



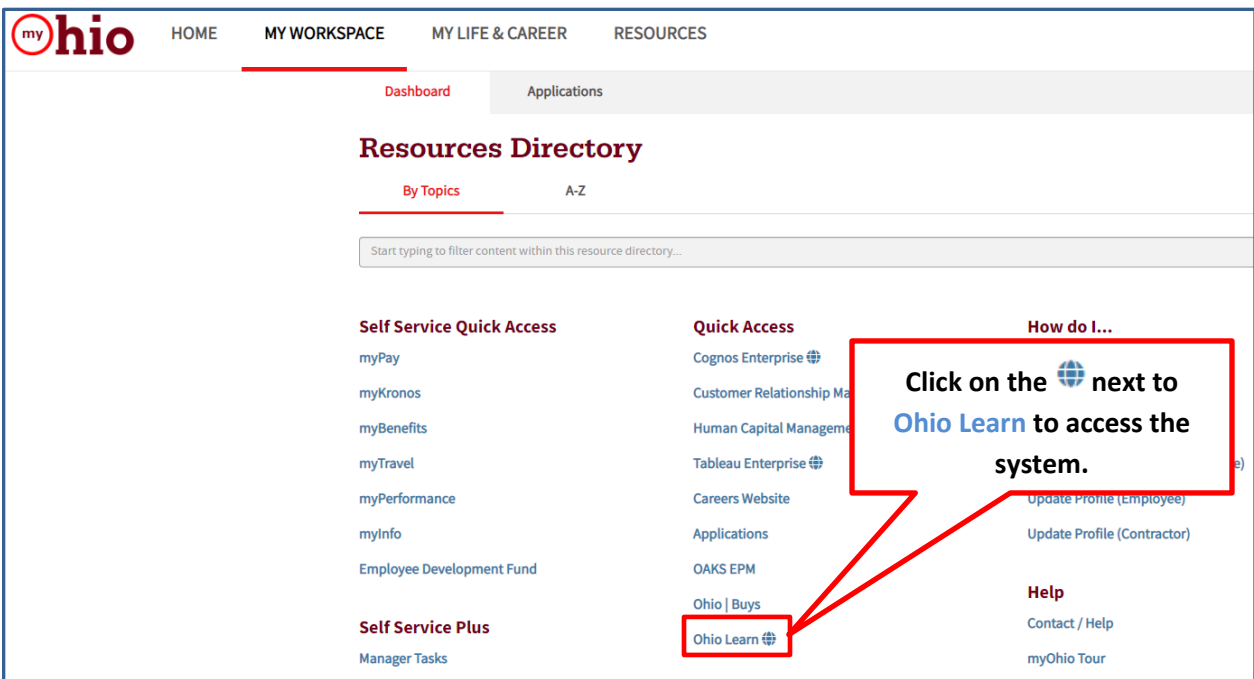
Enrolling/Completing a Learning Plan via Ohio Learn

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.*



- 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' with the text 'Get started immediately with your Ohio training!' and 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 announcements and buttons to 'Launch' and 'View my agency in-progress training'.

- Type “**Skills for Managing and Developing Performance**” 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 the text 'Skills for Managing and Developing Performance' 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

Skills for Managing and Developing Performance **FIND** **ADVANCED SEARCH**

NARROW RESULTS **RELEVANCE**

ITEM TYPES
Learning Plan (1)

CATEGORIES
Professional Development (1)

START DATE

Skills for Managing and Developing Performance
This Learning plan consists of twelve (12) individual learning events.

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

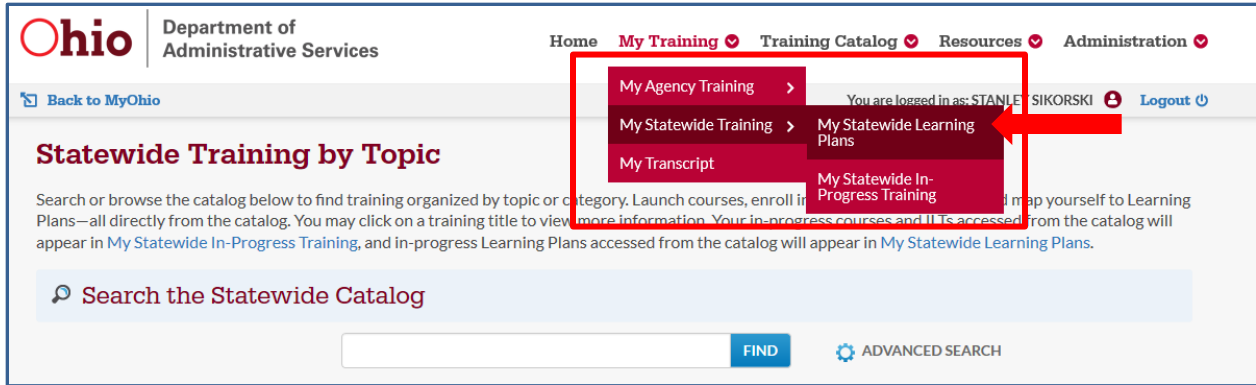
Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed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

