

Getting Started

Job Aid for All Employees



This job aid provides a complete overview of how to get started with DevelopU, the Jefferson County learning management system (LMS). If you are new to the LMS, following this job aid from start to finish will help you understand the benefits of the LMS, how to access and navigate the LMS to find learning and development opportunities, and how to access features most important to you as an employee. If you are a seasoned user, feel free to jump around for quick refreshers on topics important to you. For more assistance accessing and navigating the LMS, contact the Human Resources (HR) Learning and Organizational Development (LOD) team by phone (205) 325-5249 option six, or by email DevelopU@jccal.org.

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DevelopU Benefits

DevelopU, the Jefferson County learning management system, is a tool that supports a variety of learning delivery including instructor led-training, certification programs, virtual classrooms, eLearning, and external learning opportunities. DevelopU is accessible 24/7 from any computer or smart phone with internet access. With DevelopU, you can easily find and access a variety high-quality, effective, and job-relevant opportunities to grow and develop as a professional.

With DevelopU, you can:

- Easily request supervisor approval for training and development opportunities. DevelopU notifies your supervisor of your request and you of the supervisor's decision.
- Find a variety of self-paced, just-in-time learning opportunities to help with career development and everyday tasks. DevelopU includes a catalog of high-quality, self-paced Skillsoft® and Jefferson County-specific eLearning courses covering a variety of job-specific and soft skills topics.
- Complete job/department specific learning opportunities whenever your schedule allows and wherever you have access to the internet.
- Stay on top of your training schedule and deadlines for compliance, assigned, and required training. DevelopU will also allow you to access your complete learning history at any time.

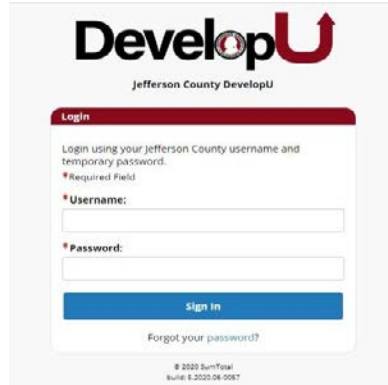

With DevelopU Supervisors, you can:

1. **Develop** learning and development plans, drawing from a variety of compliance and regulatory, soft-skill, and job-specific training courses, for individual employees, teams, and job classes.
2. **Assign** specific courses and learning and employee development programs to employees with deadlines for completion.
3. **Monitor** the types and frequency of learning and development opportunities employees are taking advantage of, as well as, progress and completion of assigned learning

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Accessing the LMS and Basic Navigation Features	
1. From any web browser, go to:	DevelopU.jccal.org
<p>Log in using your Jefferson County network username and LMS password. NOTE: Your network username is the portion of your email before @jccal.org. Smithj@jccal.org.</p> <p>Password: First three letters of your last name with first letter capital. Employee: Jane Smith Last Four SSN = 1234 Password = Smi1234</p>	
<p>2. Once on the LMS homepage, you can navigate to other sections of the LMS by clicking the home icon at the top left of the LMS homepage for the quick navigation drop-down menu, or by clicking the navigation tabs toward the bottom of the homepage.</p> <p>Note: The home icon, with the quick navigation drop-down menu, is located at the top left of all pages within the LMS.</p>	

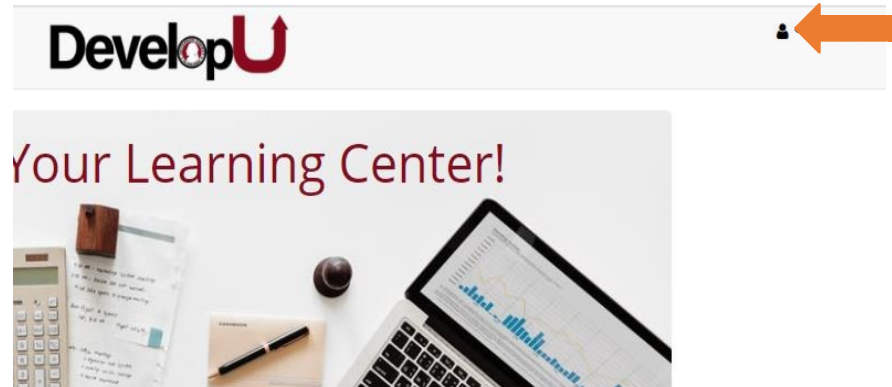
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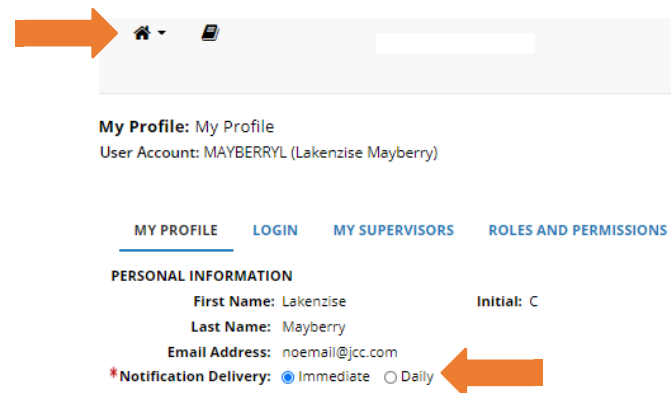


