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Please stand by for realtime captions.

Please stand by for realtime captions. >> Please stand by for realtime captions. soap there we are

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No.

>> All systems go. >> >> Hello everybody my name is Lori Degaefano . We are moving forward with the training session on the new learning management system. We are excited about. I want to encourage everybody to go ahead and please save any questions you have until after the session. Feel free to use the chat during that time. We are being joined today by [Indiscernible] that will be doing this training for us. We are excited to be working with you. At this time I would like to pass this over to Melissa Guerra with the skills team.

Thank you so much. Hello everyone this is Melissa Guerra. Head of operations and services for the skills. We have been partnering with GSA to help with your OLU. Your online University. Everyone is very excited to see the new next generation being rolled out. For those familiar with the OLU it was previously powered by offender named Oracle. GSA has migrated off that platform and enhanced it to a new platform. SAP. The skills is the vendor that assist GSA with and user life-support which we will go over just a minute as well as ongoing maintenance development and enhancement of your OLU. We are excited to host this training and to give you an overview of what your new OLU LMS looks like and the benefits available to you for your GSA training. First let's go over the training objectives for today's session. We felt that at the end of the session you will have a good understanding of the OLU and will be able to navigate it. We will have an overview of the homepage, basically a system overview so you know how to utilize in the difference functionality of the LMS. We will go through how to search a catalog and look up online courses as well as how to look up instructor led classes. Most important, how to be able to view your learning history so you can see your transcripts of all of the great training that you've completed on the OLU.

What I'm going to be doing is toggling from my PowerPoint presentation that you review right now and we will actually going to the live site. So we can actually see what the OLU looks like. >> Just want to check in with my producer, Darcee Sobraske.

We can see your screen fine.

From the homepage were going to go over three different areas. The homepage features, these are the boxes that you'll see when you successfully log into the OLU. They are also calling them tiles so all of those words are interchangeable. Your homepage features are tiled. We will go through each one individually. We will go over the

top main menu navigation. You can see what options are available for you to navigate within OLU. As well as your homepage options.

This is what it may look like. I wanted to showcase something that does not have anything populated so you know that this might be your view. Let me showcase this in the live site right now. I will hop out and hop over

to the GSA OLU. This is what the homepage looks like. I've got a lot to do on my to do page. We are going to start with that. The two do section or homepage feature. It's a great enhancement of the new OLU because it gives you a very quick glimpse of the items that are either being assigned to you or items that you are adding to your to do list, training youth added yourself. You can see here that they are listed in alphabetical order with the training title. You notice here these particular ones and say to anytime. If there are mandatory training being pushed out to you or assigned to you, our required training you would see a due date if relevant and that would be able to sort either by the date for the type. Those will be two options that are new that you will be able to do as far as sorting your training available. As mentioned we will go into a deep type of how to lunch courses, search courses, but for classes in just a minute. That's what you will first see on your homepage, issuer to do section.

Going clockwise let's take a look at the links homepage. You will notice tier that there are currently two links, by default that are already available. One is the 24x7 support and the other is Section 508 accessibility. Let's start with this one. If you click there, the page will basically update. At this point this is actually taking me over to the GSA network authentication. Since I am a contractor, that's why it's getting me that. Let me head back but if you are a GSA employee it will give you options for you to be able to select to further enhance accessibility access within the OLU. Then there is the 24x7 support. This is a great thing that GSA did, trying to make support available to you no matter where you are. We will go over the top main menu navigation in a moment but you will notice that wherever you are and wherever you navigate, support will always be an option there. GSA has also put it as a quick link and you can also see that it has a homepage which we will click on in a moment. The links area is GSA giving you a way to put some quick lunch links within this box to get you where you need to go faster. If you click on the edit button you will notice right now there are only two available and by default they are both selected. This will mean, as GSA enhances the OLU and makes other options available so basically other items and different navigation topics available, this list will start to expand as GSA enhances OLU and the other things you can select to put on your homepage under the links section. You'll see that underneath the other, as GSA enhances this. You also have the capability to deselect if you like in the future. That way you can remove the links if they are not applicable to you. That's what edit means, just giving you a way to be able to add links, shortcuts to be able to lunch items off the OLU as relevant.

