



System Training for Employees

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ROSEPOD SYSTEM TOUR

Objectives

- ✓ Learn the basic layout and navigation of the RosePOD system

Logging In

1. Go to www.rose-hulman.edu/pod
2. Click the **RosePOD link** in the gray box (shown to the right).

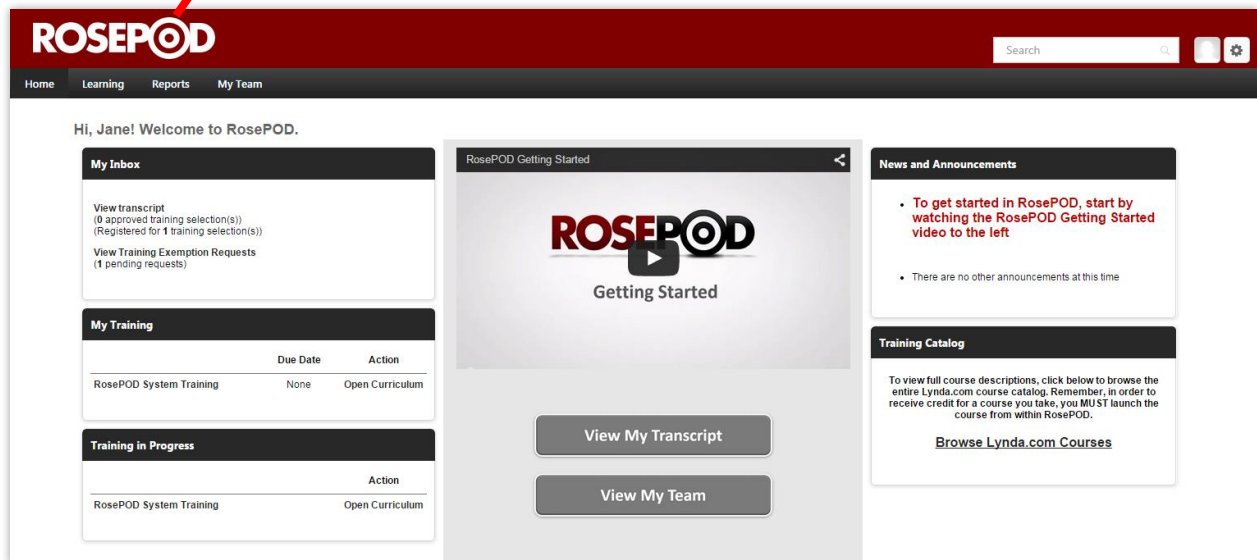


- ✓ The system should direct you into RosePOD automatically. If you are prompted for your credentials, enter **your email address** and **windows login password** information – which is the same password you use to log into your computer.

System Dashboard

The RosePOD system Dashboard is shown below. It enables quick access to the most commonly used features in this system.

- ✓ If you ever feel lost or need to get back to the Dashboard from anywhere in the system, **click on the RosePOD logo** in the upper-left corner.



