Cal Poly Learning Hub

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Access the Cal Poly Learning Hub

1. Go to my.calpoly.edu and login to your portal

   ![Login Page]

   Username:
   
   Password:
   
   Need Help?
   
   Login

2. In the toolbars, click on “Staff and Faculty Training”

   ![Toolbar]

3. Click on “Go to the Cal Poly Learning Hub”

   ![Learning Hub]

   Professional Development and Compliance Courses
   
The Cal Poly Learning Hub supports both in-person and online learning activities including access to thousands of workshops, courses, books and videos. You’ll also find several course series that build to professional certificates. The system conveniently tracks your progress and completion toward your learning goals.

   The Cal Poly Learning Hub is also the place to go for required compliance and safety training. This includes Sexual Harassment Prevention, Defensive Driving and the Injury and Illness Prevention Program.

   ![Go to the Cal Poly Learning Hub]
4. Access thousands of videos, courses, books, and in-person workshops!
Find a Training

1. In the Cal Poly Learning Hub home page, click on the magnifying glass on the top right.

2. Click on the drop down menu and select the category you would like to see. In this case we will select “Learning.”

3. Type in a subject you are interested in learning more about to find relevant training.
Find a Training that’s Assigned to You

1. In the Cal Poly Learning Hub page, click on the “Assigned Learning” button below.

2. View all of your assigned training activities.
Find Your Transcript to View Your Completion

1. In the Cal Poly Learning Hub home page, click on the “Transcript” button on the bottom.

2. In your training transcript, you will:
   (A) be able to filter your training records
   (B) see your course completion date
   (C) see your score
Using the Navigation search bar to find your transcript

1. In the Cal Poly Learning Hub home page, click on the magnifying glass on the top right

2. Click the drop down menu and change the category to "Navigation"

3. Using "Navigation" as your search category, type in “transcript” and hit ‘enter’
4. Your training transcript should appear in the results. Click on "Navigate"

5. In your training transcript, you will:
   (A) be able to filter your training records
   (B) see your course completion date
   (C) see your score
Finding Courses in the Library

1. In the Cal Poly Learning Hub home page, click on the library books icon on the top left.

2. This will lead you to a drop down menu in which you will click on the white arrow for “Productivity & Collaboration Tools”
3. Click on the white arrow for the training you want to learn more about. In this case we will choose "Microsoft Office 2016"
4. Click on the white arrow for “Excel 2016”

- Microsoft Office 2016 (153)
  - Access 2016 (2)
  - Excel 2016 (24)
  - Microsoft Office OneDrive (4)
  - Microsoft Office Sway (9)
  - Office 2016 Fundamentals (4)
  - OneNote 2016 (7)
  - Outlook 2016 (23)
  - PowerPoint 2016 (22)
  - Project 2016 (4)
  - Publisher 2016 (6)
  - Sharepoint 2016 (9)
  - Skype 2016 (10)
  - Visio 2016 (4)
  - Word 2016 (25)

5. Click on “Microsoft Office 2016: Advanced Excel”

- Excel 2016 (24)
  - Microsoft Office 2016: Advanced Excel (3)
  - Microsoft Office 2016: Beginning Excel (5)
  - Microsoft Office 2016: Excel for iPad (6)
  - Microsoft Office 2016: Excel for iPhone (4)
  - Microsoft Office 2016: Intermediate Excel (6)
6. Click “select” on the course you want to learn more about, then press “start”

7. Check “Enable Web Accessibility,” then click “Start Course”