

Employee Manual

My Learning Application in PSC Client

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Saskatchewan 

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1. Introduction

This manual outlines the processes and procedures in the My Learning Application in PSC Client.

2. Recommended Browser

It is recommended that you use Google Chrome, Edge or Mozilla Firefox.

3. Terminology

- **Course** – A course is the top level of the course/class/session structure. One course can have many classes attached. A course contains overarching information pertaining to the course and all the classes within it. Every course needs at least one class. Learners cannot register in a course but will register for a class.
- **Class** – A class is the next level of the course/class/session structure. Classes are created from within a course. A class contain specific details for the learner for the class, such as date, time, cost, etc. Learners will register for classes.
- **Session** - Part of the class set-up, this allows for classes that are extended over multiple days to show the exact time, location, etc. for each day.
- **Course Code** – All courses are automatically assigned a system generated course code.
- **Resources** - Every course has the ability to attached resources to the supplement the training. This can be a variety types of resources, such as Word documents, PowerPoints and PDF's.
- **Inquiries** – These are the reports that can be run in the My Learning App and Inquiries portal.
- **Learning Paths** – Are a series of courses strung together for the purposes of completing learning as a series of courses and/or in a particular order.

4. Getting Started

1. Log into PSC Client using your username and password.
 - For assistance with logging into PSC Client, contact the Human Resource Service Centre.
2. The My Learning Application is on your PSC Client landing page.

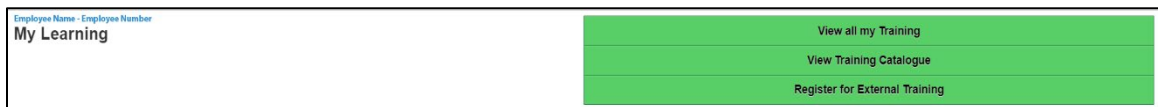


- My Learning Application is used to register for Classes. All employees will have access to this Application.

5. My Learning Homepage

This is the main page for employees in the My Learning App. It is comprised of four main sections as outlined below.

5.1 Additional Options Menu



This section contains quick links to additional functionalities of PSC Client My Learning Application:

- **View All my Learning:** Displays a report of all learning data, including courses registered in, external courses, and completed courses.
- **View Training Catalogue:** Displays a report of all Courses in the PSC Client Learning Application, as well allows users to revisit Awarded training for review.
- **Register for External Training:** Provides a form to gain registration approval and tracking of courses taken outside of the Government of Saskatchewan’s learning offerings.

These sections will be outlined in greater detail in Section 8 of this manual.

5.2 Registered Training Display

Registered Training			
Registration ID	Class Code	Course Name	Status
LR-000007	TR-00001-1	Making Payments in Government	In-Progress
LR-000003	TR-00002-1	Office Ergonomics	Approved

The Registered Training section displays the learning registration for any training you have registered, and the status it is currently in, such as Submitted for Approval, Approved, or In-Progress status.

- **Registration ID:** The auto-generated number for an Learner’s registration to a course. This link takes you to the Learner Registration page where e-Learning/ (SCORM), URL/LMS or Virtual trainings can be launched, as well as where registration can be cancelled.
- **Class Code:** The system generated number for the registered class.
- **Course Name:** The name of the registered training.
- **Status:** Learner Status in the class (Submitted, Approved, In-Progress or Awarded).

5.3 Mandatory Training Display

Mandatory Training			
Course Code	Course Name		Status
LR-000003	TR-00002-1	Office Ergonomics	Approved

Displays a list of all corporately mandated mandatory training.

Note: If you have taken the mandatory training in “Old Learn”, you do not need to retake it in My Learning in PSC Client, but you are welcome to review the training, for a refresher.