Logging Out

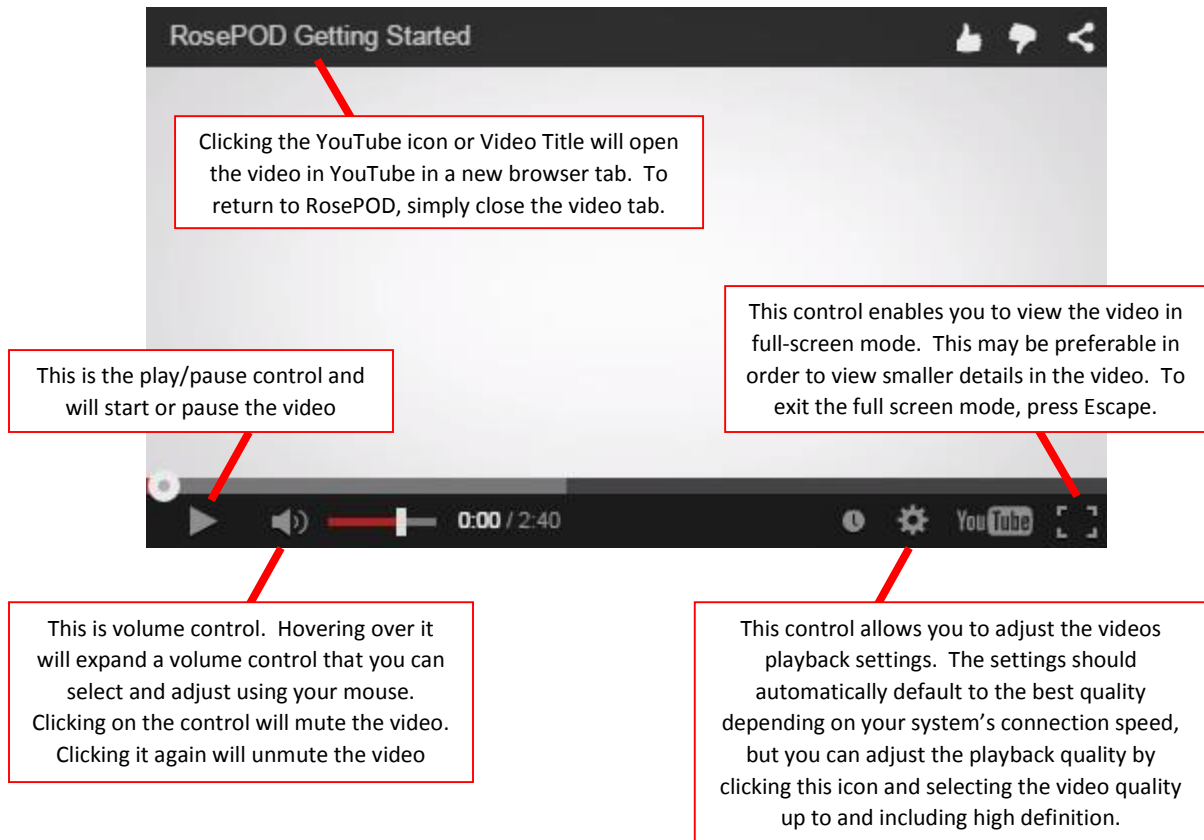
1. **Close your browser** or **click on the small gear** in the upper-right corner
2. Select **Log Out**



Using the Video Player

There is a short Getting Started video which gives a very basic overview of the dashboard as well as a few helpful tips about the system. The media uses YouTube as the host, so the controls will be familiar to anyone who uses YouTube regularly.

If you're not familiar with the YouTube media player, here is a quick overview of the controls:



Menu Bar gives alternate access to many functions

Your **Inbox** gives you immediate access to items requiring your attention

News and Announcements that affect your use of the system

Search for training (including all Lynda.com courses) within RosePOD by keyword or title

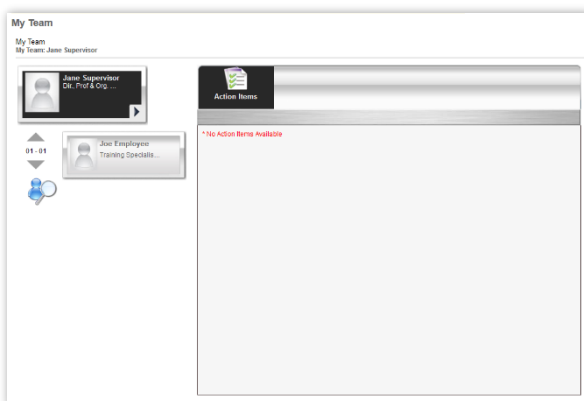
View **upcoming** training

View any training that is **in-progress**

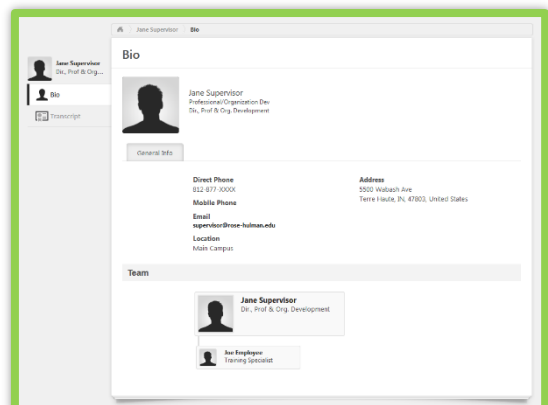
One-button access to your **Transcript and Team information**

