

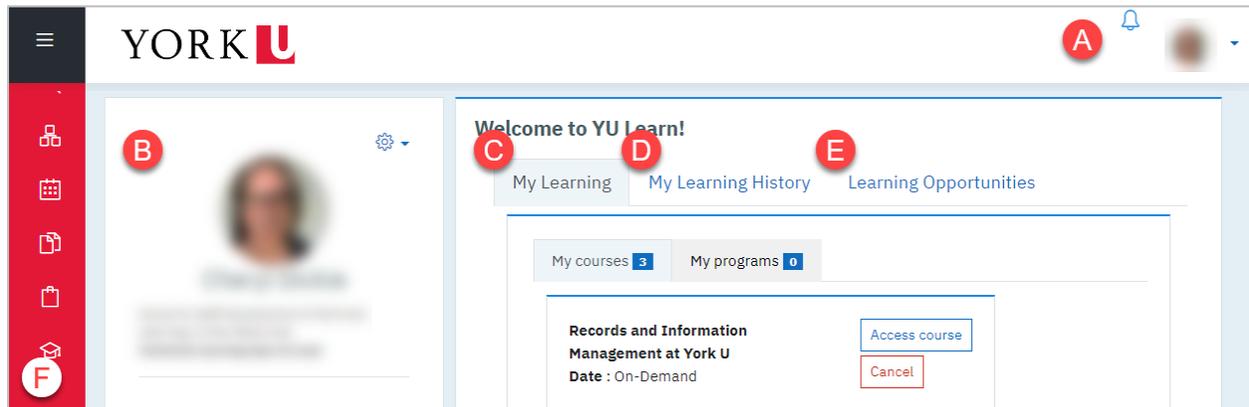
YU Learn for Employees



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Explore Your YU Learn Dashboard



The dashboard is your personalized home page for YU Learn. After logging in, look for these items.

Label	Name	Explanation
A	Account Menu	Your name and profile picture appear in the upper right. Click the down arrow to log out of YU Learn.
B	Your Profile	Includes your profile picture, organization and job title.
C	My Learning	A panel with two blocks: <ul style="list-style-type: none"> • My courses & My programs: Courses you registered in, and programs you registered in or are following • My Certificates: Certificates you've earned Click on the Access Course button to view the location of a course for which you are registered, or click View Program to see a program overview.
D	My Learning History	View your learning history to date. Click Dashboard to return to your home page.
E	Learning Opportunities	Locate and register for courses and other learning opportunities, including e-learning courses, self-study learning packages, and programs. Click Dashboard to return to your home page.

Label	Name	Explanation
F	Vertical Toolbar	<p>Navigate YU Learn with these tools:</p> <ul style="list-style-type: none"> Hamburger menu displays the toolbar with text labels Dashboard jumps to your personal dashboard from wherever you are in YU Learn Learning Opportunities jumps to Learning Opportunities Calendar is your internal YU Learn calendar (not connected to your Outlook calendar) My courses lists the most recent courses you've participated in Accessibility settings allows you to turn on an accessibility toolbar

Locate Learning Opportunities

To get started, click on the [Learning Opportunities](#) tab.

You'll see a Courses list showing instructor-led learning opportunities for the current month.

Clear filters

Browse

Date range
02/09/2022 - 02/28/2022

Delivery method
Instructor-led

Search

Keyword
Filter by keywords

Tags

- Accessibility
- Accountability
- Agility and Responsiveness
- Client/Customer Service Focus
- Community Safety
- Community Support and Services
- Creativity and Innovation
- Culture Management
- Emergency Preparedness
- Equity Diversity and Inclusion
- Finance
- Health Safety and Well-Being
- Information Technology

From here you can browse learning opportunities:

- By month: use the next/previous month links, or select from the month picker

- By date range: Click in the date range box, then click *once* on the start date, *once* on the end date, then click Apply

Date range
06/08/2021 - 06/07/2022

Jun 2021						Jul 2021							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

06/16/2021 - 07/28/2021 Cancel Apply

- By delivery method: Select Instructor-Led, Self-Paced or All from the Delivery method menu.

Or search all learning opportunities:

- By keyword: Type a term into the Keyword box to search all learning opportunities by the course title, description and tags
- By topic: Check off one or more tags (can be combined with keyword search)

To learn more about a learning opportunity, click the **plus +** sign next to a title (see picture on the next page). If you have any questions about the learning opportunity, contact the learning provider at the provided email address or phone number.

