

ITD Learning Hub – Quick Guide

Logging In to the Learning Hub

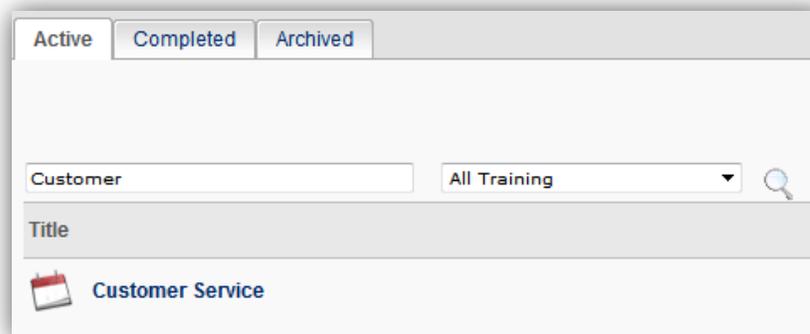
1. The ITD Learning Hub does not require you to use a username and password to log in. When you turn on your computer and log into Windows, the Learning Hub already knows who you are.
2. To access the Learning Hub, open a web browser to the Transporter page.
3. In the list of links on the left side of the page, **ITD Learning Hub** is at the bottom. Click that link to enter the Learning Hub.

(There are also several other places you can access the system from the Transporter page. Anywhere you see the Hub logo, you can click to get in.)



View Transcript

1. Navigate to the ITD Learning Hub
2. On the Hub graphic, click **View Transcript**.
3. Your transcript contains three tabs: Active, Completed and Archived. We're not using the Archived tab at this time.
Active – These are classes you have requested or have been assigned, but have not completed yet.
Completed – This is a list of all completed training for which we have records for you.
4. You can click on each of the tabs to view the entire list.
5. To find a specific class on your transcript, click in the **Title** search box and type all or part of the name. Press **Enter** or click the magnifying glass to search.



6. At the top of the transcript, on the right-hand side, there are links to navigate to additional pages if you have a very long transcript. Click the drop-down to select a different page, or click the **Next** or **Previous** links to navigate one page at a time.



7. There are also buttons for printing your transcript.

Click the **Printable Version** button to view your transcript in a separate window where you can print the entire thing. Click the **Transcript Report** button to set specific parameters for your report and export it to Excel.

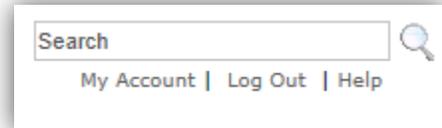
8. At the top of the page, click the **ITD Learning Hub** logo to return to the Welcome Page.

Browse Catalog

The catalog is where you can search for available training. It includes many types of training, including standard instructor-led training events, online training, tests, videos and other materials related to training, like books and manuals.

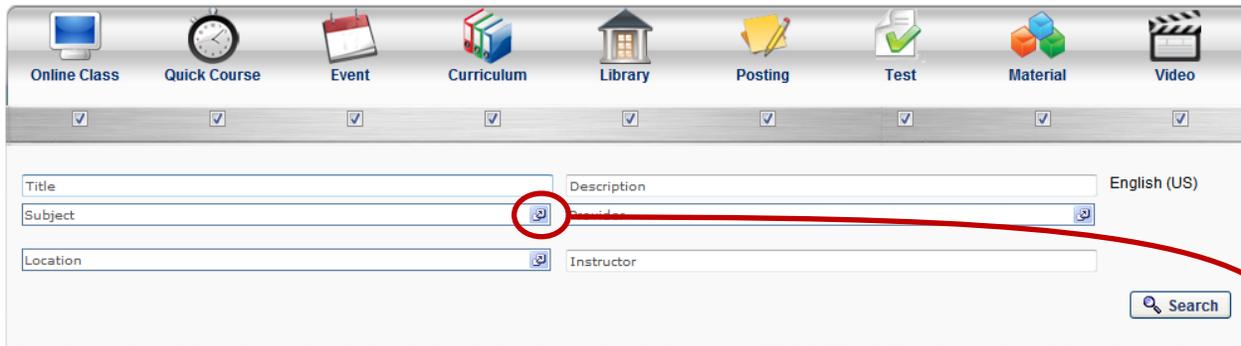
To search for specific training:

1. In the upper-right corner of the screen, click in the **Search** box and type all or part of the name of what you're searching for. For example, if you're looking for Fundamental Skills of Communication you could search for *communication*, *comm*, *fundamental*, or even just *fun*.
2. Press **Enter** or click the magnifying glass to search.



To browse the entire catalog:

1. From the Welcome Page click the **Browse Catalog** button on the Hub. This takes you to the same page as the Search steps above, but without any search results.

A screenshot of the "Browse Catalog" search interface. At the top, there is a navigation bar with icons and labels for: Online Class, Quick Course, Event, Curriculum, Library, Posting, Test, Material, and Video. Below this is a search form with several text boxes: Title, Description, Subject, Location, and Instructor. A red circle highlights the "selector" button (a magnifying glass icon) next to the Subject field. A red arrow points from this button to the "Search" button at the bottom right of the form. The language is set to "English (US)".

2. By default, all types of training are selected and you can simply click the **Search** button to see everything that is currently available in the catalog.
3. You can also narrow your search by typing all or part of a training item in the Title text box, then clicking the **Search** button.
4. If you don't know the name of the thing you're looking for, you can click the **selector button** beside the Subject field. In the window that appears, make a selection by clicking on the name of a subject. The window will close, your subject will be listed in the Subject field, and you can click the **Search** button.
5. To clear the selected Subject, click the **X** on the right-hand side of the text box.
6. Click **Search** again to view everything without the Subject filter.
7. At the top of the page, click the **ITD Learning Hub** logo to return to the Welcome Page.

