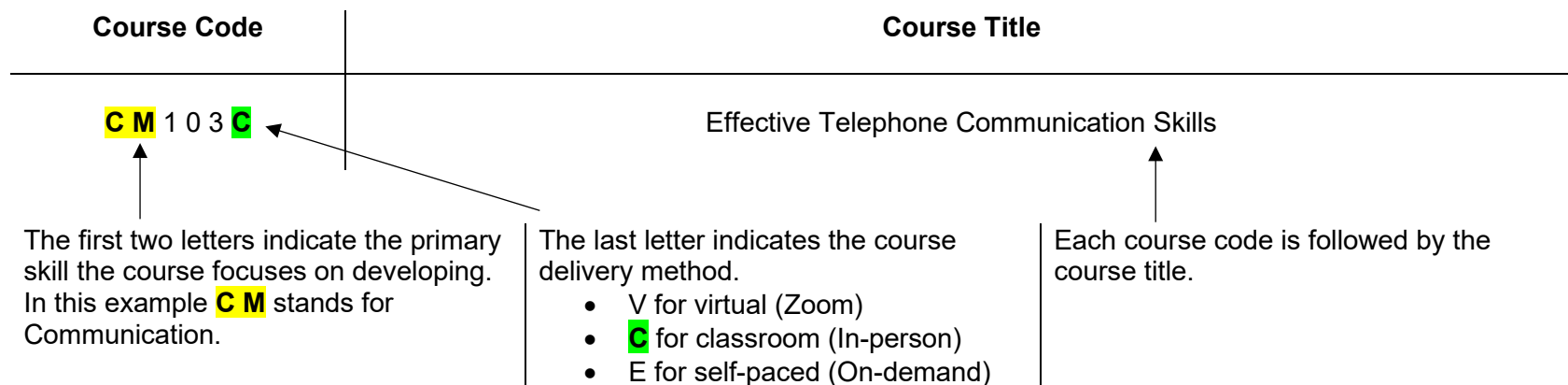


Learner's Guide

Elevate the Learning Experience

Understanding ElevatED Course Codes



Note: Course codes that end in E are self-paced (or on-demand). Instructors will not receive any notifications for these courses.

ElevatED Quick Glossary

Course: This is the course that is offered semesterly. For example, Effective Telephone Communication Skills.

Session: Formerly called “offerings”, these are the dates courses will be offered. For example, Effective Telephone Communication Skills has two sessions, one in October and one in November.

Learner: Any individual enrolled in a learning event at Auburn University or A U M.

Instructor: Formerly “facilitators”, all individuals who partner with H R D to deliver courses to Learners.

Technical Guidelines

Windows/Android

Windows Desktop	Windows Laptop	Android [Not Recommended]
<ul style="list-style-type: none"> • 64-bit OS • Windows 10 Pro or Windows 11 • Chrome (latest version) [Recommended] • 22-inch monitor • External or Integrated speakers • External or Integrated camera • External or Integrated microphone 	<ul style="list-style-type: none"> • 64-bit OS • Windows 10 Pro or Windows 11 • Chrome (latest version) [Recommended] • Integrated screen • External or Integrated speakers • External or Integrated camera • External or Integrated microphone 	<ul style="list-style-type: none"> • Version 12 or 13 • Chrome for Android

Mac/Apple

Mac Desktop	Mac Laptop	iOS [Not Recommended]
<ul style="list-style-type: none"> • macOS Monterey 12.6 or macOS Big Sur 11.7 • Chrome (latest version) [Recommended] • Safari (latest version) • 22-inch monitor • External or Integrated speakers • External or Integrated camera • External or Integrated microphone 	<ul style="list-style-type: none"> • macOS Monterey 12.6 or macOS Big Sur 11.7 • Chrome (latest version) [Recommended] • Safari (latest version) • Integrated screen • External or Integrated speakers • External or Integrated camera • External or Integrated microphone 	<ul style="list-style-type: none"> • Version 15 or 16 • Chrome for iOS • Safari for iOS

Important Note

Until further notice, it is not recommended to use mobile devices to access training sessions or materials in ElevatED.

Need Technical Help?

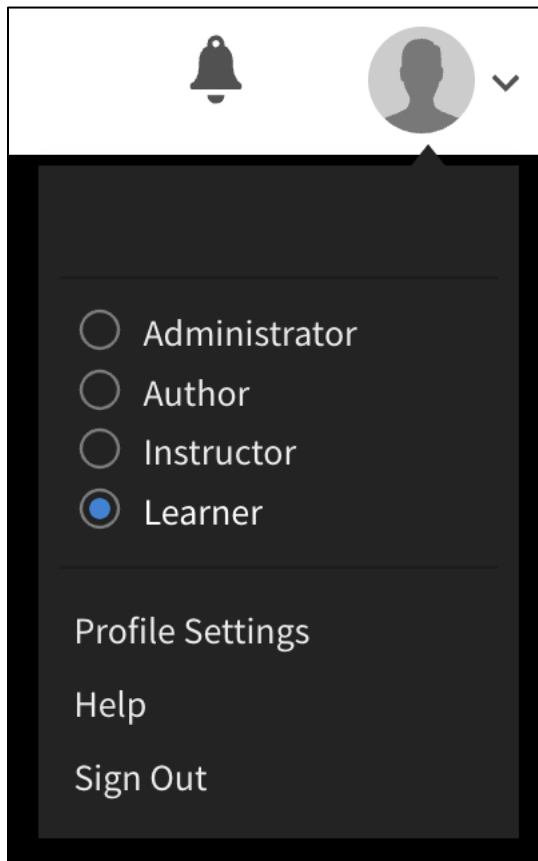
For assistance with technical support issues involving Internet browsers, password lockouts, video quality, etc. contact the [OIT Service Desk](#).

Profile

Profile Settings

To access your information and profile click on the profile icon in the top right of your screen. Everyone will be assigned the Learner role, but some will have roles as managers, instructors, and authors.

