



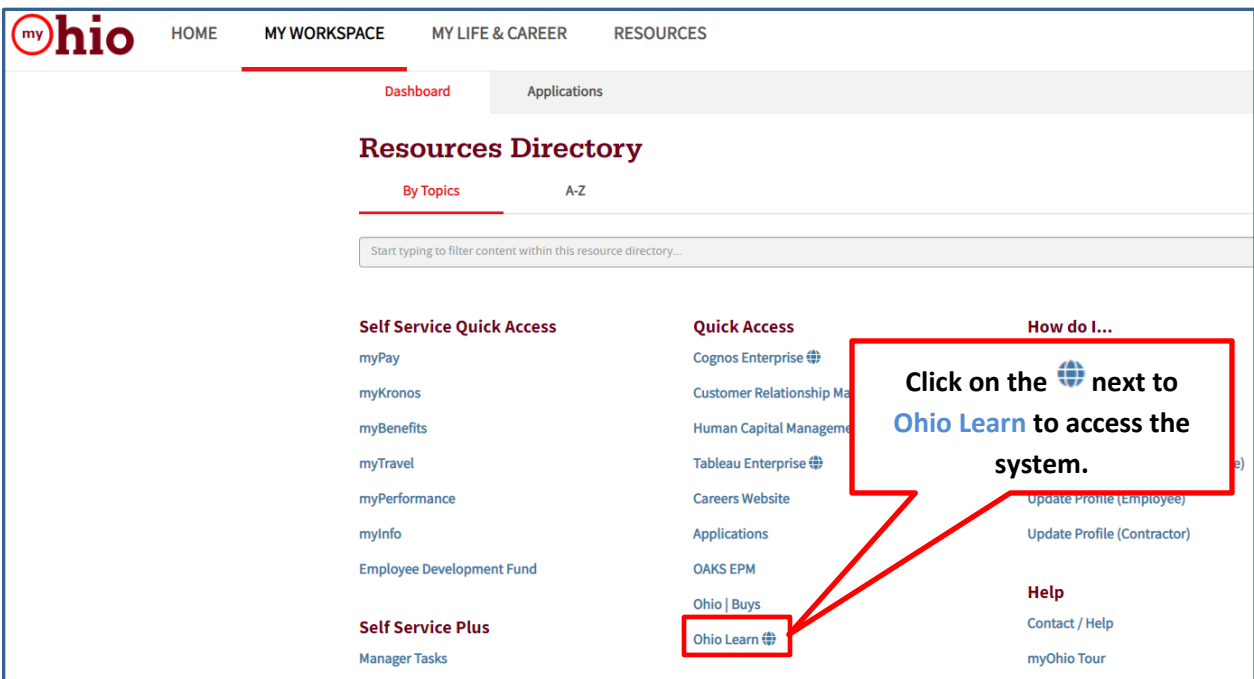
# Enrolling/Completing a Learning Plan via Ohio Learn

## 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, there is a navigation bar with the Ohio logo and 'Department of Administrative Services'. The main navigation includes 'Home', 'My Training', 'Training Catalog', 'Resources', and 'Administration'. A dropdown menu is open under 'Training Catalog', showing 'Statewide Catalog', 'Statewide Training by Topic', and 'Statewide Competency Library'. A red box highlights this dropdown, and a red arrow points to 'Statewide Training by Topic'. Below the navigation, there is a personalized greeting 'Hi, STANLEY' with several buttons: 'Getting started overview', 'View my agency training', 'View my statewide training', 'View my transcript', and 'View my team'. Below that is an 'Announcements' section with two announcements and buttons to 'Launch' and 'View my agency in-progress training'.

3. Type the name of the Learning Plan in the search bar and click Find.

The screenshot shows the 'Statewide Training by Topic' page. It has a heading 'Statewide Training by Topic' and a paragraph explaining the search functionality. Below the text is a search bar with a magnifying glass icon and the text 'Search the Statewide Catalog'. The search bar contains the text 'information Technology Resources' and a blue 'FIND' button. To the right of the search bar is a link for 'ADVANCED SEARCH' with a gear icon.

