

Job Aid: Navigation

Purpose

The purpose of this job aid is to guide users through the step-by-step process of navigating and identifying areas of the LearningLink user interface, and identifying some commonly used navigation icons.

Task A

Identify Areas of the User Interface

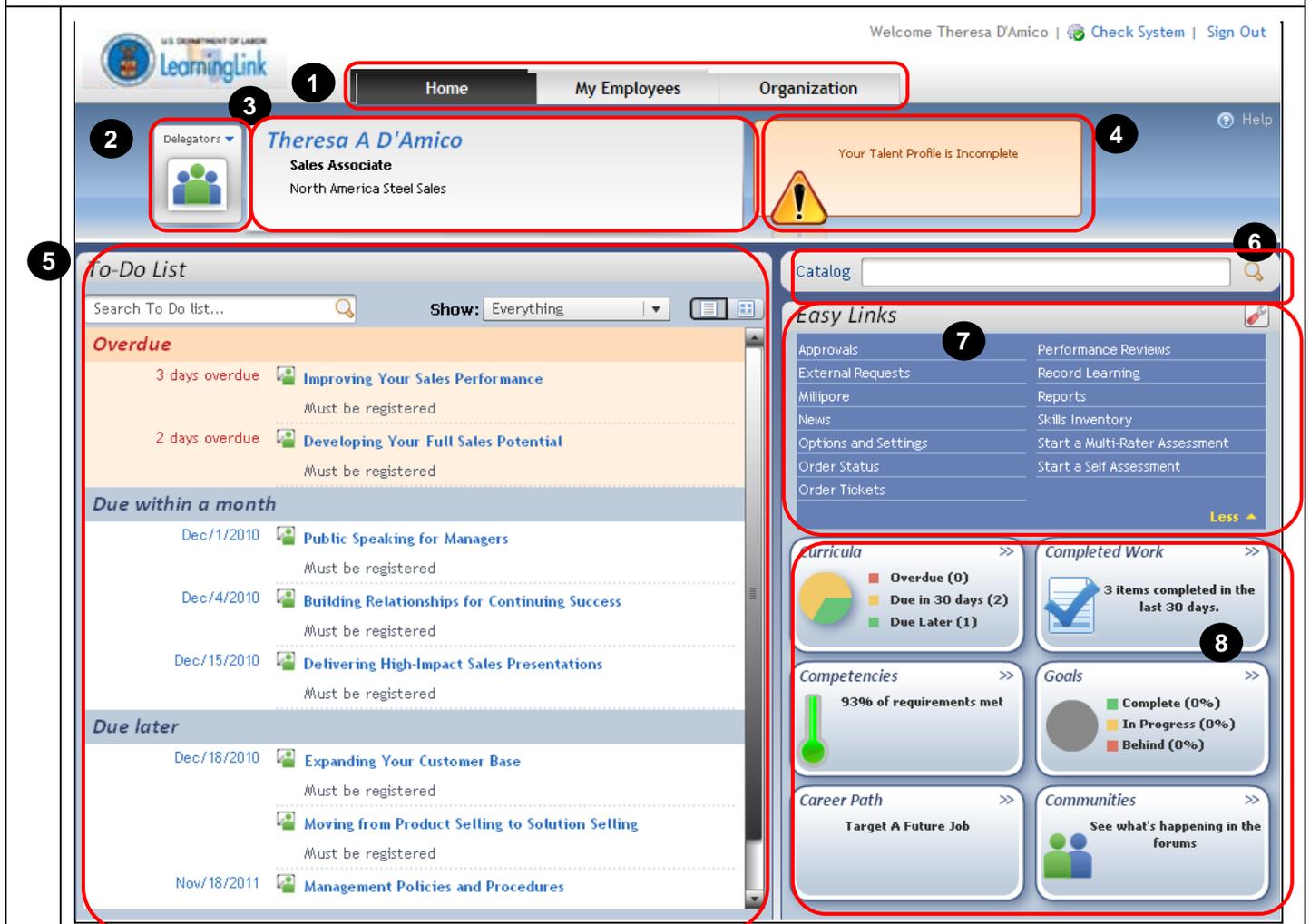
Task B

Navigation Tips

Task C

How to Access Tasks/Actions in LearningLink

Task A. Identify Areas of the User Interface

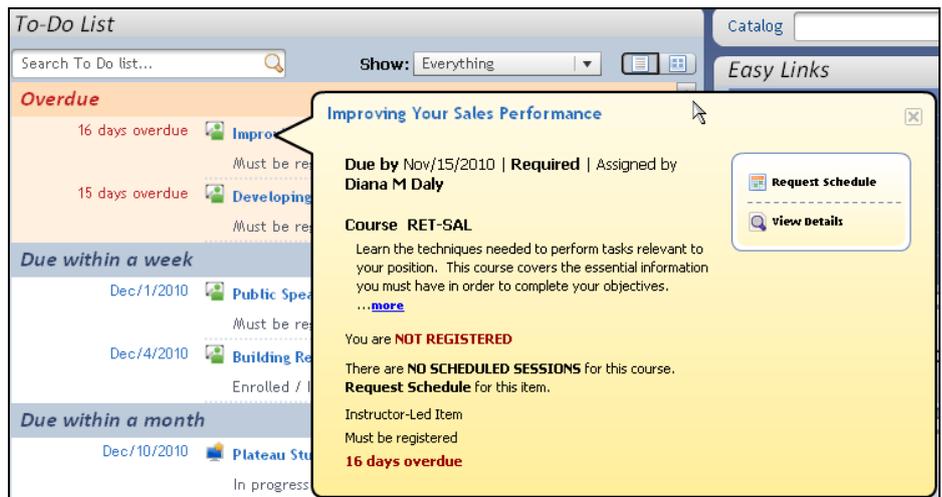


- 1** Top Menu: Use the *Home*, *My Employees*, and *Organization* menu options in the top menu to navigate within LearningLink.

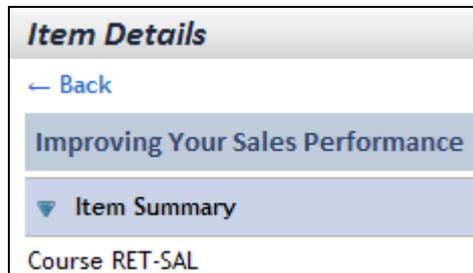
Note: The My Employees and Organization main menu headings may not display depending on your LearningLink licenses or user role.
- 2** Delegators: Contains all of the users who have identified you as a delegate (if applicable)
- 3** User Card: Select the user name to navigate to the user's Profile screen.
- 4** Alerts: Indicates that the user must take action on something.
- 5** To-Do List: The Home page contains a To-Do List as a consolidated view of tasks requiring action. All tasks are in one place. Use the filter option to limit the list, for example, to show learning only, a list of current registrations, or assessments that are due, etc.
- 6** Catalog: Enter keywords in the textbox to perform a quick search for related items in your catalog.
