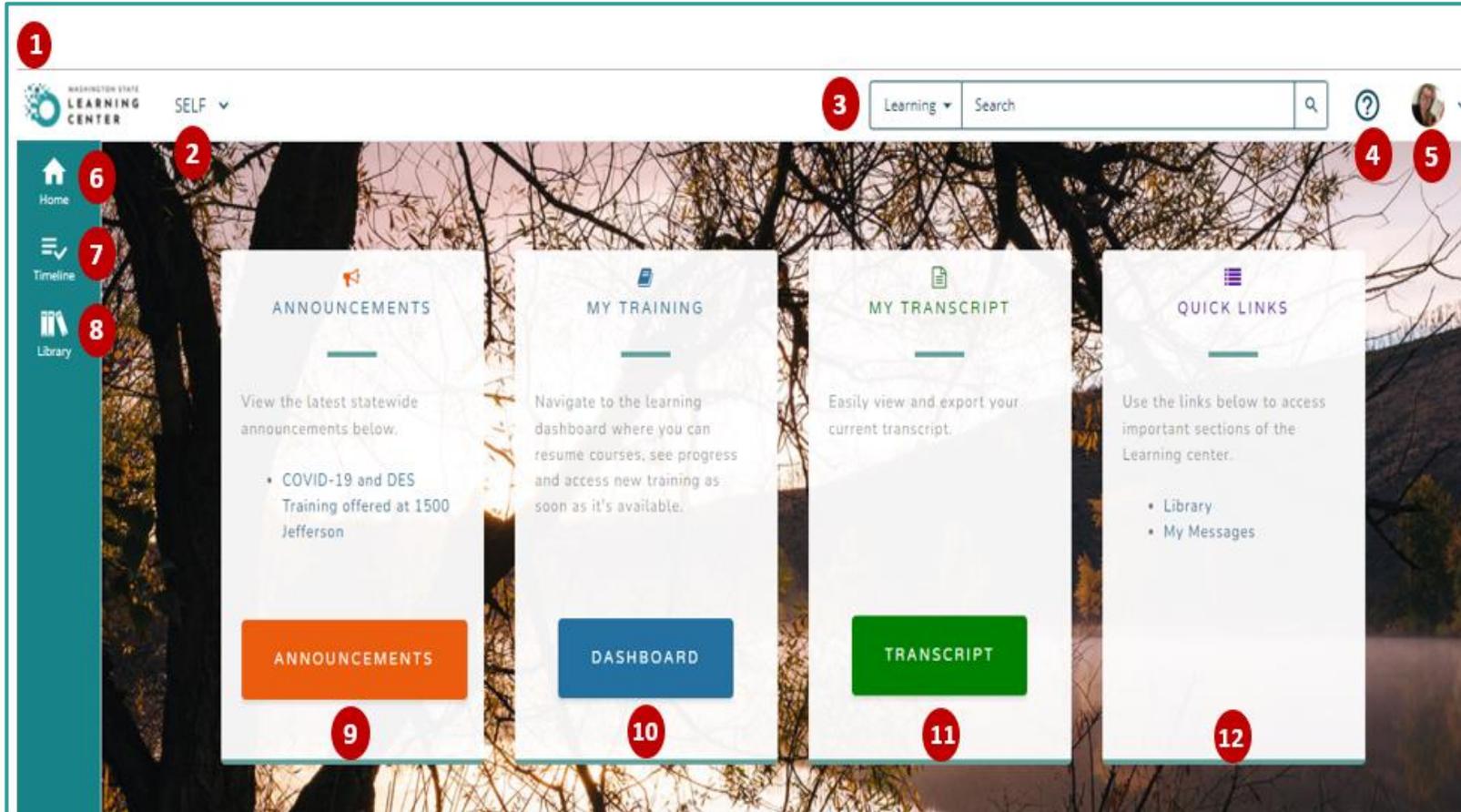# Basic Navigation in Learning Center

The purpose of this document is to:
1. Cover basic navigation,
2. Cover terms in Learning Center,
3. Share commonly used features, and
4. Cover individual learner features.

