

Learning Management

**Oracle Learn –
Employee Self-Enrollment**



Training Icons

Throughout training, you will come across the following icons:



Instructor Demos: View a live demonstration of the system functionality



Important: Emphasizes information that can impact how you handle a specific area



Remember: Reminds you about previous important information



Quick Tip: Provides extra instructions intended to give immediate, practical advice



Take Note: Recommends that you take note of information needed for future activities



System Exercises: Indicates that you will be participating in a group or paired activity



Repeat Steps : Indicates a time in which previous steps you learned will be repeated related to accomplish a new objective .



Knowledge Checks: Test your knowledge of key concepts.

Course Overview

Welcome to the Learn self-service training course. This course is designed to provide an overview of how to use the Learn Module within CV360.

Who should take this course?

- All employees



Prerequisites:

- We recommend the following prerequisites before taking this course:
- CV360 Navigation Training



Duration:

1 Hour



Course Objectives:

Upon the completion of the Learn course, you will be able to:

Objectives

- Perform self-enrollment
- Locate Announcements and Notifications
- Access training transcript and certificates (Document Records)

Course Agenda

#	Oracle Learn - Learning Management	Duration
1	Enroll as an employee	10 minutes
2	Withdraw from a course offering	10 minutes
3	Notifications	10 minutes
4	Access training transcripts and certificates (document records)	10 minutes

Learn Module Roles & Responsibilities

CV360 Role	Definition
Learning Administrator	Manages all learn/training and training administrative functions for all of DeKalb County
Learning Coordinator	Assigns courses and offerings to employees and/or create courses and offerings specific to their department
Learning Content Developer	Creates content/questionnaires and assessments specific to their department

Oracle Terminology	Definition
Catalog	The single point of access for all learning objects, including courses, offerings, and specializations
Content	On-line learning activity that may or may not be associated with enhanced tracking capability
Course	Learning object record in the catalog which identifies what is being trained; contains subject and desired outcomes of the training/learning program
Offering	A specific instance of a course in the learning catalog in which learners can enroll; contains details such as schedule, delivery mode, and content
Specialization	A logical grouping of courses aimed to help learners achieve learning goals that a single course can't achieve; contains one or more sections, which are containers for the courses; identifies a grouping of training items; often referred to as learning path, learning plan, or curriculum
Sections	Divides a specialization into different areas to group into similar topic areas
Activity	Content that is added at the offering or specialization level for learner to complete
Learning Community	Learning items that are pulled together in a collection and can be used by members of the Learning Community; a Learning Community can be restricted or open or closed

Terminology	Definition
Completed	Indicates that a learner has completed all the required components of the learning item. The application automatically sets the status of the learner to Completed. You can also manually set the status of a learner to Completed. You can't revert the change after it is set it to Completed or to any other status.
Content Complete	Indicates that learning was completed for the offering, but the mandatory evaluation is pending.
In Progress	Indicates that the learner has started at least one component of the learning item.
Not Started	Indicates that the learner hasn't started any of components of the learning item.
Not Passed	<p>Indicates the learner didn't meet the completion criteria of the learning item's components.</p> <p>Note: When an Activity is set to Not Passed, an entire offering is also set to Not Passed. If there are additional activities in the offering, learners will not be able to attempt them. If you want learners to be able to complete only one of multiple activities, use the Exempted status for the first activity instead of Not Passed.</p>
Withdrawn	Indicates that the learner is withdrawn from the enrollment of the learning item. A withdrawal is possible for those learners whose assignment status is either Not Started or In Progress.

Terminology	Definition
Requested	Indicates that a learning request is made for an assignment to a learning item and is pending approval.
Pending Active	Indicates the learner can't yet start any of the learning item's components.
Pending Fulfillment	Indicates 1.) the assignment has reached all approvals but is still in "inactive status", 2.) the course assignment is fully approved, but there is no offering being selected, or 3.) the initial status is set to "request approved" in the access control option of the course.
Pending Prerequisites	Indicates that the learner has been assigned to a learning item but can't start any of its components until the learning prerequisites are achieved.
Waitlist	Indicates that the learner is on the waiting list of the offering, because it is at capacity.
Request Approved	Indicates that the learning request is approved and pending activation by an administrator. Assignments only end up in this status if auto-activation is not selected in the Access Control rules configuration.
Request Rejected	Indicates that the learning request is rejected.
Global Access Groups	Access groups provide a means to restrict access to a limited set of learners.

Terminology	Definition
Initiative	An ongoing assignment is called a learning initiative. Unlike a learning assignment, which is applicable only once, you can create and define a learning initiative once and generate multiple assignments in a series with or without an end date.
Questionnaire	Questionnaires are used in Oracle Learn to gather information from learners in the form of questions that can be analyzed for usable information.
Assessments	Assessments are presented to learners in the form of a questionnaire. Assessments can appear at any point during an offering, but generally they are defined as either the first or last activity of an offering, depending on what you want to test.

Learning Management

Lesson 1: Employee Self-enrollment

Lesson Objective:

Upon the completion of employee self-enrollment lesson, you will be able to:

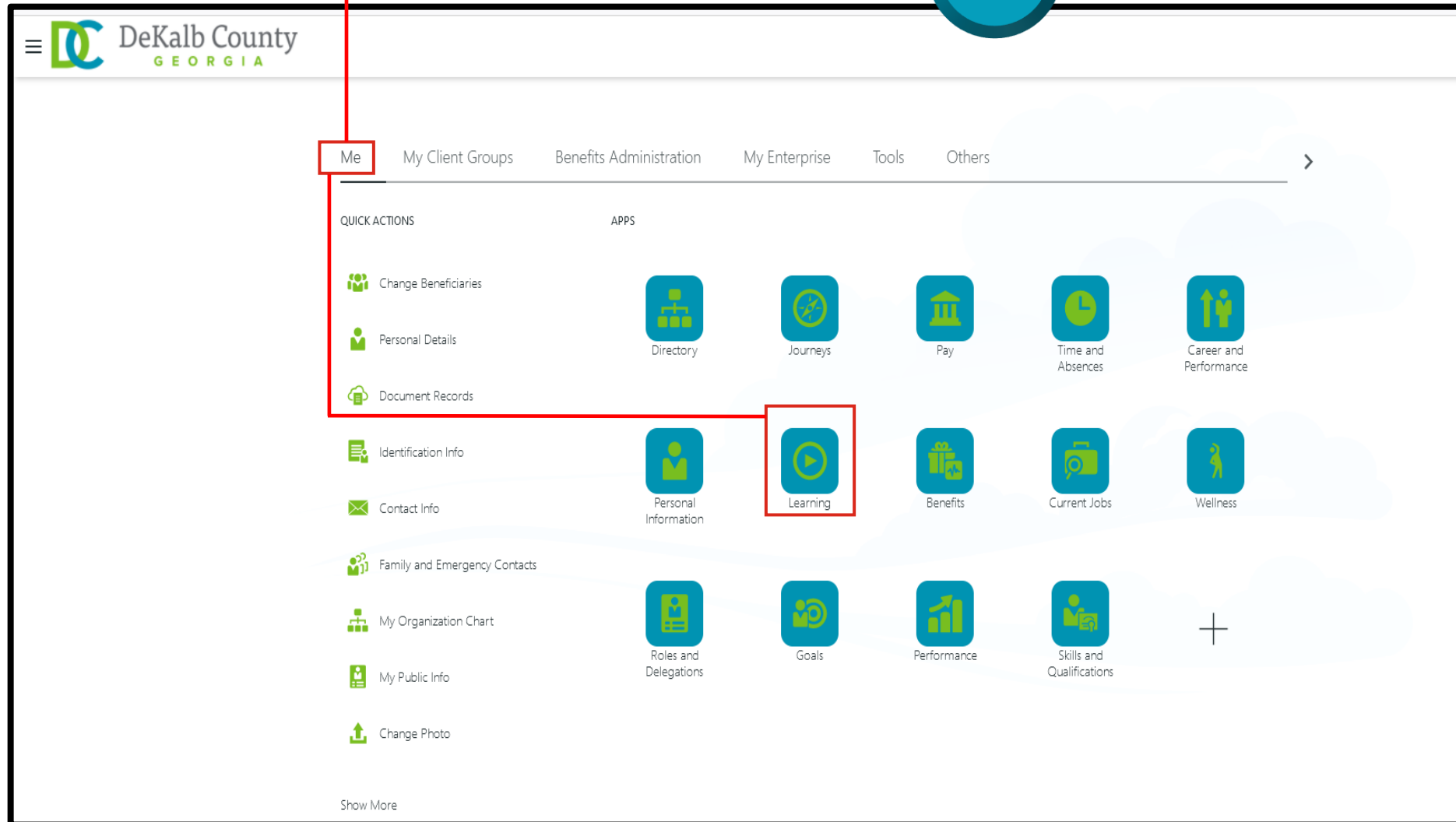
Objective

- Enroll in instructor-led and self-paced courses within CV360
- View managers' approval process

