

myUK Learning

Enroll and Complete Web-Based Training (WBT)

Users can search and select Web-Based Training (WBT) through the **Find Learning** tile.

1. Log in to myUK Learning using your linkblue ID and Password.
2. Click on Learning.
3. The **My Learning Assignments** tile displays all of your self-registered courses as well as courses assigned to you by your supervisor or someone else.

Note: If a WBT is assigned to you, click on the WBT name to begin the course.

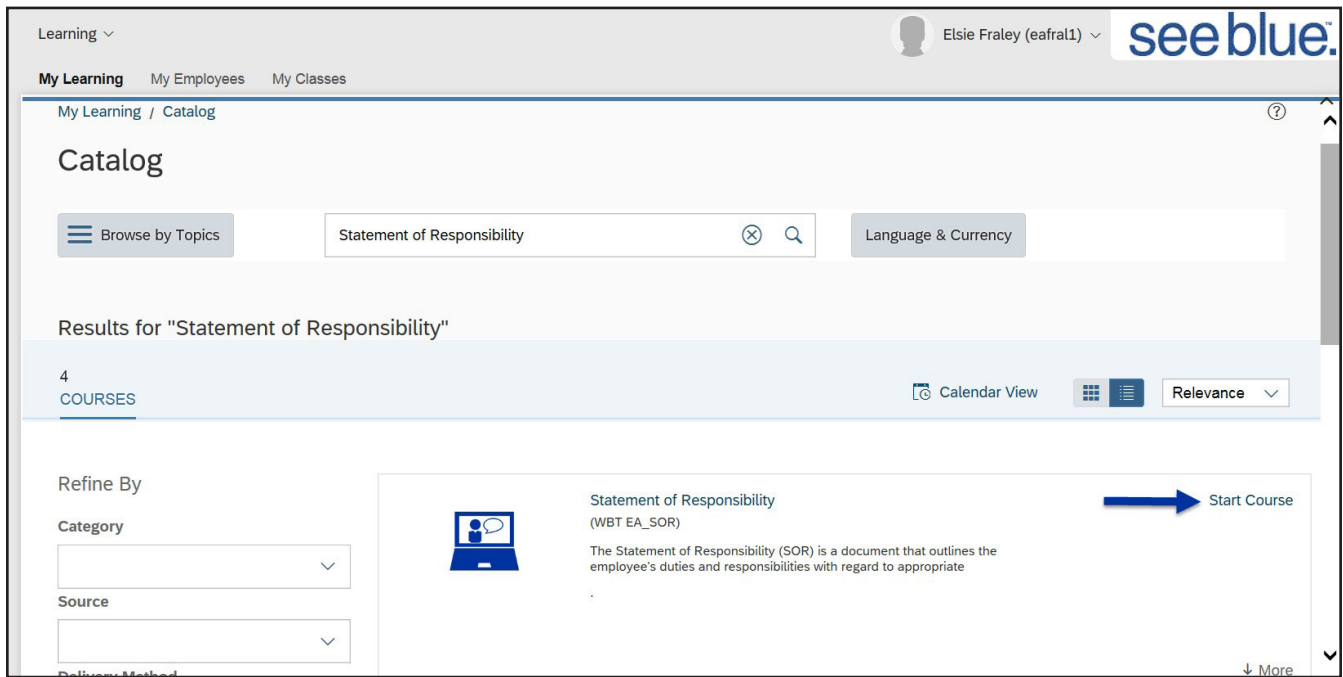
4. In the Find Learning tile:
 - Click in the “Find Learning” text box and type the name of the course. If there is a match, it will display in a dropdown as you type. Select the course and click Go.
 - If you are unsure of the course name, click on “Browse all courses” to see a list of all available courses within the Course Catalog.

Note: You can select additional search parameters under “Refine By” that will assist you in finding a specific course.

