



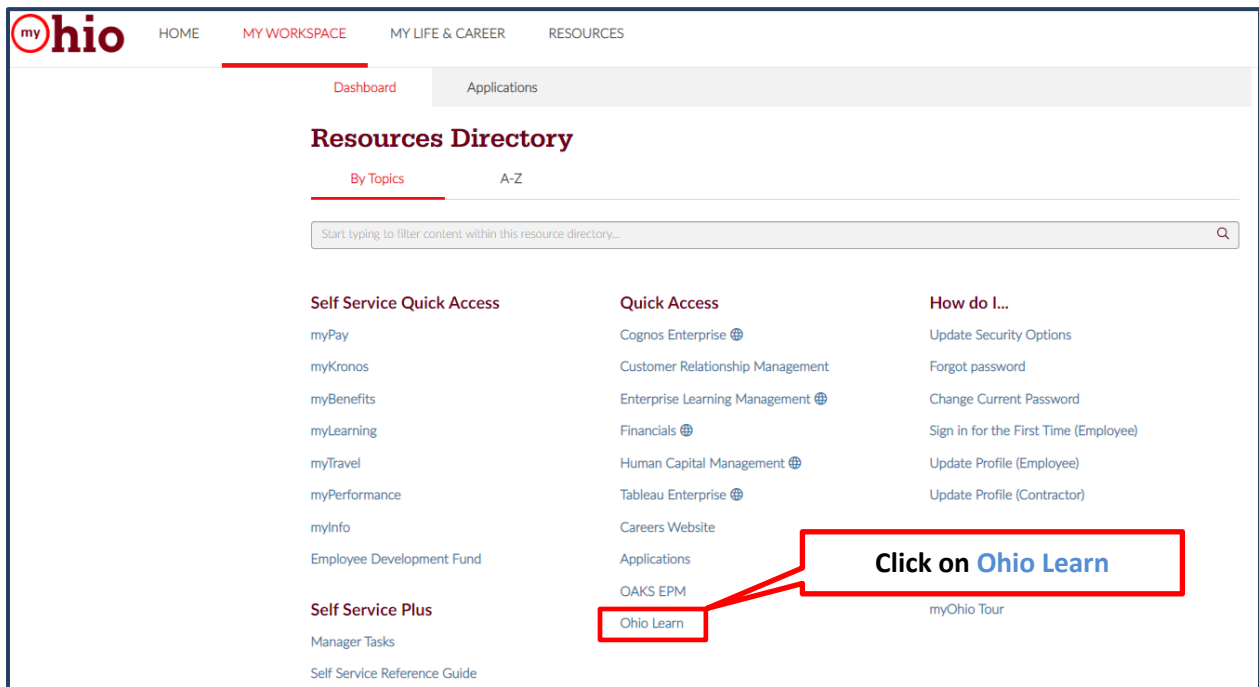
# Enrolling in a Learning Plan via Ohio Learn

## 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](#).



- 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 the Statewide Training by Topic option. Below the navigation is a 'Back to MyOhio' link. The main content area features a personalized greeting 'Hi, STANLEY' and several 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: one about the new DAS LearnCenter and another about instructor-led trainings. A 'Launch' button is associated with the first announcement, and a 'View my agency in-progress training' button is associated with the second.

- Type **“Ins and Outs of Communication”** in the search bar and click Find.

The screenshot shows the 'Statewide Training by Topic' search 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 'Ins and Outs of Communication' 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**

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

**NARROW RESULTS** **RELEVANCE**

**ITEM TYPES**  
Learning Plan (1)

**CATEGORIES**  
Professional Development (1)

**START DATE**

**Ins and Outs of Communication**  
This Learning Plan contains 15 individual learning events. Each Learning event must be launched from Ohio Learn to complete the Learning Plan.

