



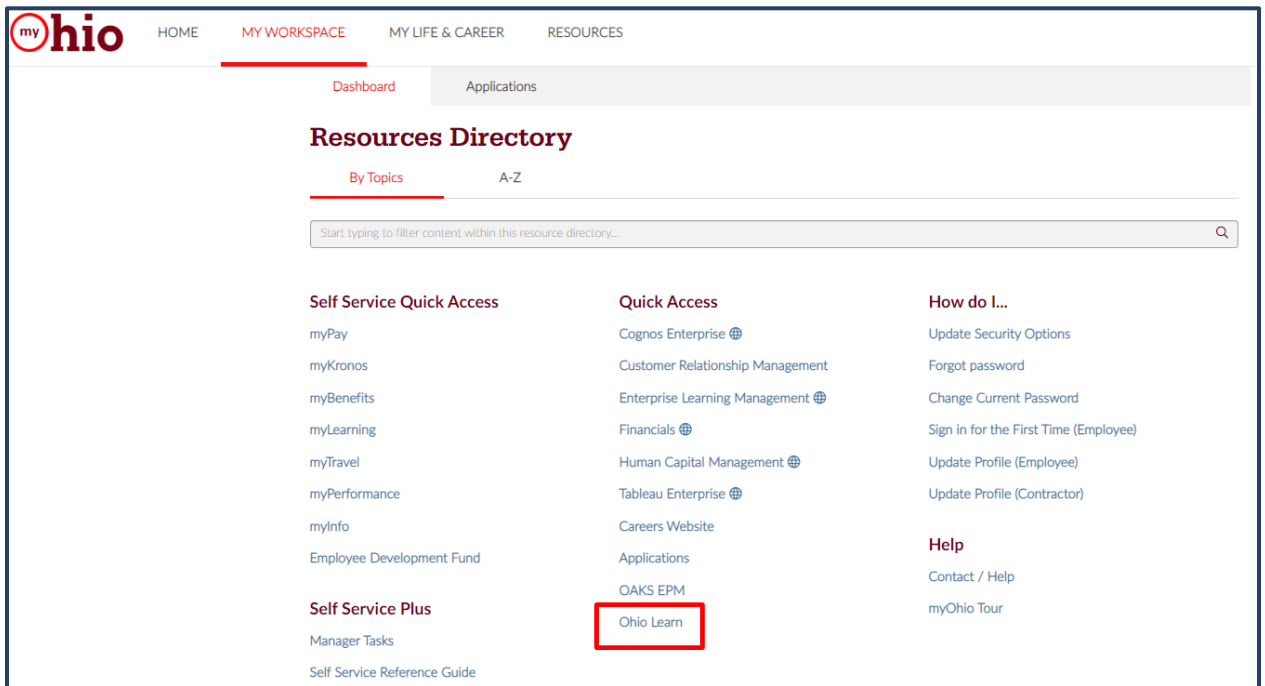
Enrolling in a Course via Ohio Learn

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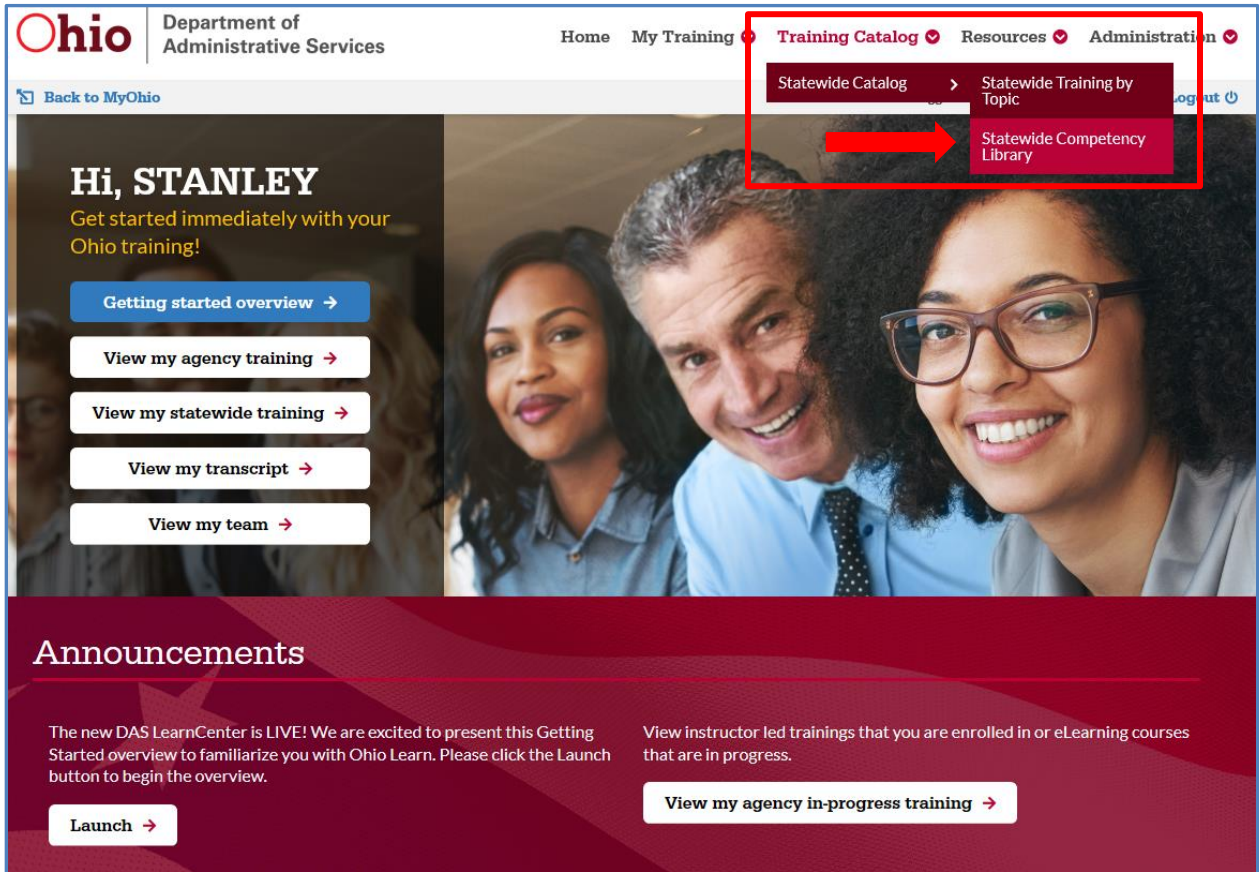
This job aid will help you successfully launch Ohio Learn in order to find and complete a course.

