

## **UKG Learning Navigation Guide**

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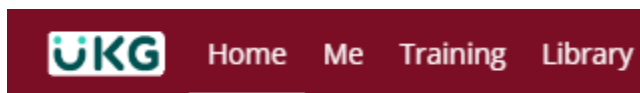
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## Accessing UKG Learning:

UKG Pro > Myself > UKG Pro Learning

## Navigating UKG Learning:



### Home:

When you first open UKG Learning, you will land on the 'Home' page. Here you will see any courses in progress as well as a calendar that will show any training or events you have upcoming.

### Me:



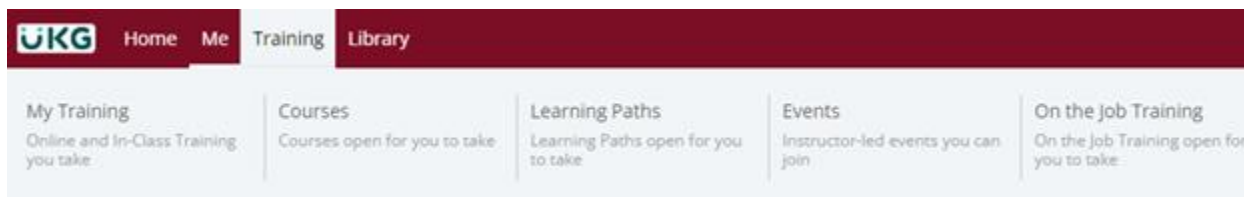
My Profile – Your employee information pulled from UKG Pro. You can also upload your employee photo here.

My Dashboard – Provides a full report of your course completion, exam results, events, etc.

My Certificates – Certificates that you have earned will be listed here. If you take a course multiple times, the previous certificate will show as “expired”. You can view certificates and download a copy.

My Settings – Multiple settings can be changed here if needed.

### Training:



My Training – Courses that you have been assigned or enrolled in.

Courses – Courses open for you to take.

Learning Paths – If applicable, learning paths that are available to be taken.

Events – Instructor-led events that can be joined. You can search by start date, event type, etc.

On the job Training – Training that can be taken as part of a course you have enrolled in.

**Library:**

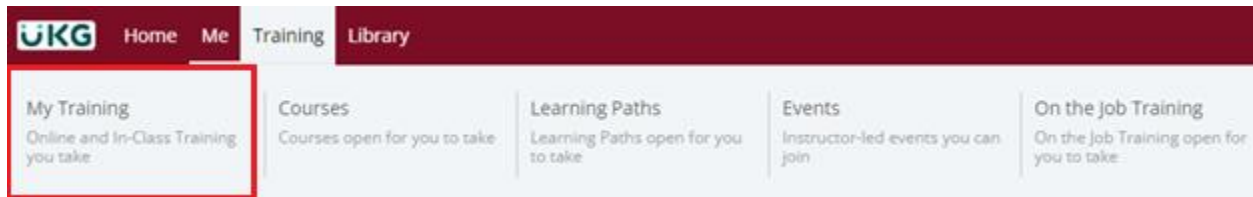


The library is a collection of materials that have been added to build courses, modules, etc.

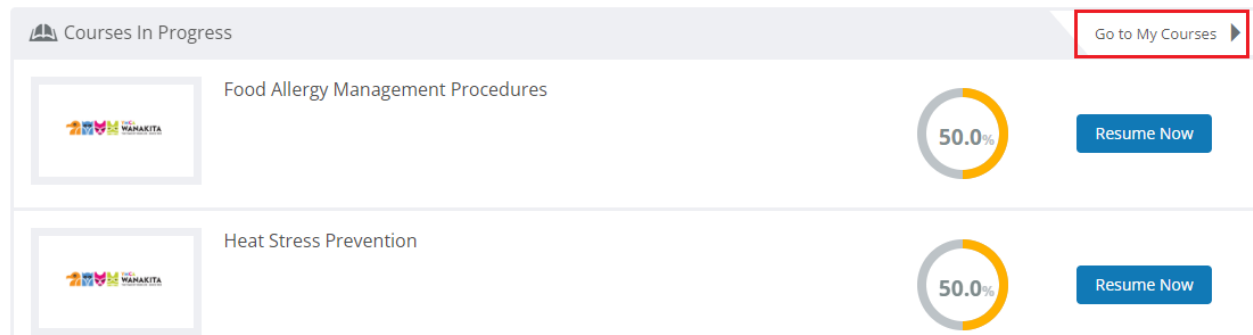
**Viewing Courses:**

You have two options to view available courses:

