Learn Module

Quick Start Guide

This Quick Start Guide will help you get your training needs up and running quickly. The guide will show you how to:

- *Browse the Training Catalog for training selections*
- *Register for training*
- *Open your training from your Transcript*
- *Withdraw from a training choice*
- *Get additional information*

Browse the Training Catalog for Training Selections

Welcome to the TEC Learn Module! This **Quick Start Guide** will help you get your training up and running. Its goal is to give you the basic steps needed to meet your training needs.
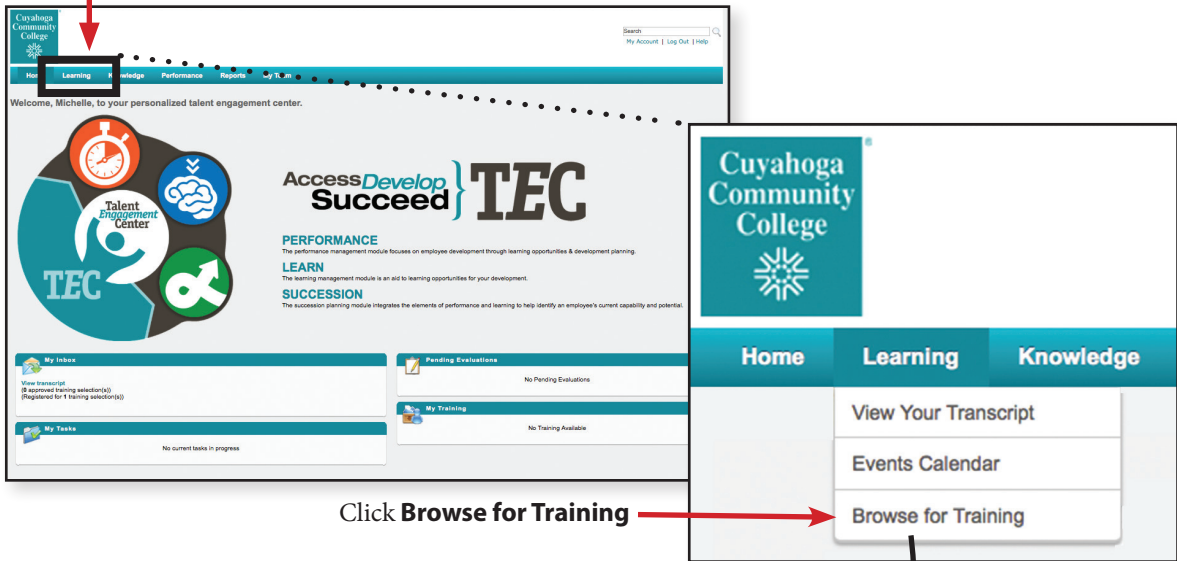
Once you log into TEC, you will want to navigate to the **Browse for Training** page and choose a training title. Below are the step-by-step procedures to get started.

To browse the **Training Catalog** for training selections,

1. Sign in through My Tri-C Space. Click on My Work Tools tab. Look under Getting it Done section. Click on Talent Engagement Center (TEC).
2. On the **TEC Welcome** page, you will see the **Learning** tab in the Menu Bar.
3. Hover over the **Learning tab** in the Menu Bar. A drop down menu will appear.
4. Click **Browse for Training.**
5. You will be navigated to the **Training Catalog** page.
6. From this page, you can review all available training. You can also filter your selections to a smaller group by utilizing the left side of the **Browse for Training** page. Use the Training, Subject, Type, Date Range, or Location options.

