

## Learner Guide for Learning Plans in SmarterU

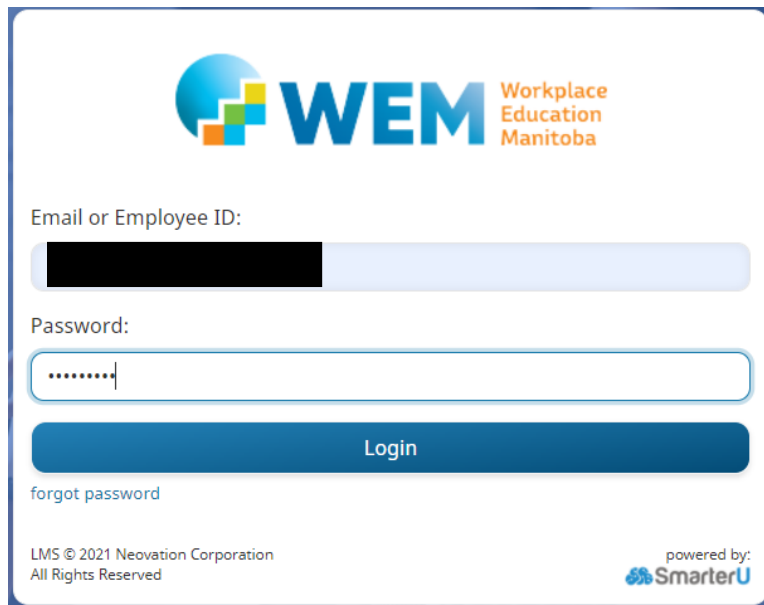
This guide will support your knowledge in navigating through SmarterU;

1. How to log in and change password
2. How to access a Learning Plan
3. How to access a Module
4. How to submit an assignment/survey

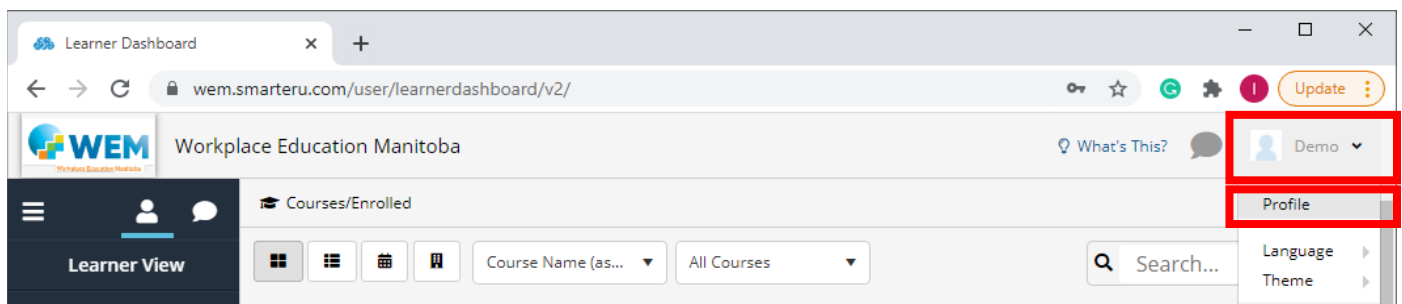
### How to log in and change password

Open a web browser and access this link: <https://wem.smarteru.com/remote-login/login.cfm>