Browse thousands of online training courses through **Lynda.com**

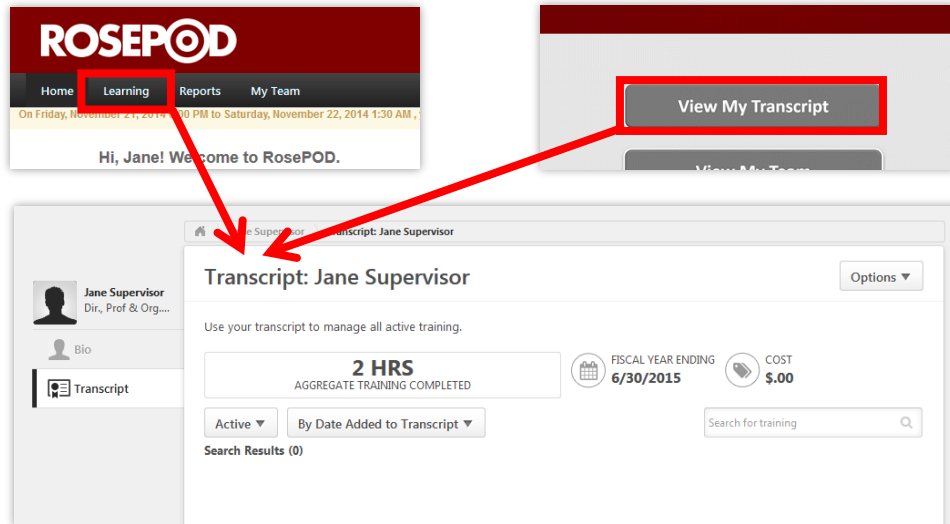
- ✓ When browsing through Lynda.com, when you find a course that interests you, you will want to **request it through RosePOD**. That way, you will get credit on your transcript for taking the course.
- ✓ You will notice that a few areas have a different look and feel than other areas. As Cornerstone continues to refine and develop this system, these areas will conform to the newer layout design and functionality. If there are any changes that affect your use of the system, you will be notified by the Office of Professional and Organizational Development.



VS.



- ✓ You will notice that there are different ways to navigate to the same features and functions within the system (example shown below). There is no right or wrong way; rather, it's simply a matter of preference. We will show the most common ways during these tutorials.



If you have any questions, please contact pod@rose-hulman.edu for assistance.

REQUESTING ONLINE TRAINING

Objectives

- ✓ Review the basic steps to request online training for yourself.

The Process:

1. In RosePOD, enter keyword, title, or department information into the **Search field** on the Dashboard.



2. Press **Enter**

3. The training is organized into four categories, which can also be used as search filters:



Online Course



Live Event



Curriculum

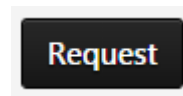


Video

Use the Filters tab to the left of the results to show a specific category or combination of categories.

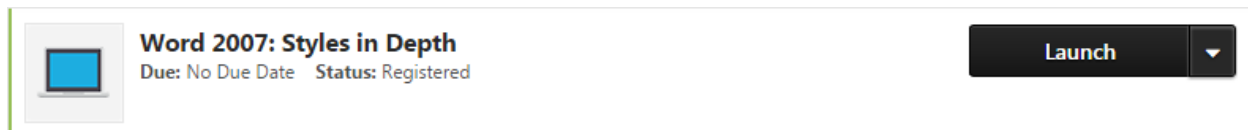
4. Select the course, event, curriculum, or video to assign or request.

5. Select **REQUEST** > The item is added to your Transcript and the process is complete.

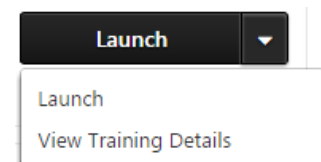


- ✓ If you select a **Live Event** (which would require you to be away from your office/area), it will need to be approved by your Supervisor before it is officially added to your Transcript.

This is what a training item looks like in your Transcript:



- ✓ The black dropdown to the right reveals various options for the course, such as Launch, Evaluate, Acknowledge, or to **View Training Details** – This will show your progress, course information, and allow you to print a Certificate of Completion after the course is completed.



If you have any questions, please contact pod@rose-hulman.edu for assistance.

