User Guide

Overview

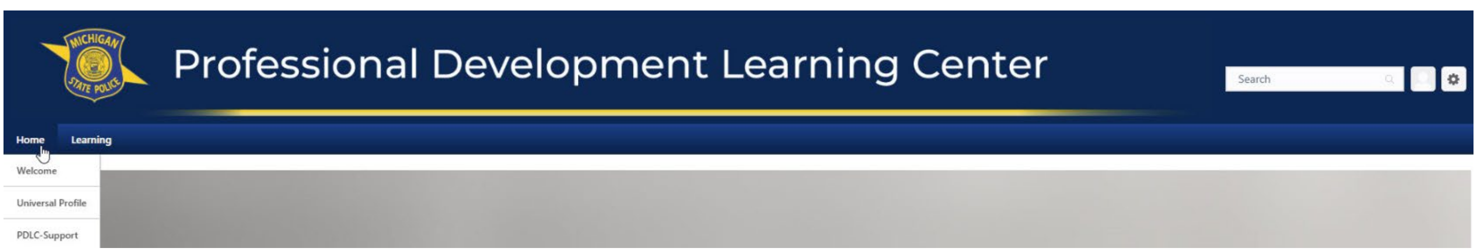
This guide will assist all users in understanding several functions of the Michigan State Police Professional Development Learning Center (MSP PDLC). The following topics are included:

- Navigation Bar
- My Learner Home
- Browse for Training
- Using Training Details Page and Requesting a Training
- Viewing Your Transcript

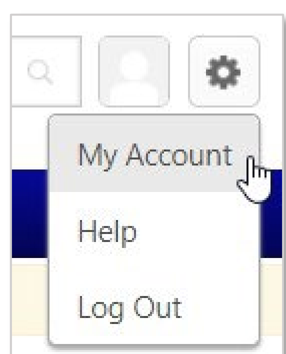
Navigation Bar – Home, Learning, Global Search, My Account, Help

The menu options listed below are available at the top of your screen on any page.
To access the Home menu, hover over **Home** in the blue navigation bar, then select from the drop-down.

- **Welcome:** The page that appears when you first log in to the Michigan State Police Professional Development Learning Center (MSP PDLC). You can also access the Welcome page from anywhere in the system by clicking the MSP Shield at the top left of the page.
- **Universal Profile:** Bio information that you can add about yourself, interests, subjects, and career preferences.
- **MSP PDLC-Support:** Information on who to contact if you experience system issues.
- **Learning:** Your personalized home page where you can search for training, view your current courses, and access your transcript.
- **Search:** Global search for all training available to you in the MSP PDLC. This search bar uses predictive text to populate any items that match what you type.



- **Silhouette:** Edit your **Universal Profile**. You can add a picture to your profile here as well.



- **My Account:** Information about your MSP PDLC account and an option to Share Permissions if you have direct reports for whom you approve training.
    - To access the account menu, hover over the **Gear** icon on the far right of the screen, then select from the drop-down.
    - See **Manager User Guide** for more information about Sharing Permissions.
- **Help:** Online Help for the MSP PDLC is managed by the Learning Management System provider, Cornerstone. Be aware that some features in the Help pages are not available to a non-administrator user.

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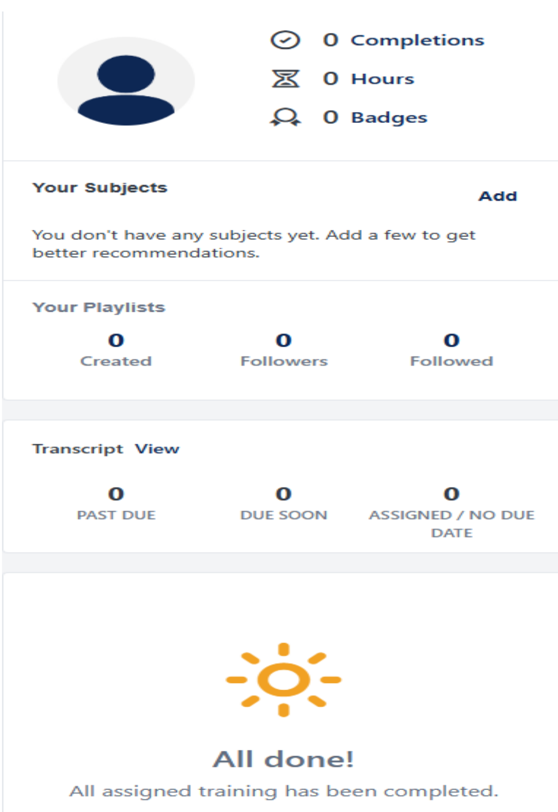
To access the Learning menu, hover over **Learning** in the blue navigation bar, then select from the drop-down.

