

DOI LEARN Learning Management System Introduction to the DOI LEARN Interface

Session Objectives: At the end of this session, you will:

- Be familiar with the DOI LEARN interface
- Update your personal profile
- Claim your supervisor/employees
- Know where to find help when using DOI LEARN
- Know where to acquire plug-ins that your browser may require.

Tour the DOI LEARN Interface

Now that you've logged in to DOI LEARN – let's learn what it can do. If you'd like, you can also reference a narrative training web video online at http://training.fws.gov/doi_learn/tutorials/systemoverview/systemoverview.html

The Welcome page first appears upon logging in to DOI LEARN. From this page you can navigate through the Learning Management System (LMS) known as DOI LEARN.



Explore the Quick Link Menu Bar

Quick Link Menu bar consists of links in the upper right hand corner of each screen. These links allow one-click access to a number of frequently accessed pages.

- **Log Off** – correct way to log out of the site
- **My Courses** – Page(s) specifying the user's assigned or currently registered training. This is further broken out by type of training such as:
 - **Online Courses** – listing of online courses that have been assigned or have been requested.
 - **Instructor-Led Courses** – listing of registered Instructor Led training.
 - **Learning Plan** – listing of training assigned by use of a learning plan. These are courses that are being 'pushed' either because of a DOI/Bureau mandate or because of assigned Job Series.
 - **All Training** – all inclusive listing of the above types of training.
 - **Reference** - references that have been assigned to you or that are included as part of an online training course.

- **Student Transcript** – listing of completed training exportable to Excel, PDF, Word or Rich Text format.
- **Notes** – provides a location to record notes on various training opportunities.
- **Catalog** – search for and locate courses by use of basic or advanced searches or browse by category. Basic search provides a simple keyword search; advanced search provides ability to search by specific training type, location, bureau, or instructor. Browse by category finds training that falls into a specific category.
- **Enable Text-Only** – this link turns off any flash or non-508 compliant aspects of the site.
- **Help** – context-sensitive eHelp document

Explore the Navigation Bar

Navigation Bar consists of a main menu bar with multiple tabs. These tabs consist of:

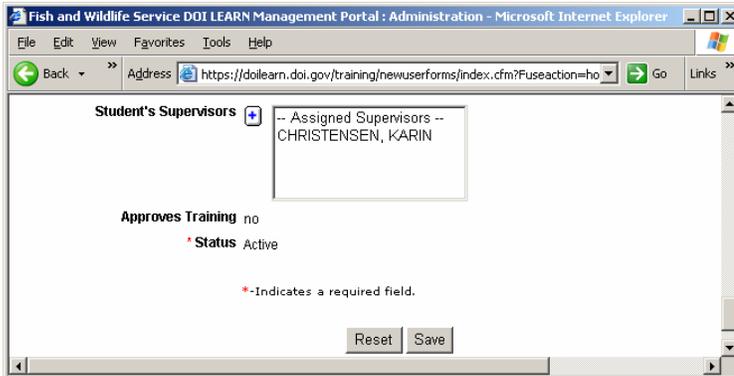
- **Welcome** – short welcome to the DOI LEARN site.
- **My Courses** – same link as above
- **Library** – houses a wide variety of links to resources and reference tools. Supervisors will have access to the Approval Queue located under the Course Catalog section of DOI LEARN.
- **Communication** – consists of four links:
 - **Event Calendar** – calendar view of scheduled events in the LMS.
 - **ILT Calendar** – calendar view of scheduled Instructor Led training classes in the LMS. Filter search by location of classes.
 - **Bulletin Board** – threaded discussion boards.
 - **Live Meeting** – link to Live Meeting functionality.
- **Course Catalog** - consists of either one or two options depending on the login access profile. Employees have one active link and supervisors have two.
 - **Catalog** link for employees to search for and locate courses by use of basic or advanced searches or browse by category. Basic search provides a simple keyword search; advanced search provides ability to search by specific training type, location, bureau, or instructor. Browse by category finds training that falls into a specific category.

- **Approval Queue** for Supervisors – this is where Supervisors will approve training for their employees. Supervisors will receive email notification that registration requests are waiting for approval
- **Administration:** consists of either two or three links depending on your access profile.
 - **My Information - Employees should update their contact information** and change/select their Supervisor of record and/or Training Approver. See below for specific instructions to select your training approver. This information should be checked on a quarterly basis or at least as often as the employee registers for training. *The persons assigned as an employee's Supervisor will receive email notification that training has been requested.*
 - **My Information - Supervisors should update their contact information** and change/select their Supervisor of record and/or Training Approver. See below for specific instructions to select your training approver. This information should be checked on a quarterly basis or at least as often as the employee registers for training. Supervisors can 'claim' their employees in the My Information section.
 - **My Preferences** – Employees/Supervisors can select the preferred order of training listed on their All Training page.
 - **User Management – (Supervisor login only)** – Supervisors can access personal profiles, training registrations, transcripts and learning plans of their employees. Supervisors can assign training, add extra training records to transcript listings and work with employees to develop learning plans for career enhancement.

