Employee / User
Reference Guide

This is a step-by-step user-friendly guide for all employees when using the NorthShore learning portal, DevelopU.

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Overview

From the DevelopU website, you can:

- View and print your learning transcript
- Search additional training of interest
- Register for or cancel instructor-led (classroom) training
- Take online training
- View training scores
- Submit a training evaluation

Get Started

If you are logged into the NorthShore network, click the DevelopU link from the Learning and Development or Epic Training page on Pulse to access the DevelopU Home Page. If you are **not** automatically logged in, you will be taken to the log in screen.

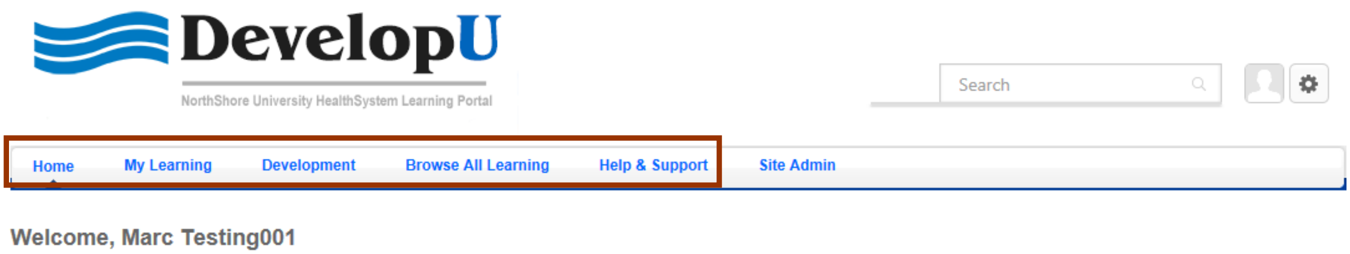
If you are **not on a NorthShore computer**, go to http://NorthShore.csod.com.

1. At the log-in, type in your **Username** and **Password.**

   Note: Your 6-digit Employee ID is both your username and password. If you do not know your Employee ID #, ask your manager or call the help desk at 847-982-5170.

2. Click the Login icon.

The Home Page

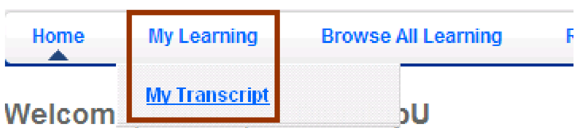


Most employees will primarily use the **My Learning** and **Browse All Learning** tabs at the top of the page. **Help & Support** provides instructional materials about how to use DevelopU.

View and Use *My Transcript*

To open your transcript:

1. Hover over the **My Learning** tab at the top of your screen.
2. Click on **My Transcript.**



From your transcript page, you may:

