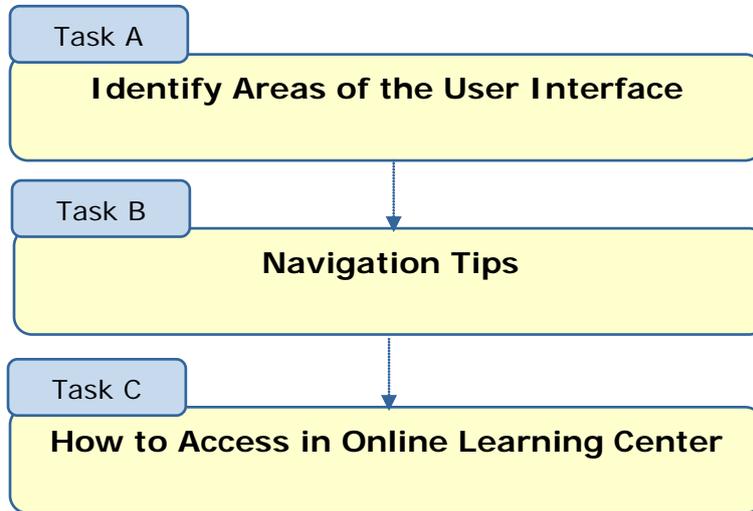


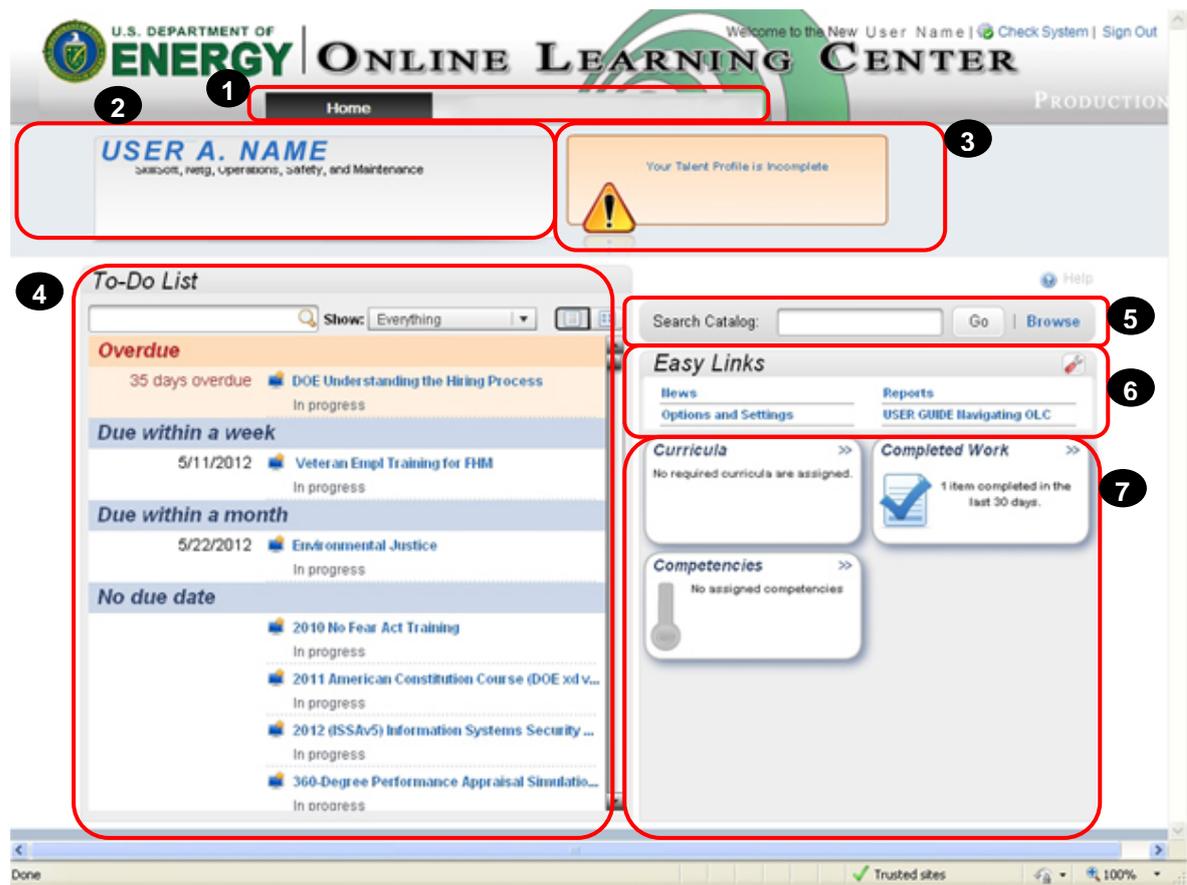
Job Aid: Navigation

Purpose

The purpose of this job aid is to guide users through the step-by-step process of navigating and identifying areas of the OLC, The Department of Energy's Learning Management System (LMS) user interface, and identifying some commonly used navigation icons.



