

LEARN Guidelines for Learners

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Part 1: Overview of the LEARN Platform

1. Purpose

The LEARN platform is a learning management system (LMS) that is embedded with the Human Resources Management System (HRMS). This is a comprehensive LMS that provides a simple and responsive user experience for employees. The LMS can host both third-party and in-house learning and training programs and courses. LEARN can track an employee's learning and Managers can view their team's learning to support professional development and career growth.

2. Roles and Responsibilities

- **Learners (All Employees)** will be able to view and launch mandatory learning, enroll in developmental courses, review learning recommendations, view their learning history, and obtain, upload, and access their certificates of completion.
 - Employees will automatically have access to these functions through LEARN.
- **Managers** will be able to assign learning to employees and monitor their team's completion progress.
 - A manager is anyone who has direct reports on the HRMS. Access to assigning courses to your team will be automatically provisioned on LEARN.
- **Training Content Developers** from across Humber and the University of Guelph-Humber will be able to create courses and upload training content onto the LEARN platform, assign learning to employees, and monitor completion progress.
 - If you are responsible for putting together learning and training programs for employees, you will need to be granted access within LEARN. To request for access please contact learn@humber.ca.
- **LEARN Administrators (P&C staff)** will administer and manage LEARN, review in-house learning before it is uploaded to ensure it meets branding and format standards, resolve any issues, and work to continuously improve the LMS.
 - This level of access will only be granted to a select few individuals within the People(s) and Culture division to oversee the LEARN platform.

Part 2: Managing Learning & Professional Development in LEARN

The LEARN platform enables learners to manage their learning and professional development and makes it easy for them to find, enroll, view, track and complete their learning. Learners can use the platform to enroll into courses that help meet their professional development goals. The LEARN home page provides a snapshot view of courses in which a learner is currently enrolled-in, and the 'Browse' and 'Search' tabs contain the full catalog of courses available to learners to explore and enroll in.

We recommend creating a learning schedule that fits your workflow and lifestyle. Schedule dedicated time slots for studying and completing course modules to stay on track and maintain consistency in your learning and professional development journey. Be willing to explore new topics, try different learning formats, and adapt your approach based on feedback and experience.

The recommended browsers to access LEARN are Microsoft Edge or Mozilla Firefox. You can access LEARN using Google Chrome but will need to complete an extra step and click 'Ignore' when the pop-up notification appears after launching a course. Note: This is a known issue with Oracle.

For detailed instructions on how to access LEARN, please refer to the [Access LEARN guide](#).

1. Searching for Courses

The 'Search' tab in LEARN shows an online catalog of all available in-house and external learning courses. When navigating through the 'Search' tab, learners can:

- Search for learning related to a specific topic or subject matter
- Browse for learning by filtering through categories to find the desired courses
- View catalog information such as course objectives and descriptions, to find the desired learning
- Enroll directly in the learning courses

Navigating through the extensive catalog of courses available on LEARN can be both exciting and overwhelming. To search for courses more effectively make sure to define your learning objectives, utilize filters and keywords, review course descriptions and syllabus, explore related resources, and stay open to new opportunities.

For detailed instructions on how to search for courses on LEARN, please refer to the [Search Courses guide](#).

2. Enrolling in Courses

Learners can directly enroll into a course when searching and viewing course information. Once enrolled in a course, you will receive confirmation that you have successfully enrolled. The 'My Learning' tab in LEARN is a central location where you can find all the courses that you are enrolled in.

When exploring the multitude of courses available on the LEARN platform, it's essential to approach enrollment strategically to ensure you make the most of your learning experience.

To enroll in courses more effectively, set clear learning goals, prioritize relevance, review course descriptions, create a learning schedule, stay flexible and open-minded.

For detailed instructions on how to enroll in a course, please refer to the [Enroll in Courses guide](#).

3. Withdrawing from Courses

While LEARN offers a vast array of courses to explore, it's essential to manage your learning journey effectively, including dropping courses when necessary. We recommend that you regularly review your course load, consider your learning objectives, assess your progress, communicate with your manager, or mentor, and follow platform guidelines.

Please note that while learners can withdraw from courses that they previously enrolled in, they cannot withdraw from a mandatory course that has been assigned to them.

For detailed instructions on how to withdraw from a course, please refer to the [Withdraw From a Course guide](#).