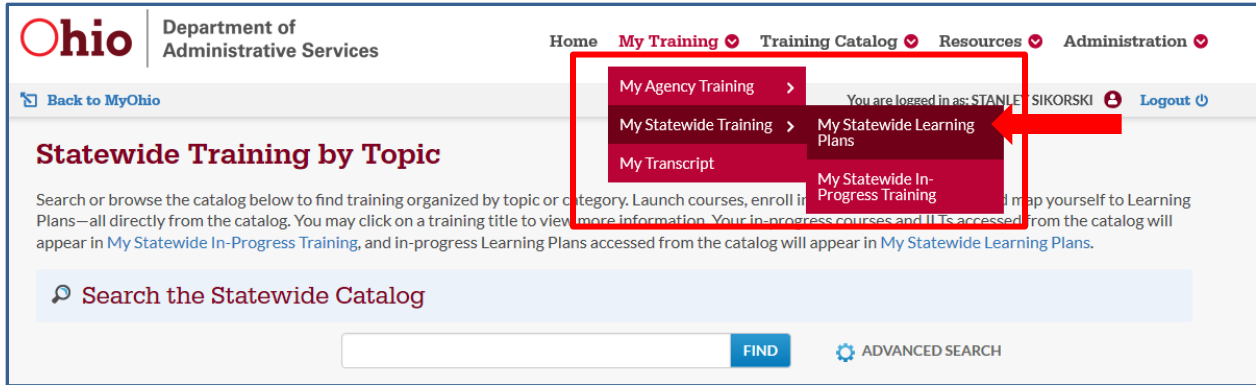
4. When the search results display, click **Add Plan** next to the Learning Plan you wish to enroll in.

The screenshot shows the 'Statewide Training by Topic' interface. At the top, there is a search bar containing 'information Technology Resources' and a 'FIND' button. Below the search bar, there are filters for 'ITEM TYPES' (Learning Plan (1)), 'CATEGORIES' (Professional Development (1)), and 'START DATE'. The search results show a single entry for 'Information Technology Resources' with a description: 'This Learning plan includes eight (8) individual courses.' To the right of this entry is a blue 'Add Plan' button, which is highlighted with a red box.

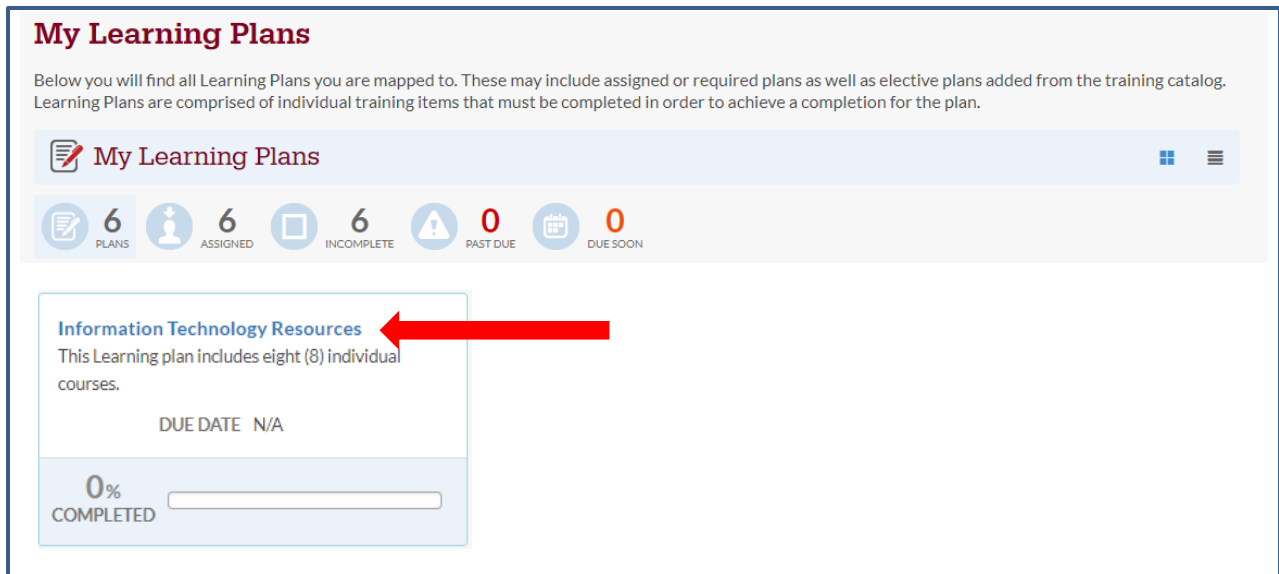
5. You will receive confirmation that you have successfully added the Learning Plan to your Ohio Learn Statewide Training.

