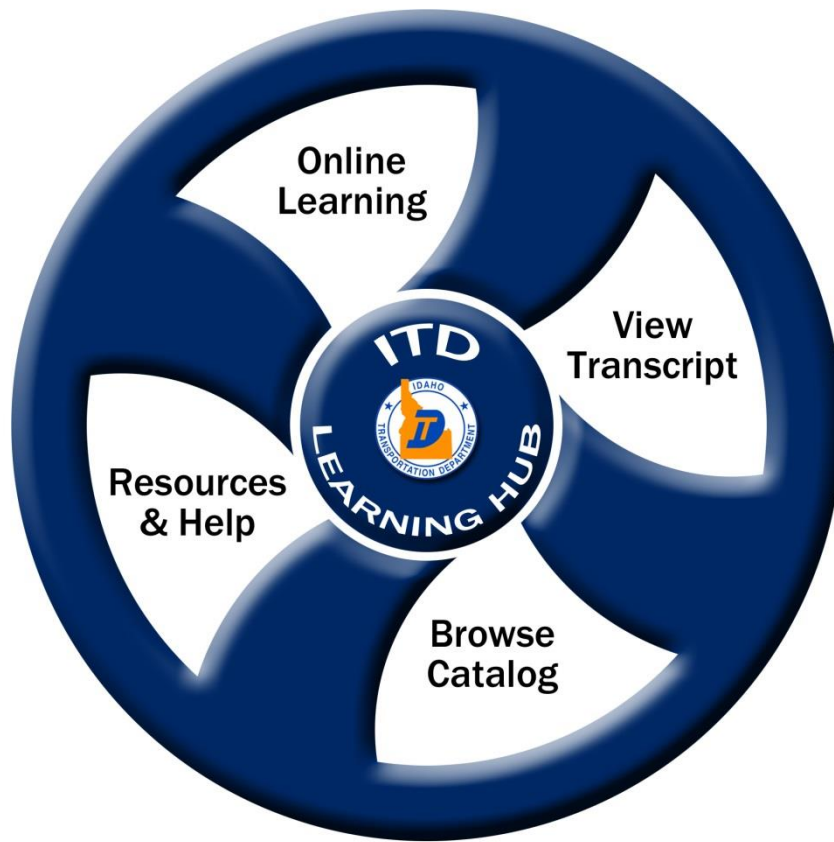




ITD Learning Hub



Visual Quick Guide

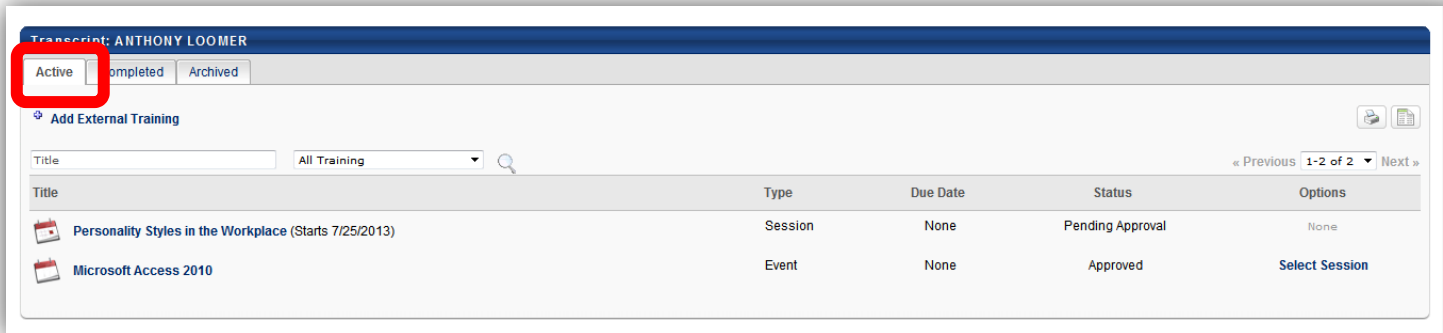
Welcome Page

The screenshot shows the ITD Learning Hub interface. At the top left is the IDAHO TRANSPORTATION DEPARTMENT logo. The main header is "ITD Learning Hub" with a callout box labeled "1" next to it. To the right is a search bar with a magnifying glass icon and a callout box labeled "2" next to it. Below the search bar are links for "My Account", "Log Out", and "Help". A navigation bar contains "Home" and "Learning" links. The main content area starts with the text "Welcome to your personalized learning center." Below this is a large blue wheel with four segments: "Online Learning" (callout 6), "View Transcript" (callout 3), "Browse Catalog" (callout 4), and "Resources & Help" (callout 5). To the right of the wheel is a blue box titled "Introduction to the ITD Learning Hub" (callout 7) containing the ITD Learning Hub logo. Below that is a section titled "My Upcoming Classroom Training" (callout 8) with a calendar icon and the text "No Sessions Scheduled".

Welcome Page

#	Item	Function
1	Learning Hub Logo	Click on this image anytime to return to the Welcome Page.
2	Search	Click in the Search box and type all or part of the name of the training you are looking for. Press Enter or click on the magnifying glass to search.
2	My Account	Click this link to view your account preferences. You can change your status to Out-of-Office or change your password for accessing the Learning Hub from outside the ITD network.
2	Log Out	When accessing the Learning Hub from the ITD network, it is not necessary to Log Out. You can simply close the browser window. Your session is immediately terminated when you close the window.
3	View Transcript (see details below)	Click the View Transcript button on the Hub to access your Active and Completed transcripts.
4	Browse Catalog (see details below)	Click the Browse Catalog button on the Hub to search for training. Types of training include Instructor-led Training, Online Training, Tests, and other material related to learning.
5	Resources & Help (see details below)	Click this button to access online tutorials about using the Learning Hub, contact information for your local trainer, and a list of frequently asked questions.
6	Online Learning (see details below)	When we begin using the Learning Hub on August 1, this button will take you to several tutorials available for using the Learning Hub. In the future, online training on other topics will be available by clicking this button.
7	Introductory Video	This video gives a short introduction to the Learning Hub. We will also use this space to post videos about updates and new features in the Learning Hub as they become available.
8	Your Upcoming Classroom Training	This area displays any training sessions you are currently scheduled to attend, but have not yet completed. <i>NOTE: The trainers who schedule these sessions are responsible for marking them complete after you have attended a class. Please allow up to 48 hours after the end of the class for this information to be updated.</i>

