

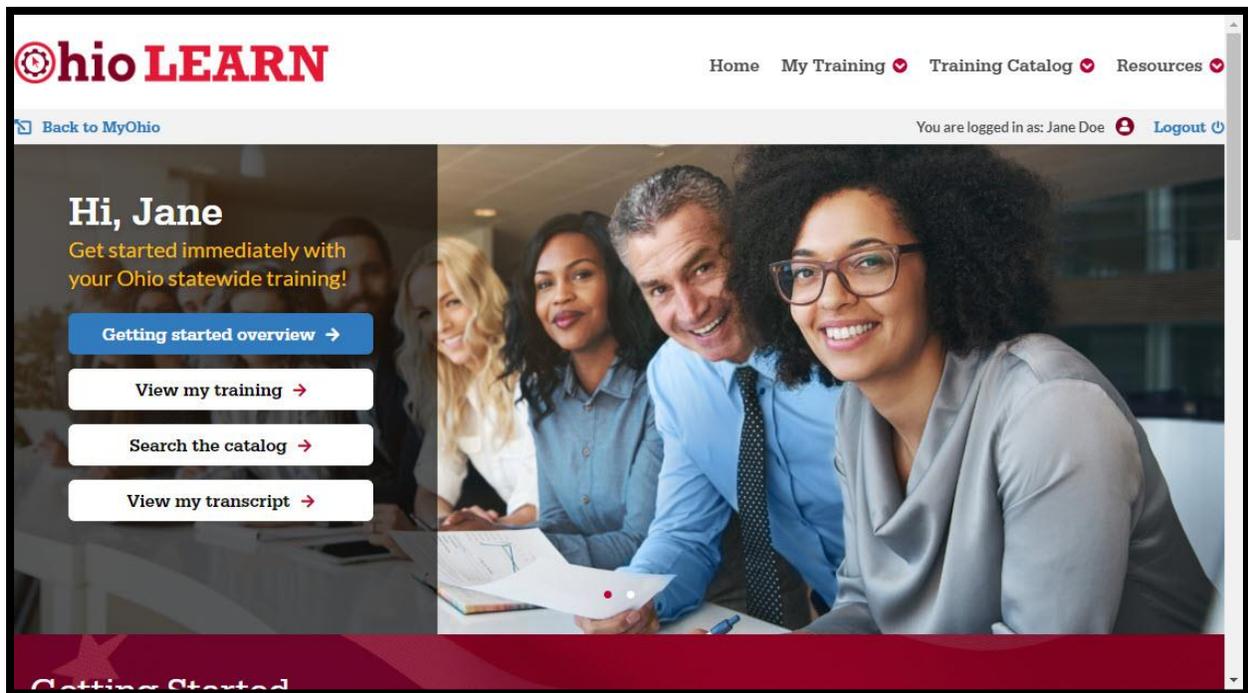
Locating and Launching a Web-Based Course

Ohio Learn Users

The Situation: Use this procedure when needing to locate, launch and complete a Web-Based Training (WBT) Course in the Ohio Learn System.

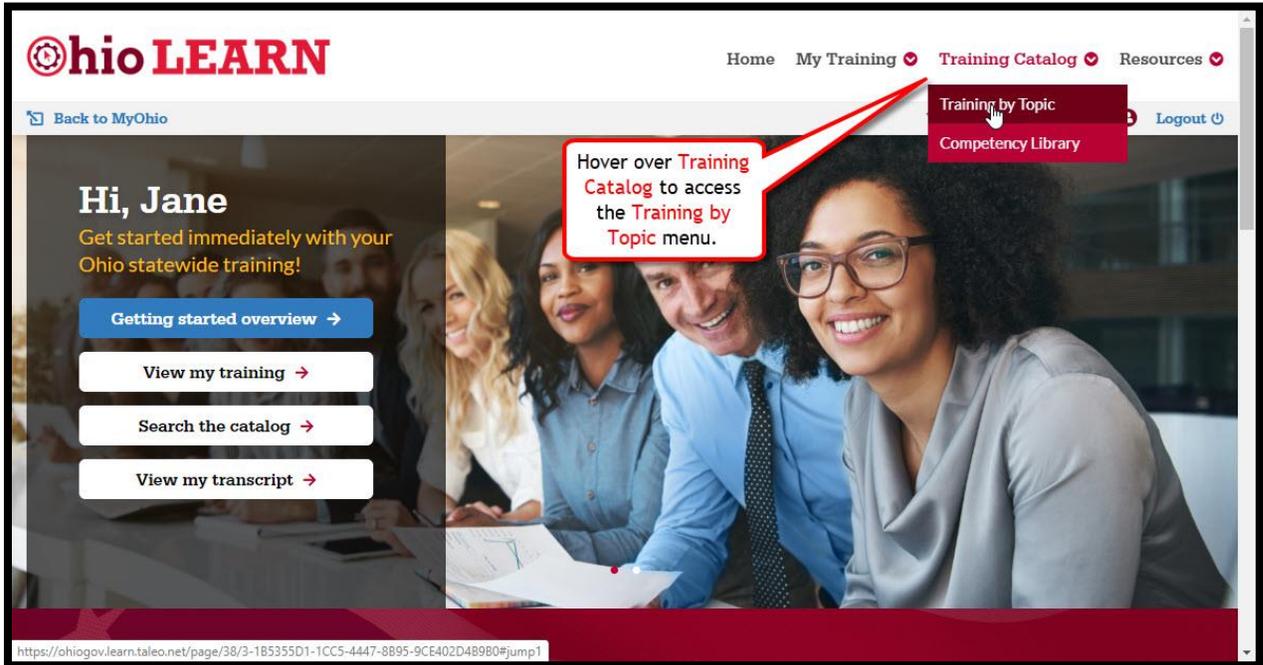
Objective: Upon completion of this job aid, you will be able to locate, launch and complete a WBT course in Ohio Learn.

