

Figure S-1. Screenshot of LEARN.uaex.edu home page.

Q- How do I access LEARN.uaex.edu?

A- Type the address, <http://learn.uaex.edu>, directly into your browser. After you have gone to the site, you can add it to your favorites list in your browser to access later.

Q- What is my username for LEARN.uaex.edu?

A- Your username is the portion of your email address before the @. For instance, if your email address is jsample@uaex.edu then your username would be jsample.

Q- What is my password for LEARN.uaex.edu?

- A- Your password is Password1!. This is a default password that you will be forced to change once you log in. Passwords must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s). We recommend you use the same password as your Zimbra account. You will not be required to change your Learn password, unless you forget it.
- B- Once you have logged in to learn.uaex.edu and created a new password, you will need to use the “lost password” link or contact the system administrator to reset your password.
- C- If you have simply forgotten your password, click on the “Lost password” link below the

log in button. You will receive an email from the system with instructions on how to change your password. Please check your junk mail if you have not received this email in your inbox within 5 minutes.

Q- After I logged in, this screen popped up, what is this? Do I have to complete this?

A- This is demographic and professional information that we need for a variety of reports. The demographic data being requested in this survey is for statistical purposes only and will not be linked to any individual. Your professional information will be used to pull reports for supervisors and administration. All fields are required. Once you have completed the fields, click "Save and Exit" to go to the site home page.

LEARN.uaex.edu
The Home for Extension In-Service Training

Home | Courses | Calendar | Employee Development | Profile | Need help? Call (501) 671-2130 or email learn@uaex.edu

Site Home ► Demographic Information

Requested Information: The demographic data being requested in this survey is for statistical purposes only and will not be linked to any individual. Your professional information will be used to pull reports for supervisors and administration. All fields are required. Once you have completed the fields, click "Save and Exit" to go to the site home page.

Supervisor Email
District
Work Location
Organizational Unit
Primary Program Area

Moodle Docs for this page
You are logged in as System Admin (Logout)

Home

Figure S-2. Screenshot of "Requested Information Survey."

Q- Once I log in to the site how do I find a class?

A- There are two ways that you can find a class. The first way is to do a keyword search (Figure S-3). To do a keyword search, simply type the word into the “Search Courses” field and then click “Submit Query.” Keywords can be the core competency, the instructor, a word in the title of the class, or the target audience.

The screenshot shows the Learn.uaex.edu website interface. At the top, there is a navigation bar with links for Home, Courses, Calendar, Employee Development, and Profile. A search bar is located on the right side of the navigation bar, with the text 'Search courses: excel' and a search icon. Below the navigation bar, the search results are displayed. The results are titled 'Search results: 2' and list two courses:

Course Title	Instructor	Target Audience	Content	Competency Categories	Format	Date(s)	Time	Location	Contact
Testing-Excel Training Section II	Joy Buffalo	Support Staff	This course will cover intermediate level commands and techniques using Excel spreadsheets. Participants will learn how to set up Excel spreadsheets for data entry, import and export data into and from Excel, and create formulas to analyze and manipulate data. Participants should already be familiar with basic Excel functions and commands before signing up for this in-service.	Communications, Technology	Classroom	11/18/10	9AM- 4PM	Little Rock State Office, Little Rock, AR	Joy Buffalo
Testing-Excel Training Section III	Brett Barham	Support Staff	This course will cover intermediate level commands and techniques using Excel spreadsheets. Participants will learn how to set up Excel spreadsheets for data entry, import and export data into and from Excel, and create formulas to analyze and manipulate data. Participants should already be familiar with basic Excel functions and commands before signing up for this in-service.	Communications, Technology	Classroom	11/23/10	9AM- 4PM	Little Rock State Office, Little Rock, AR	Brett Barham

Each course entry also includes a category label: 'Category: Technology / Software Programs / Excel'.

Figure S-3. Screenshot of keyword search results page.