- **Learner Home:** A learning hub to search for and browse for training, select subjects, and request new training.
- **View Your Transcript:** Information regarding Active, Completed, and Archived training. See the Transcript portion of the user guide for more information.
- **Events Calendar:** Upcoming events that are available to you in a weekly or monthly calendar format.
- **Browse for Training:** Features all training in the system that is available to you. Provides more information on individual training offers and allows you to filter specific subjects or types of training to narrow your search. See the Browse for Training section for more information.

Learner Home

Learner Home provides a place to find information specific to your experience in the Michigan State Police Professional Development Learning Center. Below are brief descriptions of the features you will find on this page.

To access Learner Home, hover over **Learning**, then click **Learner Home**.



At the top left of the page is a **Dashboard** showing how many courses and hours of training you have completed.

Under **Your Subjects**, you have the option to **Add** topics you are interested in to further customize your experience.

Your Playlist, you can create and build training both from internal and external content that you would like to follow. **Note:** The Private toggle must be *OFF* for Playlists to be searchable and visible to other users.

This side bar also contains a link to your **Transcript View**, as well as a quick view of training that is past due, due soon, or has been assigned with no due date.

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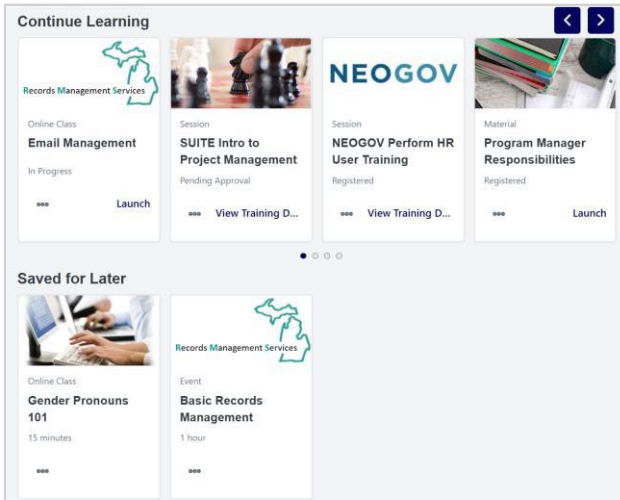
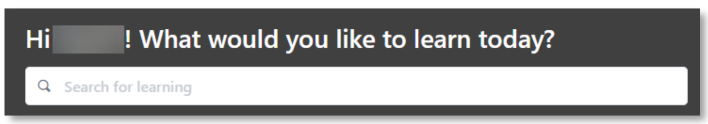
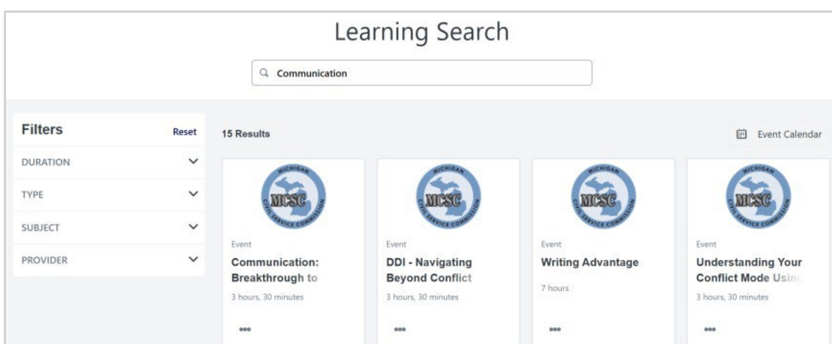
Carousels in the middle of the page feature training that you may have saved for later, that you have in progress, and other training that might be of interest to you.



