



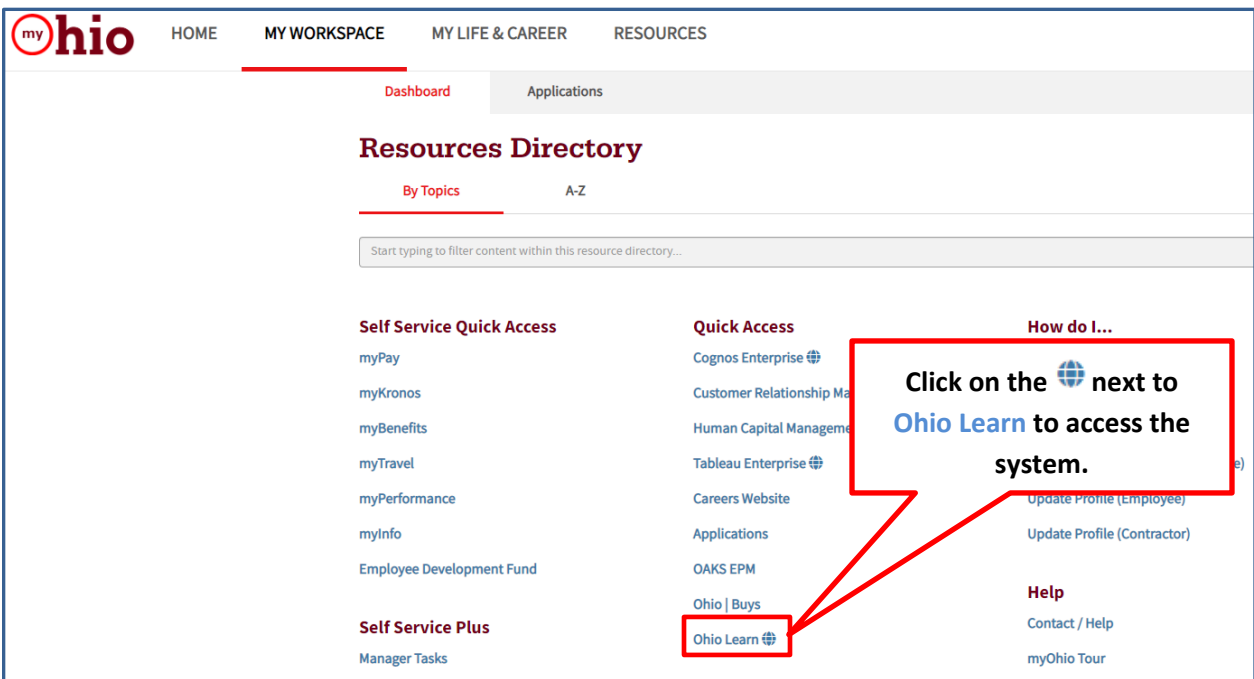
Enrolling/Completing a Learning Plan via Ohio Learn

Enrolling in a Learning Plan via Ohio Learn

This job aid will help you successfully launch Ohio Learn in order to find, enroll in and complete a Learning Plan.

Launching Ohio Learn

1. Employee Navigates to: *myOhio > My Workspace > Ohio Learn* and click on the  next to the words *Ohio Learn* to access the system.



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

The screenshot shows the Ohio Learn main page. At the top left is the Ohio Department of Administrative Services logo. The navigation menu includes Home, My Training, Training Catalog, Resources, and Administration. A red box highlights the Training Catalog dropdown menu, which contains Statewide Catalog, Statewide Training by Topic, and Statewide Competency Library. A red arrow points to Statewide Training by Topic. Below the navigation is a 'Back to MyOhio' link. The main content area features a personalized greeting 'Hi, STANLEY' with a sub-header 'Get started immediately with your Ohio training!'. There are five buttons: 'Getting started overview', 'View my agency training', 'View my statewide training', 'View my transcript', and 'View my team'. Below this is an 'Announcements' section with two items. The first announcement is about the new DAS LearnCenter, with a 'Launch' button. The second announcement is about instructor-led trainings, with a 'View my agency in-progress training' button.