Managing LMS Notifications

1. Once on the LMS homepage, click the person icon located at the top right of the homepage and select “my profile” from the drop-down menu.



On the “my profile” page, you can select whether you want to receive notifications immediately or daily. Select immediately to receive notifications as they become available. Select daily to receive a summary of notifications at the end of each day. Click the home icon located at the top left of the page to navigate back to the LMS homepage or to other LMS pages.



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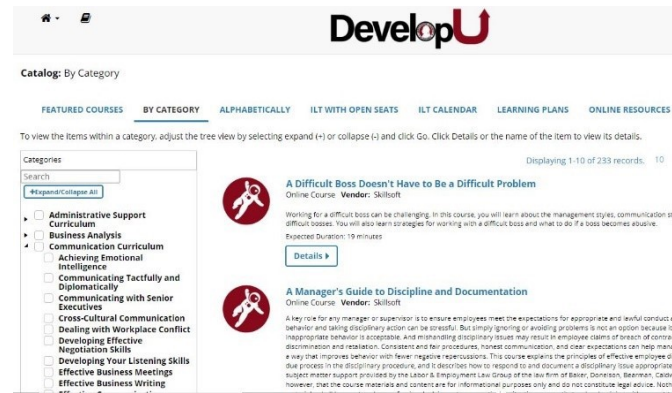


Finding, Enrolling in, and Launching eLearning Courses

1. From the LMS homepage you can find courses one of three ways: 1) clicking the “book” icon at the top left of the homepage; 2) clicking the universal search button at the top right of the homepage, and typing a course title or topic then pressing enter; or 3) clicking the catalog navigation tab at the bottom left of the homepage.



2. Each course search option will bring you to the course catalog page. On the course catalog page, you can scroll through course titles to find a course that interests you or further refine your search.

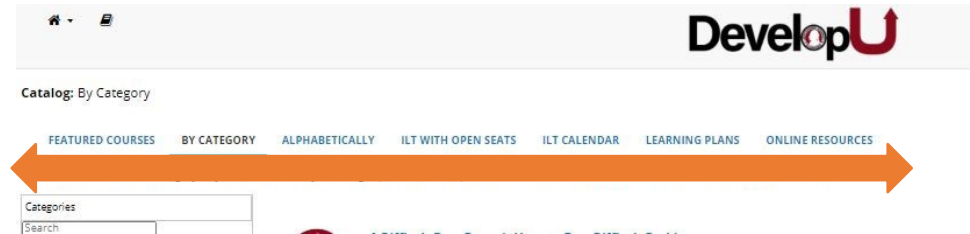


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3. Further refine your search by selecting options from the course catalog page header row.

