



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.

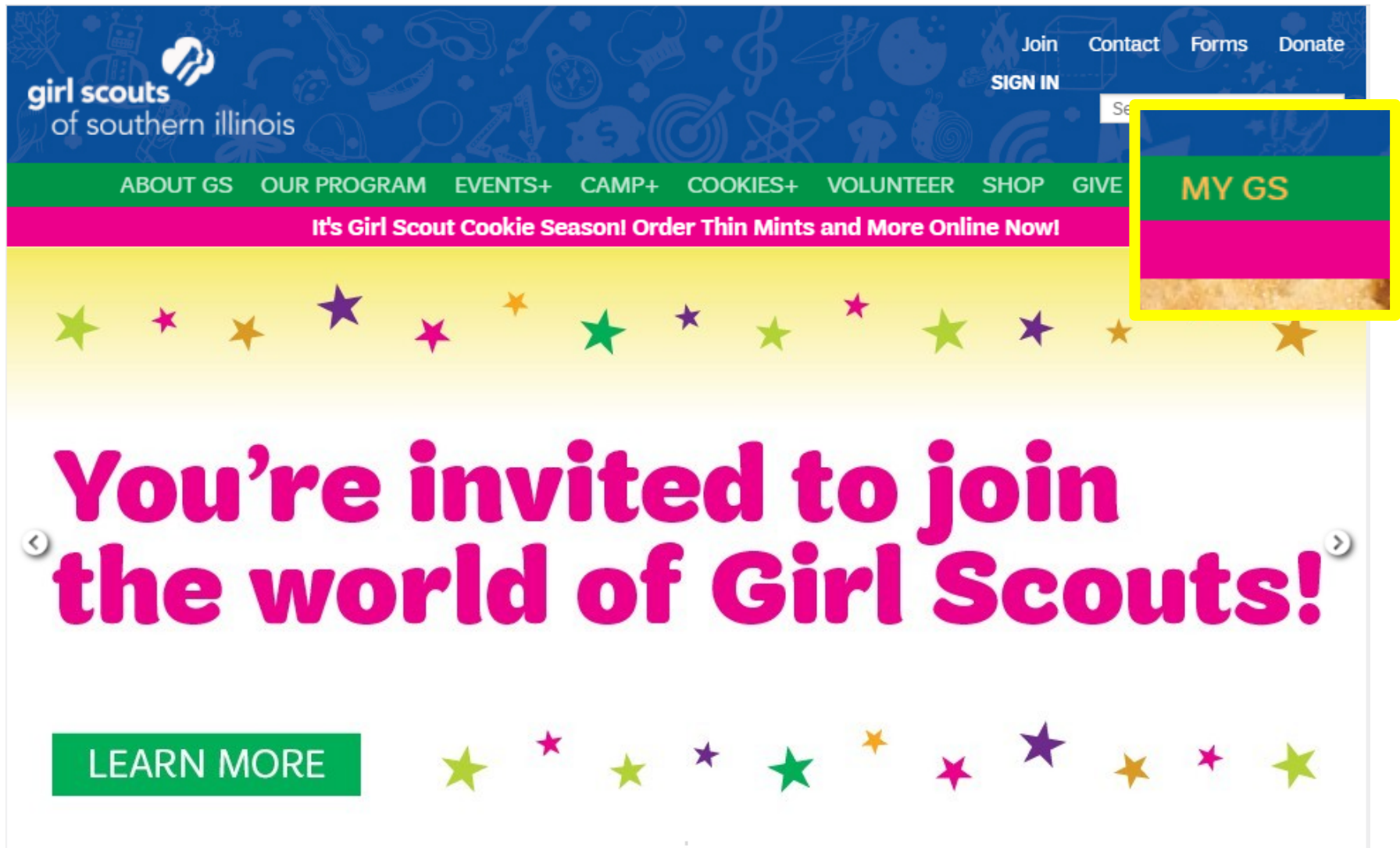
gsLearn empowers learners to complete training when and where it works best for them through e-learning.

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.

The screenshot shows a web browser window with the address bar displaying "mygs.girlscouts.org". The browser's address bar includes navigation icons (back, forward, refresh) and a search icon. The main content area is a grey background with a white modal window in the center. The modal window has a "Close X" button in the top right corner. The text "Welcome to Girl Scouts," is at the top of the modal. Below it is the heading "Log In!". There are two input fields: "Email address" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the input fields is a checkbox labeled "Remember me" and a link "Forgot password?". At the bottom of the modal is a green "LOG IN" button and a link "Don't have an account? Sign up now".