Selecting Your Supervisor or Training Approver

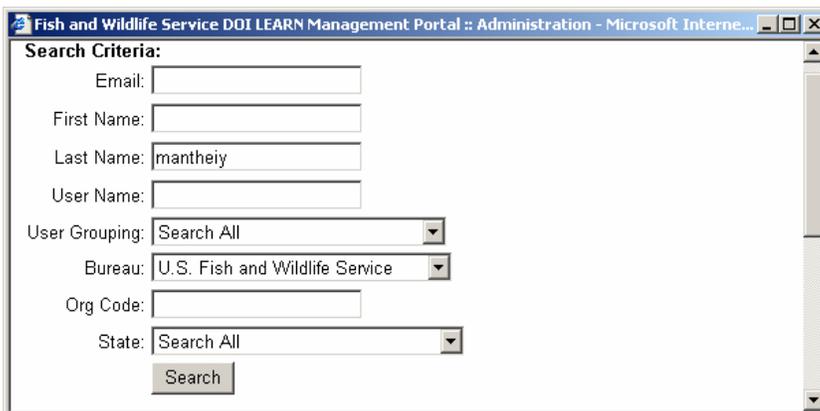
The **My Information** area is where one selects their Supervisor and Training Approver.

1. Click on **Administration ->My Information**.
2. Scroll down to the Student's Supervisor field.
3. Click on the blue '+' sign to open a search box.



The screenshot shows a web browser window titled "Fish and Wildlife Service DOI LEARN Management Portal: Administration - Microsoft Internet Explorer". The address bar shows "https://doilearn.doi.gov/training/newuserforms/index.cfm?Fuseaction=ho". The main content area has a section for "Student's Supervisors" with a blue "+" icon. A dropdown menu is open, showing "-- Assigned Supervisors --" and "CHRISTENSEN, KARIN". Below this, there is a radio button for "Approves Training" set to "no" and a "Status" field set to "Active". A red asterisk indicates a required field. At the bottom, there are "Reset" and "Save" buttons.

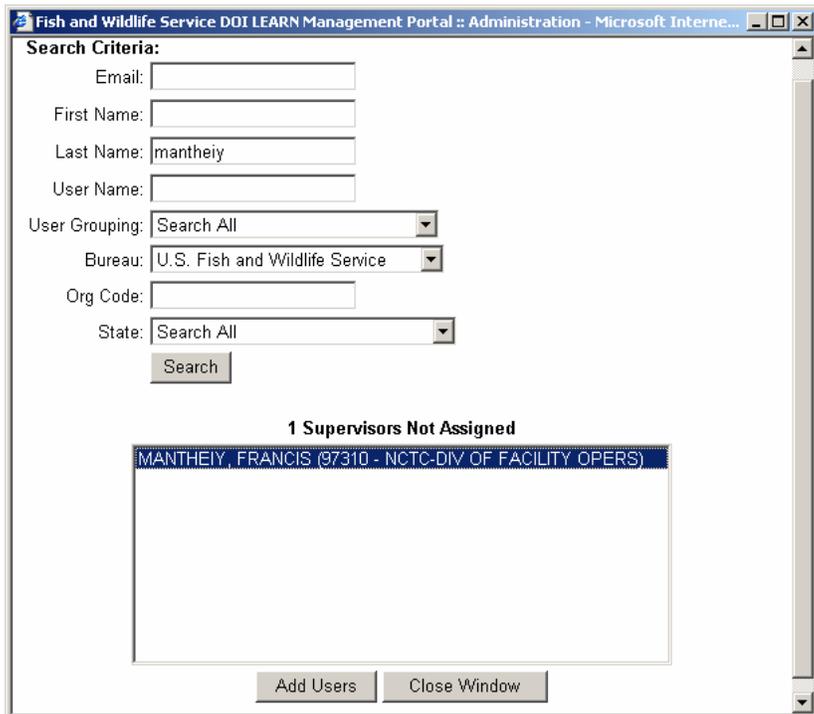
4. In the Last Name field input the Last Name of your supervisor, specify your bureau and click Search. If your Supervisor resides in another bureau, then specify that bureau.



