

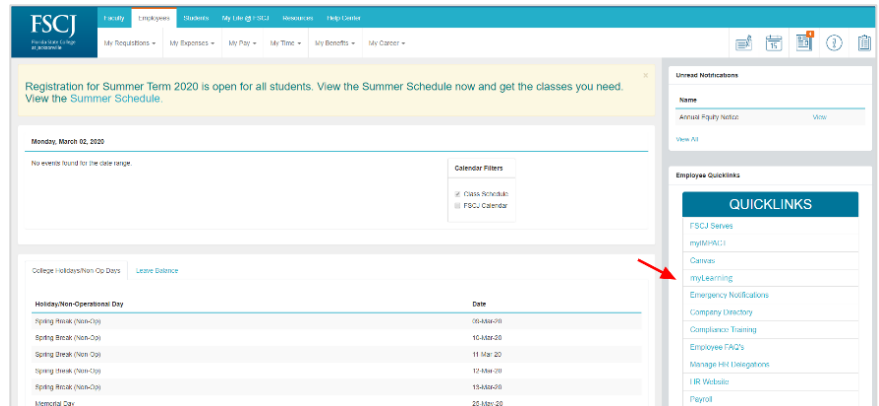
How to Use myLearning

Summary	Table of Contents (In pdf, click on an item below to jump to a section)		
<p>Welcome to myLearning-- FSCJ's professional development and performance management portal. This portal is brought to you by Bridge-- an integrated and personalized employee development software.</p> <p>This training document is intended to help employees learn how to navigate and utilize the myLearning portal.</p>	<p>I. Log into myLearning</p> <p>II. Overview of myLearning Interface</p> <p>III. Search for Courses</p> <p>IV. View Required Courses</p> <p>V. View Course Status</p>	<p>VI. Overdue Courses</p> <p>VII. View Courses Added by You</p> <p>VIII. Remove a Course</p> <p>IX. View a Completed Course</p> <p>X. View or Download Attachments</p>	<p>XI. How to Enroll in a Class</p> <p>XII. How to Begin an Online Course</p> <p>XIII. Enter a Program</p>

Log into MyLearning

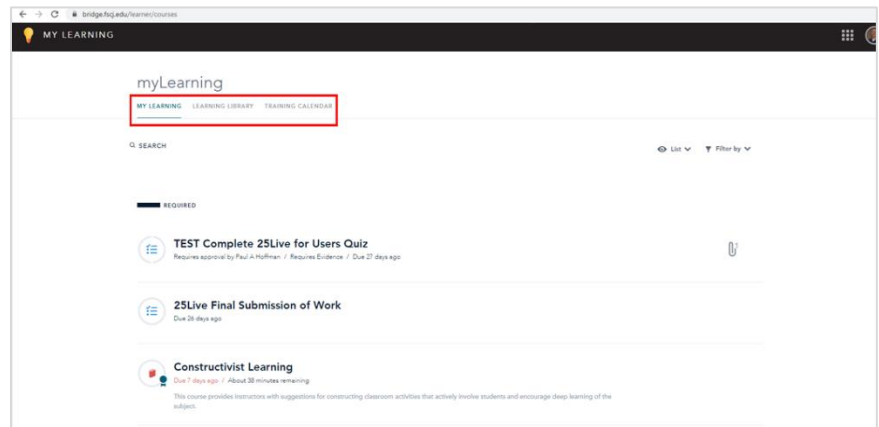
To log into myLearning, use the link on my.fscj.edu in the **Quick Links** section, or type bridge.fscj.edu into your web browser. Login using your FSCJ One login username and password.

Note: If you're already logged in, it may skip you directly to the My Learning page.



Once you log in, you will land on your My Learning page and you will find three links:

- My Learning
- Learning Library
- Training Calendar



Overview of MyLearning Interface

On the myLearning page, you can view all your online courses, programs, live trainings, checkpoints, and surveys. Anything that requires action from you will be under the “Needs Your Attention” header.

Live Trainings have the Calendar icon [2] and Live Trainings also appear on the “Training Calendar.” Programs on your My Learning page will be indicated by the “Program Progress” icon [3]. Courses will be indicated with the Course icon [4]. Checkpoints (usually a part of a program) will be indicated by the Checkpoint icon [5]. A Program is a type of course that is made up of a combination of components such as an online course component, a live training session, and/or a checkpoint.

To search your learning items, use the **Search** field [6]. To filter the items that appear on the My Learning page, click the **Filter by** link [7]. You can filter by type or status, such as “Live.”