Select Profile Settings from the dropdown.



UPLOAD
DELETE

Your Name

Employee . abc0123 @auburn.edu

About Edit

Write something about yourself

Interface Language English (United States) ▾

Content Language English (United States) ▾
The default language in which the content will be shown in the Player. You can view the available languages in the Player.

Timezone UTC-06:00(CST) / UTC-05:00(CDT) America/Chicago ▾
Timezone adjusted for daylight savings automatically

Preferences Clicking on Module enrolls and launches the training

Transcript [Download My Learning Transcript \(XLS\)](#)

Close

About

Here you can click Upload or Delete to add or delete a photo. You can also click Edit to write a little about yourself. We recommend adding your job title. Remember, everyone at Auburn University and A U M will be able to see what you add here.

Interface and Content Language

English is currently the only language supported.

Timezone

Set your timezone to Central Time by selecting U T C – 0 6 : 0 0 (C S T) / U T C – 5 : 0 0 (C D T) America / Chicago from the dropdown. You will need to scroll to access this timezone setting. (You can find it around line 57.)

Preferences

When the Preferences box is checked, anytime you click on a module within a course, it will automatically enroll and launch that course. We recommend leaving this box unchecked until you are more familiar with ElevatED. This can always be updated later.

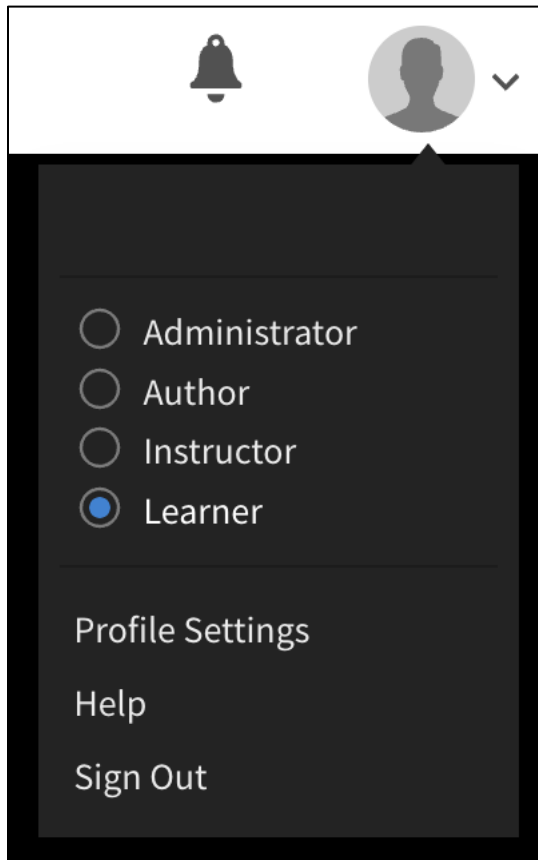
Transcript

You can click Download My Learning Transcript (X L S) to download an excel version of your learning history. You will receive a bell notification (at the top right of your screen) when your transcript is available for download.

Note that your transcript should include your learning history from January 1, 2017 to October 21, 2022 in Fast-Train.

Help

Any Help button goes straight to the Adobe Learning Manager User Guide. ElevatED is hosted on Adobe Learning Manager Software. From this Help button, you can find answers to most questions about how the platform operates.



Just click Learner here on the left side of the Help guide.

Welcome to the Adobe Learning Manager User Guide Search Adobe Support

Learning Manager User Guide

- > Introduction
- > Get Started
- > Administrator
- > Integration Admin
- > Authors
- > Instructor
- ▼ **Learner**
 - Log in
 - Profile Settings
 - Catalogs
 - Courses
 - Fluidic player
 - Learning Programs
 - Certifications
 - Job Aids

Last updated on Jul 18, 2022

Read on to know what is the latest offering in Adobe Learning Manager. Start at the beginning, visit each section individually, or connect with the Community to work your way through a project.

Join the conversation

Visit the [Adobe Learning Manager User Community](#) to be inspired and get answers to top questions.

Popular topics

- New features summary
- System requirements | Adobe Learning
- Learning Manager Connectors
- Accessibility in Adobe Learning Manager

You can also get access to the Adobe Learning Manager User Guide from the Help button at the footer of ElevatED.

ElevatED Footer Resources

Help

Access the Adobe Learning Manager User Guide. ElevatED is hosted on Adobe Learning Manager software platform.

Contact Admin

Email us at hrddept@auburn.edu if you have any questions or experience issues with course content, navigating ElevatED, or accessing H R D websites.

HRD Schedule

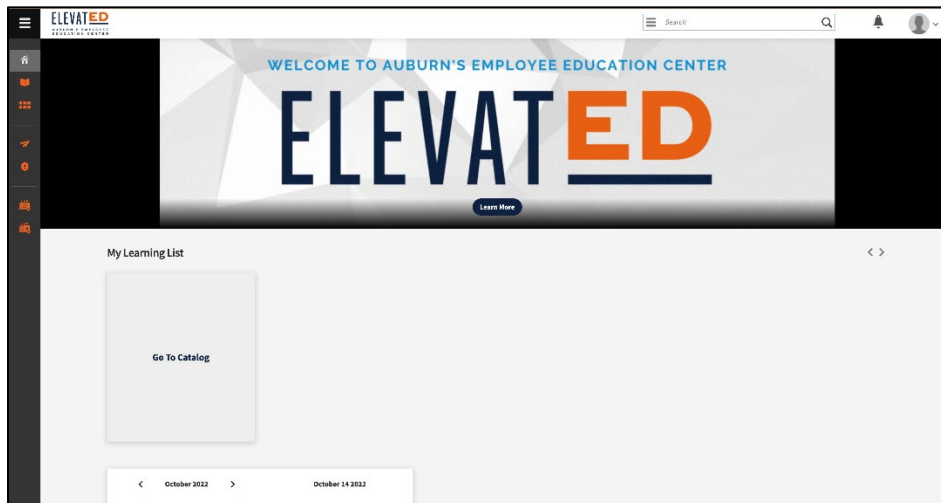
Visit our classroom and virtual course schedule updated semesterly.