Launching Ohio Learn

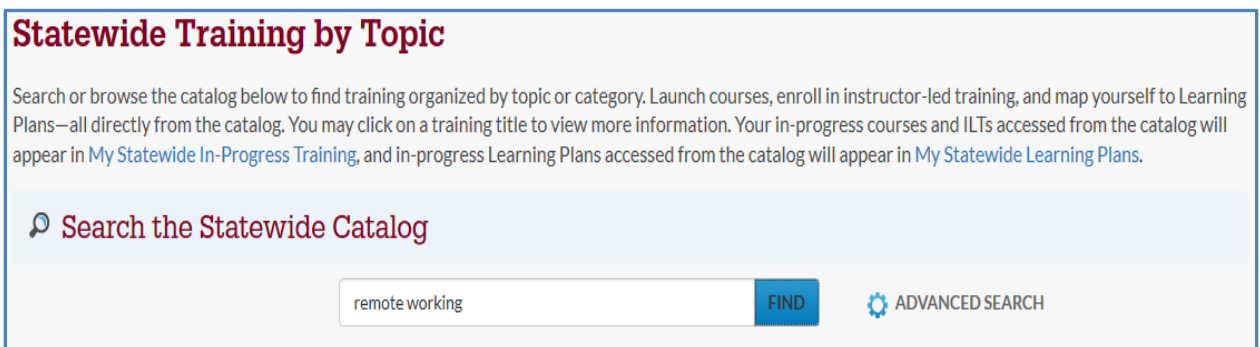
1. Employee Navigates to: [myOhio](#) > [My Workspace](#) > [Ohio Learn](#).



1. On the **Ohio Learn** main page, click on **Training Catalog**, hover over **Statewide Catalog** and then click on **Statewide Training by Topic**.