Wednesday, Feb 23, 2022

10:30 AM - 12:00 PM

+ Managing Files in Microsoft 365 Register 232

Wednesday, Feb 23, 2022

10:30 AM - 12:00 PM

[Managing Files in Microsoft 365](#) Register 232

Description

More and more units at York are migrating files from FAS to the Microsoft 365 "cloud" for convenient access from anywhere, and easy sharing with new team members and guests. This course focuses on the best practices for file management in Microsoft 365, covering both the web and desktop applications.

Key Learning Outcomes:

- Learn how to use Microsoft's sharing features
- Understand the proper approaches to upload and access files
- Gain insight into how to access OneDrive through Windows File Explorer

Please note that this is a **required** session within the Digital Workplace Series.

Share

Copy a direct link to share this learning opportunity with others 

Available seats 232

Audience

Who should attend?:
For all employees, from those seeking to learn foundational OneDrive Teams and SharePoint skills, to those wishing to build upon existing capabilities.

Course Information

Instructor : Lindsay Page
Delivery method : Instructor-Led Virtual

Learning Providers/Sponsors

Talent Acquisition & Development
Phone : x44635
Email: hrlearn@yorku.ca

Recommend a Learning Opportunity to Others

Click the Share  icon in the course or program description to copy a link that you can paste into an email. *Do not copy the link from the address bar in your web browser as it may be specific to you!* People who follow the link must log in with Passport York, but then they'll see the description and a Register button without having to search.

Share

Copy a direct link to share this learning opportunity with others  

YORK U

Managing Files in Microsoft 365 Register 232 Dashboard

Wednesday, 23 February 2022, 10:30 AM - 12:00 PM

Description

More and more units at York are migrating files from FAS to the Microsoft 365 "cloud" for convenient access from anywhere, and easy sharing with new team members and guests. This course focuses on the best practices for file management in Microsoft 365, covering both the web and desktop applications.

Key Learning Outcomes:

- Learn how to use Microsoft's sharing features
- Understand the proper approaches to upload and access files
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Share

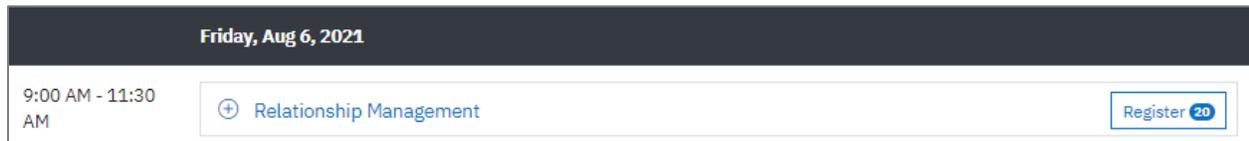
Copy a direct link to share this learning opportunity with others 

Available seats 232

Audience

Who should attend?:
For all employees, from those seeking to learn foundational OneDrive Teams and SharePoint skills, to those wishing to build upon existing capabilities.

Register for Learning Opportunities



Friday, Aug 6, 2021

9:00 AM - 11:30 AM

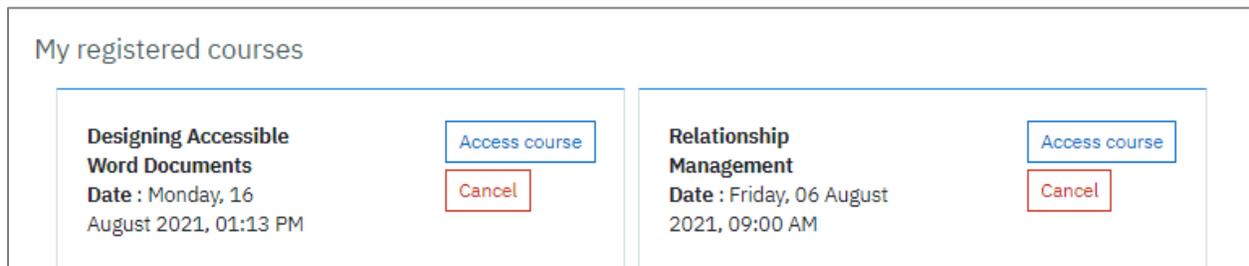
Relationship Management

Register 20

If eligible for a learning opportunity, you'll see a **Register button** next to its title. If not eligible, you'll see a message stating *Only those eligible may register* or *To register, you must first complete prerequisite courses*. Contact the learning provider if you have questions about eligibility.

To register:

1. Click the **Register** button
2. After registering, go back to your [YU Learn Dashboard](#) and find the course under **My Learning > My registered courses**
3. Click **Access course** to view the location or meeting link for instructor-led courses, or to access the activities and resources for self-paced courses and non-credit learning packages



My registered courses

Designing Accessible Word Documents Date : Monday, 16 August 2021, 01:13 PM	Access course Cancel	Relationship Management Date : Friday, 06 August 2021, 09:00 AM	Access course Cancel
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Zoom 08-16-2021 @ 3:00 PM session

You and your manager will receive a notification email confirming your registration. For more information, please see [Automatic Notifications](#) below.