Request an Accommodation

Submit a request for an accommodation.

Home Page

Your home page is where you will land when you enter the system as a Learner.



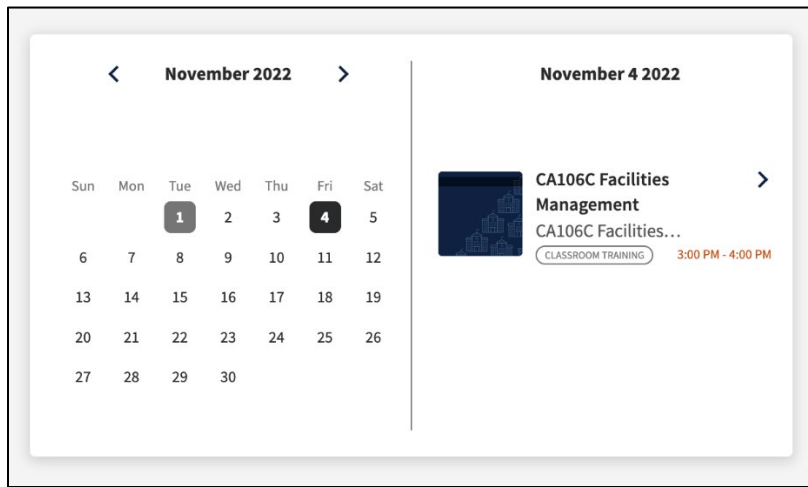
My Learning List

This space will start to populate once you enroll in a course. These are your In Progress courses.



Calendar

The calendar shows in-person and virtual sessions available to you by date.



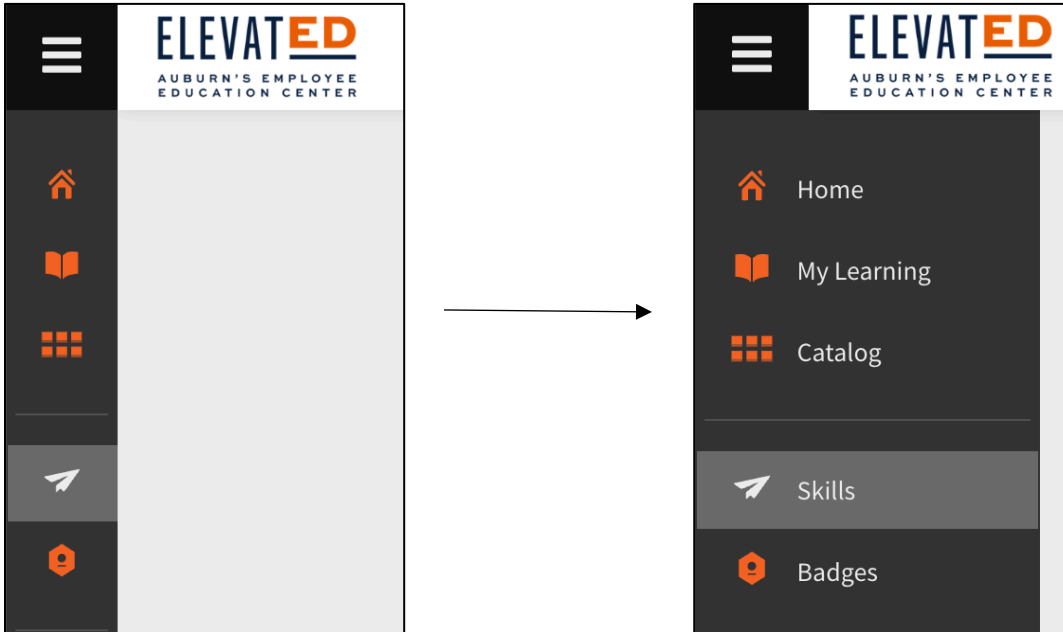
Browse by Catalog

Everyone will have access to the HR Development catalog, but some of you will have specific catalogs based on your department with learning options just for you!



Navigation Menu

On the left side of your screen, you will be able to expand a Navigation Menu by hovering on the orange icons.



Home

The home icon on the Navigation Menu will return you to your Home Page.

My Learning

You can access the My Learning page from the My Learning icon on the Navigation Menu. These are the courses you are enrolled in. This will begin to populate as you enroll in courses.

You can use different filters on the left of your screen to search for specific courses you're already enrolled in and sort them catalog, type, format, duration, skills, tags, and completion status.

If you have access to more than one catalog, you will also be able to sort courses based on the catalogs you have access to, as well.

The screenshot shows the 'My Learning' page interface. On the left, there is a 'Refine search results by' section with three filter categories: 'Type', 'Format', and 'Duration'. Each category has a list of options with checkboxes. The 'Type' category includes Courses, Learning Paths, Certifications, and Job Aids. The 'Format' category includes Activity, Blended, Classroom, Self Paced, and Virtual Classroom. The 'Duration' category includes 30 mins or less, 31 mins to 2 hours, and 2 hours +. The main content area is titled 'My Learning' and contains the text 'These are the Trainings you are enrolled in. Use the filters on the left to refine your search.' Below this, there is a heading 'HR Development' and the text 'No results found'. On the right side of the main content area, there is a 'Sort By:' dropdown menu set to 'Due Date' and a hamburger menu icon.

Catalogs

You can access your catalogs from the Catalogs icon on the Navigation Menu. These are all the courses available to you. Use filters to narrow your search and sort by catalog, type, format, duration, skills, tags, and completion status.

