

VIRTUAL CAMPUS

How-To Guide

*A NOTE ABOUT THIS DOCUMENT

This document is intended to help you when using the SEIU Local 1000 Leadership Academy Virtual Campus. The Virtual Campus is web based training for registered users.

THIS IS AN INTERACTIVE PDF

On the next page you will find a table of contents for this 'how-to' guide. Each section can be 'clicked' and it will jump to that section of the guide. If you'd like to return to the table of contents simply click on the name "Leadership Academy" at the top of any page. If you'd like to jump to a different section, simply click on the name of that section at the top of any page.



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VIRTUAL CAMPUS

How-To Guide

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LOGGING IN

YOUR FIRST LOGIN

Go to the Leadership Academy Website



<http://www.local1000leadershipacademy.org>

Click on the 'Virtual Campus' Link



Enter your User ID & Password



Click Here to Login

User ID

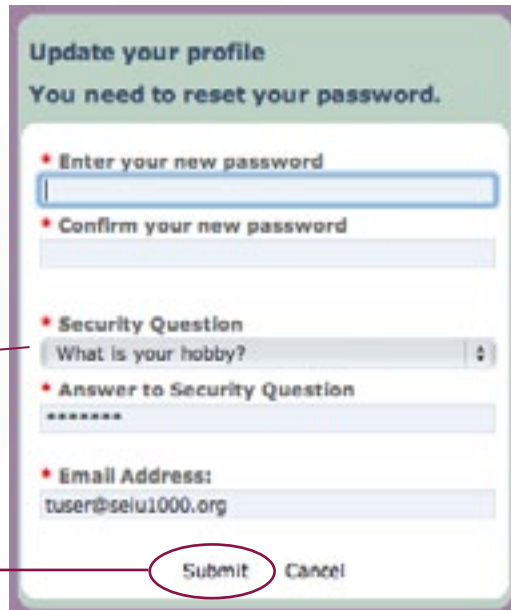
Password

Enter the User ID and password you received in your registration confirmation email.

The first time you login, you will need to reset your password

There are multiple options for this question

Click here When done

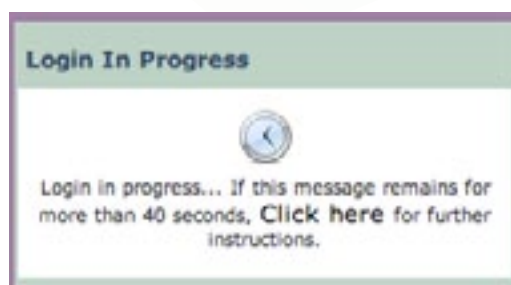


When this screen appears, enter your new password, email, and set up a security question.

***IMPORTANT**

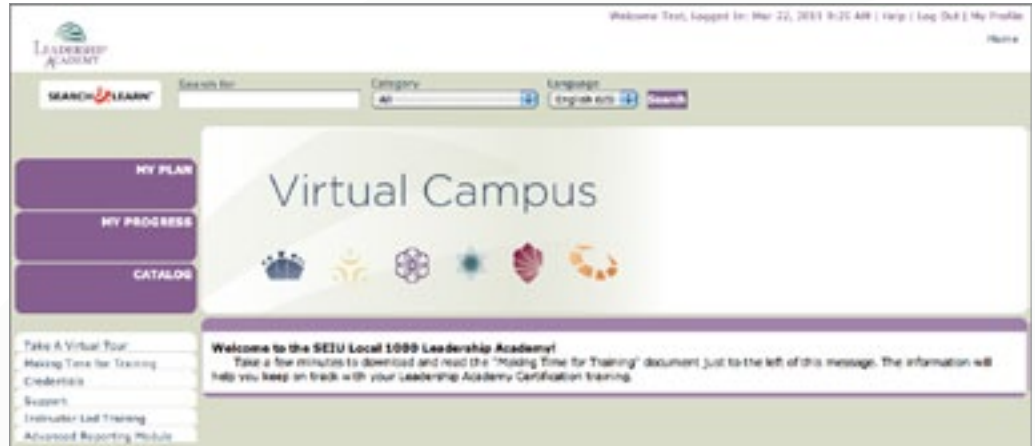
You will need your security question answer or your email to retrieve your password if you forget it.

It will take a moment to process



You will see this screen after all your information is entered, and you click "Submit" (from above step).

Success!