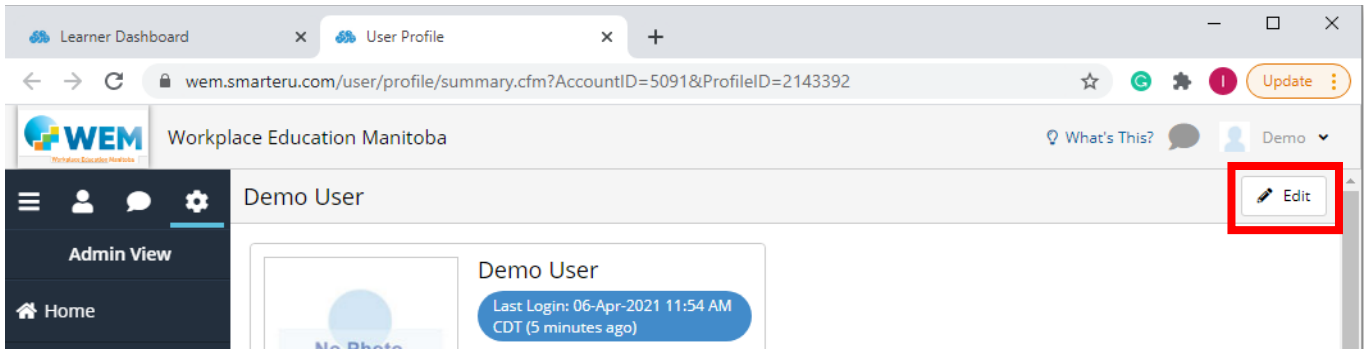
Login using your email address and the password that was sent to your email.



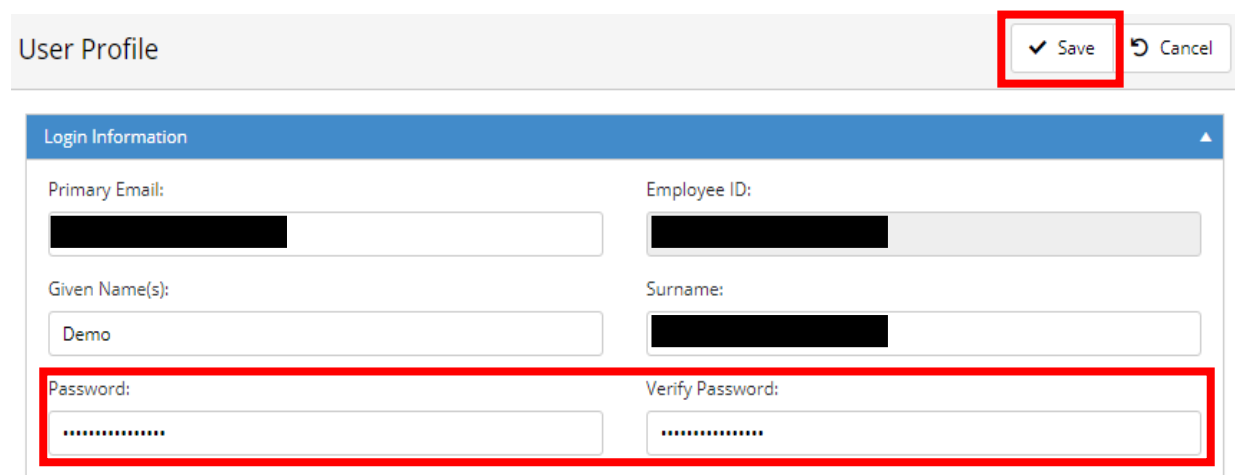
Once you are logged in, select **your name** showing at the upper right corner then **Profile**. In the screenshot below, we will use Demo.



This will open a new window and you will need to select **Edit**.

