Learning Resource Network (LRN) Quick Start Guide

What is the Learning Resource Network?

The Learning Resource Network (LRN) is a University-wide Learning Management System (LMS) powered by Cornerstone OnDemand. The Learning Resource Network LMS is used to track faculty and staff professional development as well as compliance training for University volunteers.

Logging-In to LRN

Users can log-in to the Learning Resource Network using any web browser and authenticating with their Penn State WebAccess Account ID and password.

Note: Volunteers or individuals without a WebAccess account can sign up for access to LRN using the link provided.

1. Open your preferred web browser.
2. Navigate to the [Learning Resource Network](http://lrn.psu.edu) at http://lrn.psu.edu.
3. Click the **Faculty & Staff Login** button.
4. Enter your **WebAccess ID and password**.

Locating Available Training

There are several ways in which a user can locate available training within the Learning Resource Network: browsing, searching, and the events calendar.

Browsing for Training

1. Click the **Browse for Training** button on the LRN homepage or select **Browse for Training** from the Learning menu.
2. Select one or more filter types:
   a. **Training**: filter the results by popular or newest training.
   b. **Subject**: filter the results by subject such as Business Skills, Compliance, or Technology
   c. **Type**: filter the results by training type including online classes, events, curriculums, material, etc. by using the Type icons provided.

Figure 1: Training type icons used for filtering results.

   d. **Date Range**: filter the results by entering a start and end date in the fields provided.
   e. **Location**: filter the results by selecting a location from the list provided. To search for trainings offered via Adobe Connect, select Training Rooms and then the via Meeting@PennState powered by Adobe Connect option.
3. Select the **Clear** link next to any filter options to clear the filer from the results.

Figure 2: Clear link used to clear result filters.

Searching for Specific Training

1. Type a **keyword** for the training you are looking for in the Search bar in the top right corner of the screen.

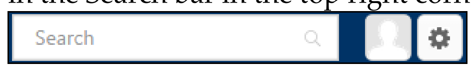

Figure 3: Global search bar.

2. Filter the results by **Training type** using the icons on the left hand side of the screen, if desired.
3. Select the **Refine Search** link below the Global Search bar above the results list, if desired.
   a. Type a **title, description, subject, provider, keywords, instructor**, etc. in the textboxes provided.
   b. Click the **Refine** button.

Viewing Training via the Events Calendar

1. Click the **Events Calendar** button on the LRN homepage or select **Events Calendar** from the Learning menu.
2. Select a view for the calendar by using the **Day, Week, Month, or Agenda** options in the upper-right hand corner of the Events Calendar. Agenda view will display training in a list by day for the current month.

Figure 4: Calendar viewing options.

3. Select a month for which you would like to view training by using the **left and right arrows** next to the currently displayed month above the calendar or by selecting a month using **the mini calendar** on the left-hand side of the screen.

4. Select the **All Events** or **My Events** radio button above the events calendar to view all training events or only the event in which you are registered, respectively.

Figure 5: All Events vs. My Events filtering options.

5. Filter the events calendar by entering a **title, session ID, session contact, session instructor, or subject** in the left-hand column, if desired.
6. Click the **Print** icon above the events calendar to print the calendar as currently displayed, if desired.

Registering for Training

Once you have located the training for which you would like to register, you can request the training and have it added to your transcript. Once the training is added to your transcript, you may complete the registration for the live course or make the online course, materials, tests, etc. available for you to complete.

1. Search for the **training** you would like to request using any of the methods reviewed in the previous section.
2. Select the **name of the training** within a search results list or the events calendar to view training details.
3. Click the **Request** button within the Training Details screen to add the training to your transcript.
4. For training with a fee, fill out the **budget form** provided with your department's information, if applicable.
5. Within your transcript, click the **Register** button next to an event previously added to complete registration. **Note**: not all trainings will require this step. If your transcript shows a View Training Details button, your registration is already complete.
6. Within your transcript, click the **Launch** button to view online courses, if applicable.

Canceling a Registration (Withdraw)

If you have registered for a training course offered at your campus or online via Adobe Connect, you can cancel your registration if you are within the cancellation timeframe for the course. Different providers will have varying policies on cancelations.

1. Select **View Your Transcript** from the Learning menu.
2. Locate the **training** within your transcript.
3. Click the **arrow** next to the View Training Details button.
4. Select **Withdraw** from the drop-down menu.
5. Select a **reason** for your withdraw from the drop-down menu.
6. Type **additional comments** in the Comments textbox, if desired.
7. Click the **Submit** button.

