



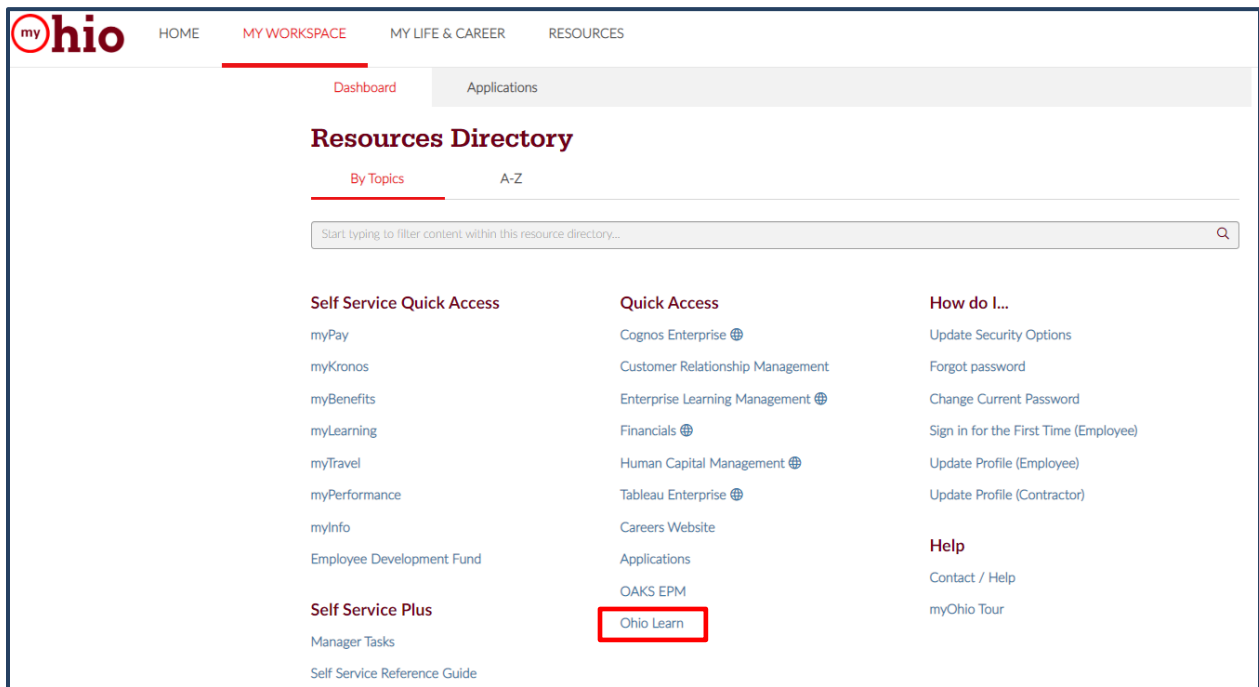
Enrolling in a Learning Plan via Ohio Learn

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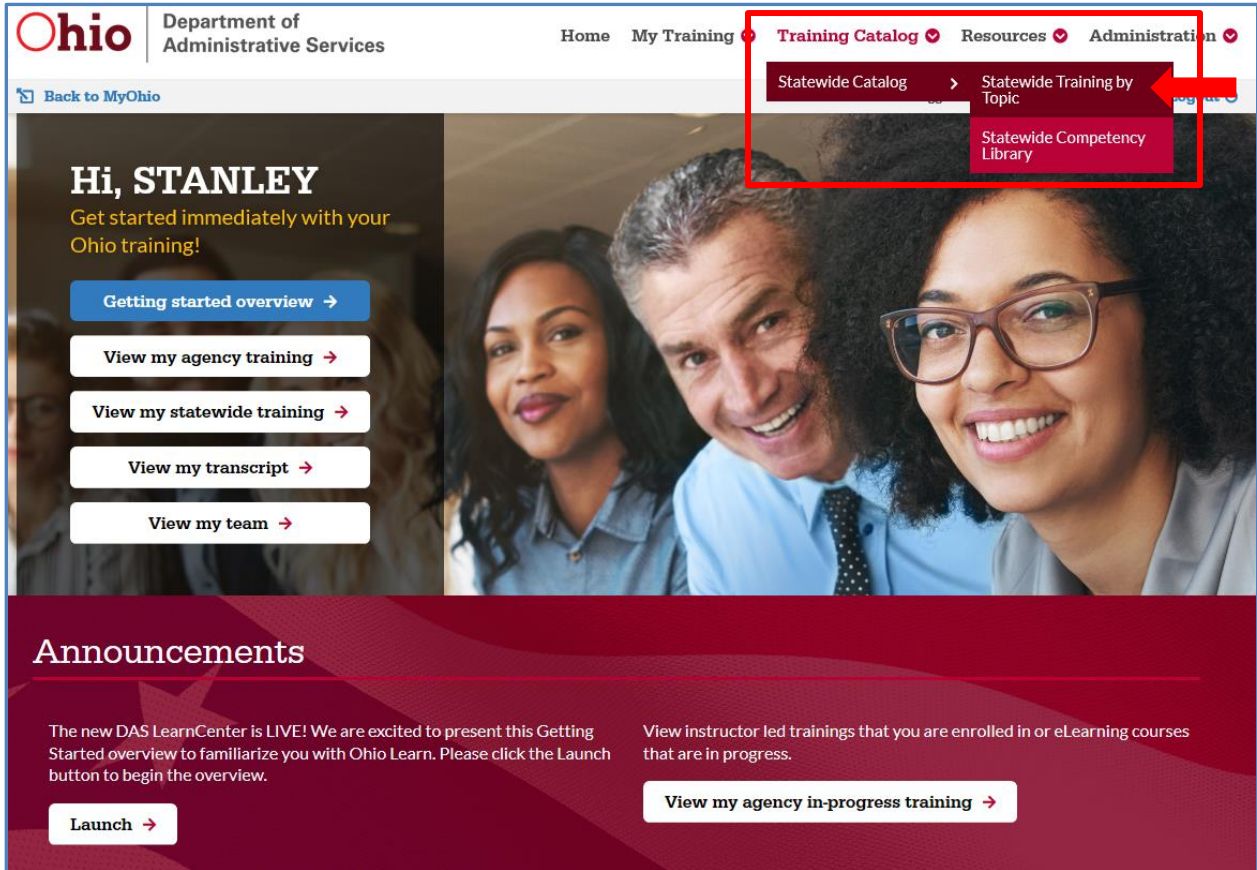
This job aid will help you successfully launch Ohio Learn in order to find, enroll in and complete a Learning Plan.

