

**HIRING FOR HOPE
LAUNCHPAD LEARNING CENTER
USERS GUIDE - 2011**



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Introducing the Launchpad Learning Center

The Launchpad Learning Center (LLC) is a web based learning environment that enables you to enroll in a wide variety of existing on-line courses, and track all of your learning activities.

System Requirements

The Launchpad Learning Center is accessed by using a Web Browser. The recommended browsers are Internet Explorer 7.0 or above or Firefox 3.0 or above. You may also need to install the latest Java Runtime Environment (JRE), which can be accessed from the following link:

<http://java.sun.com/products/archive/j2se/6u15/index.html>

Exploring the Launchpad Learning Center

The Launchpad Learning Center is accessed via the Hiring For Hope website. If you are a new user you will be asked to fill out a brief form including your name, e-mail address, and the organization that referred you to Hiring For Hope, for example your church. You will then be asked to create a user name and password. Returning users can skip the form and log right in using their user name and password.

TABS
Home
My Details
Certification
Curriculum
History

Latitude Learning Center: Home - Internet Explorer provided by Dell
https://lms.latitudelearning.com/home/main.aspx

My Learning Center
Courses
My Location
Resources
Custom Left Nav Bar

Test HFH1, welcome to the Learning Center!
Home | My Details | Certification | Curriculum | History

Welcome
Welcome to the Hiring For Hope Launchpad Learning Center
Thank you for signing up to the Hiring For Hope Launchpad Learning Center!

There are two majors (groups of courses) available to you:
• The Career Transition Toolkit
• The Leadership Success Tools

Let's get you started browsing the Course Catalog. [Click here for the Course Catalog](#)

On the Search Courses page, you may filter your search by selecting the major you're interested in, either **Career Transition Toolkit**, or **Leadership Success Tools**. Then click the **Search** button to start browsing!

Click the **Launch** button for an introductory course on how to use the site. [Launch Student Intro Course](#)

Live Courses (0) | Future Training | Recent Training
There are currently no live courses scheduled.

Self-Studies (0)
Interest List (0)

My Learning Center – The Home Page

Once logged in, you will be directed to your Home page. The My Learning Center Home Page is your gateway to the entire Learning Center. Along the top you will see five tabs: Home, My Details,

Certification, Curriculum, and History. By default the **Home** tab will display when the page is loaded. On this page you can view:

Self Studies

This table shows the web-based online courses and other **Self-Study** courses you have been enrolled in but have not completed. It includes the Course Name and the current Status (e.g. Launched, Incomplete). Clicking on the course name link will display additional course information. The Delivery Method denotes if it is an on-line course, CD-ROM or other defined method and if it requires pre-approval. The links in the tables Action column will allow you to launch a web based training course or cancel your enrollment in the course.

Mail Center

The **Mail Center** provides messages, alerts and announcements. The types of messages you will see include “Course Enrollment Verification” and “Password Change” as well as the date the message was sent. The **Type** column denotes if it is a message, an announcement or a training alert. Click any of the links in the Info column of the table to view details about a message. Click the Delete checkbox and Submit to delete a message. The Mail Center displays up to five messages; user can click on [View More Messages](#) at the bottom to display the entire list of messages.

The screenshot shows the Latitude Learning Center Home page in Internet Explorer. The browser address bar displays 'https://ms.latitudelearning.com/home/main.aspx'. The page features a navigation menu on the left with options like 'Courses', 'My Location', and 'Resources'. The main content area includes a 'Welcome' message, a 'Live Courses' section with 0 items, a 'Self-Studies' section with 0 items, an 'Interest List' with 0 items, 'Available Subscription Courses' with 0 items, and a 'Mail Center' section with 0 messages. Two callout boxes on the left side of the screenshot point to the 'Self-Studies' and 'Mail Center' sections in the main content area.

My Details

The My Details tab shows summary information about you. On this page, you can edit your personal details such as contact information, address, and the name of your referring organization. Once you have finished adding or editing your information, click the Submit button to record your changes. You can also use this page to:

Change Your Password

To change your password, simply type your new password into the Password box, and one more time into the Confirm Password box. Then click submit to record your change.