1. Log-in to the **Ohio Learn System**.

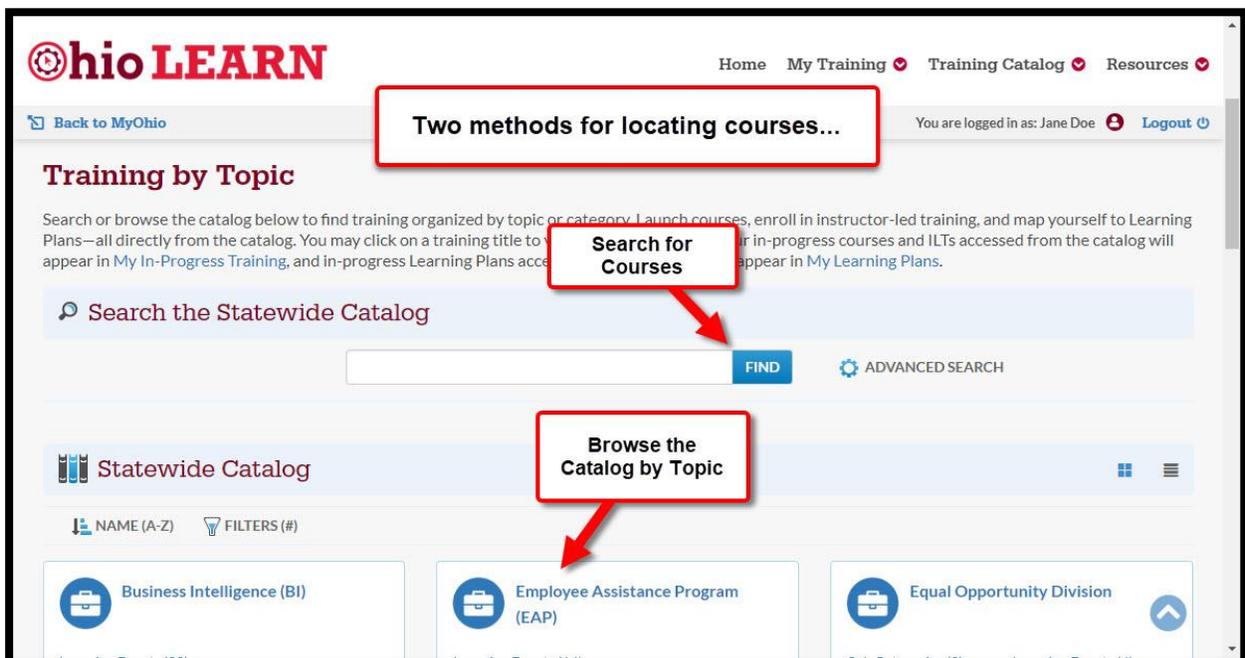


2. Once logged into the **Ohio Learn System**, there are two basic methods for locating and launching courses.
 - a. To start a new course, use the **Training Catalog** menu (see Step 3).
 - b. To continue a course or take a completed course again, use the **My Training** menu (see Step 11).

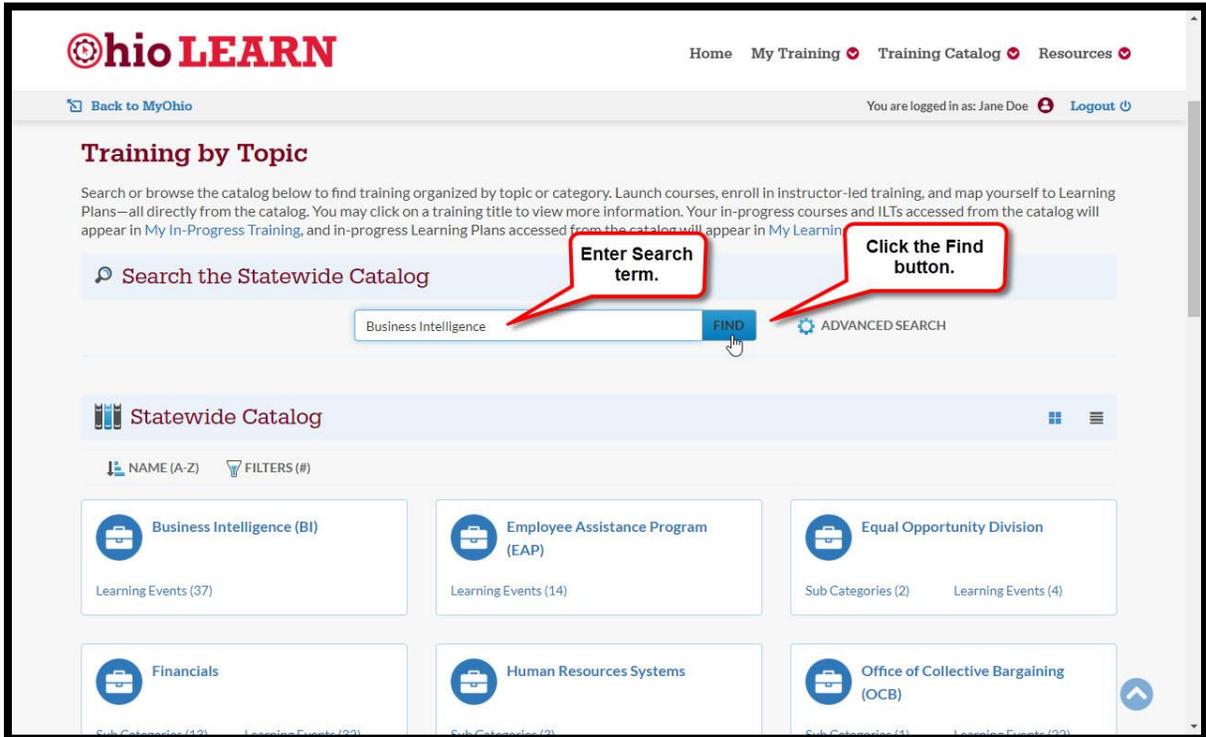
3. To start a new course, hover over the **Training Catalog** menu, then click the **Training by Topic** menu item.



