

MassAchieve A Learner Tour

Joanne: Hi, everyone! I'm Joanne.

Pam: Hi, everyone! I'm Pam. You've landed on your learner homepage. This is great!

Joanne: It is great! Thanks! I'm excited! What I want to show is how I can look at training that I need to take, and training that I've completed, and search for any other courses that I might want to take.

Pam: Great! How do you see that?

Joanne: So, on the left-hand side, if I scroll down, I've got a transcript and I'm going to click into the view, but I also can see anything right here that's past due. You can see this course is past due. I have something that's due soon and I have something that's assigned to me. I can easily at a click of a button on this launch, launch right into this training right now if I wanted to.

Pam: Wow, that's great!

Joanne: It is! I'm also going to take a look at the transcript. So, the transcript is very active and will house any... it will house all of these in addition to anything I've taken. So, I click on view my transcript and it defaults to anything that's active and here's a list of all the active classes.

Pam: Wow, that's excellent! Now if I'm wondering what things, you've completed Joanne how do I know what you've completed?

Joanne: Change this filter from active to completed. Wow, excellent! And now I have a list of everything that I've completed and when I completed it!

Pam: Wow, that's great! And I saw a button called archived over there. What does that

mean?

Joanne: if I wanted to move a course to the archive list just so that my completed list doesn't get too long, I can move older things over to my archive list.

Pam: Wow, that's great! And I see we have other ways to filter by completion date and all types. That's terrific. Now, I heard something about certificates.

Joanne: So, I need to prove or print my certificate or show someone my certificate that I took this course. Over on the right, click view completion and I can view my certificate!

Pam: Wow, that's excellent! I love all these new features! Now, somebody talked about that we can search for all sorts of trainings.

Joanne: That's right!

Pam: Can we go and figure out how we can do that, and we'll show our users how do we get back to our learner home page.

Joanne: I'm just going to click this "click here" to go to your learner home.

Pam: Excellent! Now, you know I need some training on Microsoft Teams. We have a content anytime library. I hear it has lots of great stuff. Can you show us how to search for something on Microsoft Teams?

Joanne: I sure can! I'm just going to click into the search for learning and type in what I'm looking for, press enter, and a list will display. I've got 150 results, and these are on mostly online and it will tell you how long it is, and you can just click on it to launch it.

Pam: Great! That's from our content anytime library! Now, agencies have put in their mandatory curriculums. So, if I was looking for our mandatory curriculum on Diversity, how

would I find that?

Joanne: Do the same thing. Click in the search for learning and type in Diversity, press enter, and they will display! Now this displays both the content and the agency.

If you need to filter to find specifically what you're looking for, you can use the filters on the left to reduce the list from 227 down to a more specific search.

Pam: Wow, that's great! So, I've learned a lot today. We saw our learner home, our transcript, learned all about um how things are assigned on our transcript, what's due soon, and we saw active, completed, archived. We searched for learning and content anytime and our agency mandatories! Wow love our MassAchieve! Anything else,

Joanne? This was great!

Joanne: Thanks, Pam!

Pam: Thanks, everyone!