Let's head back. It talks a little bit about the links section. Let's go over to the support homepage. As mentioned, it is in the links section and it's also its own tile. If I click there what is going to

do is open up Live Support in a separate process window . It does this specifically so that when you're chatting with Live Support specialist, you still have capability to come back to the OLU and navigate while our support specialists are giving instructions. You can see here this is the dedicated GSA Live Support

chat page. Powered by eskillz. You have the capability to hover your mouse over the [click here to chat now](#) to select that. Or there's also alternative support options we try to make support available for every learning style. You can see there is a toll-free number. If you are an individual that blocks and directly and you just need to get a new user or password. I believe this is dedicated for the [Indiscernible] group. You can request email. In some cases let's pretend you have a conference call you need to dash off to and you don't have time to chat with our Live Support specialist, you can simply shoot them a quick email with my type of issue that you are having and they will get back to you. Let's showcase what the chat looks like. When you click there, you will get a prompt asking you to verify your information. We will click on login. The reason it asks this is to, in case you have a disruption in your Internet service, so you have a disruption in your connection to Live Support, we will have had your email address to get back to you and help resolve the inquiry you gave us. We want to make sure we get back to you in case there's a pickup in your connection. The second reason we ask for the email is that many times at the end of the chat session, once you are all set and we resolve your question, many times users will ask Live Support to email them there transcript. Let's say we helped with instructions on how to disable a pop-up blocker, that user might want the email so they can say that email and be able to reference it later. The next time they want to take a course they would be able to go reference that email that had the instructions on how to disable pop-up blockers. You can see here we make this extremely user-friendly. There is no download so if you get to the OLU you can get to Live Support chat. For the users perspective, what I'm looking at, what we are looking at, we see myself as well as a support specialist. What the life-support team is doing is a sophisticated dashboard that showcases a knowledge-based repository of all information that is updated constantly on OLU objectives and training initiatives. The support specialist response to your question in alignment with what GSA has available to you on the OLU. Let's go ahead and engage Abigail. I will say hello there. [silence].

I am trying to lunch of course, but it won't load. Can you help me. I wanted to highlight this type of question because it is one of the top issues that we see across all learning management systems. Sometimes having users have issues launching a course the reason is that courses are written in software language. Such as Java or flash and they also have little nuances such as having to disable a pop-up blocker in order to launch the course. Many times you guys, GSA end-users might have computer settings that are interfering with the availability to lunch of course. Not to worry, that's why Live Support is available to you anytime , 24x7. It never closes. If you're taking training on a holiday or after work, don't worry, Live Support will be available. The great thing here is that if you can't launch a course or completed, when you come here and you let them know that, you can see here that

Abigail is indicating that she is happy to help and she is going to push through what we call an eskillz system check. All this will do is read the settings of my computer. That way she doesn't have to ask me all sorts of questions about what Internet browser and using, or what is my flash version or, maybe I don't know that. That's okay because once I click that link, as you see here, the system check will read my computer. This gives you in seconds, all of the different information about your particular GSA computer or if you're using a personal computer, all of your settings. You can see that I'm operating on a Windows 7 computer. You'll notice my flash player version as well as my job that shows him in this case I don't have Java so that might be a problem. It gives me the browser and version so I'm on IE 11 and in this case you can see my pop-up blockers is enabled. That is likely if I were to have a lunch issue that's probably the issue. I don't have that disabled which is preventing the course from launching I'm simply going to copy that and head back to Live Support. I'm going to paste those results in here for Abigail to review. This is a good time to also talk about what GSA recommends as far as an Internet browser in utilizing the OLU. Much like the old OLU, GSA recommends Internet Explorer. It's the most optimal Internet browser for you. That's not to say that you couldn't use other browsers, but just chrome or Firefox, but we do see some pickups with those browsers every now and then. If you are using another browser and you encounter an issue as mentioned, please come to Live Support so we can do a check. You might want to try to go ahead and load the OLU using IE, Internet Explorer to see if that might provide a quicker solution to launch something if it's not launching on another browser.