The screenshot shows the MyLearning interface. At the top, there are navigation tabs: MY LEARNING, LEARNING LIBRARY, TRAINING CALENDAR, and MY APPROVALS. Below the tabs is a search bar [6] and a filter dropdown [7]. The main content is divided into two sections: "NEEDS YOUR ATTENTION" and "REQUIRED". Under "NEEDS YOUR ATTENTION", there are three items: 1. "Employee Satisfaction Survey" (ends in 7 months, "TAKE SURVEY" button). 2. "Leadership Workshop" (1 Session / Beginning June 22, 2018 / Web Conferencing Available, "REGISTER NOW" button). 3. "Quality 101" (Due in 6 days / About 40 minutes remaining, "Explore ways to increase the quality of your work."). Under "REQUIRED", there are two items: 3. "Management Training" (Next step: Pick up equipment from IT, "A collection of courses to help managers improve their skills."). 4. "Complete New Hire Paperwork".

View Required Courses

In the **Required** section, you can view all learning items you are required to complete. You can view the name of each learning item [1], how many days remain to complete the learning item, and the estimated time it takes to complete [2]. If the learning item is part of a program, you can view the name of the program and learning item status [3].

To begin or view a course, click the name of the course.

To begin or preview a program, click the name of the program.


The screenshot shows the "REQUIRED" section of the MyLearning interface. It contains two items: 1. "Manager Training 2" (Renew by June 9, 2017 / Due in 2 days / About 11 minutes remaining). 2. "Onboarding" (Next step: Company Resources / Takes about 8 minutes, "Come learn about the company and how it all started!").


View Course Status


You can see the status of your courses by viewing the circle surrounding the course icon. Courses with a book icon surrounded by a faint circle [1] represent courses that you can begin at any time. Once you have started the course, you can see how far you have progressed in the course. Your progress is indicated with shading in the completion circle [2]. The estimated time to complete the course is displayed under the course title [3].

You can also view an overview of the status of your programs. Programs show a multiple-book icon surrounded by a segmented circle [4]. Your completed progress is indicated with blue shading.

REQUIRED

4  **Learning Together Program**
Due in 7 days / About 9 minutes remaining /
Current milestone [Welcome to Training](#)


1  **Successful Customer Relationships** **SCORM**
Due in 14 days

2  **Create Great Customer Relationships** **3**
Due in 19 days / About 7 minutes remaining

Overdue Courses

Courses that were not completed by the due date will have a magenta icon and due date text. Click the name of the course to begin.


REQUIRED

 **Learning Excel 2016**
Due 215 days ago / About a few seconds remaining
In this course, you will learn the basic operations and formulas in Excel 2016.

View Courses Added by You

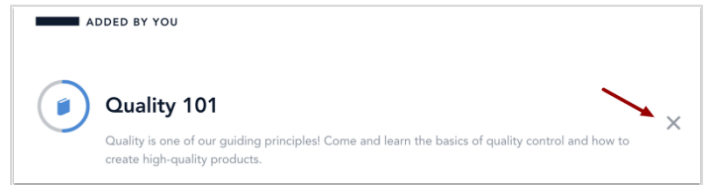
You can join or self-enroll in courses available in the Learning Library as described below. Once you do, they will appear in the **"Added by You"** section.

ADDED BY YOU

 **Quality 101** ×
Quality is one of our guiding principles! Come and learn the basics of quality control and how to create high-quality products.

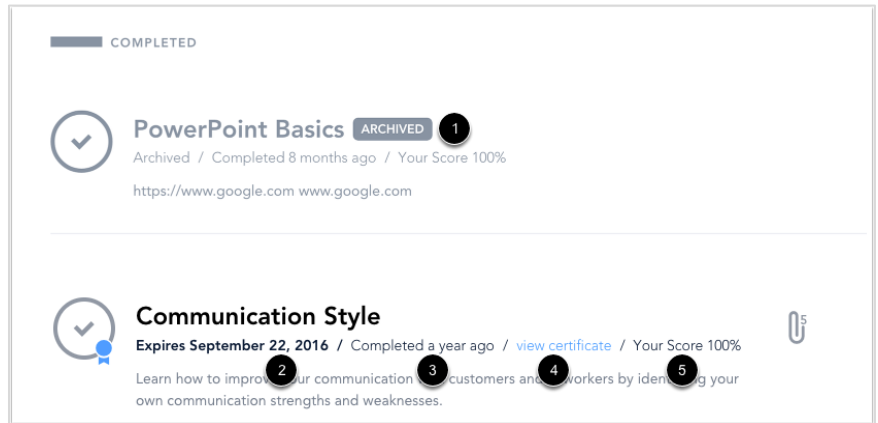
Remove a Course

If you want to remove a course, locate the course and click the "X" remove icon.