Working with Transcripts

Your transcript will contain a list of all Active training courses for which you are enrolled, as well as any online courses, materials, or tests you have requested access to within the Learning Resource Network. You may also choose to view Completed or Archived trainings as well.

Viewing a Transcript

1. Click the **My Transcript** button on the LRN homepage or select **View Your Transcript** from the Learning menu.
2. Select **Active, Completed, or Archived** from Status drop-down menu, if desired.

Figure 6: Status filtering option drop-down menu.

3. Select **By Title, By Status, By Date Added to Transcript, By Training Type or By Due Date** from the Sort drop-down menu, if desired.

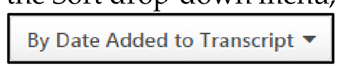

Figure 7: Sort by filtering option drop-down menu.

4. Type the name of a training event/session, material, curricula, online course, or test/quiz in the Search for training box provided, if desired.

Adding External Training to a Transcript

There will be times during your employment at Penn State where you will attend external training not provided by the University. These training activities, session, or courses can be added to your transcript manually.

1. View your **transcript** using the steps from the previous section.
2. Click the **Options** button in the upper right hand corner of the transcript area.

3. Select **Add External Training** from the drop-down menu.

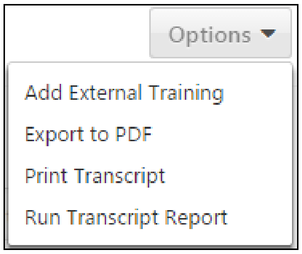

Figure 8: Transcript options submenu.

4. Fill in the **form** provided with all of the information you have regarding the external training. **Note**: only the title of the training is required; however, it is a best practice to include as much information as possible for accurate records.
5. Click the **Select a File** button in the Attachment(s) section to add a certificate, transcript, supporting documentation, etc. to this record, if desired.
6. Click the **Submit** button.
7. Click the **Complete** button next to the external training within the transcript once the training has been completed.

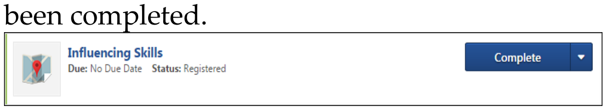

Figure 9: Incomplete external training entry on transcript.

Note: Once an external training has been added to your transcript, it can be edited but not removed.

Exporting, Printing, and Transcript Reports

Users can export their transcripts to a PDF, print their transcript, or run a report to display status and progress information for training on the transcript that can be filtered.

To export a transcript to a PDF:

1. View your **transcript**.
2. Select the **appropriate status and sort by options** from the drop-down menus provided.
3. Click the **Options** button.
4. Select **Export to PDF** from the drop-down menu.

To print a transcript:

1. View your **transcript**.
2. Select the **appropriate status and sort by** options from the drop-down menus provided.
3. Click the **Options** button.
4. Select **Print Transcript** from the drop-down menu.
5. Click the **Print** button.

To run a transcript report:

1. View your **transcript**.
2. Click the **Options** button.
3. Select **Run Transcript Report** from the drop-down menu.
4. Filter the **report** results by selecting Training, Date, and Advanced filters as displayed on the Transcript Report screen.
5. Click **the Run Report** button.

The report will be exported as an Excel spreadsheet.

Viewing Waitlists and Adding Interests

When a training session is at capacity, users can still register for the training and be placed on a “waitlist” for the session. To view waitlist details, select **Interests and Waitlists** from the Learning menu.

Adding Interests

You have the ability to add a training as an “interest” within the Learning Resource Network so that when new sessions are added, you will be notified. This allows you to stay informed of additional offerings.

1. Locate the **training event** of your choice.
2. Select the training to view the **Training Details** page.
3. Select the **Notify me of new sessions** link at the bottom of the page.
4. Select a **Location** within the Interest Tracking page.
5. Enter **additional comments** in the Comments textbox, if desired.
6. If interested in offerings of this session at all locations, check the **Notify me when sessions are scheduled at any location** checkbox.
7. Click the Submit button.

To view, edit, or delete your added interests:

1. Select **Interests and Waitlists** from the Learning drop-down menu.
2. From this screen, you may choose to edit the interest or delete it completely using the Edit or Delete icons next to the interest under the Options heading.