View Transcript



Transcript: ANTHONY LOOMER

Active | Completed | Archived

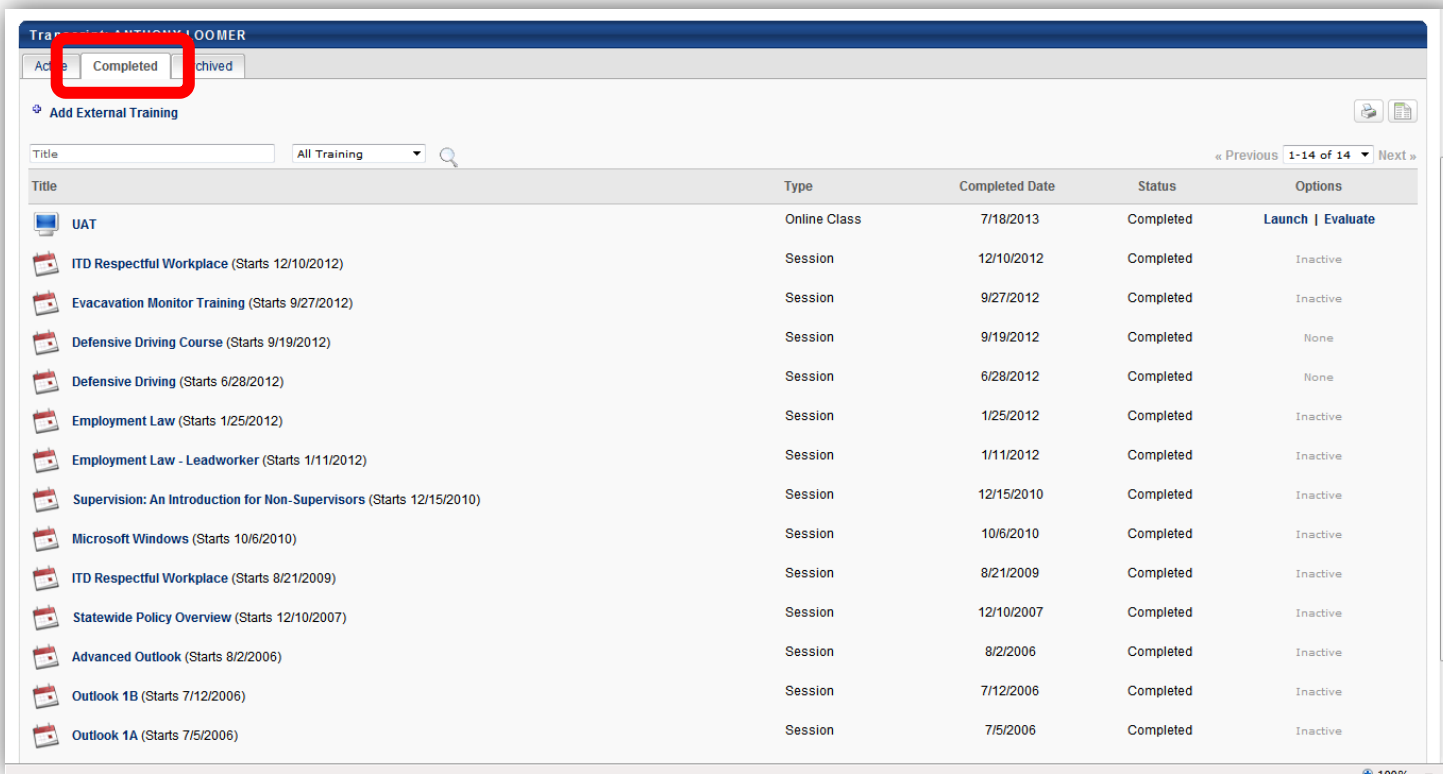
Add External Training

Title: [] All Training [v] [magnifying glass]

« Previous 1-2 of 2 Next »

Title	Type	Due Date	Status	Options
Personality Styles in the Workplace (Starts 7/25/2013)	Session	None	Pending Approval	None
Microsoft Access 2010	Event	None	Approved	Select Session

The **Active** transcript is where you can see all training that is scheduled, but not yet completed.



Transcript: ANTHONY LOOMER

Active | Completed | Archived

Add External Training

Title: [] All Training [v] [magnifying glass]

« Previous 1-14 of 14 Next »

Title	Type	Completed Date	Status	Options
UAT	Online Class	7/18/2013	Completed	Launch Evaluate
ITD Respectful Workplace (Starts 12/10/2012)	Session	12/10/2012	Completed	Inactive
Evacuation Monitor Training (Starts 9/27/2012)	Session	9/27/2012	Completed	Inactive
Defensive Driving Course (Starts 9/19/2012)	Session	9/19/2012	Completed	None
Defensive Driving (Starts 6/28/2012)	Session	6/28/2012	Completed	None
Employment Law (Starts 1/25/2012)	Session	1/25/2012	Completed	Inactive
Employment Law - Leadworker (Starts 1/11/2012)	Session	1/11/2012	Completed	Inactive
Supervision: An Introduction for Non-Supervisors (Starts 12/15/2010)	Session	12/15/2010	Completed	Inactive
Microsoft Windows (Starts 10/6/2010)	Session	10/6/2010	Completed	Inactive
ITD Respectful Workplace (Starts 8/21/2009)	Session	8/21/2009	Completed	Inactive
Statewide Policy Overview (Starts 12/10/2007)	Session	12/10/2007	Completed	Inactive
Advanced Outlook (Starts 8/2/2006)	Session	8/2/2006	Completed	Inactive
Outlook 1B (Starts 7/12/2006)	Session	7/12/2006	Completed	Inactive
Outlook 1A (Starts 7/5/2006)	Session	7/5/2006	Completed	Inactive

The **Completed** transcript is where you can see all the training you have completed.