UNDERSTANDING YOUR TRANSCRIPT

Objectives

- ✓ Understand your transcript and the information it contains

Overview:

1. Select **View My Transcript** on the Dashboard
2. This is your Transcript and its features (shown below):

View My Transcript

The screenshot shows the 'Transcript: Jane Supervisor' page. At the top, it displays '30 HRS AGGREGATE TRAINING COMPLETED'. To the right, it shows 'FISCAL YEAR ENDING 6/30/2015' and 'COST \$0.00'. Below this, there are filters for 'Active' and 'By Date Added to Transcr...'. A search bar is labeled 'Search for training'. The search results show one item: 'RosePOD System Training' with 'Due: No Due Date' and 'Status: In Progress'. A dropdown menu next to it is labeled 'Open Curriculum'. Red callout boxes point to various features: 'View Completed Hours at a glance' points to the 30 HRS aggregate; 'Easily Add External Training' points to the 'Options' dropdown; 'Locate completed training within your transcript' points to the search bar; 'View Active, Complete, or Archived activity' points to the 'Active' filter; 'Your Training (Course, Event, Curriculum, etc)' points to the training item; 'Sort results using various options' points to the 'By Date Added to Transcr...' filter; and 'To see details or review your progress for any item, select View Training Details in the dropdown here' points to the 'Open Curriculum' dropdown.

If you have any questions, please contact pod@rose-hulman.edu for assistance.

TAKING A COURSE

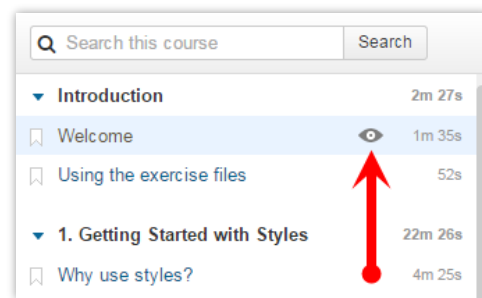
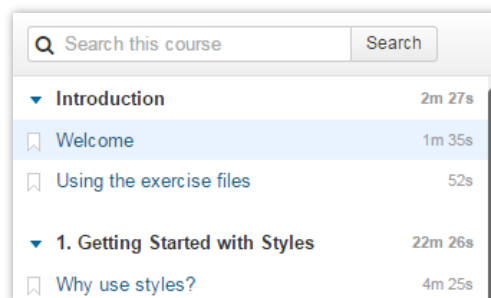
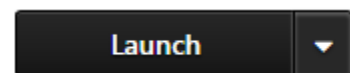
Objectives

- ✓ Learn how to launch and complete a course from Lynda.com and RosePOD
- ✓ Learn how to launch and complete a course within a curriculum

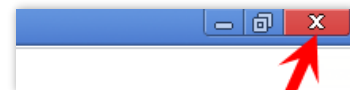
The process of taking a course can differ slightly depending on where the course came from (Lynda.com, Rose-Hulman, Skillsoft, etc). Since Lynda.com and Rose-Hulman are the two major content providers, we will review those processes below.

LYNDA.COM COURSES

1. Select **View My Transcript** on the Dashboard
2. Select **Launch** on the course you want to open
 - ✓ If prompted for login, select **“New User”** to continue.
 - ✓ It may take several seconds for the course to load.
 - ✓ If the course does not load after 30 seconds, please see **Troubleshooting** on page 10.
3. **The Lynda.com window will open** to the course you just launched. The **media player** is in the top half of the window while the **section listing** and **course details** are in the bottom half.
 - ✓ **Section Listing** – This shows you the topics covered, as well as the length of each segment. Once a segment has been viewed, a **small “eye” icon will appear** (shown below). RosePOD will remember where you left off, so when you return you can begin from there.

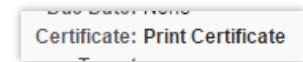
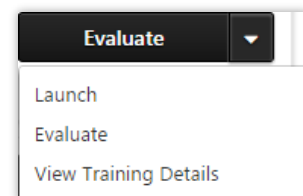


4. To **Exit** the course, close the Lynda.com browser window.



5. If the course is completed, your Transcript will update automatically and move the course to the **Completed** section.

- ✓ You can always revisit this course if you need to. Just select **Launch** in the black dropdown.
- ✓ To print a **Certificate of Completion**, select **View Training Details** > then click **Print Certificate** (shown right)
- ✓ You can also **Evaluate** a course and give us your feedback.