A. View details about both required and elective learning opportunities.

B. Register or waitlist for specific sessions of assigned instructor-led training.

C. Withdraw from an instructor-led training session.

D. Launch online learning that has been assigned to you, such as the Annual Required Education.

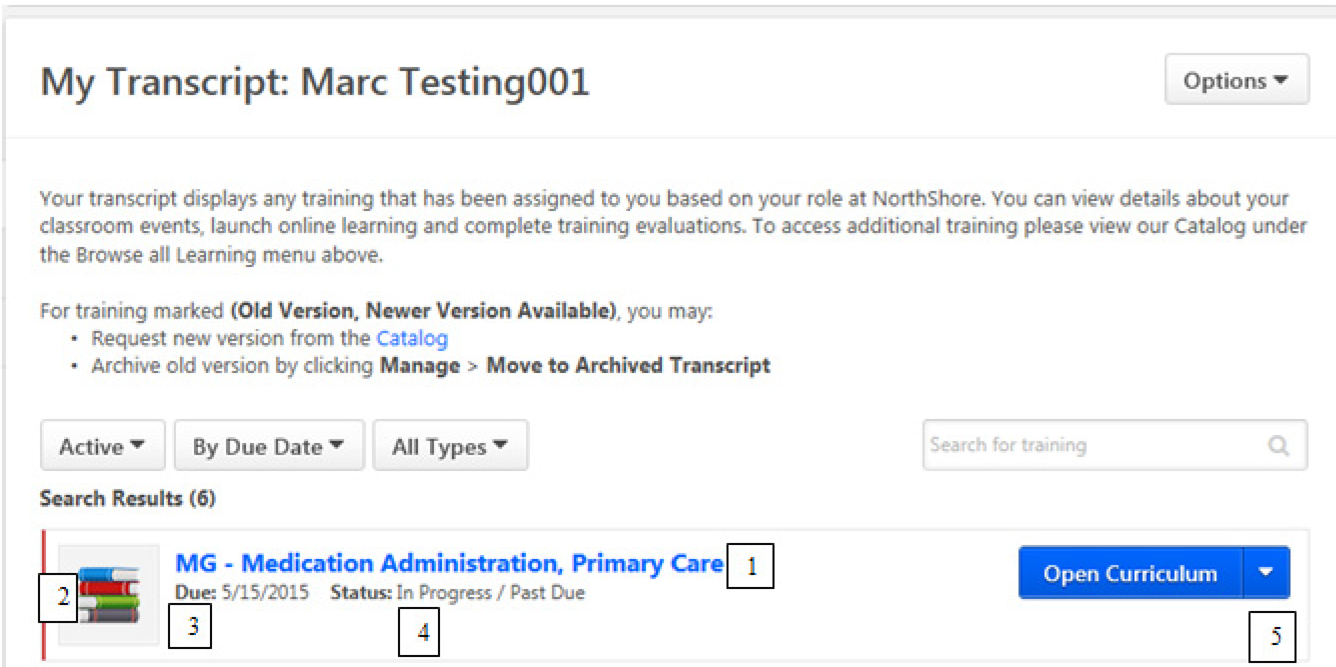
E. Complete training evaluations.

F. View training scores.

G. Print your transcript.

A. Overview of My Transcript

Your transcript displays training that has been <u>assigned to you by your manager or the organization based upon your role</u> at NorthShore. It also includes training for which you elected to register.



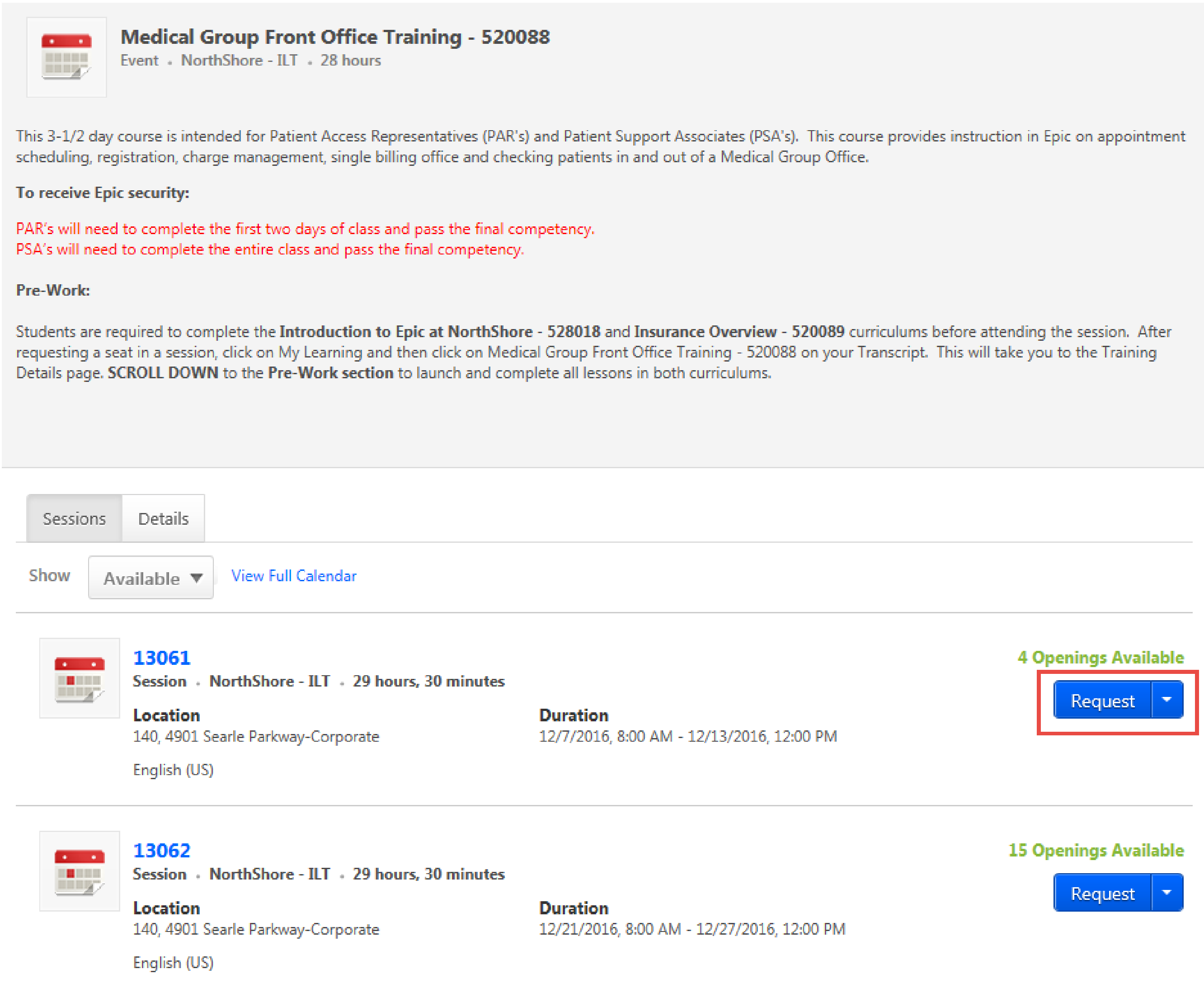
Your transcript includes the following information:

