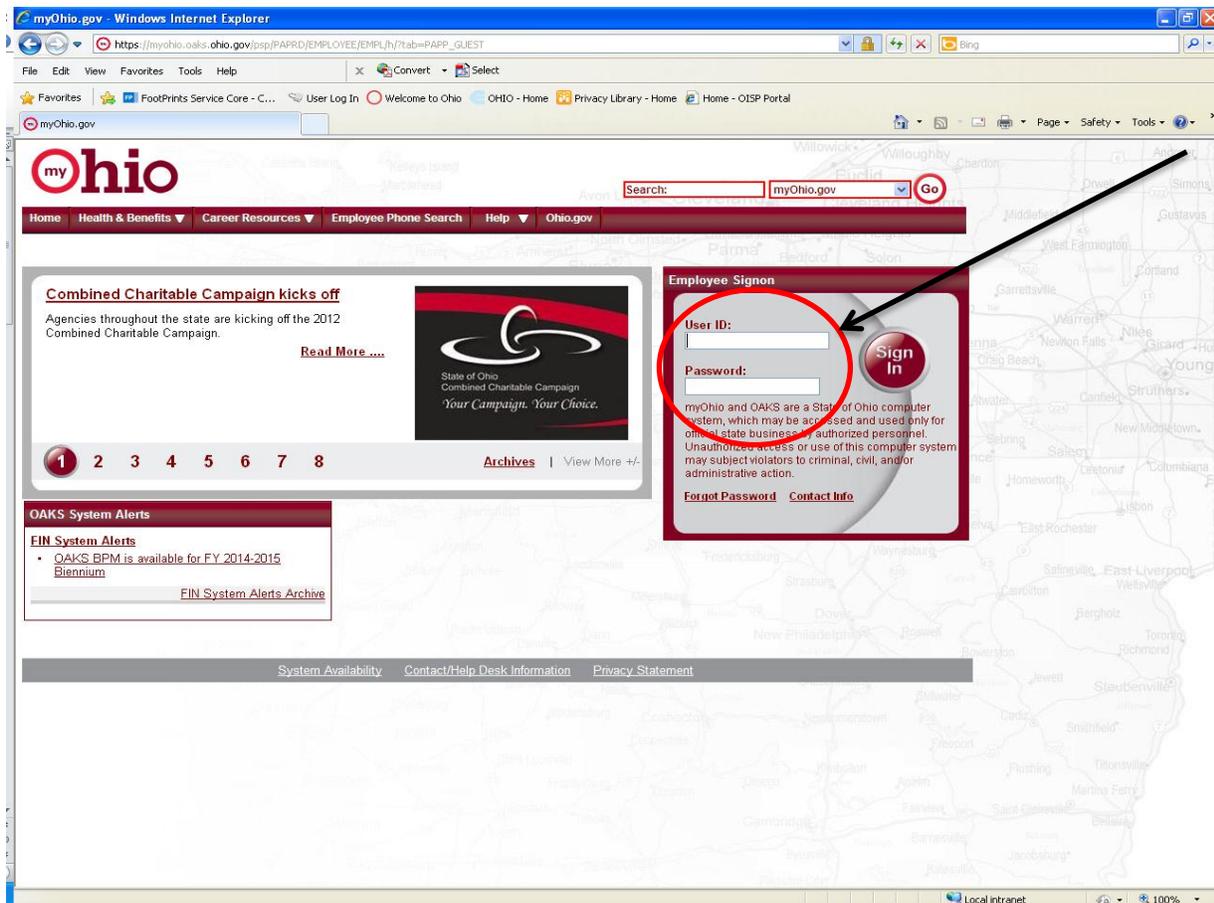
The next step is outlined on the next page.

Search for ePerformance Training

Note: You may not have been enrolled into the ePerformance Instructor Led Training. Follow the steps below to search for the training.

Search for ePerformance Instructor Led Training

1. Log into myOhio.gov using your OAKS ID and password.



The next step is outlined on the next page.