You can see Abigail did find that my pop-up blocker is enabled, so she is going to give instructions which she just did. This is a wonderful feature about Live Support is that Live Support is already armed with every single browser and every single browser version out there. It's really just at a click of a button that Abigail can find the specific instructions for IE 11, Internet Explorer 11 and what the instructions are for that browser and that version on how to disable my pop-up blocker. If I was on IE 10 or IE 8, if I was on chrome 35, she would've given me different instructions based on that browser. I'm wonderful, to be able to assist you.

Every now and then, GSA employees may not have full permission on your computer, meaning maybe you could disable your pop-up blocker but let's pretend that you needed the latest flash. You might not have the authority to load flash version to your computer. That's okay. In the case where you communicate to the support specialist that you do not have rights on the computer to install, the Live Support specialist will give you the internal GSA helpdesk number and that way you will be able to contact them and they will assist you with anything you might need to install or deinstall. The nice thing is that our support specialist will also give you exactly what to tell the helpdesk when you call them. Hopefully that will make the resolution, much faster when you call the helpdesk to say, of already reached out to Live Support, they ran the system check and they saw that I needed a later version of flash. That gives the information exactly what they need and they can move forward from there.

Let me tell Abigail thank you.

I told her thank you, that work and I'm all set. You'll notice within the Live Support box there is also the capability to get responses as you are given. I'll give her an outstanding rating. This helps give our support specialist a pulse check on how the conversation is going since they can't see you. Or hear you, this is all chat. It gives you the capability to let the support specialist know how things are going. I'm all set with Live Support. I got the information I needed. I'm going to lockout and you can simply hover over here and he gives you different options. I will click on lockout. That's going to end my chat session. What's it ends there are many options that you can do if you still need help. The first button you will see is I still need help. That will reengage you with the support specialist. It gives you the option to view or print your session in a new window. Some people like to print out the conversation they had with the support specialist in case they want to follow directions. Obviously we also put in a feedback. We always want to get your feedback on how the chat session or your engagement with the support specialist went so we can always make sure we are enhancing the support and giving you best quality. As mentioned, there is an option here where you can indicate, shall we email your transcript to you? Yes or no. If you click on yes and submit feedback, that will tell the specialist in this case Abigail to email you that transcript. That would've been helpful for me to be able to see the pop-up blocker disable instructions in the future. Next time I take a Live Support course I might want to double check that.

Let's head back out and you'll notice here I had to click on keep working so that is something else to be mindful of. When you're successfully logged into the Live Support there is a timer feature on it for security reasons. In case you are idle or let's say you got up from your desk to get coffee or you took a phone call, the OLU will prompt you if the timer is about to expire. Meaning it will automatically log you out unless you are still working, in that case it gives you the option as you saw to say keep working. That will keep the session activated.

We have just covered the Live Support. This tile browser here, what this is, it acts like an edit button within the links. It gives you the capability to add or remove tiles that GSA makes available. Tiles is the same thing as these homepage features were boxes that you see here. If I click on add remove tiles, I will notice it's giving me what tiles are available. In this case the links homepage feature, the Live Support which we went over, and the to do which we went over and these two we have left the mandatory training and welcome. By default, these are available to you. This graphic here is just showcasing to you examples of, if a company such as GSA were to make things available such as an org chart or directory, you would be able to select the edit button and put those on your personal link. This is just an option in the future. As more homepage features come available, you will be able to organize these as best meet your needs. You can always click on the reset to default, basically what GSA has organized for you. I will indicate, GSA recommends that at this time, as you know the OLU is

very new to the GSA population. While you're getting familiar with the look and feel and layout of, GSA recommends you don't add remove or change around the tiles. They want you to get really familiar with it. Also when you click on Live Support it also helps Live Support streamlined assistance if we know the layout of your homepage is the same for the default. That's not to say that later on when you get a little more sophisticated with utilizing OLU you could change these around, but GSA recommends at this point that you leave the tiles alone so that you don't get confused as you continue to get familiar in this next year with the new OLU.