4. Joining a Learning Community

One of the most effective ways that learners can maximize their learning experience on LEARN is to join and actively participate in Learning Communities. Learning Communities group learning content into categories and topics and recommend relevant learning specific to your needs and areas of interest. These communities offer a platform for knowledge-sharing, collaboration, and networking among peers who share similar interests and learning goals.

For detailed instructions on how to join a Learning Community, please refer to the [Join a Learning Community guide](#).

5. Viewing Your LEARN Transcript

Learners can track their learning and professional development progress and obtain a copy of their transcript within the LEARN platform.

Please note that if you can't find a matching course record on your transcript, you need to make sure you have selected the correct date range for the transcript. If the course still doesn't appear, make sure that you've fully completed the course(s) you enrolled in. If you need additional support, please contact us at learn@humber.ca.

For detailed instructions on how to view and print your transcript on LEARN, please refer to the [View and Print Your Transcripts guide](#).

Part 3: Certificates

1. In-house Learning Certificates

Learners must complete all components of a learning course or training program to obtain a certificate. One-time and renewable certificates will be available for all in-house learning and training programs and these certificates can be used as proof of successful completion that learners can keep on file in LEARN as well as download for personal record keeping.

2. Certificates for External Learning within LEARN

LEARN courses that are hosted externally on a third-party website (example: LinkedIn Learning courses) will have their learning material and certificates provided on the third-party website. For these courses, LEARN will direct you to the learning material, track your progress and completion, but will not provide a certificate.

Once you have completed the course on the third-party website and obtained a certificate, you will upload the certificate onto LEARN for record keeping. We recommend saving a copy of the certificate to upload it on LEARN to track the completion of the course.

To upload your certificate on LEARN navigate to the *'My Learning'* tab within LEARN and click on the external learning course you completed. Then click on *'View More Details'* and select the certificate of completion previously saved and drag and drop your certificate into the *'Attachments'* box.

3. Certificates for External Learning Outside of LEARN

Learners can also add records and upload certificates of courses that they have completed outside of LEARN. Any kind of external certification or course can be added using this process of uploading a certificate in LEARN. Learners can record this external learning for information purposes and to retain a comprehensive learning history which their managers can also access for professional and career development.

For detailed instructions on how to record external learning, please refer to the [Record External Learning guide](#).

Part 4: Sharing and Recommending Courses

Learners can share and recommend courses to colleagues within LEARN. This capability allows learners to not only elevate their own expertise but also foster a culture of continuous learning and collaboration within their team and across Humber and the University of Guelph-Humber.

For detailed instructions on how to share and recommend courses, please refer to the [Share and Recommend Courses guide](#).

Part 5: Data Privacy and Security

1. Data Handling Procedures

Humber College Institute of Technology and Advanced Learning, and the University of Guelph-Humber (hereafter referred to as “Humber” or “the College”) are public institutions and are committed to ensuring compliance with existing legislated and regulatory responsibilities regarding data.

Learners

All individuals with access to institutional data are obligated to engage in responsible, proficient, and scrupulous use of those data. They must access and use the data only in the conduct of official college business to which they have been assigned and in a manner that advances the institution's mission.

Responsibilities of Learners include:

- Follow the requirements for data security, protect their access credentials, maintain confidentiality of data and accurately present Institutional Data.
- Immediately report concerns regarding the compromise of data security (e.g., unauthorized access, disclosure, loss, etc.), data errors, missing data or other data quality concerns.

Each Learner is accountable for the consequences of misuse or abuse. Those who fail to comply with institutional data policies, information technology policies, and/or related federal or provincial regulations may be subject to disciplinary action and other penalties.

For more information on this policy, please refer to Humber’s [Data Governance Policy](#).

2. User Privacy Guidelines

The College and the University of Guelph-Humber are public institutions and are committed to ensuring compliance with existing legislated and regulatory responsibilities regarding information privacy and access, the adoption of high standards of information protection and sound record handling.

The College takes all reasonable measures to protect Personal Information, and systems used to store employee personal information. This includes maintaining organization processes and capabilities to limit access to Personal Information to only those individuals who require access to it to fulfill the purpose for which it was collected.

For more information on this policy, please refer to Humber’s [Access and Privacy Policy](#).