Launching Ohio Learn

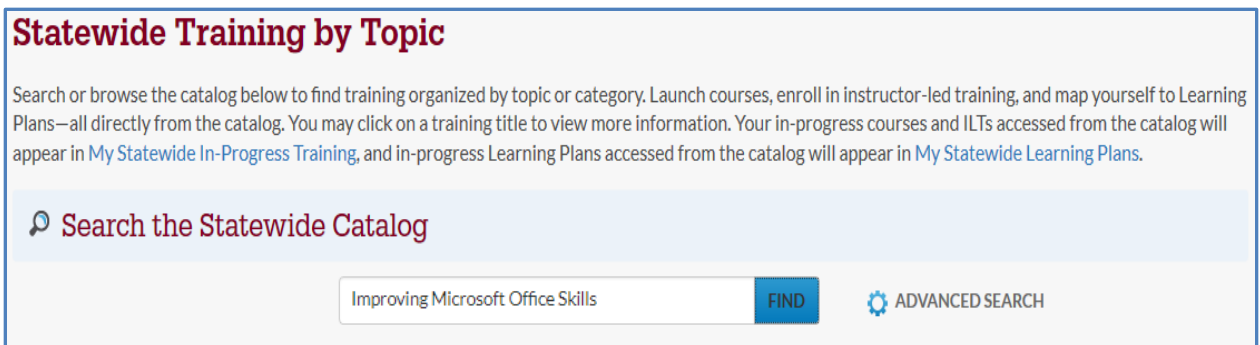
1. Employee Navigates to: [myOhio](#) > [My Workspace](#) > [Ohio Learn](#).



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



- Type "**Improving Microsoft Office Skills**" in the search bar and click Find.



- 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

Improving Microsoft Office Skills **FIND** **ADVANCED SEARCH**

NARROW RESULTS | **RELEVANCE**

- ITEM TYPES**
 - Learning Plan (1)
- CATEGORIES**
 - Professional Development Train (1)
- START DATE**

Improving Microsoft Office Skills
This Learning Plan contains five (5) courses that must be completed to receive completion credit for the plan.

TYPE Learning Plan STATUS Incomplete

CATEGORY Professional Development Training

Add Plan

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

Statewide Training by Topic

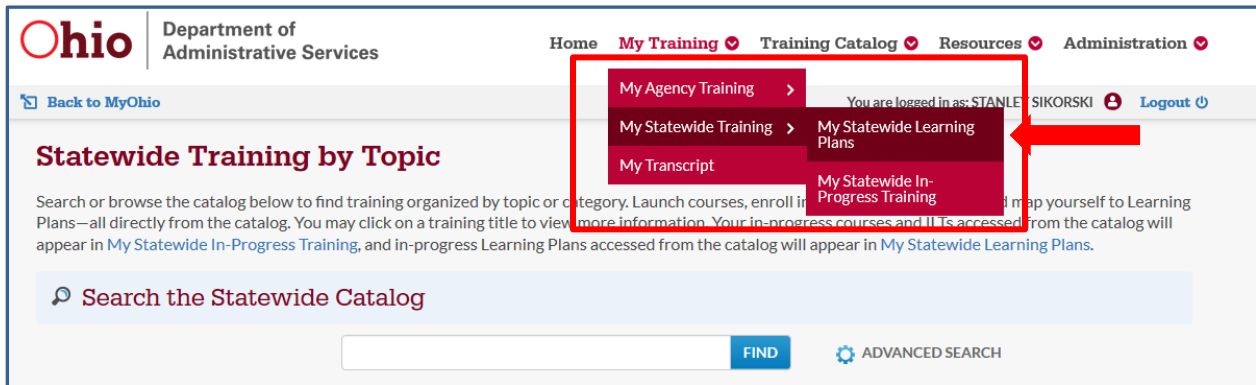
Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed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