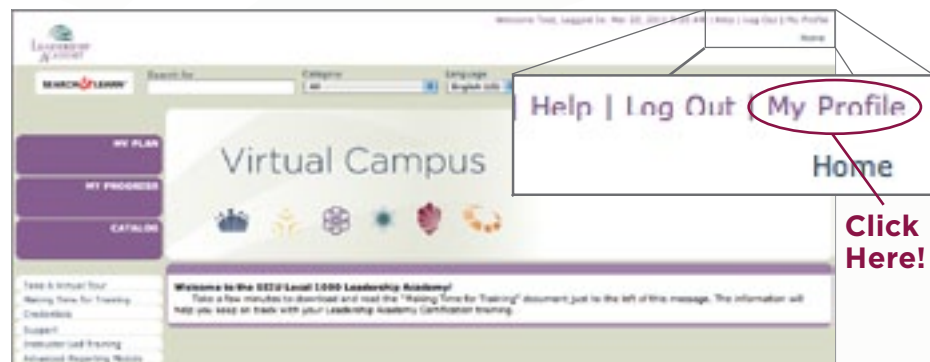
When you have successfully logged in you will be taken to this screen. This is the home screen for the Virtual Campus. From here you will take courses and track your progress.

UPDATING YOUR PROFILE

Login to the Virtual Campus



Click "My Profile"

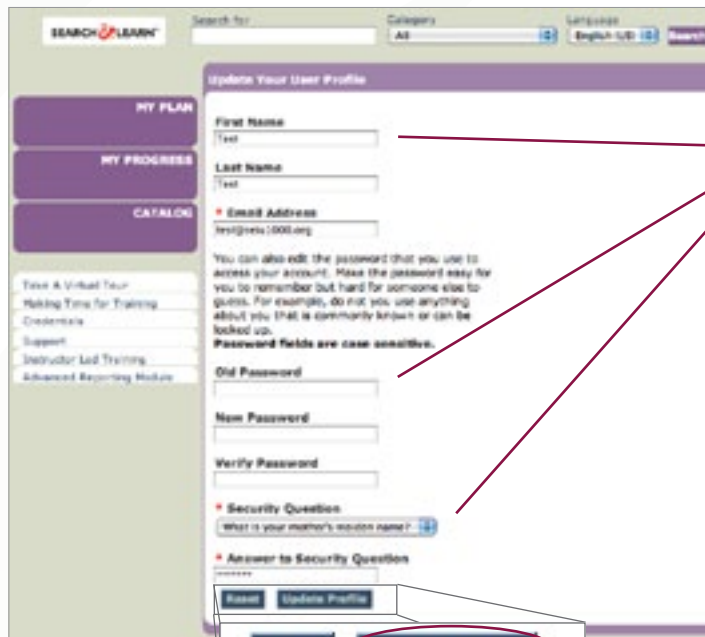


**Click
“Update Your
User Profile”**



**Click
Here!**

**Update your
personal
information**



**Update
Your Info**

**From this screen
you can change:**

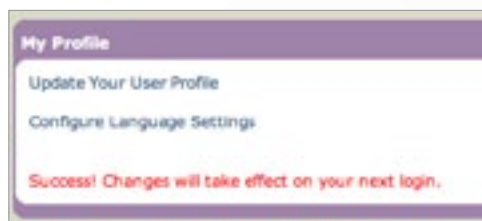
- Your Name
- Email Address
- Password
- Security Question

**Click
“Update Profile”**



**Click
Here!**

**If successful,
you should see
this message**



CHANGING YOUR PASSWORD

To change your password, please see the steps for updating your profile information in the previous section. You can change your password from the same screen.

[GO TO » UPDATING YOUR PROFILE](#)

IF YOU FORGOT YOUR PASSWORD

To reset your password you will need either:

- 1) The answer to your security question, or
- 2) The email address you provided when you registered

If you do not have either of these, the Leadership Academy will have to reset your password. Contact them at: support@local1000leadershipacademy.org

**Enter your
User ID
and click
“Forgot your
password?”**



User ID

Click Here!

Answer your security question, or input your email address

Reset Password

To reset your password, answer the following question:


What is your hobby?

[Reset my password](#)

Send Password

You can also have your password mailed to your registered email account:

[Send me a new password](#)



[Click here to access Live Help](#)
[Or Return to Login Page](#)

If you remember your security question, enter the answer and click “Reset my password”

If you don’t remember your security question answer, you can have your new password sent to your email. Click “Send me a new password”

If you answered your security question correctly you will see this screen

Update your profile

You need to reset your password.

* Enter your new password

* Confirm your new password

* Security Question
What is your hobby?

