

FIGURE 1.

## Learning library

FIGURE 2.

Activity title \*

Activity type \*

Select your activity type

Description

Formats **B** *I* U [List Icons] [Table Icon] [Code Icon]

Content

Formats **B** *I* U [List Icons] [Table Icon] [Code Icon]

Search title, type or competencies

Click or drag to upload an image

Duration  Select Duration

Requires renewal ☐

Cost associated ☐


Linked competencies

NOTE: When adding an image greater than 350 pixels by 350 pixels, choose "Select to crop" to save the picture

A PRIVATE LEARNING ACTIVITY IS ANY DEVELOPMENT ACTIVITY YOU HAVE PARTICIPATED IN THAT YOU FEEL SHOULD BE PART OF YOUR EMPLOYEE DEVELOPMENT RECORD SUCH AS A CONFERENCE, CERTIFICATION PROGRAM, OR AN ARTICLE RELATED TO YOUR CAREER YOU READ, LINKEDIN LEARNING COURSE TAKEN, OR TEDTALK REVIEWED.

FIGURE 3.

What type of activity would you like to add?



Private

Add an activity that's just for you.

FIGURE 4.

Activity type \*

Select your activity

Articles "Articles" is an article or reading that provides training

Classroom "Classroom" is training provided in-person

Multiple "Multiple" is training provided in multiple formats or options

Online "Online" is training provided in a self-paced or on-demand format

Webinar "Webinar" is training provided in an online video format in real time

FIGURE 5.

Add to plan

Booked

In progress

Complete

Suggested

1. Locate the navigation bar at the top of the screen and select **"My development"** and select **"Learning library"** and select the yellow circle with a plus sign "+" as shown in Figure 1.

2. Select **"Private"** learning activity as shown in Figure 3.

3. Fill out all the areas that pertain to your learning activity starting from the top left as shown in Figure 2 above. The required fields are marked with an asterisk "\*". These fields are "Activity title" and "Activity type". Fully title your learning activity as these can be seen on your development plan by your supervisor. "Activity type" is chosen from "Articles", "Classroom", "Multiple", "Online", and "Webinar" as shown in Figure 4. Choose the closest representation from that drop-down list.

### Optional areas to fill out: "Description", "Content", "Photo", "Duration", "Requires Renewal", "Cost" and "Competencies"

Add an explanation of the learning activity in the "Description" box. It is recommended to include what you learned or your outcomes from the learning activity were in the description. Add the link to the content in the "Content" area. On the right column, upload a work appropriate photo related to the learning activity. In the "Duration" field indicate how long the learning activity took. In the drop-down, choose from "Minutes", "Hours", or "Days". Select the bar to indicate that yes, the learning activity requires renewal, such as a certification, or that it has a cost associated with it (it will shift to green). To add competencies to the learning activity, select the plus "+". Choose the relevant competencies and levels by checking the box to the left of the type of competency. Uncheck the ones that do not apply. Select **"Link"** to add them to the learning activity. More competencies will be added.

4. At the bottom of the learning activity, select the drop-down **"Add to plan"** to indicate "Booked", "In progress", "Complete", or "Suggested" as shown in Figure 5.

**Note:**

It is recommended to add a private activity with a specific date, select **"Booked"** in the drop-down. Adjust the actual completed date in your development plan, then change the status to **"Complete"** and select **"Submit"**.

**WARNING:** The date cannot be adjusted if it is marked **"Completed"**.