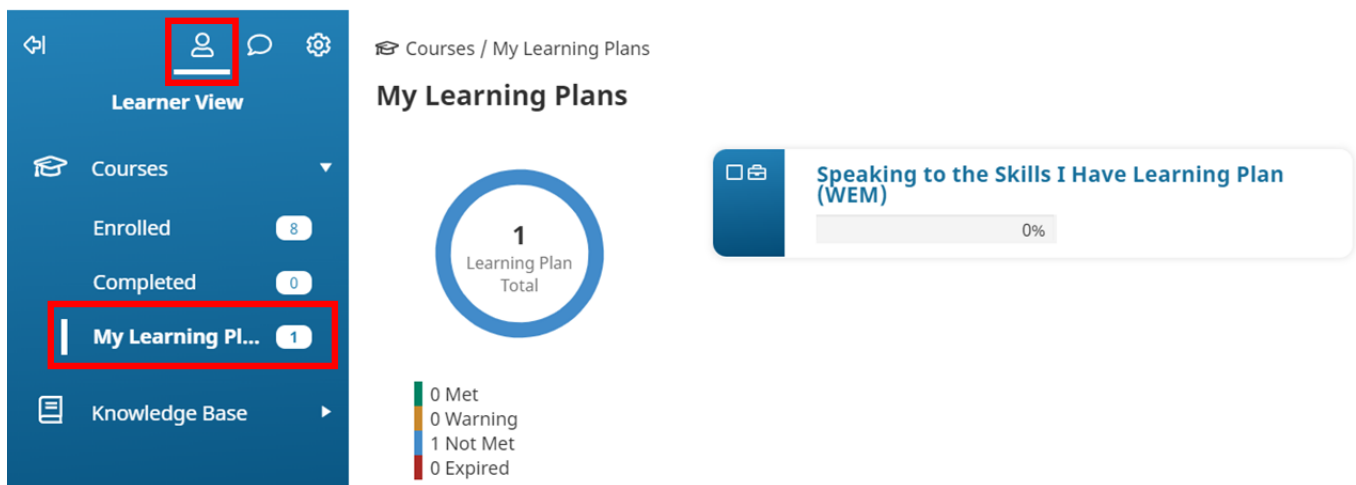


You can now update your **password**, make sure to update **verify password** as well then select **Save**.



### How to access a Learning Plan

Once you are logged in to your account, select the **Learner View** and then **My Learning Plans**.



In this file we will be using the **Speaking to the Skills I Have Learning Plan (WEM)**, select the learning plan as shown on the screenshot below.

Courses / My Learning Plans

### My Learning Plans



A card with a blue header containing a folder icon and the text 'Speaking to the Skills I Have Learning Plan (WEM)'. Below the header is a progress bar showing 0%.

You will see this screen next, select **STTSIH Certification**.

Courses / My Learning Plans / Speaking to the Skills I Have Learning Plan (WEM)

### My Learning Plans

A card with a blue header containing a folder icon and the text 'STTSIH Certification (WEM)'.



A card with a blue header containing a folder icon, the text 'Speaking to the Skills I Have Learning Plan (WEM)', and a blue button with a plus sign and the text '+ Enroll'.

A card with a blue header containing a folder icon, a person icon, and the text 'STTSIH Certification (WEM)'. Below the header is the text 'Mandatory | 4 Requirements' and a progress bar showing 0%.

You can now see all the modules and actions needed to complete the STTSIH Certification.

A card with a blue header containing a folder icon and the text 'STTSIH Certification (WEM)'. Below the header is a legend with five colored bars and corresponding text: a green bar for 'Met', a yellow bar for 'Warning', a red bar for 'Not Met', a grey bar for 'Expired', and a blue bar for 'Not Enrolled'.

