

View an Online Course (Using the Curriculum Player)

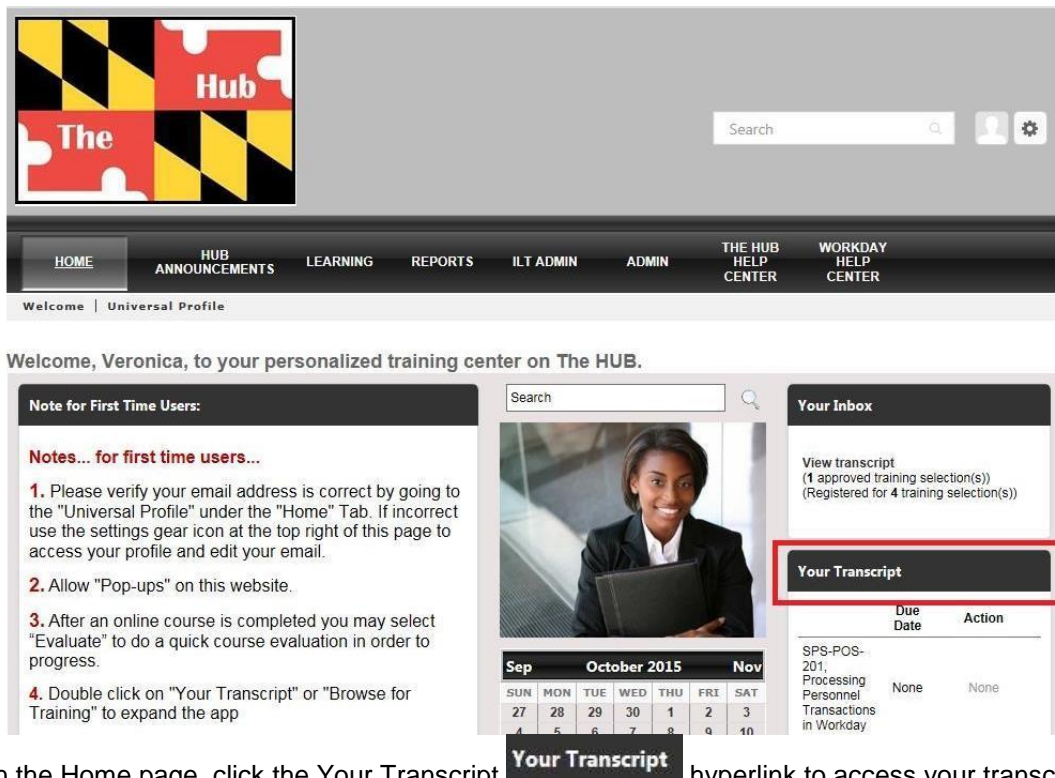
When viewing some online courses, you must use the Curriculum Player on the HUB. A curriculum player assembles course contents in sections or lessons so that the learner can view them in a particular order. Sometimes notes and instructions are added throughout to help you navigate the course.

This procedure describes how to:

- Use the Curriculum Player in the HUB to view online courses
- View completed courses in your transcript.

Procedure:

The HUB - Home Page



The screenshot shows the 'The HUB' home page. At the top left is a logo with 'The Hub' text and a search bar. Below the logo is a navigation menu with tabs: HOME, HUB ANNOUNCEMENTS, LEARNING, REPORTS, ILT ADMIN, ADMIN, THE HUB HELP CENTER, and WORKDAY HELP CENTER. A welcome message reads: 'Welcome, Veronica, to your personalized training center on The HUB.' Below this are several sections: 'Note for First Time Users' with four numbered instructions, a 'Your Inbox' section showing 'View transcript (1 approved training selection(s))', and a 'Your Transcript' section which is highlighted with a red box. Below the transcript section is a calendar for October 2015 and a table with columns 'Due Date' and 'Action'.

October 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10

	Due Date	Action
SPS-POS-201, Processing Personnel Transactions in Workday	None	None

1. On the Home page, click the **Your Transcript** hyperlink to access your transcript.



Information: Only courses that you have requested or that have been assigned to you will display in your transcript. To add a course to your transcript, browse for it and request the training. Use the "Browse for Training in the HUB" job aid for detailed procedures.

Transcript




Transcript: Veronica Wayson Options ▾

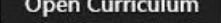
Use the transcript to manage all active training.