- **Course Code:** The auto-generated number to a course. If not registered to this course, this link will take you to the course page, however if registered this link takes you to the Learner’s registration page where e-Learning (SCORM), URL/LMS or Virtual Trainings can be launched, as well as where registration can be cancelled if needed.
- **Course Code:** The system generated number for the course.
- **Course Name:** The name of the registered training.
- **Status:** This will display the course status (not currently available/open for registration), however if registered to the class it will display Learner status (Submitted, Approved, In-Progress or Awarded).

5.4 Training Catalogue

Training Catalogue		
Search for names...		
Code	Name	Status
LP-00001	How to Conduct Online Surveys	Not currently available
TR-00001	Making Payments in Government	In-Progress
TR-00002	Office Ergonomics	Approved
TR-00003	Work Planning for Out-of-Scope Employees	Open for Registration
TR-00004	Creating Positive Spaces	Open for Registration

This section displays any training currently entered into the Learning Catalogue.

- **Code:** The auto-generated number to a Course or Learning Path. This link will take you to the Course page or Learning Path page.
- **Course Name:** The name of the Course.
- **Status:** This will display the course status: “Not Currently Available” (means the class is in the catalogue, but there are not current offerings) or “Open for Registration”. If registered to a class the Status will display: “Submitted”, “Approved”, “In-Progress” or “Awarded”.

6. Classes

Classes are the individual offerings of a Course. A Course can have multiple class offerings, every class is attached to one parent Course. A class contain specific details about the class, such as date, time, cost, etc. Learners can only register for one class per course.

6.1 Registering to a Class

To register for a Class:

1. Locate the Course you would like to register for, by searching the Training Catalogue.
2. Click the **Code** to open the Course Page.

Training Catalogue		
Making Payments in Government		
Code	Name	Status
TR-00001	Making Payments in Government	In-Progress

The Course Information Page will display providing additional information such as:

- **Course Description:** Provides information such as course objectives, course length, and any other relevant information.
- **Class Summary:** Provides detailed Class information.
 - **Code:** Auto-generated class number.
 - **Delivery Method:** e-Learning, URL/LMS, Virtual or Classroom offering.

- **Details:** Will display if available online, if in person training this will display Session Details (Dates, Start and End times).
- **Registration Deadline:** The date and time that registrations for this class are accepted.
- **Status:** Class status (Open for Registration, Closed for Registration, In-Progress, Complete, Waitlist).

3. Click the **Class Code** for the corresponding class to register to that particular offering.

TR-00001 - Making Payments in Government

Identification Information

Course Code	TR-00001
Course Name	Making Payments in Government
Course Description	This 60 minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments in government should participate in this class.
Does the Training Expire?	No
Do you want to only allow specific Group	No

Class Information

Class Summary

Code	Delivery Method	Details	Registration Deadline	Status
TR-00001-1	e-Learning (SCORM)	Available online		Open for Registration

The Class Page with Registration option will display. This page displays additional information such as such as: Instructor, Registration Deadline and Participant Registration fee.

4. Click **Register for Class** to initiate the registration process.

TR-00001 - Making Payments in Government
Class - TR-00001-1

Status
Open for Registration

Register for Class

Course Information

Course	TR-00001 - Making Payments in Government
Description	This 60 minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments in government should participate in this class.
Delivery Method	e-Learning (SCORM)

Class Definition

Sequence	1
Class Code	TR-00001-1
Instructor	
Registration Deadline	
Participant Registration Fee	

- If the class requires Supervisor Approval, an email will be sent to the Learner's direct supervisor requesting review and approve. The Learner's status will reflect that by indicating Pending Approval. Once Approved, the Learner's status will be Approved.
- If there are Dietary or Accommodation requirements, a Registration Details section will populate allowing the Learner to indicate requirements.

- c. Fill out required information, and click **Register for Class**, a Warning Pop-up will occur indicating there are unsaved changes.

Registration Details

Please complete the registration form questions and submit your registration.

Do you have any dietary restrictions?*

Yes No

Please list your restrictions*

Gluten Allergies,

Do you require an accommodation?*

Yes No

Please list your accommodations.*

Will require lodging.