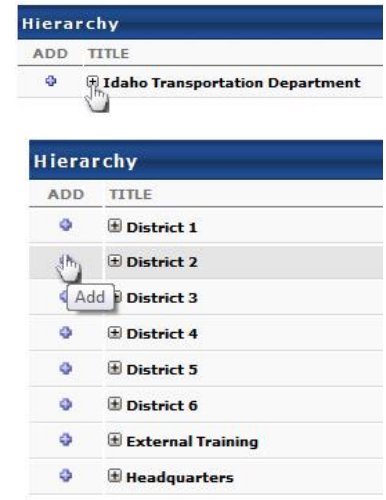
We are not using the **Archived** transcript at this time.

Browse Catalog

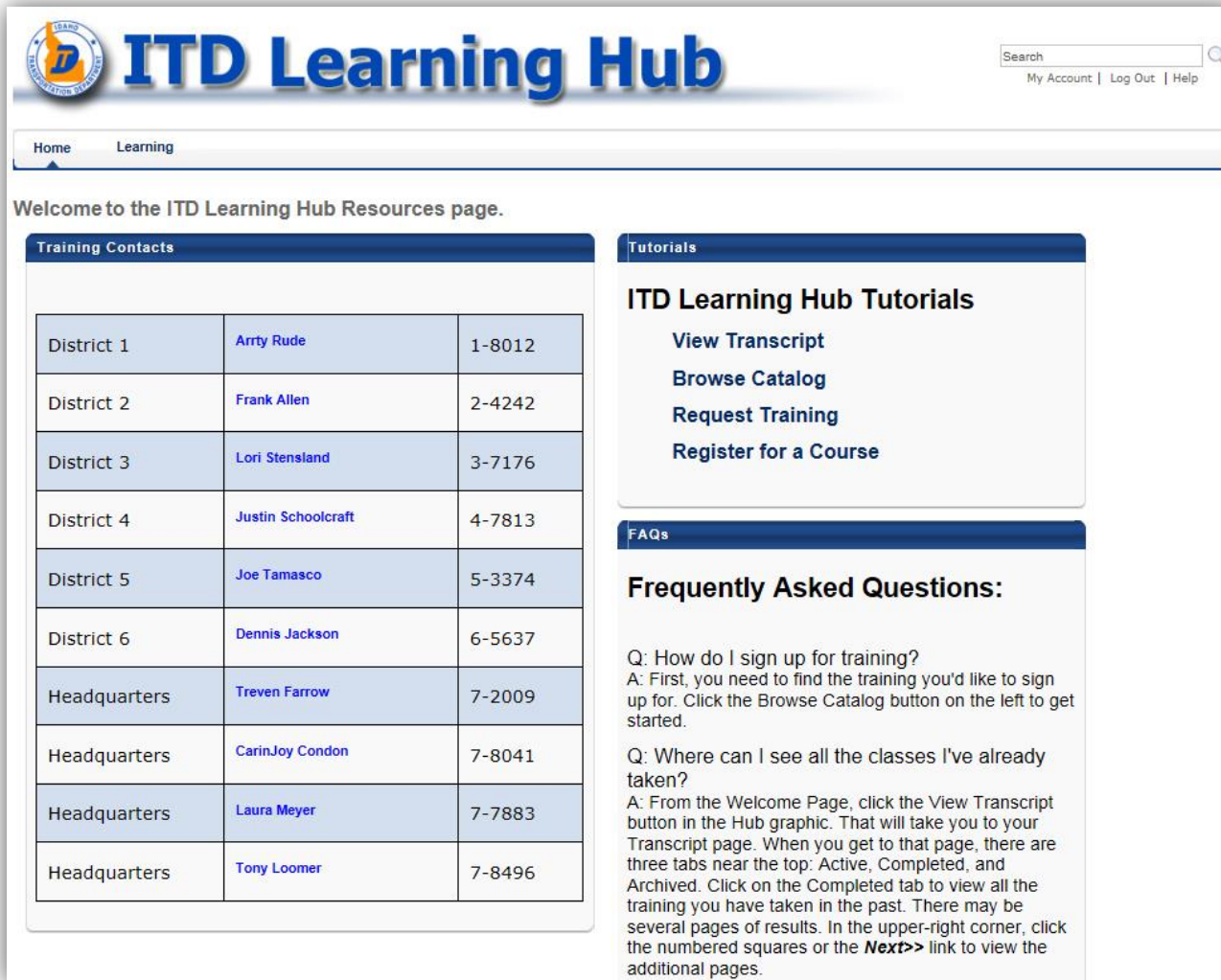
The screenshot shows the ITD Learning Hub search interface. At the top left is the IDANG logo. The main header is "ITD Learning Hub". On the top right, there is a search bar and links for "My Account", "Log Out", and "Help". Below the header is a navigation bar with "Home" and "Learning" (the active page). The "Search" section includes instructions: "Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon." Below this is a row of five icons: "Online Class", "Event", "Curriculum", "Test", and "Material". Each icon has a checked checkbox below it. A blue callout box with the number "1" is positioned to the right of the "Material" icon. Below the icons is a search form with four input fields: "Title", "Description", "Subject", and "Location". Each field has a small magnifying glass icon to its right. A blue callout box with the number "2" is to the left of the "Title" field. A blue callout box with the number "3" is to the right of the "Description" field. A blue callout box with the number "4" is below the "Subject" and "Location" fields, with two arrows pointing to the magnifying glass icons of these two fields. A "Search" button is located at the bottom right of the form. At the bottom of the page is the "Cornerstone OnDemand" logo and footer text: "Cornerstone 13.2.2.12 Powered by Cornerstone OnDemand, Inc. © 2000-2011 Cornerstone OnDemand, Inc. All Rights Reserved. U.S. Patent No. 6,587,668. Terms of Service | Privacy Statement | Cookie Policy".