4. There are two methods for locating online courses, both on this page:
 1. Search the Statewide Catalog (see Step 5).
 2. Browse the Statewide Catalog topics (see Step 9).



- To search the catalog, enter a search term, then click the Find button. The search function will search the course titles and descriptions.



6. Learning items matching the entered search term are displayed. Note the matching search term is highlighted in yellow.

The screenshot shows the Ohio LEARN Training Catalog search results for the term "Business Intelligence". The search term is highlighted in yellow in the search bar and in the category labels of the results. The page includes a navigation menu, a search bar, a filter sidebar, and a list of training items.

Ohio LEARN Home My Training Training Catalog Resources

Back to MyOhio You are logged in as: Jane Doe Logout

Training by Topic

Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in My In-Progress Training, and in-progress Learning Plans accessed from the catalog will appear in My Learning Plans.

Search the Statewide Catalog

Business Intelligence **FIND** ADVANCED SEARCH

NARROW RESULTS RELEVANCE

ITEM TYPES

- Enrollment (36)
- Course (1)

CATEGORIES

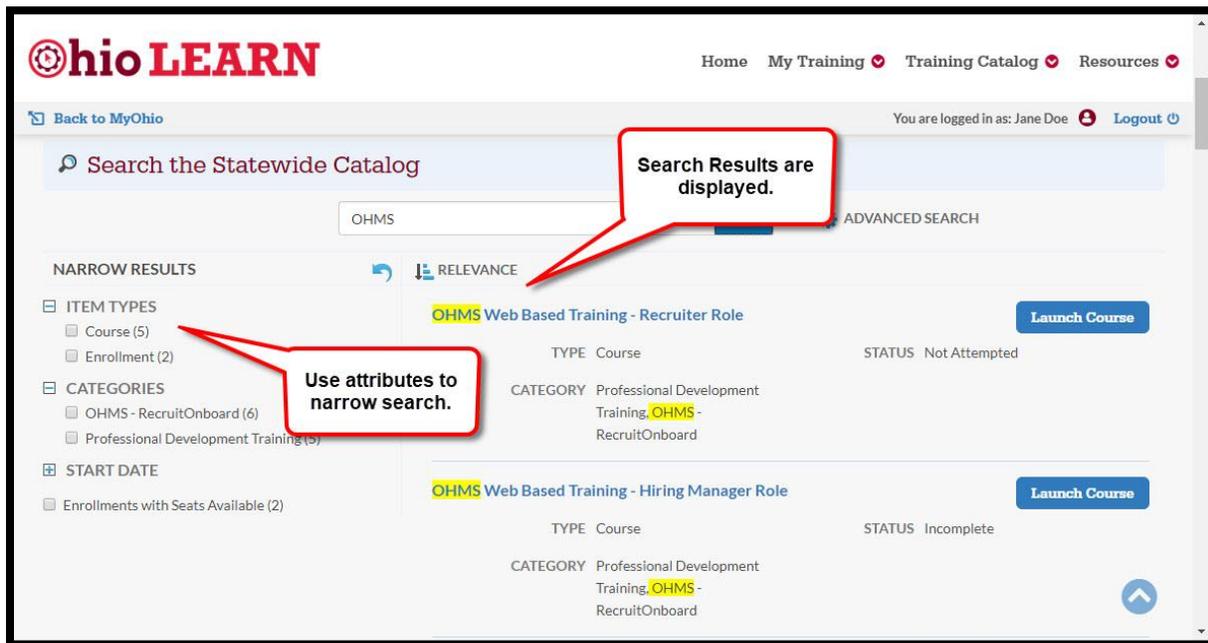
- Business Intelligence (BI) (37)

START DATE

- Enrollments with Seats Available (35)

Business Intelligence Overview	Launch Course	
TYPE Course	STATUS Completed	CATEGORY Business Intelligence (BI)
BI Dashboard for FIN (DAS-BI-111) - 1/28/2020 1:30 PM - State Library		
Hands on Finance-oriented dashboard lab intended for users of BI Cognos. The lab will provide instruction on methods for creating dashboards and each participant will have the time to build... more		
TYPE Enrollment	STATUS Not Enrolled	CATEGORY Business Intelligence (BI)
START DATE January 28, 2020	AVAILABLE 5 SEATS	
Standard BI Cognos Reports - AP/PO/Spend (DAS-BI-144) 1/09/2020 8:30 AM - State L...		