* Answer to Security Question

* Email Address:
tuser@seiu1000.org

[Submit](#) [Cancel](#)

Enter a new password exactly like you did when you registered for the first time.

Update your other information if needed.

If you entered your email address to get a new password you will see this screen

The screenshot shows a web interface with four main sections:

- Reset Password:** A section with a heading "Reset Password" and a sub-heading "To reset your password, answer the following question:". Below this is a text input field with the label "What is your hobby?". A "Reset my password" button is located below the input field.
- Send Password:** A section with a heading "Send Password" and a sub-heading "You can also have your password mailed to your registered email account:". Below this is a "Send me a new password" button. A red oval highlights the message "Your password has been sent to your email address." in red text.
- Login:** A section with a heading "Login". It contains a checkbox labeled "Enable Web Accessibility (What is Web Accessibility?)". Below this are two text input fields labeled "User ID" and "Password". A "Login to SkillPort" button is located below the input fields.
- Footer:** A section with a blue information icon (i) and the text "Click here to access Live Help Or Return to Login Page".

Confirmation

Check your email for the new password. We recommend copy & pasting the password to get it correct.

Click "Login to SkillPort" to login with your new password.

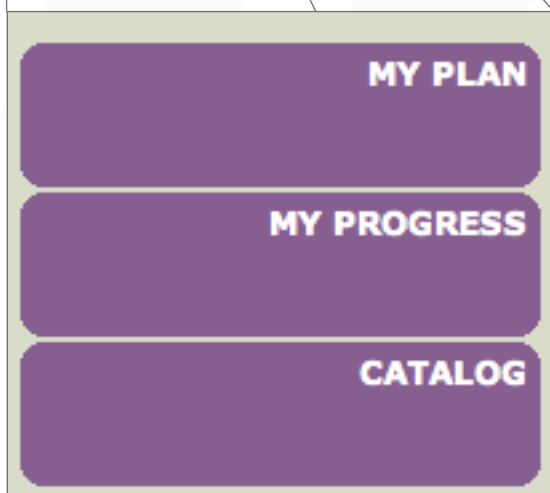
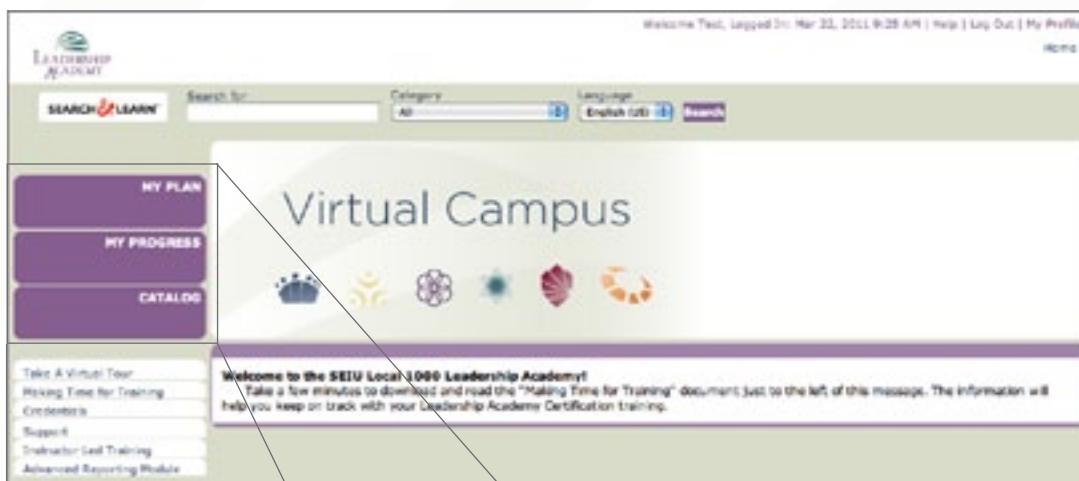
NAVIGATING THE VIRTUAL CAMPUS

This section will give you an overview of the Virtual Campus. There are two main parts:

- **The Navigation Dashboard**, which contains “My Plan,” “My Progress” & the “Catalog.”
- **Taking Courses**, will give you an overview of the course player system.

THE NAVIGATION DASHBOARD

The highlighted area is the main navigation area of the Virtual Campus



— Create goals for course completion, view course details, launch courses, etc.