Browse Catalog

#	Item	Function
1	Learning Object types	<p>In this program, all the different types of training, such as Instructor-led classes, Online Training, Tests, books and other materials, are referred to as Learning Objects.</p> <p>Each icon on this bar represents a different type of Learning Object. Leave all the objects checked to get the broadest search results. Uncheck specific objects, or click an icon to search for only that type of Learning Object, to return fewer items in your search.</p>
2	Title	Type all or part of the name of a Learning Object; then click Search to find information about that course.
3	Description	Click in the Description box and type any keywords that may be associated with the class. Click Search to view the results.
4	Subject and Location	<p>For both of these filters, click the buttons at the end of the textbox to select a subject or location.</p> <ul style="list-style-type: none"> In the Subject box, click on the name of any Subject to make that the search filter. Then click the Search button. In the Location box, click the thin plus [+] sign to expand the Idaho Transportation Department location and see the nested locations below it. Then click the thick blue plus [+] sign to add your location.



Resources & Help



Welcome to the ITD Learning Hub Resources page.

Training Contacts

District 1	Arrty Rude	1-8012
District 2	Frank Allen	2-4242
District 3	Lori Stensland	3-7176
District 4	Justin Schoolcraft	4-7813
District 5	Joe Tamasco	5-3374
District 6	Dennis Jackson	6-5637
Headquarters	Treven Farrow	7-2009
Headquarters	CarinJoy Condon	7-8041
Headquarters	Laura Meyer	7-7883
Headquarters	Tony Loomer	7-8496

Tutorials

ITD Learning Hub Tutorials

- [View Transcript](#)
- [Browse Catalog](#)
- [Request Training](#)
- [Register for a Course](#)

FAQs


Frequently Asked Questions:

Q: How do I sign up for training?
A: First, you need to find the training you'd like to sign up for. Click the Browse Catalog button on the left to get started.

Q: Where can I see all the classes I've already taken?
A: From the Welcome Page, click the View Transcript button in the Hub graphic. That will take you to your Transcript page. When you get to that page, there are three tabs near the top: Active, Completed, and Archived. Click on the Completed tab to view all the training you have taken in the past. There may be several pages of results. In the upper-right corner, click the numbered squares or the **Next>>** link to view the additional pages.

The Resources & Help page is where you can find contact information for your local trainer. You can also view tutorials on how to use the Learning Hub and see answers to Frequently Asked Questions.


Online Learning




ITD Learning Hub

Home Learning


Welcome to the ITD Learning Hub Online Learning page.




How to View Your Transcript



How to Browse for Training



How to Find Help



How to Request Training

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ONDEMAND Empowering People U.S. Patent No. 6,587,668. [Terms of Service](#) | [Privacy Statement](#) | [Cookie Policy](#)

The Online Learning page lists current online training modules that can be launched directly from this page. These modules do not require registration or approval and can be viewed as many times as you would like.