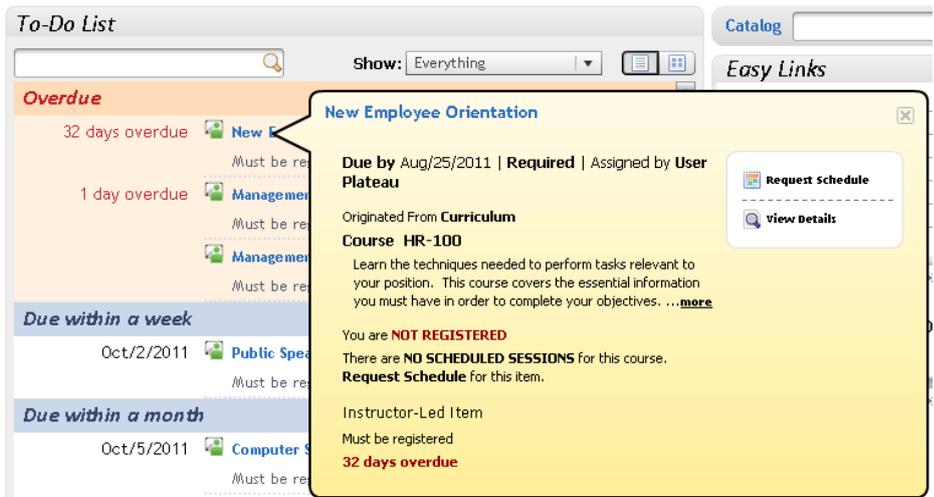
Task A. Identify Areas of the OLC User Interface (OLC)



- 1** Top Menu: Use the *Home* menu options in the top menu to navigate within the Online Learning Center (OLC).
- 2** User Card: Click the user name to navigate to the user's Profile screen.
- 3** Alerts: Indicates that the user must take action on something.
- 4** To-Do List: The Home page contains a To-Do List as a consolidated view of tasks requiring action. All tasks are in one place. Use the filter option to limit the list, for example, to show learning only, a list of current registrations, or assessments that are due, etc.
- 5** Catalog: Enter keywords in the textbox to perform a quick search for related items in your catalog. (i.e. To find communications classes try typing Comm or communication)
- 6** Easy Links: The Home page contains a panel with Easy Links which support easy navigation. Users can access a link to locate and perform their activities. Users can configure some links to be hidden by using the wrench icon in the corner of the Easy Links panel. The user must show at least one link.
- 7** Status Pods: The Home page contains a Status Pods panel which is a way for users to view a snapshot of progress on learning and performance activities. To Find your learning history, go to the Completed Learning Pod and click, and a list of all your finished training will be created. Here you can print your certificates by mousing over the titles and waiting for the yellow pop up dialogue as seen in Task B next.

Task B. Navigation Tips

Hover over an entry to reveal a pop-up that shows additional information and available actions.

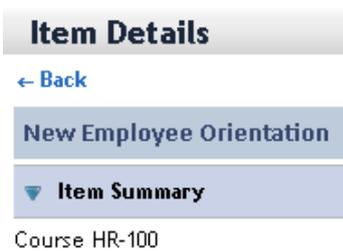


The screenshot shows a 'To-Do List' with a search bar and a 'Show: Everything' dropdown. A pop-up window for 'New Employee Orientation' is displayed over a list item. The pop-up contains the following information:

- Due by:** Aug/25/2011 | **Required** | Assigned by User Plateau
- Originated From:** Curriculum
- Course:** HR-100
- Description:** Learn the techniques needed to perform tasks relevant to your position. This course covers the essential information you must have in order to complete your objectives. ...[more](#)
- Registration:** You are **NOT REGISTERED**. There are **NO SCHEDULED SESSIONS** for this course. **Request Schedule** for this item.
- Item Type:** Instructor-Led Item
- Requirements:** Must be registered
- Overdue Status:** 32 days overdue

Buttons for 'Request schedule' and 'view details' are also visible in the pop-up.

Use the top menu and the **Back** link to navigate throughout the Online Learning Center (OLC).