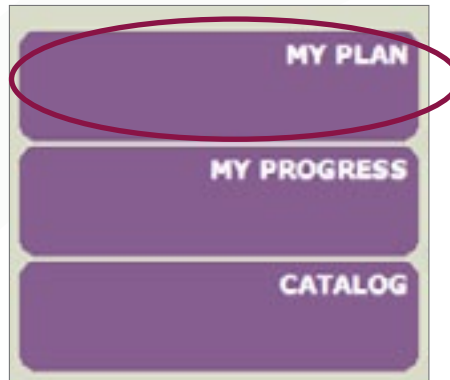
— View completion and in-progress status, view course details, launch courses, etc.

— View custom content & extra course library, view course details, add courses to your plan, etc.

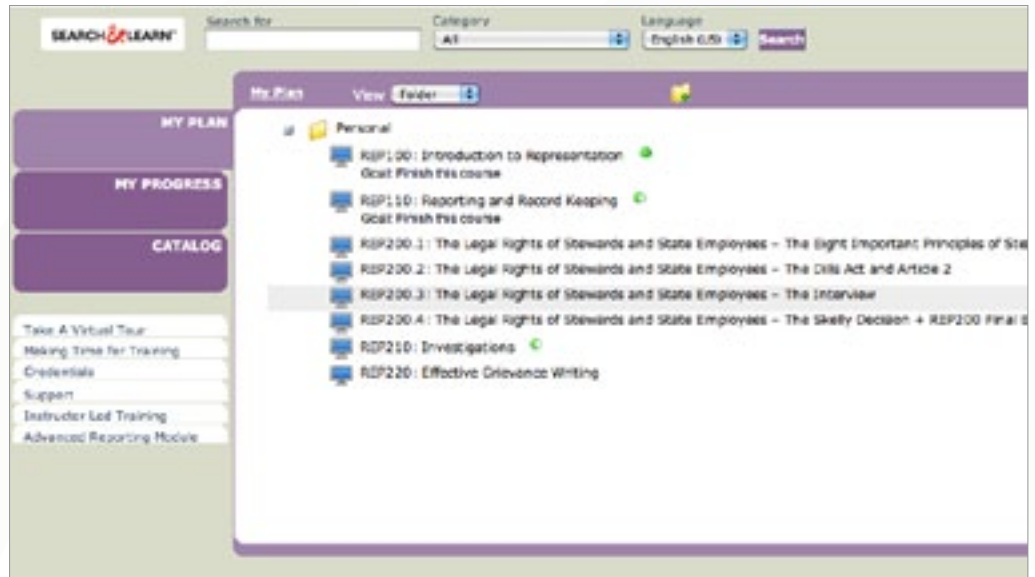
THE NAVIGATION DASHBOARD

My Plan

Click on
“My Plan”

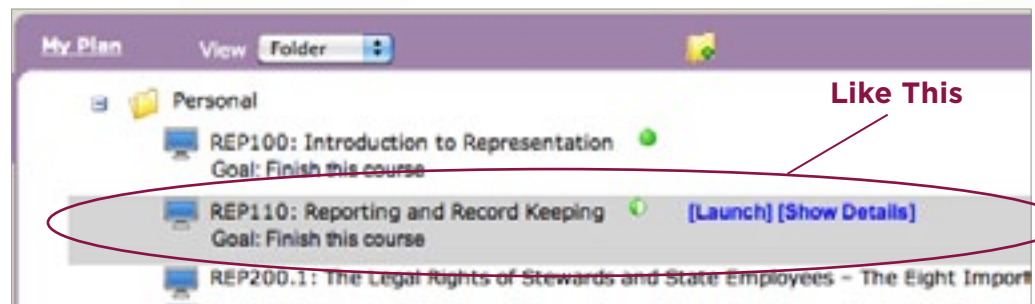


You will be taken
to this screen



This screen will show you the courses you are enrolled to take.

Highlight a
course by rolling
over it with your
mouse



You have two options

- ① Launch the course
- ② View course details



① Launch the Course

Click this option to begin the course. More details in taking the courses will be covered in the next section.

② Show Details

Click this option to view detailed information about the course.
*see next step

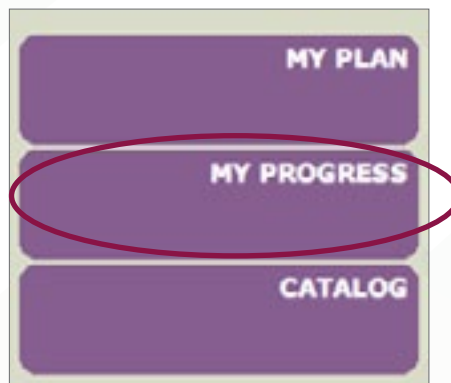
Here is an example of course details



My Progress

The “My Progress” tab is for tracking which courses you have completed, how far along you are in each course, and your score on exams you’ve taken. You will not have any information in the “My Progress” tab until you have started at least one course.