1: Hover over 'Training' in the top menu, then click 'My Training'



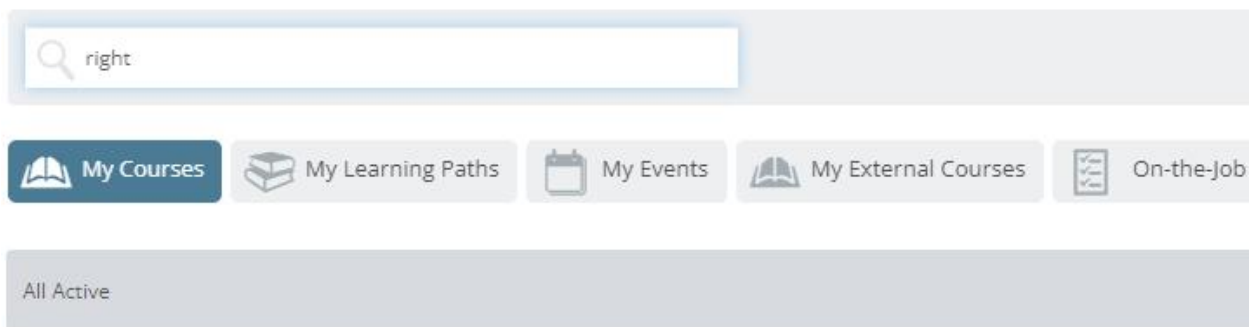
2: From the Home page, next to 'Courses in Progress' click 'Go to My Courses'



## Search for a Course:

You may have many courses to scroll through to find the one you need to complete. Instead of scrolling, you can use the Search function to type in a keyword(s) to find the course you are looking for. In the example below, we are looking for the 'Right to Disconnect Policy', so we have searched "right", and the specific course is shown.

### My Courses



### The Right to Disconnect Policy

Private | 2 | Jun 9, 2023 | ★★★★★

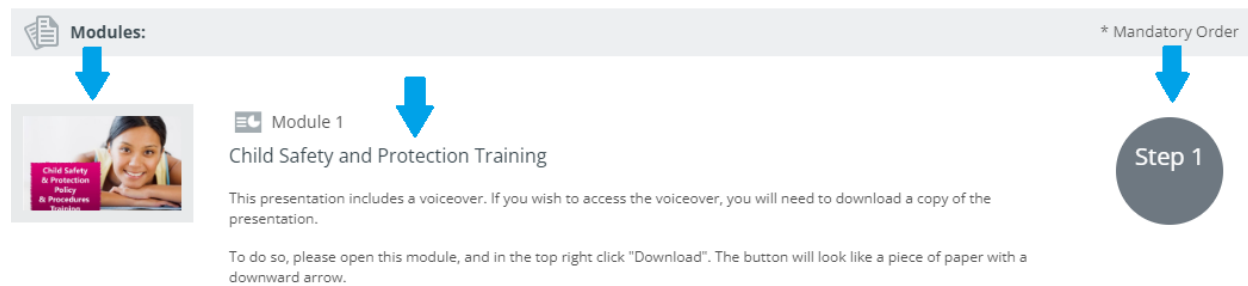
Not Enrolled yet

[More info](#)

[Manage](#)

## Viewing Course Content:

To open a module, you can either click on the photo of the module, the title of the module, or the step on the right-hand side.