You can also search for classes using the “Courses” tab at the top of the page. Simply click “Courses” and then choose a category or sub-category to preview. To view individual class descriptions click the grey information icon on the right hand side of the screen. (Figure S-4)

The screenshot shows the LEARN.uaex.edu website interface. At the top, there is a navigation bar with links for Home, Courses, Calendar, Employee Development, and Profile. The main content area is titled 'Course categories' and lists several categories with expandable options indicated by blue arrows. A large red arrow points to the 'Professionalism & Ethics' category.

Course categories

- Communications
 - Delivering Presentations
- Organizational Knowledge
 - History & Structure
 - Check In and Tune Up for New Hires, Section II
 - Southern Extension History P/N/T
- Professionalism
 - Personal Learning & Professional Development
 - Support Staff In-Service 2011
 - Professionalism & Ethics**
 - Testing: Ethics and Accountability
 - Ethics and Accountability
- Program Development
 - Acquiring Resources
 - Direct Mail Fundraising, Section I
 - Direct Mail Fundraising, Section III
 - Direct Mail Fundraising, Section III
 - Direct Mail Fundraising, Section IV
 - Special Event Fundraising, Section I
 - Special Event Fundraising, Section III
 - Special Event Fundraising, Section III
 - Special Event Fundraising, Section IV

Figure S-4. Screenshot of course categories page.

Q- Once I have found a class I want to enroll in, how do I enroll?

A- To enroll in a class, simply click the title of the class. Once you do this, you will be asked to verify that you want to enroll. Select “yes” if you wish to enroll in the class or “no” if you don’t.

(Figure S-5)

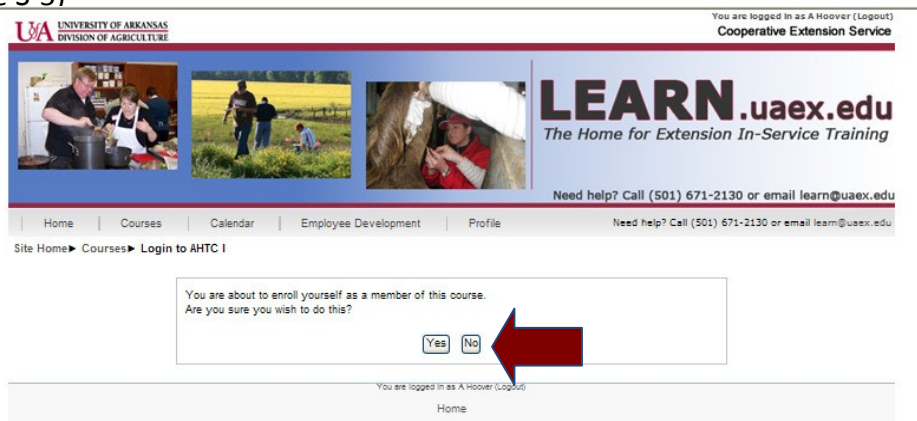


Figure S-5. Screenshot of enrollment confirmation page.

Q- I accidentally enrolled in a class. What do I do?

A- All you need to do is send an email to learn@uaex.edu with your name and the class you would like to be unenrolled from.

Q- Once I have enrolled in a class, what do I do?

A- The type of class (classroom, webinar, online, blended) will determine your next step. We suggest that you look at all the sections of the class to familiarize yourself with the class and what you need to do next. This will give you an idea of what is required to complete the class and will allow you to see any messages or materials the instructor(s) has posted for you.

Almost all classes will contain a course evaluation that must be completed within 30 days of the in-service to receive credit for the class. This evaluation will be completed in the evaluation section of the class on LEARN.uaex.edu.

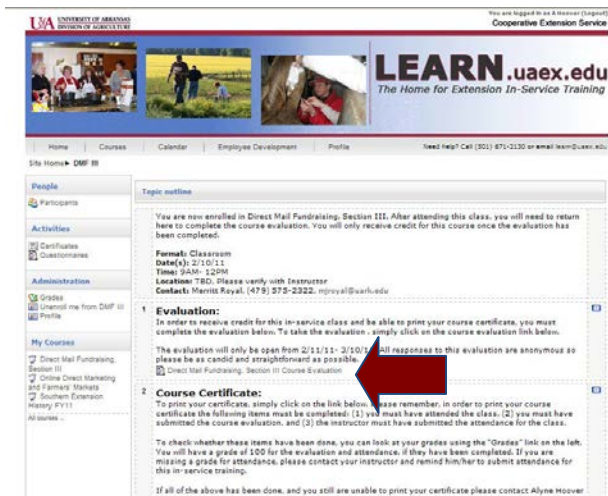


Figure S-7. Screenshot of sample class page.