10 HRS
AGGREGATE TRAINING COMPLETED FISCAL YEAR ENDING
6/30/2016 COST
\$0.00

Active ▾ By Due Date ▾ All Types ▾

Search Results (6)

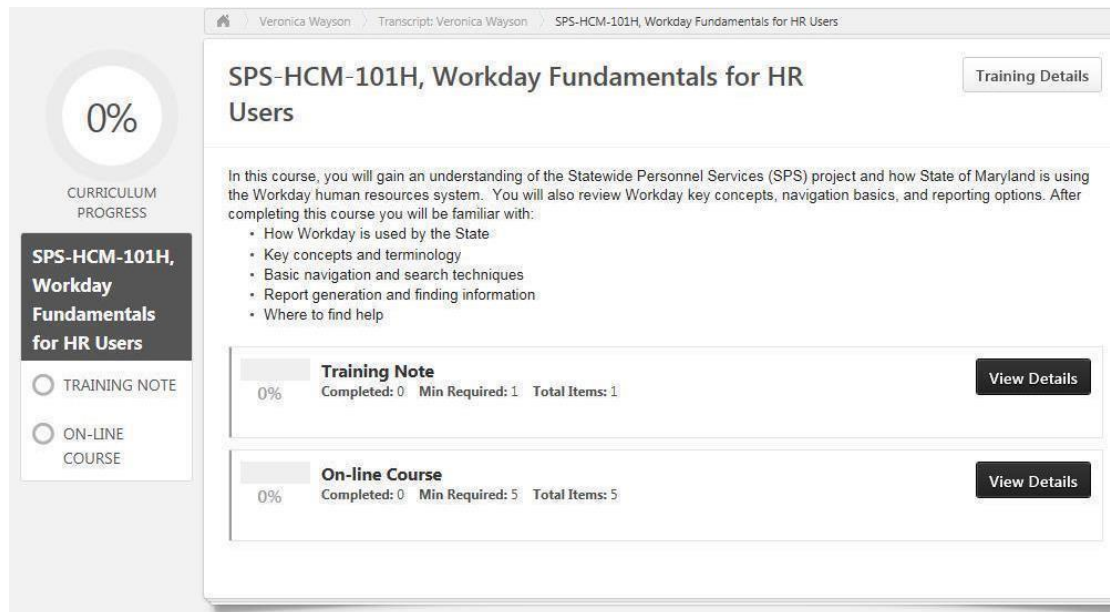
	SPS-POS-201, Processing Personnel Transactions in Workday Due: No Due Date Status: Exception Requested	View Training D... ▾
	SPS-POS-201, Processing Personnel Transactions in Workday Due: No Due Date Status: Approved	Select Session ▾
	SPS-HCM-101H, Workday Fundamentals for HR Users Due: No Due Date Status: In Progress	Open Curriculum ▾

2. Find the course you want to take and then click the Open Curriculum  button next to the course title.



Information: If the **Open Curriculum** button is not available, there may be other requirements that you need to complete before taking the course. Use the drop down arrow to select the “View Training Details” option. Then, review the training notes and requirements. If you have questions, contact the SPS Help Desk at 410-767-4112.