**Modules:** \* Mandatory Order

**Module 1**  
**Child Safety and Protection Training**

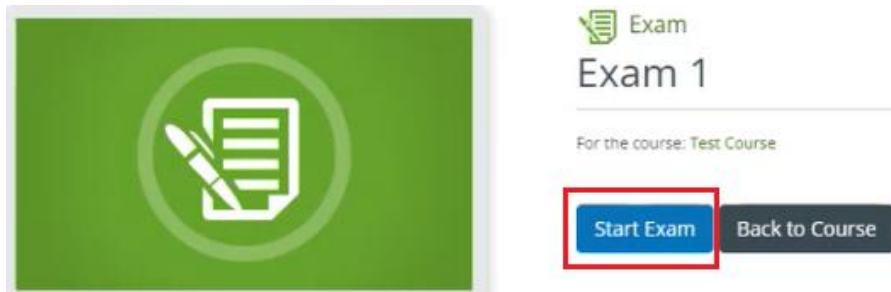
This presentation includes a voiceover. If you wish to access the voiceover, you will need to download a copy of the presentation.

To do so, please open this module, and in the top right click "Download". The button will look like a piece of paper with a downward arrow.

**Step 1**

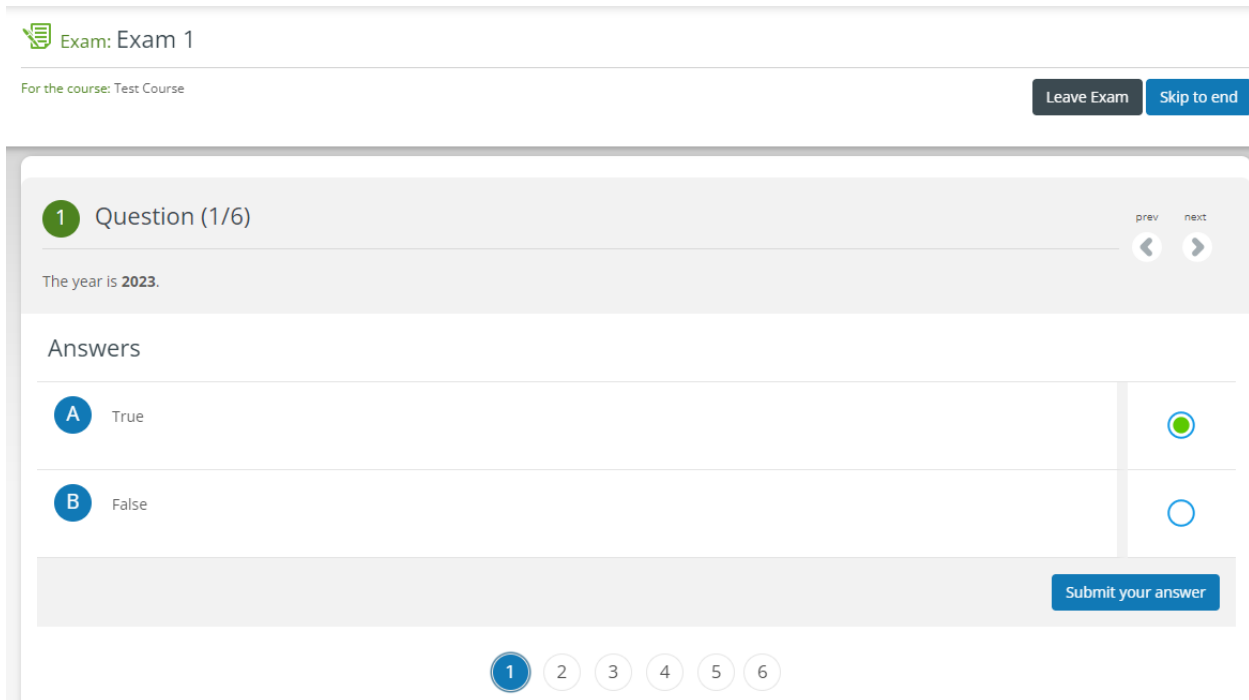
## Taking an Exam:

Once you have opened the course, and opened the exam, click on 'Start Exam'.

