gsLearn

New User Guide

Welcome to gsLearn

After viewing this tutorial, users will:

Receive an introduction of the gsLearn program and it's benefits

Know where to access gsLearn and how to log on

*Become familiar with how to navigate the gsLearn features

*As more comprehensive features become available, further instructions will be provided by GSofSI

Approximate Completion Time: less than 5 minutes

Welcome to gsLearn

What is gsLearn and how can this benefit our volunteers?

This is the official Girl Scouts online, on-demand training forum.

gsLearn empowers learners to complete training when and where it works best for them through e-learning.

gsLearn helps learners develop a stronger connection to the movement while providing them with the tools to thrive in their roles. It also helps create consistency in training.

Logging on for the first time

1. Visit www.gsofsi.org
2. Select the MY GS tab
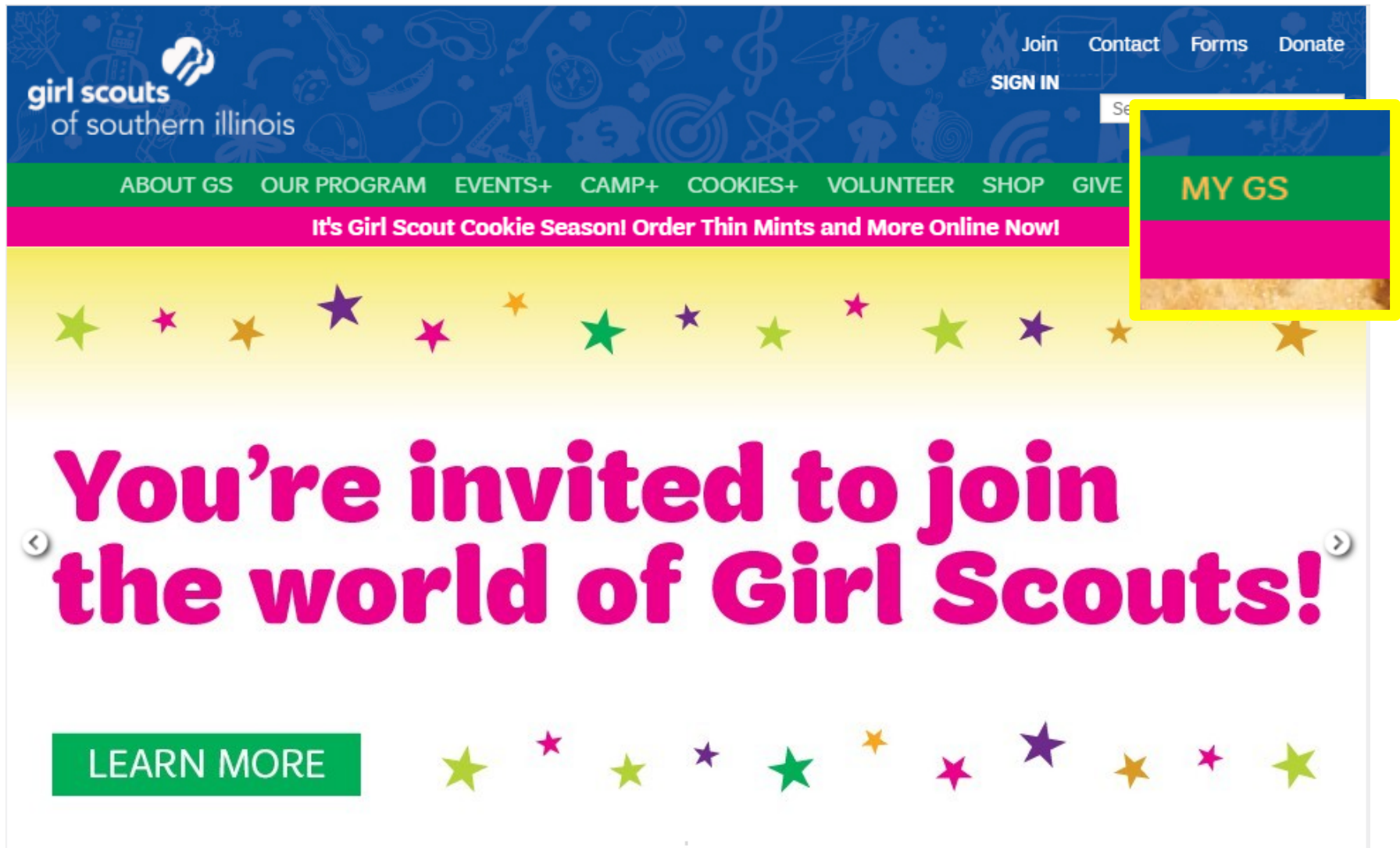
Logging on for the first time

You will be directed to the sign on page. Type in your MY GS Username and Password.