WASHINGTON STATE
**LEARNING
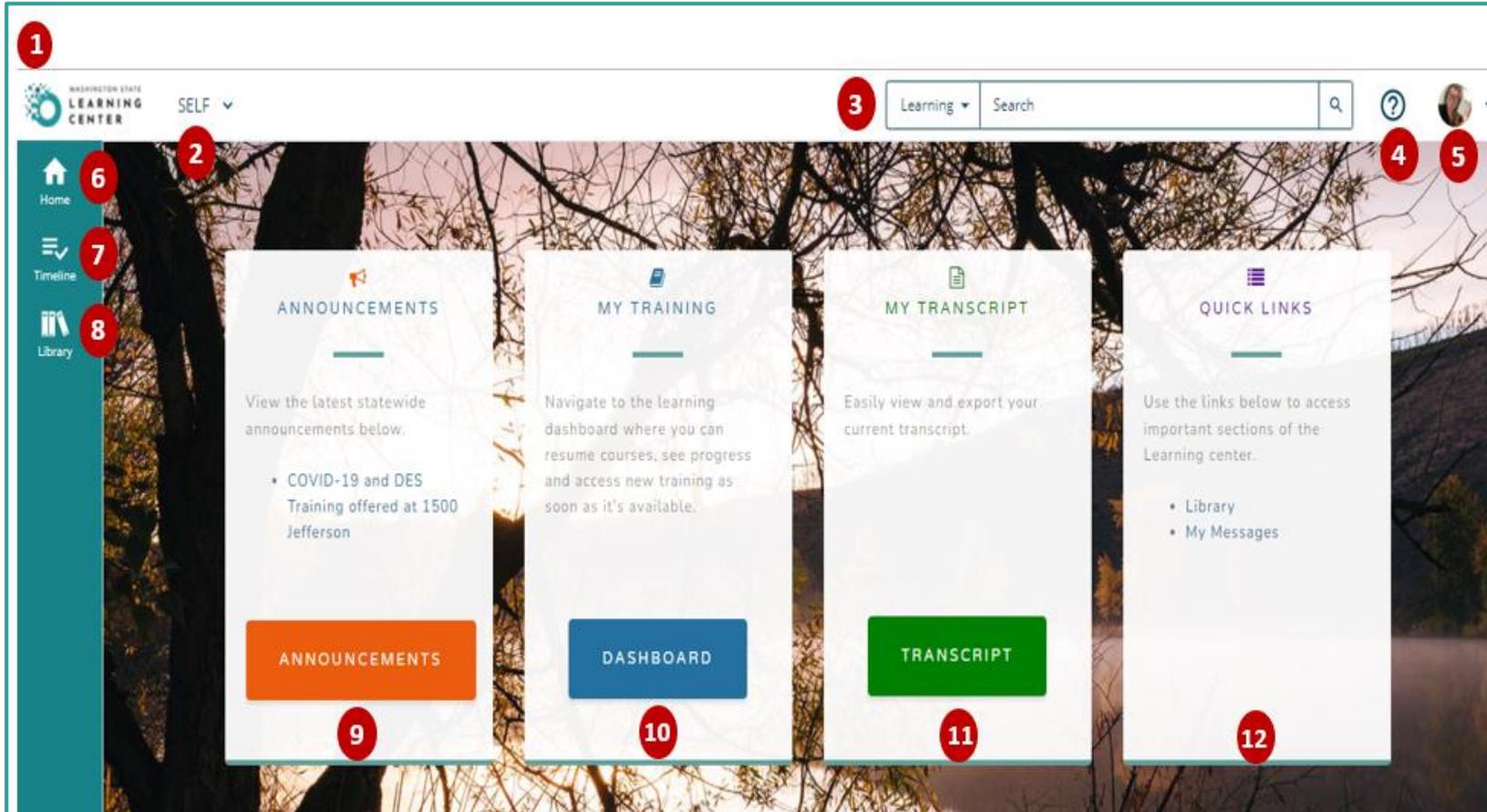CENTER**

Basic Navigation in Learning Center

1. Learning Center Logo – will take you to the Home Page you see now.

2. Self – opens menu of additional opens to access your learning dashboard, development, etc.

3. Learning Search bar – type and search for courses/classes/and curriculum in Learning Center.