Requesting Enrollment in an Instructor-Led Course

1

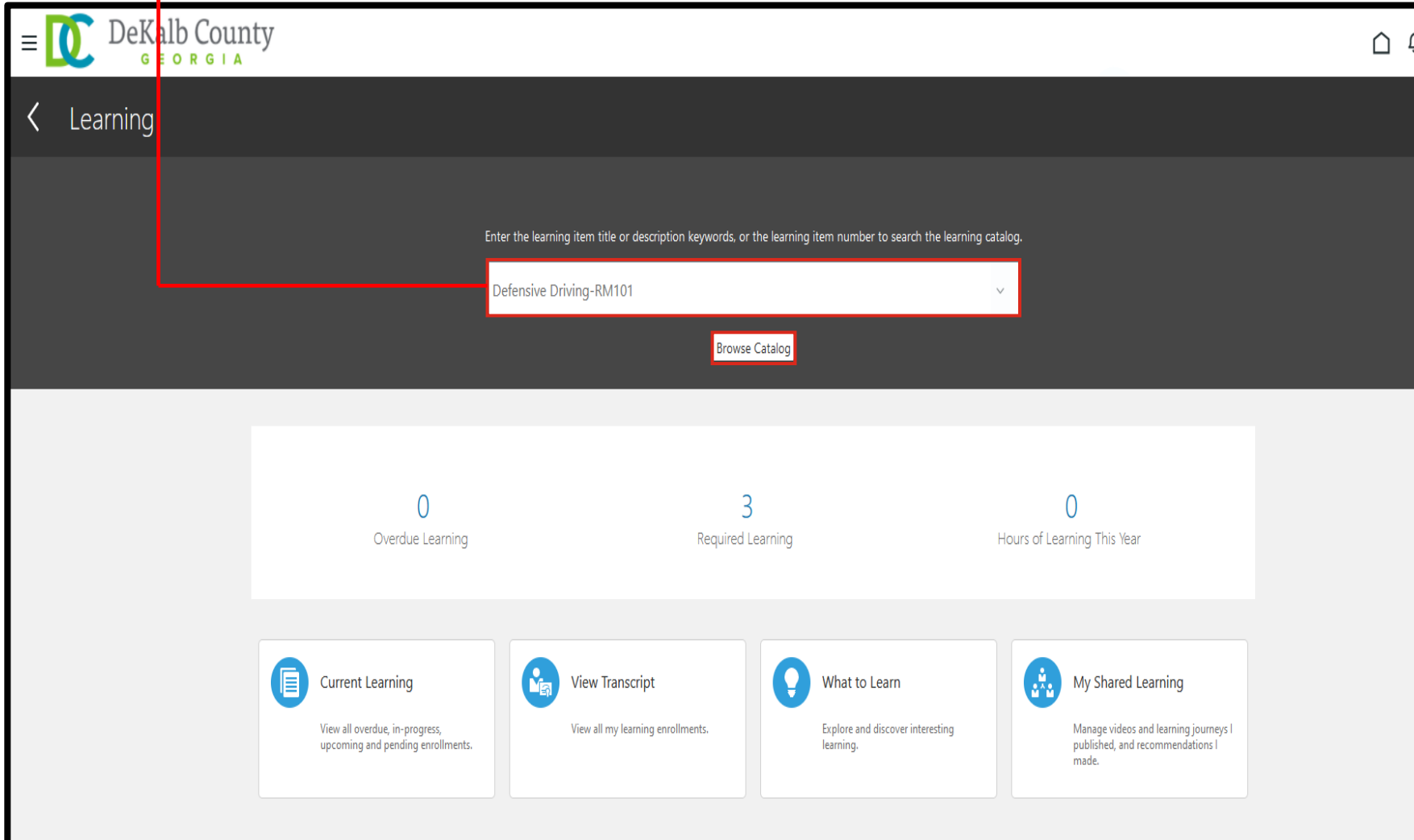
Select the **Me** tab and navigate to the Learning Tile



Requesting Enrollment in an Instructor-Led Course

2

Use the Learning Item drop down list to search for the appropriate course offering.



DeKalb County
GEORGIA

< Learning

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.


Defensive Driving-RM101


Browse Catalog


0
Overdue Learning


3
Required Learning

0
Hours of Learning This Year

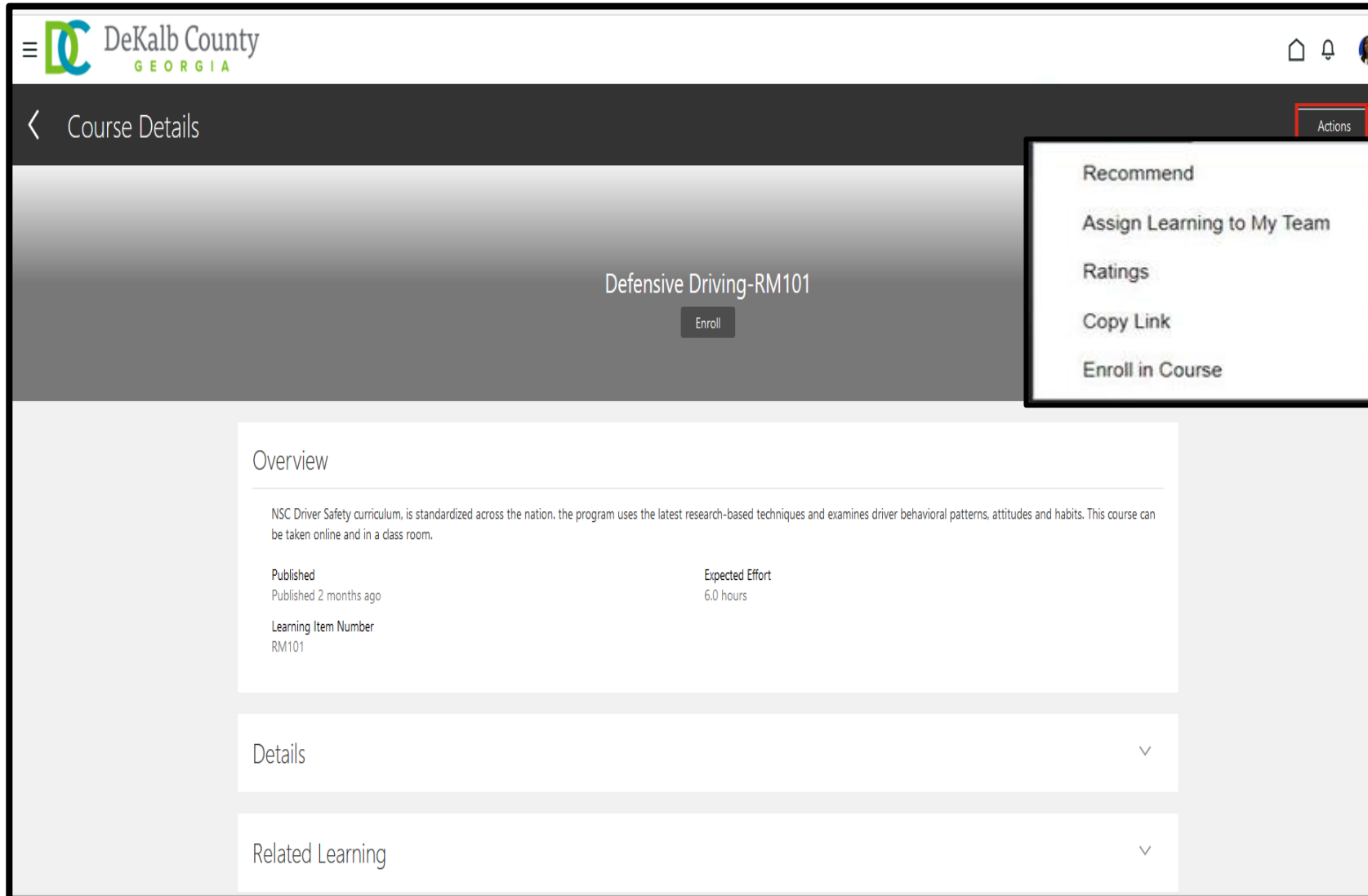
 **Current Learning**
View all overdue, in-progress, upcoming and pending enrollments.

 **View Transcript**
View all my learning enrollments.

 **What to Learn**
Explore and discover interesting learning.

 **My Shared Learning**
Manage videos and learning journeys I published, and recommendations I made.

Requesting Enrollment in an Instructor-Led Course



DeKalb County
GEORGIA

< Course Details

Defensive Driving-RM101

Enroll

Actions

- Recommend
- Assign Learning to My Team
- Ratings
- Copy Link
- Enroll in Course

Overview

NSC Driver Safety curriculum, is standardized across the nation, the program uses the latest research-based techniques and examines driver behavioral patterns, attitudes and habits. This course can be taken online and in a class room.

Published
Published 2 months ago

Expected Effort
6.0 hours

Learning Item Number
RM101

Details

Related Learning

3

Use the drop-down arrow next to **Actions** & select **enroll in course** to view the available course offering

Requesting Enrollment in an Instructor-Led Course



<

Course Details

Actions

Be taken online and in a class room.