Then, click the **LOG IN** button.

Logging on for the first time

As you enter the member community page, click the **My Account** button.

Logging on for the first time

gsLearn

On the My Account welcome page, choose the gsLearn option on the left-hand menu.

Welcome to gsLearn

As you enter gsLearn, a welcome page will be displayed.

To view the terms and conditions, run your cursor over the "Terms and Conditions Privacy Policy".
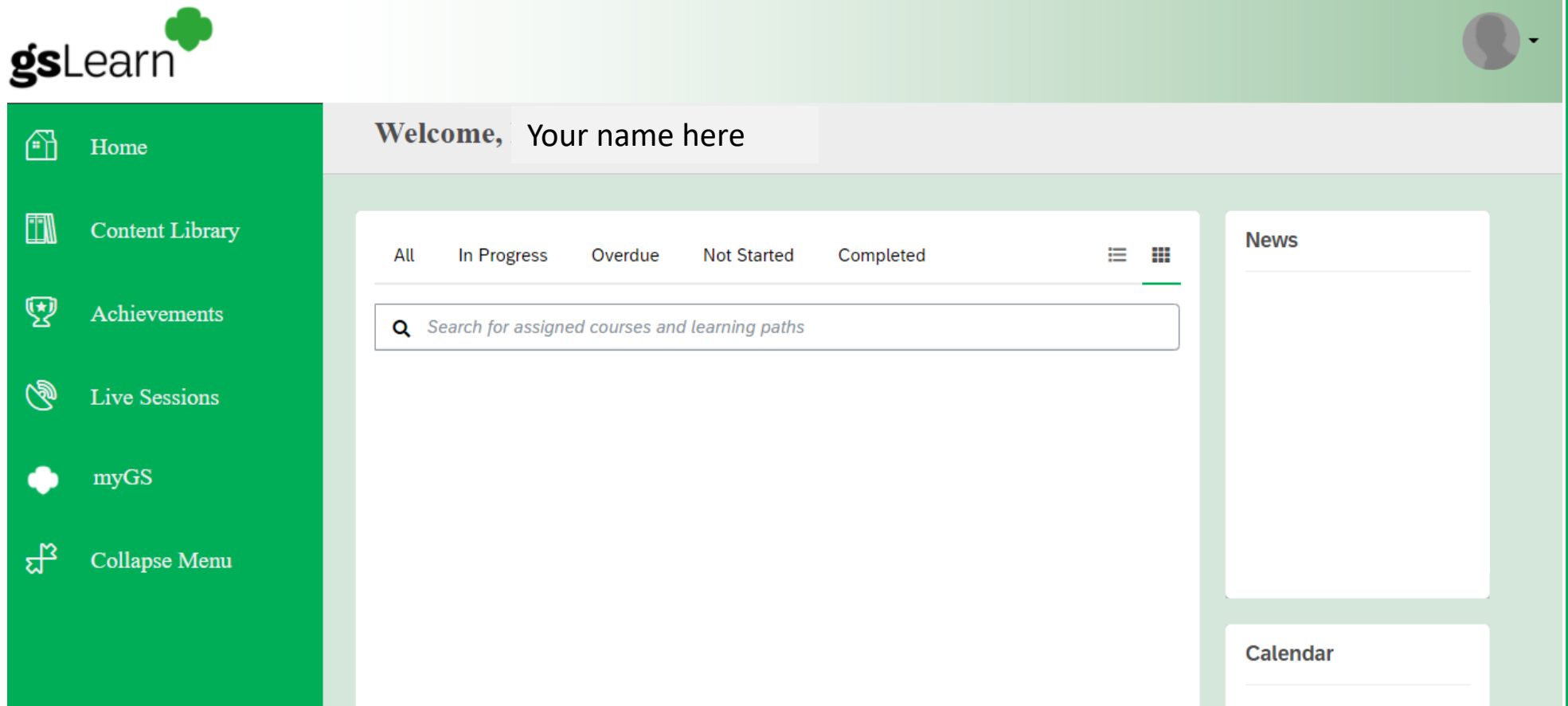
Next, select the 'Continue to my dashboard' button.

gsLearn Dashboard

Navigating your dashboard couldn't be easier!

