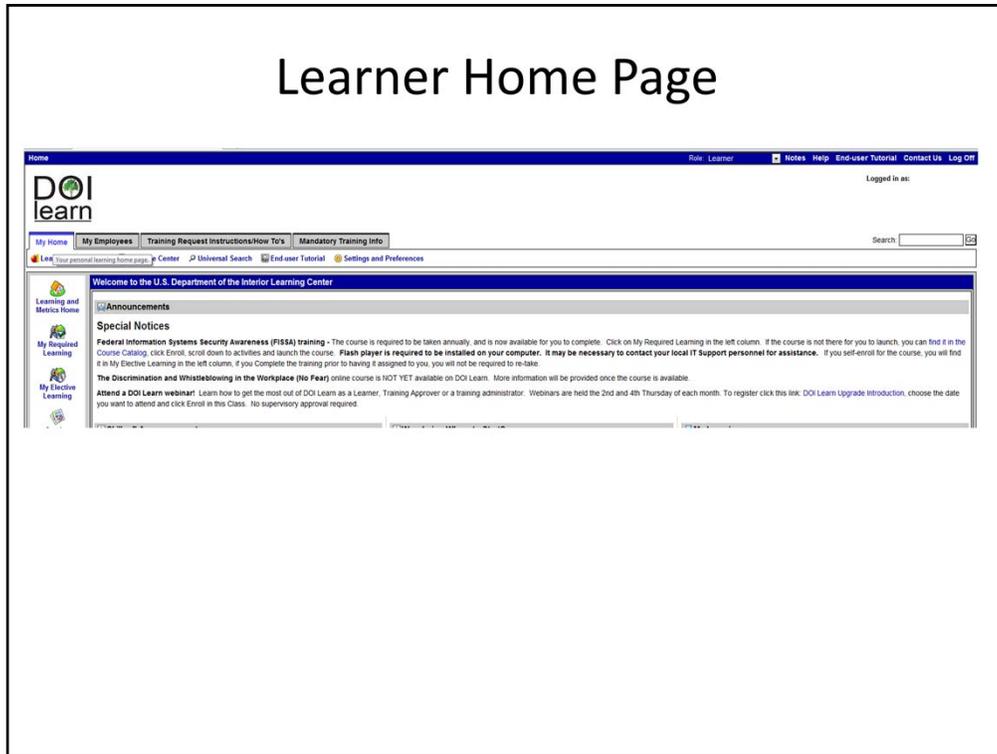


# DOI Learn Tips



<http://www.doi.gov/doilearn>

# Learner Home Page



Here are a few tips to help make your DOI LEARN experience as easy as possible.

- From the Learner “My Home” page you can use the **HELP** at the top of the screen to search on any topic.
- If you are looking for more advanced help, the top right of your screen will have a **HELP** feature. If you have any questions about the system we recommend that you start here.

# Help continued

**Using System Help**

This help system contains information on all aspects of the learning center. It is organized alphabetically by module and designed to provide you with assistance as you LMS.

In this help system, you can:

- Click the name of any topic to open it
- Search for a topic and save your search
- Bookmark topics as favorites
- Explore the Glossary
- Jump to related information using Related Topics links

Use Quick Search to search within the current topic    Bookmark any topic as a favorite for easy reference    Roll over any menu item for quick instructions

View the topics you have marked as favorites  
Glossary provides definitions for common terms  
Search all topics and see the results in order of relevance  
Click any heading to see the topics in it  
Click any topic to open it

**Important!** The Configure Navigation module allows editing of the navigation item names. Any changes to module names within individual domains will not be reflected in this help system.

(The content contained within this help system represents the intended default functionality of this LMS. Differences may occur based on changes to permissions, configurations of available features, or updates to the LMS.)

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When you select **help** at the top right of the screen this will appear. As you will notice, the very first page is how to use the system help feature. This feature has screen shots when applicable and step-by-step instructions.

You will notice that there are two ways to search the help for the specific field in which you need help, there is a **quick search** and a **Search all topics**. The **Quick Search** will search within the topic you open and the **Search all topics** will search the whole system.

**Note:** The system help appears in a new window or tab (depending on the browser) so you can keep the help open while browsing DOI LEARN.

# Course Catalog – Help and Pin

The screenshot displays the DOI Learn Course Catalog interface. At the top, there is a navigation bar with links for Home, Role: Learner, Notes, Help, End-user Tutorial, and Contact Us. The DOI Learn logo is on the left, and the user is logged in. Below the navigation bar, there are tabs for My Home, My Employees, Training Request Instructions/How To's, and Mandatory Training Info. A search bar is located on the right. The main content area is titled "Course Catalog: Alphabetically" and includes a search box, a "Go" button, and an "Advanced Search" link. There are tabs for Featured Courses, By Category, Alphabetically, ILT Calendar, and Online Resources. A message prompts the user to select a letter range from a drop-down menu. Below this, there is a "Select Letter Range" dropdown set to "(None)" and a "Show" button. The course list shows two entries: ".NET Remoting" and ".NET Remoting in C#". Each entry includes training type, vendor, skills, and duration. A sidebar on the right contains a "Help" section with a "Pin" button and a "Viewing Your Catalog Alphabetically" section with a "Pin" button. The sidebar also contains a "Help" section with a "Pin" button and a "Viewing Your Catalog Alphabetically" section with a "Pin" button.