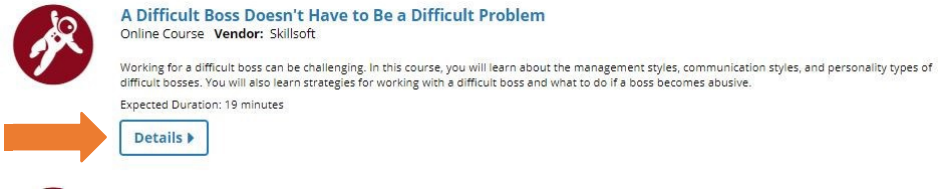
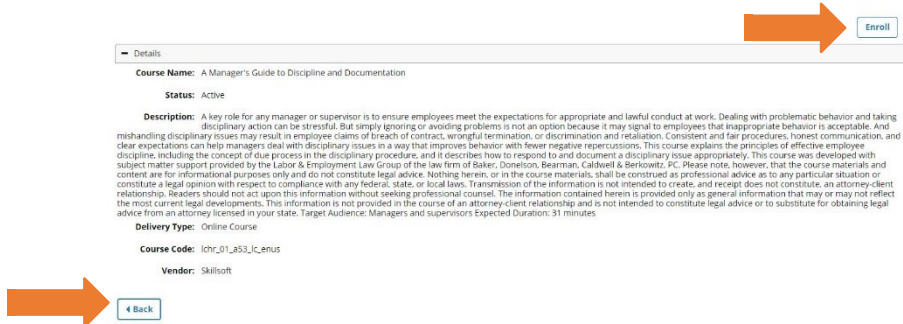
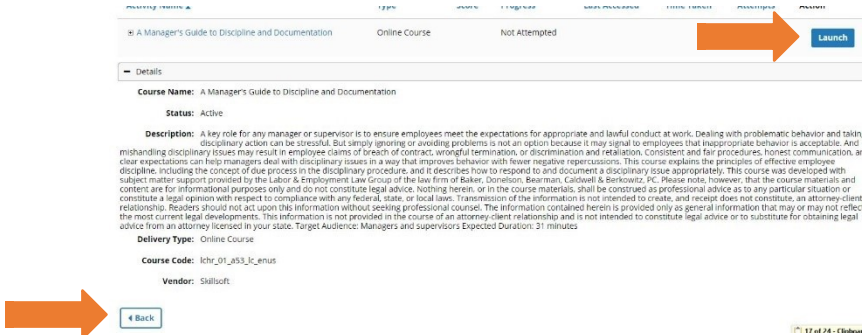


4. You can also further refine your search by selecting an option from the category pane on the left side of the course catalog page and clicking “go”.



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<p>5. Once you have found a course that interests you, click the course title, or the “details” tab for the course details page.</p>	 <p>A Difficult Boss Doesn't Have to Be a Difficult Problem Online Course Vendor: Skillsoft</p> <p>Working for a difficult boss can be challenging. In this course, you will learn about the management styles, communication styles, and personality types of difficult bosses. You will also learn strategies for working with a difficult boss and what to do if a boss becomes abusive.</p> <p>Expected Duration: 19 minutes</p> <p>Details ▶</p>
<p>6. Once on the course details page, click “enroll” to add the course to your elective learning plan or “back” to go back to the course listing.</p>	 <p>Details</p> <p>Course Name: A Manager's Guide to Discipline and Documentation</p> <p>Status: Active</p> <p>Description: A key role for any manager or supervisor is to ensure employees meet the expectations for appropriate and lawful conduct at work. Dealing with problematic behavior and taking disciplinary action can be stressful. But simply ignoring or avoiding problems is not an option because it may signal to employees that inappropriate behavior is acceptable. And mishandling disciplinary issues may result in employee claims of breach of contract, wrongful termination, or discrimination and retaliation. Consistent and fair procedures, honest communication, and clear expectations can help managers deal with disciplinary issues in a way that improves behavior with fewer negative repercussions. This course explains the principles of effective employee discipline, including the concept of due process in the disciplinary procedure, and it describes how to respond to and document a disciplinary issue appropriately. This course was developed with subject matter support provided by the Labor & Employment Law Group of the law firm of Baker, Donelson, Bearman, Caldwell & Berkowitz, PC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local laws. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state. Target Audience: Managers and supervisors Expected Duration: 31 minutes</p> <p>Delivery Type: Online Course</p> <p>Course Code: lchr_01_453_1c_enus</p> <p>Vendor: Skillsoft</p> <p>Back</p> <p>Enroll</p>
<p>7. If you choose to enroll in the course, and it was an eLearning opportunity, you will be taken to the course launch page. Click “launch” to begin the course immediately; click “back” to go back to the course listing; or click the home icon located at the top left of the page to navigate back to the LMS homepage or other LMS page.</p>	 <p>A Manager's Guide to Discipline and Documentation Online Course Not Attempted Launch</p> <p>Details</p> <p>Course Name: A Manager's Guide to Discipline and Documentation</p> <p>Status: Active</p> <p>Description: A key role for any manager or supervisor is to ensure employees meet the expectations for appropriate and lawful conduct at work. Dealing with problematic behavior and taking disciplinary action can be stressful. But simply ignoring or avoiding problems is not an option because it may signal to employees that inappropriate behavior is acceptable. And mishandling disciplinary issues may result in employee claims of breach of contract, wrongful termination, or discrimination and retaliation. Consistent and fair procedures, honest communication, and clear expectations can help managers deal with disciplinary issues in a way that improves behavior with fewer negative repercussions. This course explains the principles of effective employee discipline, including the concept of due process in the disciplinary procedure, and it describes how to respond to and document a disciplinary issue appropriately. This course was developed with subject matter support provided by the Labor & Employment Law Group of the law firm of Baker, Donelson, Bearman, Caldwell & Berkowitz, PC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any federal, state, or local law. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Readers should not act upon this information without seeking professional counsel. The information contained herein is provided only as general information that may or may not reflect the most current legal developments. This information is not provided in the course of an attorney-client relationship and is not intended to constitute legal advice or to substitute for obtaining legal advice from an attorney licensed in your state. Target Audience: Managers and supervisors Expected Duration: 31 minutes</p> <p>Delivery Type: Online Course</p> <p>Course Code: lchr_01_453_1c_enus</p> <p>Vendor: Skillsoft</p> <p>Back</p> <p>17 of 24 - Close</p>