The screenshot displays the ElevatED Catalog interface. On the left, there are several filter sections:

- Refine search results by**
- Type**: Courses, Learning Paths, Certifications, Job Aids
- Format**: Activity, Blended, Classroom, Self Paced, Virtual Classroom
- Duration**: 30 mins or less, 31 mins to 2 hours, 2 hours +
- Skills**: My Skills, Campus Administration, Communication, Compliance, Regulations, Diversity Equity Inclusion
- Tags**: ADA, Absenteeism, COC, COI

The main content area is titled "Catalog" and includes a sub-header "HR Development". Below this, there is a "Sort By" dropdown menu set to "Recently Publis...". The course cards are arranged in a grid:

- SM100V Management Fundamentals** (VIRTUAL CLASSROOM): Skills: Supervisor and Management Devel...
- HR506E Preventing and Managing Absenteeism** (SELF PACED): Skills: Human Resources
- DJ105V Safe Zone: LGBTQ+ Ally Training** (VIRTUAL CLASSROOM): Skills: Leadership Development, Diversity ...
- CA106C Facilities Management** (CLASSROOM): Skills: Campus Administration
- DI501E Creating a Diverse Community With Inclusion and** (SELF PACED): Skills: Diversity Equity Inclusion
- CM501E Presentation Skills** (SELF PACED): Skills: Communication

Each card also indicates its format (VIRTUAL CLASSROOM, SELF PACED, or CLASSROOM) and a "NR" (Not Ready) status.

Archived

You may notice an Archive at the bottom of your Catalog page. These are historical courses migrated to ElevatED from Auburn's former learning management system, Fast-Train. Most of these courses will no longer be available to take, but the archive stores them here and on your transcript.

Skills

You can choose and update your areas of interest at any time by clicking on the Skills icon in your Navigation Menu. Choose your areas of interest and receive information that is more focused to you by selecting from the skills list.

The screenshot displays a user interface titled "My Areas of Interest". It features a grid of 10 light gray rectangular buttons, each containing a skill category name. The categories are arranged in three rows: the first row has four buttons, the second row has four buttons, and the third row has two buttons. Below the grid is a "View more" link with a downward-pointing triangle. At the bottom of the interface are two buttons: "ADD INTEREST" and "GO TO HOME".

Communication	Diversity Equity Inclusion	Health and Wellness	Human Resources
Information Technology	Leadership Development	Personal and Professional Development	Supervisor and Management Development
Teamwork	Campus Administration		

View more ▼

ADD INTEREST GO TO HOME

Badges

You can access Badges from the Badges icon on the Navigation Menu. Badges can be earned for skills you have trained for and achieved. Badges allow you to show others your achievements. Stay tuned for more on Badges as we develop this section.

Badges

A badge is a symbol of achievement earned through completion of Learning Objects and/or acquisition of Skills. Select the badge and click on update to download the latest badge as an image or in PDF format.



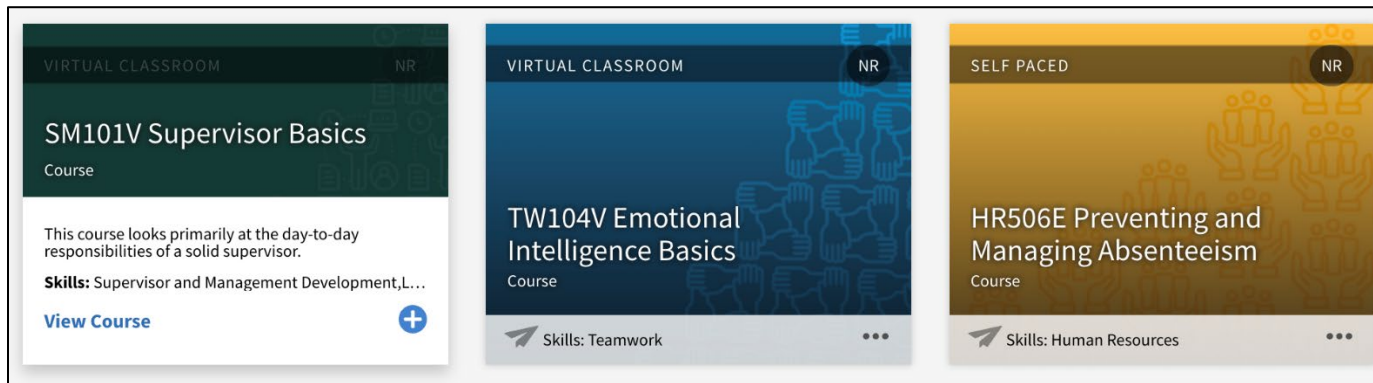
No Badges assigned or earned yet

[Know more about Badges](#)

Enrolling in a Virtual or Classroom Session

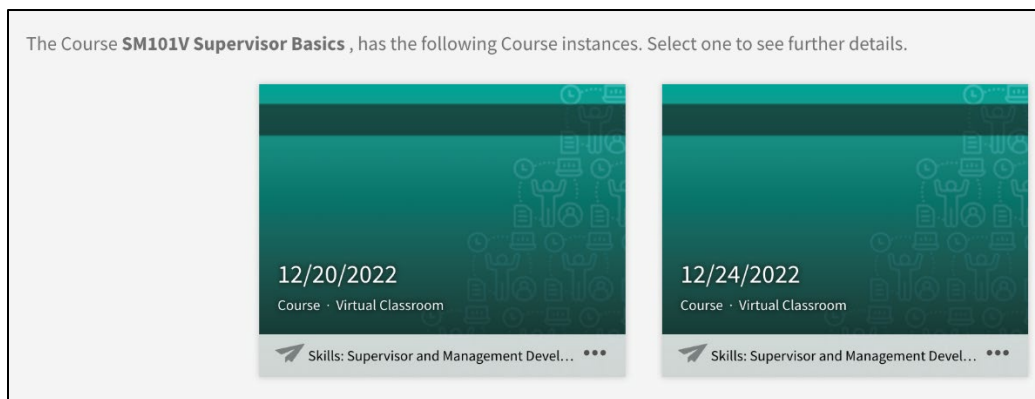
Course Cards

Browse your catalog(s), use filters, or the search bar at the top of your screen to find courses that interest you. Course cards indicate the method of delivery (Virtual, Classroom, or Self-Paced), the course code, title, and a brief course description tells you a little about a course if you hover your cursor over the card. Click on the card to select the course.