Waiting Lists

If a scheduled session is fully enrolled, you can add yourself to an automated waitlist. When a registered learner cancels, YU Learn enrolls and notifies the first person on the waitlist.

Waitlists are for the specific scheduled session only. YU Learn doesn't automatically enroll waitlisted learners into another session.

You cannot register yourself into two sessions of the same course at the same time. If you are on a waitlist and wish to change your registration to another session, click **Cancel** to remove yourself from the waiting list first, and then register for a different session.

Private Courses

Some courses may offer you the option to keep them “private” when you register. You can choose to make your participation visible to your management team or keep it to yourself.

Not every course can be private! Only approved courses of a sensitive nature offer privacy.

If you choose to keep your participation in a course private:

- No notifications go to your manager
- Your management team cannot see the course on your learning history
- You can see the course on your YU Learn learning history page, marked with a Private icon to show that other people can't see it
- The course doesn't appear on your official University training record

If you choose to share your participation, a notification goes to your manager and the course is visible to your management team on your learning history. When complete it's added to your official University training record.

Courses Requiring Pre-Approval

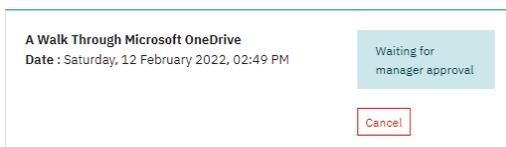
Some courses, such as Standard First Aid, require pre-approval because a registration fee is charged to your department. Your request to register stays on a waiting list until it's approved and a budget code provided, at which time a seat is reserved for you.

If you have a manager, they will receive an email with a link to an approval page where they can enter the budget code. Until they complete this task, the course will appear on your dashboard with the message “Waiting for manager approval.”

If you don't have a manager, you'll be taken to a page where you must enter the following information:

- Cost Centre Owner
- Cost Centre Owner's email
- Budget code (Account, Fund and Cost Centre)

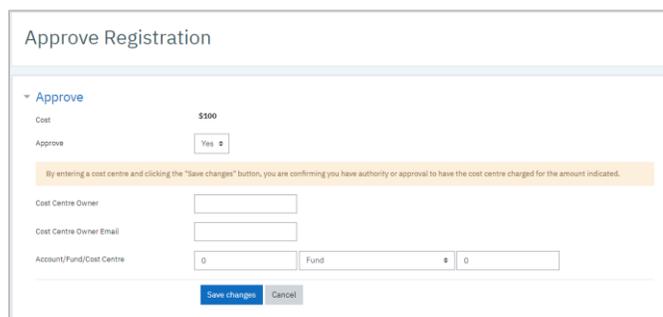
If you don't have this information at hand, you can leave the page and return later to complete it. YU Learn also sends you an email with a link to the page.



A Walk Through Microsoft OneDrive
Date : Saturday, 12 February 2022, 02:49 PM

Waiting for manager approval

Cancel



Approve Registration

Approve \$100

Cost

Approve Yes

By entering a cost centre and clicking the "Save changes" button, you are confirming you have authority or approval to have the cost centre charged for the amount indicated.

Cost Centre Owner

Cost Centre Owner Email

Account/Fund/Cost Centre 0 Fund 0

Save changes Cancel

Save Course Dates to Your Calendar

For instructor-led courses, your registration notification email includes a link to add the course session to your calendar.

To save a **single-date course** to your calendar:

1. Click the **Add to your calendar** link—a single .ics file will download
2. **Open** the downloaded file—it will open as a draft calendar appointment
3. Click **Save** or **Save & Close** to add the event to your calendar

For a multi-day course or a program, the download will be a ZIP folder inside of which you will find an ics file for each date of the course.

1. Open the zip folder
2. Open each of the ics files from the folder
3. Save **each** date to your calendar

Schedule & Location Changes

If the course date, time or location changes, you'll receive another automated email to say that meeting details have changed. Please download and open the new ics file and replace your original calendar entry.

If you're ever in doubt about the final date, time or location of an event:

1. Log into your [YU Learn Dashboard](#)
2. Locate the course under My learning > My registered courses
3. Click Access course to see the full date, time and location details

Additional Access Info

If provided, additional access information such as Zoom passcodes and phone numbers will appear at the bottom of your registration email and in the body of the Outlook calendar entry.

If additional access information is missing, contact the learning provider to request it.

