

## Logging into the site

- 1 Open your web browser and type in <http://hr.buffalo.edu/elp> then press **Enter**
- 2 Press the **Launch button**
- 3 Enter your UBit name and password and click **OK**



Launch The Employee Learning Portal



## Accessing Learning Events via the Catalog

- 1 Click the **Catalog** tab
- 2 Click the hyperlink text next to the folder icon to view the selected items displayed in the catalog
- 3 To access a learning event, select the hyperlink title text next to the icon.
- 4 To launch a course, click **Play** button located at the top of the information page



To view the contents of the catalog, click through the catalog hierarchy. A breadcrumb trail at the top of the course information panel will show you where you are.



Clicking on the learning event title displays the Information Page for that learning event. When accessing courses, links to any associated Job Aids and Skillbriefs are found at the bottom of the page.




The course will open in a separate window.

## Using Search and Learn to access Learning Events


- 1 In the **SEARCH-and-LEARN** panel, type a keyword or phrase in the **Search for** field  
  
Select a learning event category from the **Category** drop-down list  
  
If desired, and is available, select a language from the **Language** drop-down list




## 2 Click Search

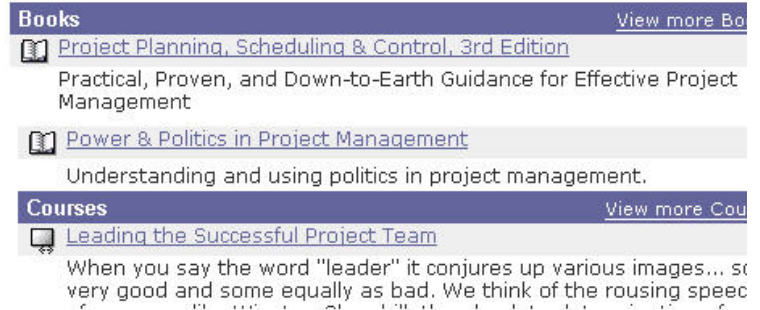
Search results appear below the Search and Learn panel. If you searched for all categories, the results will be grouped by category. The results will be ordered according to relevance, as indicated by a thermometer icon 

## 3 You can narrow your search by searching within the returned results

4 Click the  button to display a list of learning events that relate to the event you have selected.

5 From the main search results page, click the "View more" link to display more search results in that category 

You searched for: **Project Management** in All Categories.



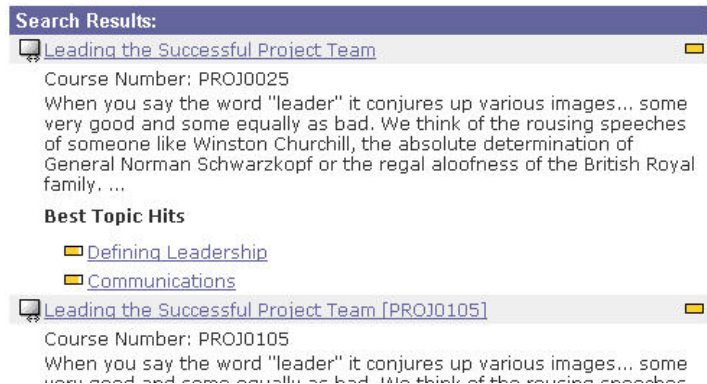
The screenshot shows search results for "Project Management" in "All Categories". It is divided into two sections: "Books" and "Courses". Under "Books", there are two items: "Project Planning, Scheduling & Control, 3rd Edition" with a description "Practical, Proven, and Down-to-Earth Guidance for Effective Project Management" and "Power & Politics in Project Management" with a description "Understanding and using politics in project management." Under "Courses", there is one item: "Leading the Successful Project Team" with a description "When you say the word 'leader' it conjures up various images... some very good and some equally as bad. We think of the rousing speeches of someone like Winston Churchill, the absolute determination of General Norman Schwarzkopf or the regal aloofness of the British Royal family. ...". A "View more" link is visible at the end of each section.

You searched for: **project management** in All Categories.

Search these results for:  

The Related Search button appears in the left panel above Related Resources once a learning event summary page is displayed. The related search results are displayed in the left pane.

Additional search results are displayed in the main pane. Related Results arranged by category are displayed in the left pane.




The screenshot shows search results for "Leading the Successful Project Team". It includes the course title, course number "PROJ0025", and a description: "When you say the word 'leader' it conjures up various images... some very good and some equally as bad. We think of the rousing speeches of someone like Winston Churchill, the absolute determination of General Norman Schwarzkopf or the regal aloofness of the British Royal family. ...". Below this, there is a "Best Topic Hits" section with two items: "Defining Leadership" and "Communications". At the bottom, there is another entry for "Leading the Successful Project Team [PROJ0105]" with course number "PROJ0105" and a similar description.


## Navigating courses


Click  to begin the course


When you launch a course, the course menu is displayed.

Click  to page forward in the course


This button also begins a topic from the Topic Intro page. The page control buttons are only active when you are playing course content or actively taking assessments.


Click  to page backward in the course

Click  to move to the next topic

Click  to move to the previous topic

Click [Learning Points](#) to open the Learning Points dialog box

Click  to access the course menu screen

Click [Return to Bookmark](#)  to return to your last place in the course

The Learning Points dialog box allows you to navigate to any learning point in a topic by selecting that link.

**NOTE:** This is available in IT courses only.

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.

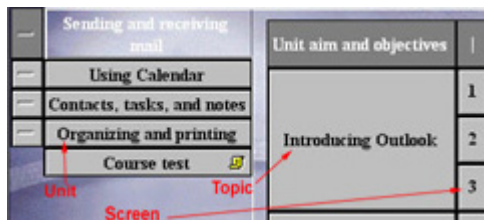
## Navigating IT courses (Classic content)

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Click the Unit title to view the topics within that unit


When you first start a course, the course map is displayed. From the course map, you can choose to run the course from the beginning, or jump into the course at any unit, topic, or screen of your choice.

Double click the topic title to start the topic at the beginning screen for that topic.




Unit aim and objectives	
1	
2	Introducing Outlook
3	

Course Map

The  button enables you to navigate forward and back through a course.

Once you enter a topic, the Smart Controls are displayed by default in the right-hand side of the screen – either fixed or as a floating control palette.

The  button takes you to the course map screen.

## Navigating SkillSims

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There are several ways to advance through a simulation

Select specific choice text

Choice text options are available to you as you progress through the simulation. Usually, the response choices are either actions you can take or dialog to respond to another character.

Choose to use an active resource on the desktop or from the Simulation Player Menu

Resources that are available to you at a given point in the simulation are called *Active Resources*. They appear as clickable items in the interface (a picture of a phone, computer, folder files, etc.)

Click the previous button  located near the top-right of the simulation interface.

The button allows you to page back through the simulation screens.