2. Go to **Career Resources** menu, click on **Search ELM Catalog** under the My Learning (ELM) section.

The screenshot shows the myOhio.gov website interface. At the top, there is a navigation menu with options like Home, My Info, Time & Money, Health & Benefits, Career Resources, Employee Phone Search, Help, and Ohio.gov. A search bar is located in the top right corner. Below the navigation menu, there are several sections: 'Certified Public Manager program application due', 'Professional Development', 'My Learning (ELM)', 'OAKS Home Pages and Job Aids', 'OAKS System Alerts', 'myOhio.gov Job Aids', 'My Events', 'Self Service Quick Access', 'OAKS Quick Access', and 'Hot Links'. A red circle highlights the 'Search ELM Catalog' link in the 'My Learning (ELM)' section. A black arrow points from this link to the 'myTime' button in the 'Self Service Quick Access' section.

Search: myOhio.gov

Home My Info Time & Money Health & Benefits Career Resources Employee Phone Search Help Ohio.gov myLinks

Welcome RUSTY L MARTIN. You last signed in on Thurs

Certified Public Manager program application due
Take the first step toward earning the official designation of Certified Public Manager (CPM), a professional credential that exemplifies recognized standards for excellence in public management and leadership.
[Read More](#)

1 2 3 4 5 6 7

My Learning (ELM)

- Supplemental Learning
- Search ELM Catalog**
- Browse ELM Catalog
- All Learning (ELM)

Self Service Quick Access

- myPay
- myTime
- myTravel
- myBenefits

OAKS Quick Access

- Business Intelligence
BI Home Launch Application
- Customer Relationship Mgmt
CRM Home Launch Application
- Enterprise Learning Management
ELM Home Launch Application
- Financials
FIN Home Launch Application
- Human Capital Management
HCM Home Launch Application

My Events

| January 2013 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 |
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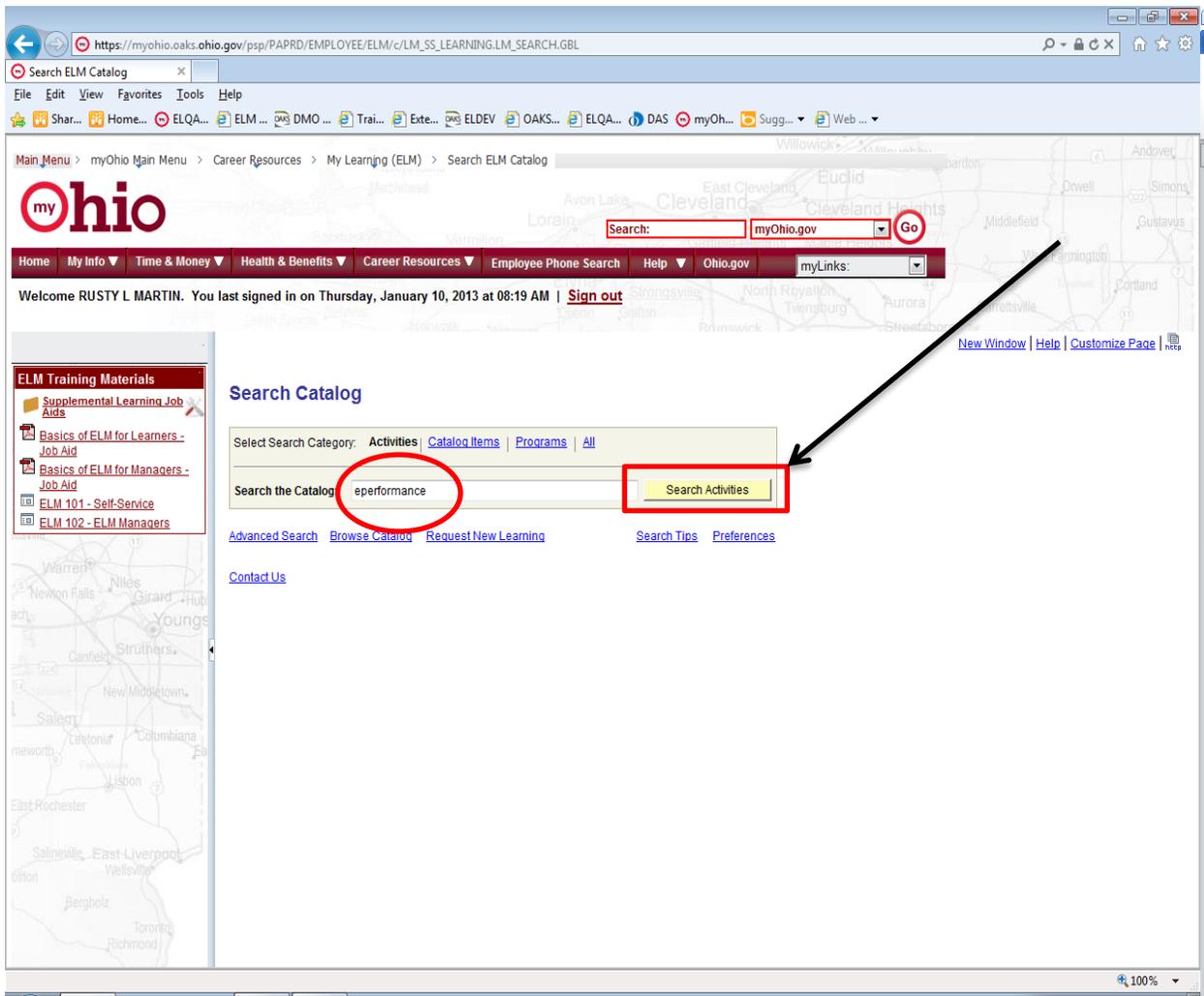
Click Customize to select Calendars.