Logging on for the first time



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

The screenshot shows a web browser at the URL mygs.girlscouts.org. The top navigation bar is green and contains the Girl Scouts logo, links for "Donate", "Find A Council", "En Español", "My Account", "Logout", "Join", and "Volunteer". Below this is a secondary green bar with links for "ABOUT GIRL SCOUTS", "OUR PROGRAM", "SHOP", "COOKIES", "FOR ADULTS", and "FOR GIRLS". A progress bar indicates the user is at the "Search" step of a process, with subsequent steps being "Add details", "Review cart", "Make payment", and "Finish". The main content area features the heading "How would you like to participate with us?" and two options: "Join fellow Girl Scouts for regular meetups and adventures!" (with an image of four girls in blue uniforms) and "Expand your world, in-person or virtually, with fun, inspiring events for the whole family!" (with an image of a girl jumping joyfully with others).

Logging on for the first time



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

The screenshot shows the Girl Scouts website's My Account page. The top navigation bar is green with the Girl Scouts logo and links for Donate, Find A Council, En Espanol, My Account, Logout, Join, and Volunteer. Below this is a secondary navigation bar with links for ABOUT GIRL SCOUTS, OUR PROGRAM, SHOP, COOKIES, FOR ADULTS, and FOR GIRLS. The main content area is divided into a left-hand menu and a main content area. The left-hand menu includes links for Welcome, My Account (highlighted), My Household, My Troop(s), My Profile, My Events, and Volunteer ToolKit. The main content area displays a welcome message, a table for household members, and a section for Troops. The gsLearn option in the left-hand menu is highlighted with a yellow box.

girl scouts

Donate Find A Council En Espanol My Account Logout Join Volunteer

ABOUT GIRL SCOUTS OUR PROGRAM SHOP COOKIES FOR ADULTS FOR GIRLS

Welcome, Your name here

Welcome, Your name here

Kellie Conlee-Amaral's household

Name	Troop(s)	Participation	Status
Kellie Conlee-Amaral	Troop99999 Your volunteer role(s)	Troop Leader Adult Members	• ACTIVE MEMBERSHIP

Manage my household members >

Troops

Troop99999

Meeting time	Program level	Role	Expiring members ?	Open spot(s) ?
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My Events Dashboard

View all Upcoming Events >

gsLearn

Log Out

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.