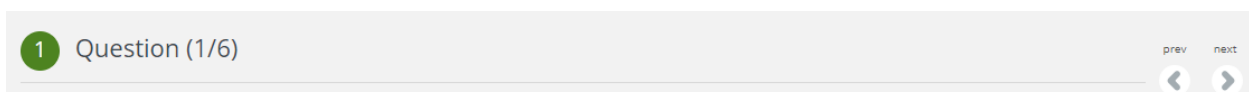


**\*Notes:** Questions can be multiple choice, true/false, multiple answer, etc.

Ensure that after selecting your answer, you click 'Submit your answer'.



If you don't know the answer to a question, you can always skip the question and come back to it later. Click the 'next' arrow to move to the next question, or the 'prev' arrow to go back to the question before.



**\*Note\*** Make sure if you skip a question that you come back and answer the question before you submit your exam. Once the exam is submitted, skipped questions count as an incorrect answer.

The passing score for most courses is 100%, as we have allowed the ability to retake exams as needed if a passing score is not achieved. If you need to retake an exam because you have not achieved a passing score, click on 'Retake Exam'.



Exam: Exam 1

For the course: Test Course

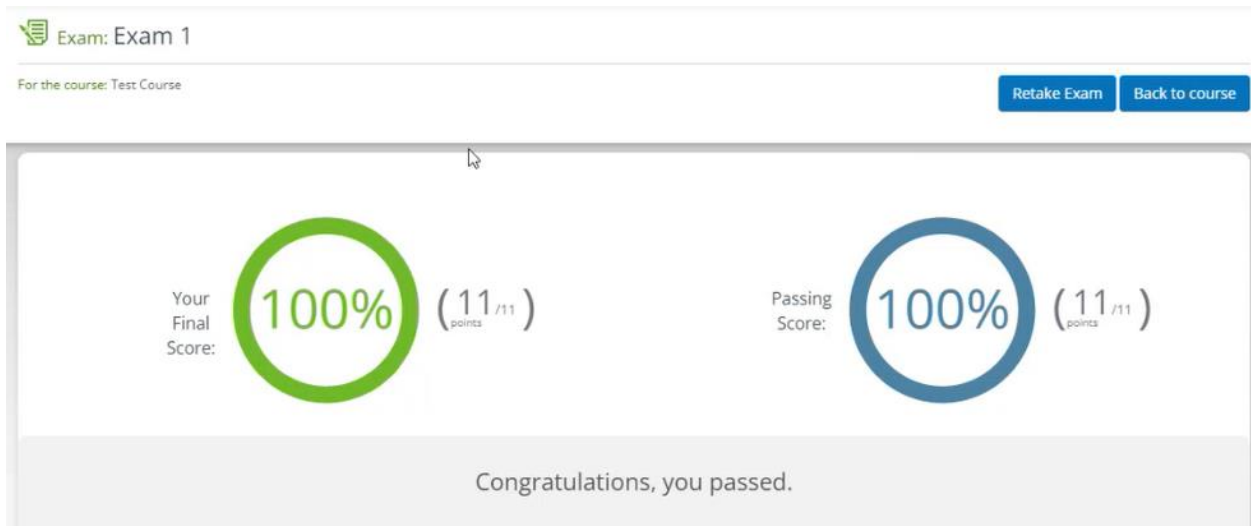
[Retake Exam](#) [Back to course](#)

Your Progressive Score: **90%** (10 / 11 points)

Passing Score: **100%** (11 / 11 points)

Sorry, please try again.

When you retake an exam, we have set up our courses to only require that you answer the questions that you got wrong. Once you have achieved a passing score, you will see this clearly on the next screen.