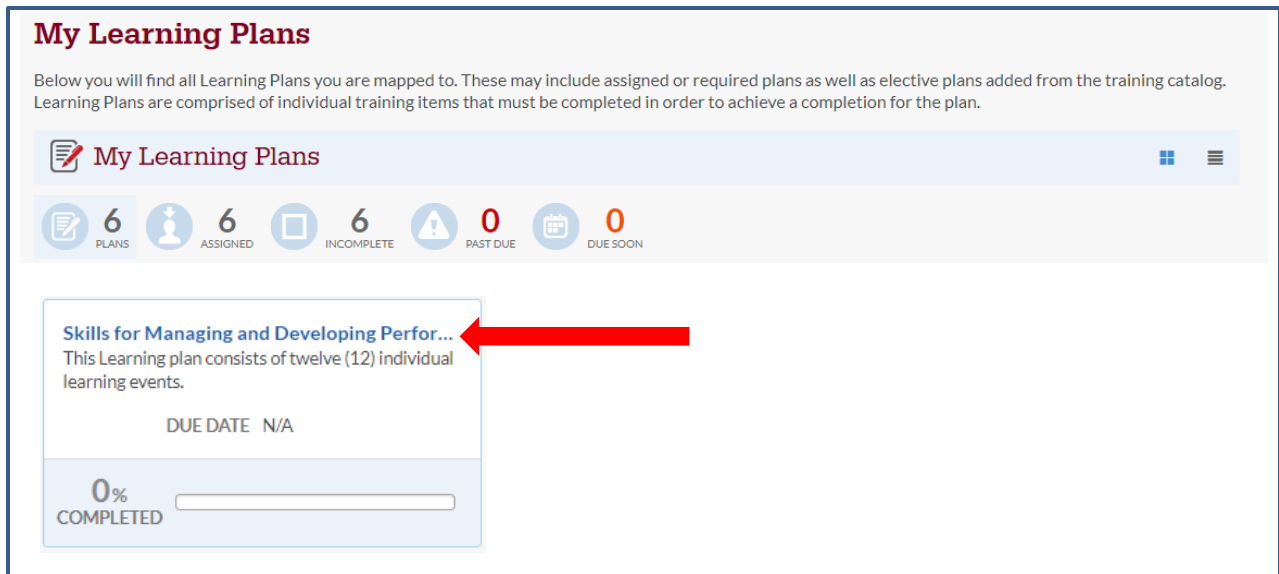
Skills for Managing and Developing Performance **FIND** **ADVANCED SEARCH**

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

Skills for Managing and Developing Performance

12 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

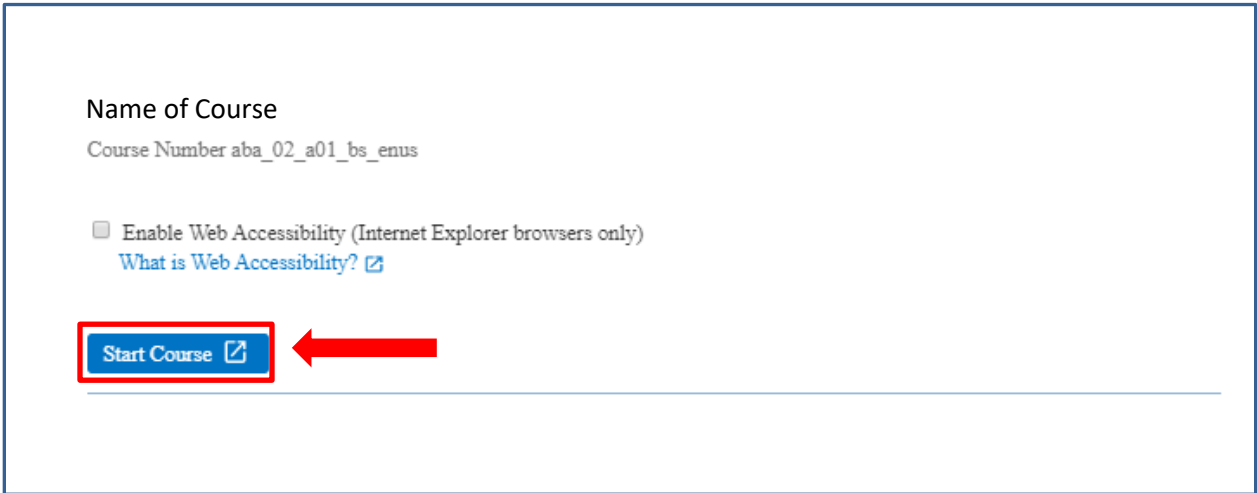
SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Skills for Managing and Developing Performance