How to Enroll

When selecting a course from the catalog, if there is more than one session date available in a semester for a course, you will be able to choose your preferred date. Select the card with the session date you would like to attend.



Once you've selected a course, you'll be taken to that course's information page. Under Modules, you'll be able to see the Core Content card. This includes session details: date, seat limit, location, duration, and instructor.

To enroll, click the blue Enroll button.

VIRTUAL CLASSROOM Share ↗

SM101V Supervisor Basics

This course looks primarily at the day-to-day responsibilities of a solid supervisor. It focuses on operations, the design of duties and responsibilities and how supervisors direct their teams. The class is interactive. Participants learn and advise one another while learning principles of effective supervision. The course also discusses establishing performance standards and taking corrective action when necessary. Among the key learning objectives are communicating to employees what is needed so they perform their jobs well, and explaining how to it.

Modules

Core Content 1 hr

SM101V Supervisor Basics

VIRTUAL CLASSROOM

1 hr

Oct 14, 2022 (01:30 am - 02:30 am)

No Seat Limit

1 hr Duration

Kimberly Graham

Enroll

0 enrollment(s)

What levels will I achieve after the Course?
 Supervisor and Management Development - Skill Level 1 (1 Credits)

Updated 10/20/2022 V.1

15

How to Unenroll

After enrolling, if you need to cancel your enrollment for any reason, you can click Unenroll from Course on the bottom right-side of the Course page. With ElevatED you can unenroll as late as the day of the class.

VIRTUAL CLASSROOM Share

SM101V Supervisor Basics

This course looks primarily at the day-to-day responsibilities of a solid supervisor. It focuses on operations, the design of duties and responsibilities and how supervisors direct their teams. The class is interactive. Participants learn and advise one another while learning principles of effective supervision. The course also discusses establishing performance standards and taking corrective action when necessary. Among the key learning objectives are communicating to employees what is needed so they perform their jobs well, and explaining how to it.

Modules Notes

Core Content 1 hr

- SM101V Supervisor Basics VIRTUAL CLASSROOM 1 hr
- Oct 14, 2022 (01:30 am - 02:30 am) No Seat Limit
- 1 hr Duration Kimberly Graham
- Virtual Classroom URL

Start

0/1 Core Content Completed

What levels will I achieve after the Course?
Supervisor and Management Development - Skill Level 1 (1 Credits)

Resources

- [_Supervisor Basics_QRC_ZOOM.pdf](#)
- [Supervisor Basics Slide Deck-KG.pdf](#)
- [Supervisor BasicsPODCWorksheet-0622.docx](#)

For assistance contact hrddept@auburn.edu

[Unenroll from Course](#)

Accessing Materials

If you would like to print materials for a session, you can access those from the Resources on the right-hand side of the Course page if an instructor has provided them. Unless an Accommodation Request is approved, printed materials will not be available in the classroom so be sure to bring them with you.

VIRTUAL CLASSROOM Share ↗

SM101V Supervisor Basics

This course looks primarily at the day-to-day responsibilities of a solid supervisor. It focuses on operations, the design of duties and responsibilities and how supervisors direct their teams. The class is interactive. Participants learn and advise one another while learning principles of effective supervision. The course also discusses establishing performance standards and taking corrective action when necessary. Among the key learning objectives are communicating to employees what is needed so they perform their jobs well, and explaining how to it.

Modules Notes

Core Content 1 hr

SM101V Supervisor Basics
VIRTUAL CLASSROOM 1 hr

Oct 14, 2022 (01:30 am - 02:30 am)

No Seat Limit

1 hr Duration

Kimberly Graham

[Virtual Classroom URL](#)

Start

0/1 Core Content Completed

What levels will I achieve after the Course?
Supervisor and Management Development - Skill Level 1 (1 Credits)

Resources

- [_Supervisor Basics_QRC_ZOOM.pdf](#)
- [Supervisor Basics Slide Deck-KG.pdf](#)
- [Supervisor BasicsPODCWorksheet-0622.docx](#)

For assistance contact hrddept@auburn.edu

[Unenroll from Course](#)

Accessing Virtual Session URLs

If you are attending a virtual session, a U R L will appear in the location section of the Core Content card. This U R L will be active 15 minutes before your session begins. The Start button will also take you into a Virtual course.

VIRTUAL CLASSROOM Share

SM101V Supervisor Basics

This course looks primarily at the day-to-day responsibilities of a solid supervisor. It focuses on operations, the design of duties and responsibilities and how supervisors direct their teams. The class is interactive. Participants learn and advise one another while learning principles of effective supervision. The course also discusses establishing performance standards and taking corrective action when necessary. Among the key learning objectives are communicating to employees what is needed so they perform their jobs well, and explaining how to it.

Start

0/1 Core Content Completed

What levels will I achieve after the Course?
Supervisor and Management Development - Skill Level 1 (1 Credits)

Resources
[_Supervisor Basics_QRC_ZOOM.pdf](#)
[Supervisor Basics Slide Deck-KG.pdf](#)
[Supervisor BasicsPODCWorksheet-0622.docx](#)

For assistance contact hrddept@auburn.edu

[Unenroll from Course](#)