The **Learning Search** bar at the top of the page allows you to search all learning objects that are available to you. Begin by typing a subject, i.e., "Communications" and click enter on your keyboard.



On the **Learning Search** page, select the filter options on the left for a specific Duration, Training Type, Subject, or Provider to further narrow your search.



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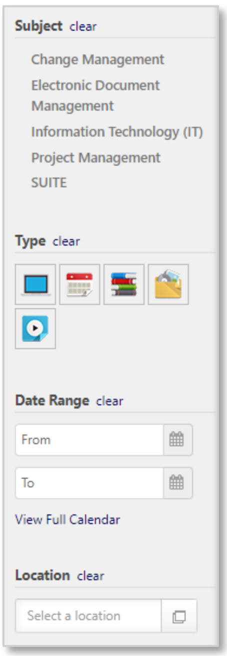
Using the Browse for Training Page

The **Browse for Training** page allows you to filter all training available to you by the criteria you select. To access, hover over **Learning**, then click **Browse for Training**. To clear any settings you have chosen, click **Clear** near the heading of each section.



Subject: Displays training associated with the selected subject(s); the more words chosen, the narrower the training choices will get.

Type: Displays training of the specific type indicated by the selected icon(s).

- The **computer screen** for online classes
- The **calendar** for instructor-led training and virtual instructor-led training (event)
- The **stack of books** for curriculum or group of trainings to be completed together
- The **clipboard** for tests to be taken in the system
- The **folder** for materials for reference; the **video player** for videos.

These icons can be used in conjunction with **Subject** to search for training of a specific type. If there is no training of a specific type available, it will be noted on the page.

Date Range: Displays instructor-led training scheduled within a chosen **date range**. You can also click **View Full Calendar** to see a weekly or monthly calendar view of available training.

Location: Displays instructor-led training scheduled to take place at the selected location. **Title, Duration, or Most Recent:** Select how the training results will be sorted.

Using the Learning Details Page and Requesting Training

The Learning Details page appears when you select the title of training and displays important information about learning objects in the MSP PDLC. The information and available actions vary based on the type of learning object as shown in the examples below.

Instructor-Led Training (ILT)

- **Details:** Provides a description and other information about the training.
- **Provider:** The training provider of the ILT.
- **Resources:** Any documents that have been attached to the training and are visible to you will be displayed here. Click the title to open the document, if applicable.
- **Subjects:** Any subjects associated with the training are listed here. If you click a subject, you are redirected to the Learning Search page, where results will be filtered according to the subject you selected.