3. Type “**Analysis for Problem Solving**” in the search bar and click Find.

The screenshot shows the 'Statewide Training by Topic' page. The title is 'Statewide Training by Topic'. Below the title is a paragraph explaining the search functionality: '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.' Below the paragraph is a search bar with the text 'Search the Statewide Catalog'. The search bar contains the text 'Analysis for Problem Solving' and a 'FIND' button. To the right of the search bar is an 'ADVANCED SEARCH' link.

4. When the search results display, click **Add Plan** next to the Learning Plan you wish to enroll in.

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

coaching from any level **FIND** **ADVANCED SEARCH**

NARROW RESULTS **RELEVANCE**

ITEM TYPES
Learning Plan (1)

CATEGORIES
Professional Development (1)

START DATE

Analysis for Problem Solving
This Learning Plan contains 4 learning events that must be completed to receive completion credit for this Learning Plan.

TYPE	STATUS	CATEGORY
Learning Plan	Incomplete	Professional Development Training

Add Plan

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

Statewide Training by Topic

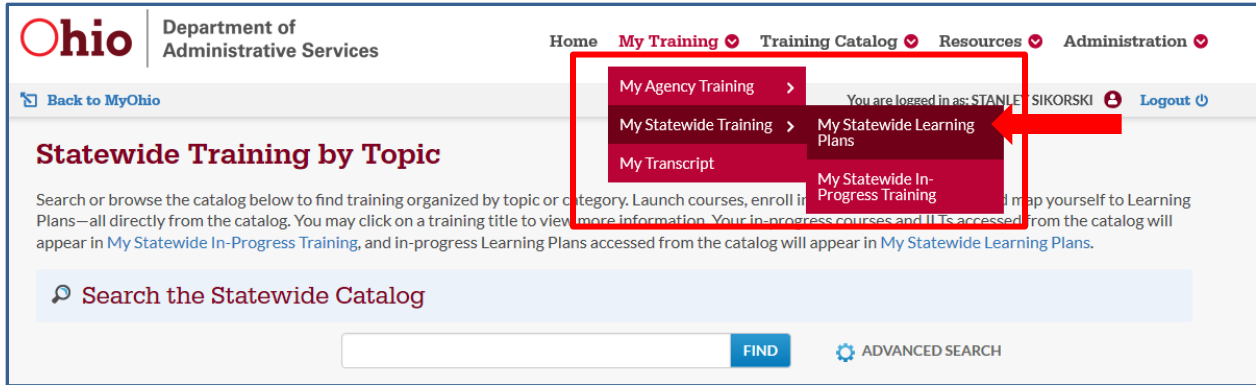
Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed 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