- 7** Easy Links: The Home page contains a panel with Easy Links, which support easy navigation. Users can access a link to locate and perform their activities. Users can configure some links to be hidden by using the wrench icon in the corner of the Easy Links panel. The user must show at least one link.
- 8** Status Pods: The Home page contains a Status Pods panel, which is a way for users to view a snapshot of progress on learning and performance activities.

Task B. Navigation Tips

Hover over an entry to reveal a pop-up that shows additional information and available actions.



Use the top menu and the **Back** link to navigate throughout LearningLink.



Sorting Data in Tables

When LearningLink displays data in tables, you can sort some columns in ascending or descending order.

The Completed Work table (below) is sorted by the *Completion Date* (indicated by the sort order arrow). The **1▲** icon indicates the column is sorted in ascending order. To change the sort order to descending, select the **Completion Date** column header. The arrow changes to **1▼** and re-sorts the table contents.

Completed Work			
Type	Title	Status	Completion Date *
Learning	Developing Customer Satisfaction Surveys	Attended Event or Activity	Nov/22/2010 11:15 AM
Learning	Gaining Allies, Creating Change	Attended Event or Activity	Nov/22/2010 11:14 AM
Learning	Insights 2010		Nov/22/2010 11:10 AM
Learning	Management Policies and Procedures	Attended Event or Activity	Nov/18/2010 12:15 PM
Learning	Review of Grammar and Writing	Passed Course	Nov/17/2010 12:14 PM