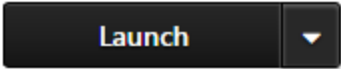


1. Select **View My Transcript** on the Dashboard



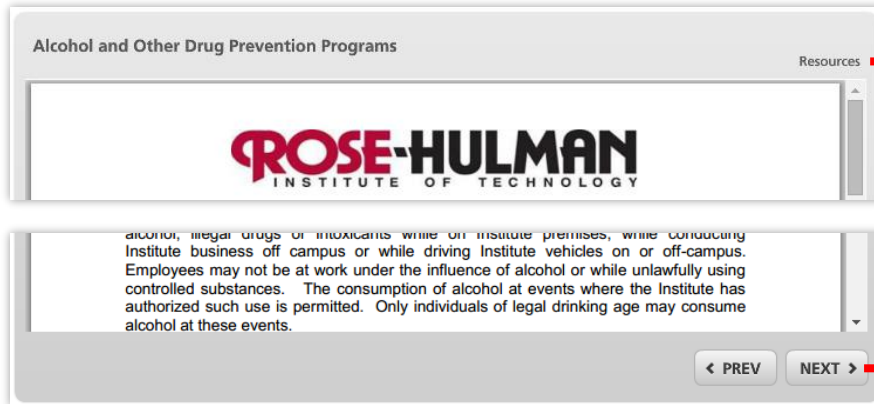
2. Select **Launch** on the course you want to open

- ✓ It may take several seconds for the course to load. Please be patient.



- ✓ If the course does not load after 30 seconds, please see **Troubleshooting** on page 10.

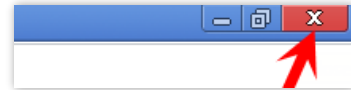
3. **A new window will open** to the course you just launched:



Some training will include resources that you can download, such as documents, policies, etc


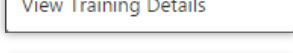
Most are self-paced – meaning you can navigate forward and backward freely at your own pace

4. To **Exit** the course, close the browser window.

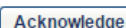
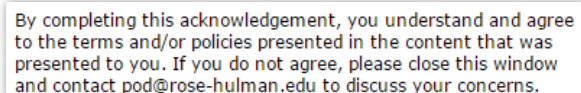


5. If the course is completed, your Transcript will update automatically and move the course to the **Completed** section.

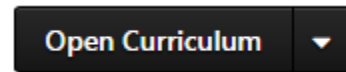
- ✓ You can always revisit this course if you need to. Just select **Launch** in the black dropdown.
- ✓ To print a **Certificate of Completion**, select **View Training Details** > then click **Print Certificate** (shown right)
- ✓ You can also **Evaluate** a course and give us your feedback.
- ✓ **Most Compliance or Policy courses will require an acknowledgment.** Once complete, you will see this:



Click on the Acknowledge button to bring up and complete the agreement:



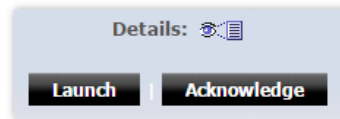
1. Select **View My Transcript** on the Dashboard
2. Select **Open Curriculum** on the curriculum you want to open
3. A **Curriculum Player** will open:



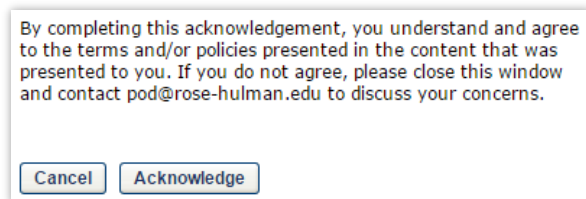
The screenshot shows the 'Onboarding > New Employee' interface. On the left, a list of courses is displayed, including 'Approved Operator - Driving Privileges SAMPLE', 'Fair Treatment SAMPLE', 'Responsible Use of Computing Facilities SAMPLE', 'Sick Leave Donation SAMPLE', 'Staff Handbook Review SAMPLE', 'Travel Policy - Domestic SAMPLE', 'Whistleblower SAMPLE', and 'Worker's Comp Policy SAMPLE'. A progress bar at the top indicates 0% completion. On the right, a detailed view for the 'Approved Operator - Driving Privileges' course is shown, featuring a 'Launch' button. Callouts point to the progress bar, the course list, the 'View Training Details' link, and the 'Launch' button.