7. Use the Narrow Results feature to reduce the list of learning items.



For example in this image, there are 5 courses and 2 enrollments (Instructor Led Training) displayed in the list. To show only the courses, click the Courses checkbox.

8. When the course of interest is located, click the **Launch Course** button to start the course.

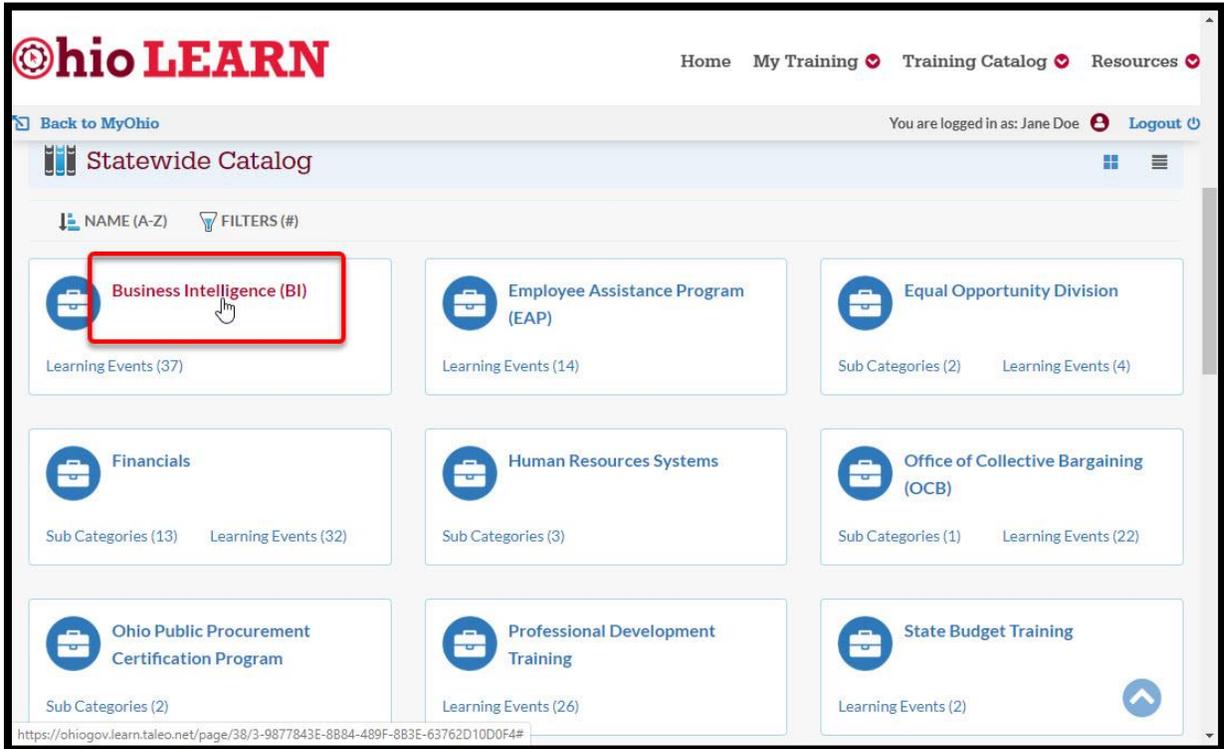
The screenshot shows the Ohio LEARN Training Catalog interface. At the top, there is a navigation bar with links for Home, My Training, Training Catalog, and Resources. Below this, a search bar contains the text "Business Intelligence" and a "FIND" button. To the right of the search bar is an "ADVANCED SEARCH" link. On the left side, there is a "NARROW RESULTS" sidebar with filters for Item Types (Enrollment (36), Course (1)), Categories (Business Intelligence (BI) (37)), and Start Date (Enrollments with Seats Available (35)). The main content area displays search results for "Business Intelligence". The first result is "Business Intelligence Overview" with a "Launch Course" button highlighted in a red box. Below this is a table of results:

TYPE	STATUS	CATEGORY
Course	Completed	Business Intelligence (BI)
Enrollment	Not Enrolled	Business Intelligence (BI)