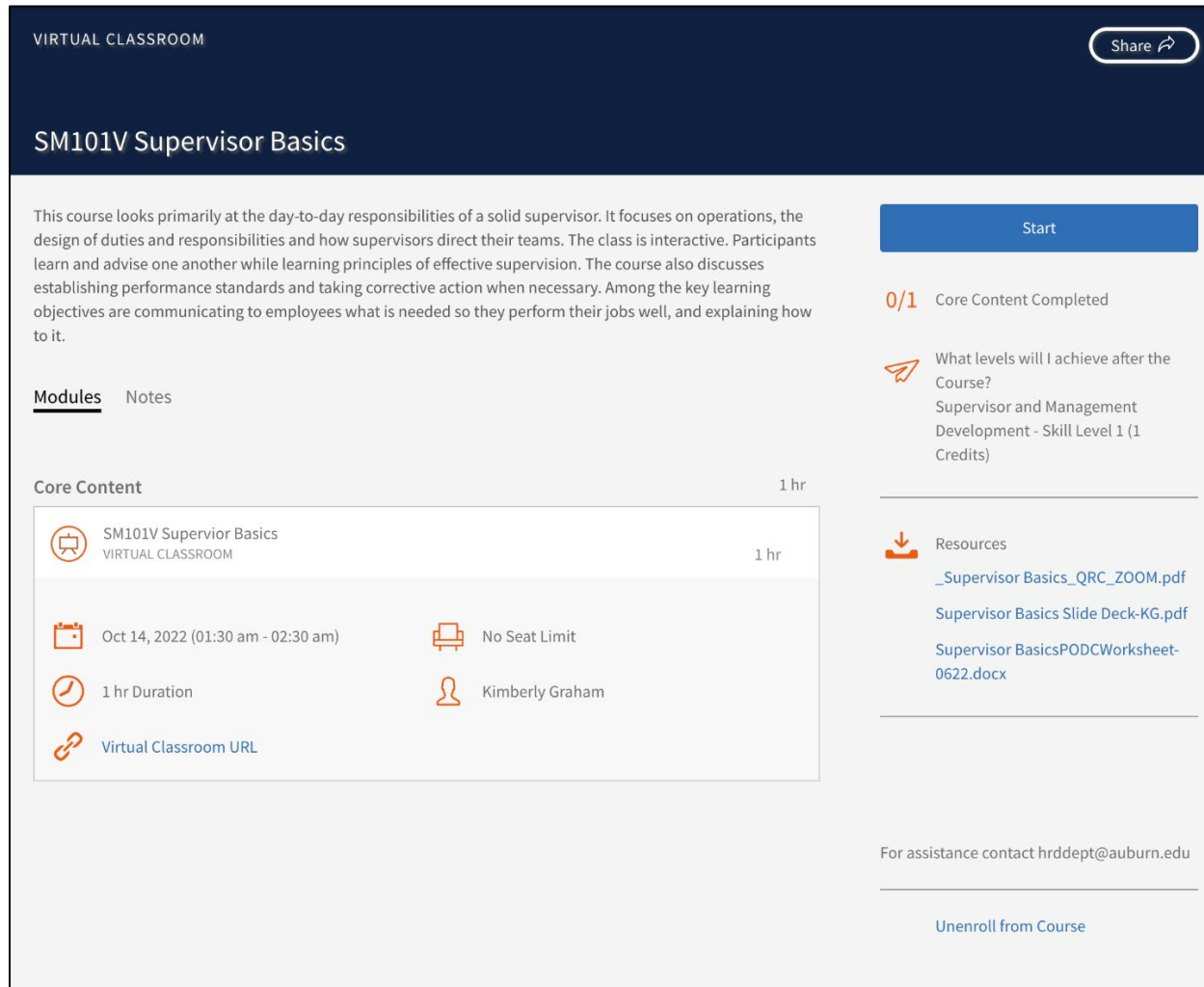
Modules Notes

Core Content 1 hr

SM101V Supervisor Basics VIRTUAL CLASSROOM	1 hr
Oct 14, 2022 (01:30 am - 02:30 am)	No Seat Limit
1 hr Duration	Kimberly Graham
Virtual Classroom URL	

Sharing a Course with Others

Took a course and loved it?! Now you can share it with others by clicking the Share icon at the top right of your screen. You can copy the U R L or email the course.



VIRTUAL CLASSROOM

Share

SM101V Supervisor Basics

This course looks primarily at the day-to-day responsibilities of a solid supervisor. It focuses on operations, the design of duties and responsibilities and how supervisors direct their teams. The class is interactive. Participants learn and advise one another while learning principles of effective supervision. The course also discusses establishing performance standards and taking corrective action when necessary. Among the key learning objectives are communicating to employees what is needed so they perform their jobs well, and explaining how to it.

Modules Notes

Core Content 1 hr

- SM101V Supervisor Basics VIRTUAL CLASSROOM 1 hr
- Oct 14, 2022 (01:30 am - 02:30 am) No Seat Limit
- 1 hr Duration Kimberly Graham
- Virtual Classroom URL

Start

0/1 Core Content Completed

What levels will I achieve after the Course?
Supervisor and Management Development - Skill Level 1 (1 Credits)

Resources

- _Supervisor Basics_QRC_ZOOM.pdf
- Supervisor Basics Slide Deck-KG.pdf
- Supervisor BasicsPODCWorksheet-0622.docx

For assistance contact hrddept@auburn.edu

[Unenroll from Course](#)

Enrolling in a Self-Paced Course

Self-paced courses will also have a Course Content card.

Clicking the Enroll button will launch the course in ElevatED.

SELF PACED
Share

DI502E Inclusive Language Guide

We want to make sure everyone feels empowered, valued, and safe to be their whole selves at work. We do this by communicating in a way that's inclusive and respectful to all. In this guide that you can revisit at any time, we'll explore: the definition of inclusive language, why inclusive language is important, and guidelines to help you use inclusive language when talking to people with different identities.