4. Question Icon – provides access to SumTotal help. *SumTotal is the platform that Learning Center is hosted on.*

5. Profile Icon – allows access to your user profile.

6. Home Icon – will take you to the Home Page you see now.

Basic Navigation in Learning Center (cont.)
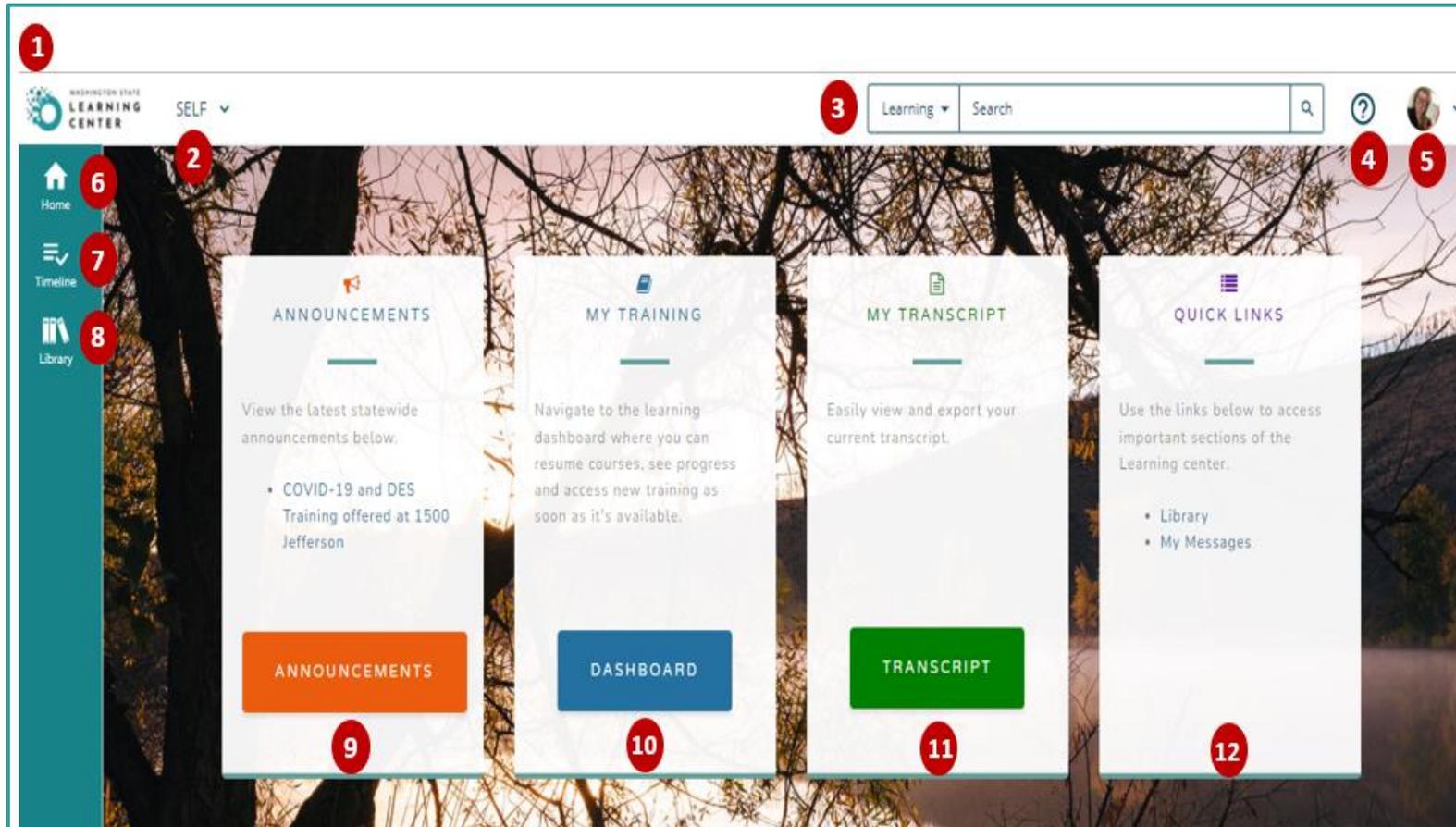
7. <u>Timeline Icon</u> - shows a list of training that is required, assigned, past due, currently taking, and upcoming.

