

# eLearning Tip Sheet

These eLearning resources are a great way to learn the new HR/Payroll system.

This is on-demand training where you control the pace and content. With three different learning modes, you can sit back and watch the system in action, or try it out in a simulated environment, or print a job aid.

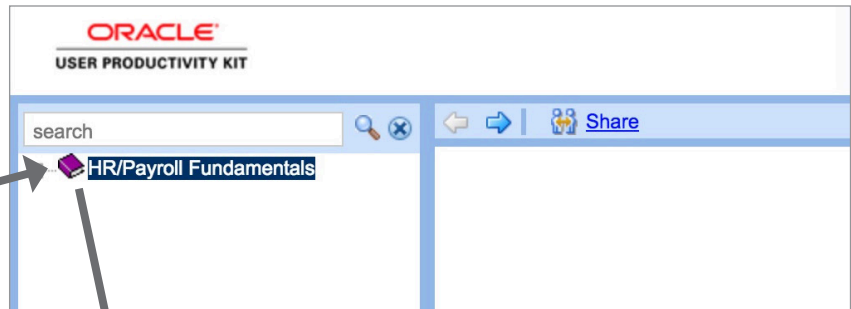
The eLearning screens are easy to follow, but here are quick tips to get you started:

**1** When you click to open an eLearning resource, you will arrive at a screen like this one.

Content will be listed on the left.

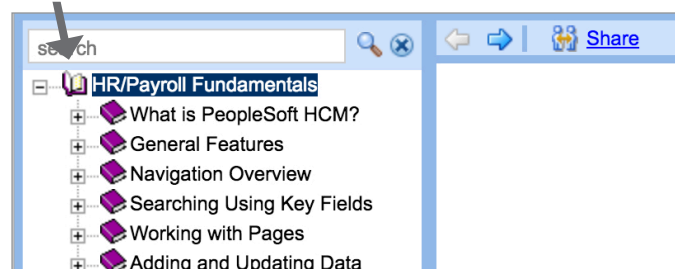
Click to open a module and show your learning options.

Click to close.

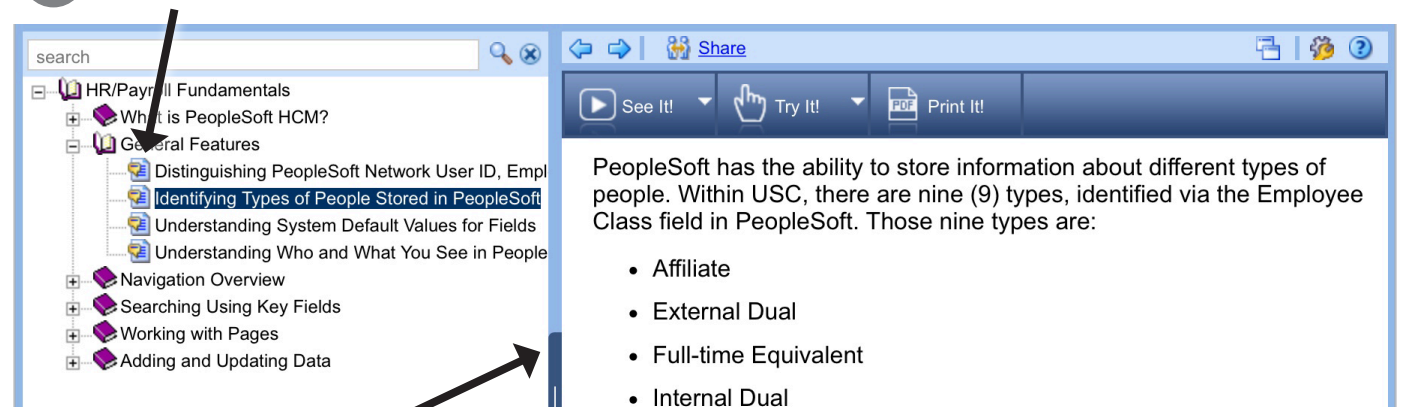


### Terminology:

These learning materials use a tool called User Productivity Kit (UPK). If you hear someone refer to "UPKs" in the context of this project, they are referring to eLearning content.



**2** Click to open a topic. An overview of the topic will appear on the right.



Click and drag to adjust the width of the frames.

**3** Click on one of the three playback modes at the top of the screen. A new window will open, serving as the "player" for your eLearning content. **This is where the learning takes place!** Simply follow the on-screen prompts.

### Additional Tips:

The player will work with nearly all current web browsers, but Internet Explorer typically works best in terms of keeping all formatting intact.

In **See It!** mode, you will have video controls on the lower left – so you can start and stop whenever you want.

In **Try It!** mode, you will see an Actions click-on that gives you various options, including a Share option that will show the topic URL.



With **See It!** mode, you learn **by watching**. All required activities, such as moving the mouse and entering data, are done for you. You can pause, resume, and replay at any time.



**Try It!** mode is **hands-on learning**. It gives you an interactive simulated environment. You will be prompted for mouse clicks and key-strokes to complete a task.



Use **Print It!** to print a Job Aid.

**4** To close the player window, press escape or click the button – or close as you would close any window for the browser you are using. You will return to the original content screen showing the topics on the left.