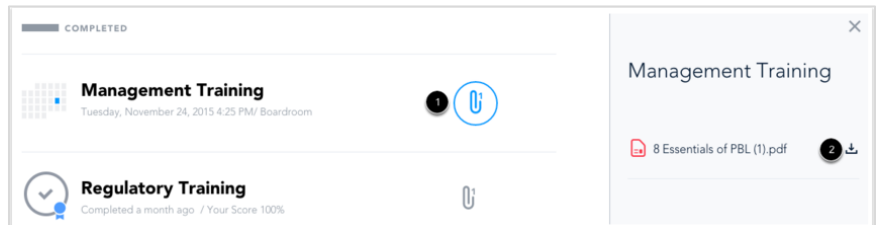
View a Completed Course

In the **Completed** section, you can view all courses and programs that you have completed. Additionally, you can view archived courses [1] and the related data about the course: expiration date [2], the completion date [3], if there is an associated certificate [4], and your score (if there's a quiz) [5].



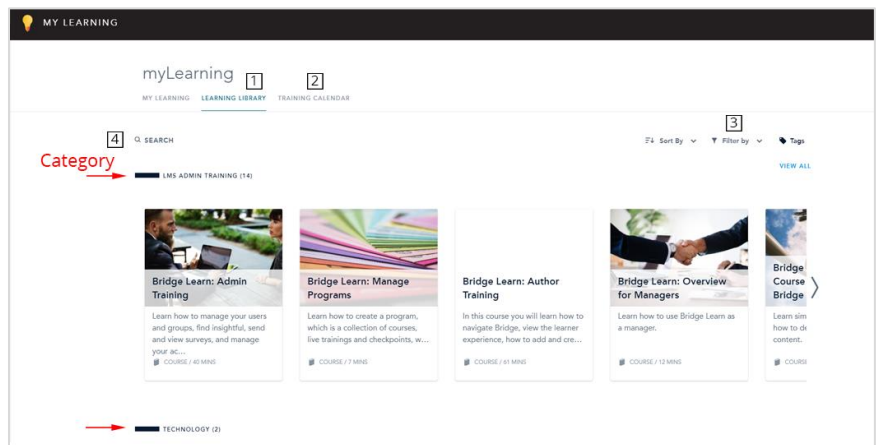
View or Download Attachments

Courses and live trainings with attachments display an attachment icon with the number of attachments. To open a list of the attachments, click the **Attachment** icon [1]. To download the attachment to your computer, click the **Download** icon [2].