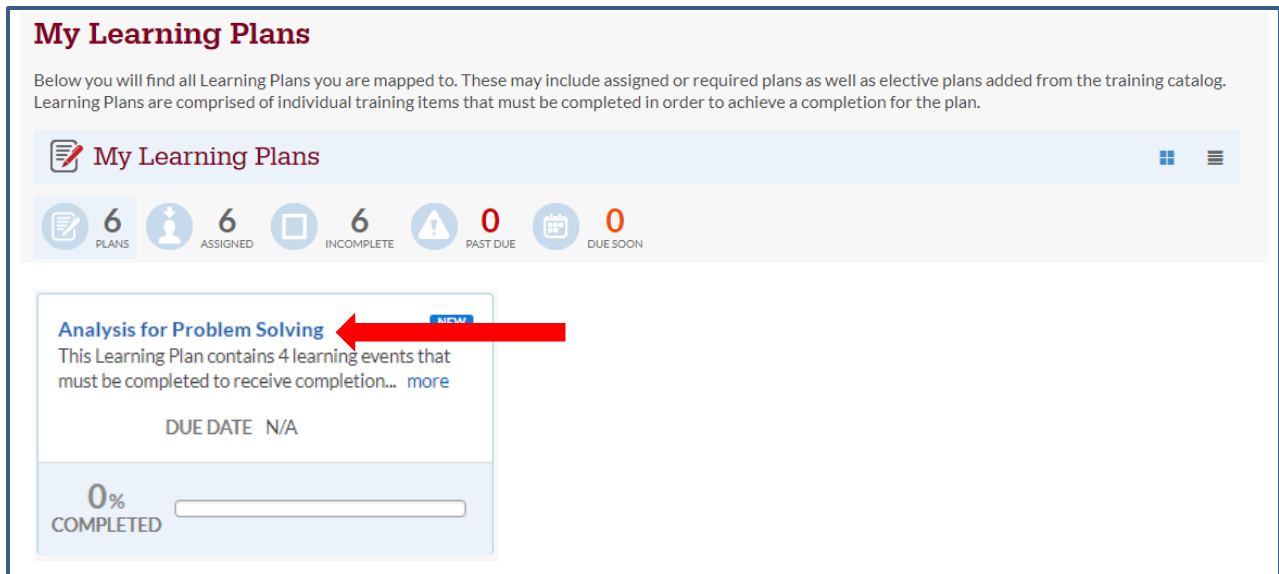
Analysis for Problem Solving **FIND** **ADVANCED SEARCH**

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

- 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.



8. To launch a Course within this Learning Plan, click the **Launch Course** 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

Analysis for Problem Solving

4 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

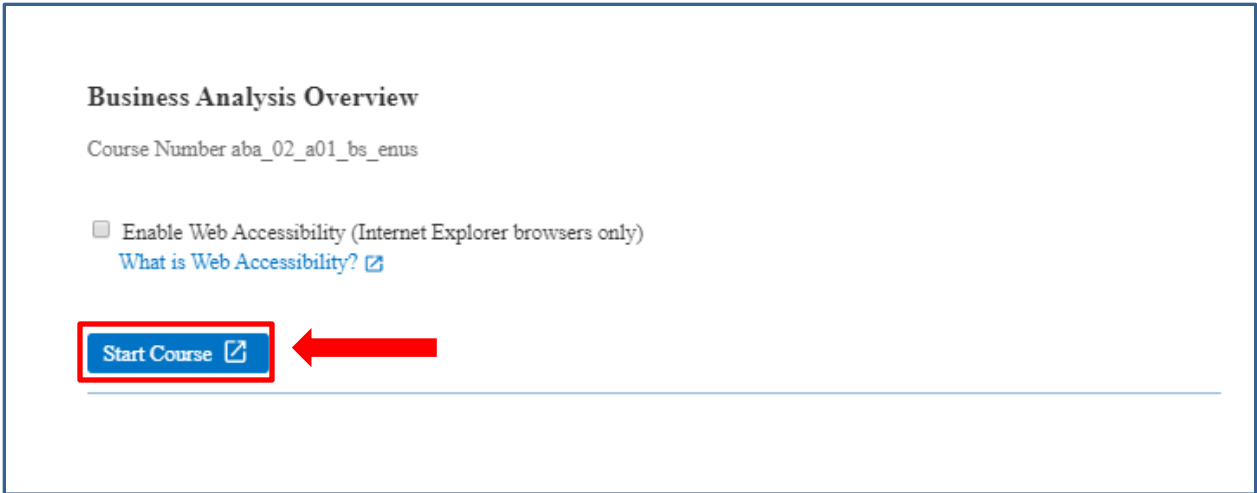
SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Analysis for Problem Solving