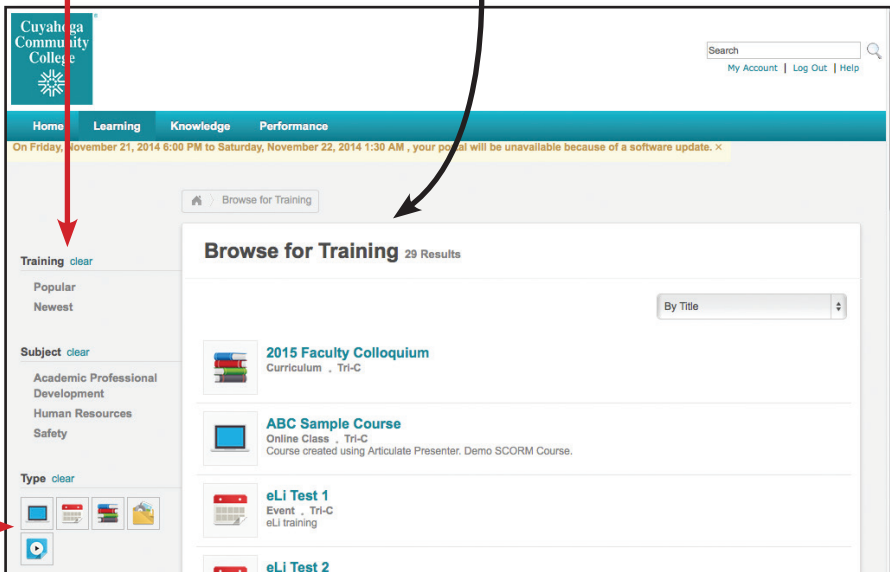**Learning** tab in the Menu Bar

TEC Welcome page

Click **Browse for Training**

Search Filters

Types of Training displayed.

Online Training Course

Instructor Led Training

Curriculum (packaged training)

Training Materials

Video Instruction

Training Catalog page

Register for Instructor Led Training

Once you have navigated to the **Training Catalog**, you can review available training and make your selections. Your training can be Instructor Led Training (ILT), an online class, or a training video. Below are the steps for an Instructor Led Training.

To register for an Instructor Led Training,
1. Start on the **Training Catalog** page. (See previous page for assistance, if necessary.)
2. Review the list of training titles available.
3. Choose an ILT training title.
4. Click on the desired Training Title.
5. You will be navigated to your selected Training Title's **Training Details Request** page.
6. Click **Request**.
7. You are now registered for the training. To check your status, go to your **Transcript** to review the training listed. See Page 4 for details.
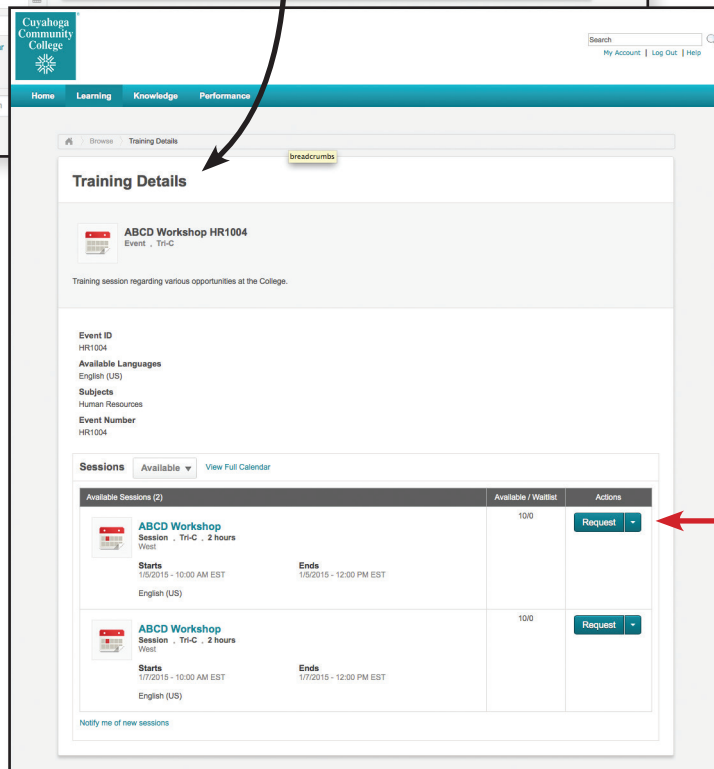
Training Catalog page
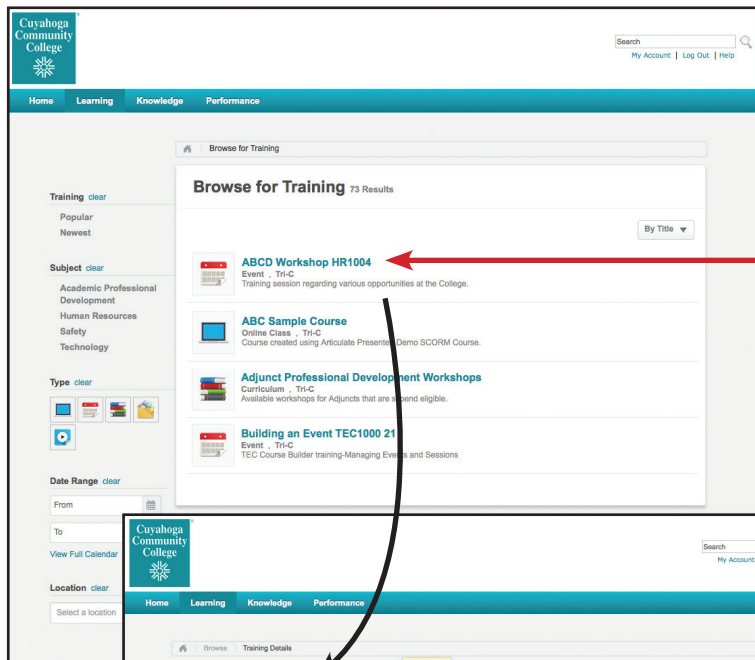
Review list of training available.
Click on the Title.
NOTE: The icon indicates Instructor Led Training.