The screenshot shows the 'My Details' page in Internet Explorer. The browser address bar shows 'https://lms.latitudelearning.com/hr/user/my_details.aspx'. The page has a green header with the 'HOPE' logo and navigation links like 'SITEMAP', 'LOGOUT', and 'REMOVE IMPASSATION'. The main content area is divided into tabs: 'Home', 'My Details', 'Certification', 'Curriculum', and 'History'. The 'My Details' tab is active, showing sections for 'General Information', 'Contact Information', 'Address', and 'Password'. On the left, there is a 'Custom Left Nav Bar' with a list of 'Custom Page' links. Four blue callout boxes with black text and arrows point to specific fields: 'Contact Information' points to the email field, 'Address' points to the street field, 'Password' points to the password field, and 'Submit' points to the green 'Submit' button at the bottom.

History

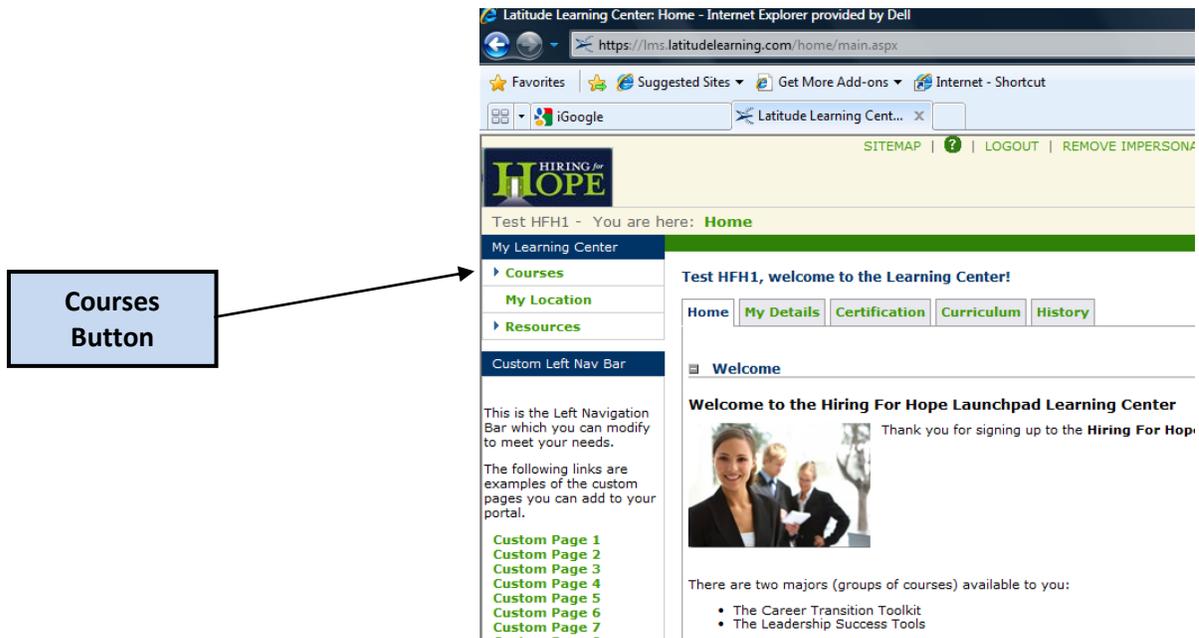
The History tab will allow you to view your Training History. The Training History Search Form is displayed as the default search option when this tab loads. Training history can be reviewed by using the following **Search Options**:

- **Training Completed After** - A date in this field will return all training completed after the selected date.
- **Display** (The radio buttons will act as filters on training records)
 - **Completions Only** - Returns only completed training.
 - **Incomplete/Incomplete No Post Test/Ineligible/No Show Only/Fail** - Returns courses that the student did not complete or was not eligible to take.
 - **Cancelled Only** - Returns only training that has been cancelled.
 - **Scheduled/Launched Only** - Returns only scheduled training.
 - **All** - Returns all training history regardless of type.