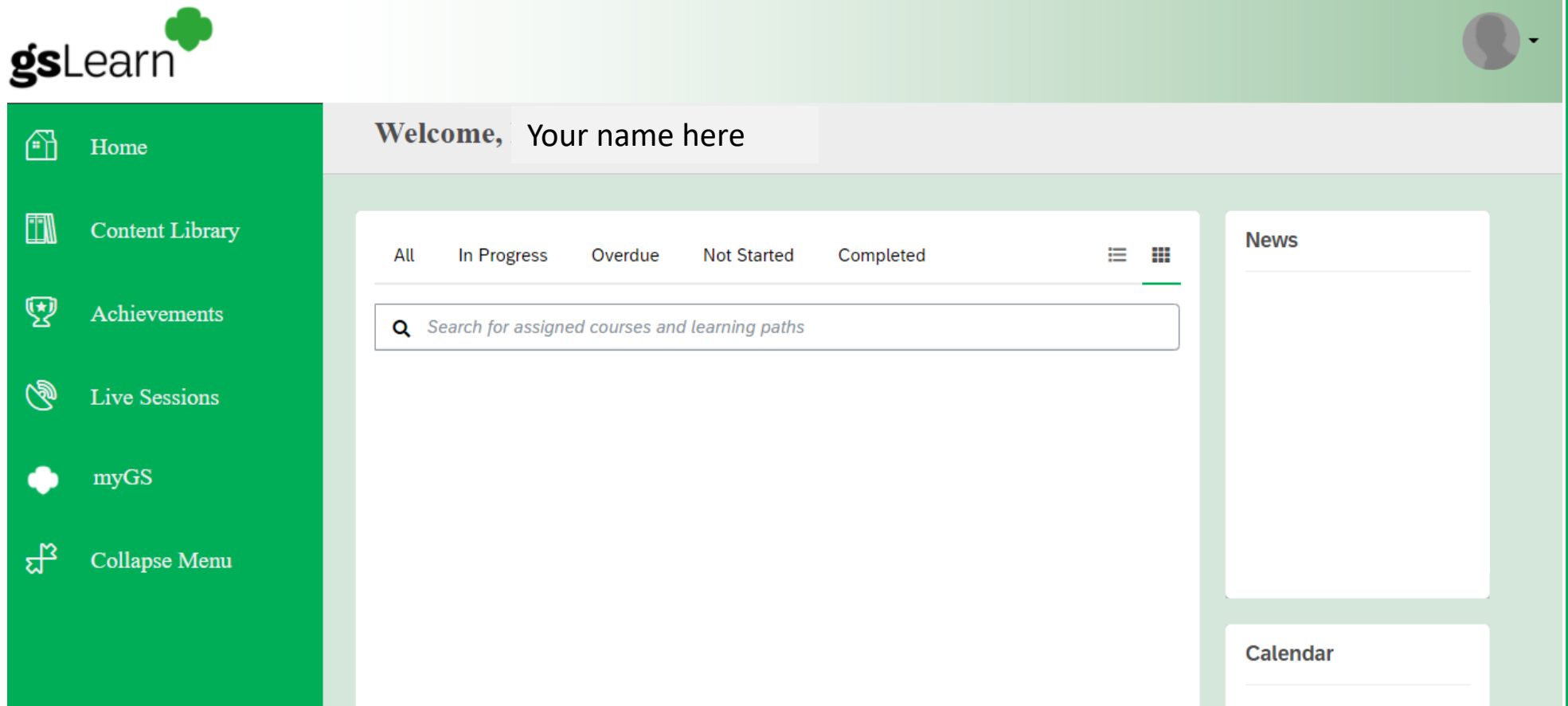
A screenshot of the gsLearn dashboard interface. The top navigation bar includes the "GS Learn" logo and a user profile icon. A sidebar on the left contains menu items: Home, Content Library, Achievements, Live Sessions, and Collapse Menu. The main content area shows a "Welcome, Your name here" header, a filter menu (All, In Progress, Overdue, Not Started, Completed), and a "Calendar" widget for April 2020. A modal dialog box is overlaid on the screen, displaying "Hello Your name here" and a link for Terms and Conditions-Privacy Policy. Below the link is a green button labeled "Continue to my dashboard" and a checkbox option "Always show this message on the Home page".

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.