You will be navigated to the **Training Details Request** page of your chosen training selection.

Click **Request.**
You have two different dates to pick from.

You are now registered.

Register for Online Class/Video Training

You may choose to take an online class or video training.

To register for an online class or video training,
1. Start on the **Training Catalog** page. (See Page 2 for assistance, if necessary.)
2. Review the list of training titles available.
3. Choose an online class or video training title.
4. Click on the desired Training Title.
5. You will be navigated to your selected Training Title's **Training Details** page.
6. Click **Launch**. This will automatically take you into the training. Wait until you are ready to take the training to launch it.
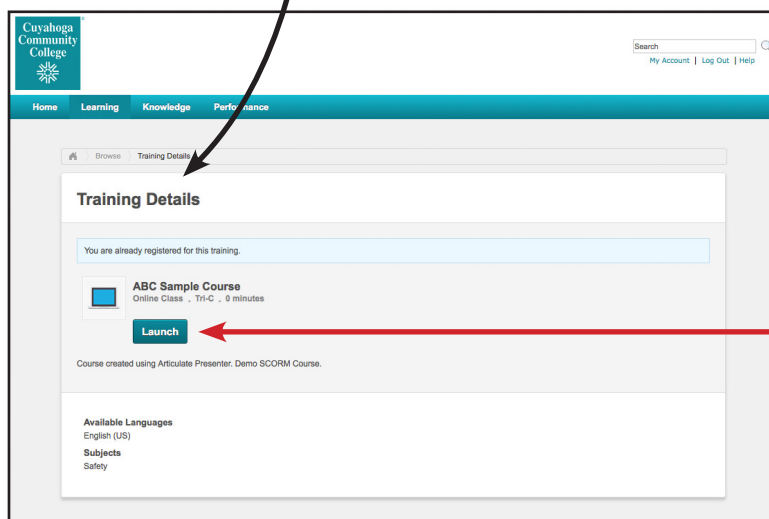
Training Catalog page
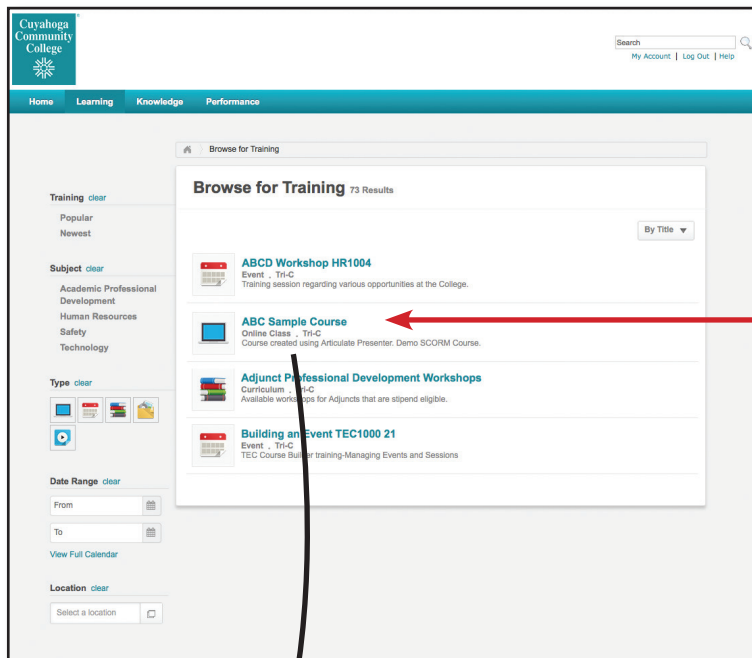
Review list of training available.
Click on the Title.
NOTE: The icon indicates an Online Class.

You will be navigated to the **Training Details Request** page of your chosen training selection.

Click **Launch** to begin the training.

Checking your Training Results from your Transcript

Once you have completed an ILT training, watched an educational video, or completed an Online course, the results will be reflected on your **Transcript**.