2. Type **“Remote Working”** in the search bar and click Find.



- When the search results display, click on **Add Plan** next to the Learning Plan you wish to enroll in. **Note: For Managers, both the employee and manager learning plans will display.**

Statewide Training by Topic

Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in [My Statewide In-Progress Training](#), and in-progress Learning Plans accessed from the catalog will appear in [My Statewide Learning Plans](#).

Search the Statewide Catalog

remote working **FIND** ADVANCED SEARCH

NARROW RESULTS RELEVANCE

- ITEM TYPES
 - Learning Plan (3)
- CATEGORIES
 - *Remote Working Resources (2)
 - Remote Resources for Employees (2)
 - Remote Resources for Managers (2)
- START DATE
 - Enrollments with Seats Available (0)

Remote Communications Resources These resources are designed to familiarize employees with remote working tools.	Add Plan
TYPE Learning Plan STATUS Not Attempted	
CATEGORY *Remote Working Resources, Remote Resources for Employees, Remote Resources for Managers	
Tips for the Virtual Team Member This learning plan contains resources for employees who are working remotely .	Add Plan
TYPE Learning Plan STATUS Not Attempted	
CATEGORY *Remote Working Resources, Remote Resources for Employees	
Working with Virtual Teams This is a series of courses and videos designed to provide insight into working remotely .	Add Plan
TYPE Learning Plan STATUS Completed	
CATEGORY Remote Resources for Managers	

- You will receive confirmation that you have successfully added the Learning Plan to your Ohio Learn Statewide Training.

Statewide Training by Topic

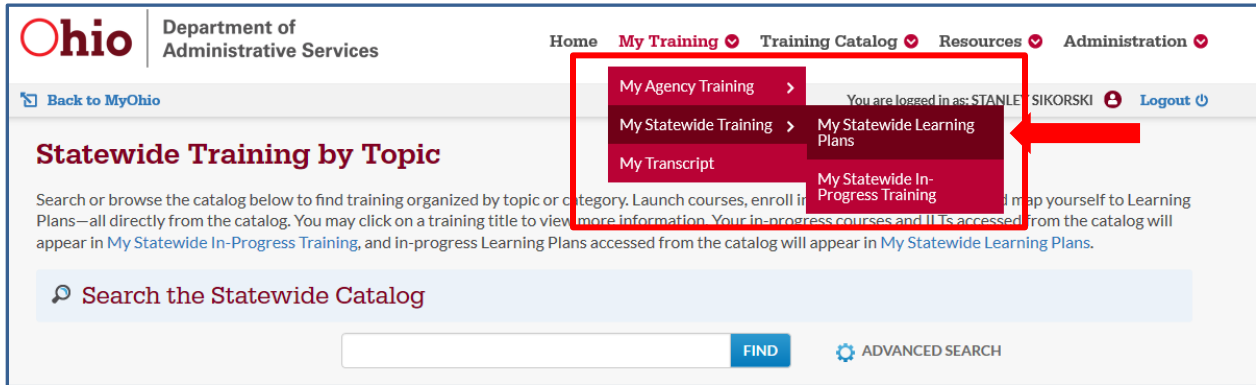
Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in [My Statewide In-Progress Training](#), and in-progress Learning Plans accessed from the catalog will appear in [My Statewide Learning Plans](#).