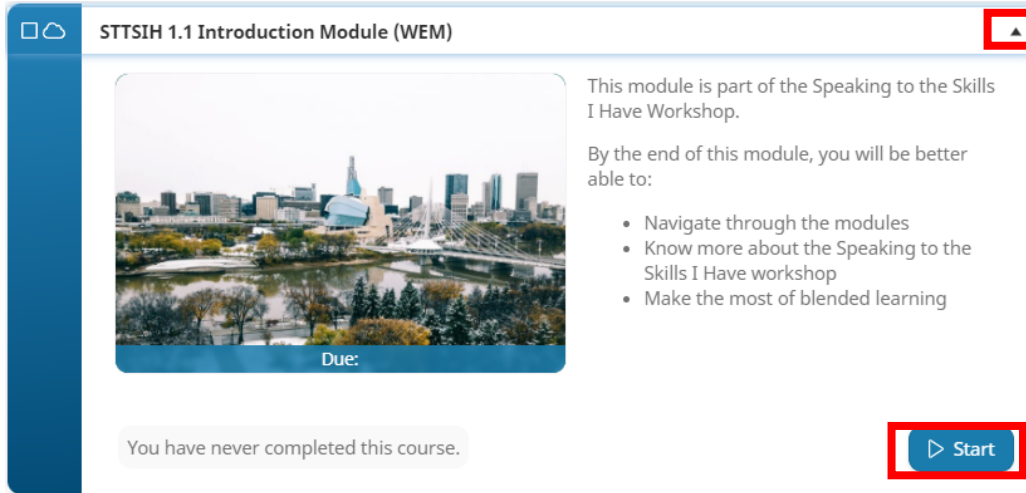
A list of modules for 'STTSIH Certification (WEM)'. The header shows 'Mandatory | 4 Requirements' and a 0% progress bar. The list includes:

- STTSIH 1.1 Introduction Module (WEM)
- STTSIH 1.2 Pre-Confidence Survey (WEM)
- STTSIH 2.1 Module 1
- STTSIH 2.2 Assignment Module 1
- STTSIH 2.3 Module 2
- STTSIH 2.4 Assignment Module 2
- STTSIH 3.1 Module 3
- STTSIH 3.2 Module 4
- STTSIH 3.3 Assignment Module 4
- STTSIH 3.4 Module 5
- STTSIH 3.5 Assignment Module 5
- STTSIH 4.1 Module 6
- STTSIH 4.2 Assignment Module 6 (WEM)
- STTSIH 4.3 Module 7 (WEM)
- STTSIH 4.4 Assignment Module 7 (WEM)
- STTSIH 4.5 Post Confidence Survey (WEM)
- STTSIH 4.6 Learner Evaluation (WEM)

## How to access a Module

Follow the How to access a Learning Plan and once you see the list of Modules and Actions, you can select the Module you need to complete. For this example, we will use the Introduction Module.

Select the **Dropdown arrow**, then select **Start**. This will open a new window for the module.



STTSIH 1.1 Introduction Module (WEM)

This module is part of the Speaking to the Skills I Have Workshop.

By the end of this module, you will be better able to:

- Navigate through the modules
- Know more about the Speaking to the Skills I Have workshop
- Make the most of blended learning

Due:

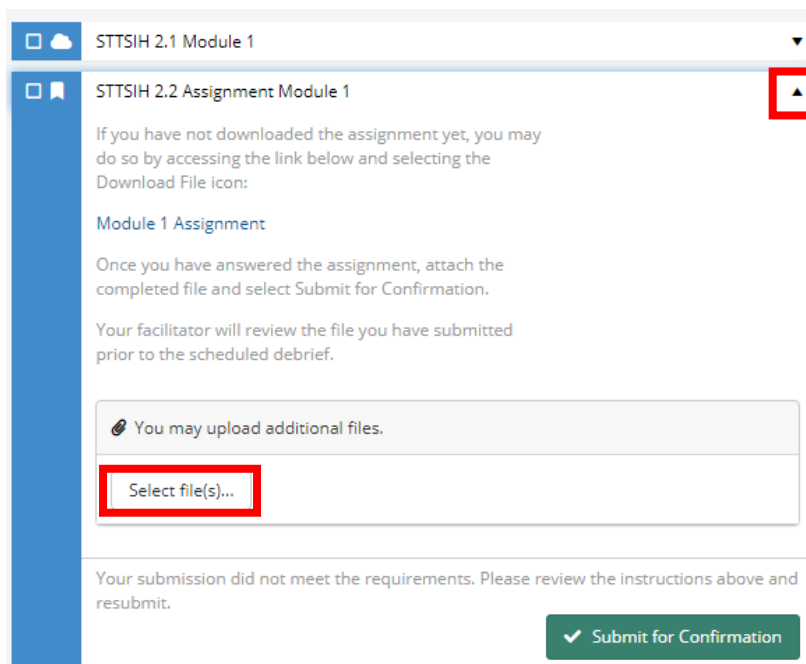
You have never completed this course.