Hot Links

- Commuter Choice
- Deferred Compensation
- Employee Assistance Program
- Health Benefits
- Learning and Professional Development
- Take Charge! Live Well!

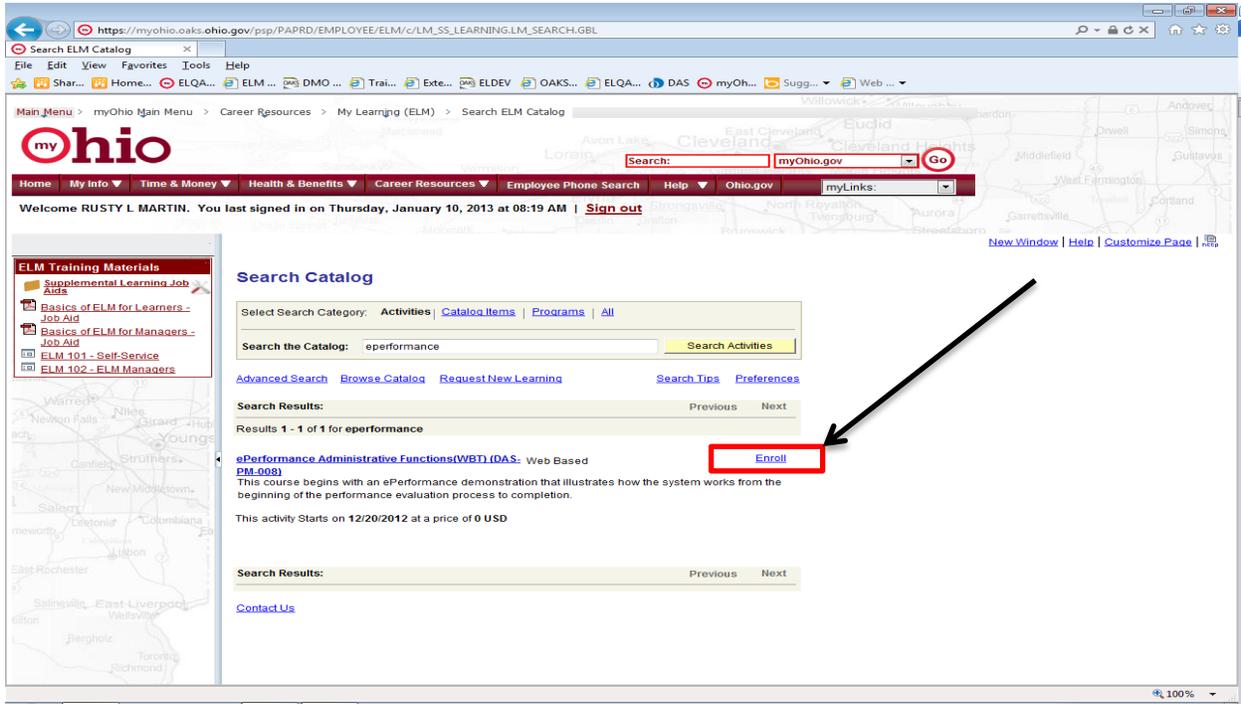
The next step is outlined on the next page.