Exam: Exam 1

For the course: Test Course

[Retake Exam](#) [Back to course](#)

Your Final Score: **100%** (11 / 11 points)

Passing Score: **100%** (11 / 11 points)

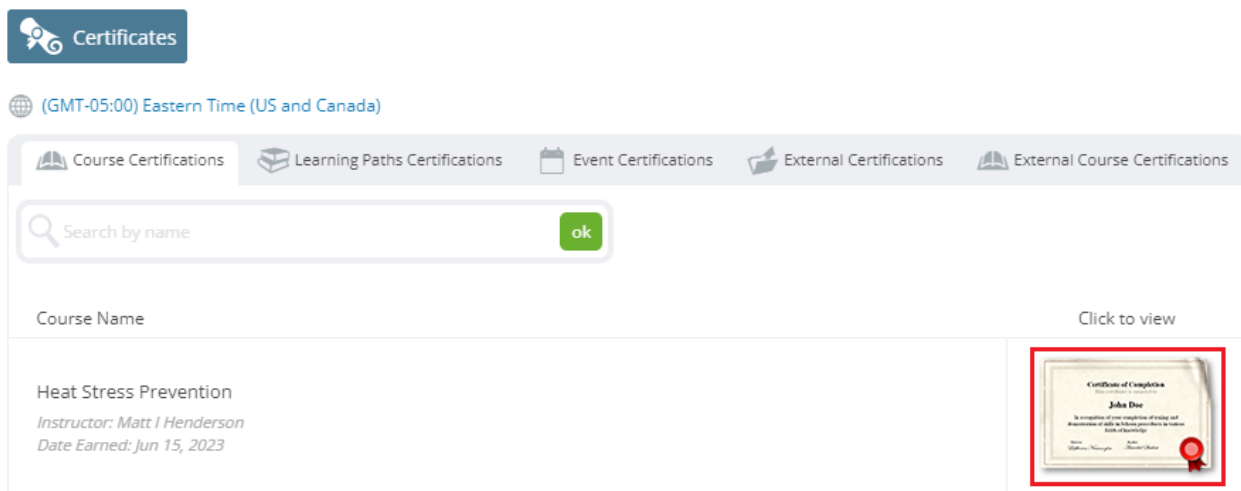
Congratulations, you passed.

## Viewing Completion Certificates:

All completion certificates can be found by hovering over 'Me' in the top menu, then clicking on 'My Certificates'.



From there, scroll down to the bottom and you will see all certificates that you have received. Click on the certificate in the bottom right corner to view your certificate.



## Viewing Reporting Data:

The system tracks and reports on several items, including the number of times you have completed a course, the length of time spent on each course, results of your exams, etc.

Hover over 'Me' in the top menu, then click 'My Dashboard'.



You can select different menus to see Courses, Exams, etc.

(GMT-05:00) Eastern Time (US and Canada)

My Dashboard

EmployeeTest  
NewTest  
view profile

Total Courses 4 Total Time 0:02:45 Completion Rate 25%

**Courses** Learning Paths Exams On The Job Training Events

Search: Type to search Sort By: Name (A-Z) Required Only: All Due date: Show All Events: Events that users are registered in Status: All Courses

Category: Choose Category

Introduction to the YMCA of Hamilton/Burlington/Brantford **Required** [Details](#)

Test Course **Required** [Details](#)

The Right to Disconnect Policy **Required** [Details](#)

Total completions: 1 Total time: 0:00:49

Same screen with 'Exams' selected:

(GMT-05:00) Eastern Time (US and Canada)

My Dashboard

EmployeeTest  
NewTest  
view profile

Total Exams 1 Total Time 0:10:57 Success Rate 100%

Courses Learning Paths **Exams** On The Job Training Events

Search: Type to search Sort By: Name (A-Z) Status: All Courses Category: Choose Category

Exam 1  
Test Course  
Best Score: 100% Points: 11/11 Status: Passed [Details](#)

To view your exam history, click on "Details":

Exam 1  
Test Course  
Best Score: 100% Points: 11/11 Status: Passed [Details](#)

History	Progressive Score	Points	Status
Jul 25, 2023	0%	0 / 11	
Jul 20, 2023	100%	11 / 11	Passed <a href="#">Details</a>
Jul 20, 2023	90%	10 / 11	Failed <a href="#">Details</a>