Filtering Data

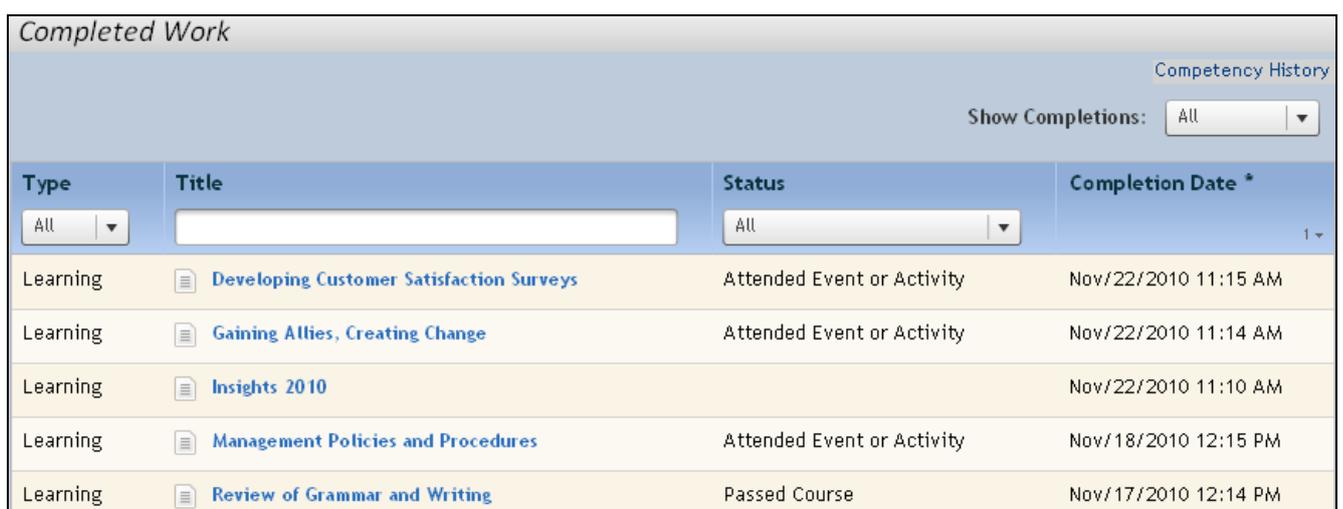
Filtering data prevents rows from displaying in a table or list. This is useful if the page contains a large amount of data and you are interested in only specific information. Filtering options vary depending on the page.

For example, the To-Do List below can be filtered to show only *All Learning, Registrations, Online Courses*, etc. Also, using the “type ahead” search box, you can filter your current view.



The screenshot shows the 'To-Do List' interface. At the top, there is a search box labeled 'Search To Do list...' and a 'Show:' dropdown menu currently set to 'Everything'. The dropdown menu is open, showing a list of filter options: 'Everything', 'All Learning', 'Registrations', 'Online Courses', 'External Requests', 'Course Evaluations', 'Assessments', 'Performance Reviews', and 'Compensation'. Below the search and filter options, the list is categorized into 'Overdue' and 'Due within a week'. The 'Overdue' section includes items like 'Improving Your Sales Perf' (16 days overdue) and 'Developing Your Full Sale' (15 days overdue). The 'Due within a week' section includes 'Public Speaking for Manag' (due Dec/1/2010) and 'Building Relationships for Continuing Success' (due Dec/4/2010).

Another example of filtering is on the Completed Work page, which can be: filtered by type by selecting from the Type column drop-down list; filtered by title by using the ‘type ahead’ text entry box; filtered by status by selecting from the Status column drop-down menu; or filtered by completion date by using the Show Completions drop-down options to show only completions *after, before, or between* selected dates.



The screenshot shows the 'Completed Work' interface. At the top right, there is a 'Competency History' link and a 'Show Completions:' dropdown menu set to 'All'. Below this is a table with the following columns: 'Type', 'Title', 'Status', and 'Completion Date *'. The 'Type' column has a dropdown menu set to 'All'. The 'Title' column has a search box. The 'Status' column has a dropdown menu set to 'All'. The 'Completion Date *' column has a dropdown menu set to '1'. The table contains five rows of completed work items:

Type	Title	Status	Completion Date *
Learning	Developing Customer Satisfaction Surveys	Attended Event or Activity	Nov/22/2010 11:15 AM
Learning	Gaining Allies, Creating Change	Attended Event or Activity	Nov/22/2010 11:14 AM
Learning	Insights 2010		Nov/22/2010 11:10 AM
Learning	Management Policies and Procedures	Attended Event or Activity	Nov/18/2010 12:15 PM
Learning	Review of Grammar and Writing	Passed Course	Nov/17/2010 12:14 PM



Show Completions:		After ▼	MM/WW/d/yyyy		Find
Status	All	All	Completion Date *		
All	After	Before	1 ▼		
Attended Event o	Between	Nov/22/2010 11:15 AM			



Task C. How to Access Tasks/Actions in LearningLink

Task/Action	How to access in 6.3
Access/edit talent profile	Home > User Card (top of screen) > select the name
View/update approvals for others	Home > Alert message -or- Home > Easy Links > Approvals
Run reports	Home > Easy Links > Reports
Change regional preferences, edit password or PIN, select learning notifications settings, assign delegate	Home > Easy Links > Options and Settings
Access and search communities	Home > Status pod > Communities

Notes