



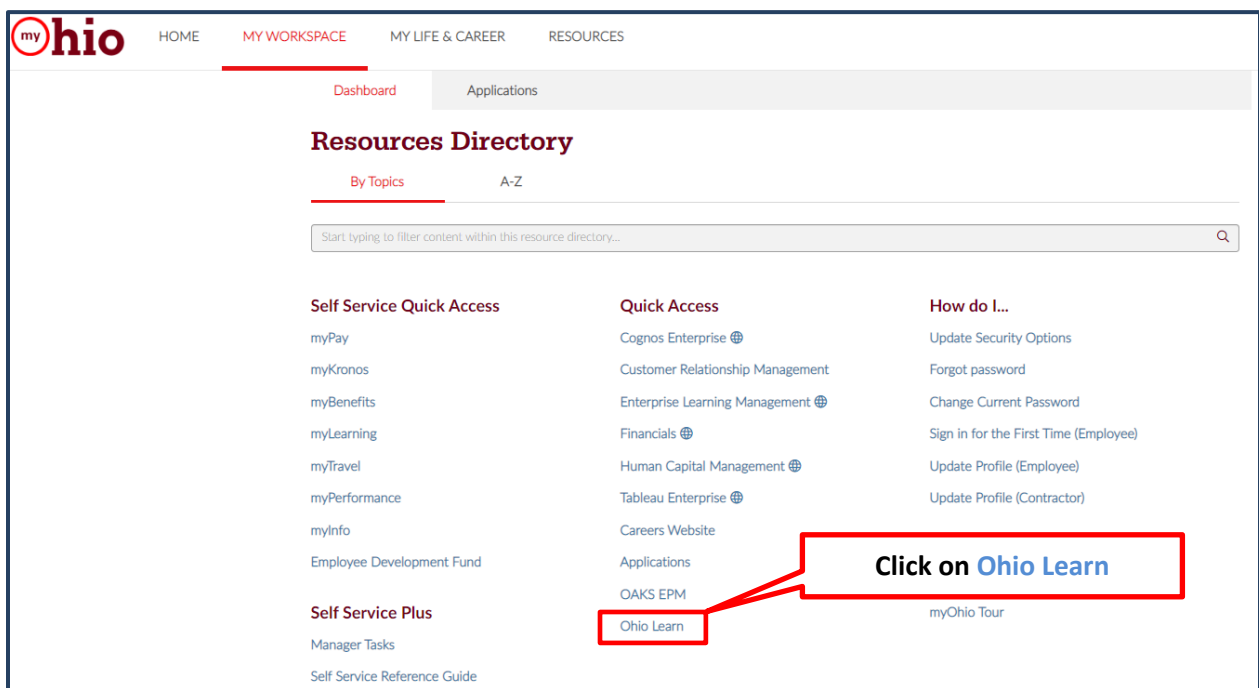
Enrolling/Completing a Learning Plan via Ohio Learn

Enrolling in a Learning Plan via Ohio Learn

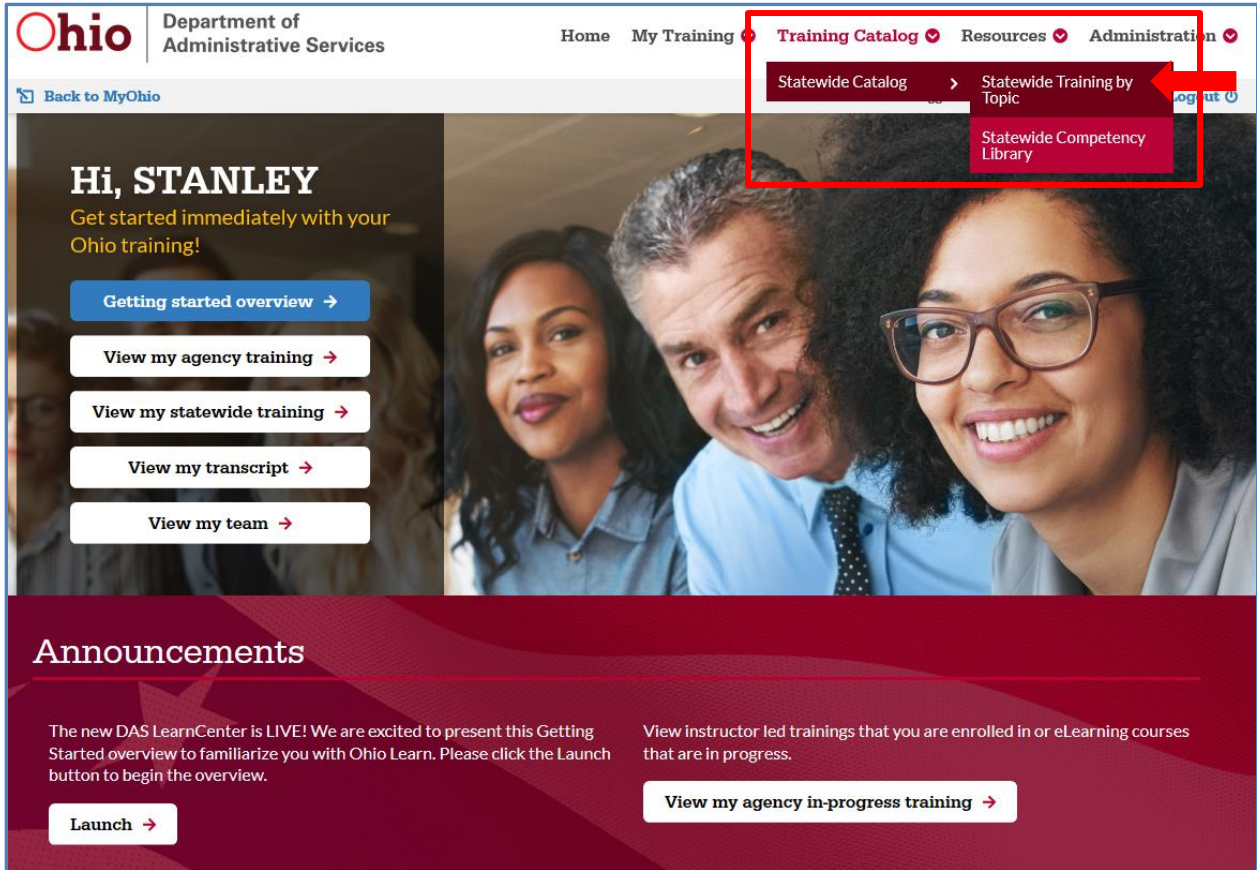
This job aid will help you successfully launch Ohio Learn in order to find, enroll in and complete a Learning Plan.