Start

## How to submit an assignment/activity

Follow the How to access a Learning Plan and once you see the list of Modules and Actions, you can select the action you need to submit. For this example, we will use **STTSIH 2.2 Assignment Module 1**.

Select the **Dropdown arrow**, then select the button **Select file(s)**.



STTSIH 2.1 Module 1

STTSIH 2.2 Assignment Module 1

If you have not downloaded the assignment yet, you may do so by accessing the link below and selecting the Download File icon:

**Module 1 Assignment**

Once you have answered the assignment, attach the completed file and select Submit for Confirmation.

Your facilitator will review the file you have submitted prior to the scheduled debrief.

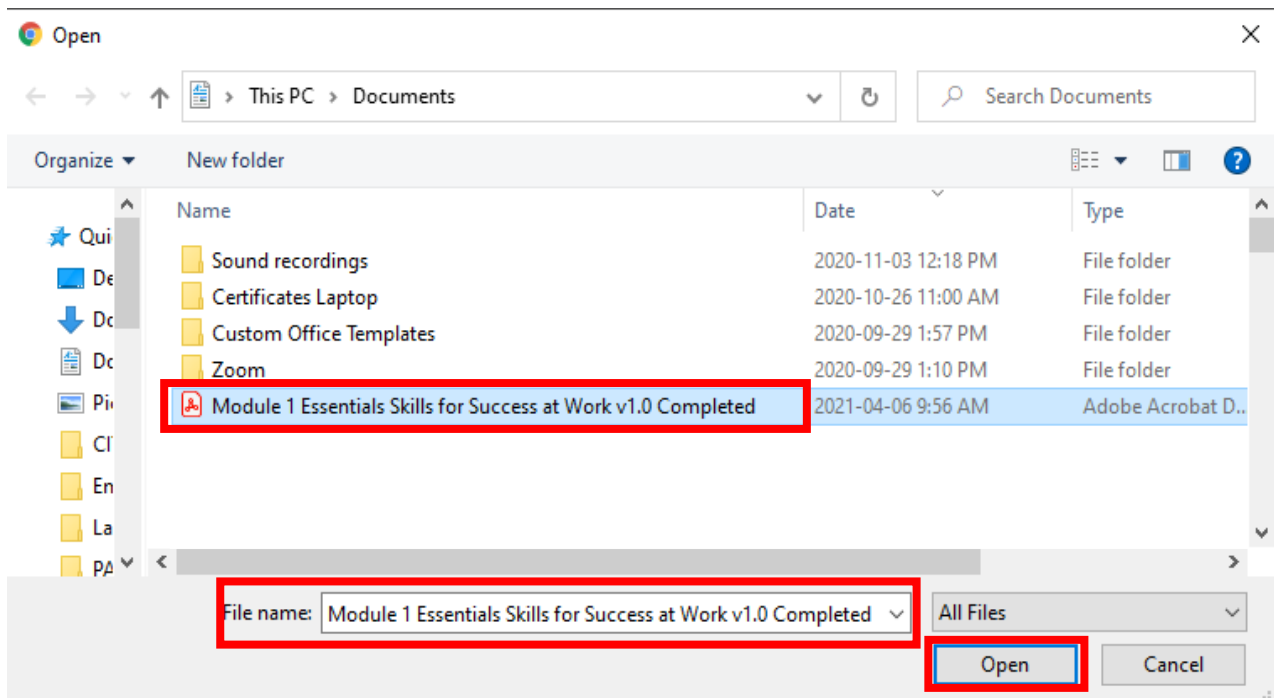
You may upload additional files.

Select file(s)...

