Workforce Learn Online User Reference Guide
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Logging into Workforce Learn Online

*Either of these instructions will take you to the main log in page for Workforce Learn Online.*

You may access the log in page to Workforce Learn Online by going directly to the site as stated below:

1) URL: [http://train.gru.edu](http://train.gru.edu)

or by going directly to the GR PAWS website at:

2) URL: [http://paws.gru.edu](http://paws.gru.edu)

3) Once you log in to PAWS, select the drop-down arrow next to *I Would Like To* and select *Go to Workforce Learn Online.*
4) If prompted, click “Yes” on the Novell Access Manager Service Provider page (screenshot below) to continue.

5) The log in page for Workforce Learn Online will appear.

6) Enter your Username: GRU JagID (NetID)

7) Enter your Password: GRU Password

*Please note this is the same Username and Password you use to access your email account in Outlook.
Instructions for Completing Annual Training and Compliance Modules

1) Log in to your account in Workforce Learn Online.
2) Once the Home Page appears, click on the drop-down arrow next to Select a course.

3) To access the 2013 Compliance Sandbox for the first time, type **2013 Compliance Sandbox** in the search bar to perform the search. *(Note: Once you have accessed this module for the first time, it will appear on your home page under Last 10 Accessed Courses the next time you log in to Workforce Learn Online.)*

4) Once the module appears in the drop-down list, select it.
5) A window containing the **2013 Compliance Sandbox** will appear.
6) Click on the drop-down arrow next to Training Modules and select Go to Content.

7) Select the training module you would like to complete in the Table of Contents tree. Please note all bolded modules/lessons reflect incomplete. Any modules/lessons not bolded have already been completed.

8) Once you select the module of choice, the lesson will appear. The example below shows a lesson for one of the compliance modules. Select the Next Slide button (1) at the bottom of the presentation to move to the next slide. The Next button (2) at the top of the slide will advance in order down the Content Map tree to the next lesson or quiz. The Previous button (3) at the top will advance to the previous lesson or quiz. The Exit button (4) will exit from the current lesson and advance back to the listing of modules/lessons within the tree. The Previous Slide button (5) will go back to the previous slide in the lesson.
9) Once you’ve completed review of all slides within the lesson, select the **Next** button at the top of the last slide to advance to the **Quiz**.

10) Click on the **Start Quiz** button to begin the Quiz.

11) A **Confirmation** pane will appear and you will need to select **OK** to begin the quiz. If you do not wish to take the quiz at that time, select **Cancel**.
12) A window containing the quiz for the module you selected will appear.

13) Select your answer for the quiz by clicking on the bubble next to it.

14) The quiz example above contains only one question in the quiz, so once you’ve selected the correct answer you will need to save your answer by selecting the Save button (1). Selecting the Save All Responses button (2) allows you to save all answers submitted for the entire page.

15) Select the Go to Submit Quiz button once all answers in the quiz are complete.
16) Once the quiz is submitted, a Quiz Submission Confirmation window will appear.
17) Click the Submit Quiz button.
18) Once you select the Submit Quiz button, a Confirmation box will appear.

19) Select Yes, submit quiz to submit the quiz or select No, don’t submit quiz.
20) A confirmation message page will appear letting you know your quiz was submitted when you select Yes, submit quiz.
21) Select the **Next** button (1) at the top of the page to move to the next module in the *Content Map* tree.

22) Select **Close** (2) to move out of the *Content Map* tree.
Mini Bar

The **Mini Bar** is your main navigation tool to courses and personal settings in Workforce Learn Online.

1) **My Home**: links to the system homepage.
2) **Select a Course**: Contains a listing of all courses. Courses can be sorted by course name or by date courses were last accessed.
3) **Alerts**
   - **Messages**: Email message alerts
   - **Updates**: New and updated news posts, upcoming end dates and due dates, new and updated grades.
   - **Subscriptions**: New blog posts, and discussion posts in forums, topics, and specific message threads you subscribed to.

   **Note**: If you have unread alerts, a red circle appears on the appropriate alert icon.

4) **Personal Menu**: Contains links to user’s profile, notification options, account settings, and logout. Users will need to select their name on the minibar to open the personal menu.
Create Your Personal Profile

Create and edit your personal profile through the **Profile** tool. Filling out your profile is **optional**, but this feature is a great way for social networking and meeting other users in a course. If you are not comfortable revealing information about yourself, simply leave the profile blank. This information is viewable by your classmates and instructors from the **Classlist** link in a course.

1) Click **Profile** from your personal menu on the minibar.

2) Fill in the text fields (see example below). You can enter information about your social networks, contact information, education and work, and personal details such as your birth date, hobbies, and favorite things.

3) If you want to upload and display a profile picture, click **Change Picture**, browse and select your image, then click **Done**.

4) Click **Save** and **Close**.
Navigation Bar

The Navigation Bar is the primary navigation bar at the top of the page.

1) **Grades**: used to check grades on assignments and tests. Class averages can also be reviewed.

Reviewing Grades

1) Log into Workforce Learn Online.
2) Browse to the course that contains grade information.
3) Browse to **Grades** from the navigation bar.
4) To print grades while on this page, click on the **Print** button in the upper right side of the screen.
Registering for Courses

Users may self-enroll in courses offered through Workforce Development.

1) Once logged in to Workforce Learn Online, select **Register for Training**.

2) Select the name of the course you want to register for.
3) Select the **Register** button.

4) Select the **Submit** button.

5) Select the **Finish** button.
6) Select **Register** for another course or **Done**.

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**Definitions**

**Learner**
A learner is a user that is receiving the training.

**Course**
A course is the holding area for content, tests, and other related modules.

**Module**
A module is a section of the course.