

How to e-Learn

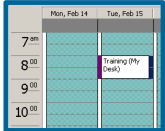
Quick Reference Guide



e-Learning courses give you a great deal of flexibility. This guide provides suggestions on how to get the most from your e-learning experience.

Schedule Your Training

Outlook Calendar



Schedule training time in your Microsoft® Outlook® Calendar just like you would for an instructor-led course. Take a look at the online course's total number of hours. Schedule blocks of time that work for you. Whether it's 30 minutes per day, three times a week, or once a week, save those blocks of time in your Calendar.

Important note for non-exempt employees: Online training must be completed during your regularly scheduled work hours. You must obtain management approval **in advance** if you wish to complete online training outside of your regularly scheduled work hours or in a location other than at your desk.

Outlook Tasks

Set a Completion Date

Choose a date when you plan to complete the course. Use Outlook's Tasks feature to enter that deadline as a "Due Date" to finish your training.

Minimize Interruptions

Friendly Sign

Post a sign in your work area that states: *Training In Progress. I Will Be Available After [time].* Create your own sign or contact the Help Desk at ext. 1234 to request a free sign.

Headphones



If the e-learning course you selected has audio, your computer has a sound card, you have headphones/earbuds, and if your manager allows you to use headphones, put them on to minimize distractions from sounds coming from your work area.

E-mail

Exit and log off Outlook to avoid the temptation of checking new messages.

Your Telephone



Forward Calls

Put your phone on Forward during the course. If the phone's Message Indicator light and the flashing "Message" arrow might distract you, cover them both with Post-It Notes® to stay focused on the course.

Extended-Absence Greeting

Create an extended-absence greeting stating that you are attending a training course today from *[start time]* to *[end time]*, and that you will return messages when you are available. In your greeting, include the name and extension of a team member who can help the caller.

Alternate Locations

Need to find a quiet spot for e-learning, or a computer with a sound card? Your options include:

- **PC Labs:** Call the Help Desk at ext. 1234 to see if the Labs are available. If no classes are in session, schedule a date and time for your training with Help Desk staff.
- **On-Site Labs:** Check availability with your location's Training Coordinator.

Note: Always get your manager's approval, first, before using an alternate e-learning location.

Map the Landscape

- Get familiar with the course before you start by reviewing the Course Map (list of topics).
- Click on the navigation buttons until you feel comfortable with how they work.
- Look at any reference materials, online help, etc. that the course offers.
- Download/Print the materials so you can refer to them as you progress through the course.



Use the Bookmark

If you need to exit your course before you complete it, the course electronically places a bookmark to save your location. When you return to your training, click the Bookmark icon located on the Course Menu.



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Take the Course Again!

Once you complete the course, your training isn't over. You can go back to the course at any time during the calendar year you enrolled and review the material as often as you want to improve your job skills. Just log in to the Learning System, click the **Transcript** link, find the course, then click the course's **Launch** link.



Evaluate the Course

Online Course Evaluation	
The course was easy to launch (start)	Strongly Agree
The course instructions were easy to understand	Strongly Agree

After you complete the course, you will receive an e-mail message from the Help Desk. The message contains a hyperlink to the Online Course Evaluation screen. Click the link, log in to the Learning System, and fill out the form. It's easy!

Please rate the course then enter your comments, including your constructive feedback as well as your positive comments. You'll need only a minute to complete the Evaluation, and it's important that you do.

The Training staff will use your feedback to evaluate current courses, make recommendations to other employees, and plan for the Company's future training needs.

Continue Your Education

Once you have completed your e-learning course, keep on learning. Take steps to reinforce what you learned and build upon the skills the course taught you.

Use the Tools



The course's reference materials can open the door to your continuing education. What are these materials? These materials include Job Aids, Skill Briefs, and maybe even a bibliography of books you can read in the future.

Teach Others



1. Meet with your manager to share what you learned from the course. Describe in detail how you will apply the new skills to your job.
2. Ask your manager if you can schedule a meeting with your coworkers to discuss what you learned, and how the course may benefit them.

Add the Human Element

You can enhance your e-learning experience by adding the ingredient of human interaction, a primary attraction of instructor-led training. As you take advantage of e-learning's benefits, add the human element by:



- **Asking** a coworker (or two) to request approval from your manager for the same learning activity. After approval and enrollment, create a study plan to complete the same module by the same target date. Then, schedule a brief "study group" meeting to review and reinforce what you learned.
- **Recruiting** a work friend, a coworker, or your manager to hold you accountable for completing the course. As you finish each module check in with your accountability partner, discuss what you learned, and state when you will complete the course.

If appropriate to you, first touch base with your manager about the amount of time you may spend with a study group or with your accountability partner. You and your manager can work together to help you meet your learning goals and your current project deadlines.

Call Extension 1234

Help Desk

The online learning activities are high-quality courses. However, if you experience any problems or errors while launching or playing a course, contact the Help Desk at ext. 1234.

The Training staff may ask you to forward a picture of any error messages. You can do this by following the steps below. With the error message on your computer monitor:

1. Press the **Print Scrn** key on your keyboard.
2. Open a blank Word document.
3. Click your cursor inside the Word document.
4. Select **Edit | Paste** to add the image into Word.
5. Save the Word file on your computer. Forward it to the Help Desk as an attachment to an e-mail message.