Register for Class

- d. Click **Yes, Save and Proceed**. This will complete the registration process with Dietary/Accommodation requirements.

Warning

There are unsaved changes on this record. The record must be saved before the action can be completed. Do you want save the record and proceed?

Yes, Save and Proceed **No, Go Back**

6.2 Launching a e-Learning(SCORM), URL and Virtual Class

Certain Class types such as e-Learning (SCORM), URL, or Virtual classes may require the Learner to “launch” the training.

To launch a training:

1. Click the **Registration ID** from the Registered Training list.

Registered Training			
Registration ID	Class Code	Course Name	Status
LR-000007	TR-00001-1	Making Payments in Government	In-Progress
LR-000003	TR-00002-1	Office Ergonomics	Approved

The Learners Class Registration Page will display. This page contains important information regarding the registration, and depending on the Course type (e-Learning SCORM, URL,

Classroom, or Virtual) may contain important information to review. This page is outlined in greater detail in section 8.

2. Click the **Launch Training Button** on the Learner Registration Page to begin the training.

My Learning
Making Payments in Government

Status: **In-Progress**
Cancel Registration

Registration Information

Registration ID	LR-000007
Date Registered	21-Apr-2021 09:39:30

Class Information

Class Code	TR-00001-1
Course Name	Making Payments in Government
Start Date	
Fee	
Expiry Date	

Course Description:
This 60 minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments in government should participate in this class.

Launch Training (LMS)

Completion Status:
Pending

6.3 Cancelling Registration from a Class

To cancel a training registration:

1. Click the **Registration ID** from the Registered Training list.

Registration ID	Class Code	Course Name	Status
LR-000007	TR-00001-1	Making Payments in Government	In-Progress
LR-000003	TR-00002-1	Office Ergonomics	Approved

The Learners Class Registration Page will display. This page contains important information regarding the registration, and depending on the Course type (e-Learning SCORM, URL, Classroom, or Virtual) may contain important information to review. This page is outlined in greater detail in section 8.

2. Click the **Cancel Registration Button** on the Learner Registration page.

My Learning
Making Payments in Government

Status
In-Progress

Cancel Registration

Registration Information

Registration ID	LR-000007
Date Registered	21-Apr-2021 09:39:30

Class Information

Class Code	TR-00001-1
Course Name	Making Payments in Government
Start Date	
Fee	
Expiry Date	

Course Description:
This 60 minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments in government should participate in this class.

Launch Training (LMS)

Completion Status:
Pending

6.4 Re-Launching e-Learning (SCORM) or URL Content after Completion

Once training has been awarded, it no longer will appear in Registered Training list. In order to re-launch a e-Learning (SCORM) or URL content learners must use the View All My Training button.

To re-launch past completed training:

1. Click the View All My Training button located on the right of the My Learning home page.

Employee Name Employee Number
My Learning

View all my Training

View Training Catalogue

Register for External Training

2. Click the appropriate **Class Code** to return to Class Registration Page

Employee Inquiry							
Q-		Go	Actions ▾				
1 - 8							
Course Name	Class Code	Delivery Method	Registration Status	Registration Date	Awarded Date	Class Length	Registration Fee
Accommodating Employees: Introduction	TR-00316-1	e-Learning (SCORM)	Awarded	29-Jul-2021	29-Jul-2021	10 minutes	0
Creating Positive (Safe) Spaces	TR-00004-1	e-Learning (SCORM)	Awarded	28-Jun-2021	28-Jun-2021	15	-
Making Payments in Government	TR-00001-1	e-Learning (SCORM)	Awarded	29-Jun-2021	29-Jun-2021	60 Minutes	-
Office Ergonomics	TR-00002-1	URL	Approved	20-Apr-2021	-	90 Minutes	0

- Once the Registration Page has loaded, click the **Launch Training** option to review the online material

My Learning
Making Payments in Government

Status: **Awarded**

[Cancel Registration](#)

Registration Information

Registration ID: LR-000007
Date Registered: 21-Apr-2021 09:39:30

Class Information

Class Code: TR-00001-1
Course Name: Making Payments in Government
Start Date:
Fee:
Expiry Date:

Course Description:
This 60 minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments in government should participate in this class.