**Click on
“My Progress”**



**You will be taken
to this screen**

The screenshot shows the 'My Progress' interface. On the left is a navigation menu with 'MY PLAN', 'MY PROGRESS', and 'CATALOG'. The main area displays a table with columns: Title, ID, Last Accessed, First Accessed, Completed, Current Score, High Score, and Actions. The table lists five courses with their respective IDs and dates.

Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
HE/210: Overview for Stress FM...	HEP200	Mar 14, 2011	Mar 4, 2011		0	0	
HE/210: Discrimination and Sexual...	HEP040	Mar 4, 2011	Mar 4, 2011				
HE/210: Investigations	HEP010	Mar 4, 2011	Mar 4, 2011		79	79	
HE/200: The Omb Act and LLU's	HEP060	Mar 4, 2011	Mar 4, 2011		0	0	
HE/210: Research and Record Ke...	HEP110	Feb 25, 2011	Feb 15, 2011			0	

Your progress is displayed on two tabs

You can click on either tab to display current or completed courses.

Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
RD220: Moodle 2.0, Moodle 2.1	RD220	Mar 14, 2011	Mar 4, 2011		-	0	[Play] [Refresh] [Print]
RD210: Discussion and Sess...	RD210	Mar 4, 2011	Mar 4, 2011		-	-	[Play] [Refresh] [Print]
RD210: Invertebrate	RD210	Mar 4, 2011	Mar 4, 2011		79	79	[Play] [Refresh] [Print]
RD200: The Old Act and U's	RD200	Mar 4, 2011	Mar 4, 2011		0	0	[Play] [Refresh] [Print]
RD110: Taxonomy and Resour...	RD110	Feb 25, 2011	Feb 15, 2011		-	0	[Play] [Refresh] [Print]

In Progress

These are courses you have started, but not finished. If you took the exam, but did not pass it, the course will remain here.

Completed

These are completed courses which means you have passed the exam.

You can apply for certification when all required courses for a track are completed.

Here is an example of a completed course

Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
RD200: Introduction to Progress...	RD200	Mar 18, 2011	Dec 2, 2010	Feb 15, 2011	88	88	[Play] [Refresh] [Print]

Passing Score

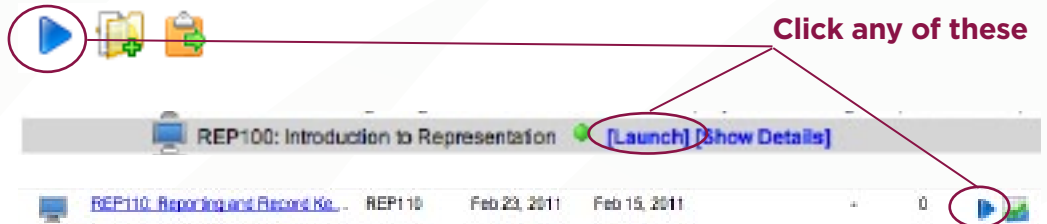
TAKING COURSES

Launch a course

When you launch a course, it will open in a new window. This window will be referred to as the “player window.” To launch a course, click any of the buttons shown here that appear in either the “My Plan” & “My Progress” sections.

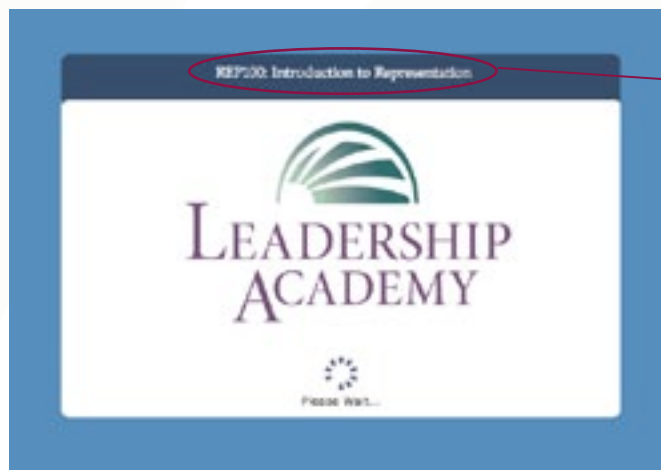
Launch a course

Click any of these buttons to begin the course.