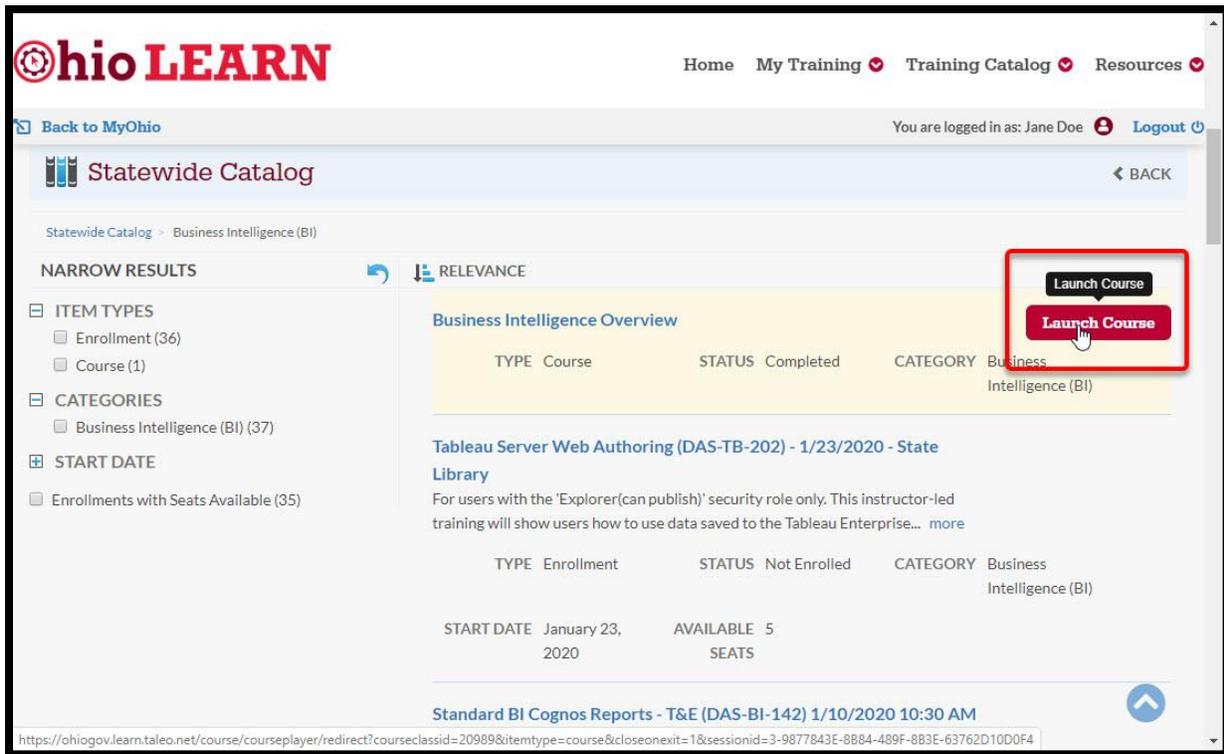
The second result is "BI Dashboard for FIN (DAS-BI-111) - 1/28/2020 1:30 PM - State Library" with a description: "Hands on Finance-oriented dashboard lab intended for users of BI Cognos. The lab will provide instruction on methods for creating dashboards and each participant will have the time to build... more". Below this, there is a table with columns for "START DATE" (January 28, 2020) and "AVAILABLE SEATS" (5).

The course will typically be displayed in a new tab, or window, in your browser. For details on completing the course, see Step 18.

9. To find a course by topic, scroll down the page and view the topics. When you find the topic of interest, click on the topic title.

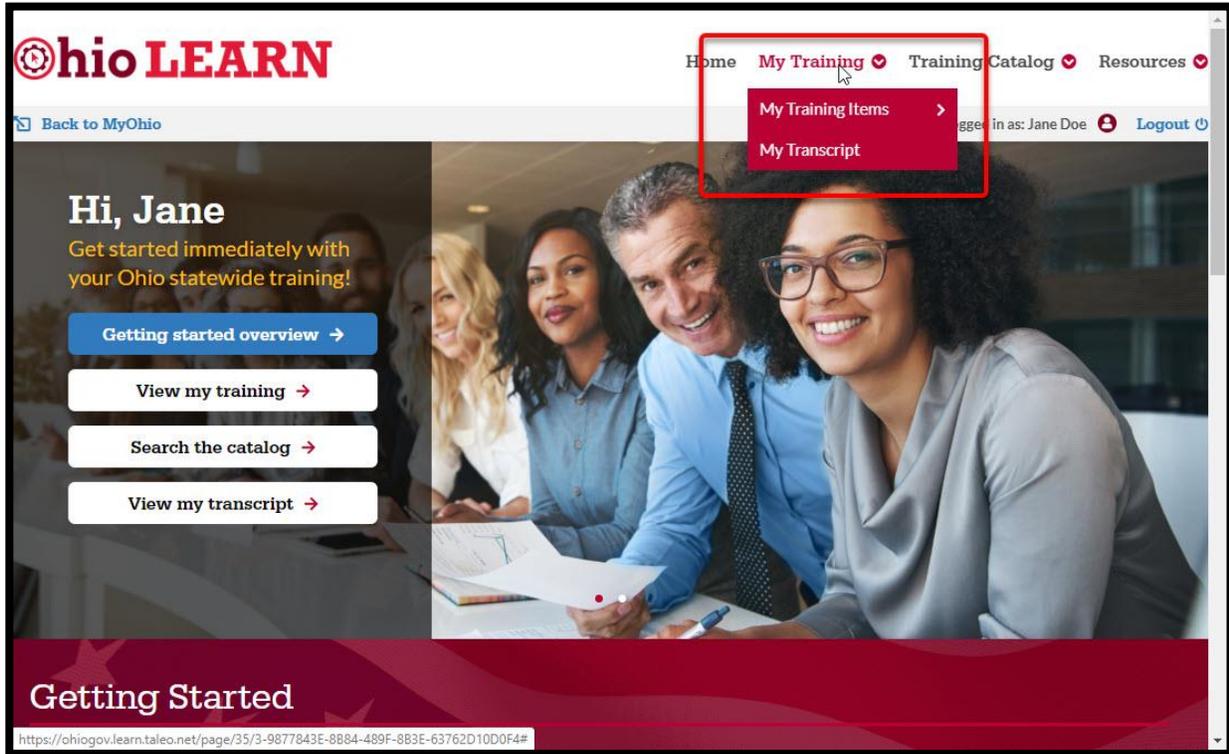


10. Review the list of learning items and click on the **Launch Course** button for the preferred item.



The course will typically be displayed in a new tab, or window, in your browser. For details on completing the course, see Step 17.

11. To continue a course that you have started, or retake a course previously completed, hover over the **My Training** menu.



- To continue a course in progress, use the **My Training Items** menu (see Step 12).
To retake a completed course, use the **My Transcript** menu (see Step 14).