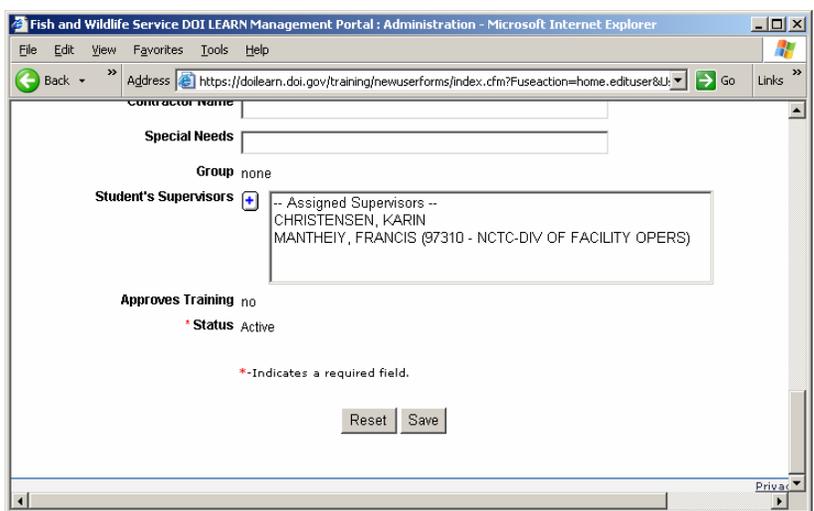
The screenshot shows a search criteria form in a web browser window titled "Fish and Wildlife Service DOI LEARN Management Portal :: Administration - Microsoft Interne...". The form has several input fields: "Email:", "First Name:", "Last Name:" (containing "manthey"), "User Name:", "User Grouping:" (dropdown menu set to "Search All"), "Bureau:" (dropdown menu set to "U.S. Fish and Wildlife Service"), "Org Code:", and "State:" (dropdown menu set to "Search All"). A "Search" button is located at the bottom of the form.

Note: Only those individuals that are identified in the FPPS database as Supervisors are provided in the list of prospective supervisors. If the individual that you would like to assign as a Training Approver does not appear, that individual's own Supervisor will need to update their employee profile by clicking the Approves Training radio box to 'Yes'. Once this occurs, you will be able to select them as a Training Approver.

5. In the results box, highlight the correct supervisor and click Add users.

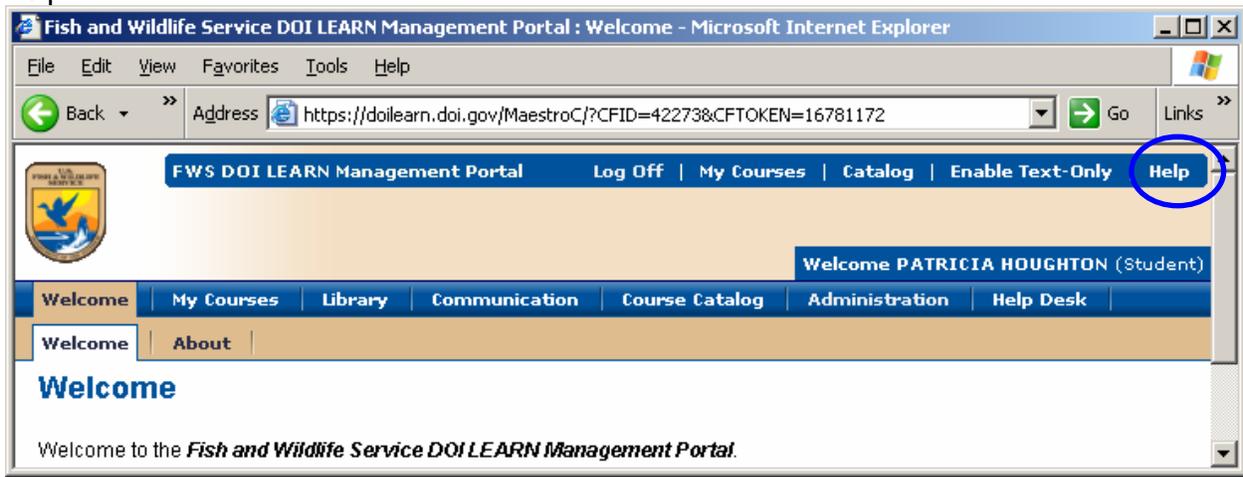


6. Your supervisor will now appear in the Student's Supervisors field.
7. Repeat these same steps to assign the person in your office who manages the credit card and can pay for training.