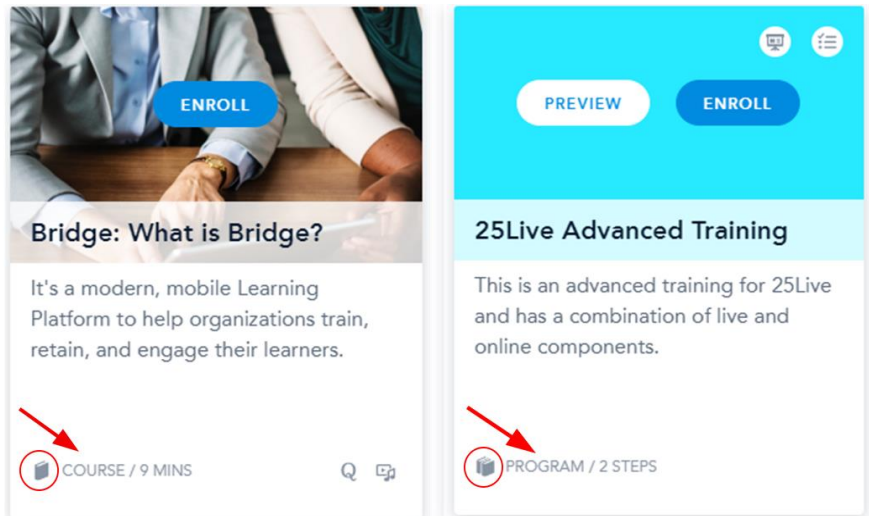


How to Enroll in a Class

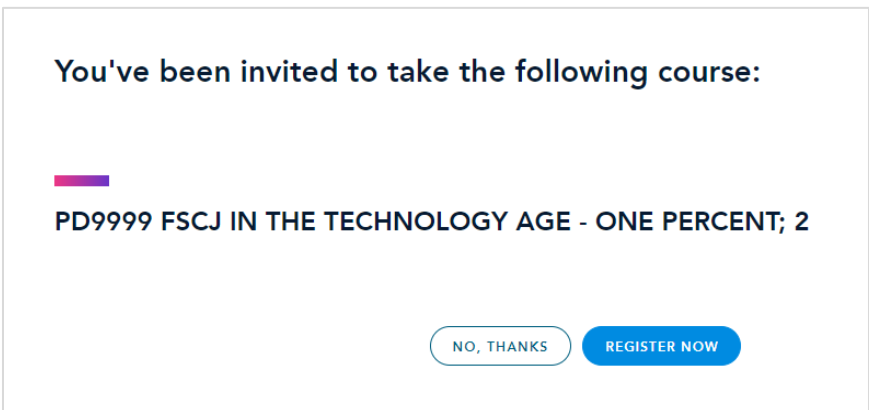
Click on the **Learning Library** tab [1]. In the "Learning Library", you can scroll through online courses, programs (multi-element courses), and live trainings listed there by Category. It is recommended that you use the **"Search Box"** [4]. You can type the course number or tags and categories that interest you. You can also use the sort, filter, or tags drop downs [4] to refine your results. You can also find live trainings listed on the "Training Calendar" tab [2], which updates constantly so be sure to check it often.



Hover the mouse pointer over the class title and click the **Enroll** button. Note: Programs are courses that require multiple elements. You can preview a program before taking it by clicking on **Preview**.

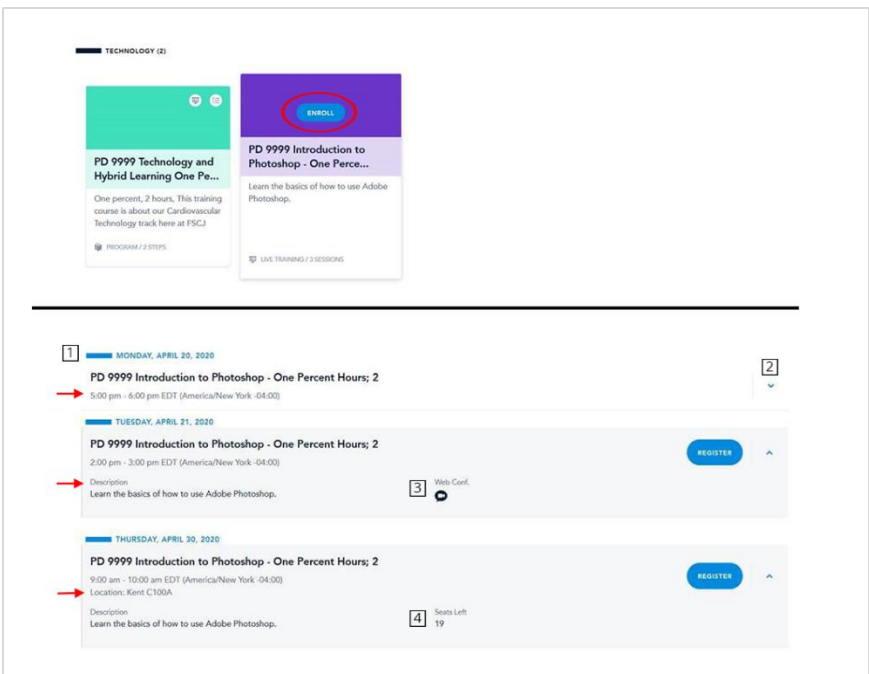


To confirm your registration for the course, click the **Register Now** button.



In the Learning Library, when you click on "**Enroll**" for a live session training it will bring up all the available sessions for that class separated by date [1]. You will see the course name and time for the course. On the right, you will see a **down arrow** [2] that you can click to expand details about the Live Training and the option to click "**Register**." You can see the location, if it is a web conference [3], and how many seats are remaining [4].

Once you click "**Register**," the course will appear on your My Learning page with the calendar-like icon (mentioned above). If you click on the **class title**, it will take you back to this page where you can select another session or unregister.



How to Begin an Online Course

When you click on the title of the course in your My Learning tab it takes you to the start of the course. You start on the cover slide. Click the **Begin Course** button [1] to begin.

You can start a course, then leave it when you need to. When you return to it later, you will resume where you left off if the class is still active and if you haven't gone past the due date.

Note: If a course doesn't have a cover slide you will begin the course on slide 1.



Enter a Program

To begin taking the first course in the program, click the **Let's Get Started** button.

This concludes the "How to Use myLearning" document. We hope this was helpful to you. Find other helpful training documents and videos at:

- training.fscj.edu

Email the Training and Organizational Development Department at:

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- or the Bridge Administrator, paul.hoffman@fscj.edu