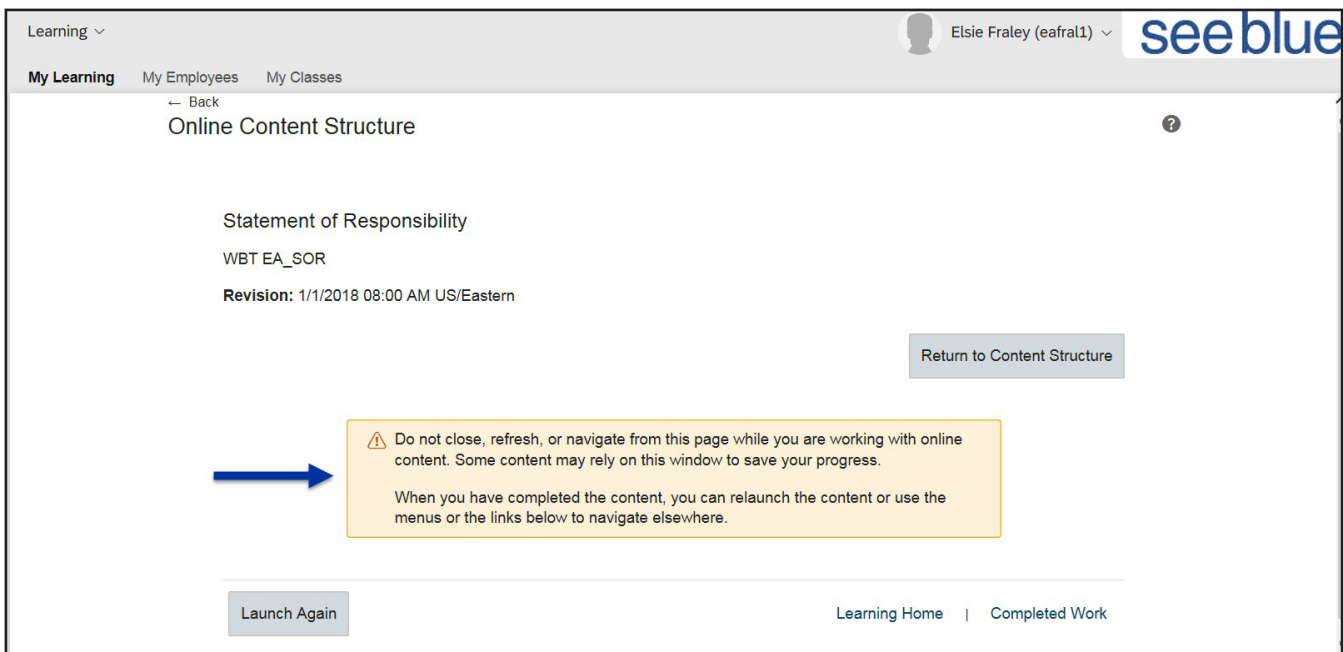
The screenshot displays the myUK Learning dashboard. At the top, there is a navigation bar with 'Learning' and a user profile for 'Elsie Fraley (eafra1)'. Below the navigation bar, there are tabs for 'My Learning', 'My Employees', and 'My Classes'. The main content area is divided into several sections:

- My Learning Assignments:** This section is titled 'My Learning Assignments' and includes a search bar for 'Keyword' (with 'Course name or ID' entered), a 'Select All' button, and a dropdown for 'All Assignment Types'. It is sorted by 'Date | Priority' and filtered. The assignments are categorized into three groups:
 - OVERDUE:** One assignment is listed: 'AEHR View Only' (CLASSROOM IT-Ed-AEHR rev.1 4/5/2018) with a '56 DAYS OVERDUE | REQUIRED' status.
 - DUE LATER:** One assignment is listed: 'Essential Leader Test 1' (PROGRAM HR-TD-PD-EsLdrTest) with a due date of '5/24/2020' and a 'VIEW PROGRAM' button. A blue arrow points from this assignment to the 'Find Learning' tile.
 - DUE ANYTIME:** One assignment is listed: 'APM Scheduling Refresher Course' (CLASSROOM IT-Edu-APM-Refresher rev.1 5/14/2018).
- My Curricula:** A message states 'You currently have no required curricula. Go to Curriculum Status'.
- History:** A section with a 'recently added' indicator and a 'View All' button.
- Links:** A section with links for 'Approvals', 'News', and 'Options and Settings'.
- Find Learning:** A search box with the text 'What do you want to LEARN today?' and a 'Go' button. Below it is a link for 'Browse all courses >'. This tile is highlighted with a blue border.
- My Employees:** A section showing 'On Time (1)'.