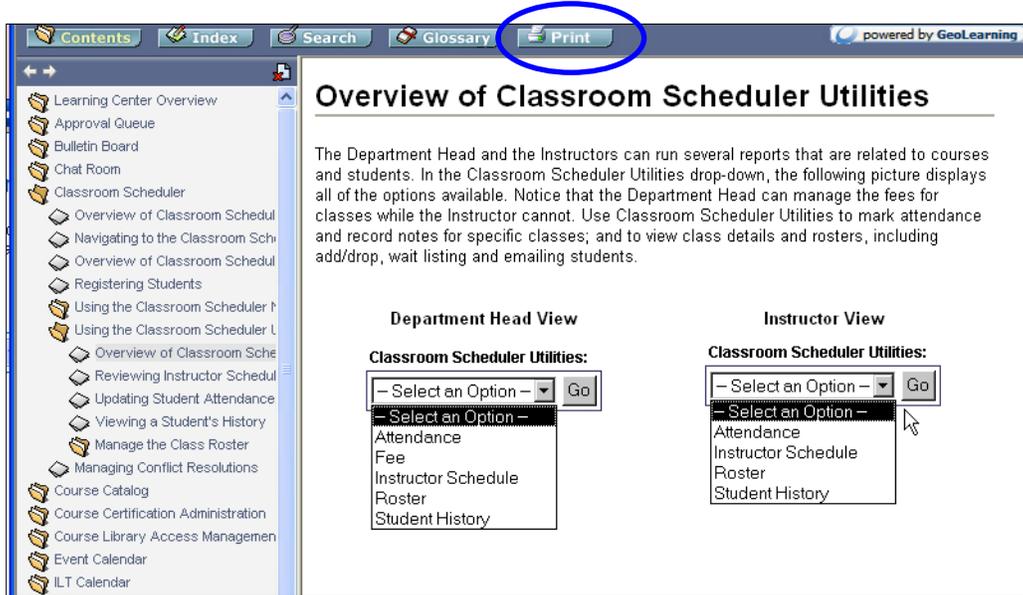


Finding Help in the LMS

Click on the **Help** link located in the **Quick Link Menu bar** to access content-sensitive help.

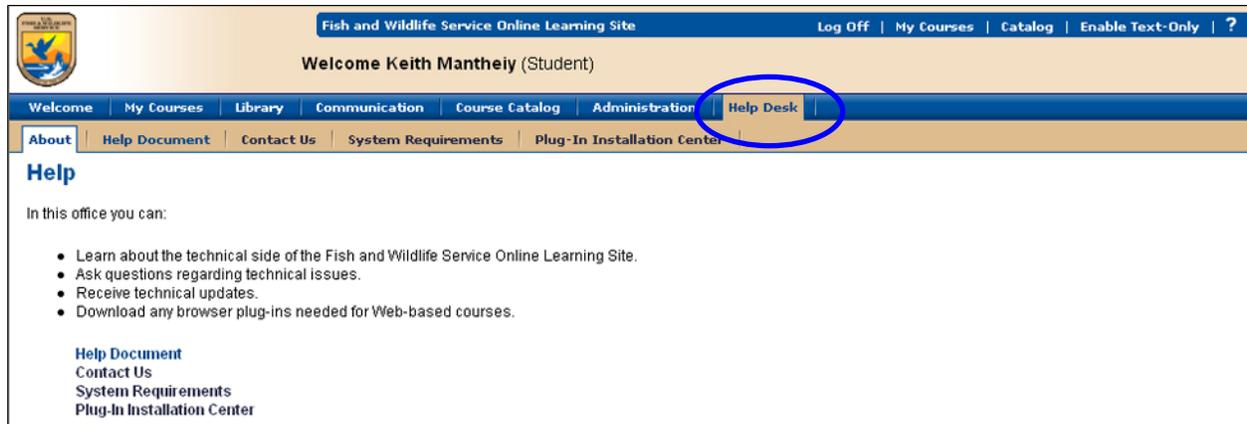


You can print any help document by selecting the print button in the upper menu bar.



You can also **click Help Desk** on the main navigation bar to get detailed help. Note: the Help Document link opens the same on-line Help screen.

The help page provides the means to download required Plug-ins that computers might require to facilitate the use of Online courses.



Note: Use the Contact Us link to contact GeoLearning via e-mail for technical problems only. If you have questions about NCTC processes, contact Data Steward Barbara Evans at 7692.

Questions for Review

1. Where is the link to be able to search the catalog?
2. Where can an employees access his/her personal information?
3. Should an employee update their personal information tab? How often?
4. How does DOI LEARN know who to send training requests to?
5. As a Supervisor, which area of DOI LEARN will you use the most? How do you navigate to it?
6. Where do you navigate to in order to access on-line help?
7. Where can you acquire plug-ins that are needed for your computer?