3. Type the name of the training you want to search for, type **ePerformance** in the Search the Catalog: text box and click the Search Activities button.

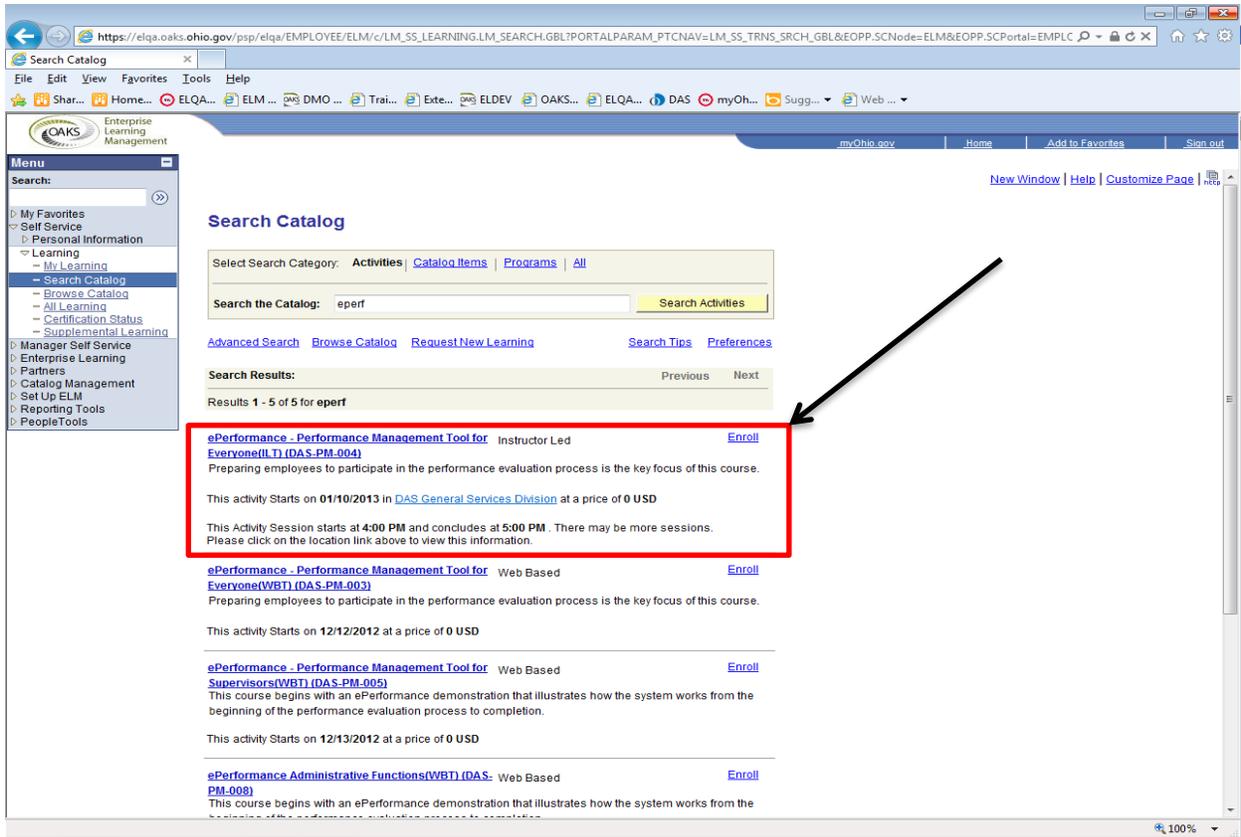


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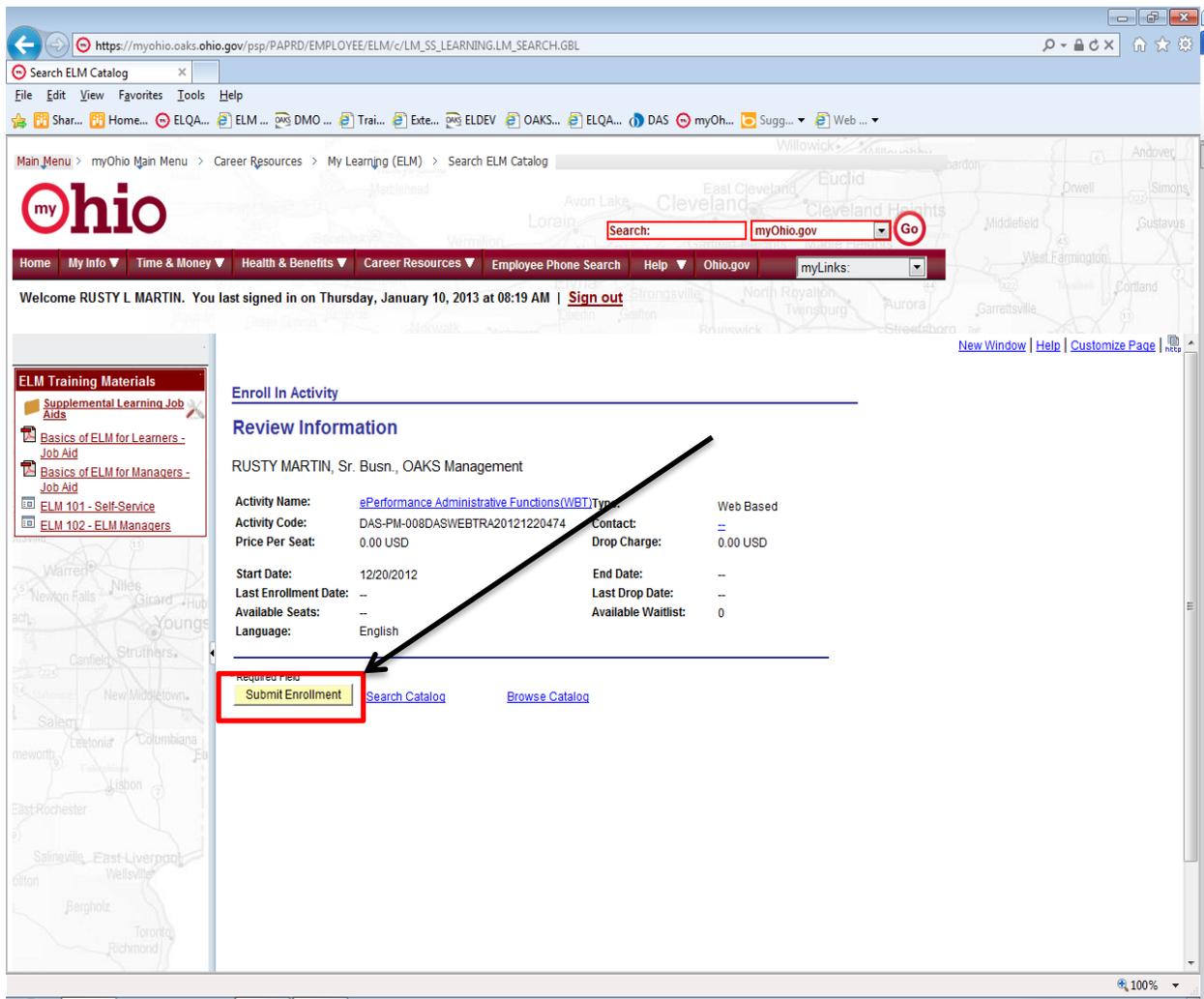
4. Click the **Enroll** button for the training you want to take.



Note: You may see more training available to you on your screen than what is showed in this job aid. Also note that Instructor Led Training shows extra information specific to start time and location.



5. To finalize your enrollment, click the **Submit Enrollment** button for the training you want to take.



Congratulations you have successfully search for and enrolled into an ePerformance training course.

Note: for password resets, contact OAKS Helpdesk:

- Email: oaks.helpdesk@oaks.state.oh.us
- Phone: 1-888-OhioOaks (1-888-644-6625) or 614-644-6625

Note: Contact Ohio Shared Services Help Desk for questions or issues with ELM:

- Email: OhioSharedServices@ohio.gov
- Phone: 614-338-4781 or 1-8778OHIOSS1 (1-877-644-6771)

ELM Glossary

- **Browse Catalog** – browse training topics such as Statewide Training, to search for training offerings under topics to enroll into
- **Catalog Item** – training Course name
- **Activity** – training courses class or course event
- **All Learning** – training transcript in ELM
- **Search Catalog** – search for training courses in ELM by typing in the name of the course