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Accessing Your Learning Plan

1. From the LMS homepage, click “My Learning”, the first navigation tab to the bottom left of the homepage. This will take you to the “My Learning and Metrics” page.



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2. On the “My Learning and Metrics” page you will find:
 - **My Learning** listing compliance/regulatory courses
 - **My Plan** listing all assigned learning and development plans
 - **My Required Learning** listing all assigned and required training courses
 - **My Elective Learning** listing all courses you have elected to complete

A screenshot of the "My Learning and Metrics" page. Four orange arrows point to the following sections:

- My Learning**: Lists courses like "Learning Plan for All Employees- Compliance", "Active Shooter 2.0", "Harassment Prevention for Employees - State and Local Government Edition", "Integrity in the Workplace", "Preventing Bullying and Violence", "Promoting a Substance-Free Workplace (Update Available)", and "Your Role in Workplace Diversity".
- My Plan**: Shows a "Showing latest record" for the "Learning Plan for All Employees- Compliance" with a due date of 7/1/2020.
- My Required Learning**: Lists required courses with due dates of 7/1/2020, including "Harassment Prevention for Employees - State and Local Government Edition", "Promoting a Substance-Free Workplace (Update Available)", "Your Role in Workplace Diversity", "Active Shooter 2.0", and "Preventing Bullying and Violence".
- My Elective Learning**: Lists elective courses like "A Difficult Boss Doesn't Have to Be a Difficult Problem" and "A Manager's Guide to Discipline and Documentation".

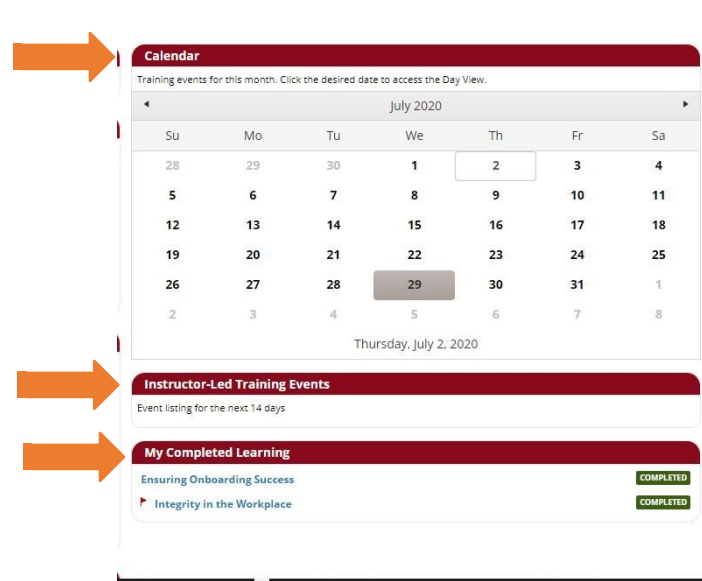
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3. On the right of the “My Learning and Metrics” page you will find:
- A **calendar** with all your upcoming courses and course deadlines
 - **Instructor Led Training Events** listing instructor-led classroom and virtual courses you have coming up
 - **My Completed Training** listing your most recent completed training courses.

Click the home icon located at the top left of the page to navigate back to the LMS homepage or other LMS page.



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