From this view, you will see your navigation menu on the left-hand side of the screen. These include: Home, Content Library, Achievements, Live Sessions, myGS and Collapse Menu.
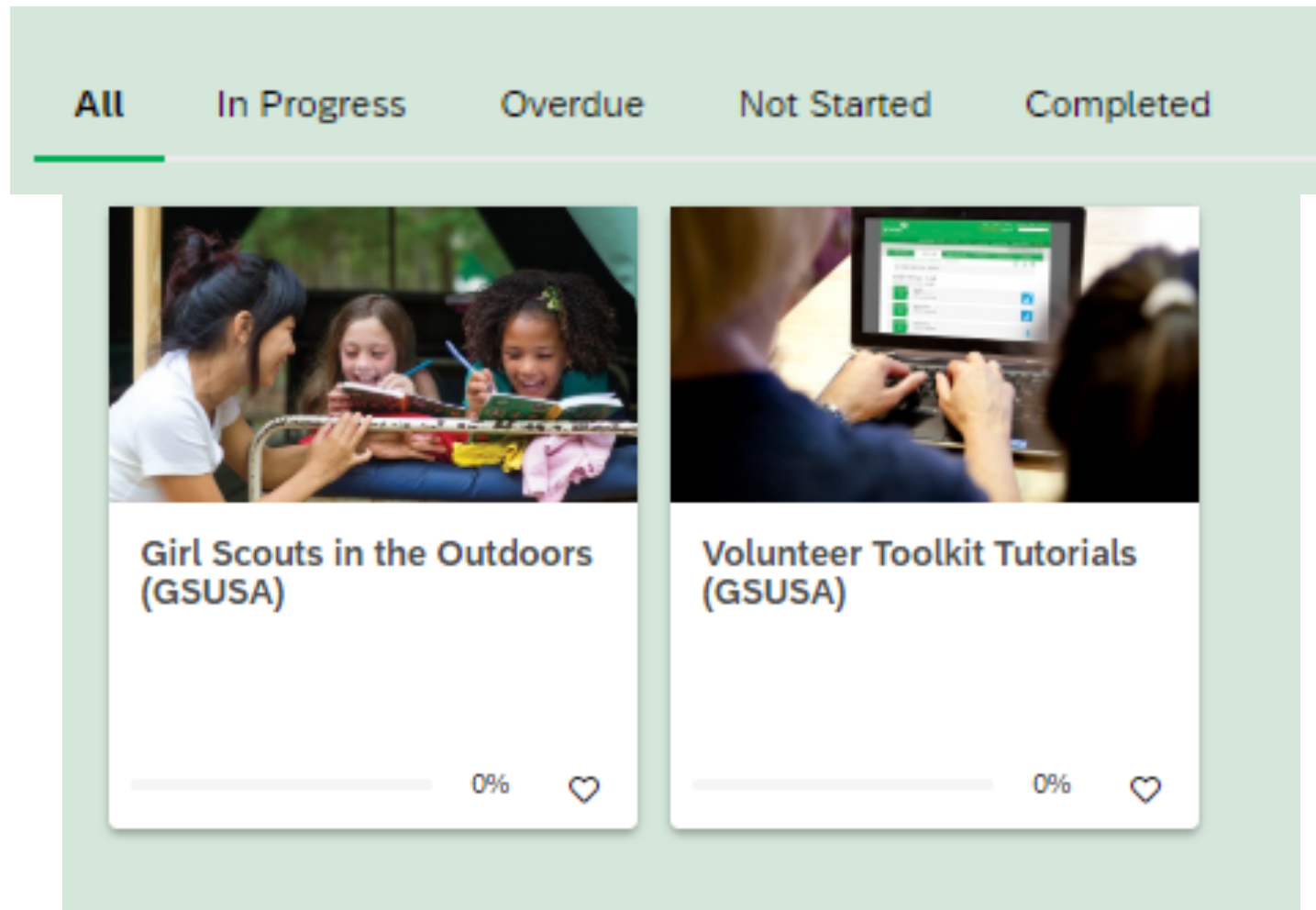
Navigating Your Dashboard

gsLearn

You will have several options to view your assigned courses and/or learning paths.