Launching Ohio Learn

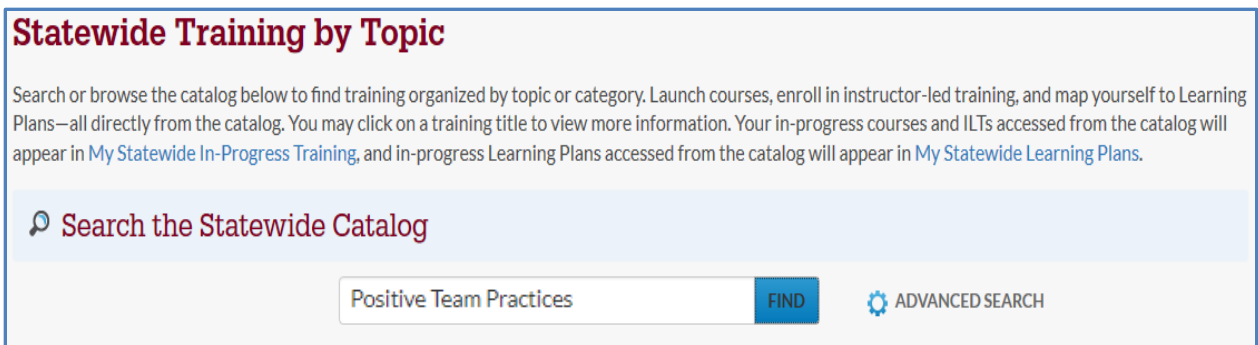
1. Employee Navigates to: [myOhio](#) > [My Workspace](#) > [Ohio Learn](#).



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



- Type "**Positive Team Practices**" in the search bar and click Find.



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

Positive Team Practices **FIND** **ADVANCED SEARCH**

NARROW RESULTS **RELEVANCE**

ITEM TYPES
Learning Plan (1)

CATEGORIES
Professional Development (1)

START DATE

Positive Team Practices
This Learning Plan consists of six (6) individual learning events. Each learning event must be launched and completed to receive completion credit for the Learning Plan.

Add Plan

TYPE	STATUS	CATEGORY
Learning Plan	Not Attempted	Professional Development Training

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

Statewide Training by Topic

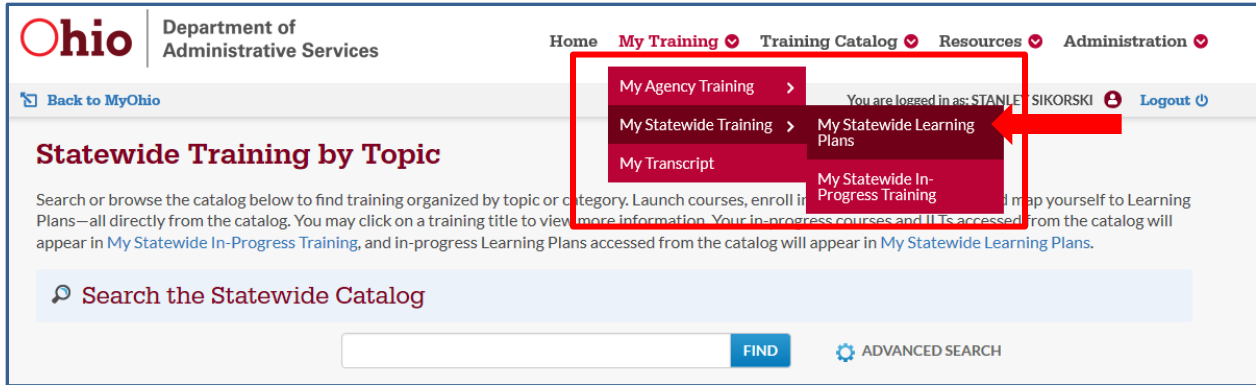
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Search the Statewide Catalog