1. **Title:** Click on the title of the training to view details.
2. **Type:**
   - *Online class:* a computer-based learning experience
   - *Event:* An instructor-led training topic; e.g., *Inpatient Order Entry* or *Living the Service Values*. Employees register for a session of an event.
   - *Session:* specific scheduled instance or meeting for the event
   - *Curriculum:* any combination of learning types for a topic; e.g., annual required education curriculum is a series of individual online classes
   - *Online resource*: resources related to a course such as prework
3. **Due Date:** The date by which the training must be completed, if applicable
4. **Status:**
   - *Registered*: you are enrolled in, but have not yet taken, the training
   - *In Progress:* you have started, but not completed, the training
   - *Completed:* you have completed the training
   - *Withdrawn:* you have cancelled your enrollment
5. **Options:** The action(s) available to you for that training.

Note: The option "Manage" is only related to a curriculum.

B. Register Session of Assigned Instructor-Led Training

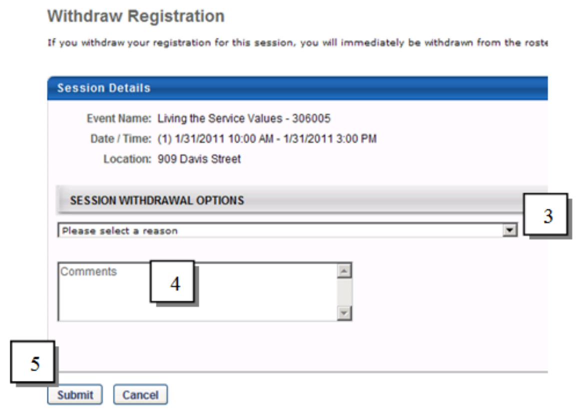
1. Click **Request** for your preferred date and location. <u>If the session is **not** full</u>, you will be registered and it will then display on your transcript. Both you and your manager will receive a confirmation in a NorthShore email, stating that you have registered for the class.



Note: Registrations are accepted up to 4 hours before the start of a session.

C. Withdraw from a Training Session

1. Click **My Transcript** under **My Learning**.
2. Click **Withdraw** under the Options column for the session from which you are withdrawing.
3. In the **Withdraw Registration** screen, under **Session Withdrawal Options**, click the dropdown arrow for a list of reasons.
4. Click on the appropriate reason. If you choose "other," use the **Comments** box to type in the specific reason.
5. Click **Submit**.
6. You are re-directed back to your transcript. The status for the session will be listed as "Withdrawn"**.**



Please note:

- Events are instructor-led courses and sessions are scheduled offerings of that event. You cannot withdraw from an event, only its sessions.
- You cannot withdraw from online training which appears on your transcript. If your supervisor confirms that you do not need to complete a specific online training, simply do not launch the training.
- Once you withdraw from a session, the session will appear on your transcript as "withdrawn."

D. Submit a Training Evaluation

1. Click **My Transcript** under **My Learning**.
2. Click on the Completed Tab.
3. If an evaluation is available, you will see **Evaluate** in the <u>Options</u> column. Click **Evaluate** to access the evaluation.
4. If you are unable to complete the evaluation at that time, click **Save** and return to it later.
5. After all of the questions are answered, click 

. Once you click this button, you will not be able to go back and edit your answers.