4. **Choose the Course** in the Curriculum Player > Select **Launch**
 - ✓ If the Launch button says "Activate", go ahead and **select it**. Then, the Launch button will appear.
5. **Complete the course.** Refer to the **Lynda.com Course** or **RosePOD Course** instructions if you need help.

- ✓ **Most Compliance or Policy courses will require an acknowledgment.** Once complete, you will see this:



Click on the Acknowledge button to bring up and complete the agreement:



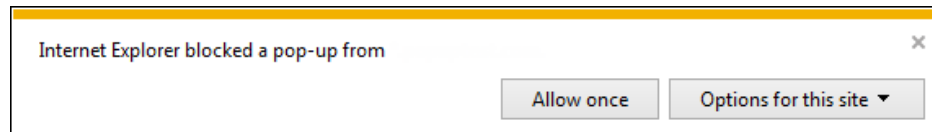
TROUBLESHOOTING – LAUNCHING A COURSE

In the event a course will not launch properly, check these items:

1. Check to see if a pop-up blocker prevented the course from opening. If so, you will need to allow the pop-up to display. Look for these notifications:

Internet Explorer

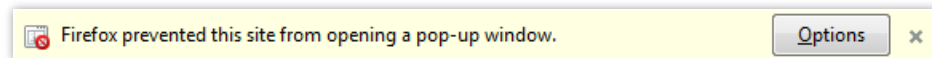
Along the bottom of your window:



SOLUTION: Click **Options for this site** > Select **Always allow**

Mozilla Firefox

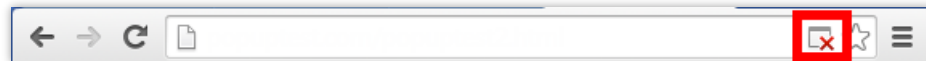
Along the top of your window, below the web address:



SOLUTION: Click **Options** > Select **Allow pop-ups for...**

Google Chrome

To the right of the address bar at the top:



SOLUTION: Click the icon > Select **Always allow pop-ups from...**

2. Verify you are running the latest versions of Internet Explorer, Mozilla Firefox, or Google Chrome. The recommended browser for RosePOD is Internet Explorer. For help on upgrading your browser(s), please contact the EIT Service Desk at www.servicedesk.rose-hulman.edu .
3. If you receive a **Java Error**, contact pod@rose-hulman.edu so we can evaluate the best next steps.
4. If you have any other functional issues with the RosePOD system, please contact pod@rose-hulman.edu for assistance.

If you have any questions, please contact pod@rose-hulman.edu for assistance.

MANAGING EXTERNAL TRAINING

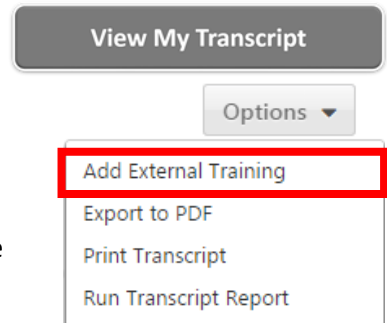
Objectives

- ✓ Learn how to add external training to your transcript
- ✓ Learn how to edit or correct a previous entry

There will be times when you will attend workshops, seminars, or other training away from campus. RosePOD provides an easy-to-use tool to manage this external training.

The Process:

1. Select **View My Transcript** on the Dashboard
2. Go to **Options** on your transcript (shown right)
3. Select **Add External Training**
4. **Enter your information** as-described below Required items are denoted with a red asterisk (*):



Add External Training

Enter information about courses you wish to take outside of the course catalog (e.g. seminars, conferences, etc.). Separate approval is required to mark the item complete.
* = Required

Language
English (US) ▾

Title *

Training Description *

Training Provider *

Training Dates *
Start Date End Date

Schedule

Cost
\$ USD ▾

Credits Earned

Training Hours
Hours Minutes

CEU Credits

Attachment(s)
Drag and drop files here or

Enter the **Title** of the training

Describe the training in detail

List who the **Training Provider** is

Provide the **Training Date** range

You can enter **Training Hours** as well as **credits earned** and **CEU Credits**, if applicable.

If there are any documents, certifications, or other materials that need to be included, you can attach them to your transcript by dragging the files into the bin at the bottom of the form, shown here. Acceptable documents include **Word, PowerPoint, Excel, PDFs, JPEGs, and PNG** files.