12. To continue a course already in progress, use the **My Training Items** > **My In-Progress Training** menu.



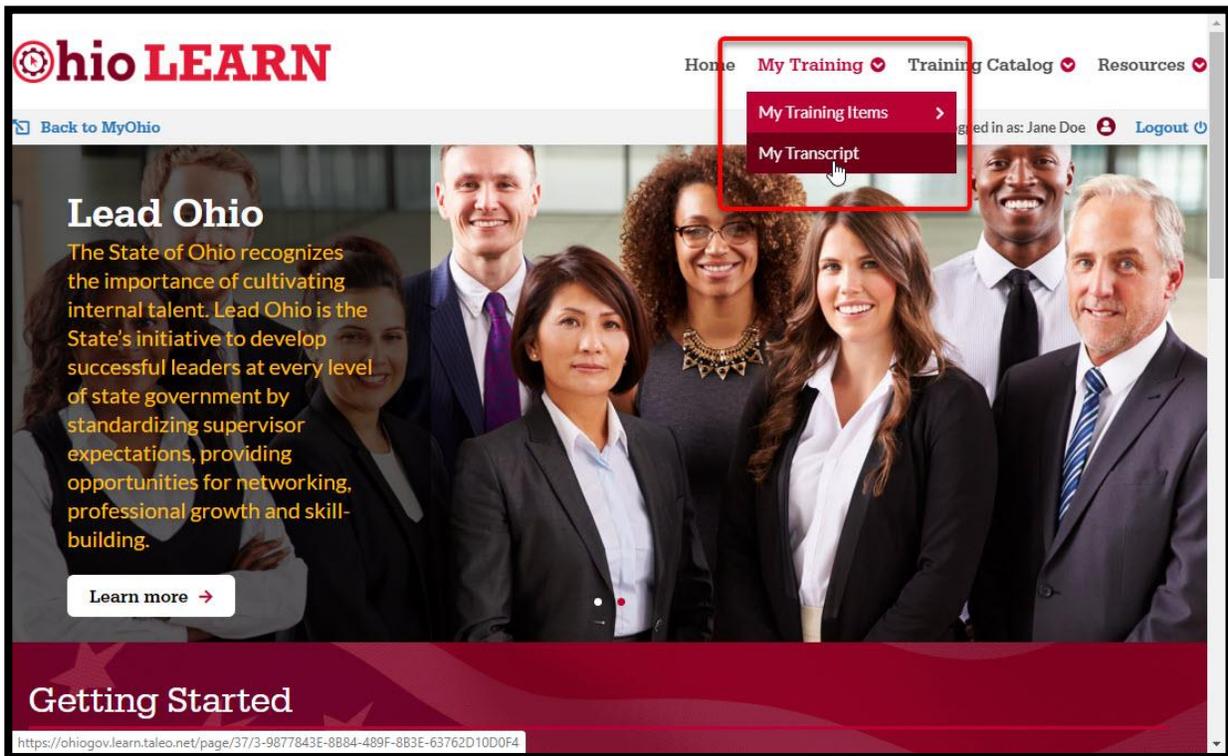
13. Review the list of items and click the **Launch Course** button for the desired item.

The screenshot displays the 'My In-Progress Training' section of the Ohio LEARN portal. At the top, there are navigation links for Home, My Training, Training Catalog, and Resources. Below this, a user is logged in as Jane Doe. The main heading is 'My In-Progress Training', followed by a brief description. A summary bar shows 1 My Task, 0 Past Due, 0 Due Soon, and 1 No Due Date. A table lists training items, with the first row being 'OHMS Web Based Training - Hiring Manager Role'. The table columns are Due Date (N/A), Status (Incomplete), and Type (Course). A progress indicator shows 0% completed. A red box highlights the 'Launch Course' button in the top right corner of the table row.

DUE DATE	N/A	STATUS	Incomplete	TYPE	Course

The course will typically be displayed in a new tab, or window, in your browser. For details on completing the course, see Step 17.

14. To retake a previously completed course, use the **My Training Items** > **My Transcript** menu.



15. Review the list of items and click the **Launch Course** button for the desired item.

Ohio LEARN Home My Training Training Catalog Resources

Back to MyOhio You are logged in as: Jane Doe Logout

My Transcript

Below you will find all of your training completed within the Ohio Learn Enterprise LearnCenter. Click on the export button to generate a downloadable copy of your transcript, or click on a certificate icon (where applicable) to print a certificate of completion for a specific item.

My Transcript

2 TRANSCRIPT ITEMS 0 ITEMS WITH CREDITS 0 CREDITS

COMPLETED DATE (RECENT TO OLD) FILTERS (#)