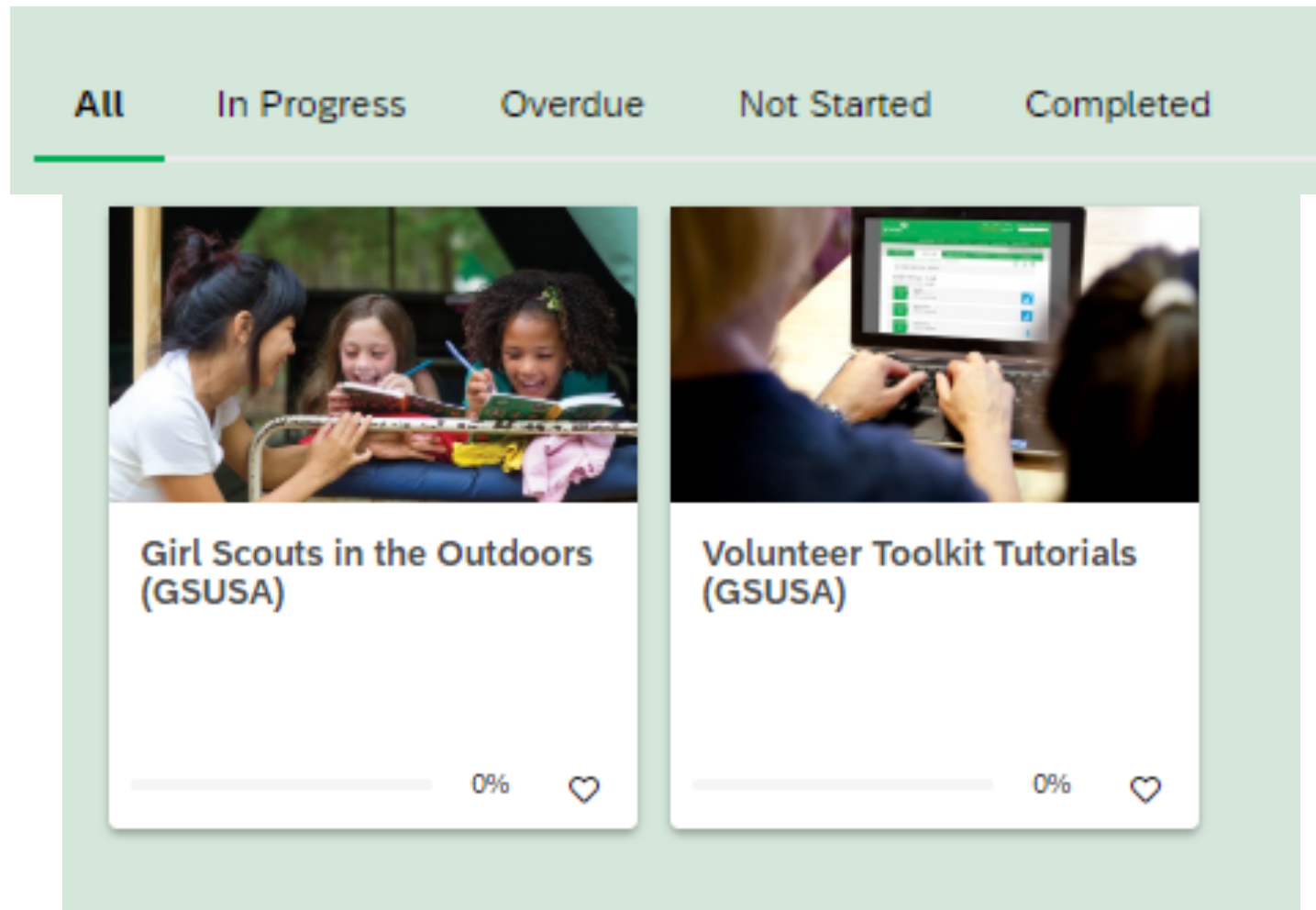


Navigating Your Dashboard



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:

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

A screenshot of the gsLearn web application interface. The top navigation bar is dark grey with a search bar containing the text "Search content by title or description". Below the search bar is a green sidebar navigation menu with a yellow highlight around the "Content Library" option. The sidebar includes options for Home, Content Library, Achievements, Live Sessions, Manager, myGS, and Collapse Menu. The main content area shows a "Content Type" filter with checkboxes for "Courses" and "Learning Paths", and a "Topics" filter with a search box and a checkbox for "Troop Leadership". Two content cards are visible: "Council Readiness Training (CRT)" and "NEW LEADER ORIENTATION". The URL "https://gslearn.litmos.com/home" is visible at the bottom left.

The Navigation Menu



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@gssofsi.org until further notice.***

A screenshot of the gsLearn user interface. On the left is a green navigation menu with icons and text for Home, Content Library, Achievements (highlighted with a yellow box), Live Sessions, Manager, myGS, and Collapse Menu. The main content area shows a user profile with a green clover icon and the text "Your name here". Below this are two tabs: "Achievements" (selected) and "External Learning". A search bar with the placeholder "Search for an achievement" is present. Below the search bar is a list of achievements, each with a title and a date. The achievements listed are: "416 (GSofSI Council) Loom Intro" (Achieved on 12/08/2020), "416 (GSofSI Council) Clover Go Training" (Achieved on 12/03/2020), "416 (GSofSI Council) Clover Go Training" (Achieved on 12/03/2020), "GSUSA Girl Scouts in the Outdoors" (Achieved on 11/10/2020), "416 (GSofSI Council) New Leader Orientation-Learning Path #3" (Learning Path Achieved on 11/09/2020), and "GSUSA Facilitating Virtual Troop Meetings" (Achieved on 11/09/2020). Social media icons for Facebook, LinkedIn, and Twitter are visible below the "GSUSA Girl Scouts in the Outdoors" entry.