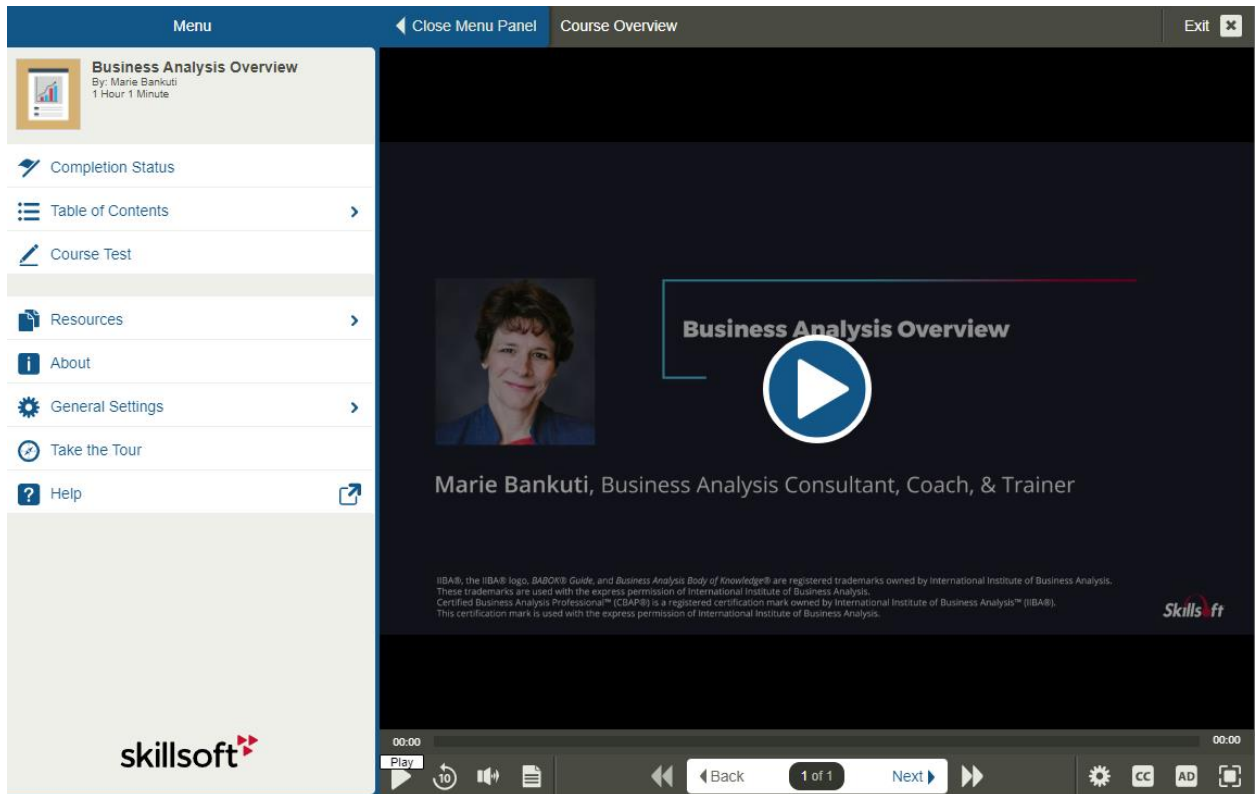
1	Aligning Goals and Priorities to Manage Time Course_Description=Too much to do and too little time? Everything is urgent? Modern technology means our employers can reach us 24/7, so schedule management and goal setting are more important than ever. When you're under pressure to deliver, you need to know your... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
2	Aligning Unit Goals and Imperatives Course_Description=Getting your priorities straight, no matter what you requires you to think about the bigger picture, to ensure your department... more	DUE DATE N/A	STATUS		Launch Course
3	Assessing Your Own Leadership Performance Course_Description=If you're working on a team in a team leadership position, monitoring your own progress as you develop is a simple and effective way to ensure success in your team collaboration. Knowing how to self-assess your teamwork and leadership competencies will help you... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
4	Better Feedback Course_Description=The negative stereotypes about giving and receiving feedback needs to change. TargetAudience= more				Launch Course

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 launched.