Resources & Help

1. From the Welcome Page, click the **Resources & Help** button on the Hub.
2. To view individual tutorials on the four main elements of the Learning Hub, click any of the links in the Tutorials section.
3. Frequently Asked Questions is where you will find answers to many commonly asked questions about the Learning Hub.
4. Training Contacts – Use the phone numbers or email links to contact your local trainer for help using the Learning Hub or for any other training related questions.

Online Learning

Initially, the Online Learning section will be a place for you to view short tutorials about using the Learning Hub. You can view them as many times as you'd like, but they will only go on your transcript once.

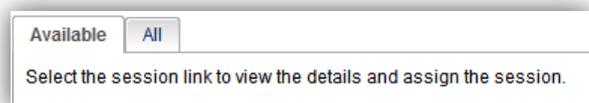
In the future, this will be a shortcut to a wider variety of online training, like Timesheet tutorials.

1. Click on **Online Learning** in the Hub.
2. Click any of the four **How to...** boxes to view instructions on that feature of the Learning Hub. The tutorial will launch in a second browser window. You may need drag the edge or corner of the window to make it bigger.
3. After viewing the tutorial, click the **Exit** link to exit the tutorial and return to the Online Learning page.
4. Follow the same process to view other tutorials on this page.

Request Training

The basic process for requesting training is straightforward.

1. Browse the Catalog to find the training you want to request.
2. Click on the Title of the training to view the details. This appears in a pop-up window.
3. If there are sessions available to you, they will be listed on the Available tab and there is a "Request" link in the Options column. Click that link to request that specific session. You will then be taken to your Transcript page where the session will be listed on your Active transcript and show "Pending Approval."



- If none of the sessions listed will fit your schedule, you can click the link at the bottom that says, **“Notify me when sessions are scheduled.”** When you choose this option, you will receive an email message to let you know Advance Registration is open when a session is scheduled.
- If you are a supervisor, you can also Assign this training to one or more of your employees by clicking the **Assign** button.
- Click **Close** to close the window.



Approve Training (Supervisors & Managers)

When one of your employees requests training, you will be notified by email that the request needs your attention. When you go to the Learning Hub, your Welcome page contains a section with Training Messages, items that need your attention.

- Go to the ITD Learning Hub.
- On the Welcome Page, look in the Training Messages box. If there are training requests that need your attention, click on the **Approve training** link.
- This link takes you to the Pending Requests report. It is an interactive report, the central place for you to grant or deny training requests.



Training Pending Approval				
Printable Version		Export to Excel		(2 Results)
Name <input type="text"/> <input type="button" value="Search"/>				
Requested By	Training	Type	Date	Options
STEN BLAND, LORI Division of Highways (Division) TRAINING SPECIALIST (Position)	10.28 General Flagger Training (Starts 7/1/2014)	Initial	7/29/2013 2:29 PM	✓ ✗
STEN BLAND, LORI Division of Highways (Division) TRAINING SPECIALIST (Position)	10.28 General Flagger Training (Starts 6/6/2014)	Initial	7/29/2013 3:45 PM	✓ ✗

- On the right-hand side, click the green check mark to approve the training, or the red X to deny the request.

5. Whichever option you choose, you can enter a brief message explaining your choice. This may not be necessary when you approve training, but you should always enter a message when you deny training, so the employee understands your decision. If you choose Defer, the request is routed to your manager for approval.

Approve Request

Please enter any additional comments:

By selecting "Employee Pays" you are requesting that the employee be allowed to take this course only if they pay the percentage of the total cost you specify below. The employee's cost center pays the remaining amount, if any.

Employee pays by credit card %

6. Click Submit to finish processing the request. The employee will be notified of your decision via email and their request will show as "Approved" on their transcript.

Interests & Waitlists

When there are no sessions available for a class and you use the "Notify me when sessions are scheduled" link, you are added to an Interest Tracking list. That simply means you have expressed interest in a class, but have not received any approval to attend. When a new session is scheduled, everyone on the Interest Tracking list will receive an email message to let them know a session is scheduled. This gives you first dibs to request the training. If you do not request the training within three days, the session becomes open to all users.

When you have been approved for training, but there are not enough seats available in a session, you are automatically placed on a Waitlist. If a seat becomes available, you will be notified and can request to take the seat.

Training & Development staff also monitor these lists so they have an idea what classes need to be scheduled to meet demand.

To get on a waitlist:

1. Browse the Catalog and find the class you are interested in.
2. If a session is not available, click the **"Notify me when sessions are available"** link.
3. In the dialog box, click **Select Location**. This opens another window where you can select your location.
4. There are two tools for selecting your location. In the TITLE column, next to the name of the location, there is a black + sign in a small box. Click this plus sign to expand the location list.

Interest Tracking

If a session is scheduled in a location you selected, you will be notified via email.

Indicate Interest

Title: Computer File Management

Location: [Select Location](#)

I would like to be notified when sessions at any location are scheduled.

Comments:

Hierarchy	
ADD	TITLE
<input type="checkbox"/>	<input type="checkbox"/> Idaho Transportation Department

5. When the list expands, click the blue (+) sign beside your location to add your location. You DO NOT need to expand the lists any deeper. If you do, you may restrict the location so much that nothing will be scheduled there. Simply select your district or ITD Headquarters if you work there.
6. Click **Done** after selecting your location. *NOTE: If you are concerned that nothing will be scheduled in your location, please contact your local trainer to see if they know when something will be available to you.*

To see a list of classes you have expressed interest in or are on a waitlist for:

1. Rest your mouse over the Learning menu near the top-left corner of the Learning Hub screen.
2. Move down and click on Interests and Waitlists.
3. In the Interest Details section, the “# of Matches” column shows you if there are sessions available to you.