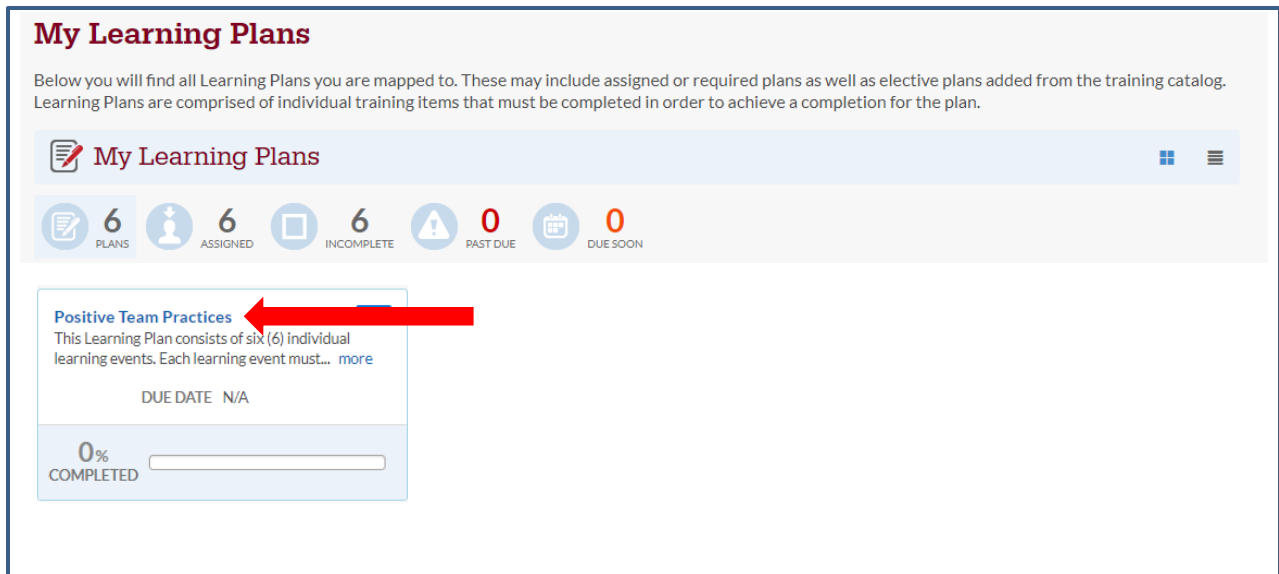
Positive Team Practices **FIND** **ADVANCED SEARCH**

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.

The screenshot shows the 'My Learning Plans' page for 'Positive Team Practices'. It features a summary bar with 6 items, 0% completed, 0 items past due, and 0 attachments. Below this are filter options for 'SEQUENCE NUMBER' and 'FILTERS (#)'. The main content is a list of four courses, each with a 'Launch Course' button on the right. A red box highlights these buttons, and a callout bubble points to them with the text: 'Click "Launch Course" to Launch the Web based courses.'

Item	Title	Description	Due Date	Status	Optional	Type	Action
1	Building the Foundation for an Effective Team	The way in which teams are built is an important factor in determining a project's success. Effective team management requires strong team leadership that clearly outlines your goals and standards of behavior.	N/A	Not Attempted	No	Course	Launch Course
2	How to Empower Others	Teenagers need to make mistakes to learn. The same is true in business. Teenagers need to make mistakes to learn. The same is true in business. Teenagers need to make mistakes to learn. The same is true in business.	N/A	Not Attempted	No	Course	Launch Course
3	Influencing through Positive Leadership	An organization's social and political landscape can provide opportunities for positive leadership, influencing others in order to accomplish team and company goals. In this course, you will discover methods and strategies for effectively influencing a team to accept your ideas. You'll be... more	N/A	Not Attempted	No	Course	Launch Course
4	Leading Your Team through Change.	Change is always happening. Effective team leadership means managing teams through the ongoing transition processes that facilitate change. Removing obstacles that can hinder the productive teamwork required to make these transition processes smooth is essential. In this course... more	N/A	Not Attempted	No	Course	Launch Course

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

Building the Foundation for an Effective Team

The way in which teams are built is an important factor in determining a project's success. Effective team management requires strong team leadership that clearly outlines your goals and standards of behavior.

Course: 29 minutes



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.