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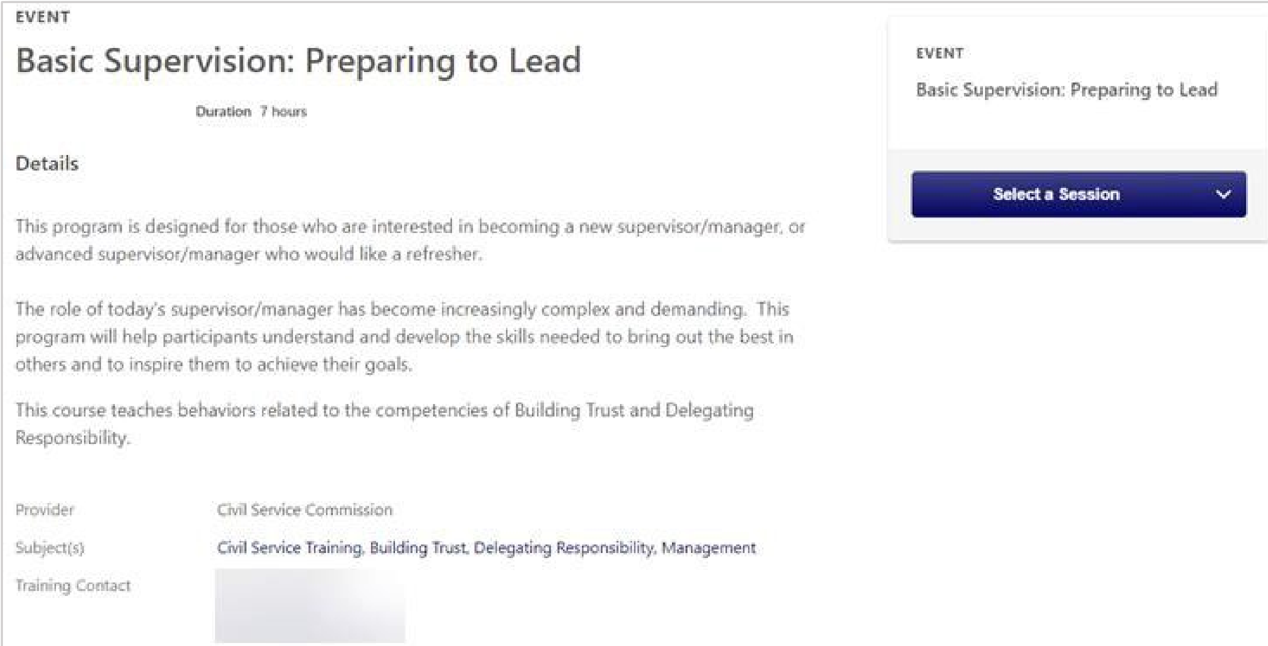
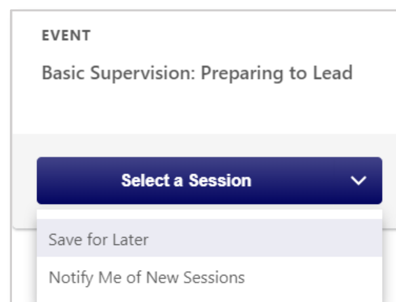
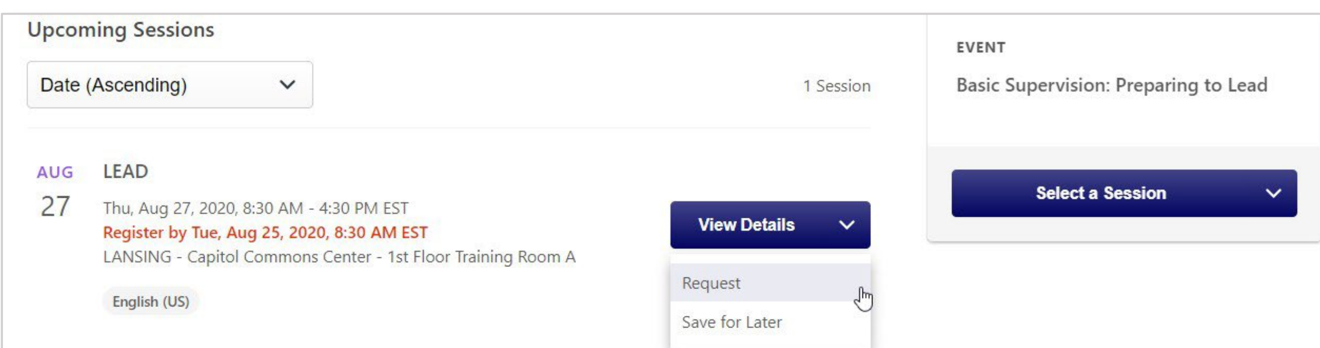


The **Action Card** is displayed in the upper right corner of the page. This is where a user or learning administrator can perform actions related to the training. The options vary based on system settings to only display those relevant to the user.

- **Select a Session:** Clicking the **Select a Session** button jumps to the Upcoming Sessions section, allowing the user to view the sessions available to them and select the corresponding session action button for more specific options.
- **Save for Later:** When selected, this places the training in the Saved for Later carousel on their Learner Home page.
- **Notify Me of New Sessions:** This option allows the user to be notified as sessions are added; however, it may not be available at all events depending on the settings.



Upcoming Sessions: Below the Event Details, an Upcoming Sessions section displays.