Search the Statewide Catalog

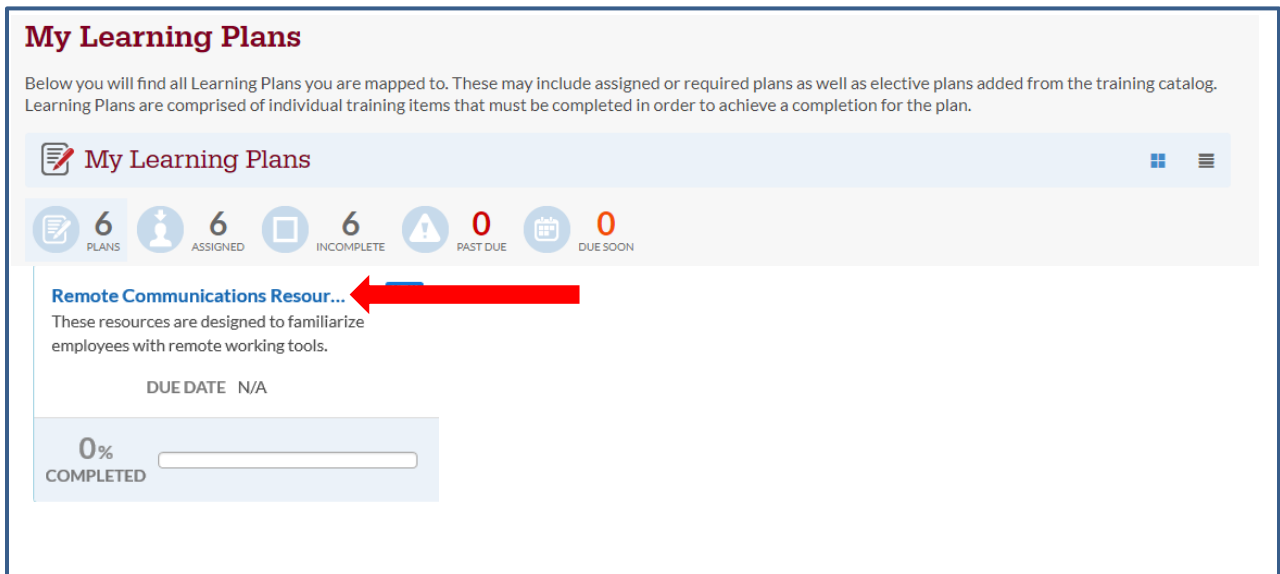
remote working **FIND** ADVANCED SEARCH

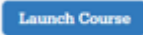
You have successfully added yourself to the **Remote Communications Resources**. Learning Plan. There may be a delay before you see updated completion information.

- Go back to the menu at the top of the page and select **My Training**, hover over **My Statewide Training** and then click on **My Statewide Learning Plans**.




- The Learning Plan(s) that you selected on the previous screen will display. Click the title of the Learning Plan to access the courses within.







7. To launch a Course within this Learning Plan, click the  button next to the courses.



My Statewide Learning Plans

Below you will find all statewide Learning Plans you are mapped to. These may include assigned or required plans as well as elective plans added from the training catalog. Learning Plans are comprised of individual training items that must be completed in order to achieve a completion for the plan.

 **My Learning Plans** ← BACK

Remote Communications Resources


 **4** ITEMS
  **0%** COMPLETED
  **0** ITEMS PAST DUE
  **0** ATTACHMENTS

 SEQUENCE NUMBER
  FILTERS (#)

[My Learning Plans](#) > [Remote Communications Resources](#)

1	<p>Microsoft Office 365 Teams: Sign-in and Setup (Course - 24 mins)</p> <p>Microsoft Teams is a chat-based workspace designed for collaboration and teamwork. Discover how to sign in and get set up with Teams.</p> <p>DUE DATE N/A STATUS Not Attempted OPTIONAL No</p> <p>TYPE Course</p>	Launch Course
2	<p>Microsoft Office 365 Teams: Conversation Tools (Course - 35 mins)</p> <p>Collaborate with other team members using conversations. Discover how to use conversation tools in Teams, including sending and formatting messages, creating lists, and managing conversations.</p> <p>DUE DATE N/A STATUS Not Attempted OPTIONAL No</p> <p>TYPE Course</p>	Launch Course
3	<p>Microsoft Office 365 Teams: Teams and Channels (Course - 33 mins)</p> <p>The first step in using Microsoft Teams is to create a team. Discover how to create a team and channels, configure team settings, manage team members, and add bots and connectors.</p> <p>DUE DATE N/A STATUS Not Attempted OPTIONAL No</p> <p>TYPE Course</p>	Launch Course


8. On the next page, Click the **Launch** button once again to be taken to the course.




Establishing Effective Virtual Teams

Building and managing teams is enough of a challenge when everyone is in the same location. Collaboration when working on a team that's virtual requires even more commitment. In this course, you'll learn about teamwork and team leadership when working on a virtual team. You'll cover remote management and tactics for communication, assessment, and meetings for virtual teams.

This course contains eight (8) individual videos



Click Launch to begin the course

 **Launch**

9. Once you complete all courses within the Learning Plan, the Learning Plan will be placed on your transcript and all courses can be re-launched and reviewed from there.

10. Completion credit will be given in Ohio Learn once the course is launched.