# eLearning
## Tip Sheet

These eLearning resources are a great way to learn the new HR/Payroll system.

This is on-demand training where you control the pace and content. With three different learning modes, you can sit back and watch the system in action, or try it out in a simulated environment, or print a job aid.
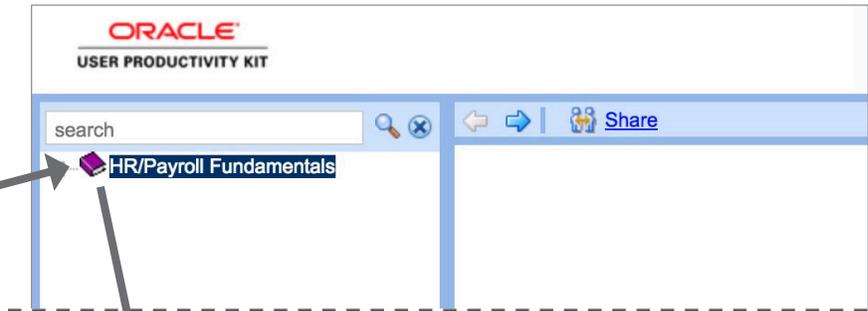
The eLearning screens are easy to follow, but here are quick tips to get you started:

**1** When you click to open an eLearning resource, you will arrive at a screen like this one.
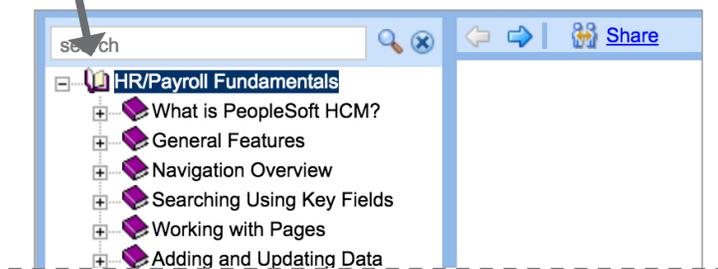
Content will be listed on the left.

Click ⊞ 📕 to open a module and show your learning options.
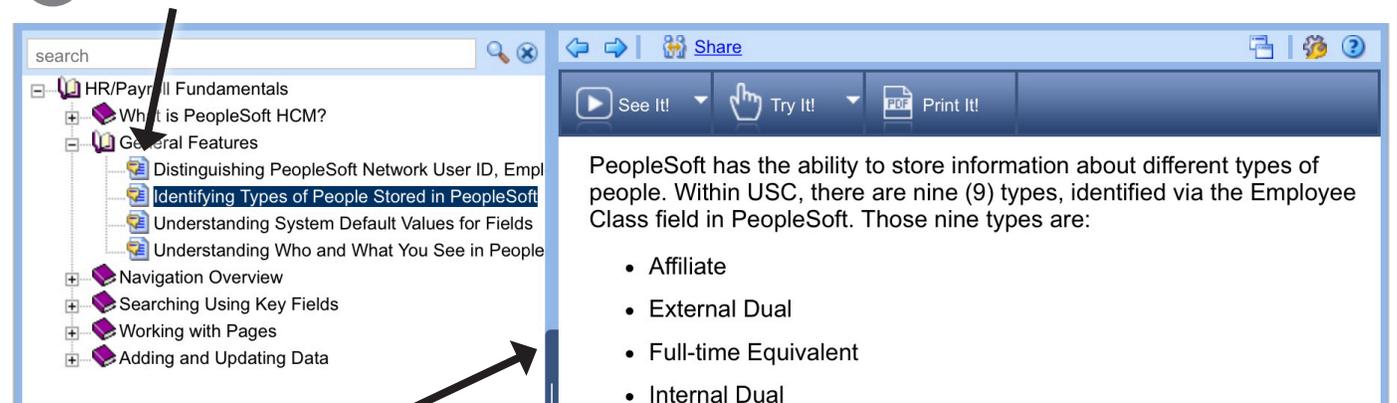
Click ⊟ 📖 to close.



**Terminology:**
These learning materials use a tool called User Productivity Kit (UPK). If you hear someone refer to "UPKs" in the context of this project, they are referring to eLearning content.

**2** Click 📑 to open a topic. An overview of the topic will appear on the right.



PeopleSoft has the ability to store information about different types of people. Within USC, there are nine (9) types, identified via the Employee Class field in PeopleSoft. Those nine types are:

- Affiliate
- External Dual
- Full-time Equivalent
- Internal Dual

Click and drag to adjust the width of the frames.

**3** **Click on one of the three playback modes at the top of the screen.** A new window will open, serving as the "player" for your eLearning content. **This is where the learning takes place!** Simply follow the on-screen prompts.

**Additional Tips:**
The player will work with nearly all current web browsers, but Internet Explorer typically works best in terms of keeping all formatting intact.

In **See It!** mode, you will have video controls on the lower left – so you can start and stop whenever you want.

In **Try It!** mode, you will see an Actions click-on that gives you various options, including a Share option that will show the topic URL.

**▶ See It!**

With **See It!** mode, you learn by watching. All required activities, such as moving the mouse and entering data, are done for you. You can pause, resume, and replay at any time.

**🖑 Try It!**

**Try It!** mode is hands-on learning. It gives you an interactive simulated environment. You will be prompted for mouse clicks and keystrokes to complete a task.

**📄 Print It!**

Use **Print It!** to print a Job Aid.

**4** To close the player window, press escape or click the ⊠ button – or close as you would close any window for the browser you are using. You will return to the original content screen showing the topics on the left.