Modules

Core Content 31 mins

DI502E Inclusive Language Guide

SELF PACED Attempt: No limit

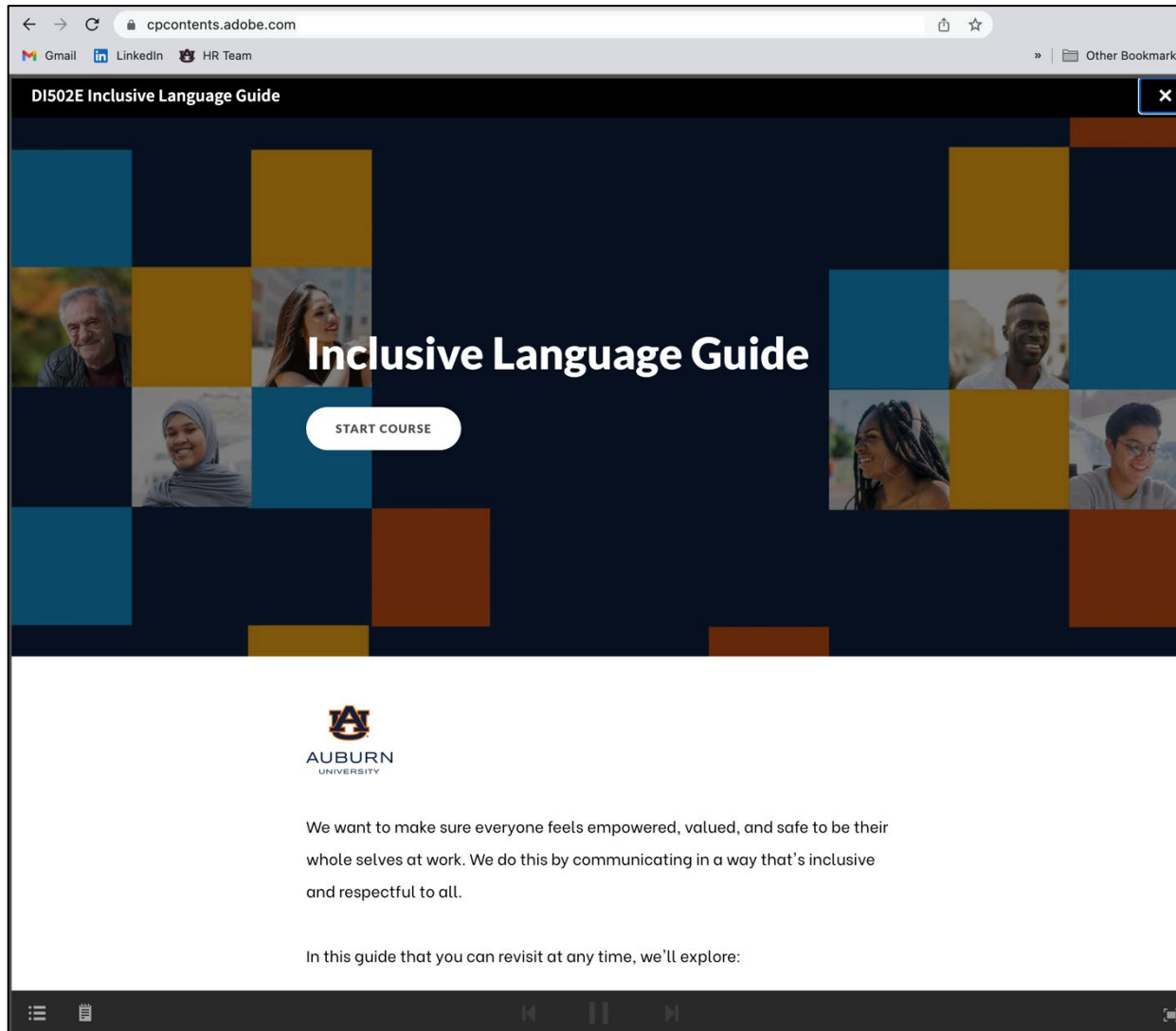
31 mins

Enroll

0 enrollment(s)

What levels will I achieve after the Course?
 Diversity, Equity, Inclusion - Skill Level 1 (1 Credits)

Click the X in the top right of your screen to close the course and save your progress.



After enrolling, you can return to self-paced courses anytime by selecting the Continue button or Reattempt under Core Content.

The screenshot shows a course page for 'DI502E Inclusive Language Guide'. At the top, it says 'SELF PACED' and has a 'Share' button. Below the title is a progress bar at 0%. The main content area has a paragraph about inclusive language. On the right, there is a blue 'Continue' button, a progress indicator '0/1 Core Content Completed', and a question 'What levels will I achieve after the Course?' with the answer 'Diversity, Equity, Inclusion - Skill Level 1 (1 Credits)'. At the bottom right is a 'Unenroll from Course' button. On the left, there are tabs for 'Modules' and 'Notes'. Under 'Core Content', there is a card for the course with a 'Reattempt' button and 'Last Visited 31 mins'.

You can unenroll from a self-paced course by clicking Unenroll from Course or select the blue Continue button to continue your progress.

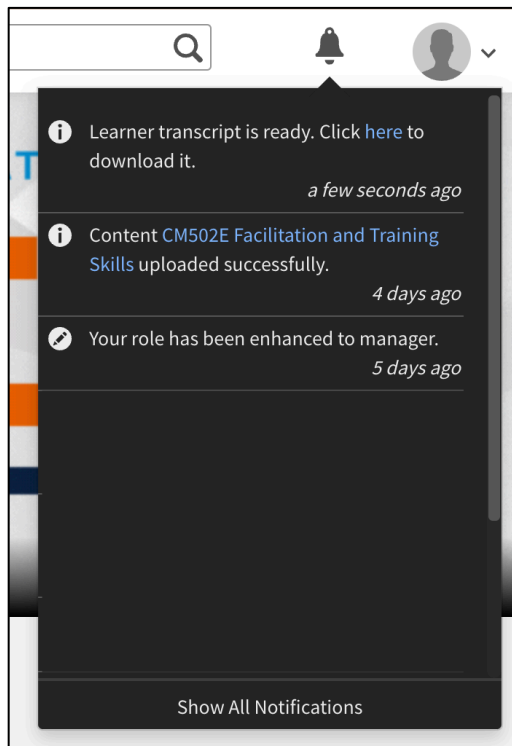
Notifications

Bell Notifications

The Bell icon next to your Profile icon shows your notifications. When you have a notification, a red circle will appear on the Bell.