The class in the picture (Figure S-7) has two elements that the student must complete before receiving credit for the class and printing their course certificate. These two elements are:

- 1) Attending the classroom class
- 2) Completing the online evaluation

After the classroom portion of the class, the instructor will submit attendance for students. Once attendance and any other required elements have been completed, a student can then print a course completion certificate.

Q- How do I take a quiz or a course evaluation?

A- All you have to do is click on the link for the quiz or evaluation. You will then be guided through the process of completing these elements. (Figure S-8)



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Site Home ► TESTPSFEEFY11 ► Quizzes ► Test - Course Exam ► **Attempt 3**

Test - Course Exam - Attempt 3

Page: 1 2 3 (Next)

1

Points: 34

The words you say are only part of your message. Which of the following statements are TRUE about personal characteristics that contribute to your total message?

- Select all that apply.
- A. If you smile too much, you will be interpreted as overly friendly and not serious enough about your subject.
 - B. Making eye contact with a few participants consistently is preferred over trying to make eye contact with all your participants.
 - C. Varying your voice improves your presentation delivery.
 - D. When body language and the spoken words are incongruent, listeners tend to give more credence to the body language.

[Save without submitting](#) [Submit all and finish](#)



Page: 1 2 3 (Next)

You are logged in as A Hoover (Logout)

TESTPSFEEFY11

Figure S-8. Screenshot of sample quiz page.

Q- How do I print my course completion certificate?

A- Once you have completed all the required elements for the course simply click on the “course certificate” link. To retrieve your certificate, click the “Get your certificate” link and either save or print your certificate. (Figure S-9) If you can’t print your certificate and you have completed all the required elements, please contact Alyne Rothberg at (501) 671-2130 or by email at learn@uaex.edu.

