

1. Locate the navigation bar at the top of the screen and select "My development" then select "Learning Library" to search for a learning activity as shown in Figure 1.
2. Locate a learning activity of interest.
3. Based on the type of activity, "Online" or "Webinar", "Classroom", or "Multiple" select either "Start", "Learn now", "Book" for online only learning activities, as shown in Figure 3, or use the "Add to plan" drop-down to "Book", "Mark as in progress" or "Mark as done", as shown in Figure 2.

WEBINAR, CLASSROOM, MULTIPLE



FIGURE 2.

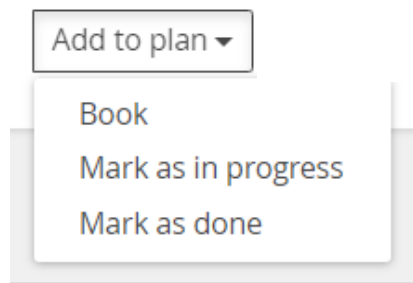
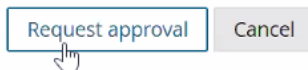


FIGURE 4.

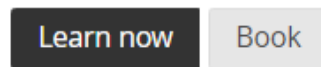


Interested in this activity? Contact your administrator to see if you are eligible.

ONLINE



FIGURE 3.



"Book"

ADDS THE LEARNING ACTIVITY TO YOUR DEVELOPMENT PLAN. IT IS A WAY OF INDICATING INTEREST IN THE ACTIVITY.

"Mark as in progress" allows you to indicate if the learning activity is mandatory, add an intended completion date, and attach documentation.

"Mark as done" indicates the learning activity has been completed. Typically this is used for learning activities you have previously completed such as your private learning activities.

"Request approval" indicates that approval must be granted prior to being able to "learn now" or "book a time slot." This approval might be given by your supervisor or the instructor as shown in Figure 4.

"Interested in this activity?" requires you to contact the instructor shown to be added into the learning activity.

"Share" the learning activity with a colleague or peer by typing in their name and selecting "share".

For a "Classroom", "Webinar", or "Multiple" learning activity, if you select "Book" or "Mark in progress", a request for additional information appears as shown in Figure 1.

1. Indicate if the learning activity is mandatory for you by selecting the bar. Green indicates that it is a mandatory learning activity. If there is a due date associated with this learning activity, add that information in a DAY-MONTH-YEAR format or select the calendar icon to the right to select the specific due date.

2. Add intended completion date in a DAY-MONTH-YEAR format or select the calendar icon to the right to select a date. **NOTE: This does not book the class time slot.**

3. If supporting documentation is required, select the "Upload document" to upload a file as shown in Figure 2. Then select "Click to upload" and select the corresponding file from your files. Name the document in the text field of "Name". Then select "Submit".

4. Select "Confirm" to change your status in the learning activity. This will move you back to the Learning Library so you can find other courses you are interested in.

FIGURE 1.

Mandatory learning activity

Due date

Intended completion date

Supporting documents

FIGURE 2.

Upload file

Name

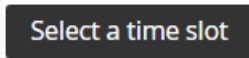
If a document is attached to a learning activity, you can download the document by selecting the title in your development plan from the learning activity.

"Select a time slot" if a learning activity has specific times that the learning activity is offered, such as in a classroom or via a webinar.

1. Navigate back to the learning activity in the Learning Library and select the learning activity.

2. Select the "Select a time slot" button as shown in Figure 3.

FIGURE 3.



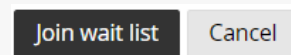
3. Select the specific time slot that will work for you by selecting the radial button on the row to the left of the start date and time as shown in Figure 4. Then select "Book" to reserve your spot in the learning activity.

- o Venues listed include "Zoom" for a Zoom webinar and "On demand" indicates an external learning activity that will have a link provided in the description.
- o The number of seats left will be indicated to the right on the time slot row or if there are none, then select "Join waitlist" as shown in Figure 5. You will be notified if you shift into booked into that time slot.

FIGURE 4.

Local time (show in venue time)	Venue	Available positions
<input checked="" type="radio"/> 29 Jul 2020 2:00 PM - 3:00 PM (-04:00)	Zoom Virginia, United States	34
<input type="radio"/> 01 Jan 2099 12:00 AM - 12:00 AM (-05:00)	On Demand Virginia, United States	

FIGURE 5.



Once you book into a learning activity the system will bounce you back to the learning library for you to choose another learning activity to book.