Business Intelligence Overview

COMPLETED DATE	TYPE	STATUS
December 20, 2019	Course	Completed

EXPORT
Launch Course

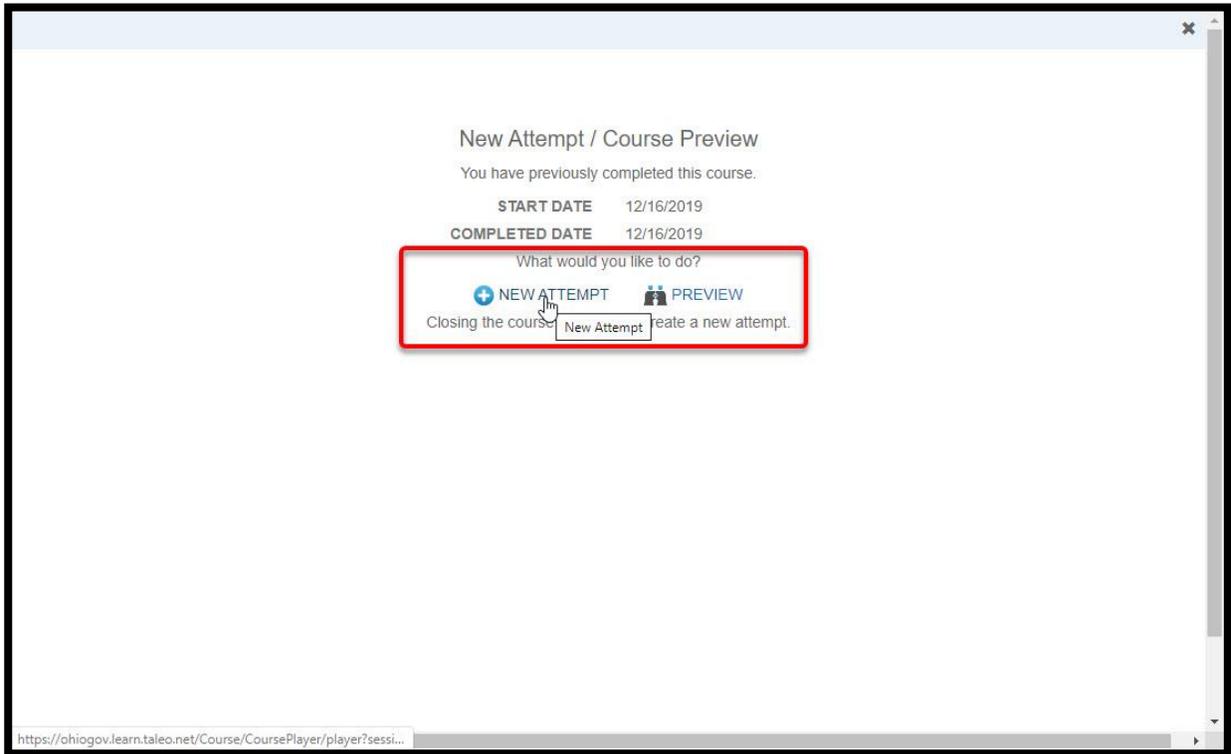
OHMS Web Based Training - Recruiter Role

COMPLETED DATE	TYPE	STATUS
December 18, 2019	Course	Completed

Launch Course

https://ohiogov.learn.taleo.net/course/courseplayer/redirect?courseclassid=20989&itemtype=course&closeonexit=1&sessionid=3-9877843E-8B84-489F-8B3E-63762D10D0F4

16. When retaking a course, the system will ask if you would like to create a **New Attempt**, which creates a new item on your transcript, or simply **Preview** the course. In Preview mode the course can be viewed, but no progress is recorded on your transcript. Click the desired option.



17. The course will typically open in a new tab or window in the browser. Course navigation may vary by course. After viewing the course content, it is important to exit properly to have the completion properly recorded. After viewing all course content, click the **Next Page** arrow at the upper right of the course window.

Ohio Business Intelligence

MBE/EDGE Report Example

Ohio Business Intelligence

Equal Opportunity Division – Scorecard System

EOD 0001 - Vendor Utilization Analysis Report

This report includes adjusted EOD data.

Report Run By: Certified Vendor Report Run For: MBE

[Data Dictionary](#)

12/15/14 3:42 PM

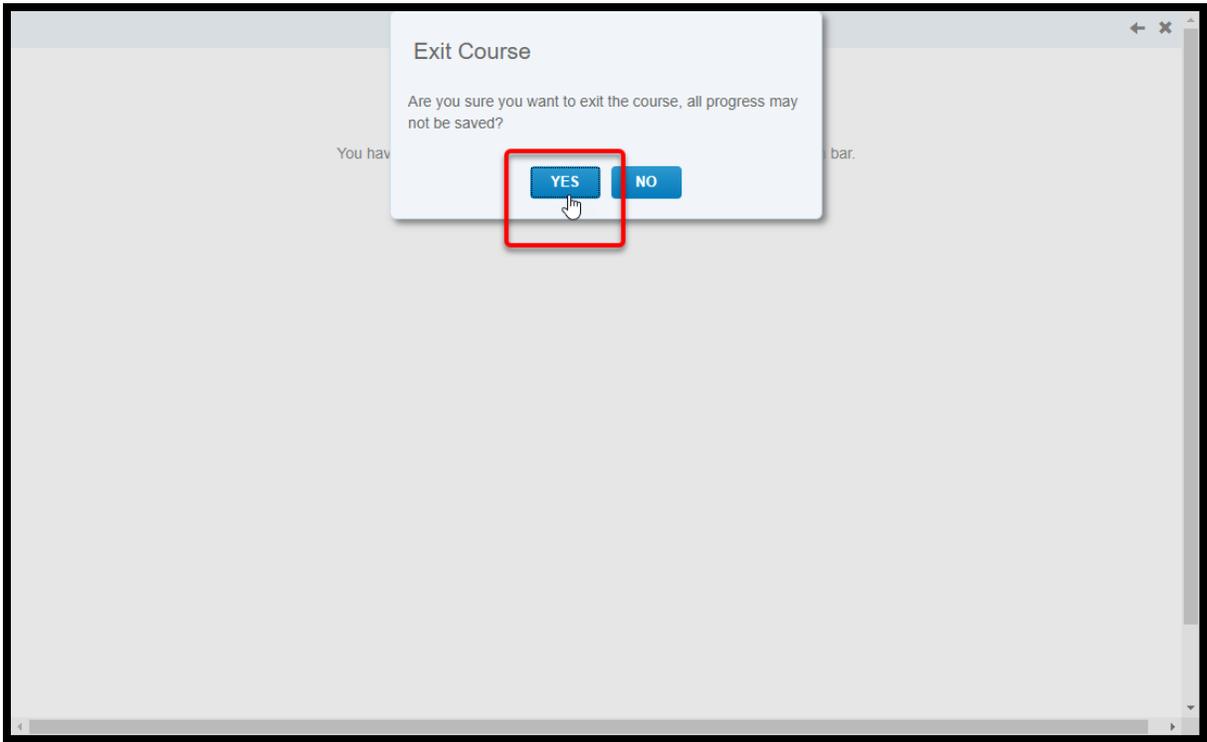
BU ID	BU Name	Vendor ID	Vendor Name	Account Number	Account Descr	Total MBE Eligible	Total MBE Set Aside	Total MBE Set Aside %	MBE Non-Set Aside Expenditures	MBE Non-Set Aside Expenditures %	Total MBE Expenditures	Total MBE %
DMR01	Developmental Disabilities	0000026855	A INDEPENDENT EXTERMINATORS	526052	JANITORIAL SERVICE	\$3,765.00	\$0.00	0.00%	\$0.00	0%	\$0.00	0%
DMR01	Developmental Disabilities	0000041250	BRYSON-TUCKER ELECTRIC LLC	521502	BLDG. EQU'T MAINTENANCE SUP	\$518.60	\$518.60	100.00%	\$0.00	0%	\$518.60	100%