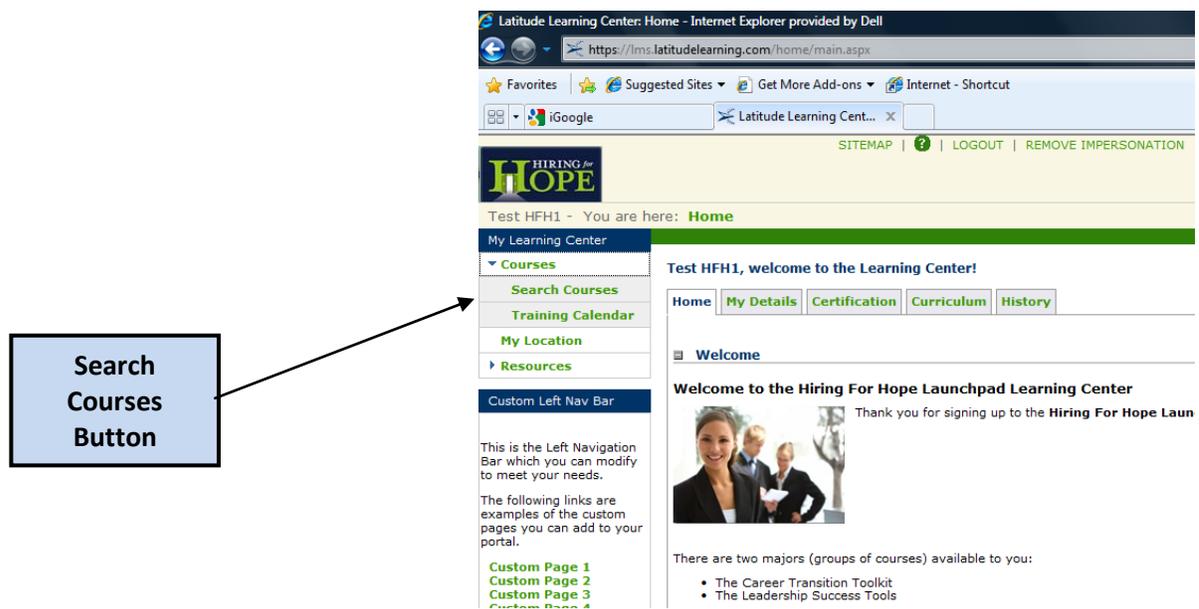
After making selections, clicking **Search** will apply the selected filters to search results. A quick way to locate information is to click on **All** and then click on **Search** and the system will return all courses in the History database.

Searching For a Course

The **Courses** button on the left side navigation panel is your key to explore the available courses.



Clicking the **Courses** button brings up the **Search Courses** button, which will allow you to search for any course in the course catalogue.



Using the Course Search Function

Clicking on the **Search Courses** button opens a window that allows you to search for courses by inputting the course name, or if unknown, key words to identify types or like categories of courses. The **Additional Filters** function refines the search by major, such as **Career Transition Toolkit** or **Leadership Success Tools**. Once you have typed in a search parameter, click on the **Search** button to pull up the course or list of related courses.

The screenshot shows the Latitude Learning Center's course search page. On the left, a navigation menu includes 'My Learning Center', 'Courses', 'Search Courses', 'Training Calendar', 'My Location', 'Resources', and a 'Custom Left Nav Bar'. The 'Search Courses' section is highlighted in green and contains the text: 'Access the numerous training offerings in the LMS. To search for a course, enter your search criteria and click Search. name to view detailed information about the course.' Below this is a search form with a 'Course Search' input field (placeholder: '(Search Course Code, Name, Description and Notes)'), an 'Additional Filters' section, and a 'Search >' button. The 'Additional Filters' section includes: 'Course Code' (input field), 'Course Categories' (dropdown menu set to 'All'), 'Major' (checkboxes for 'Career Transition Toolkit' and 'Leadership Success Tools'), 'Publisher' (checkboxes for 'GlobalMindset' and 'HiringForHope'), and 'Delivery Method' (checkboxes for 'Assessment', 'CDROM - On Demand', 'CDROM - Subscription', and 'Class Room').