The Curriculum Player

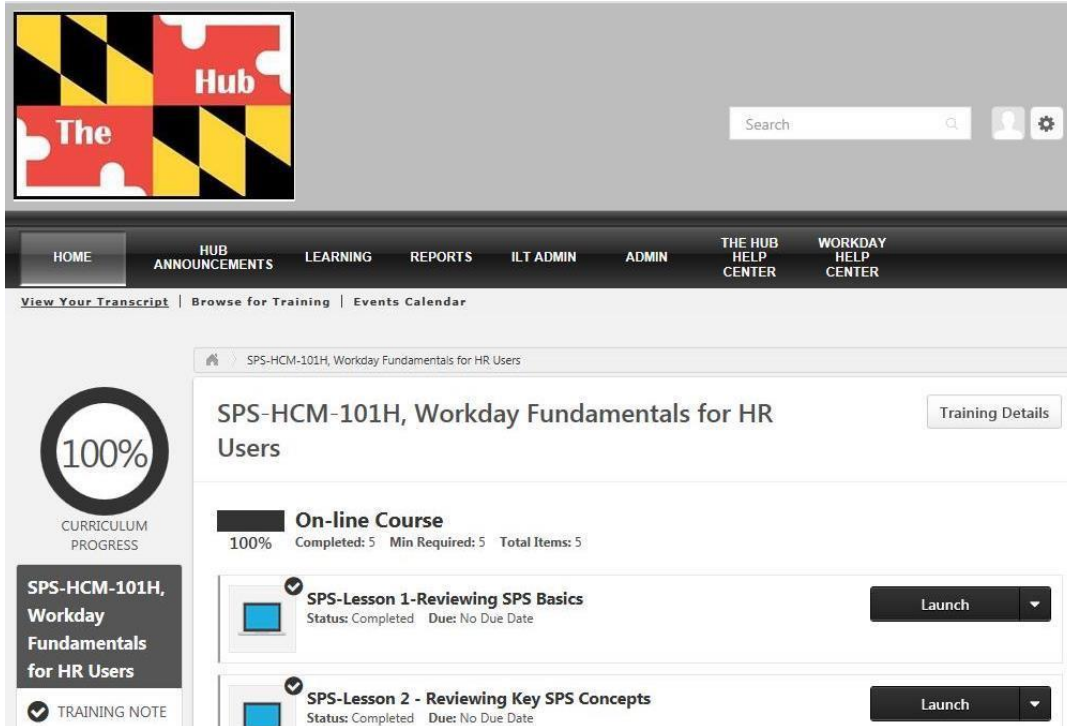


3. Navigate through the Curriculum Player and access its contents using the course menu on the left side.
4. Click the section title in the course menu to view its contents. Then, follow the instructions listed below:

Note: Each section may have different types of contents (notes, materials, videos, etc.), but the instructions below should help you to access most types of contents.

To...	Do This...
<p>View training notes, materials, instructions, etc.....</p> <p>NOTE: Some courses provide notes, objectives, or instructions in a section of the course to help orient learners.</p>	<ol style="list-style-type: none"> 1. Click the Launch Launch button. 2. Read the notes, instructions, etc. 3. When done, click the Mark Complete Mark Complete button. This action updates the Curriculum Progress percentage.
<p>Watch a video in a section...</p>	<ol style="list-style-type: none"> 1. Click the Activate Activate button next to the video title. 2. Then, click the Launch Launch button. (Note: The video may open in a new browser window). 3. Watch the video in its entirety. 4. Close the browser window where you watched the video. 5. Wait for the Curriculum Progress to update your percentage complete.
<p>Confirm that a section is complete....</p>	<ol style="list-style-type: none"> 1. Verify that a check mark displays next to the section Title. <p>Tip: Try refreshing the browser to update the section status, if needed.</p>