Published

Published 2 months ago

Expected Effort

6.0 hours

Learning Item Number

RM101

Details

▼

Related Learning

▼

Available Offerings

▲

3/16/22 - 3/16/22

American English

[View Details](#)

Enroll

4/14/22 - 4/14/22

American English

[View Details](#)


Enroll

4

Expand the **Available Offering** drop-down list and select the **Enroll** button

Requesting Enrollment in an Instructor-Led Course





Information

Pending approval

Enrolled By Ashley Swan

Selected Offerings

American English

[View Details](#)

Requested

Add

Cancel

Related Materials

Enrollment Life Cycle

! Selecting the previous **Enroll** button routes the requested course offering for approval.

The information section will read **"Pending approval"** and the Selected Offering section will show **"Requested"**.

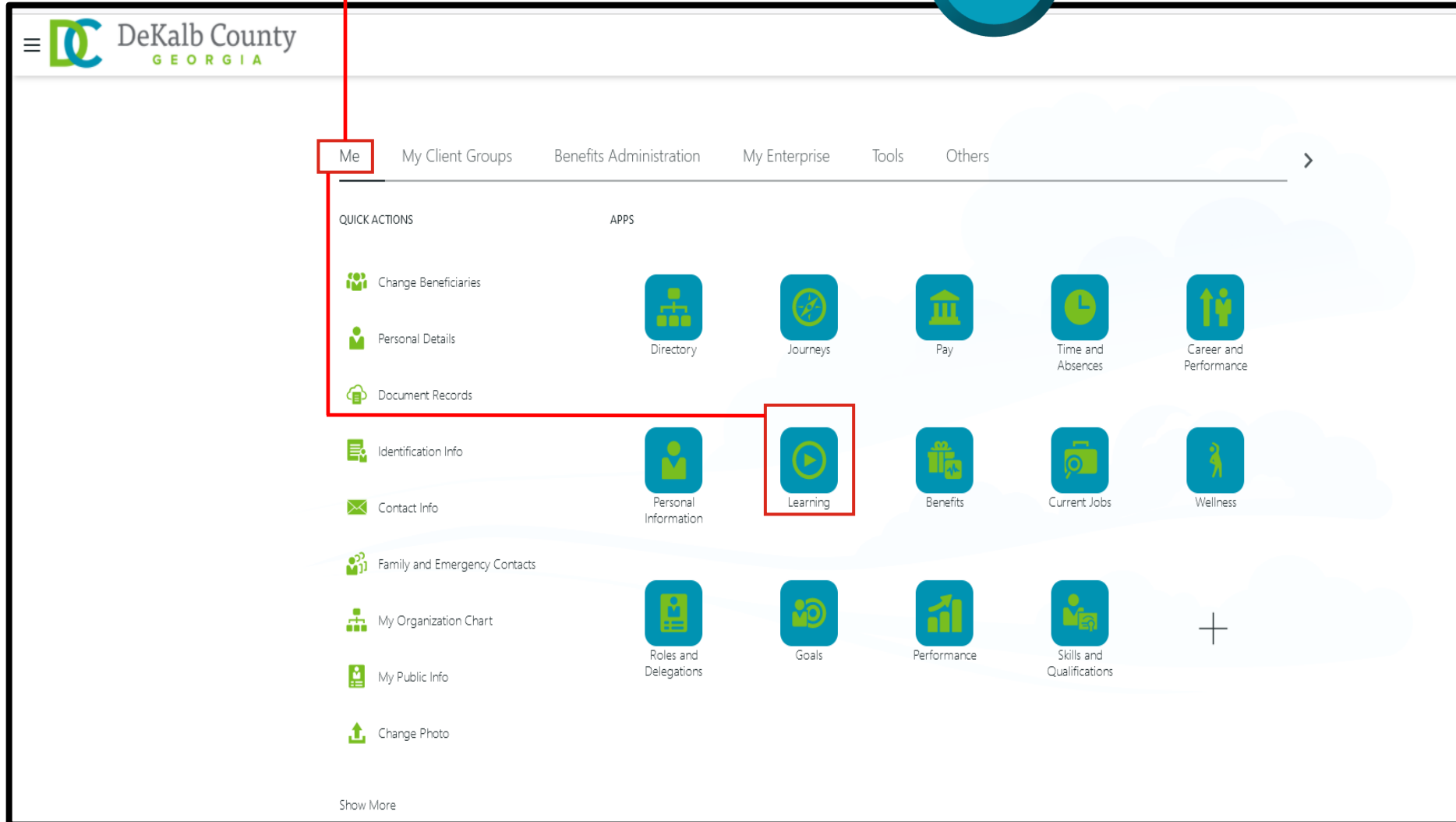
This concludes how to enroll in an instructor-led course.

Note: Use same steps to request enrollment for blended course offerings.

Requesting Enrollment in a Self-Paced Course

1

Select the **Me** tab and navigate to the Learning Tile

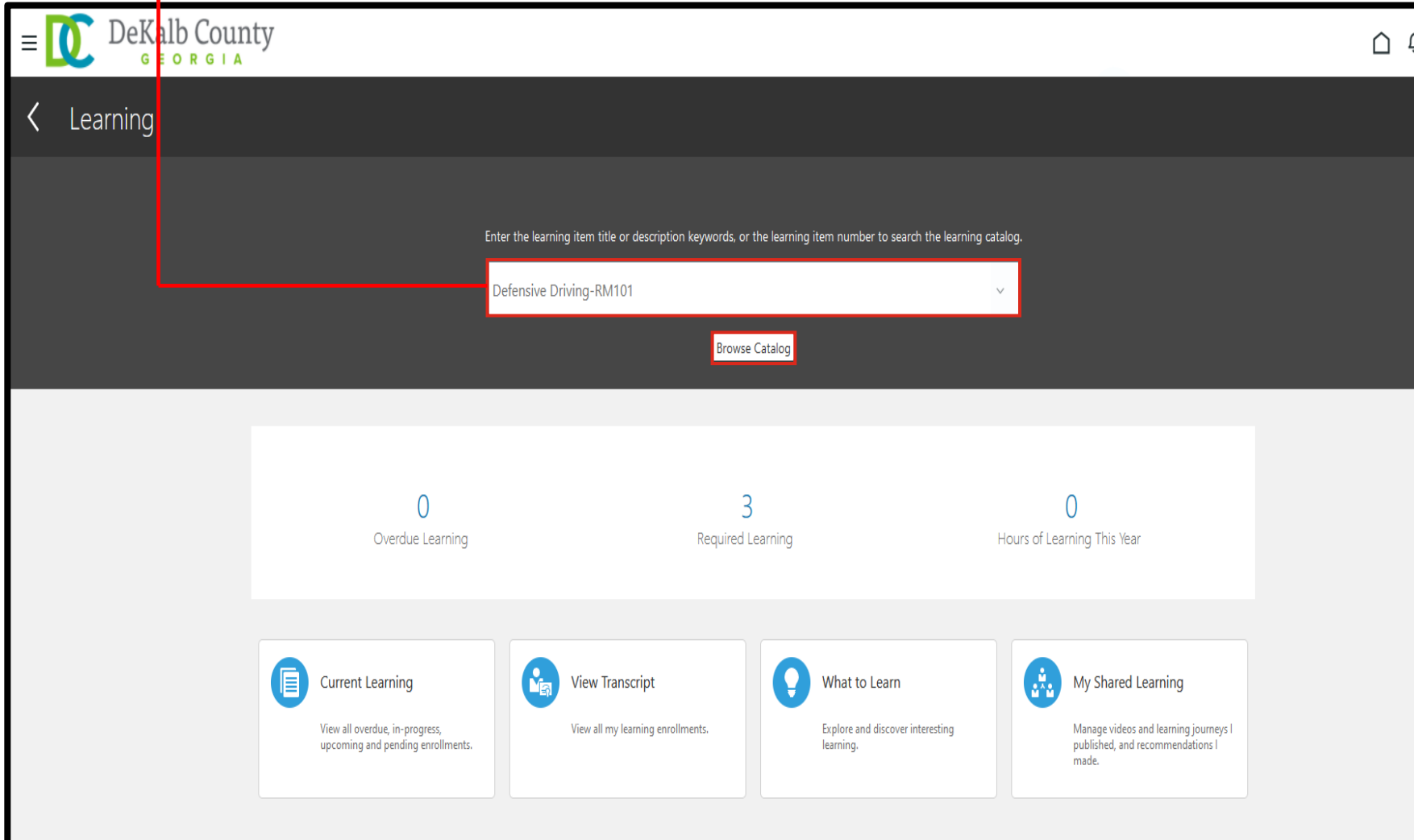


The screenshot shows the DeKalb County Georgia CloudVergent 360 portal. The top navigation bar includes the DeKalb County Georgia logo and a menu icon. Below the logo, the 'Me' tab is highlighted with a red box. A red line connects the 'Me' tab to a blue circle with the number '1'. The 'Me' tab is part of a navigation bar that also includes 'My Client Groups', 'Benefits Administration', 'My Enterprise', 'Tools', and 'Others'. Below the navigation bar, the 'QUICK ACTIONS' section lists 'Change Beneficiaries', 'Personal Details', and 'Document Records'. The 'APPS' section displays a grid of tiles: 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Learning' (highlighted with a red box), 'Benefits', 'Current Jobs', 'Wellness', 'Roles and Delegations', 'Goals', 'Performance', and 'Skills and Qualifications'. A 'Show More' link is located at the bottom left of the 'APPS' section.