Input Course Name or Keywords

OR

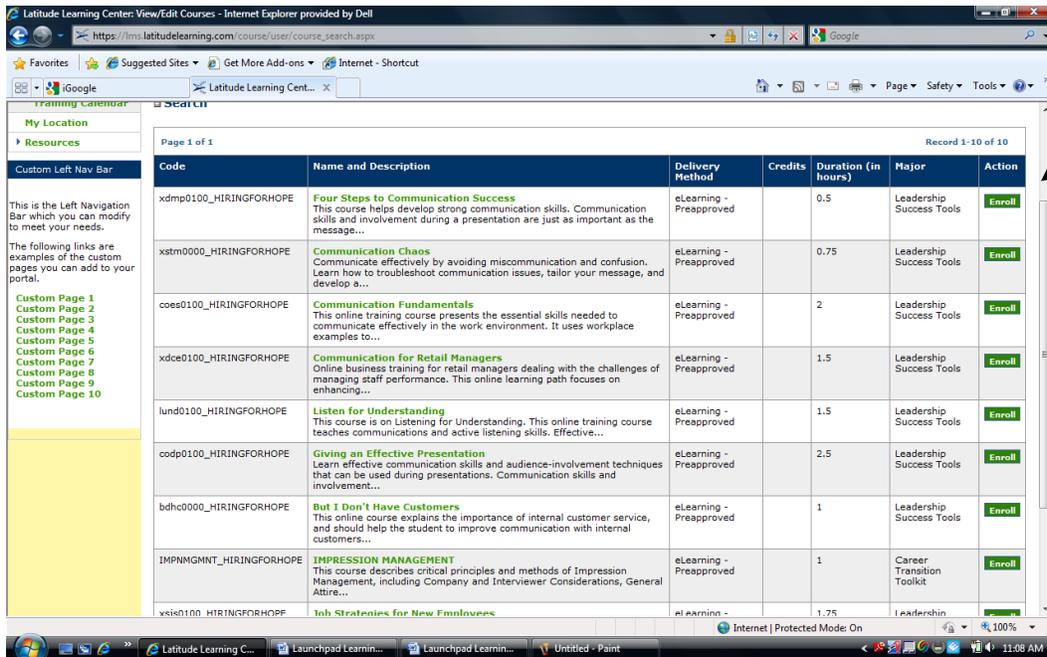
Select a Major

THEN

Click "Search"

Example:

Typing the word “Communication” in the Course Search box and clicking on the Search button brought up the following list of related courses:



The screenshot shows a web browser window displaying the Latitude Learning Center course search results. The search term 'Communication' has been entered, and the results are sorted by relevance. A callout box with the text 'Click to Enroll' and an arrow points to the 'Enroll' button in the first row of the table.

Code	Name and Description	Delivery Method	Credits	Duration (in hours)	Major	Action
xdmp0100_HIRINGFORHOPE	Four Steps to Communication Success This course helps develop strong communication skills. Communication skills and involvement during a presentation are just as important as the message...	eLearning - Preapproved		0.5	Leadership Success Tools	Enroll
xstm0000_HIRINGFORHOPE	Communication Chaos Communicate effectively by avoiding miscommunication and confusion. Learn how to troubleshoot communication issues, tailor your message, and develop a...	eLearning - Preapproved		0.75	Leadership Success Tools	Enroll
coes0100_HIRINGFORHOPE	Communication Fundamentals This online training course presents the essential skills needed to communicate effectively in the work environment. It uses workplace examples to...	eLearning - Preapproved		2	Leadership Success Tools	Enroll
xdce0100_HIRINGFORHOPE	Communication for Retail Managers Online business training for retail managers dealing with the challenges of managing staff performance. This online learning path focuses on enhancing...	eLearning - Preapproved		1.5	Leadership Success Tools	Enroll
lund0100_HIRINGFORHOPE	Listen for Understanding This course is on Listening for Understanding. This online training course teaches communications and active listening skills. Effective...	eLearning - Preapproved		1.5	Leadership Success Tools	Enroll
codp0100_HIRINGFORHOPE	Giving an Effective Presentation Learn effective communication skills and audience-involvement techniques that can be used during presentations. Communication skills and involvement...	eLearning - Preapproved		2.5	Leadership Success Tools	Enroll
bdhc0000_HIRINGFORHOPE	But I Don't Have Customers This online course explains the importance of internal customer service, and should help the student to improve communication with internal customers...	eLearning - Preapproved		1	Leadership Success Tools	Enroll
IMPNGMNT_HIRINGFORHOPE	IMPRESSION MANAGEMENT This course describes critical principles and methods of Impression Management, including Company and Interviewer Considerations, General Attire...	eLearning - Preapproved		1	Career Transition Toolkit	Enroll
xxis0100_HIRINGFORHOPE	Job Strategies for New Employees	eLearning - Preapproved		1.75	Leadership Success Tools	Enroll

The search results are sorted by relevance with the most relevant course showing up first. The list can be sorted by course code or name by clicking on the appropriate titles. The Course list contains high level information for each course: the course **Code**, the **Name** and a brief **Description** of the course, the **Duration** or how long the course is (in hours), **Major** and **Action**, which allows you to enroll in the course. When you click on the “**Enroll**” button, a **Course Summary** screen will appear with tabs that show the course Details and an Enroll tab to continue with the enrollment process.