Let's come down here to mandatory training. Mandatory training tile, if you click on that link, I'm not locked into the network so I'm actually going to get a blank page, but for those of you who are GSA employees, when you click on that it actually will bring up a document and that document is going to list out all titles of mandatory training. There is some confusion on this because they are not links to the training. It simply an overview. Of what mandatory training GSA is requiring of their employees and staff. And the titles of those training. What GSA recommends is that when you want to, and it has a due date if applicable, the GSA will recommend that once you find the title that you go to the search under your learning page and we will go over that asked. This is just an overview over the mandatory training over the course of the year that would be available and it simply the names of it. You have to go search and it might be listed under your to do list. In just a minute we will go over the learning page and that will be your go to area to actually look for mandatory training courses and launch them as well as see what's assigned or required of you directly. This is really an overview.

The last homepage feature or tile is the welcome. This is really going to be an announcement area for GSA to be able to communicate to you the latest and greatest of what's coming with the OLU. In this case, for now, since the OLU is new, this new next generation, they are giving you some best practices about how to use the new system. As you can see here, they are giving you some recommendations to delete your browser history and/or cookies to optimize system performance on this newly SAP power OLU. Make sure you turn off your pop-up blockers before you access any courses. You can see here and also to navigate to the learning page, to be able to find courses. It's a good area for GSA to be able to give you some tips and tricks on how to utilize OLU. The also utilize the section to give you important announcements. You can see here, there are also indicating that the training history from the legacy OLU will be in your transcript history after March 1, 2017. I will highlight that when we get to the learning page. We will come back to that but it's an important announcement.

Let's talk about the top menu navigation. Before I do that I want to summarize really quickly what we covered on the homepage. When you successfully log into your OLU this issue homepage. Your to do section is going to list any training that has been assigned to you directly either by your supervisor or by GSA administrators. It has to do items that you may have put on your learning plan directly. It could be courses that you selected, it could be courses that you are in

progress, and it could be classes that you are enrolled with. That's the to do section, giving you a snapshot of what's going on with OLU training. The links section is an area to give you a quick lunch option to be able to launch these areas. Right now it's defaulted to Live Support and five away acceptability information. The Live Support gives you access to your GSA dedicated chat room to be able to get on-demand assistance 24x7 by Live Support specialist trained on the GSA OLU. The tile browser allows you to move around and add these homepage features or tiles. A reminder that GSA recommends you leave that alone for right now into you get comfortable with the layout. Mandatory training or launch a document that gives you the name of training as well as to dates if applicable. This is an overview guide for you. The welcome tile is a way for GSA to give you up-to-date announcements on the OLU.

Now that we've covered the summary of the homepage let's talk about top menu navigation. If you hover your mouse and drop-down to home. You will see three different items as a user. Home, learning and Live Support. I will indicate that if you have further privileges with the OLU such as your administrator, or a regional administrator, you might see further options in here. My account as most of you on the line today will probably just end-users, those are the three option shall see. The home will take you back to this page no matter where you are in OLU. As we will see, I will navigate to these different areas and no matter where you are, this is what's called the global header. This will stay here no matter where you go. You can always select the drop-down and come back to homepage. Your learning page is going to be the meat if you will of all of your training. It's where you will search for training, add things to your training plan, look for courses and classes, so we will send the rest of our time today going through the learning page. Of course the Live Support link. That activates and operates exactly like it does here. We clicked on there and went through the chat. The reason that GSA puts this here which is excellent is that no matter where you navigate to the OLU. If you are off this homepage, you don't have to come back to the homepage anymore to click on chap like you used to. Now you can always get to it straight from your top menu navigation. This is going to provide you the assistance you need the matter where you are in OLU. Those are the three different options from your top menu navigation. Before we go to the learning page, I want to very quickly highlight the secondary option that you'll see over on the right-hand side of the OLU homepage. In the top writing quarter you should see your username, in this case you see my name. You'll see a little arrow that if you click on, you will see an options button and a lockout but lockout will obviously like you out of your session with the OLU. Options, if you select back, will refresh your page and take you to the option section. I wanted to highlight this as well because there has been a couple of items that people have mentioned as confusing. When you click on options by default is going to first give you the come a you can see here there is a category if you will of different things under the options page such as password, notifications, language, and so forth. By default it comes here to the password. This does not mean you need to re-login. Some people are confused with that. This gives you the option to be able to reset your password if you needed to. The majority of GSA folks on this