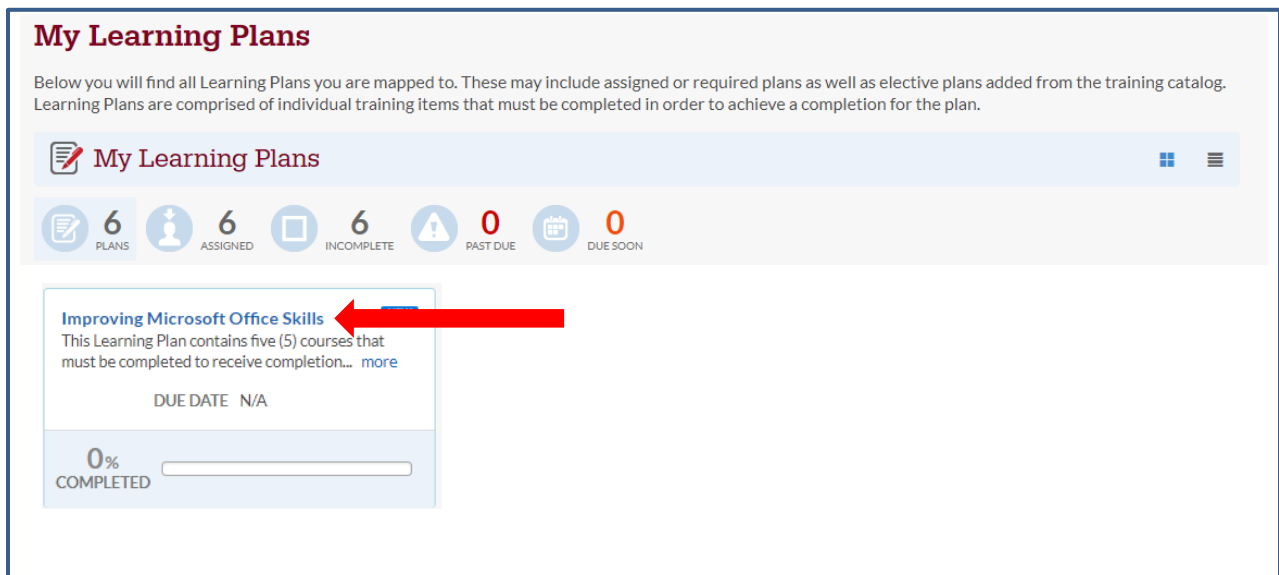
remote working **FIND** **ADVANCED SEARCH**

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

Improving Microsoft Office Skills

5 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Improving Microsoft Office Skills

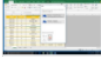
1	Excel 2016: Using Excel 2016 with Office 365 (Course - 54 mins) If you or your organization has a qualifying Office 365 subscription, you can use it to install Excel 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using Excel 2016 include streamlined document management, annotation... more	Launch Course
	DUE DATE N/A STATUS Not Attempted OPTIONAL No TYPE Course	
2	Microsoft Office 365 Teams: Sign-in and Setup (Course - 24 mi Microsoft Teams is a chat-based workspace designed for collaboration a	Launch Course
	DUE DATE N/A ST TYPE Course	
3	Word Office 365 (Windows): Formatting documents (Course - 1 hr, 16 mins) Overview Control every aspect of your text's appearance and structure with Word for Office 365's formatting tools. Use color, effects, and intuitive alignment tools to quickly transform your text and make your document more readable.	Launch Course
	DUE DATE N/A STATUS Not Attempted OPTIONAL No TYPE Course	
4	Word Office 365: Sharing & Collaborating on a Document (Course - 36 mins) Collaboration is made easy in Word for Office 365. Share your document via email, upload your document to your OneDrive storage space, and use the comment and change tracking tools to keep on top of any modifications made to your files.	Launch Course
	DUE DATE N/A STATUS Not Attempted OPTIONAL No TYPE Course	

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


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

Excel 2016: Using Excel 2016 with Office 365

If you or your organization has a qualifying Office 365 subscription, you can use it to install Excel 2016 and get the latest software updates released by Microsoft. Recent updates available to Office 365 subscribers using Excel 2016 include streamlined document management, annotation, and share interfaces, additional PivotTable configuration tools, and icon insertion capabilities.



Click Launch to begin the course.



10. 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.

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