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



 Home

 Content Library

 Achievements

 Live Sessions

 Manager

 myGS

 Collapse Menu

Available # Registered Past Sessions

There are no sessions








First Prev 1 Next Last

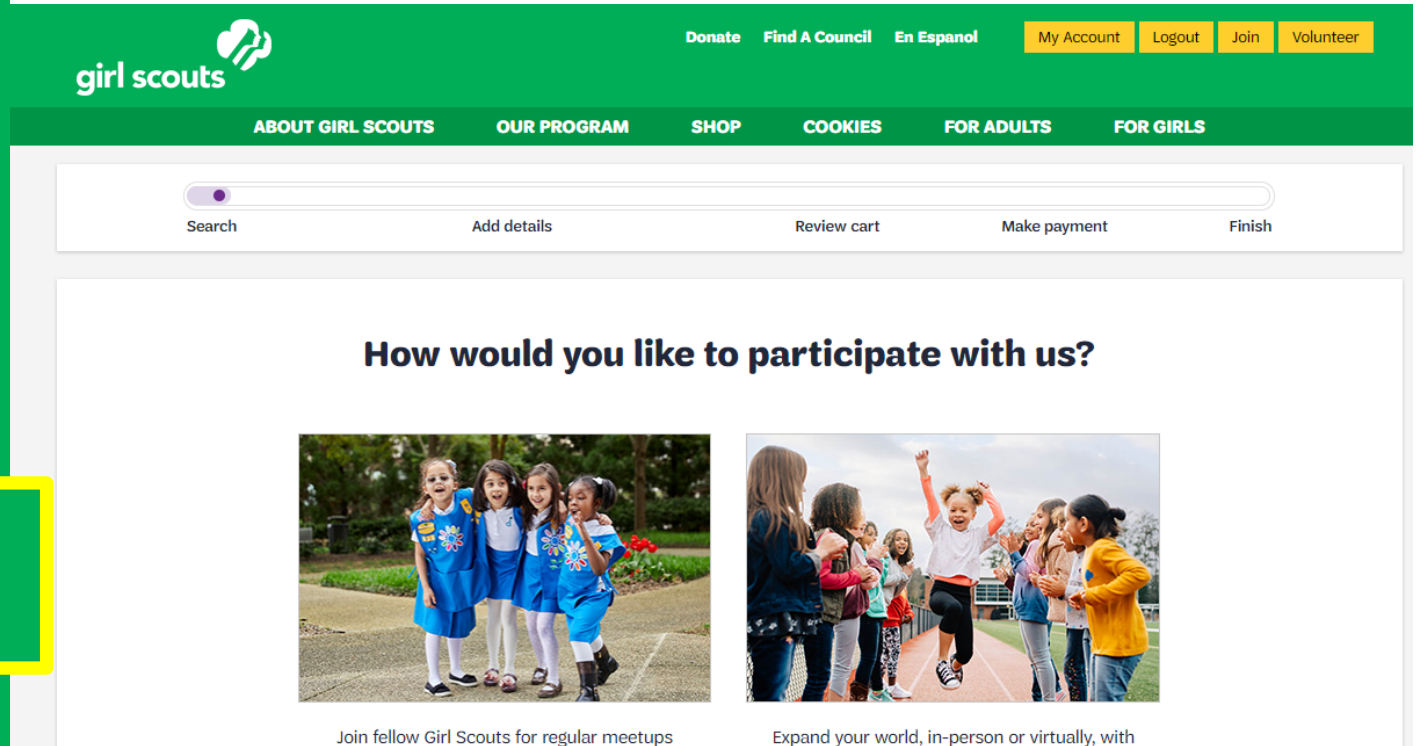
The Navigation Menu



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



-  Home
-  Content Library
-  Achievements
-  Live Sessions
-  Manager
-  myGS
-  Collapse Menu



The screenshot shows the Girl Scouts website interface. At the top, there is a green navigation bar with the "girl scouts" logo on the left and links for "Donate", "Find A Council", "En Espanol", "My Account", "Logout", "Join", and "Volunteer" on the right. Below this is a secondary green bar with links for "ABOUT GIRL SCOUTS", "OUR PROGRAM", "SHOP", "COOKIES", "FOR ADULTS", and "FOR GIRLS". A progress bar is visible with steps: "Search", "Add details", "Review cart", "Make payment", and "Finish". The main content area features the heading "How would you like to participate with us?" and two image-based options: "Join fellow Girl Scouts for regular meetups" (with an image of four girls in blue uniforms) and "Expand your world, in-person or virtually, with" (with an image of a group of people).