line out there, never have to do this because you are utilizing single sign-on, meaning you are connecting to the GSA network directly and then the GSA network is authenticating you and passing you to the OLU automatically which is bypassing the need for secondary credentials to the OLU. It's really great because it's one less username and password. For the majority of you, you do not have to ever mess with this password because you are utilizing single sign-on. I know there is a small subset of you out there that belonged to the OIG group. You guys do have a username and password. This would be an area that you could use if you wanted to designate a new password. That's where the majority of GSA folks out there, utilizing single sign-on, you never need to use this or should you. Just go ahead and pretend that doesn't exist. Why I wanted to highlight the options is because there will be a notification tab which GSA could use but more specifically, the accessibility.

This last one, this is something new. It's an enhancement with the new OLU that GSA is excited about that gets find a way to accessibility settings for people that would like to be able to get a further enhanced experience with OLU. You could see those different areas here that you could be able to select. The other thing we really like about the options page other than accessibility settings is the change language. Right now by default it's just English but this is another thing that GSA is looking for in the future of the possibility of making language options available to the OLU and end-user population. You as a user could select your preferred language to train and. It's a great enhancement that GSA is working towards and the future. It's not available quite yet, but please come back here and I'm sure GSA will make an announcement on the homepage if and when that becomes available. They are a little bit about what's located on the options page.

Let's go back, we will showcase how this top menu navigation operates. Let's see what that looks like. Now that we are back at the homepage, let us drop that down again and we are now going to select learning. Your page will refresh and you'll be on your learning page. This is another area that GSA is excited about, how many different enhancements there are with the newly SAP powered OLU. The first great item is my learning assignment. This functions like the to do on your homepage, it just gives you more detailed information about the training that's available to you. With some great graphics as well as helpful information on the full title and the type of training it is. We will start here and you'll notice that it does give you the capability to sort by priority. That's a nice feature. For things that have an up-and-coming due date, you could click there and it will reorganize these items to the priority. For now by default as you can see they are always listed alphabetically by the training title.

You'll start to see that there is some helpful hints here. For example, the WBT and it looks like my screen pause for a minute. Let me re-share my screen. [silence]. >> As we were talking about, the training that you see listed here, you will see some helpful information as to the type of training. For example, this title here and overview of the GSA account management process, this is listed as a WBT, that stands for web-based training. That's really just an online course that you could

launch. This course here, basic presentation skills, you will notice that this is skill soft. That is the name of the vendor that has a library of professional development and IT courses available GSA. This is a helpful hint that this is a skill soft course. You'll notice here this is also a WBT which is web-based training. And also I will scroll down and you will notice this one, supervisor transition webinar. That says ILT that stands for Instructor-Led Training. WBT is web-based training and online courses you can launch, and ILT is Instructor-Led Training which is the class that you enroll for. We will go into that in a minute. I wanted to highlight one feature that I do see user struggling with. You will have a scrollbar for your normal Internet page. As you can see here I'm going to select the scrollbar, typically to the right-hand side of your browser and I can scroll down as you see here on this page to look at all of the different options and the features and tiles available to me on this page. The my learning assignments box or tile has its own scrollbar. You can see that here. If I scroll down there that showcases the training. A couple of people are getting confused there. For example, let's pretend that I wanted to view the supervisor transition webinar. And I'll scroll this my learning assignments backup. Some people were getting confused thinking they had to scroll down on the page, as you can see you won't see that because you are scrolling on the page itself. You would need to activate and click your mouse on to the my learning assignments and scroll directly clicking here. As you scroll down here now I see that transition webinar. Something to be mindful of that you'll have to scroll bars. One for the browser page and you've got one within the my learning assignments tile for box. Before we dive into that, let's go over some of the other features on the learning page. My curriculum. A curricula in the old system was known as a learning plan. You might be familiar with that term and it really means it's a grouping of learning objects. It makes a big curriculum this could be multiple courses that are part of the curriculum. There are some curriculum that you could self assigned but from what I've seen in the catalog, the majority of curriculum is items that would be assigned to you by GSA. You can see here, I have no required curriculum at this time. The majority of you will probably see that as well. If you ever were assigned a curriculum, you would see the name of that and in this box you would be able to click the link there and go to your curriculum and be able to see the different items within that curriculum and when they are due.