Clicking on the different headings changes your view to show what training may be "In Progress", "Overdue", "Not Started" or "Completed" training.

The Navigation Menu

The "Content Library" view will allow you to filter through:

- o Assigned courses or learning paths, but also training made available to you without an assignment
- o Your viewing history, popular or recommended courses
- o The gsLearn filtering options to search for training courses and learning paths

The Navigation Menu

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The "Achievements" view will showcase lists of completed training and date of completion.

Training certifications earned outside of gsLearn can also be uploaded and saved here.
However, please continue to send your outside training certifications to customercare@gsofsi.org until further notice.

The Navigation Menu

Coming soon!

The "Live Sessions" view lists available Instructor Lead Training (ILT) sessions. Stay tuned for exciting updates as this feature becomes available.

Learners can also view: upcoming programs, current registrations, previously attended sessions

The Navigation Menu

The myGS tab will reroute the user to the member community home page.

The Navigation Menu

The "Collapse Menu" view simply minimizes the navigation menu to expand your view on the screen.

Starting a Course

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Click [🏠 **Home**] to view assigned courses and/or learning paths or visit your 'Content Library'.

Select the course you would like to begin by clicking anywhere in the image of the course.

Next, a course description will be displayed previewing the course objectives, course modules and course completion rate.

Click, 'Start this course' to begin the training. To advance through the modules, click 'next'.
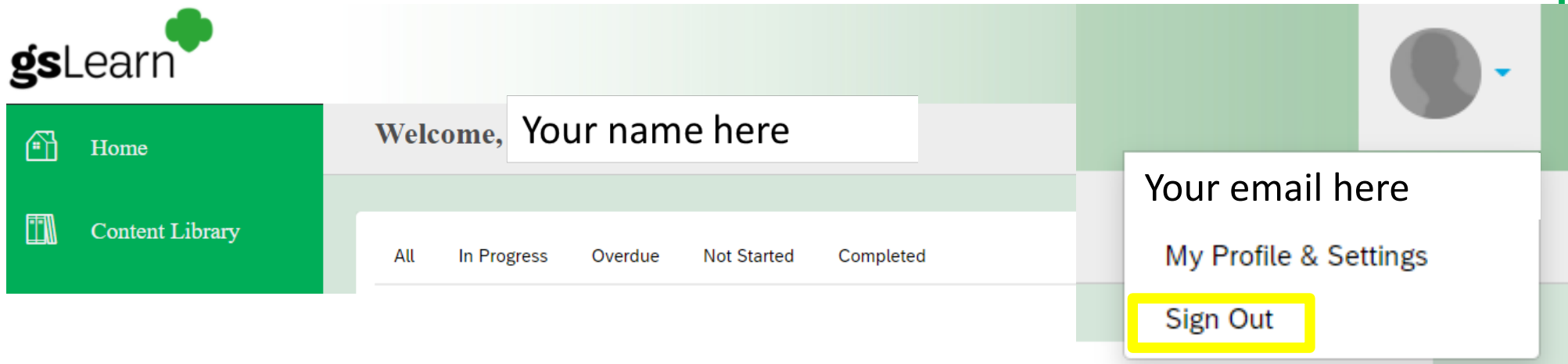
Ending a Session

gsLearn will bookmark where a learner has halted their training in a course and/or learning path.

To properly log off from gsLearn, click the drop down in the upper right hand corner.

Next, choose 'Sign Out' to safely log off.

Welcome, **Your name here**

All	In Progress	Overdue	Not Started	Completed

Your email here

My Profile & Settings

Sign Out

Ending a Session

gsLearn

Once you are logged out, you will return to the login screen. **Be sure access gsLearn from your myGS account and not this from this window.**

Congratulations!

You have navigated through gsLearn for the first time!

Questions?

Email <u>customercare@gsofsi.org</u> and we will be happy to assist you!