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Welcome to BaylorCompass

This section introduces BaylorCompass, the online career management system available to all faculty and staff of Baylor with anytime, anywhere access.

Vocabulary List

**Development Plan**: activities designed to support employees while they work toward achieving goals, demonstrating competencies, career development and/or higher-level organizational goals. This functionality will be utilized and explained in more detail at a later time.

**Learning Unit**: courses (online and instructor-led), resources (workbooks, books, etc.), online documents, assessments, webcasts, etc.

**Session**: an instance of a learning unit that takes place at a fixed time. Can be a single class or series of classes.

**Catalog**: a method of grouping learning unit activities; for example, learning activities can be grouped by topic or audience.

**Learning Path**: a group of courses to be completed that can be assigned to a learner as a whole.

**Certification**: a designation earned by a person to become qualified to perform a job or task.
Chapter 2

Navigating in BaylorCompass

This section provides a quick look at the ‘Home’ screen.

Log in to BaylorCompass: www.baylor.edu/compass

TIP:

Bookmark BaylorCompass after logging in, and rename your bookmark/favorite so you'll remember it!

The BaylorCompass 'Home' screen
Profile: A brief summary including the name of your supervisor and HR Client Relationship Manager

Activity Tracker:
A list of your recent activity; modify what is displayed by clicking the wrench icon tab, OR hide the tracker by clicking the right arrow in the upper-left. Group by date or type.

My Tasks: A list of Learning or other tasks currently to be completed in the system
The BaylorCompass ‘My Performance' screen

Profile: Includes your title, email address, supervisor, and department

Goals (coming soon): HR will tell you more about the functionality of this tab in the near future.
Development Plans > Learning Activities: View your current and past learning activities here.

More information about how you can use the Development Plans function, below, coming soon.

Evaluations (coming soon): This tab will display performance appraisal records after the Performance module of BaylorCompass is released this spring, and staff have completed their first online performance appraisal.

The BaylorCompass ‘Learning Library' screen
Browsing Learning Library

This section provides an overview of browsing for learning elements (learning units, learning paths, and certifications).

Searching for Learning

You can search for learning using a key word search or an advanced search.

1. Click Learning Library.
2. Type the key word text in the box, and then click Search.

OR click Advanced Search, then configure the options as required, and then click Search.

Tip:

To show the entire list of learning elements and clear your advanced search options (if applied), click Show All.

In the search bar on the left, search by course title, description, keyword, etc.; or limit your search using the Advanced Search options.
**Advanced Search:** Button on the right side of the screen above the Learning list; limit the courses displayed in the list by searching for particular titles, keywords, descriptions, etc.

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**Viewing Learning Details**

There are three types of learning:

- Learning units
- Learning paths – *coming soon*
- Certifications – *coming soon*

1. Click **Learning Library**.
2. In the **Title** column, click the learning unit or learning path whose details you want to view.

**Enrolling in Learning Units or Paths**

*NOTE: Once you enroll in a session, you may withdraw from it, but you cannot delete it from your learning record. It will show with a status of Withdrawn.*

If you enroll yourself or an employee in a learning unit that has sessions, you can pick a session right away or pick one later.

1. Click **Learning Library**.
2. Click the learning unit or path.
3. Click **Enroll**.
Learning Activities and Development Plans

This section describes working with learning activities and development plans.

Selecting a Session

When the status of a learning activity is “Requiring Session Selection,” a session must be chosen from the list of sessions.

1. Click My Performance, and then click Development Plans.
2. Click the Learning Activities tab.
3. Click Requiring Session Selection for the appropriate learning activity.
4. Click Enroll for the appropriate session.

Withdrawing from Learning Units

NOTE: You may withdraw from a learning unit, but you cannot delete it from your learning record. It will show with a status of Withdrawn.

If you desire to withdraw from a learning unit that you had previously enrolled, you can remove yourself.

1. Click My Performance.
2. Click the Development Plans, then Learning Activities.
3. Sort the learning activities list by ‘Start Date’ to find your most recent registrations.
4. Click the title of the upcoming course from which you wish to withdraw.
5. Inside the course detail, choose ‘Withdrawn’ from the ‘Status’ drop-down box, then click ‘OK’ at the bottom of the window.
Viewing Learning Transcripts

Learning transcripts contain scoring and professional credit information for completed learning activities.

1. Click My Performance.
2. Click Development Plans.
3. Click the Transcripts tab.

![My Performance Tab](image.png)
The Learning Calendar

This section introduces the Learning Calendar. The Learning Calendar displays session-based learning in a familiar calendar view. The Learning Calendar provides you with an easy way to view learning sessions that are available, full, or included in your learning activities, all in a familiar calendar layout. You can view sessions that are available and those that are full. In addition, sessions that you are enrolled in will appear on your calendar.

About Calendar Sessions

With the Learning Calendar, you can browse any of the following:

- **Available sessions** - this filter will display sessions with seats available and has not reached the maximum class size.
- **Full sessions** - this filter will display sessions with no seats available and has reached the maximum class size.
- Sessions in which you, or your employees, have been enrolled

**My Learning** - This filter will display sessions you have a learning activity for, regardless of the current status of that activity (for example, Incomplete, Withdrawn, Under Approval, On Waiting List, and so forth).

Browsing Session-based Learning from the Calendar

You can view summary information about the sessions in the Learning Calendar simply by clicking on them. To Browse Sessions from the Learning Calendar:

1. Click **Learning Library**, and then click the calendar icon.
2. Use the **Date Navigator** buttons at the top of the calendar to change the months or the year.
Enrolling in a Session from the Learning Calendar

You can enroll directly into a session from the Learning Calendar. If you try to enroll in a session that is full, you will be added to the waiting list for the session.

1. Click **Learning Library**, and then click the calendar icon.
2. Click a session link.
3. Click **Enroll**.
Chapter 6

External Learning

This section provides an overview of external learning.

About External Learning

External learning is a one-time training event, such as a seminar or conference that was taken outside of the BaylorCompass system, and that you want recorded in your Learning Activities. External learning requests will be routed to your manager for approval in order to verify participation.

Adding an External Learning Request

1. Click Learning Library.
2. Click Add External Learning.
3. In the Title box, enter a title for the training request, and then complete the remaining fields as required.

![Add External Learning](image)