Click **Submit** when complete

Editing External Training

Information entered for the External Training can be updated even after it has been submitted, so if you enter incorrect information or need to upload another document, you can still do that.

The Process:

1. Select **View My Transcript** on the Dashboard

A dark grey rounded rectangular button with the text "View My Transcript" in white.

2. Locate the external training

- ✓ If the training had been previously marked complete, it will appear in the completed training.
- ✓ If the training has not been marked complete, it will still appear in the active training. So, even if the external training has already occurred, but hasn't been marked complete, it will still appear as an active training item.

3. Select **View Training Details** in the dropdown next to the External Training being edited

A dark grey dropdown menu with a white arrow pointing down. The text "Open Curriculum" is in white. Below it, a white menu is open with two options: "Open Curriculum" and "View Training Details". The "View Training Details" option is highlighted with a red border.

Open Curriculum

Open Curriculum

View Training Details

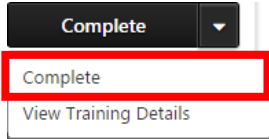
4. Select **Edit External Training** at the top of the page

A light grey rounded rectangular button with a right-pointing chevron and the text "Edit External Training" in dark grey.

5. Make the necessary changes.

6. Click **Submit**. Changes will be saved to your transcript.

7. **IMPORTANT:** Select **Complete** in the dropdown to the right of your external training. RosePOD will then move the item from Active to Completed in your transcript.

A dark grey dropdown menu with a white arrow pointing down. The text "Complete" is in white. Below it, a white menu is open with two options: "Complete" and "View Training Details". The "Complete" option is highlighted with a red border.

Complete

Complete

View Training Details

- ✓ If you need to make another edit or correction after it has been marked complete, RosePOD will allow you to revisit the steps in this Editing External Training process.

If you have any questions, please contact pod@rose-hulman.edu for assistance.

REQUESTING AN EXEMPTION

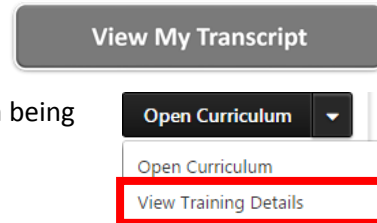
Objectives

- ✓ Learn how to request an exemption for a course/curriculum/event

There may be times where you were assigned a course that you had taken already. Or, perhaps it is a situation where your knowledge of the subject matter has advanced beyond what is covered in a course. Whichever the case, there is a simple process for requesting an exemption from that course.

The Process:

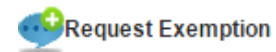
1. Select **View My Transcript** on the Dashboard
2. Select **View Training Details** in the dropdown next to the item being requested



Choose one of the following:

For an **INDIVIDUAL COURSE** or **ENTIRE CURRICULUM**:

3. Select **Request Exemption** in the top-right corner
4. **Complete all fields** in the pop-up > click **Submit**. Your supervisor will be notified of the request and they will determine whether exemption is appropriate or not.



For a **COURSE WITHIN A CURRICULUM**:

3. Scroll to the training listed under the **Curriculum heading**.

Curriculum							
View <input checked="" type="radio"/> All Training <input type="radio"/> Activated Training <input type="radio"/> Not Activated Training							
TITLE (CLICK ON DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS	
System Tour	Online Class	None	No	In Progress	Launch		
Assign/Request Training	Online Class	None	No	Not Activated	Request Exemption Activate	None	
Document External Training	Online Class	None	No	Not Activated	Request Exemption Activate	None	
Course Exemption Requests	Online Class	None	No	Not Activated	Request Exemption Activate	None	
Understanding Your Transcript	Online Class	None	No	Not Activated	Request Exemption Activate	None	
Monitoring Employee Progress	Online Class	None	No	Not Activated	Request Exemption Activate	None	

4. Select **Request Exemption** next to the requested course.

Course Exemption Requests	Online Class	None	No	Not Activated	Request Exemption	Activate	None
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5. **Complete all fields** in the pop-up > click **Submit**

- ✓ You will return to the previous screen. The **Exemption Status** is changed to **Exemption Request Pending**. Your supervisor will be notified of the request and they will determine whether exemption is appropriate or not.

If you have any questions, please contact pod@rose-hulman.edu for assistance.