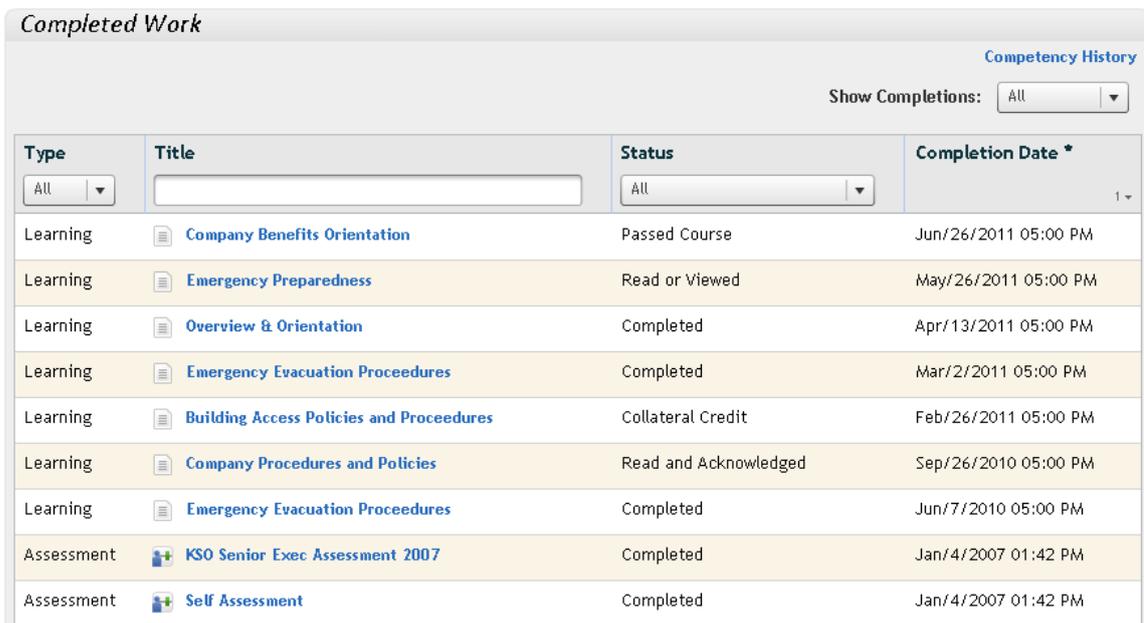


The screenshot shows the 'Item Details' page for 'New Employee Orientation'. It includes a '← Back' link, the course title 'New Employee Orientation', and an 'Item Summary' section. Below the summary, the course ID 'Course HR-100' is displayed.

Sorting Data in Tables

When the LMS displays data in tables, you can sort some columns in ascending or descending order.

The Completed Work table (below) is sorted by the *Completion Date* (indicated by the sort order arrow). The **1 ▲** icon indicates the column is sorted in ascending order. To change the sort order to descending, click the **Completion Date** column header. The arrow changes to **1 ▼** and re-sorts the table contents.

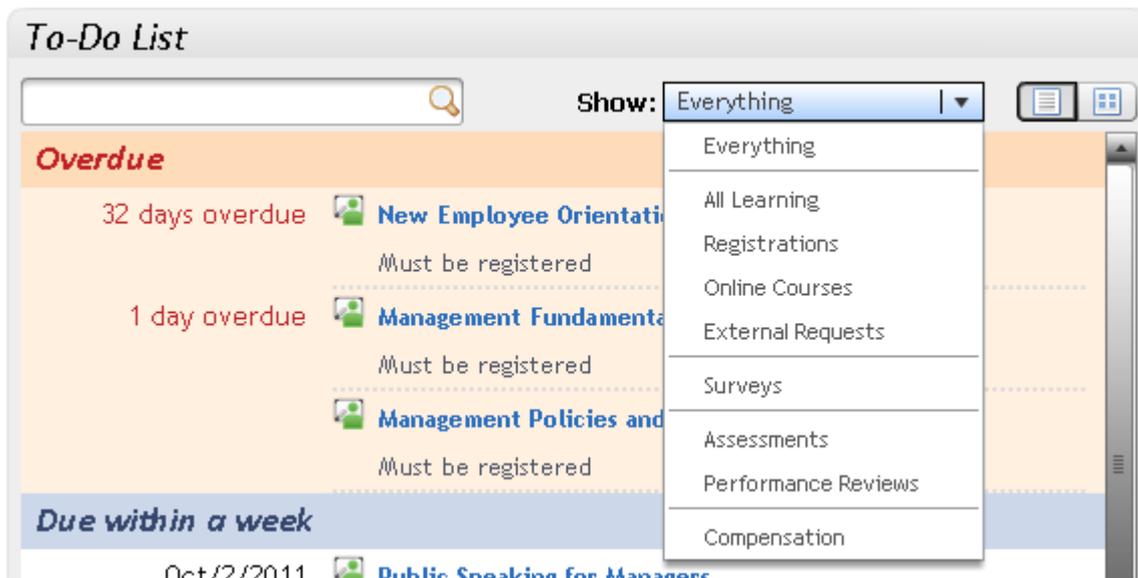


The screenshot shows the 'Completed Work' table with the following columns: Type, Title, Status, and Completion Date. The table is sorted by Completion Date in ascending order, indicated by a '1 ▲' icon in the header. A 'Show Completions:' dropdown is set to 'All'.