The links section is much like the links that we saw on the homepage. It's a way that GSA is making very quick lunch items available to you. A news area, find a way to accessibility, the Live Support again, options and settings. You can see by default GSA is trying to help you out by giving you a way to quick launch these areas. This can be expanded or collapsed if needed. Your learning history, this is another feature that I like on this new system. It will show you most recently added. That really is something that you just completed. You'll notice this can also be shrunk. I like this. It gives you a number of things you just completed recently. Here's what I like, and the old system if I took a course and I wasn't quite sure if it synced, I would have to navigate back to the learning history page and struck down to see if the course is there. On the new system, when I finish of course, I would be able to click on learning and it would

showcase here because it will show me the latest training completed up top. In this case, more than likely I finish this, it would show creating a solicitation and give a green check Mark and there would be no questions in my mind that I completed my training because I'm seeing that confirmed here. A quick heads up because there is confusion here to. It's only going to show the top items that you for most recently completed. It's not a full list. If you want to see that you will click on view all. Don't worry if you only see a couple of items and you know you've taken more than that. If so, it's just giving you a snapshot of your latest completed items to see your full learning history page, click on view all. When you go there, you're going to be taken to your completed work page. This is your learning history or learning transcript. Those items being the same thing. All items you completed on the OLU. Anything that you've completed on this new system and the system was live on November 1, so any courses were classes that you've completed will showcase here automatically. As we mentioned at the beginning of the session when we saw the announcement on the homepage, your previous training, everything you took October 31 were previous, basically the last couple of years, training on the OLU that was powered by the Oracle system, that is currently underway as being migrated to this platform. GSA has indicated that they think -- thank you for your patience and you should be able to see that come March 1, 2017. Don't worry if you don't see your full training transcript of all of the different training you've taken, that's completely safe and it will be migrated to this particular page after March 2017. If GSA makes great progress and it's available sooner, they will put an announcement on the homepage, or if he gets complicating and might take longer they will also make that update of when you can expect that and put that on the homepage. Not to worry if you don't see your past training history, it will be migrated in the future. What you will see automatically is any training that you take on the system immediately. That's mostly for courses. The minute I take an online course, if I come back here I will see that immediately again assuming I complete the course. Sometimes there are courses, little items such as selecting the proper exit button within the course window itself. If you have successfully completed dose completed a course you will see this on your page that's completed. Along with an icon to print your certificate if there's a certificate applicable to that training item. One thing I will make mention is if you go to a class, what's called earlier, Instructor-Led Training, ILT, if you went to a ILT class, that might not be here immediately. Let's pretend I had a class today at noon and it's over at 1 PM Eastern. If I can make your eye more than likely would that see that. The faculty, the instructor still has to take their time to be able to come to the system and mark all of the attendance of all of the people that came to the class. That may take a week or two to get updated on the OLU. Don't worry about classes. That takes more time than a course. The course comes up here immediately because it's syncing with the system but for a class you will need to be patient and wait for the faculty to mark your attendance, then you will see the ILT completed here. Let's head back to the learning page.

Before we go in and find learning I'm going to skip that for a minute and cover these other tiles quickly. You'll see here a feature training. This is training that GSA wants to highlight. This could be a course

