Overview

- As an employee, you can do many different things within the Learn Module. You can register and complete web-based and instructor-led courses, view your completed courses, rate different courses you have completed, withdraw from courses, recommend courses, and view your own course recommendations.

- As a manager, you can also do different things within the Learn Module. You can assign courses to employees and view your team’s learning progress within Ignite.

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I. Navigating to the Learning Module

1. You can access the Learning Module in two ways:
   a. Click the Navigator icon in the upper left-hand corner of the Ignite landing page.
   b. Under the “Me” section click the drop-down arrow and select “Learning” from the drop-down list.
c. Under the “Me” heading on the home page, you can scroll down and click on the “Learning” tile on the Main Page to enter the **Learning Module**. Within the Learning Module you can access different actions including: Current Learning, Requested Learning, View Transcript, My Learning Communities, View Recommendations, and Shared Learning.
2. Signing Up For a Course

1. To register for a course you will need to enter the Learning module. You can access the Learning Module by following the steps above on pages 2-3.

2. After entering the Learning Module, you can search for the name of the course or click **Browse Recently Added Learning** to view courses available. This will take you to the Learning Catalog.

3. Once you enter the Learning Catalog, you can view various courses and find a course you are interested in taking. Click the course title to register.

4. After clicking the course you want to take, click **Select Offering** to register.
5. Upon entering the offering of the course you want to take, you will be able to register or waitlist for the course.
   a. If the course offering is full you can choose to be added to the waitlist. To do this select **Join Waitlist** and you will then receive a confirmation. If space opens up, you will automatically be enrolled in the course offering.
   b. If there is space for you to join the class you will need to register. To do this, select **Register**. Note: you will see an option to “Register for Course.” This will put a
course you are interested in taking on your radar, but will not register you for a specific offering. Make sure you select **Register** to view offerings available and register.

6. After registering for a course offering, you will be able to see all of the details for the course you are registered for. Selecting **Add to Calendar** will let you add the class to your Outlook calendar.
3. Withdrawing From a Course

1. In case you are unable to attend a course you signed up for, you can choose to withdraw from the course. To do this you must be in the Learning Module. First, select Current Learning.

2. Then, under Voluntary or Required Learning, select the course you registered for. NOTE: if you do not see the course listed, clear the search filters.

3. Next, in the upper right-hand corner of the screen use the Actions drop-down menu and select Withdraw from [Name of Course].
4. After selecting Withdraw from [Name of Course], use the drop-down menu to select a Reason for Withdrawal and type any Comments below to provide more information.

* Reason for Withdrawal: Unable to attend
* Comments: I am unable to attend
5. Click **Withdraw** after entering information.

6. You will then receive a confirmation that you have been withdrawn from the course. Click **OK** to verify that you have received the confirmation.
4. Completing a Web Based Course as an End User

1. Upon entering the Learning module, click **Current Learning** in the left-hand corner of the screen.

2. Next, select the web-based course you need to complete. You will then be brought to the video page of the course. **NOTE:** If you do not see the course listed, clear the search filters.

3. Click **Start Learning** to begin the course.
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Title IX

Overview

Syllabus
This course is designed to help with Title IX.
5. Checking Your Transcript

1. After completing a course it will show up on your transcript. To view, select View Transcript.

2. Verify that the course you just completed is on your transcript. If you cannot see the completed course, make sure the enrollment record status is set to Completed.

3. Select the course you just completed and you will be brought back to the courses page.
6. Rating a Course

1. If you would like to rate a course, use the Actions drop-down menu and select **Rate**.

2. Give the course a rating from 1-5 stars and add comments as necessary.

3. After rating the course and adding comments, select **Submit**.
7. Recommending a Course

1. If you enjoy a course you signed up for and want to recommend that course for someone to take, you can do this within Ignite. First, enter the Learning Module and select **View Transcript**.

2. Then, you will see your completed courses. Select a course to send a recommendation.

**Assignments**

**Match**

- **All**
- **Any**

- **Learning Item Title**
- **Learning Item Type**
- **Completion Status**
- **Assignment Type**
- **Completion Date**

**Coffee and Compensation Course**

Completed on 04/23/2020
Actual Effort: 0.000 hours
3. Next, use the Actions menu in the upper right-hand corner of the screen and select **Recommend**.

4. Enter a note on why you are recommending the course and type the name of the person you want to recommend the course to. Select the name as it appears.

**Recommend Learning**

**Course** Coffee and Compensation Course

**With this note**

This course was great!

**To these people**

Type the name of a person you want to add

1 Selected

Ms. Maggin Morgan

[Submit]  [Cancel]
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5. Press **Submit** to send your recommendation.

   With this note
   
   This course was great!

   * To these people
   
   Type the name of a person you want to add

   1 Selected
   
   Ms. Maggin Morgan

6. Finally, you will receive a confirmation that your recommendation has been sent. Click **OK** to verify that you have received the confirmation.
8. Viewing Recommendations

1. You will be notified via email and the “bell notification” in Ignite if a course is recommended to you. To view any course recommendations you may have received from others, first enter the Learning Module. After entering the Learning Module, select What to Learn.

2. You will then be able to view any course recommendations you have.

3. You can also view recommendations you have sent to others by clicking the Recommendations Made tab in My Shared Learning.
1. **Manager: Assigning a Course to an Employee**

   1. As a manager you have the ability to assign a course to an employee. To do this, first enter Ignite by one of the two ways described on pages 2-3:

   2. Next, click **Browse Recently Added Learning** to enter the Learning Catalog and view different courses you can assign to your employees.

   3. After browsing through different courses, select the course of your choosing to assign to an employee. Upon entering the course, use the Actions drop-down menu in the upper right-hand corner of the screen and select **Assign Learning**.
4. Here you can choose to **Assign Offering** or **Assign Course**. Assigning a Course will let an employee choose from a variety of offering times that the course is available. If you choose to Assign Offering it will give the employee an exact time for when he or she will need to complete the course.

5. Then, use the calendar icon to select a date for when you need the employee to complete the course by, add a note with information you want to include, and type the employee's name to assign the course.

6. Finally, click **Submit** to assign the course.
2. Manager: View Employee Learning

1. As a manager you can view all of your employees’ learning progress. To do this, first enter Ignite by one of two ways:
   a. Click the Navigator icon in the upper left-hand corner of the Ignite landing page.
   b. Under the “My Team” section click the drop-down arrow and select “Learning” from the drop-down list.
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c. Under the “My Team” heading on the home page, you can scroll down and click on the “Learning” tile on the Main Page.

2. To view your team’s learning progress select the **Search by Manager** tab.

3. Next, set Match to “Any” by selecting the circle.
4. Then, use the Assignment Status drop-down menu and select **All**. This will pull all of your team's learning progress for you to view.

5. Use a basic search and enter a future date using the calendar icon. Choosing a future date will bring up all information before that date. Then click **Search** to view your team's learning progress.
6. After clicking Search, you will be able to view your team's learning progress.

7. You can also search by a specific employee to simplify your search. To do this, select the **Search by Learner** tab.

8. Next, set Match to "Any" by selecting the circle.
9. Then, use the “Learner Name” drop-down menu to find a specific employee. If the employee name does not appear, select **Search** at the bottom of the list.
10. Select a future due date by using the calendar icon and then click **Search**. Choosing a future date will pull up all information before that date.

11. Now you will be able to view a specific individual’s learning performance on your team.