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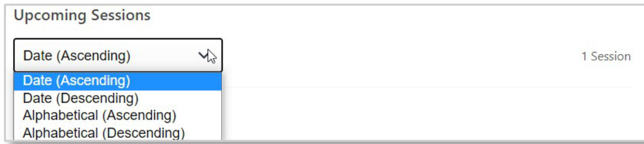
Sort: This drop-down allows you to sort the sessions according to selected criteria. For example, the sessions can be sorted by date.



Total number of sessions: The total number of sessions currently available for the event display.

Dates: The date which the session will occur displays to the left of the session.

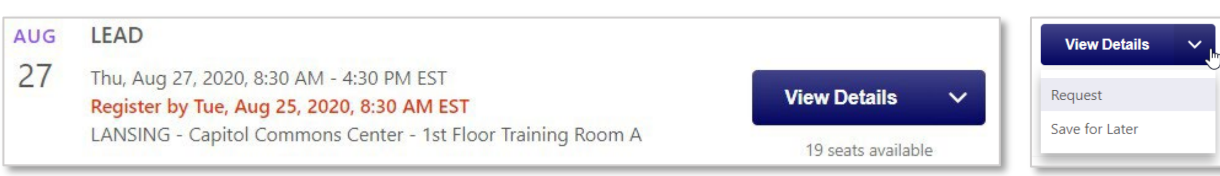
Registration Deadline: A registration deadline alert displays next to sessions with a registration deadline in the Upcoming Sessions section. If a session does not have a registration deadline configured, this text does not display. **Note:** Sessions that require approval must be approved prior to the registration deadline. You are not included on the roster unless your status for the requested session is "Registered".

Sessions: Each session displays the following information:

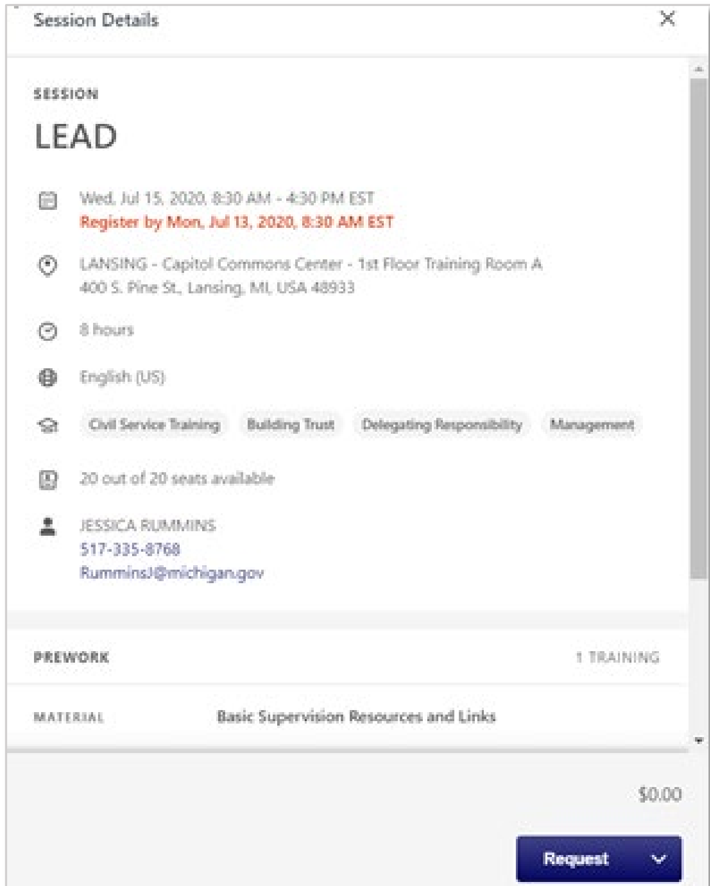
- **Title:** The session identifier.
- **Date and Time:** The day of the week, date, time, and time zone the session will occur.
- **Location:** The location where the session is scheduled to take place.

ACTION Button: The action button displays any available actions for the training. The following actions may be available (some will only appear after other actions have been taken).