[Launch Training \(LMS\)](#)

Completion Status:
Pending

7. Registering to a Learning Path

Learning Paths are a series of courses strung together for the purposes of completing learning as a series of courses and/or in a particular order.

To register to a Learning Path:

- Click the LP **Code** from the Training Catalogue list. Training Codes starting in LP indicating it is a Learning Path offering.

Training Catalogue		
Search for names...		
Code	Name	Status
LP-00001	How to Conduct Online Surveys	Not currently available

2. Click **Register for Learning Path**.

LP-00001 - How to Conduct Online Surveys

Status
Open for Registration
Register for Learning Path

Identification Information

Code: LP-00001
 Name: How to Conduct Online Surveys
 Minimum # of courses required to complete: 2
They will need to complete all mandatory courses and at least the number of courses specified here in order to complete the learning path.

Learning Path Description:
 These modules are intended for government employees who conduct online stakeholder consultations involving a survey.

Learning Path Details

How to Conduct Online Surveys			
Course Code	Course Name	Required	Your Status
TR-00045	How to Conduct Online Surveys - Module 1	Optional	Not Applicable

How to Conduct Online Surveys			
Course Code	Course Name	Required	Your Status
TR-00046	How to Conduct Online Surveys - Module 2	Optional	Not Applicable

3. Click the **Course Code** of the Course inside the Learning Path you wish to take and complete class registration steps outlined in section 6.1. Repeat the Course/Class registration process until all required and optional trainings desired have been registered too.

8. Learner Registration Page Classroom/Virtual Offering Details

The Learner Registration Page contains important details for In-person, or Instructor lead Virtual trainings. Outlined below are some valuable additional details found on the Learner Registration Page regarding to a Classroom or Virtual training offering.

My Learning		Status
Writing Briefing Notes, Key Messages and Plain Language Training Session.		Approved
Employee:		Cancel Registration
Registration Information		
Registration ID	LR-00062	
Date Registered	20-May-2021 16:28:55	
Class Information		
Class Code	TR-00069-2	
Course Name	Writing Briefing Notes, Key Messages and Plain Language Training Session.	
Start Date	02-Jun-2021 00:00:00	
Fee		
Expiry Date		
Sessions	Session 2: Wednesday, 02-Jun-2021 - 09:00 to 10:00 Session 1: Thursday, 01-Jul-2021 - 09:00 to 10:00	
Location	1234 Broad Street, Regina SK, A1B 2C3	
Course Description:		
The session will focus on three elements: (1) Briefing Notes - understanding what makes a good briefing note, common pitfalls and how to write better briefing notes; (2) Key Messages - what makes good key message and how to sort between key messages and background information, and (3) Plain Language - the do's and don'ts of writing simply and concisely for your audience.		
Resources for Class		
Name	Resource	
Briefing Notes Pre Work	Click here to open Document	
Registration Details		
Do you have any dietary restrictions?	No	
Do you require an accommodation?	No	

- **Registration ID:** Unique system generated code specific to this registration.
- **Date Registered:** Date and time of Learner registration to class.
- **Start Date:** Date class will start on.
- **Sessions:** Date, time and number of sessions in this class. (If a class continues over a number of days, multiple sessions will appear).
- **Location:** Physical location of the training.
- **Resources for Class:** Any attached documents relate to training (e.g. pre-work or forms to complete). Click, **Click here to open Document**, to view materials attached.
- **Registration Details:** If Class required Dietary/Accommodations information, this area displays Learners response.

Note: If the Virtual Class has a URL option, there will also be a Launch Training Button on this screen.