Requesting Enrollment in a Self-Paced Course

2

Use the Learning Item drop down list to search for the appropriate course offering.



The screenshot shows the DeKalb County Georgia Learning catalog interface. At the top, the DeKalb County Georgia logo is on the left, and a home icon and a bell icon are on the right. Below the logo, a back arrow and the word "Learning" are visible. The main section has a dark background with a search bar that says "Enter the learning item title or description keywords, or the learning item number to search the learning catalog." The search bar contains the text "Defensive Driving-RM101" and a dropdown arrow. Below the search bar is a "Browse Catalog" button. At the bottom, there are four cards: "Current Learning" (with a document icon), "View Transcript" (with a person icon), "What to Learn" (with a lightbulb icon), and "My Shared Learning" (with a group icon). Each card has a brief description of its function.

DeKalb County
GEORGIA

< Learning

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.


Defensive Driving-RM101


Browse Catalog


0
Overdue Learning


3
Required Learning

0
Hours of Learning This Year

 Current Learning
View all overdue, in-progress, upcoming and pending enrollments.

 View Transcript
View all my learning enrollments.

 What to Learn
Explore and discover interesting learning.

 My Shared Learning
Manage videos and learning journeys I published, and recommendations I made.

Requesting Enrollment in a Self-Paced Course



DeKalb County

GEORGIA

Course Details

Defensive Driving-RM101

Enroll

Overview

NSC Driver Safety curriculum, is standardized across the nation, the program uses the latest research-based techniques and examines driver behavioral patterns, attitudes and habits. This course can be taken online and in a class room.

Published

Published 2 months ago

Expected Effort

6.0 hours

Learning Item Number

RM101

Details

Related Learning

Actions

Recommend

Assign Learning to My Team

Ratings

Copy Link

Enroll in Course

3

Use the drop-down arrow next to **Actions** & select **enroll in course** to view the available course offering

Requesting Enrollment in a Self-Paced Course



SP - Employee Self-Service (ESS)

Actions

Information

Pending approval

Enrolled By

Karen R Grant

How to Complete

Enroll in an offering to complete this course.

View offerings to see what's available.

!

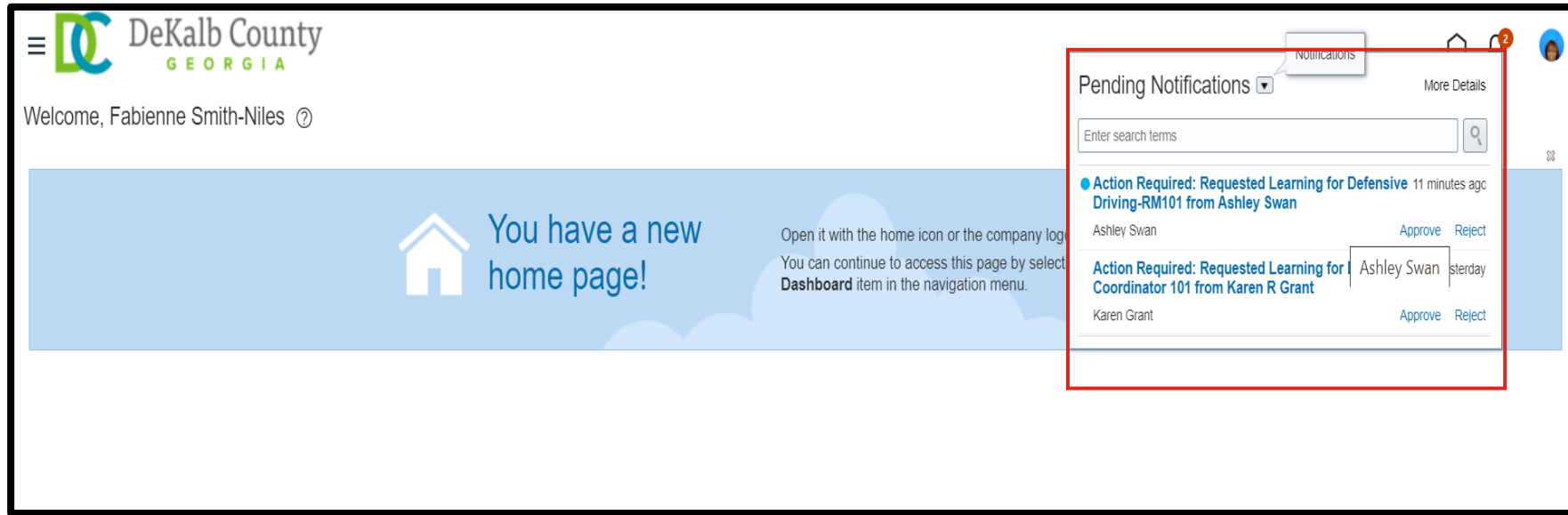
Selecting the **Enroll** button routes the requested course offering for approval.

The information section will read “**Pending approval**”.

This concludes how to enroll in a self-paced course.

Managers' Approval Process

Manager receives bell notification to approve/reject your request for course enrollment



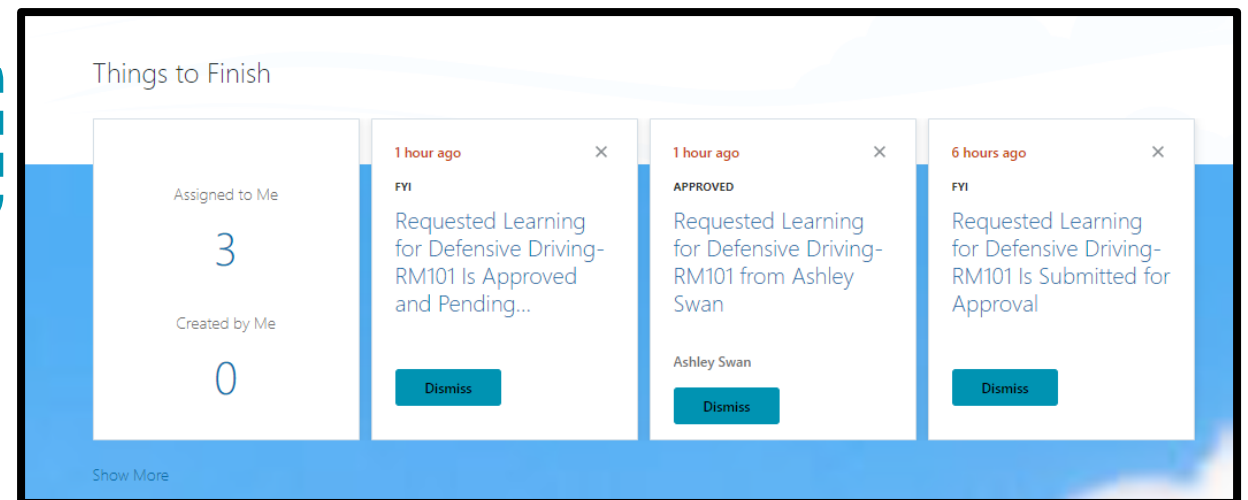
1

Manager receives Bell Notification to Approve or Reject your request course offering.

The "Things to Finish" section provides another location for you to review the status of your course offering.