TYPE Learning Plan STATUS Incomplete

CATEGORY 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**

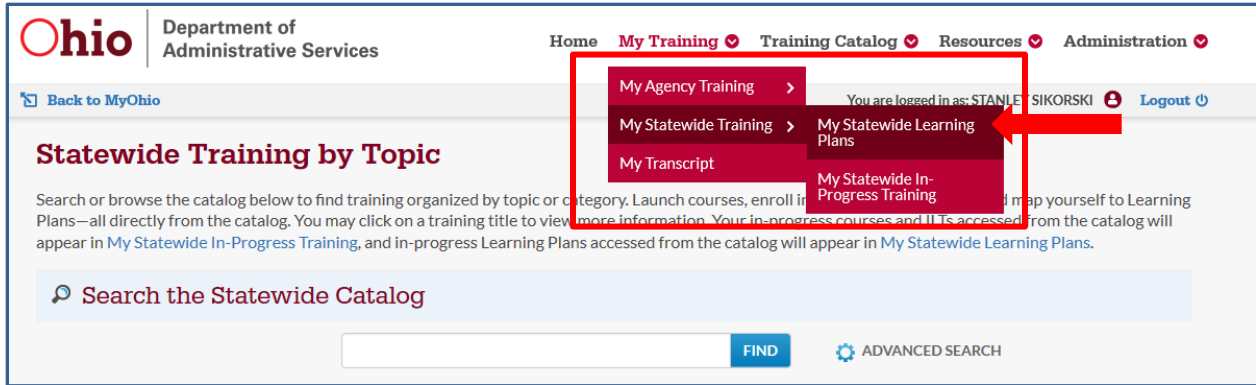
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**Search the Statewide Catalog**

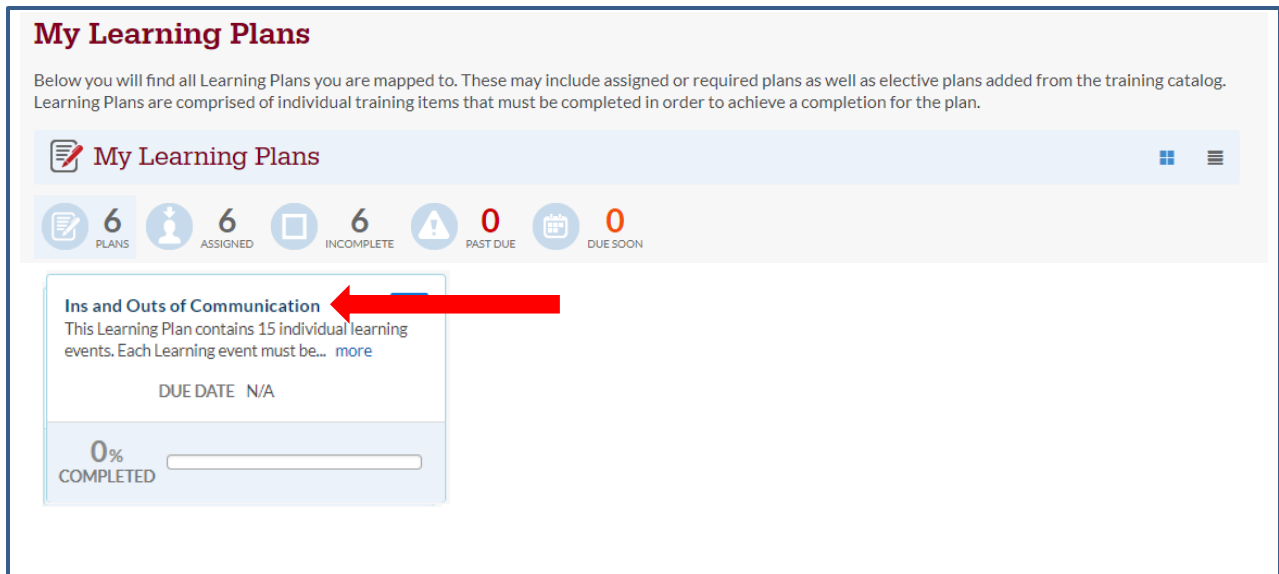
remote working **FIND** **ADVANCED SEARCH**

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

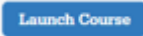
- Go back to the menu at the top of the page and select **My Training**, hover over **My Statewide Training** and then click on **My Statewide Learning Plans**.