The Navigation Menu



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



- Home
- Content Library
- Achievements
- Live Sessions
- Manager

 Collapse Menu

The screenshot shows the gsLearn interface with a collapsed navigation menu on the left. The main content area displays a welcome message, a search bar, and three course cards:

- Council Readiness Training (CRT)**: 416 (GSofSI Council) COUNCIL STAFF-VS 2.0 Council Readiness Training. Progress: 75%.
- NEW LEADER ORIENTATION**: 416 (GSofSI Council) New Leader Orientation-Learning Path #2. Progress: 43%.
- VS 2.0 - 02 - Participation Catalog (GSUSA)**: Learning Path. Progress: 50%.



Starting a Course



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'.



The screenshot shows the gsLearn user interface. On the left is a green navigation sidebar with a yellow highlight around the 'Home' button. The main content area displays the course 'Volunteer Toolkit Tutorials (GSUSA)' with a video player thumbnail, a description, a 'Start this course' button, and a 0% completion progress indicator. Below the course details is a list of four modules, each with a play button icon.

Home

Library / Volunteer Toolkit Tutorials (GSUSA)

Volunteer Toolkit Tutorials (GSUSA)

This is a four part video series about the Girl Scout Volunteer Toolkit for troop leaders. For more programming resources please visit girlscouts.org/program or your local council website.

0%

Start this course

≡ Modules

- ▶ Setting Up Your Year Plan
- ▶ Meeting Plan Overview
- ▶ Setting Meeting Dates, Times and Locations
- ▶ Customizing Your Year Plan

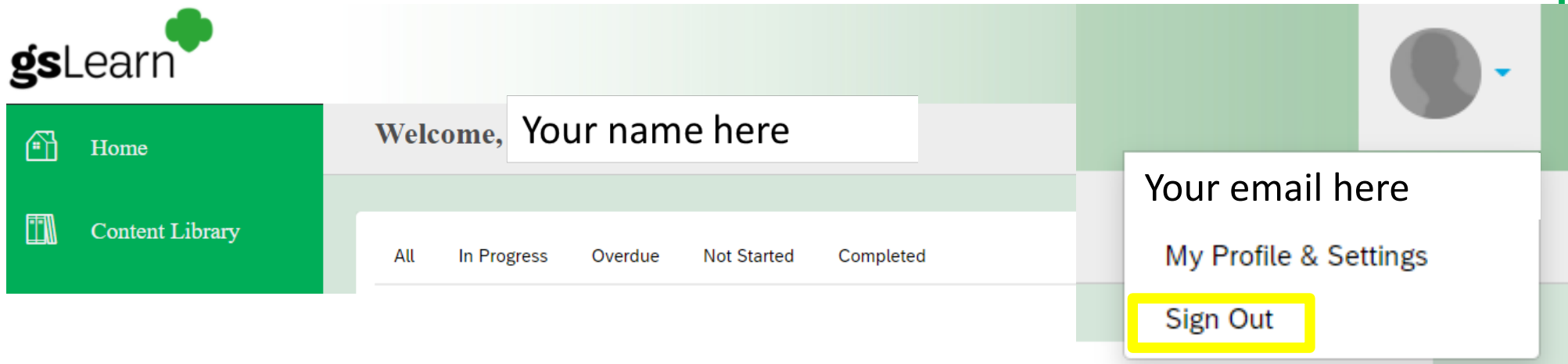
Ending a Session



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.



Ending a Session



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.****

A screenshot of the gsLearn login interface. On the left, there is the gsLearn logo and a "WELCOME!" message. Below the message, it says "Please go to your council's website to login to gsLearn! If you are having trouble reach out to your council directly for assistance." At the bottom left, there is a link for "Terms and Conditions-Privacy Policy". On the right side, there are two input fields for "Username" and "Password". Below the password field, there are two checkboxes: "Show Password" and "Remember me on this computer". A large green "Login" button is centered below the checkboxes. At the bottom right, there is a link that says "I've forgotten my username/password".

Congratulations!

You have navigated through gsLearn for the first time!

Questions?

Email customercare@gsfsi.org and we will
be happy to assist you!

gsLearn 