2

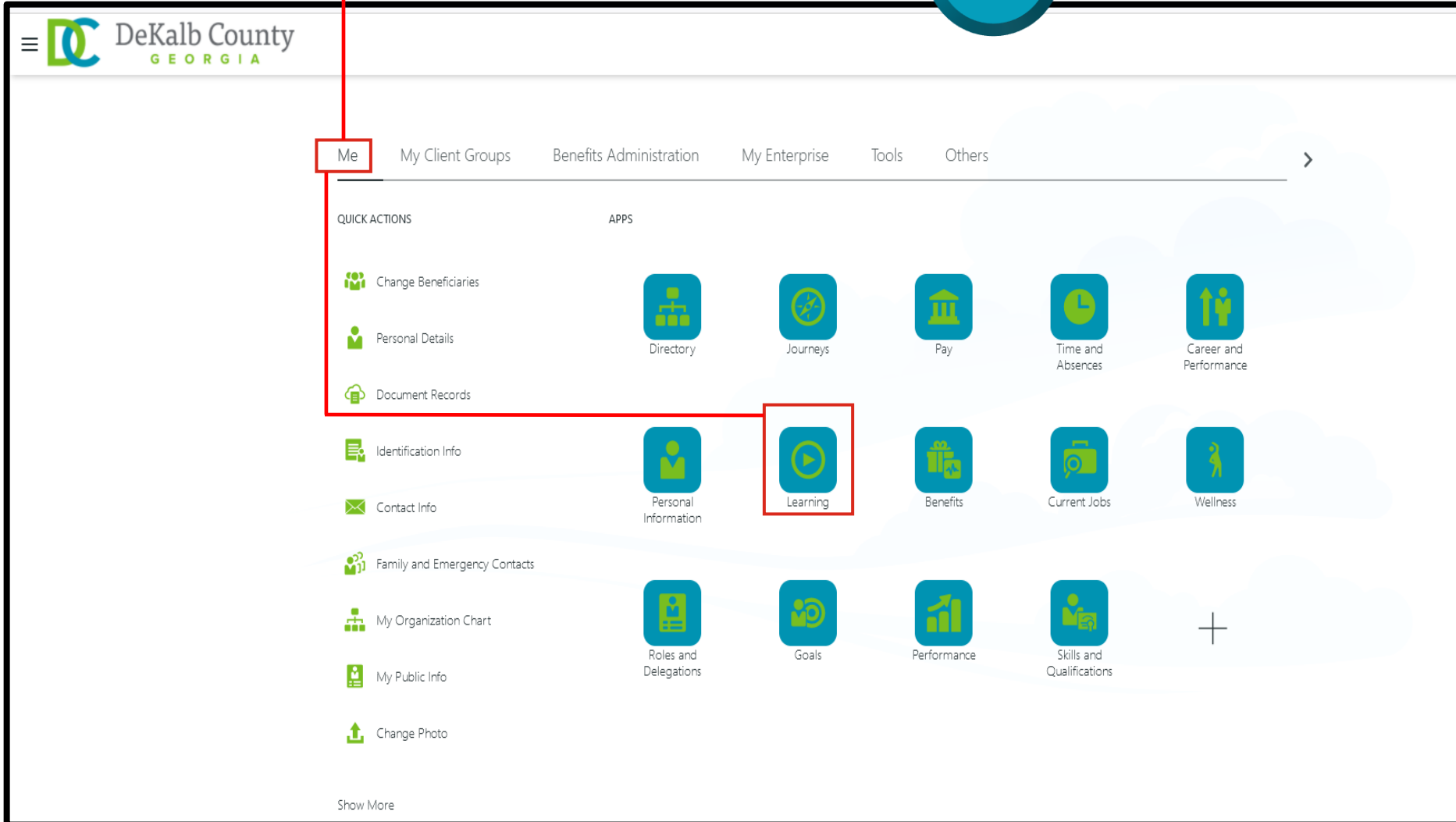
Learning Coordinators receive alert to confirm enrollment.



Withdraw from a Course Offering

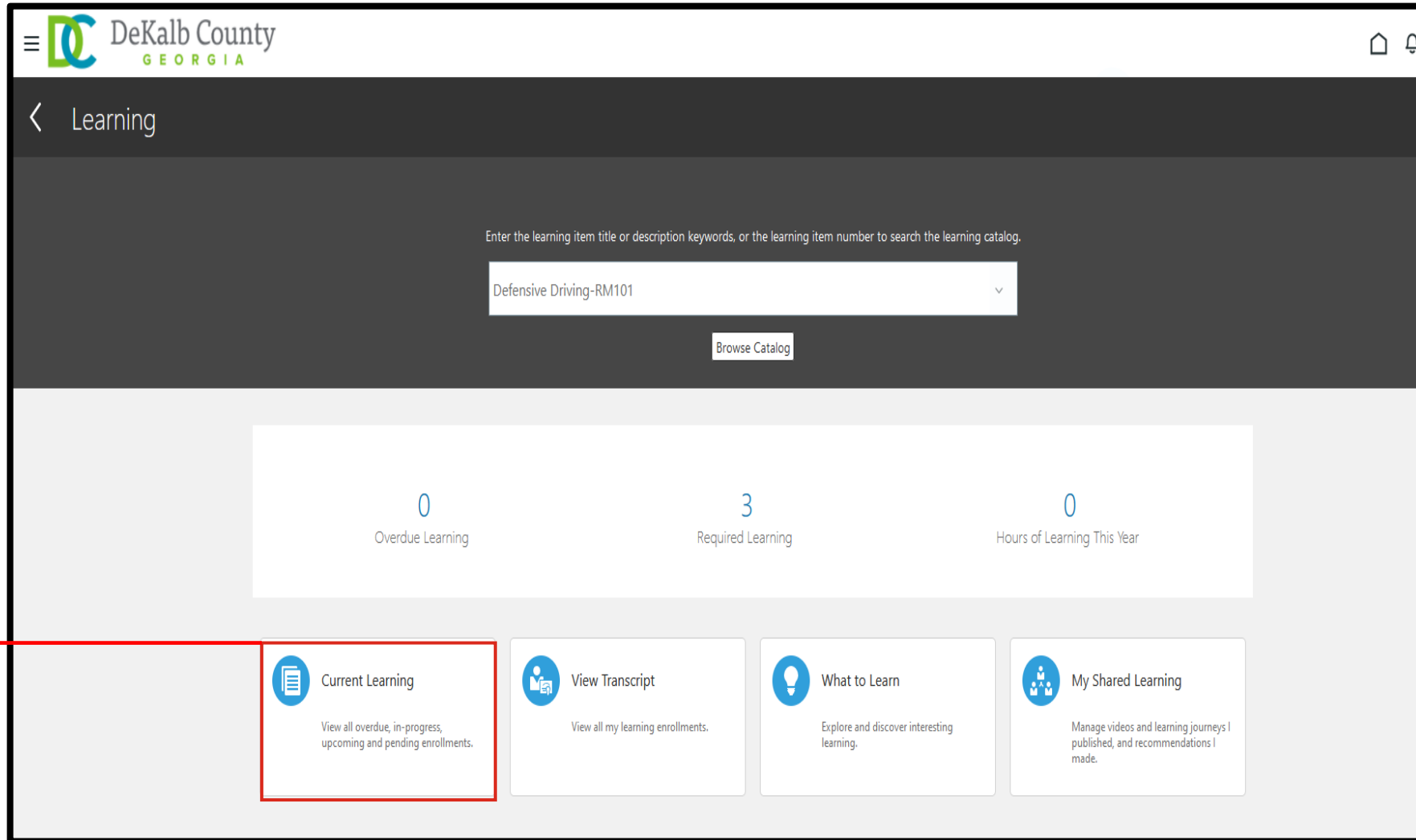
1

Select the **Me** tab and navigate to the Learning Tile



The screenshot shows the DeKalb County Georgia CloudVergent 360 portal. The top navigation bar includes the DeKalb County Georgia logo and a menu icon. Below the logo, the 'Me' tab is highlighted with a red box. A red line connects the 'Me' tab to a blue circle with the number '1'. The 'Me' tab is part of a navigation bar that also includes 'My Client Groups', 'Benefits Administration', 'My Enterprise', 'Tools', and 'Others'. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section includes links for 'Change Beneficiaries', 'Personal Details', and 'Document Records'. The 'APPS' section displays a grid of application tiles. The 'Learning' tile, which features a play button icon, is highlighted with a red box. Other tiles in the 'APPS' section include 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Benefits', 'Current Jobs', 'Wellness', 'Roles and Delegations', 'Goals', 'Performance', and 'Skills and Qualifications'. A 'Show More' link is located at the bottom left of the 'APPS' section.

Withdraw from a Course Offering



2

Select Current Learning Tile to view offerings

Withdraw from a Course Offering

Enrollments

Search by learning item title



Show Filters



Sort Due Date - Soonest to Latest



Due by 4/8/22



Oracle iProcurement-PSHR02

Course

Not Started

Enrolled by Fabienne Smith-Niles, Due 4/8/22

Enrolled on 3/9/22



Due by 4/8/22

SP - Employee Self-Service (ESS)

Course

Not Started

Enrolled by Fabienne Smith-Niles, Due 4/8/22

Enrolled on 3/9/22, Expected Effort 0 - 1 hours

3

Click *Course Title*
to withdraw

Withdraw from a Course Offering

< SP - Employee Self-Service (ESS)