E. Launch Online Learning

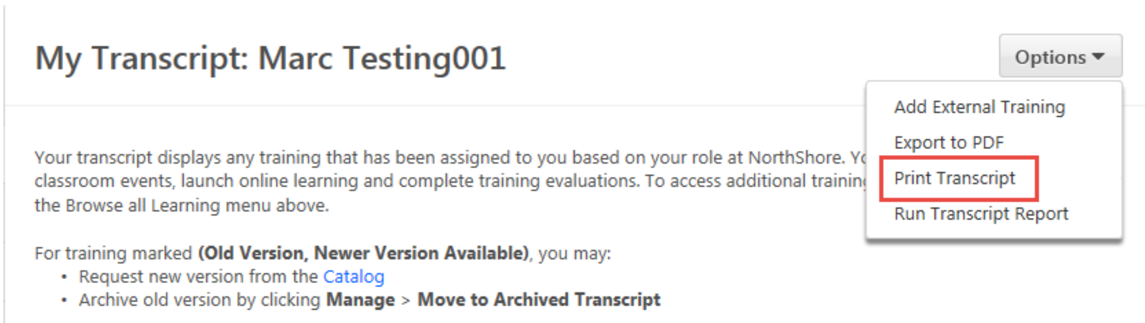
1. Click **My Transcript** under **My Learning**.
2. Click **Manage** in the <u>Options</u> column of the row that identifies the training.
3. In the next screen, the online classes that are part of the curriculum will display. Each class will have an option to launch. Click **Launch** to access each class**.**

F. View Your Training Scores

1. Click **My Transcript** under **My Learning**.
2. Click on the Completed tab.
3. Click on the title of the training for which you would like to view your score.
4. Your score displays in the bottom half of the screen.

G. Print Your Transcript

1. Click **My Transcript** under **My Learning**.
2. Click **Options** on the right side of the screen and select **Print Transcript**.

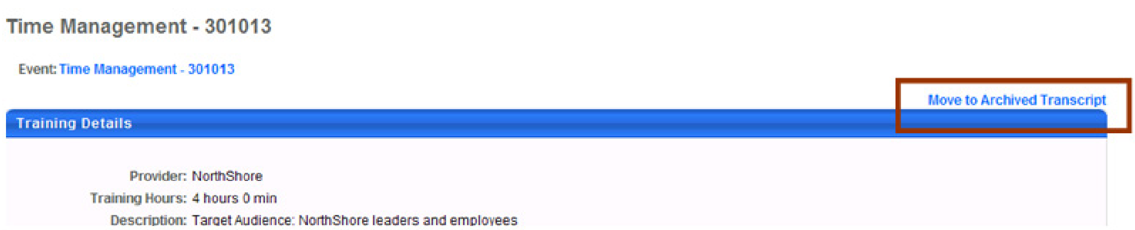


3. When the Transcript window displays, click **Print.**

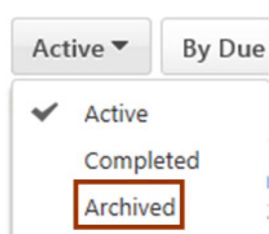
H. Archive Items from Your Transcript

To remove events, sessions or other types of learning from displaying on your active transcript, move them to your archived transcript; e.g., when you have withdrawn from a training session and no longer want it visible on your active transcript.

1. Click **My Transcript** under **My Learning**.
2. Click on the title of the training.
3. The Training Details screen displays. Click on **Move to Archived Transcript**.



You may move archived items back to your active transcript at any time.



4. To view your archived transcript, click on the drop down and click **Archived**.

Browse All Learning

From the **Browse All Learning** tab, you may:

A. Search by catalog for training not on your transcript.

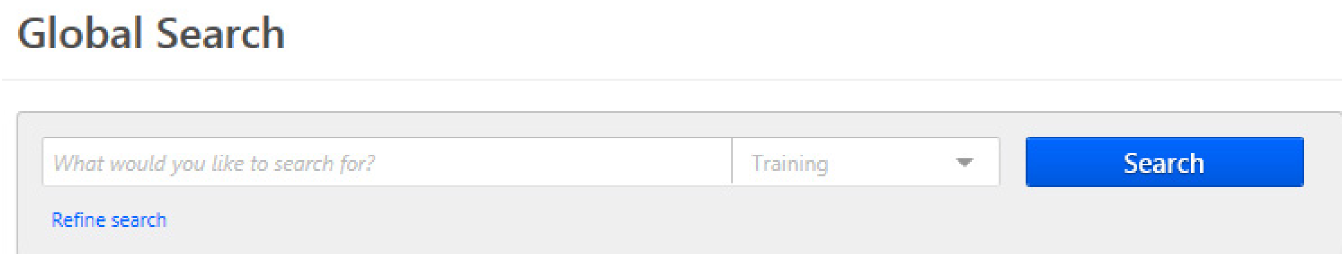
B. Search by calendar for training not on your transcript.