Launching a Course

Once in the **Course Summary** screen, click the **Launch** button to launch your course

The screenshot shows a web browser window with the URL https://lms.latitudelearning.com/course/user/course_schedule_registration.aspx?CourseID=55169. The page features a navigation menu on the left with options like 'Courses', 'Search Courses', 'Training Calendar', 'My Location', and 'Resources'. The main content area is titled 'Course Offerings' and includes a 'Course Summary' section with the following details:

- Major:** Leadership Success Tools
- Course Code:** xdmp0100_HIRINGFORHC
- Course Name:** Four Steps to Communication Success

Below the summary, there are two tabs: 'Details' and 'Enroll'. The 'Enroll' tab is active, showing an 'Action' field with a green 'Launch' button and a 'Status' field with the text 'Not Taken (MM/DD/YY)'. A callout box with the text 'Click to Launch' and an arrow points to the 'Launch' button.

Troubleshooting

If you have any problems launching or running any of the e-learning courses, you may optimize your web browser settings as follows.

Internet Explorer Optimization

1. Within Internet Explorer, select "**Tools**" from the menu at the top of the screen, and then in the resulting drop-down menu select "**Internet Options**".



2. While on the "**General**" tab click on the "**Delete**" button under the "**Browsing History**" heading. This will start the process to clear your web browser's temporary internet files.



In the new window that opens, click on the "**Delete files...**" button.

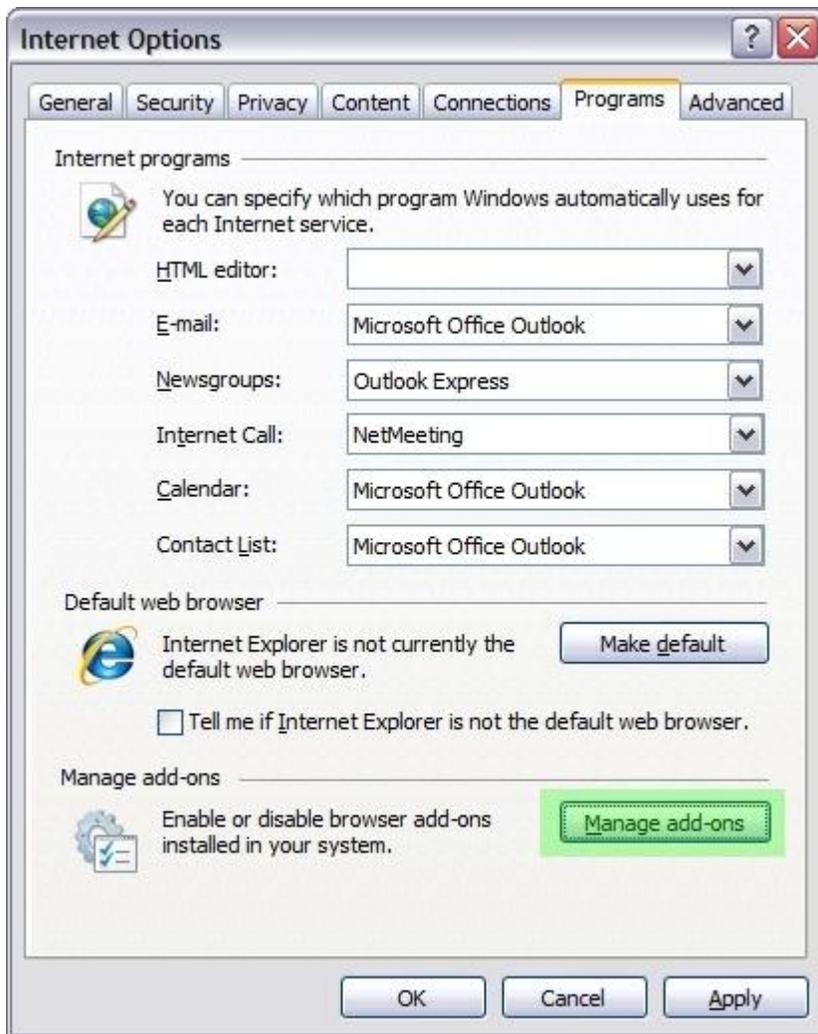


Click "Yes" to confirm the clearing of your browser's temporary internet files.