Information
Pending approval

Required Activities Completed
0

Enrolled By
Fabienne Smith-Niles

Total Required Activities
1

Due Date
4/8/22

Completion Status

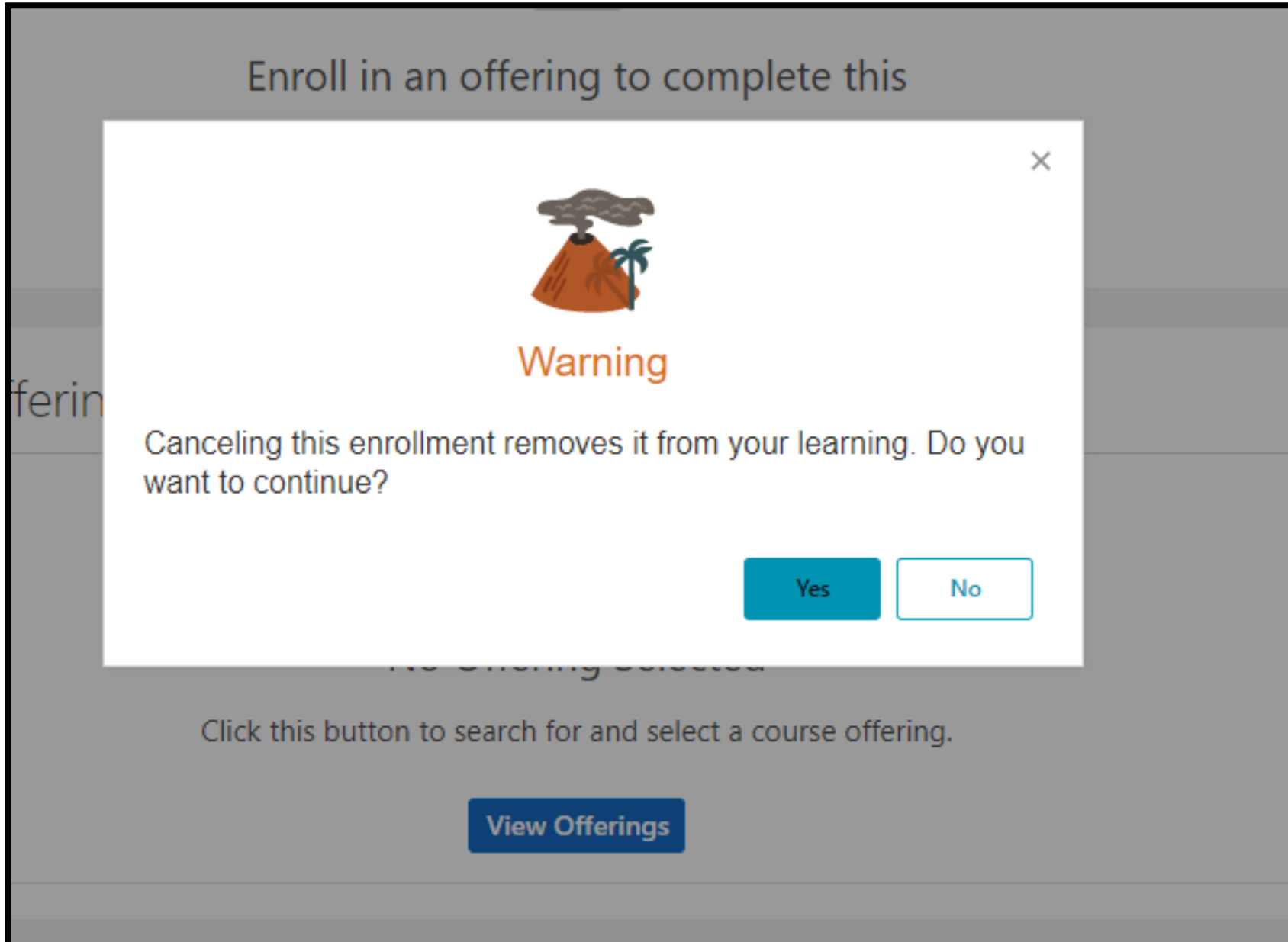
Actions

- View Learning Item Details
- Ratings
- Report
- Recommend
- Cancel Enrollment

4

Select **Actions** drop-down,
then click **Cancel Enrollment**

Withdraw from a Course Offering



5

Click appropriate response to proceed – Yes or No



The course will be removed from your current learning.

This concludes how to withdraw from a course offering.

Learning Management

Lesson 2: Announcements and Notifications

Lesson Objective:

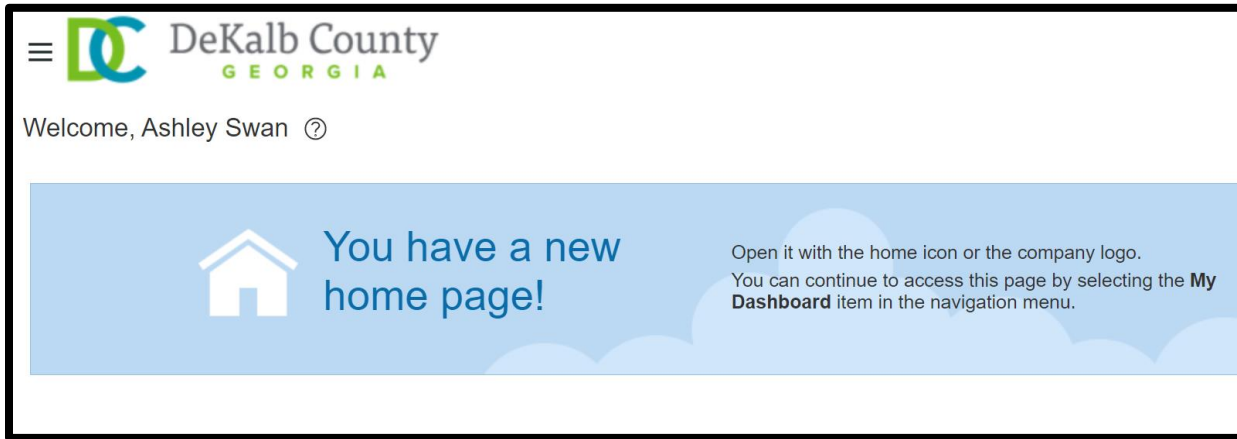
Upon the completion of notifications lesson, you will be able to:

Objective

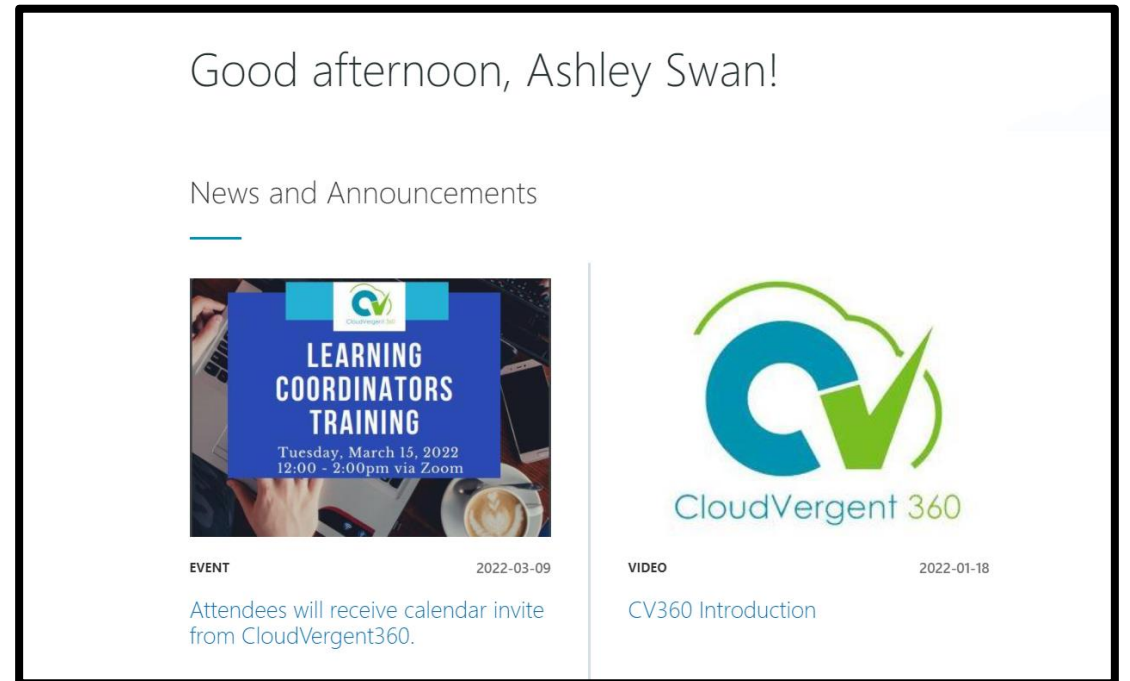
- View announcements and notifications

Announcements

Once you log in, click the blue “[You have a new home page!](#)” hyperlink




News & Announcements will appear across the top of the home screen to include added courses.