Type	Title	Status	Completion Date *
Learning	Company Benefits Orientation	Passed Course	Jun/26/2011 05:00 PM
Learning	Emergency Preparedness	Read or Viewed	May/26/2011 05:00 PM
Learning	Overview & Orientation	Completed	Apr/13/2011 05:00 PM
Learning	Emergency Evacuation Procedures	Completed	Mar/2/2011 05:00 PM
Learning	Building Access Policies and Procedures	Collateral Credit	Feb/26/2011 05:00 PM
Learning	Company Procedures and Policies	Read and Acknowledged	Sep/26/2010 05:00 PM
Learning	Emergency Evacuation Procedures	Completed	Jun/7/2010 05:00 PM
Assessment	KSO Senior Exec Assessment 2007	Completed	Jan/4/2007 01:42 PM
Assessment	Self Assessment	Completed	Jan/4/2007 01:42 PM

Filtering Data

Filtering data prevents rows from displaying in a table or list. This is useful if the page contains a large amount of data and you are interested in only specific information. Filtering options vary depending on the page. For example, the To-Do List below can be filtered to show only *All Learning*, *Registrations*, *Online Courses*, etc. Also, using the "type ahead" search box, you can filter your current view.



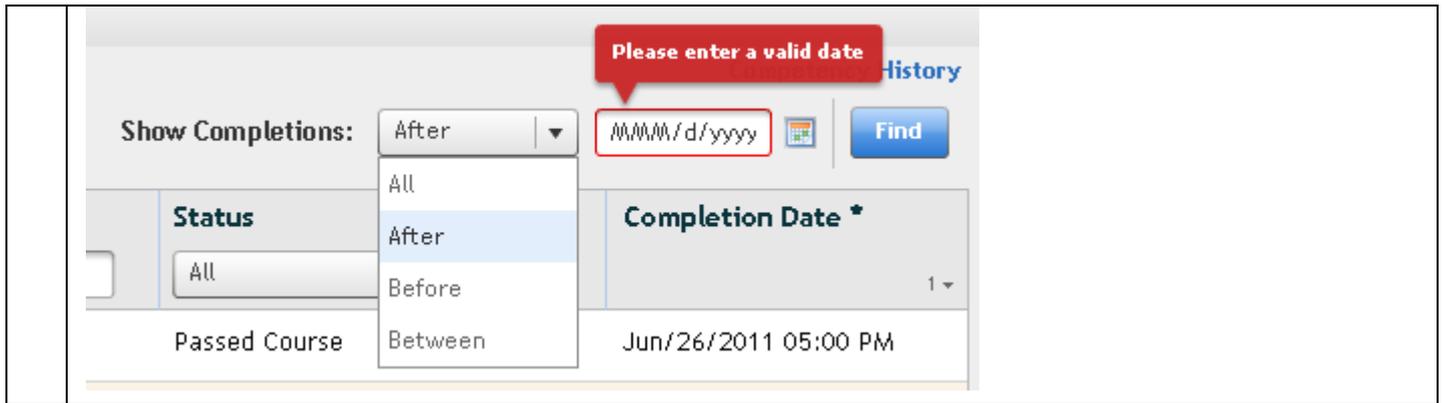
Another example of filtering is on the Completed Work page, which can be filtered by type by selecting from the Type column drop-down list; filtered by title by using the 'type ahead' text entry box; filtered by status by selecting from the Status column drop-down menu; or by completion date by using the Show Completions drop-down options to show only completions *after*, *before*, or *between* selected dates.

Completed Work

[Competency History](#)

Show Completions:

Type	Title	Status	Completion Date *
All	<input type="text"/>	All	1
Learning	Company Benefits Orientation	Passed Course	Jun/26/2011 05:00 PM
Learning	Emergency Preparedness	Read or Viewed	May/26/2011 05:00 PM
Learning	Overview & Orientation	Completed	Apr/13/2011 05:00 PM
Learning	Emergency Evacuation Procedures	Completed	Mar/2/2011 05:00 PM



Task C. How to Access in the Online Learning Center 6.4

Task/ Action	How to access in 6.4
Access/edit talent profile	Home > User Card (top of screen) > click the name
View/update approvals for others	Home > Alert message -or- Home > Easy Links > Approvals
Run reports	Home > Easy Links > Reports
Change regional preferences, edit password or PIN, select learning notifications settings, assign delegate	Home > Easy Links > Options and Settings
Access and search communities	Home > Status pod > Communities