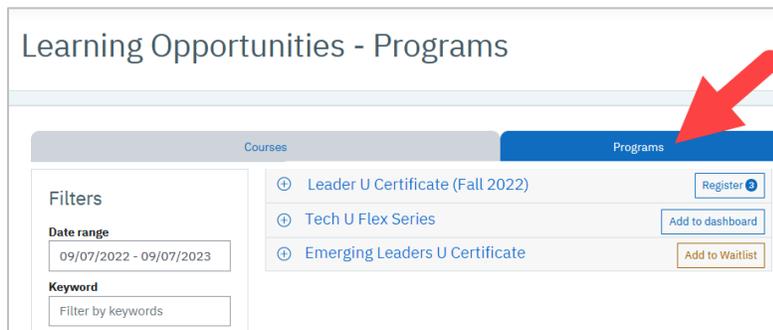
Participate in Programs

Some learning providers offer opportunities to earn credit for completing a set of courses, whether pursued as part of a group (a cohort) or independently (a series).

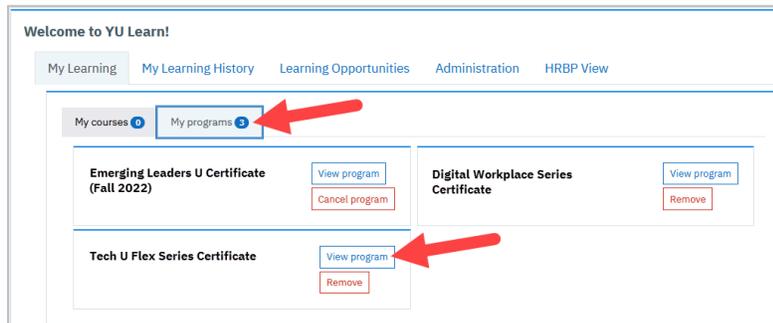
Locate and Follow / Register for a Program

1. Go to the [Learning Opportunities](#) page
2. Click on the **Programs** tab
3. Click the **plus + sign** next to a program name to view the description and requirements
4. To follow a series, click **Add to Dashboard**
5. To join a cohort program, click **Register**

Cohort programs appear on the Programs list only while registration is open.



View Your Programs



To monitor your progress on a program:

1. Go to your [YU Learn dashboard](#)
2. Click on **My programs**
3. Click **View Program**

The program page shows the program requirements, your current status on each course, and the upcoming schedule of available courses.

A recent course you attended might appear incomplete on the program page if the learning provider hasn't marked attendance yet. Please allow at least a week before inquiring.

Digital Workplace Series Certificate Remove

Description

The Digital Workplace Series focuses on the key technological knowledge and skills all employees need to navigate and effectively use York's core business applications. Participants will build a strong foundation of essential digital collaboration capabilities and begin a path toward building more advanced skills over time.

Note: Only courses completed on or after September 1, 2020 will count for credit toward this program and will display as completed in the Program Requirements section below. If you completed a required course prior to that date, you will need to retake it for certificate completion.

Share

Copy a direct link to share this learning opportunity with others

Audience

Who should attend?:

This series is for all employees seeking to build a strong foundation of essential Microsoft 365 skills.

Program Requirements

You must complete the following required courses:

Cybersecurity in the Digital Workplace (DWCBS)	Incomplete
Designing Accessible Word Documents (DADOCs)	Completed
Managing Files in Microsoft 365 (DWMF36)	Registered
Sharing Securely in Microsoft 365 (CAL365)	Completed

You must complete 2 from the following courses:

Getting Started with Microsoft Teams (WKLTEM)	Incomplete
Introduction to Formulas & Functions in Excel (EX10FF)	Incomplete
Leveraging the York Branded Word Template (SDBRWT)	Completed
Managing Data Lists in Excel (TFMDTL)	Completed

Learning Providers/Sponsors

Talent Acquisition & Development
Phone : x44635 or via Teams
Email: hriearn@yorku.ca

For a series, scroll down to register for courses that count toward series requirements.

For a cohort, YU Learn automatically registers you into all required courses. If there are optional courses, scroll down to register for them.

Available Sessions

Monday, 17 October 2022, 10:00 AM - 12:00 PM	<input type="button" value="🔗"/> Program Welcome: Creating Positive Change - ELU	<input type="button" value="Register 22"/>
Monday, 31 October 2022, 10:00 AM - 12:30 PM	<input type="button" value="🔗"/> Everything DiSC Workplace - ELU Multi-Day Course	<input type="button" value="Register 22"/>

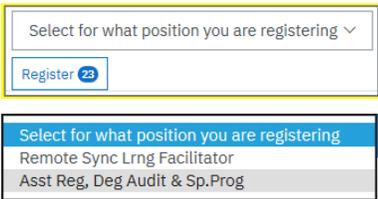
Cancel a Program

For a cohort program, go to your [YU Learn dashboard](#), click **My Programs** and then **Cancel Program**. YU Learn will remove you from the program and all its courses, including optional ones.