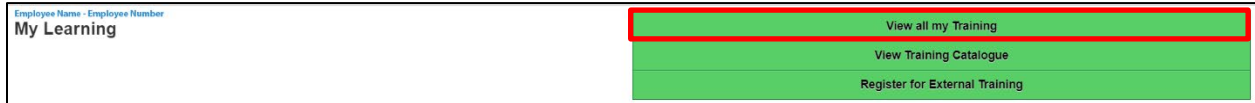
9. Additional Options Menu Explained

This section contains quick links to additional functionalities of PSC Client My Learning App.

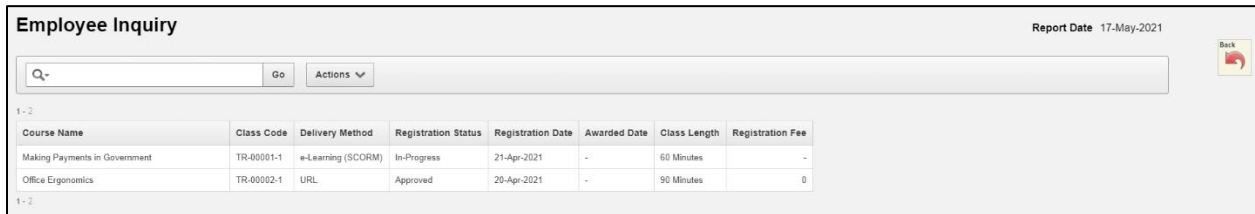
Employee Name - Employee Number	View all my Training
My Learning	View Training Catalogue
	Register for External Training

9.1 View all my Training

1. To view all of your personal training history click the **View all my Training** button.



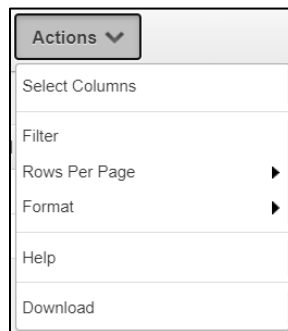
The Employee Inquiry screen will populate displaying all of the current, completed and rejected training.



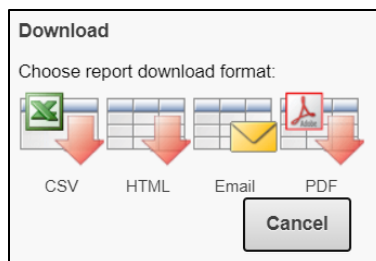
The screenshot shows the 'Employee Inquiry' screen. It includes a search bar with a 'Go' button and an 'Actions' dropdown. The 'Report Date' is 17-May-2021. Below the search bar is a table with the following data:

Course Name	Class Code	Delivery Method	Registration Status	Registration Date	Awarded Date	Class Length	Registration Fee
Making Payments in Government	TR-00001-1	e-Learning (SCORM)	In-Progress	21-Apr-2021	-	60 Minutes	-
Office Ergonomics	TR-00002-1	URL	Approved	20-Apr-2021	-	90 Minutes	0

2. To customize, or download a copy of this summary, click the **Actions** dropdown.



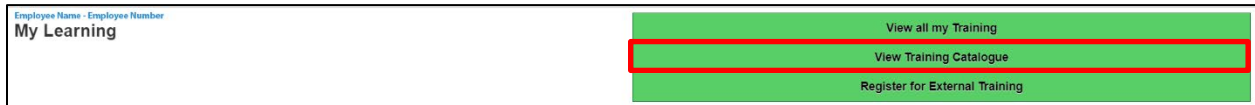
3. Choose your customizations, by adding a "Filter", choose the number of "Rows Per Page", or sort the snapshot using the "Format" option.
4. To download a copy, click **Download**.
5. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.

9.2 View Training Catalogue

1. To view a comprehensive listing off all training available to a Learner click the **View Training Catalogue** button.



The Current Learning Catalogue screen will populate displaying all of the PSC Client Learn Applications training material.