- In several different locations around DOI LEARN there are boxes with question marks in them. If you click on the question mark you will access the **HELP** feature for that specific area.
- The **PIN** feature will make it so the **HELP** feature will be open every time you go to that section.

# Basic Search

The screenshot shows the 'Basic Search' page in the DoLearn system. At the top, there is a navigation bar with links for Home, Role, Learner, Notes, Help, End-user Tutorial, Contact Us, and Log Off. Below this is the DoLearn logo and a 'Logged in as:' field. A secondary navigation bar includes links for My Home, My Employees, Training Request Instructions/How To's, and Mandatory Training Info, along with a search field and a Go button. The main content area is titled 'Course Catalog: Alphabetically' and features a search bar with a 'Go' button and an 'Advanced Search' link. Below the search bar are tabs for 'Featured Courses', 'By Category', 'Alphabetically', 'ILT Calendar', and 'Online Resources'. A message states: 'Select a letter range to view from the drop-down menu then click [Show] Click [Details] or the name of the course to view its details.' A 'Select Letter Range:' dropdown menu is set to '(None)' with a 'Show' button. The results section displays 'Displaying records: 1-10 of a total of 6584' and 'Results per Page: 10'. Two course entries are visible: '.NET Remoting' and '.NET Remoting in C#', both with a duration of 4 hours. Each entry includes a 'Description' and a 'Details' link. A 'My Transcript' link is located at the bottom left of the page.

In anything you can search on in the system there is a **Basic Search**

To do a normal search you can type information into the **Search Field** and select **Go**

# Advanced Search

**Course Catalog: Alphabetically**

Search for:

**Search Fields:**  Course Name  Course Code  Course Description  Vendor Name  Class Name  Class Description  Session Date (m/d/yyyy)  Instructor

**Filter Results:**

Course Category: (None)

Course Type: (None)  Select an option from the dropdown list.

Location: (None)

Classroom: (None)

Featured Courses

**i** Select a letter range to view from the drop-down menu then click **Show**. Click **Details** or the name of the course to view its details.

Select Letter Range: (None)

Displaying records 1-10 of a total of 2130 Results per Page: 10

**10 Hour OSHA Course For The Construction Industry**  
Training Type: Instructor Led Vendor: Duration: 27 Hours  
Description:

**2006 Executive Leadership Program**  
Training Type: Instructor Led Vendor: Duration: 3204 Hours  
Description:  
PROGRAM CURRICULUM  
The Executive Leadership Program (ELP) is structured around four residential seminars held within a 250-mile radius of the Washington, D.C., metropolitan area.

If you select **Advanced Search**:

- To do an **Advanced Search** you need to click on the **Advanced Search** button.
- You will be able to search on specific fields by typing the Keyword in the search box in and selecting the proper **Search Fields** (You can select multiple boxes).
- After completing the Fields you can select the appropriate filter.
- To search select the **Go** button.
- If you get too many results you can change the **Results per Page** and click **Show**.
- If you go back to the regular search, you must clear out the Advanced Search and click Search again before clicking "Close Advanced Search."

# Bucket Feature

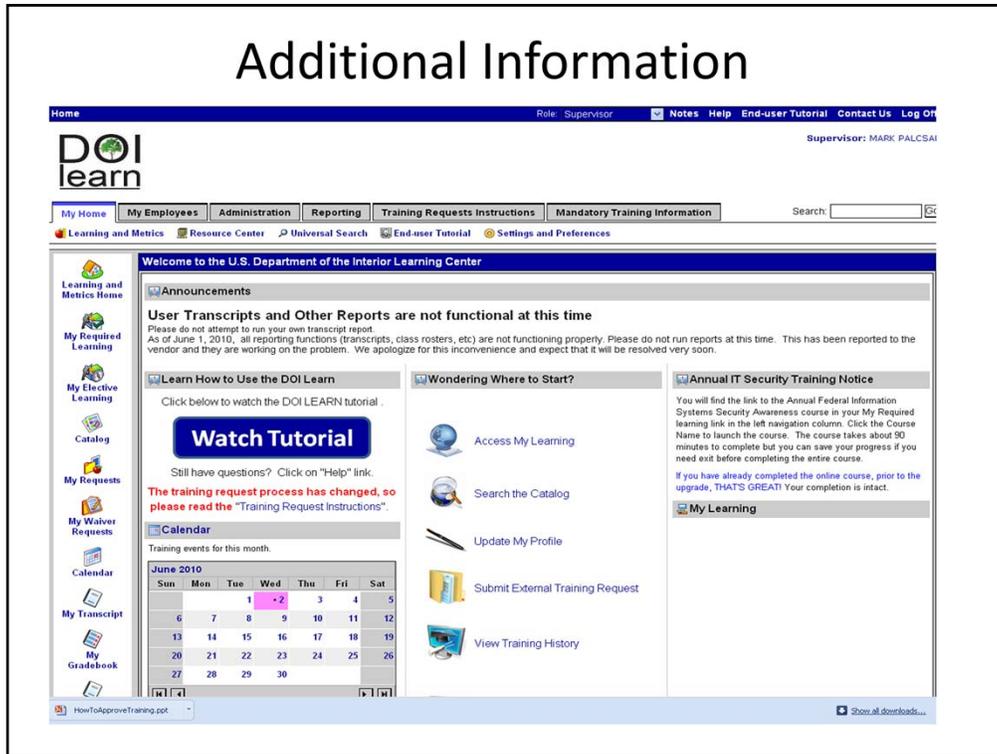
The screenshot displays the 'Manage Courses' interface. At the top, there is a search bar with a 'Go' button and an 'Advanced Search' link. Below the search bar are tabs for 'All Courses', 'OLT', 'ILT', and 'User-Defined Tasks'. A message states: 'This view shows you all of the courses in the system. To **Edit** or **Archive** a record, select it and then click the appropriate button below the list.' Below this message, it says 'Displaying records 1-10 of a total of 7260' and 'Results per Page: 10'. A table lists 10 courses with columns for 'Select', 'Name', 'Course Code', 'Type', 'Vendor', and 'Status'. The 'Select' column contains checkboxes, and the 'Name' column has a small upward arrow. Below the table, there is an 'All' button and a 'Bucket' button. At the bottom, there is a pagination bar with 'Pages: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20' and 'Next 20 Pages Last'.