For a series, go to your [YU Learn dashboard](#), click **My Programs** and then **Remove**. YU Learn will only remove the program page from your dashboard. It will not cancel your registration in courses, and any courses you attend will still count toward the series.

About Automatic Notifications

YU Learn sends you automated notifications when you register for a course or program. For University staff, including managers, registration and cancellation notices also go to your immediate manager.

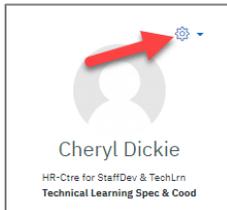
Role	Default Behaviour
Staff	<p>Both you and your immediate manager will receive a notification when you register for or cancel from an instructor-led course using YU Learn.</p> <p>Your manager doesn't have to respond to their notification email, as a seat is already reserved for you. They will contact you directly if they have questions or concerns.</p> <p>Please ensure your manager is aware that you plan to register for courses—don't let a notification email be the first they hear about it!</p> <p>No notifications are sent when you register for non-credit learning packages.</p>
Faculty	Notifications go only to you.
Student	<p>Notifications go only to you if you log in with your student ID and password.</p> <p>If you are also an employee, log in with your employee Passport York ID and password.</p>
Multiple Roles	<p>If you are both staff and faculty or have two job titles, you will need to select the job you are registering for.</p> <p>If you select a staff role, a notification will go to your immediate manager in that role. If you select a faculty role, notifications go only to you.</p>  <p>The screenshot shows a registration form with a dropdown menu labeled 'Select for what position you are registering' and a 'Register' button. The dropdown menu is open, showing two options: 'Remote Sync Lrng Facilitator' and 'Asst Reg, Deg Audit & Sp.Prog'.</p>
Casual	<p>If you're a casual employee, ask your manager whether they can see you under their My Team view in YU Learn—if they can't, you'll need to communicate with them outside the system.</p> <p>Some casual employees don't have reporting relationships recorded in York's HR system.</p>

Add Your Profile Picture

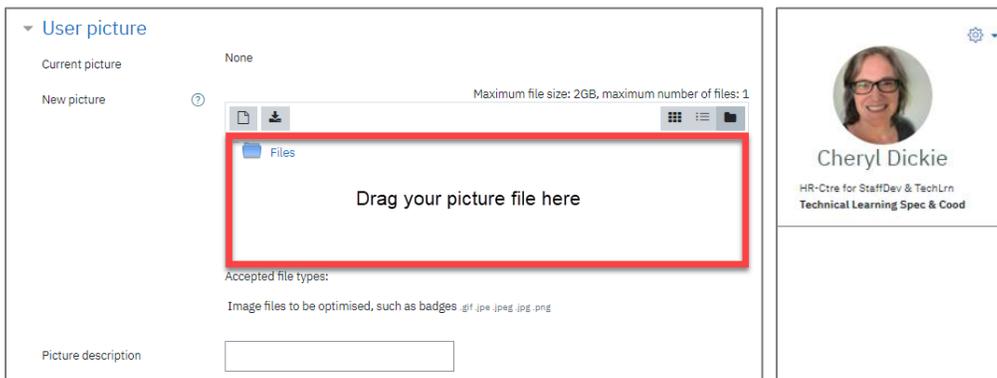
Your YU Learn profile uses information from York's HR system of record, PeopleSoft, but you can customize it with your photo. Do not edit your username, email address or other information that came from PeopleSoft.

To add a profile picture:

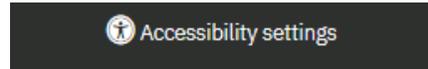
1. Click the **down arrow** next to the blank profile picture



2. Select **Edit Profile**
3. Scroll down to the **User picture area**—click the triangle to expand it if needed
4. Drag a picture file into the files field and wait for it to upload (alternatively, select the Add icon  to use a dialogue box)
5. For accessibility, type your name into the Picture Description field
6. Click **Update profile** at the bottom of the page



Try the Accessibility Toolbar



YU Learn offers an optional accessibility toolbar for people who wish to change the colour scheme or font size for greater visibility.

1. In the vertical toolbar, click the Accessibility icon 
2. Click the “Enable accessibility toolbar” checkbox
3. Click Save

The accessibility toolbar will appear in the upper right of the browser window near your account icon.