Clicking on the Bell will show you a dropdown list of notification highlights. You might receive notifications for things like enrolling in a course, completing a course, earning a badge, providing feedback, or when your transcript is ready for download.




Email Notifications


When you enroll in an in-person classroom or virtual session, you will receive email notifications.

Outlook Calendar Invitation for Classroom and Virtual Sessions

The Calendar Invitation will include the location of your course session. This will be either the address for in-person classroom sessions or the U R L for virtual sessions.

Session: SM101V Supervisor Basics

 **hrddept@auburn.edu <hrddept@auburn.edu>**
Required:
Today at 15:55

 **Tuesday, October 18, 2022 at 16:00 - 17:00.**
<https://learningmanager.adobe.com/app/learner?accountId=93280&userId=12405141#/course/5554760/overview?moduleId=10742842>

RSVP to this event

Session Details:
Module Name: SM101V Supervisor Basics (Part of course - SM101V Supervisor Basics)

Click on this [link to join your virtual session.](#)

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

I believe this is a practical world.....

19:00

17

Session: SM101V Supervisor Basics
<https://learningmanager.adobe.com/app/learner?accountId=93280&userId=12405141#/course/5554760/overview?moduleId=10742842>
hrddept@auburn.edu



Course Enrollment for Classroom and Virtual Sessions

You will receive a course enrollment confirmation email for classroom and virtual sessions.

Course Enrollment

Hello

You have successfully enrolled into the course [SM101V Supervisor Basics](#).

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!

Auburn Human Resource Development

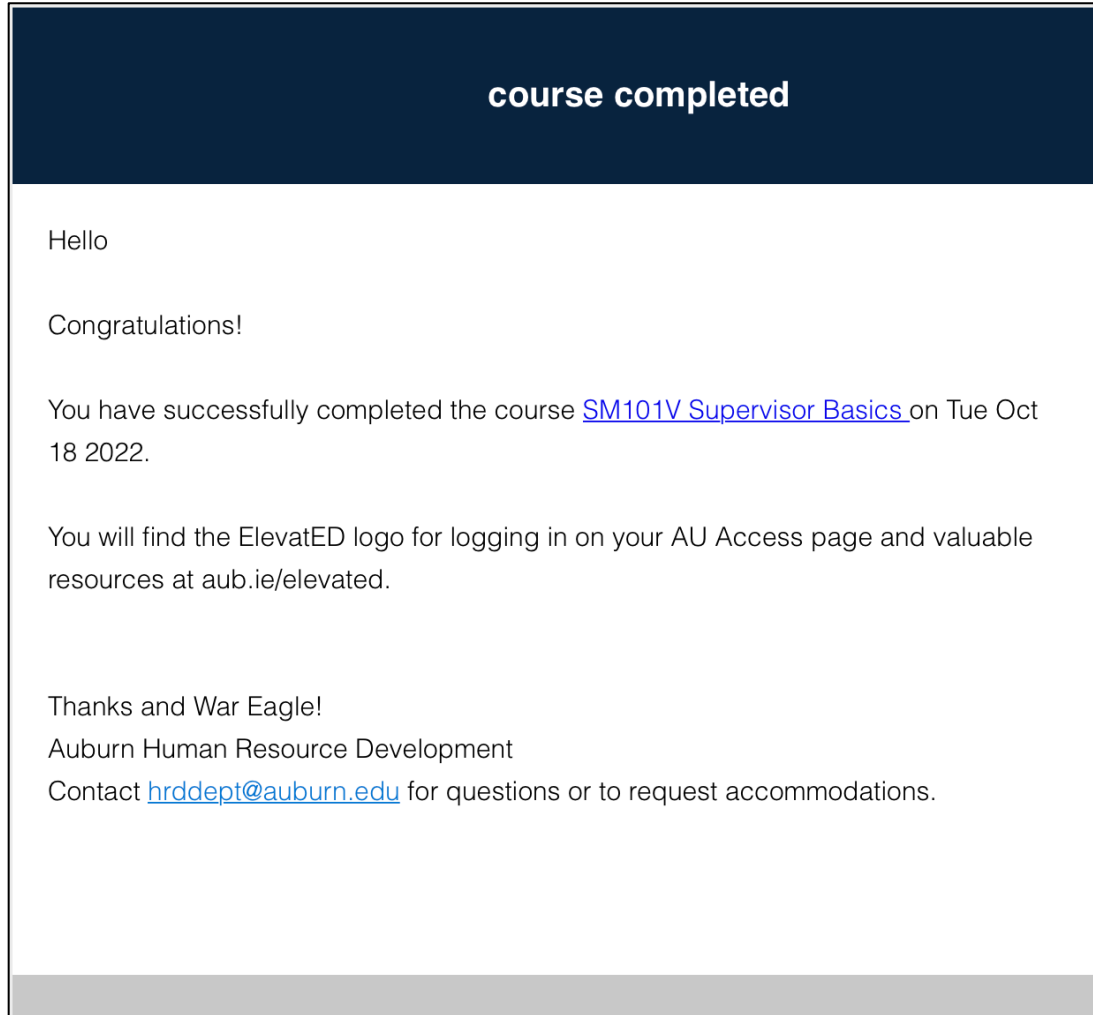
Contact hrdept@auburn.edu for questions or to request accommodations.



Course Completion Emails

Completed Course

Upon completion of a self-paced, classroom, or virtual course, you will receive a Course Completed email.





Feedback Request

Upon completion of a course, you will also receive a Course Feedback email. Clicking on the Course Feedback hyperlink in the email will take you to a brief course feedback form.

Feedback Request

Hello

Your [feedback](#) for the course [SM101V Supervisor Basics](#) is still pending. You completed the course on Tue Oct 18 2022.

Please sign in to Adobe Learning Manager to review further details and provide feedback.

Thanks and War Eagle!

Auburn Human Resource Development

Contact hrdept@auburn.edu for questions or to request accommodations.