Select	Name	Course Code	Type	Vendor	Status
<input type="checkbox"/>	NET Remoting	OLT_Smartforce__7065	Online	Smartforce	Active
<input type="checkbox"/>	NET Remoting in C#	OLT_SmartForce__3067	Online	Smartforce	Active
<input type="checkbox"/>	NET Solution Vision and Requirements	OLT_Smartforce__7103	Online	Smartforce	Active
<input type="checkbox"/>	10 Hour OSHA Course For The Construction Industry	NPS-RSk5001	Instructor Led		Active
<input type="checkbox"/>	106 Essentials	309 June 15-16	User Defined Task	Advisory Council on Historic Preservation	Active
<input type="checkbox"/>	10th National Motor Vehicle and Aviation Workshops and Exposition	fedfleet	User Defined Task	A-S-K Associates c/o FedFleet 2010	Active
<input type="checkbox"/>	126VDC System	BR-TRA15	Instructor Led		Active
<input type="checkbox"/>	1G and 2G Communication Systems	OLT_Smartforce__3500	Online	Smartforce	Active
<input type="checkbox"/>	1Z0-007 Introduction to Oracle9i: SQL	OLT_Smartforce__3738	Online	Smartforce	Active
<input type="checkbox"/>	1Z0-031 Oracle9i Database: Fundamentals I	OLT_Smartforce__3742	Online	Smartforce	Active

When trying to select multiple items on different pages you are able to utilize the **Bucket** feature

- To use the **Bucket** select an item, and select **Bucket**. This will keep the item even when you advance pages.

- **Note:** When using the **Bucket** in some cases you will be unable to edit as many things as you could if you select only one item.



On top of the help feature there are many more tools you can utilize for additional information.

-**"My Employees"** – is a feature for supervisors. In this tab you can find payment information for courses, as well as graphs to track your employees usage of DOI LEARN. DOI LEARN has a manual payment process at this time so this tab shows the phone number to dial in and provide payment.

-**"Training Request Instructions"** – Is a step by step instruction on how to request a training.

-**"Mandatory Training Information"** – Lists all mandatory training, the frequency of the trainings and who needs to take the training.

**Search Tip We discovered when searching Skillsoft and looking for a particular category like EEO/Diversity for example:**

Type Skillsoft in the Search For: field and Click Go  
-you should see about 507+ records

Click Advanced Search, check the box: Course Code and click GO  
-you should see about 1793+ records. Something to play with.

Next, click the drop down next to Course Category and choose a category  
-For EEO

NOTE: If you choose EEO you will find 5 courses.

NOTE: If you type: The Impact of Culture on Communications you will NOT find the course, but type: The Impact of Culture on Communication (no 's') and the course comes up.

Play with this search engine is all we can say, try one or two word searches.

The vendor knows the filter is clugy. You just need to try different words, different filters. For Skillsoft questions, please call: 202-208-6278 which is DOIUniversity who manages the licenses.

## Helpful Websites

[http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html) - Human Capital Website

[http://www.usgs.gov/humancapital/ecd/ecd\\_doilearn\\_faqs.html](http://www.usgs.gov/humancapital/ecd/ecd_doilearn_faqs.html) - Frequently Asked Questions

<http://www.usgs.gov/humancapital/ecd/doilearnhowto.html> - How To Tutorials

The vendor knows the filter is clugy. You just need to try different words, different filters. For Skillsoft questions, please call: 202-208-6278 which is DOIUniversity who manages the licenses.