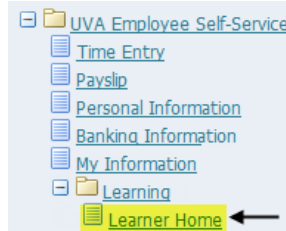




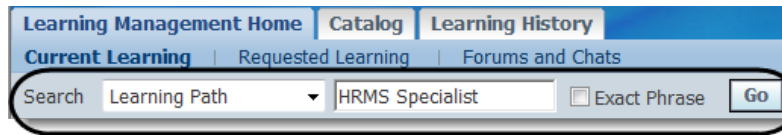
Instructions for Completing a Learning Path rev 5_2015

1. Log into [UVA Employee Self-Service](#).

2. Navigate to UVA Employee Self-Service > Learning > Learner Home.

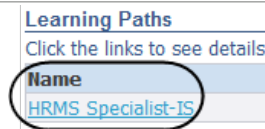


3. Use the search bar to select **Learning Path** and enter your learning path ("HRMS Specialist" is used here as the example). Then click **Go**.



Not sure which learning path you need? Go to the Enterprise Applications [system toolkits](#) and click through the links until you find the responsibility description you requested. Make note of the training requirements.

4. Click on the **Learning Path Name** to see the list of the required training sections that you must complete.



5. Begin by clicking **Subscribe** to subscribe to the Learning Path.

Learning Path: HRMS Specialist-IS

Select an individual section to view the courses that the section contains. Click a course name to view the course details.



Sections				
Select	Learning Path Section	Completion Type	Courses in Section	Mandatory Courses
<input checked="" type="radio"/>	Navigating the Fin/HR System	All Components Mandatory	1	1
<input type="radio"/>	Hiring Employees	All Components Mandatory	2	2
<input type="radio"/>	Maintaining Employee Information	All Components Mandatory	2	2
<input type="radio"/>	Using Views and Reports	All Components Mandatory	2	2

6. Start the course enrollment process by clicking the **Enroll** button (far right).

 **Confirmation**
 You have successfully subscribed to the learning path HRMS Specialist-IS.

Learning Path: HRMS Specialist-IS
 Select the learning path classes that you want to enroll in.

[Cancel](#) [Enroll](#)







7. Individually enroll in EACH course for EACH section (Note that, as seen below, a section may have more than one course):

- a. Click the radio button in the Select column to display the course(s) for that section.
- b. Click the course's **Enroll** icon.

Sections

Select Learning Path Section	Completion Type	Courses in Section	Mandatory Courses	Mandatory Courses Completed
<input type="radio"/> Navigating the Fin/HR System	All Components Mandatory	1	1	1
<input checked="" type="radio"/> Hiring Employees	All Components Mandatory	2	2	0
<input type="radio"/> Maintaining Employee Information	All Components Mandatory	2	2	0
<input type="radio"/> Using Views and Reports	All Components Mandatory	2	2	0


Courses: Hiring Employees

Course	Status	Enrollment Details	Enroll	Play
HR - Hiring Employees-IS	Not Enrolled			
HR Assessment - Hiring Employees-IS	Not Enrolled			

c. Click the **Offering Name** link.

Offering Name
[HR - Hiring Employees-IS](#)

d. Click the **Enroll** icon (far right of screen).

Enroll


e. Make note of the type of class, online or instructor-led, and if instructor-led, write down the class date and time.

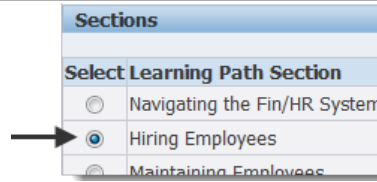
f. Click the **Apply** button.

Apply

You've successfully enrolled in your first course! Repeat Step 7 for ALL courses in the learning path.

8. Complete each online course in the Learning Path:

a. As needed, click the radio button in the section's Select column to display the desired course(s).

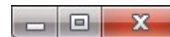


b. Click the **Play** icon to launch the course and (secondary) content windows.

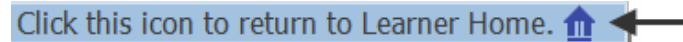
Courses: Hiring Employees

Course	Status	Enrollment Details	Enroll	Play
HR - Hiring Employees-IS	Enrolled			
HR Assessment - Hiring Employees-IS	Enrolled			

9. When you finish the course, close the content window (upper right corner).



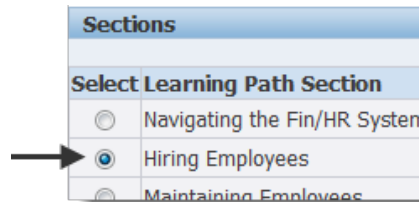
10. **IMPORTANT:** For the course to register as "Completed" you MUST exit the course window by clicking the **Learner Home** icon (upper right corner).



11. Complete any online learning assessment(s) in the Learning Path.

Assessments are mandatory in all systems learning paths except for instructor-led classes and view-only courses.

a. As needed, click the radio button in the section's Select column to display the desired course(s).


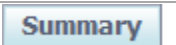







b. Click the assessment's **Play** icon to launch the assessment.



c. Read the instructions and then click **Continue** to load the questions.



<p>d. When you have answered all questions, click Finish Test.</p>									
<p>e. When you are ready to submit your test, click Submit Test.</p> <ul style="list-style-type: none"> To see a list of all the questions in the test click Summary. To revisit test questions click Return to Test. 	  								
<p>12. Your score displays as “Your Score (%)”. Most courses require you to pass with at least an 80%.</p> <p>IMPORTANT: For the assessment to register as “Completed” you MUST exit the course window by clicking the Learner Home icon (upper right corner).</p>									
<p>a. If “Your Score (%)” is less than 80% you must access the Learning Path again and retake the assessment (as many times as needed). <u>Before returning to the assessment:</u></p>	 <table border="1"> <thead> <tr> <th colspan="2">Test Score Details</th> </tr> </thead> <tbody> <tr> <td>Your Score (Points):</td> <td>7 out of 10</td> </tr> <tr> <td>Your Score (Percent):</td> <td>70 %</td> </tr> <tr> <td>Mastery Score:</td> <td>80 %</td> </tr> </tbody> </table>	Test Score Details		Your Score (Points):	7 out of 10	Your Score (Percent):	70 %	Mastery Score:	80 %
Test Score Details									
Your Score (Points):	7 out of 10								
Your Score (Percent):	70 %								
Mastery Score:	80 %								
<p>b. You can click View Feedback to see which questions you answered correctly/incorrectly before retaking the assessment.</p>									
<p>13. When you have completed all mandatory courses and scored at least 80% on the assessment(s), we will verify completion and approve the training in ESHARP. ESHARP will send you an email prompting you to accept the responsibility. The responsibility should be granted in the next 1-3 business days.</p>									

Tips:

- Lost? Once subscribed to a learning path you can always access it in the Learning Paths section of your Learning Management Home tab.
- Learning Path Status not showing as Completed on your Learning Home?
- Course Play buttons remain active for your reference. You can stop and start a course playback as needed.
- Any sections/courses previously completed for another learning path are automatically marked Completed.