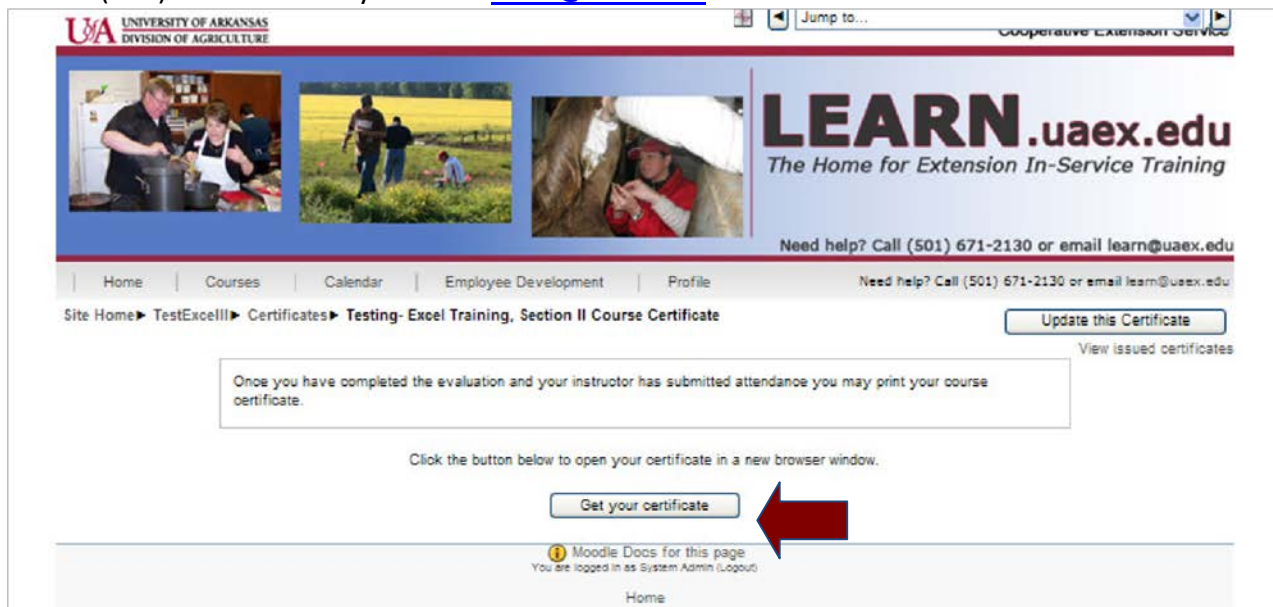


Figure S-9. Screenshot of sample retrieve certificate page.

Figure S-12. Screenshot of Individual User Report with download options noted.

Q- I need to update my profile. How do I do that?

A- Click the “Profile” link at the top of the page.

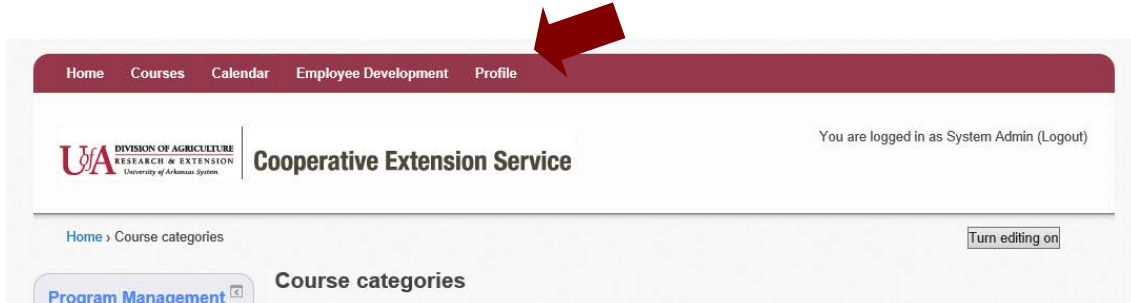


Figure S-13. Screenshot of home page with “Profile link” noted.

Once your profile appears, choose the edit profile tab and make your changes. When you are done with your changes, click the “Update Profile” button at the bottom of the page.

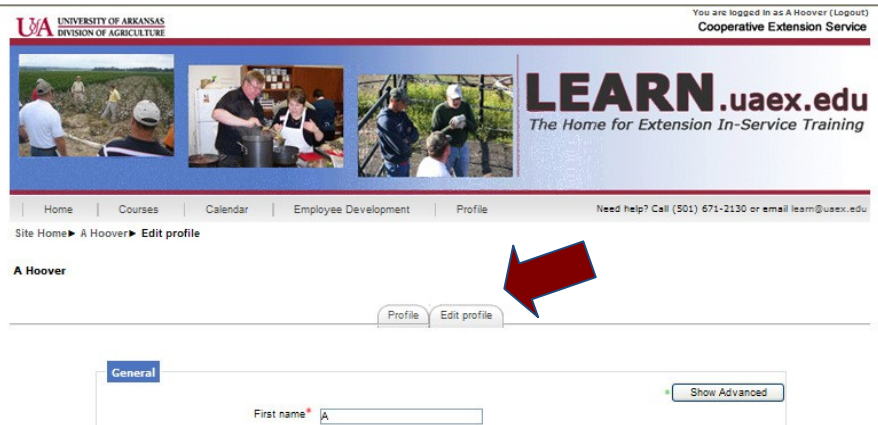


Figure S-14. Screenshot of edit profile page with “Edit profile” tab noted.

Q- How long does it take to receive the forgotten password email? What do I do if I don't receive it?

A- You should receive the forgotten password email within five minutes. If you don't see the email in your inbox, please check your junk mail. If the email has still not arrived, please contact Alyne Rothberg at (501) 671-2130 or by email at learn@uaex.edu and she will manually reset your password.