Click any of these

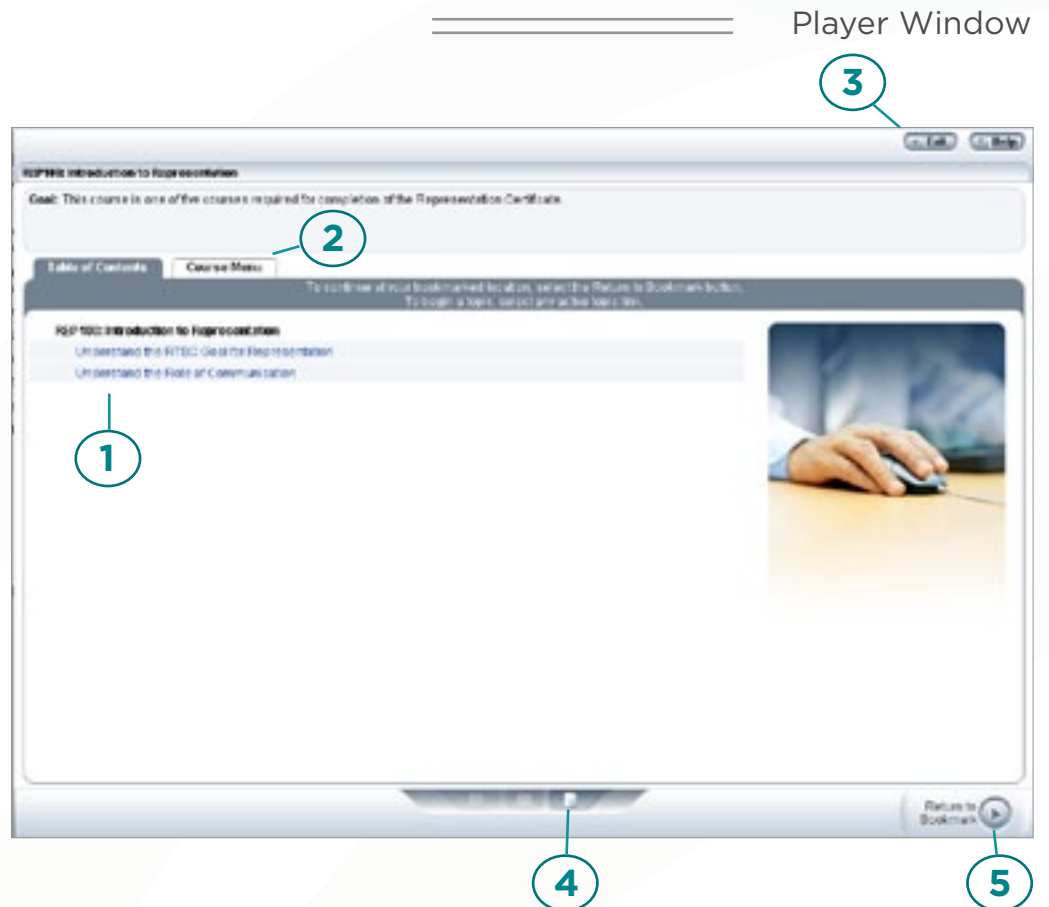
You will be taken to this screen



Make sure this is the course you want to take

Player Window (Home screen)

From this window you can access all the elements of each course. If you click “home” from another area within the course, you will be taken here.



- 1 — These are the sections of the course. If you are returning to a course, you can click here to go directly to a specific section.
- 2 — The sections of the course and the exam for the course are available from this tab.
- 3 — When you are ready to exit the course, click this button.
- 4 — Resources & Settings will appear if you click this button. Here you can access the SkillBriefs for this course.
*Note: all SkillBriefs are also available for download on the Resources tab of the Leadership Academy website.
- 5 — This button will do one of two things:
 - 1) Return you to the last page viewed if you started the course, but did not finish it.
 - 2) Start the course from the beginning if you have not started it yet.

Learning Points

Each section of the course will have “learning points.” These are similar to sub-sections of a course topic.

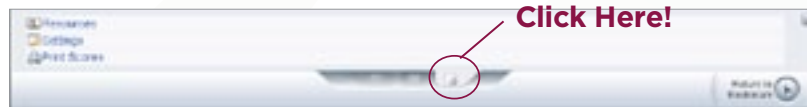


If you would like to go directly to a particular point, simply click the title of the point in this window.