of the month, or in this case they would highlight mandatory training. They are giving you a quick way to be able to access the 2016 annual ethics training which is mandatory and they are making that as a feature course. We mentioned that in the beginning, that there is a document on the homepage with a listing, but GSA will make sure to make a quick way for you to get to the course when the mandatory training is actually going on. Such as this one. Recommendations, this is going to be something that GSA will use as enhancements in the future, meaning GSA will give possibly supervisors the capability to recommend training for their subordinates. And GSA administrators may be able to recommend training that they think GSA folks would benefit from. As you see that there, you'll know it's not required, it's just a recommendation for things they think would benefit your world. The books 24x7 operates like it did in the last system. It takes you to the books 24x7 site. That's the site with that vendor that provides as you can see here, the leading on-demand business technical engineering content, containing thousands of digitized books. It's a resource, a library of snippets of information of books and excerpts from books that gives you further training in business development and technical areas. You can click there to be able to see that library. The training by category is another area that GSA is trying to help streamline your view. Of different training options that are available to you. For example they have put here another area of mandatory training, they have put here required new supervisor training programs. This is a way that GSA is helping to organize different training opportunities available and get you there faster. The bookmark is going to be another future enhancement. GSA will be able to make that available to you to be able to save different training opportunities and be able to bookmark that they are. No worries if you don't have recommendations were bookmarks at this time. Those are areas that GSA is looking to enhance in the future. With that, let's go back up and take a look at this find learning. Anytime you're looking for something, let's take a look at, you'll see, let me type that here and click on goal. Your find learning acts as a search feature. This will appear in the most relevant item that match to know fear. This is another wonderful future I love about this new system that's new. In the old system you could have something assigned to you but you could also search for it, and when you search the system would show you that it's already assigned to you. This one does. And this case, no fear is already assigned to me. Basically go ahead and start the course. It's a nice way of knowing that you are all set and it will be on your to do list and you can take it there. Let's pretend you're searching for training proactively, so you want to be able to take effective communications. What you assign it to yourself you'll notice it there as well. When it's assigned to you by GSA or yourself, you'll see the green check Mark. So you know it's on your to do list. You'll also notice on the left-hand side of the search page, there are also categories for you to be able to search by online courses or instructor, the skill soft library and so forth. Hopefully this search gives you a little bit more criteria filters that you can use to help get you where you need to go.

Let me go back and let's talk a little bit about the items that you'll see on your my learning assignments. We already talked about when courses are assigned to you or you sign on yourself. In this case I

assigned this to myself, basic presentation skills. You can see how it says self assigned. To start the course you click the drop-down and you can click on the blue link to start. The reason I highlight the drop-down is every now and then, maybe you accidentally added something to your page, or maybe you wanted to take it but you're really going to be busy this next month so you decide to wait until January of next year, but you don't want to clutter your page. If you assign it to yourself then you can remove it like clicking the drop-down and select remove which I will do. It will give you a confirmation that is yes you want to remove it and in your page will update. As you can see here, now it's gone. The other thing I want to highlight under assignments is something assigned to you such as a course, you can start that immediately. If something is assigned you that's a class, in this case this is required. I like that he gives me a red font that tells me that something is being assigned to me. That's important. This is an ILT which we talked about earlier. Instructor-Led Training. This is also a source of confusion sometimes that people think, I need to take this class but I'm already enrolled because it's assigned. That's not the case. This means the ILT, GSA is telling you that your required to take this type of training, ILT but you still need to go find a date and time that works best for you. Just because it's on your to do list does that mean that you are already enrolled. You need to go find a session. It's telling you that you are required for this type of training for this title. This tells me, GSA is requiring me to take an instance of the supervisor transition webinar. Let me go ahead and click on register now. When I do that, it's going to take me to a page that showcases the different options that I have. I can come in here and see what's going to most be my calendar availability. Let's pretend in this case I have the capability to go to the December 20 offering in New York. I'm going to, I can view details or I can register now. Let me click on register now. Pull up that particular offering so it will basically re-verify for me that I'm looking at this particular webinar. The start date was December 20 so I can re-verify that, and what time then I will click on confirmed that yes I will like to enroll. You notice you can put in comments. If you have comments or the faculty, this would be the area to put that in. Then I will click on confirmed. It will shake comments finished. I will click on the back button. If I wanted to be able to look at other items I could hear but I'm all set so I'm going to go back to learning.

