

eLearning Management - Learner Quick Reference Guide

Summary: This quick reference guide is designed to guide the user through eLearning functionality available to a learner.

Log into the District Portal

1. Open an Internet Explorer browser window.
2. Login to the District Portal
3. Click on the PeopleSoft Tile



Access My Learning

1. Click on the **My eLearning** tile to view a summary of your learning activities and to see the eLearning menu.



All Learning

1. Your learning activities will display in the main page (center section). Click on any of the column headers to sort the information.



2. Select a **Filter Name** from the **View** dropdown menu to view specific learning based on the selected filter.



3. Click **Go** to see your filter results

View Certification Status

1. Click on the **Certification Status** link to see the status of learning certificates completed within eLearning.



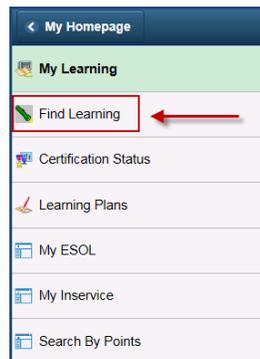
2. Select a **View** from the drop down menu to view all certifications or certification statuses.



3. Click **Go** to see your filter results

Find Learning

1. Click on the **Find Learning** menu link to search the learning catalog by description or advanced selection criteria.



2. Filter the catalog by choosing Category, Learning Type, or Upcoming Events.

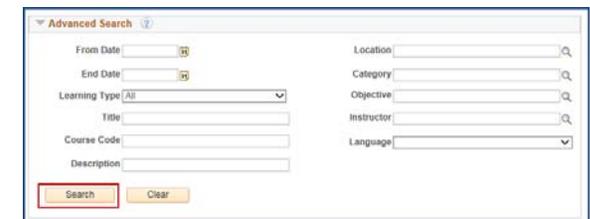


3. To search the catalog by a keyword, enter the word(s) in the Search by keyword field and click the arrow next to the field.



4. To search by more specific search criteria, click the **Advanced Search** link.

5. Enter information into the desired categories then click **Search**.



Enroll into a Class

1. From your search results: Click on the **Enroll** button next to the class you want to enroll in.
2. On the Review Information page, click **Submit Enrollment**. A confirmation page will appear.