C. Register or waitlist for training not on your transcript.

D. Indicate an interest in future training sessions not on the current schedule.

A. Search for Training by Catalog

1. Hover over **Browse All Learning.**
2. Click **Catalog** to search by title, description or subject.



a. Fill in the exact title, if known, or the first two or three words of the title.

b. Click **Search.**

c. Scroll to see the results
displayed toward the bottom of the same screen.

○ Online class	a computer-based learning experience; all online classes will be in a curriculum
○ Event	an instructor-led training topic; e.g., *Inpatient Order Entry* or *Living the Service Values*. Employees register for a session of an event
○ Curriculum	any combination of types of learning about a related topic(s); e.g., annual required education curriculum is a series of individual courses
○ Posting	e.g., documents, additional resources, pre-work or post-work
○ Test	a NorthShore assessment of knowledge and/or skills

B. Search for Training by Calendar

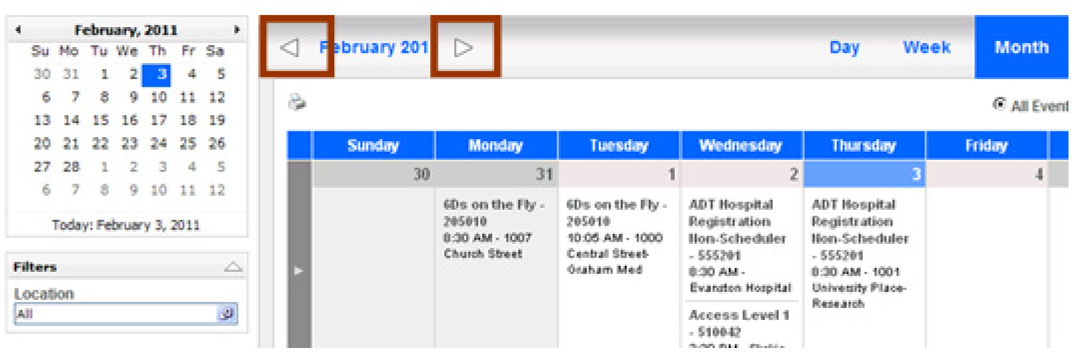
Click **Calendar** to search by date

Note: The calendar displays only sessions of instructor-led training available to you based upon your role.

a. The current month's schedule displays.

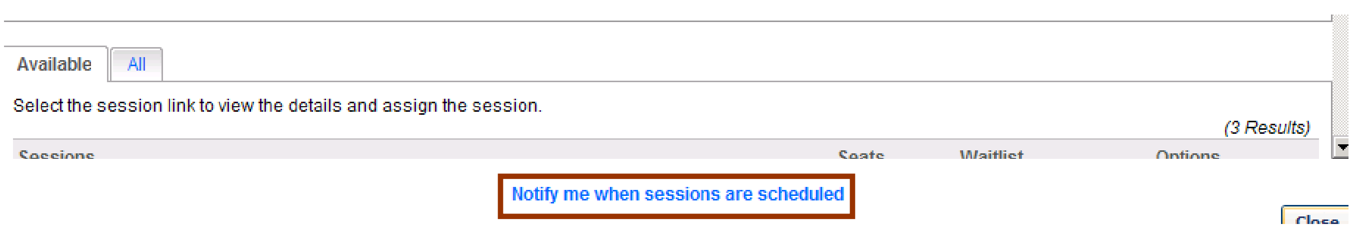
b. Click on the toggle arrows on either side of the month's name to move back and forth through the calendar.

Events Calendar



C. Indicate an interest in notification of future sessions

1. Search for training under **Catalog**.
2. From the search results, click on the title in which you are interested.
3. The next screen shows that no sessions are scheduled. Click **Notify me when sessions are scheduled.**



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