Back on learning let me scroll down within the my learning assignments box and I will see that now instead of saying registered, it says enrolled. Now I know I'm all set because I'm enrolled for a particular session for the supervisor transition webinar that's required. Now let's pretend it gets to December and I get sick and I can go to this class because I don't feel good. That's okay too, you can always, if you assign it to yourself, you can drop that. If I click on the drop-down, you can see that you can view the registration if you want further details. The recommend will come in later if you want to recommend offering because you like the class. But more importantly we were talking about withdrawal. If I get sick, I can click on the withdrawal button which I'll do now, and to withdraw from the particular session. It's going to re-verify that that's what I want to do and I'll say yes. What it will do is withdraw me and actually take

me back to the particular item. If I want to be able to find another available offering I can select that drop-down and take a look at something in the future maybe next month in January and be able to register. Let's pretend that I'm not ready to register for the next session. I want to see how I feel after a get better.

I will still see it here. You can see it didn't take off the to do list because it still required. It no longer says enrolled because I can't make that December 20 so I've withdrawn myself from that session. The training title is available for me to go back and find another offering that's going to be my needs. Let me do one more thing to showcase how you add something. Let's say, project management. Let's see what's available there. Here is a project management overview. Let's pretend that I found something that meets exactly what I was looking for and I want to assign this to myself. You'll notice and you can go ahead and start the course straight from this page. However, we recommend for best practice that you first assign it to yourself. That way there are no pickups with the system. It recognizes that you are wanting to take training for that particular area. You can start here. We always recommend for best practices that you assign it to yourself. I will go ahead and assign it. When I assign it, it will turn green and say already assigned because I just click that button. If I come back to learning, I am going to be able to see that added to my learning assignments. I will scroll down and you can see that right here. Project management overview. I added that and I can see that it's titled self assigned because I'm the one who gave it to myself on like the required. That is your learning page. I know we just have five minutes left in our session today so I'm going to do a summary of what we have taken a look at today on the OLU.

We are going to drop back down to your homepage. A reminder that your top menu navigation typically is going to include your home button which takes you back to the homepage no matter where you are, your learning button which takes you to the learning page, and your OIG for support which takes you to the Live Support page where you can access specialist 24x7 and you have options of how to engage support. You can chat which is always recommended so they can run a system check, but you can email or utilize the phone number if need be. We talk about the right-hand side, you have an options link as well as a lockout but. On your homepage there are multiple features or tiles is what they are called. You have your to do tie a which showcases the top items that have either been assigned to you or you put on. This functions like the my learning assignments. The quick links area to be able to launch training, lunch areas that are available such as 24x7 or five away accessibility. Or making this very intuitive for you to get to. The title browser which allows you to move things around on your homepage but we recommend you leave that alone for now. Mandatory training which gives you the capability to see adjusted document that list training and when the due dates are. And welcome tile which showcases announcements from GSA on best practices and up-to-date information on OLU. From the homepage you can always select learning and that will take you to where you're probably going to be spending the most of your time on the OLU, on your learning page. This will showcase your my learning assignments, and can training is either assigned to you or you

self assigned. You are always going to be able to use the scroll bar within the my learning assignments box. These little guides will be able to give you guidance on what to do. If it's an online course you will be able to click on start course but if it's a class it will say register now so you can find a date in session it works for you. Your learning history if you click on view all will take you to your full-page. And a reminder that you won't see your legacy history from the old OLU until March 2017. You'll only see training that you've taken on the new SAP powered OLU. Your curriculum status which will showcase if you have curriculum which is typically a grouping of training as assigned by GSA . A links area that is populated by GSA giving you quick lunch items. Your find learning which operates as a search. You can search for an individual title by clicking in the box or you can click on browse all courses which will show you the full library. Your featured training you will want to pay attention because this is what GSA is highlighting as featured training and or mandatory training that is currently going on. And books 24 seven which is the library. These are other areas recommendations, training by category and book marks available to you in the future. With that, I think we are just about at the top of the hour. Thank you so much for your attention today. GSA is excited about this new OLU. They spent a lot of time working in to make it as intuitive and user-friendly as possible to make it intuitive. We hope that you like it and feel free to give feedback to the Live Support specialist when you talk about how you are liking the new OLU. And thank you everyone, have a great rest of your day.

Thank you Melissa, at this time the recording will be turned off. If anyone needs access to the system please reach out to me. Thank you everyone, great job.

[Event concluded]. >>