- **View Details:** Clicking this option opens the Session flyout, where session details display along with any associated prerequisites.
- **Request:** Clicking this option triggers a session request or registers you for the training if it is pre-approved.
- **Click to Pay:** Clicking this option opens the Payment Processing Center to enter payment information.
- **Add to Waitlist:** If a session is full, an **Add to Waitlist** option displays for the session. Clicking the **Add to Waitlist** link immediately places you on the waitlist for the session and redirects you to your transcript. If you are already on a waitlist for a session at the event, you will be asked if you would like to be placed on the waitlist for the new session.
- **Withdraw:** Clicking this option withdraws you from a session you are already registered for.
- **Notify Me of New Sessions:** If there are no sessions currently available, you can click the **Notify Me of New Sessions** link to receive an email when new sessions are added for the event. This option will only appear if it has been set up by the training provider and will be in the Options drop-down menu for the session.
- **Save for Later/Remove from Saved:** Clicking this option saves the session to your My Learner Home page or removes the session from the My Learner Home page if it has already been saved.
- **Seats Available:** The number of seats available displays. If no seats are currently available, the phrase "No seats available" displays, and the **Add to Waitlist** button will appear if there is a waitlist configured.
- **Status:** If you are already registered for the session, your transcript status will display below the Action button instead of the number of seats available.



Session Flyout: On the Learning Details page for the Event, selecting the **View Details** button opens the Session flyout. This flyout displays session details, training contact information, prerequisites, and other information. It will also allow you to request the session.



Other Learning Objects:

- **Version:** The current version of the learning object.
- **Provider:** The training provider of the learning object.
- **Resources:** Any documents that have been attached to the training for users. Click the attachment title to open the document.
- **Subjects:** Any subjects associated with the training are listed here. Clicking a subject redirects you to the Learning Search page, where results are filtered based on the selected subject.
- **Recommended Internet Browser:** Google Chrome is the standard recommendation for the MSP PDLC.
- **Related Learning:** Shows learning objects with the same provider as the selected learning object.

The **Action Card** is where you can perform actions related to the training, such as the following:

- **Launch:** Clicking the Launch button will open the training in a new window. Once you have launched the training, you will then be able to access it from your transcript.
- **Request:** If the learning object requires approval, a Request button will display in place of Launch and the training will be routed through the associated approval workflow.
- **Save for Later:** When selected, this places the training in the Saved for Later carousel on your Learner Home page.