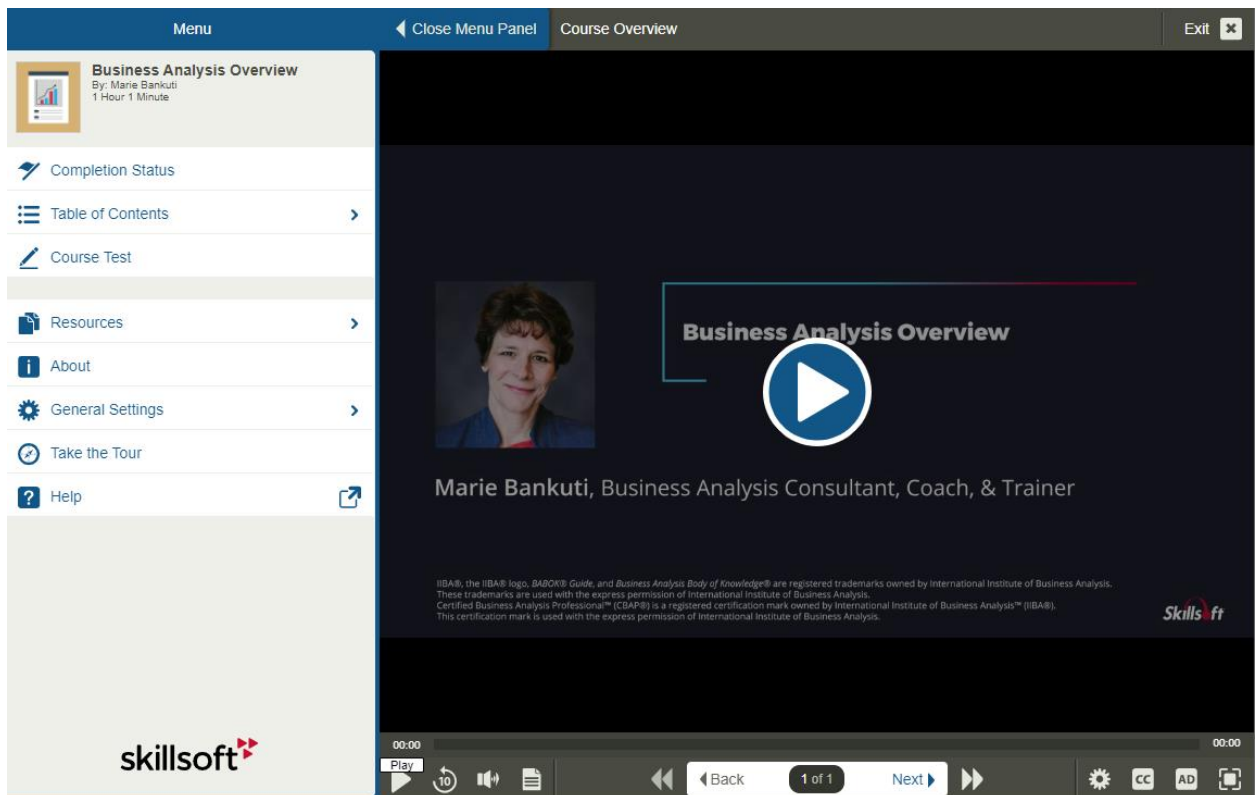
1	Business Analysis Overview Implementing process and system changes to an organization requires fully analyzing the business to enable careful planning. The globally recognized standards of practice in the Business Analysis Body of Knowledge (BABOK), guide the business analyst in the proper analytics to... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
2	Defining Alternative Solutions to a Problem Part of problem solving is creating alternative solutions. In this course, you'll learn how to recognize and avoid common problem... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
3	Getting to the Root of a Problem Solving problems requires strategic thinking. You need to ask the right people the right questions to get to the source of the issue and find the solution. In this course, you'll learn about identifying stakeholders, gaining their input and trust, and using analysis techniques to get to the... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
4	Reaching Sound Conclusions When drawing conclusions, strategic thinking is needed to analyze and weigh the data and information you have to support taking action. In this course, you'll learn how to recognize the critical-thinking activities associated with reaching a sound conclusion. You'll discover how to... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course

Click "Launch Course" to Launch the Web based courses.

9. On the next page, Click the **Start Course** button once again to open the course.



10. The course will open in a separate window.



11. 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.

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