

## Michigan Elections eLearning Center Overview

### 1) Overview

#### a) What is the Elections eLearning Center

- i) A learning management system dedicated to the administration, documentation, reporting and delivery of election training programs and resources.
- ii) This online training and resource center will provide election administrators across the state with access that fits into any schedule.
- iii) BOE is launching a new system in December 2015. All your previous training records have been imported.

#### b) Who can use Elections eLearning Center

- i) Election administrators, clerks, deputies, election directors, QVF users and State of Michigan Staff
- ii) Anyone who will need training from the Bureau of Elections
- iii) Everyone needs their own account as your training follows you
- iv) If working in multiple jurisdictions, only one account is needed, under the major job title

#### c) What does the Center offer?

- i) Tracking of training for Accreditation and Continuing Education of Election Officials
- ii) Submitting Compliance Reports – MOVE, Provisional Ballots, Audits
- iii) One access point to all resources and training
  - (1) Registration for all in person classes
  - (2) Manuals and reference materials
  - (3) Videos tutorials
  - (4) Online courses
  - (5) Collaboration on election administration
- iv) Better searching capabilities (defaults to AND not OR)

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### 2) Accessing the Center

#### a) Requesting Account

- i) Submit the online ID Request Form on the login page
- ii) Each person must have an individual email address to use the system, not MERIT email address
- iii) Free email addresses are available from Google, Hotmail, gmx.com, etc.
- iv) Receive email with login ID and temporary password

#### b) How do I get there

- i) Compatible browsers are Internet Explorer, FireFox, Google Chrome
- ii) Link on [mi.gov/elections](http://mi.gov/elections)
- iii) Direct URL – no www, <https://mielections.csod.com>

#### c) Login Page

- i) Login Information
- ii) Login Help Link (forgotten IDs and Passwords)
- iii) Contact Administrator with questions - Email Address
- iv) Announcements
- v) Account Request Link
- vi) Help with eLearning Center
- vii) Contact information for Bureau of Elections

#### d) Login Help / Credentials

- i) User ID - 4 letters of last name, 1st initial, 5 number jurisdiction code (2 for counties) (example: **clerj12345**)
- ii) User Name - Your First and Last Name and Jurisdiction Code (example: **jane clerk 12345**)
- iii) Email Address - associated to your eLearning Center account (example: **name@twp.org**)
- iv) Password reset link only – access through email they create new password  
(1) Letters and numbers no special characters required

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### 3) Homepage

- i) Click logo banner to return to Homepage or Home Tab
- ii) Resource Tools
  - (1) News Update Newsletter
  - (2) Digital Election Calendar
  - (3) Help Documents
  - (4) Resource for Election Officials
  - (5) Contact Us
- iii) Homepage Widgets (same information accessible in the Menu Tabs)
  - (1) My Transcript (Learning Tab> Transcript)
  - (2) My Certifications (Learning Tab> Transcript)
  - (3) Featured Content (Catalog> Browse by Subject)
  - (4) Browse by Subject (Catalog> Browse by Subject)
  - (5) Search for Content (Catalog> Search for Content)

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### 4) Catalog of Content

#### a) Featured Content

- i) New content, reports to complete, special items
- ii) Once added to your transcript as In Progress it is no longer displayed in the widget
- iii) Click heading to view all
- iv) Click Clear under Training to switch to Browse by Subject

#### b) Browse by Subject

- i) Access from Homepage Widget or Catalog Tab
  - (1) Widget only displays 1<sup>st</sup> 5 subjects alphabetically
  - (2) Click title bar to display all
- ii) Browse by Subject Page
  - (1) Sorted order default is by Popular, can change to Title or New
- iii) Filter by Training Types
  - (1) My Subjects – set in My Profile
  - (2) Featured – Same as Homepage Widget
- iv) Filter by Subjects – alphabetical by title
  - (1) View all link for more
- v) Filter by Type – Online, Class Events, Materials, Videos
  - (1) Click to toggle on and off, select more than one

#### c) Search for Content

- i) Access from Homepage Search Box or Catalog Tab
- ii) Displays suggested content as you type – matches title only, click Enter to see all
- iii) Searches based on Boolean **AND** not **OR**
- iv) Refine your Search link to add more search filters

#### d) Training Details

- i) Displays information about the item for you to decide if you are interested in viewing the item
- ii) Must Request to open the item and add to Transcript
- iii) Some content have Related Resources for quick access to other content: News Updates and forms

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### 5) Learning Record

- i) Transcript Widget on Homepage or by Learning Tab
  - (1) Homepage widget shows newest additions
  - (2) In progress from old system are listed on full transcript page
  - (3) Click title bar to display all
- ii) Transcript Page
  - (1) Defaults to Active content and training
    - (a) Defaults to Sorted by Date Added (most recent)
    - (b) Displays Due Date if assigned
    - (c) Can filter by Type of Content
    - (d) Search box to specifics
    - (e) Materials and Videos remain in Active until Marked Complete
    - (f) Online Courses are complete when you reach the final page of the course
    - (g) In Person Classes are given completions by Instructor or System Administrators
  - (2) Completed Tab show history (imported from previous system)
  - (3) In Progress Tab
    - (a) Default is sorted by Due Date
    - (b) Can Flag your favorite content
    - (c) Can change to By Priority
  - (4) Options Button
    - (a) Export to PDF or Print your Transcript
- iii) Events Calendar
  - (1) Shows In Person classes
  - (2) Default is all, can change to just your region, county, etc.
  - (3) Change to see class events you have registered for
  - (4) Can Filter for Classes by Titles and Locations

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### iv) Class Interest Tracking

- (1) On In Person Classes, you can signify interest in taking the class if no sessions are currently being offered or being held in your area
- (2) Suggest locations and give us comments
- (3) Get notification of class in any location
- (4) Will be given advanced notice of when next sessions are scheduled
- (5) Access your requests from Learning Tab > Interests
- (6) We will not be using waitlists

### 6) Certifications

- a) Homepage Widget and listed in Transcript
- b) Must activate under Search for Content, Certifications
- c) Accreditation - in person class and exam
- d) Continuing Education
  - i) Must be completed every 2 years
  - ii) First cycle is ending, will be given opportunity to complete in new system
  - iii) Clicking on the title will display status of each assignment
    - (1) Current Status: In Progress or Completed
    - (2) Check sections for Acquired Credits: 0 if not complete
    - (3) Can launch content from Certification page to complete
    - (4) View Print a Progress Report

### 7) My Profile /My Account

- a) My Profile
  - i) Accessed by Home Tab
  - ii) Displays contact information
  - iii) Select Subjects for custom Browse by Subject
- b) My Account
  - i) Accessed by Gear Icon
  - ii) Change Password and Main Email Address
  - iii) Edit Profile – update other contact information
  - iv) Upload and Change Profile Pictures

### 8) Log out – under Gear Icon

## Michigan Elections eLearning Center Overview

### 9) Coming in 2016

- i) Knowledge Center - Discussion Boards for Specific Topics and County Groups
- ii) Offline player for those with slow internet speeds
- iii) File downloads
- iv) Product Ordering for Election Supplies