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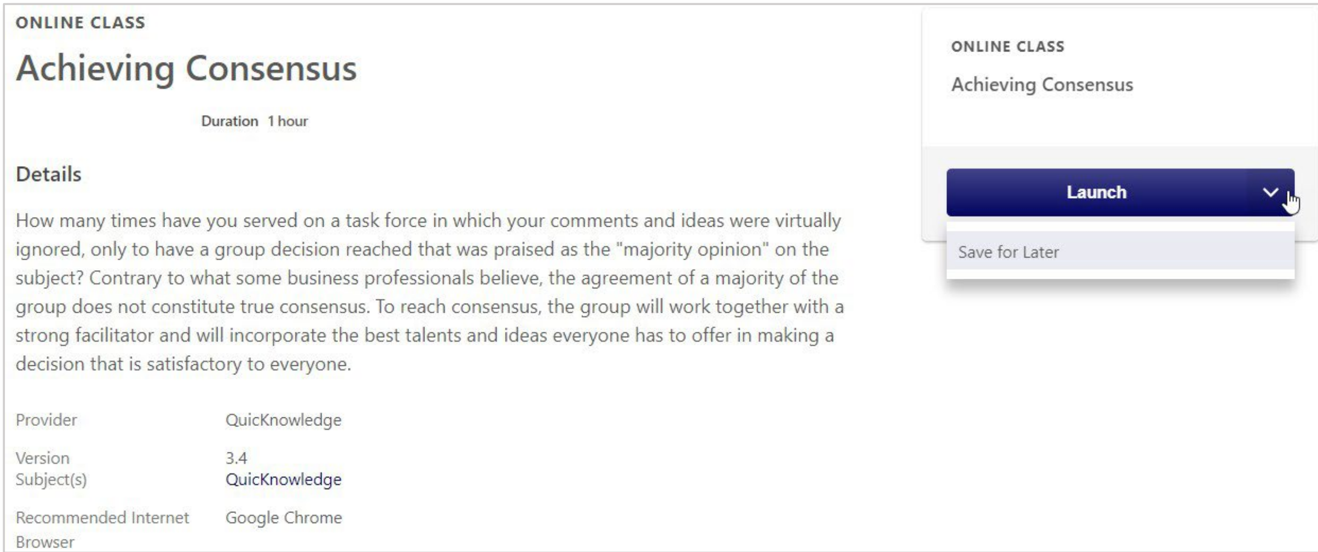
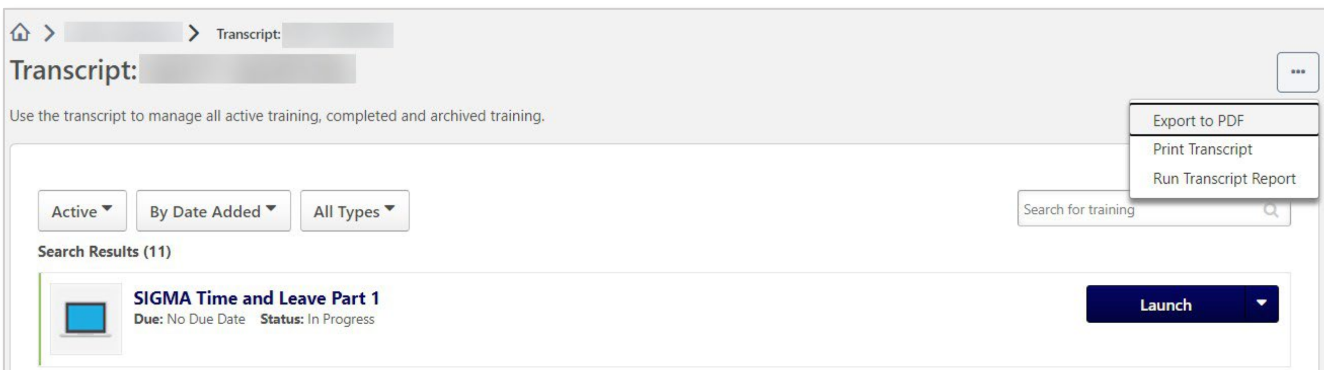
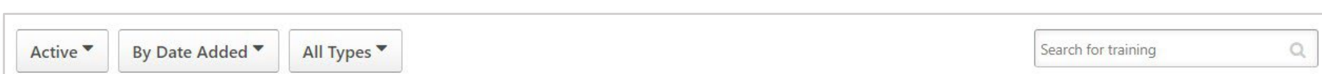


Using the Transcript Page

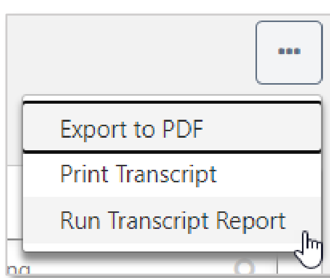
The Transcript page is where you will find information about current and past training. There are several actions you can take on this page, as outlined below.



Active, By Date Added, All Types, Search for Training - These buttons allow you to filter and sort training by desired criteria, and search for training.



Run Transcript Report to export your complete transcript to an Excel file. This is an excellent way to see all training you have taken, regardless of training status.



Due: If the training has a due date, it will appear here. This might happen if the training has been assigned to you by your manager or your department.

Status indicates if training is:

- **Pending Approval:** Training is awaiting approval by your supervisor. You are not registered for training until your supervisor approves the training.
- **Registered:** Your supervisor has approved the training. You should receive a confirmation email with training details.
- **In Progress:** You have launched an online class that is not yet complete.
- **Withdrawn:** You have withdrawn from the class.
- **Denied:** Your supervisor has denied your request for training.
- **Waitlist:** You are on a waitlist for Instructor-Led Training.

The **Action Button** will have choices that will vary depending on what type of training or status the training is in. Click the arrow to view options.