For Example:

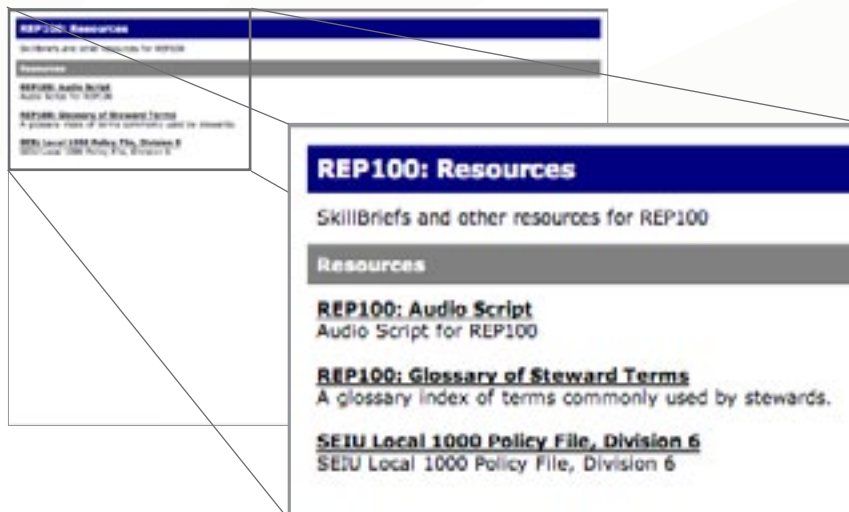
If you are having a difficult time on an exam question and would like to brush up on the point, you can skip directly to it here.

Resources & Settings



Resources & Settings

Clicking the small “page” icon will bring up the Resources & Settings options. The Leadership Academy does not recommend changing your settings.



This is an example of the Resources window. Here you can click each resource to view it. You can save it to your computer to print or view at any time.

Course Controls

Each course has a series of controls that will allow the learner to pause, skip, go back a slide, etc.



1 — This button will take you to the Home screen from anywhere in the course.

2 — This button will take you to the beginning of the previous slide.

3 — This button will pause the course. If you experience audio problems using this button, the Leadership Academy recommends using button #6 for pausing.

4 — This button will advance you to the next slide. When it is time to advance to the next slide, this button will blink and button #6 will remind you to click it.



Button #6 shown changing to remind you to advance to the next slide.

5 — This button will take you to the beginning of the current slide.

6 — This button will pause and resume the course.

Taking exams

Taking an Exam

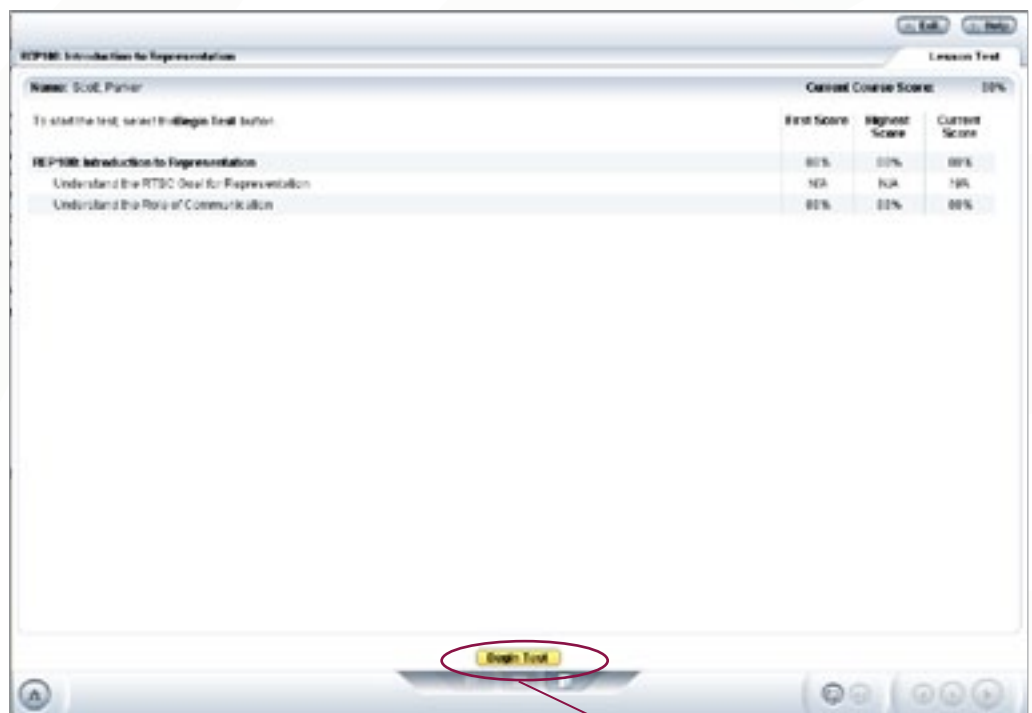
Each course has an exam associated with it. In order to be certified in a Learning Track, you will need to successfully complete all the required exams for that Track.