<https://ohiogov.learn.taleo.net/Course/CoursePlayer/player?sessionId=3-9877843E-8B84-489F-8B3E-63762D10D0F4&courseClassId=20989&itemType=Course&isAdminPreview=false&coursePlayerL...>

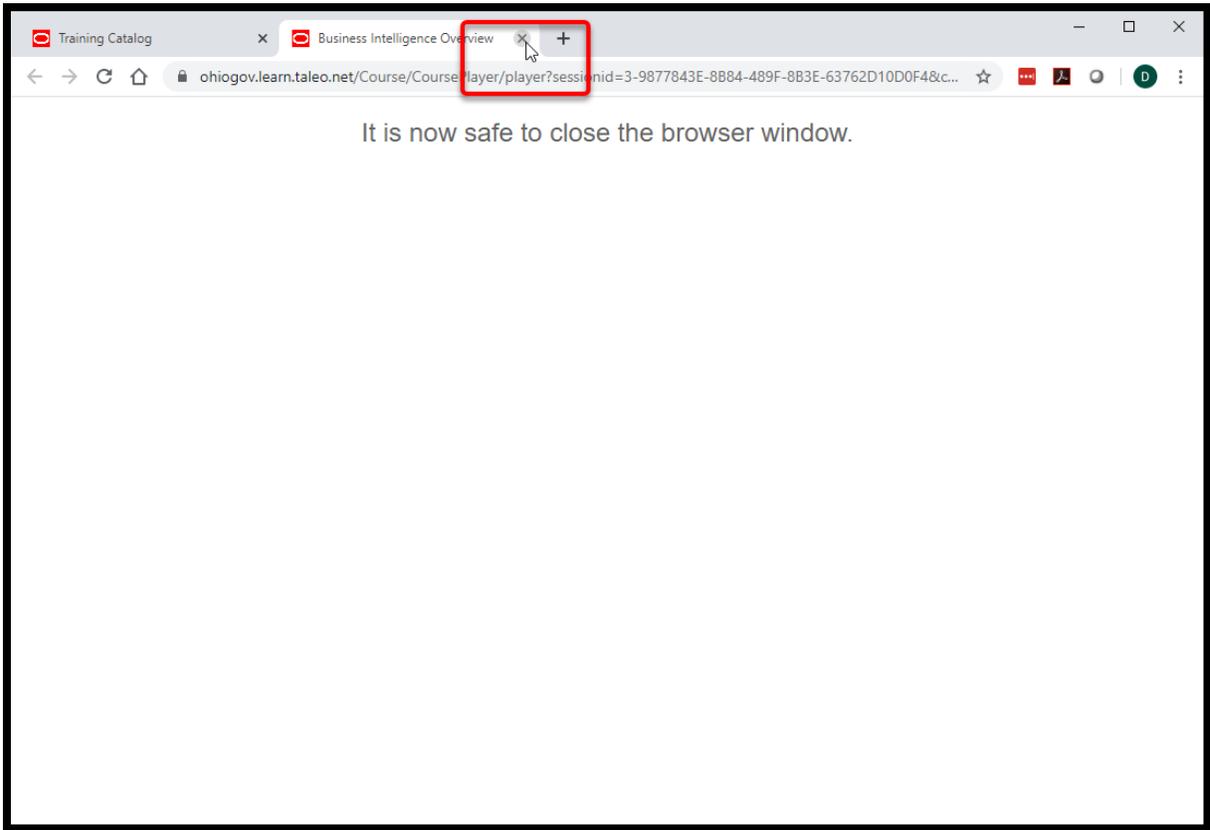
18. The system will indicate Course Completion. Click the **Exit** button (small x) at the upper right of the window.



19. Click Yes to confirm exiting the course.



20. Close the course tab or window.



21. Task Complete!