8. <u>Library</u> – if your Agency has written out Library Topics, you will find various learning activities

9. <u>Announcements</u> - when there is an important announcement, this is the location it will be posted. This may be blank.

10. <u>My Training</u> – access to your training "Experience Hub".

11. <u>My Transcript</u> – access to your learning transcript.

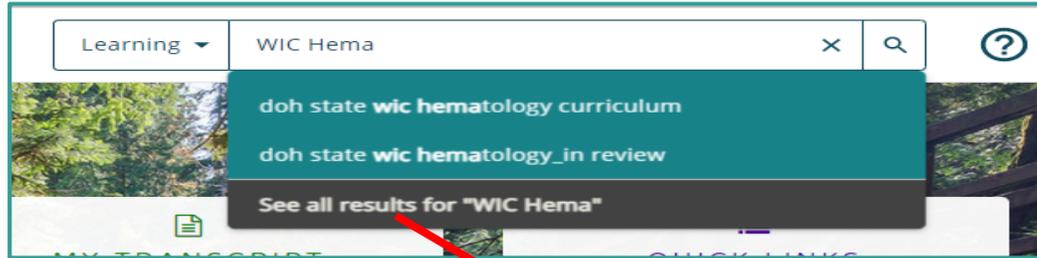12. <u>Quick Links</u> – quick access to important links.

Most Used Features

Most times you will access Learning Center to:

3. Look for Training opportunities (**Learning Search** bar)

4. Complete assigned/required training (**Timeline Icon**)

11. Review your transcript (**My Transcript** button)

Learning Search

Learning Search bar:

- Allows you to search with key terms.

- As you type titles will start to display.

- To see all results, select "see all results" text.

Learning Search (cont.)

Search Results for Learning:

- You'll have the ability to sort & filter results.
- Take note of the Title above the results displays "Curriculum", "Online Course", or "Quick Assessment".
- To open a result, select the title of the Curriculum or Online Course.

Timeline Icon (cont.)

Timeline Icon:

- Opens your learning timeline.

- Allows you to view tasks & learning path.

- Provides a learning timeline total. You can click on the timeline headers "Current", "Upcoming", "Assigned" and "Critical" to view learnings under that title.

- Allows you to **Sort by** your learnings.

- **View Details** will open the training, if you select the arrow, it will allow you to cancel registration.

Timeline Icon (cont.)

TOTAL	18 CURRENT	8 UPCOMING	1 ASSIGNED	2 CRITICAL

Timeline Icon:

Total: *Displays all trainings on a learners account.*

Current: *Displays a list of current training activities that a learner is Registered for or In Progress.*

Upcoming: *Displays upcoming training activities, either Registered or Assigned.*

Assigned: *Displays a list of assigned training activities included Requires and Recommended.*

Critical: *Displays all critical training a learner needs to complete including; registered, assigned, certification with an end date, or non-certification with an expired date.*

My Transcript

My Transcript:

- The easiest way to access is to select the **Transcript** button from the home page.

- You have the option to show training records by:
  - Specific Date Range
  - Year

- Once a date range/year is selected you can view the **Activity title, Completion Date, Estimated Credit Hours** *(if applicable),* and **Score** *(if applicable).*

- You can **Print** & **Export to PDF.**

- The Transcript will only show completed trainings.

Washington State Department of Health