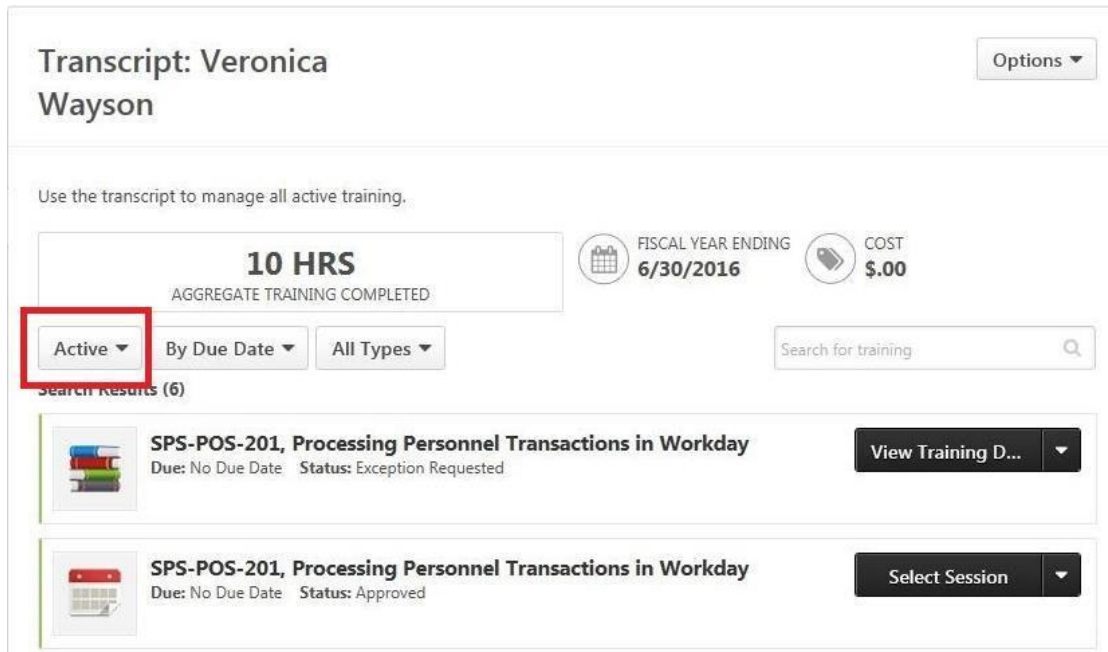
Navigate to Your Transcript



The screenshot displays the SPS Hub interface. At the top left is the 'The Hub' logo. A search bar and user profile icon are on the top right. A navigation menu includes: HOME, HUB ANNOUNCEMENTS, LEARNING, REPORTS, ILT ADMIN, ADMIN, THE HUB HELP CENTER, and WORKDAY HELP CENTER. Below the menu are links for 'View Your Transcript', 'Browse for Training', and 'Events Calendar'. The main content area shows the course 'SPS-HCM-101H, Workday Fundamentals for HR Users' with a 'Training Details' button. A progress indicator shows '100% CURRICULUM PROGRESS'. Under 'On-line Course', it lists 'Completed: 5', 'Min Required: 5', and 'Total Items: 5'. Two lessons are shown: 'SPS-Lesson 1-Reviewing SPS Basics' and 'SPS-Lesson 2 - Reviewing Key SPS Concepts', both with 'Status: Completed' and 'Due: No Due Date'. Each lesson has a 'Launch' button.

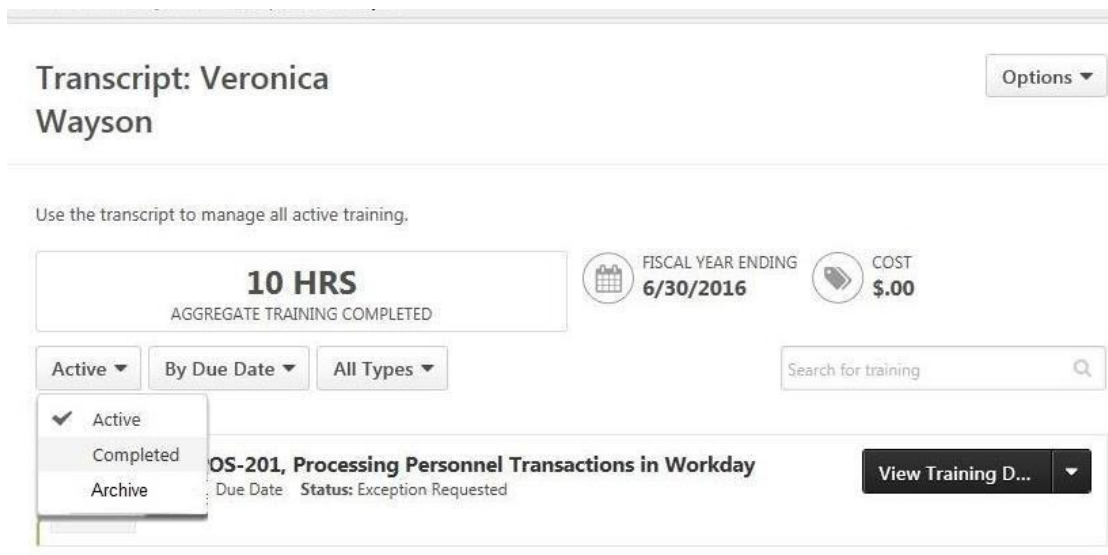
5. After you have completed the course (i.e., the Curriculum Progress is 100%), navigate back to your transcript.

Transcript – Filter by Status



6. Filter the transcript to show completed courses only. At the top of the list of courses, click the Status filter button.

Transcript – Filter By Status



7. Select "Completed" from the list.

Transcript

Transcript: Veronica Wayson

Options ▾

Use the transcript to manage all active training.


0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2016** COST **\$.00**

Completed ▾ By Completion Date ▾ All Types ▾

Search for training

Search Results (1)

	SPS-HCM-101H, Workday Fundamentals for HR Users Completed: 10/7/2015 Status: Completed	Open Curriculum ▾
---	---	-------------------

8. Confirm that the status of the course your online course is "Completed".

9. The System Task is complete.