To check your training results within your **Transcript**,
1. Start on your **Transcript** and locate the **Active** tab.
2. Click on the **Active** tab and a dropdown menu with three choices will appear.
3. Choose either to see your active training, view your completed training, or view your archived training (historical data from InSight). The results of your choice will be displayed in the main area of the **Transcript**.

Transcript

Active tab

Browser Window
This window shows the training entries

Click **Active** to view your active training titles in the browser window.
Click **Completed** to view your completed training titles in the browser window.
Click **Archived** to view your archived training titles in the browser window.

Withdraw from a Training Choice

After you have registered for training, you can still change your mind on your selection.

To withdraw from a training choice,
1. Start from your **Transcript** page.
2. Locate the session you wish to withdraw from.
3. Locate the **View Training** button and click on the **Down Arrow**.
4. A drop down menu will appear.
5. Click **Withdraw**.
6. You will be navigated to the **Withdraw Registration** page.
7. Select your reasons for withdrawing from the session.
8. Click **Submit**.
9. You are now withdrawn from this training title.
10. When ready, you can make a new selection by returning to the **Training Catalog** page.

Transcript

View Training button.

Click on the **Down Arrow**.

Click **Withdraw**.

Withdraw Registration page

Select a reason for withdrawing from the training.

Click **Submit**.

Get Additional Information

This guide is taken from the **Learn Module - Standard Edition** document available from the Tri-C KnowledgeWeb (KWeb) site.
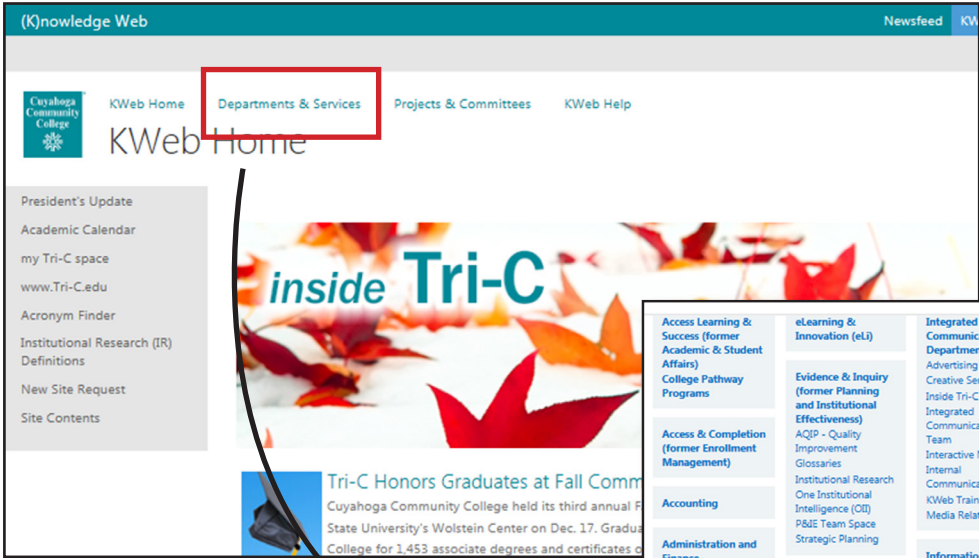
To get additional information,
1. Sign in through My Tri-C Space. Click **My Work Tools** and then **KWeb Home**.
2. You will be navigated to the **KWeb Home** page.
3. From the **KWeb Home** page, click **Departments & Services.**
4. A list of Departments and Services will appear.
5. Click **Human Resources**.
6. You will be navigated to the **TEC Help-Talent Engagement Center** page.
   (Continue on the next page.)

Click **KWeb Home** →

Knowledge Web (KWeb)

KWeb Home (Knowledge management and team collaboration sites)
To access from mobile device, home, or public computer:
• Username: ccc_network\username (example: ccc_network\xanders)
• Password: your network password (the password you use when logging into your Tri-C computer)

Site Request Form

Help Documents & FAQ's (Quick reference for creating libraries or calendar)

KnowledgeWeb

You will be navigated to the **KWeb Home** page.

KWeb Home page

A list of Departments and Services will appear.

Click **Human Resources** →

Get Additional Information (Continued)

7. From the **TEC Help-Talent Engagement Center** page, click **TEC Learn** folder.
8. The **TEC Learn** folder will open.
9. Click the **Standard TEC Learn Edition**. This will open the **TEC Learn - Standard Edition**.

TEC Help-Talent Engagement Center

Click **TEC Learn**.

You will be navigated to the **TEC Help** folder.

TEC Help folder

Click **Standard_TEC Learn Edition**.