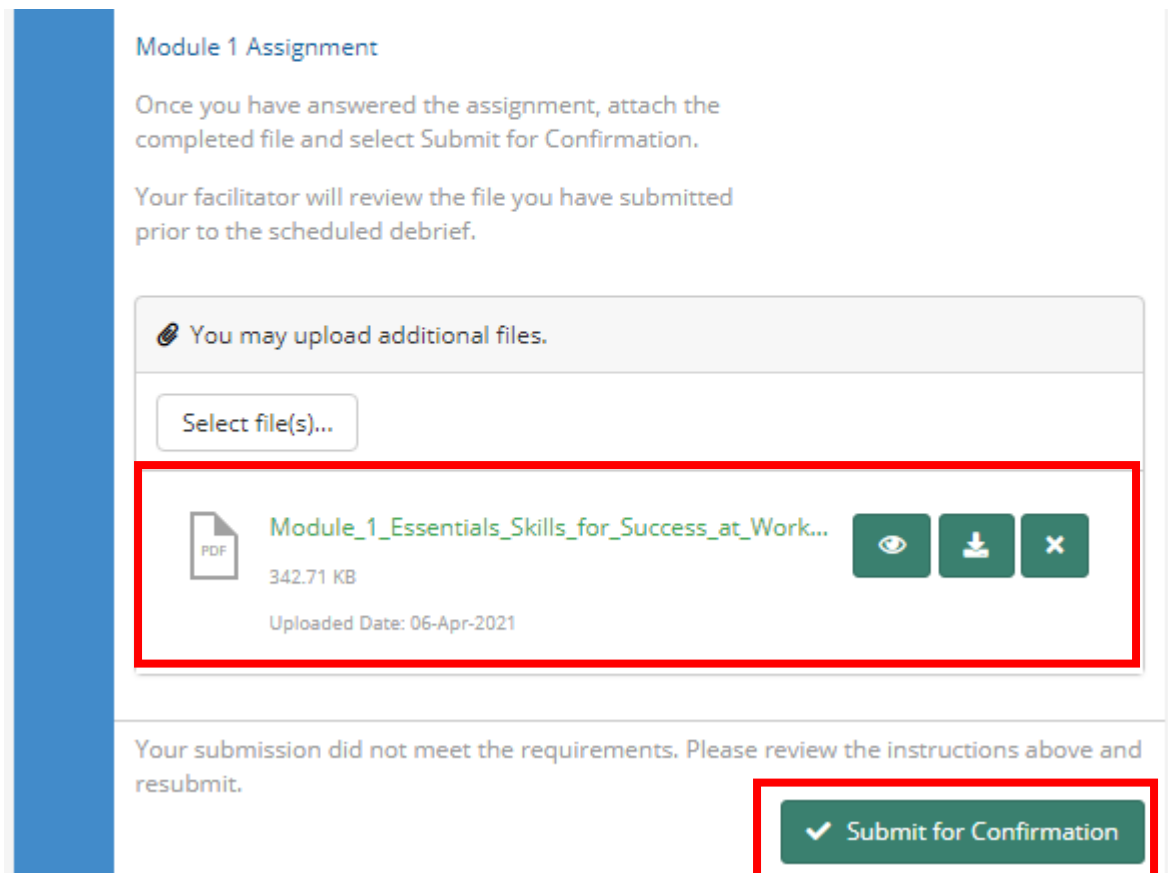
Your submission did not meet the requirements. Please review the instructions above and resubmit.

Submit for Confirmation





This will open the **document window**, select the **assignment/activity** that you have completed then select **Open**.



Once you see the file has been uploaded, select **Submit for Confirmation**.



If you did not select the correct file and wants to replace it just select the x icon and re-select the Select file(s) button and upload the correct one.

 **Module\_1\_Essentials\_Skills\_for\_Success\_at\_Work...**   

342.71 KB

Uploaded Date: 06-Apr-2021