The screenshot shows the 'Statewide Training by Topic' interface. At the top, there is a search bar containing 'Skills for Managing and Developing Performance' and a 'FIND' button. Below the search bar, there are filters for 'ITEM TYPES' (Learning Plan (1)), 'CATEGORIES' (Professional Development (1)), and 'START DATE'. The search results show a single entry for 'Remote Communications Resources' with a description: 'This Learning plan includes eight (8) individual courses.' To the right of this entry is a blue 'Add Plan' button, which is highlighted with a red box. Below the search results, there is a green confirmation message: 'You have successfully added yourself to the Remote Communications Resources. Learning Plan. There may be a delay before you see updated completion information.' This message is also highlighted with a red box.

- 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 Learning Plans**

Below you will find all 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.

**Information Technology Resources**

8 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

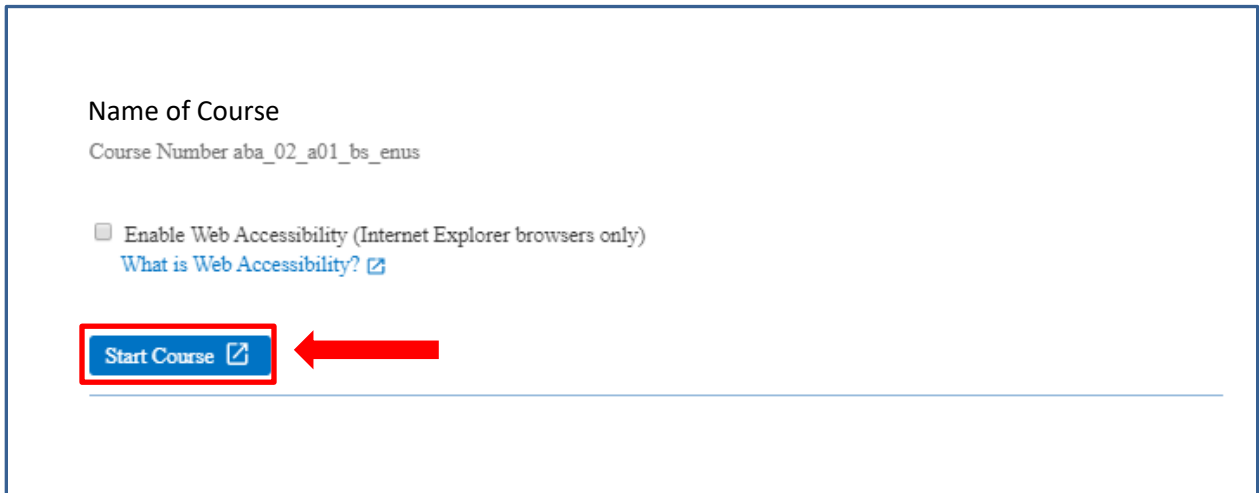
SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Information Technology Resources