Note: Check frequently for News and Announcements updates

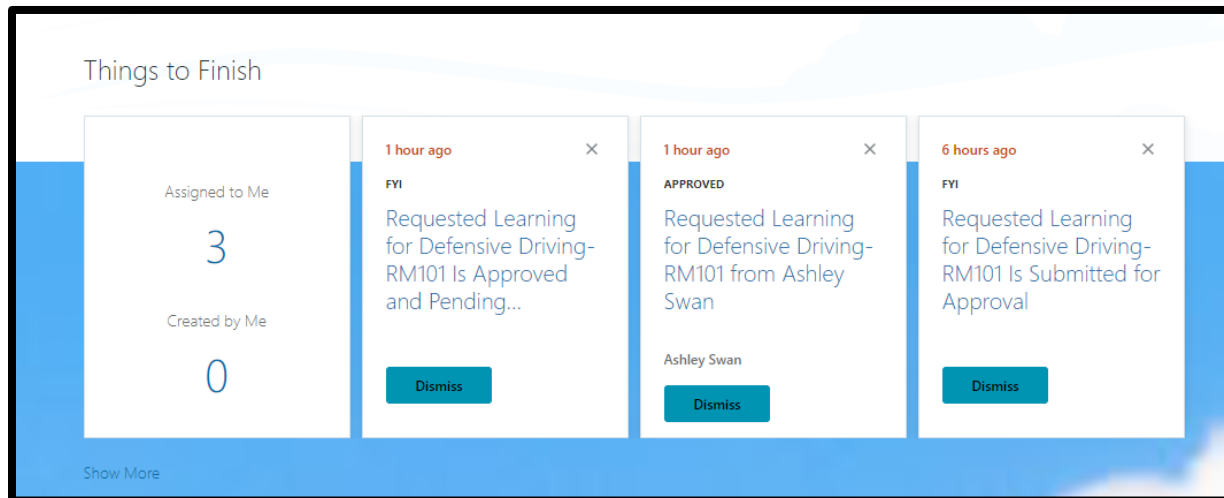
Notifications

Look for the bell at the top right corner of your screen; click to expand



The screenshot shows a notifications dropdown menu. At the top right of the page, there is a bell icon with a red circle containing the number '3'. The dropdown menu is titled 'Notifications' and has a 'Show All' link in the top right corner. It contains three notification items, each with a title, a timestamp, and a 'Dismiss' button.

Notification	Timestamp	Action
FYI Requested Learning for Defensive Driving-RM101 Is Approved and Pending Fulfillment	1 hour ago	Dismiss
APPROVED Requested Learning for Defensive Driving-RM101 from Ashley Swan Ashley Swan	1 hour ago	Dismiss
FYI Requested Learning for Defensive Driving-RM101 Is Submitted for Approval	6 hours ago	Dismiss



The screenshot shows the 'Things to Finish' section of a dashboard. It features a summary card on the left and three notification cards on the right. The summary card shows 'Assigned to Me' with a count of 3 and 'Created by Me' with a count of 0. The three notification cards are identical to the ones in the notifications dropdown menu, each with a 'Dismiss' button.

Category	Count
Assigned to Me	3
Created by Me	0

Things to Finish

Assigned to Me: 3
Created by Me: 0

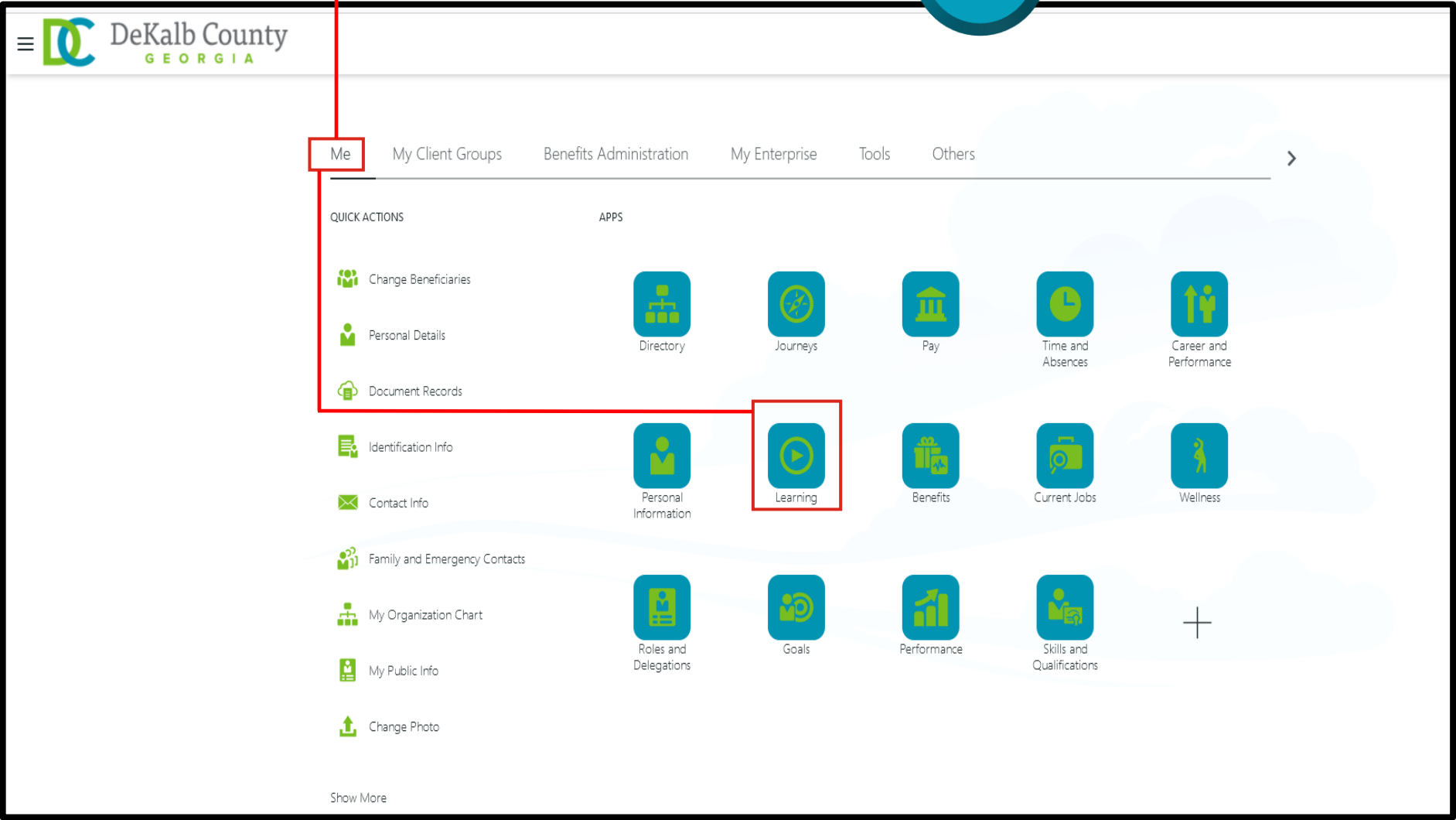
Show More

Note: Check frequently for updates to News and Announcements & Reminders - appears in bell notifications and dashboard "Things to Finish"

Featured Learning – Available Offerings

1

Select the **Me** tab and navigate to the Learning Tile



The screenshot displays the DeKalb County Georgia HR portal interface. At the top left is the DeKalb County Georgia logo. Below it is a navigation bar with tabs: 'Me', 'My Client Groups', 'Benefits Administration', 'My Enterprise', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section includes links for 'Change Beneficiaries', 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section contains a grid of tiles: 'Directory', 'Journeys', 'Pay', 'Time and Absences', 'Career and Performance', 'Personal Information', 'Learning' (highlighted with a red box), 'Benefits', 'Current Jobs', 'Wellness', 'Roles and Delegations', 'Goals', 'Performance', and 'Skills and Qualifications'. A 'Show More' link is located at the bottom left of the 'APPS' section.

Featured Learning – Available Offerings



< Learning

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.

Search for a learning item

Browse Catalog

2 Click Browse Catalog

Browse Catalog

Featured Learning

Highest Rated

3 Select Featured Learning

Note: Participants will be able to rate a course with the “star rating” scale - 1 star (Do Not Recommend) to 5 stars (Highly Recommended)

Featured Learning – Available Offerings



Featured Learning

Sort

Featured on Date - Most Recent First

Featured

Workplace Etiquette-ETIQ01

Course

Reinforce professionalism & basicbusiness/office etiquette to successfullycontribute to a positive in-person, remote orhybrid workplace environmentexperience

Featured

Effective Communication - EE-BEH009

Course

Provides both managers and employees with tools to better understand communication, both given and received to effectively transfer information and knowledge upward, downward, across and external

Featured

SP - Employee Self-Service (ESS)

Course

!

Note: Click the course title to learn more about the offering.

Learning Management

Lesson 3: Training Transcript and Certificates (Document Records)

Lesson Objective:


Upon the completion of training transcripts and certificates lesson, you will be able to:

Objective

- Access training transcript and certificates (Document Records)

1

Select the **Me** tab and navigate to the Learning Tile

 DeKalb County
GEORGIA

Me

My Client Groups


Benefits Administration


My Enterprise


Tools


Others


QUICK ACTIONS


 Change Beneficiaries


 Personal Details


 Document Records


 Identification Info

 Contact Info


 Family and Emergency Contacts


 My Organization Chart


 My Public Info


 Change Photo


APPS


 Directory


 Journeys


 Pay


 Time and Absences


 Career and Performance


 Personal Information


 Learning


 Benefits


 Current Jobs


 Wellness

 Roles and Delegations

 Goals

 Performance

 Skills and Qualifications



Show More

Learning

Enter the learning item title or description keywords, or the learning item number to search the learning catalog.