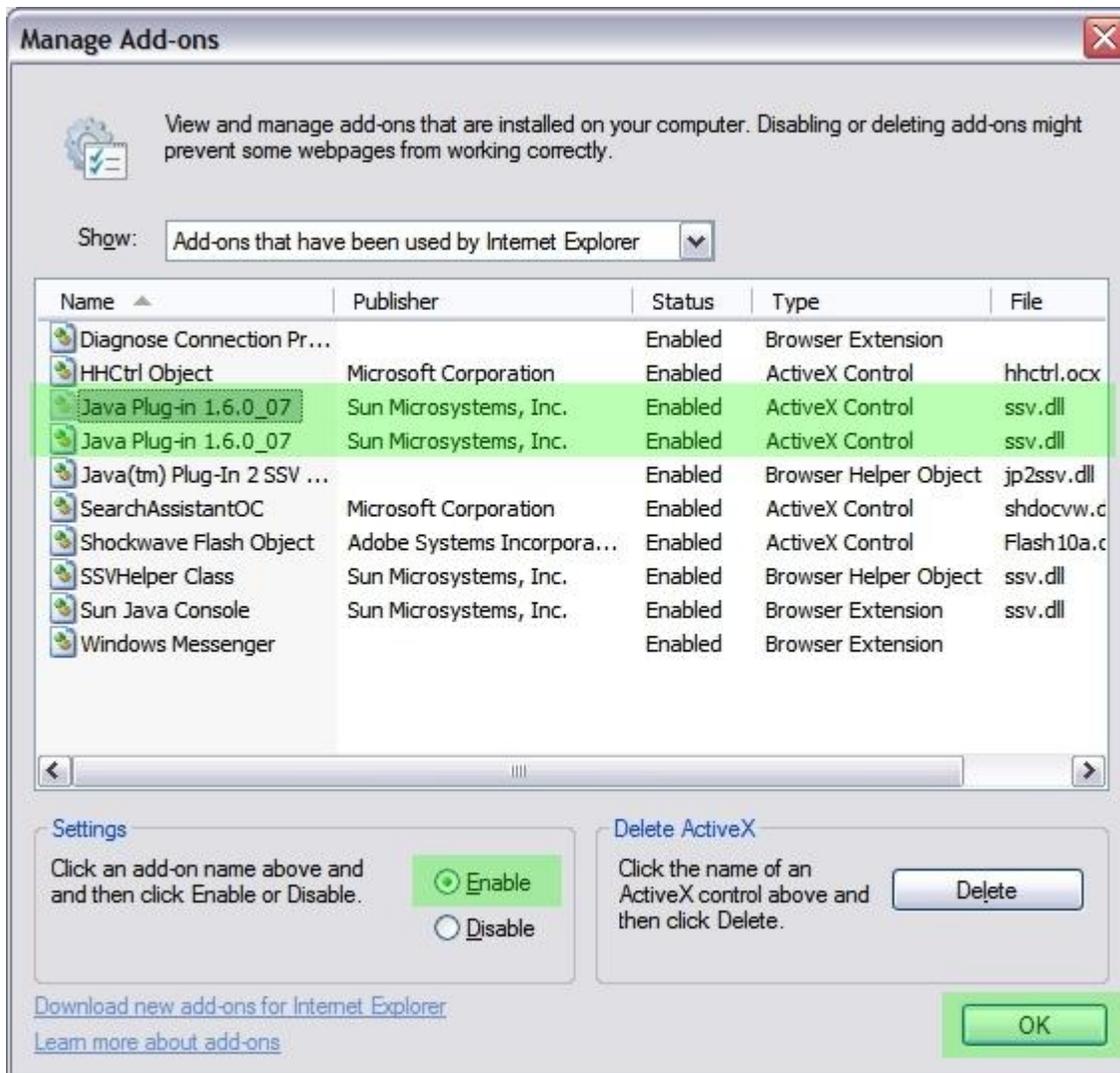


Click "Close" to exit the "Delete Browsing History" window.

3. Next, please click on the "Programs" tab. Click on the "Manage add-ons" button.



Ensure that all "Java Plug-in" versions are set to "Enable", then click "OK".



4. This concludes the optimization of the Internet Explorer web browser. Please click on the "OK" button to return to the main web browser window.

Firefox Optimization

1. Within FireFox, select "Tools" from the menu at the top of the screen, and then in the resulting drop-down menu select "Options".



2. In the "Options" window click on the "Advanced" icon. Select the "Network" tab and clear the browser's temporary cache by clicking on the "Clear Now" button.



3. Next click on the "Content" icon. Please ensure that "Enable Java" and "Enable JavaScript" options are both checked.



You may close the window by clicking on the "**C**lose" button.

This concludes the optimization of the FireFox web browser. Please click on the "**O**K" button to return to the main web browser window.