5. Once you locate the desired WBT, click “Start Course”.



6. Be sure to read the information fully when the “Online Content Structure” screen appears.



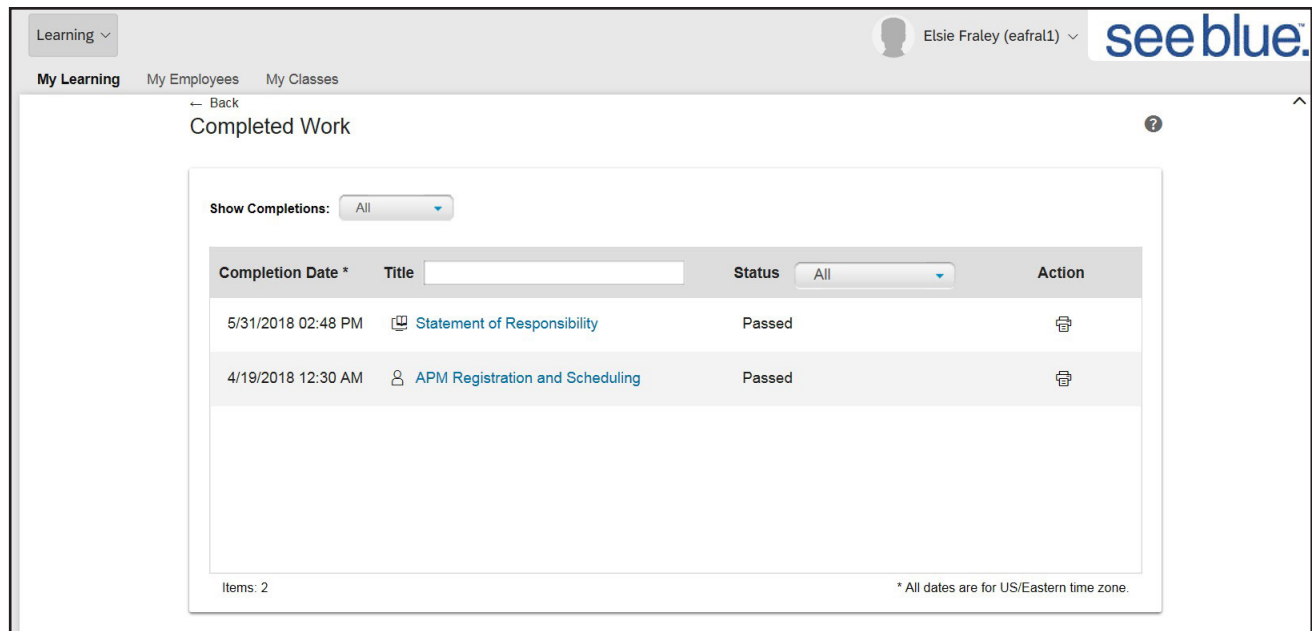
7. The WBT will launch. Follow the directions within the WBT for completion.







The slide features three images at the top: a large brick house with a porch, a clock tower at night, and a large brick building with a steeple. The main text reads "Statement of Responsibility" in a large, bold, black font. Below this, a blue arrow points to a light blue box containing the text "Click anywhere on a slide to advance". At the bottom center is the IRIS logo, which consists of a blue flower-like shape and the text "IRIS Integrated Resource Information System". A small "UK UNIVERSITY OF KENTUCKY" logo is in the bottom left corner.

8. Once you complete the WBT, the “Online Content Structure” page will reappear and give you several options:

- Launch Again: You may complete the WBT again
- Learning Home: Returns to your Learning Home page
- Completed Work: See a list of completed courses and/or WBTs



The screenshot shows a user interface for "Completed Work". At the top, there is a navigation bar with "Learning" and "see blue." logo. Below that, the user's name "Elsie Fraley (eafra1)" is visible. The main content area is titled "Completed Work" and includes a "Back" link. A "Show Completions:" dropdown menu is set to "All". Below this is a table with the following data:

| Completion Date * | Title | Status | Action |
|--------------------|---|--------|---|
| 5/31/2018 02:48 PM |  Statement of Responsibility | Passed |  |
| 4/19/2018 12:30 AM |  APM Registration and Scheduling | Passed |  |

At the bottom of the table, it says "Items: 2" and "* All dates are for US/Eastern time zone."