Click Here!



After you have finished a course, you can take the final exam. To take an exam, go to the Home screen and click on the Course Menu tab (shown here). Here you can see if you have taken the exam, how much of it you completed, and what your score was. To take the exam click the Take Test button.

**Click
“Begin Test”**



Click Here!

If you have not taken the exam yet, all information on this screen will be blank. If you have taken the exam, it will display your score: your First Score, Best Score & Current Score.

Here is a sample question. Click the button next to the best answer.

FFPR: Introduction to Representation

Lesson Test

Question
The duty of Fair Representation.
(Choose all that apply)

- ...is to represent all employees in the Bargaining Unit
- ...is directly connected to employability
- ...is a matter of acting in good faith on behalf of employees on specific issues
- ...has no connection to Local 1000

Choose more than one option and then click Done. To deselect an option, click it a second time.

Done

States: Arizona, Idaho

1/10

Here is a sample answer.

Question
The duty of Fair Representation.
(Choose all that apply)

- ...is to represent all employees in the Bargaining Unit.
- ✗ ...is directly connected to employability.
- ...is a matter of acting in good faith on behalf of employees on specific issues.
- ...has no connection to Local 1000.

That's partially correct.
The correct answers are indicated.
Fair representation is a matter of acting in good faith on behalf of employees on specific issues. In exchange for exclusive representational rights, the union has the duty to represent all employees covered by the contract. This prevents another union from claiming to represent these employees. The employee does not need to be a union member to request representation on a given issue. Fee-payers have equal access to the process, the MRC, URC and all union resources.

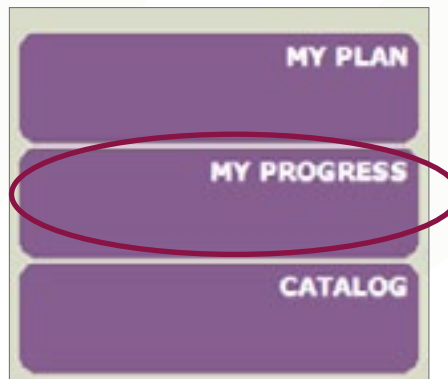
Whether or not the answer is correct or not, you will receive and explanation.

TRACKING YOUR PROGRESS

After you have taken courses, you will be able to track your progress. You can see which courses you have started, which you have completed and what your exam score was if you took the exam. You can use this section to see how many of the required courses in each Track you have completed. When all required exams have been completed with a passing score, you can apply for your certification in that Track.

“My Progress” Tab

Click on
“My Progress”



You will be taken
to this screen

My Progress							
Type	All	Date Range	Last 90 Days				
In Progress		Completed					
Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
RE/220: Modules for 3000 F.M.	REP200	Mar 31, 2011	Mar 4, 2011		-	0	
RE/210: Discussion and Sessi...	REP049	Mar 4, 2011	Mar 4, 2011		-	-	
RE/210: Investigations	REP210	Mar 4, 2011	Mar 4, 2011		79	79	
RE/200: The Oils Act and LU's	REP000	Mar 4, 2011	Mar 4, 2011		0	0	
RE/11: Taxation and Report Ki...	REP110	Feb 25, 2011	Feb 15, 2011		-	0	

* For more information about the “My Progress” tab, please see that section on page 13.

Steps for Getting Certified

- 1. Determine which Track you are taking for certification.**
The courses for that Track will be automatically added to your plan.
- 2. Take all required courses for that Track.**
Each track will be different, make sure to check which are required.
- 3. Pass all required course exams.**
Each course will be added to the 'completed' section of the My Progress tab after the exam has been completed with a passing score. To view which courses have been completed, simply click on that tab.
- 4. Apply for certification.**
Go to the Leadership Academy website:
<http://www.local1000leadershipacademy.org>
 - a.** Click on the Resources tab.
 - b.** Click on Applications.
 - c.** Fill out the appropriate application.
(Steward/Staff)
 - b.** Click 'send'.
This will generate an email—make sure to send the email!

The Leadership Academy will verify completion of all exams and send you your certification.



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