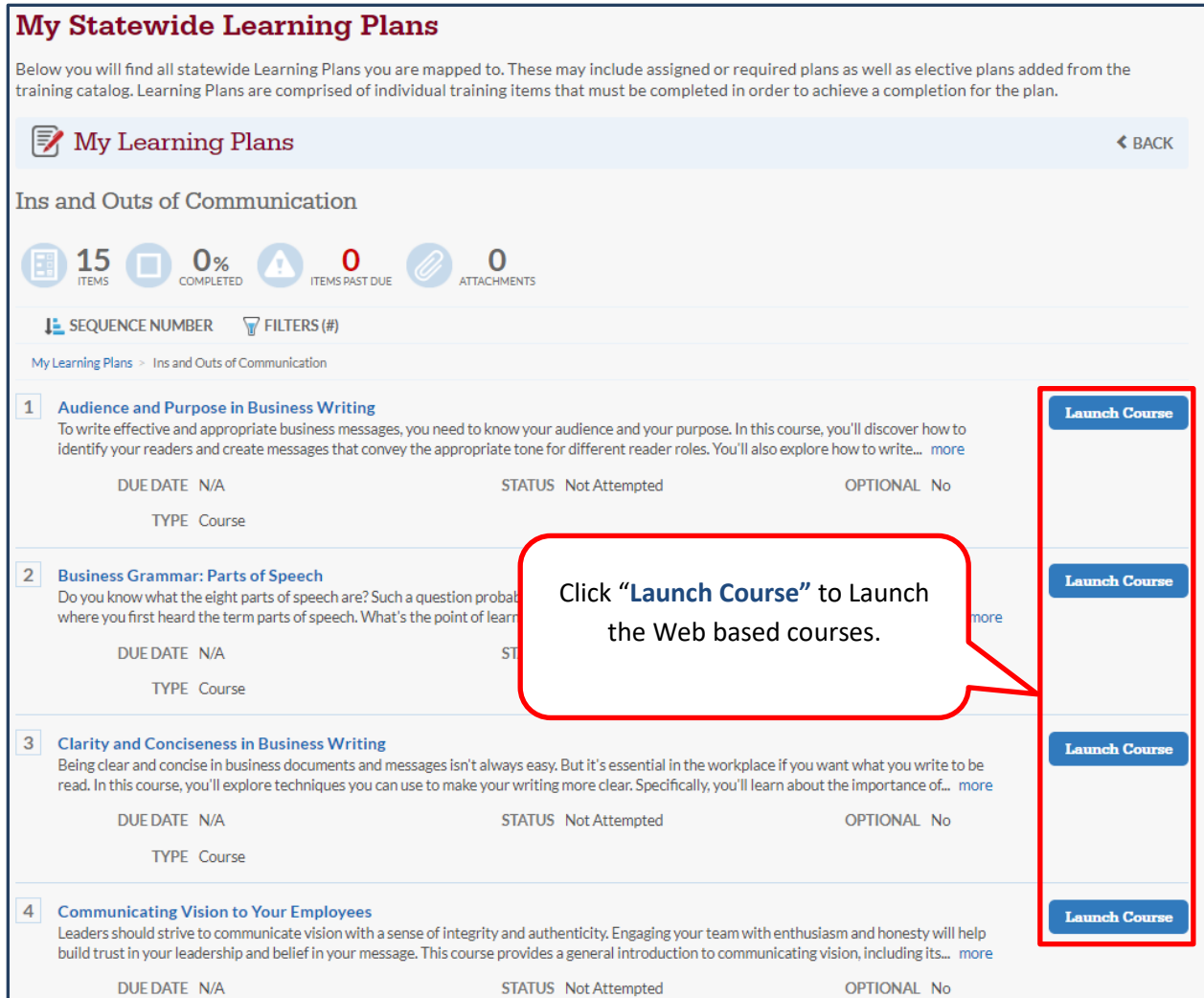


- The Learning Plan(s) that you selected on the previous screen will display. Click the title of the Learning Plan to access the courses within.





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

**Ins and Outs of Communication**

15 ITEMS   0% COMPLETED   0 ITEMS PAST DUE   0 ATTACHMENTS

SEQUENCE NUMBER   FILTERS (#)

My Learning Plans > Ins and Outs of Communication

1	<b>Audience and Purpose in Business Writing</b> To write effective and appropriate business messages, you need to know your audience and your purpose. In this course, you'll discover how to identify your readers and create messages that convey the appropriate tone for different reader roles. You'll also explore how to write... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	<b>Launch Course</b>
2	<b>Business Grammar: Parts of Speech</b> Do you know what the eight parts of speech are? Such a question probably where you first heard the term parts of speech. What's the point of learn... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	<b>Launch Course</b>
3	<b>Clarity and Conciseness in Business Writing</b> Being clear and concise in business documents and messages isn't always easy. But it's essential in the workplace if you want what you write to be read. In this course, you'll explore techniques you can use to make your writing more clear. Specifically, you'll learn about the importance of... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	<b>Launch Course</b>
4	<b>Communicating Vision to Your Employees</b> Leaders should strive to communicate vision with a sense of integrity and authenticity. Engaging your team with enthusiasm and honesty will help build trust in your leadership and belief in your message. This course provides a general introduction to communicating vision, including its... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	<b>Launch Course</b>

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.


**Audience and Purpose in Business Writing**

To write effective and appropriate business messages, you need to know your audience and your purpose. In this course, you'll discover how to identify your readers and create messages that convey the appropriate tone for different reader roles. You'll also explore how to write effectively for the three most common purposes: to inform, respond, or persuade.

**Course: 29 minutes**



Click Launch to begin the course

 **Launch**

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.