Current Learning Catalogue

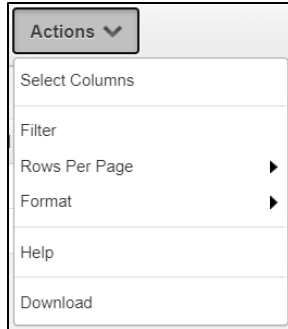
Search:

1 - 15 >

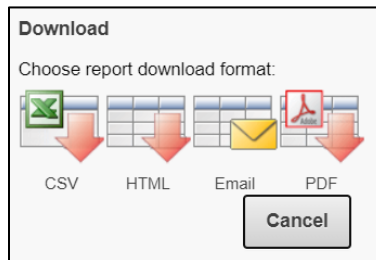
Code	Name	Delivery Method	Mandatory
LP-00001	How to Conduct Online Surveys	-	-
LP-00002	How to Conduct Online Surveys	-	-
TR-00001	Making Payments in Government	e-Learning (SCORM)	No
TR-00002	Office Ergonomics	URL	No
TR-00003	Work Planning for Out-of-Scope Employees	e-Learning (SCORM)	No
TR-00004	Creating Positive Spaces	e-Learning (SCORM)	No

Note: LP = Learning Paths, TR = Individual Training Courses.

2. To customize, or download a copy of this summary, click the **Actions** dropdown.



3. Choose your customizations, by adding a “Filter”, choose the number of “Rows Per Page”, or sort the snapshot using the “Format” option.
4. To download a copy, click **Download**.
5. Choose the file type, by clicking on one of the options that appear.

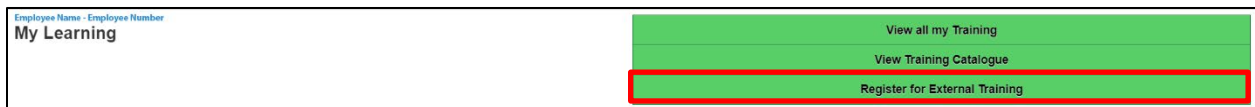


The file will download to your computer.

9.3 Register for External Training

Occasionally you will want or need to attend training hosted outside of the Government of Saskatchewan. PSCClient has an approval and reporting process for these External Trainings. Entering an External Training into PSCClient allows it to display in a Learners Training History to provide a full and complete picture of your knowledge and training background.

1. Click the **Register for External Training** button.



The External Registration Form will display.

Back to Inquiry (My Learning) ...

Employee: Darren L Bielecki (22956)

Status: Not Submitted

Cancel Registration

Submit for Approval

Registration Information

Registration ID: LR-000044

Date Registered: 17-May-2021 11:56:45

Class Information

This is a request for Training that is not provided by the Government of Saskatchewan, please provide and review the details for the training request below.

Course Description:

External Training Details

Name of Training*

Name of Provider*

Description*

Cost of Training*

Start Date* DD-Mon-YYYY 23:59:59

End Date* DD-Mon-YYYY 23:59:59

Submit for Approval

2. Complete the required fields on the External Registration Form page.
 - a. **Name of Training:** Title of requested training.
 - b. **Name of Provider:** Organization hosting training.
 - c. **Description:** What is the training about, learning objectives and goals.
 - d. **Cost of Training:** Monetary cost of training.
 - e. **Start/End Date of Training:** When does this training being, and end.
3. Click **Register for Approval**.

Warning

There are unsaved changes on this record. The record must be saved before the action can be completed. Do you want save the record and proceed?

Yes, Save and Proceed **No, Go Back**

4. Click **Yes, Save and Proceed**, this will send the training request to the your direct supervisor for approval.
5. Once approved, and you have completed the training, verify the completed training with the supervisor. Supervisors will mark the training as complete to receive Awarded status.

For further support, please contact Learn Helpdesk at Learn@gov.sk.ca.