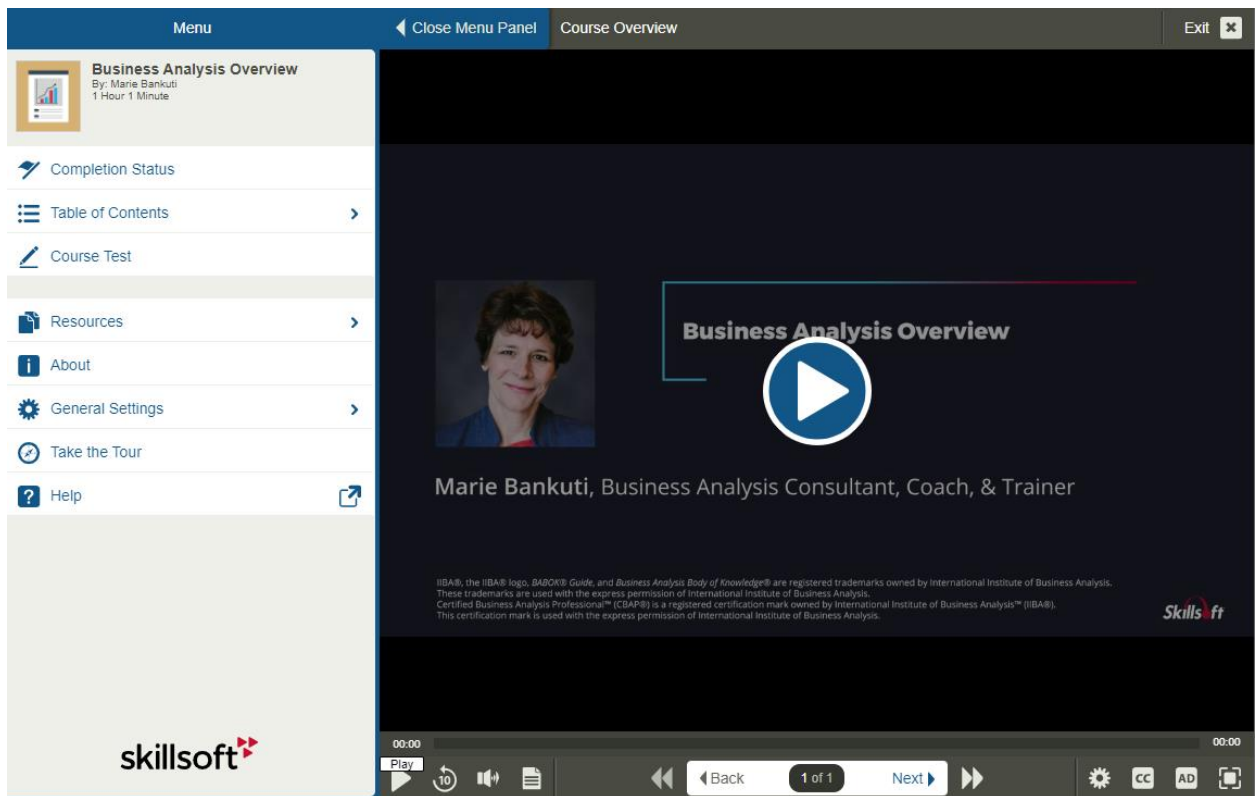
1	<b>Azure Fundamentals: Azure Network Security</b> Course_Description=...	DUE DATE N/A	STATUS Incomplete	OPTIONAL No	TYPE Course	<b>Launch Course</b>
2	<b>Azure Fundamentals: Cloud Computing</b> Course_Description=...	DUE DATE N/A	STATUS Incomplete	OPTIONAL No	TYPE Course	<b>Launch Course</b>
3	<b>Azure Fundamentals: Monitoring the Azure Environment</b> Course_Description=...	DUE DATE N/A	STATUS Incomplete	OPTIONAL No	TYPE Course	<b>Launch Course</b>
4	<b>Introduction to SQL</b> Course_Description=As with any development skill in the industry, learning the core fundamentals creates a foundation. In this course, you will take your first steps in learning about relational databases and Structured Query Language (SQL). This... more	DUE DATE N/A	STATUS Incomplete	OPTIONAL No	TYPE Course	<b>Launch Course</b>

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

9. On the next Web 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 Complete. **Credit will not be given in Learning on Demand when completing through Ohio Learn.**