Search for a learning item

Browse Catalog

1
Overdue Learning

2
Required Learning

0
Hours of Learning This Year

Current Learning

View all overdue, in-progress, upcoming and pending enrollments.

View Transcript

View all my learning enrollments.

What to Learn

Explore and discover interesting learning.

My Shared Learning

Manage videos and learning journeys I published, and recommendations I made.



Select View Transcript

View Transcript



On the Enrollment Record Status Tab, The Learner will be able to see their previous training history

View Transcript

Fabienne Smith-Niles

Actions

Enrollments

Search by learning item title

Hide Filters

Enrollment Record Status

Not Passed

Completed

Withdrawn

Bypass Completed

Filters

Reset

Sort

Completed on - Most Rece

Expand All

Collapse All

Completed Date

m/d/yy

-

m/d/yy

OK

Enrolled Date

m/d/yy

-

m/d/yy

OK

Due Date

m/d/yy

-

m/d/yy

OK

Enrollment Record Status

Clear

Completed

Bypass Completed

HIPAA/ADA/COVID-19-HIPAA

Course

Bypass Completed on 8/7/20 12:00 AM UTC, Expired on 8/7/20

Self-registered

Expired on 8/7/20

Zoom-ZOOM1

Course

Bypass Completed on 7/30/20 12:00 AM UTC, Expired on 7/30/20

Self-registered

Expired on 7/30/20

Microsoft Office 365: Teams-TEAMS1


Course

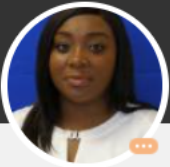
Bypass Completed on 6/22/20 12:00 AM UTC, Expired on 6/22/20

39

View Transcript

Select **Hide Filters** for a cleaner print of the screen. This action is optional.





View Transcript

Ashley Swan

Actions

Enrollments

Search by learning item title

Show Filters

Enrollment Record Status

Not Passed


Completed

Withdrawn

Bypass Completed

Sort

Completed on - Most Rece




New Employee Orientation

Specialization

Completed on 2/3/22 2:42 PM UTC

Enrolled by Human Resources, Due 2/7/22




Adobe Acrobat Pro DC Introduction-ADODC1

Course

Bypass Completed on 1/29/21 12:00 AM UTC, Expired on 1/29/21

Enrolled by Ashley Swan


Expired on 1/29/21



Zoom-ZOOM1

Course

Select the Learning Item Details **Expand** icon to view the Learning Item Details



Information

Completed on 8/7/20 12:00 AM UTC. No offering activity level details exist for this learning item, because completion was bypassed. Completion expired on 8/7/20

Enrolled By
Fabienne Smith-Niles

Due Date
8/7/20

Learning Item Details

Description
Designed to enhance knowledge and awareness in regard to HIPAA, ADA and Covid-19 related federal guidelines to assist in managing information and processes in support of developing a strategy and guidelines to support a safe return to work

Collapse

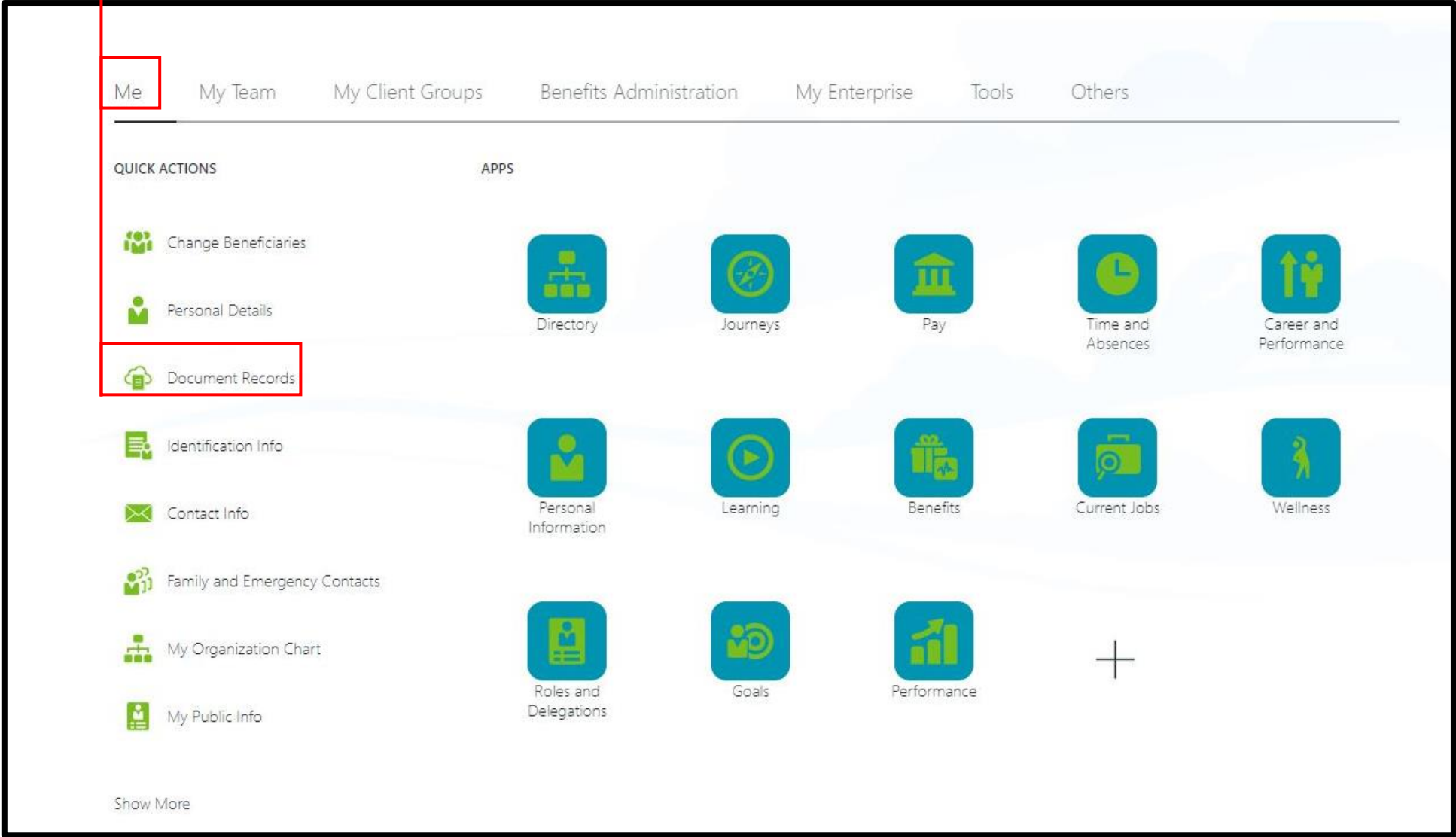
Related Materials

Learning Record Details

View Certificates

1

Select the *Me* tab then *Document Records*.




View Certificates

2

Select the **eyeglass** icon to view the completion certificate

Document Records



Show Filters

Excluded Payroll X Expired X

Sort By

Last Updated - Descending v

Document Type

DeKalb Course Certificates

Category


Licenses and certificates

Name

General Certificate - 021211

Last Updated Date

3/11/22





Any documents available to the employee will show up here.

3

Select Preview Certificate

Document Details

Document Type
DeKalb Course Certificates

Country
All Countries

Category
Licenses and certificates



Description
DeKalb Course Certificates

Name
General Certificate - 021211

Context Value

Attachments

Preview [General Certificate - 021211.pdf](#)

 General Certificate - 021211.pdf (10.08 MB) 

By FUSION_APPS_HCM_ESS_LOADER_APPID on 3/11/22

☰

Training Certificate 2021A - Updated

1 / 1

67%

+

🖨️

🔗

⬇️

🖨️

⋮

DeKalb County Government
Human Resources & Merit System Department
Arden Whittlesey

has successfully completed

GENERAL CERTIFICATE

February 28, 2022

Zachary L. Williams

Chief Operating Officer

Benita C. Ransom

Human Resources & Merit System
Director

Fabienne Niles

Organization & Employee Development
Division Manager

Credits: 4



! The Certificate will open in PDF format. Users will have the option to download or print the document.

45

Employee Self-Enrollment Training Summary



You have reached the end of the Employee Self-Enrollment course. You should now be able to:

- ✓ Enroll in and withdraw from an instructor-led and self-paced courses within CV360
- ✓ View Announcements and Notifications
- ✓ View learning transcript and certificates

Contact Us



For additional information on the topics covered in this course, please consider using the following resources:

- QRG (If Applicable)
- DeKalb POC:
 - Fabienne A. Niles | faniles@dekalbcountyga.gov
 - OED Team | hrtraining@dekalbcountyga.gov
 - ✓ Use for technical assistance and general training questions
 - Katherine Furlong | kdfurlong@dekalbcountyga.gov
 - Catrina Rives | carives@dekalbcountyga.gov