



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

CAL POLY

Username

Password

Need Help?

Login

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



CAL POLY | My Portal

Search

Home

Academics

Money Matters

Personal Info

Library

Staff and Faculty Training

ASI

My Tab

Password Manager

My Tab

3. Click on "Go to the Cal Poly Learning Hub"

Cal Poly Learning Hub



Cal Poly 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.

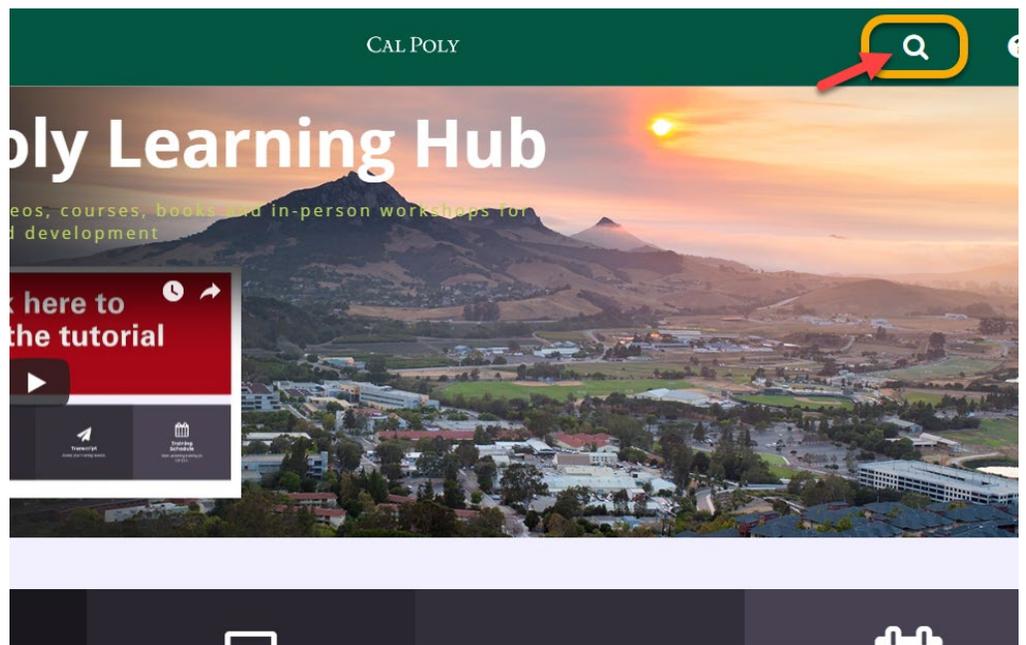
Go to the Cal Poly Learning Hub

- 4. Access thousands of videos, courses, books, and in-person workshops!

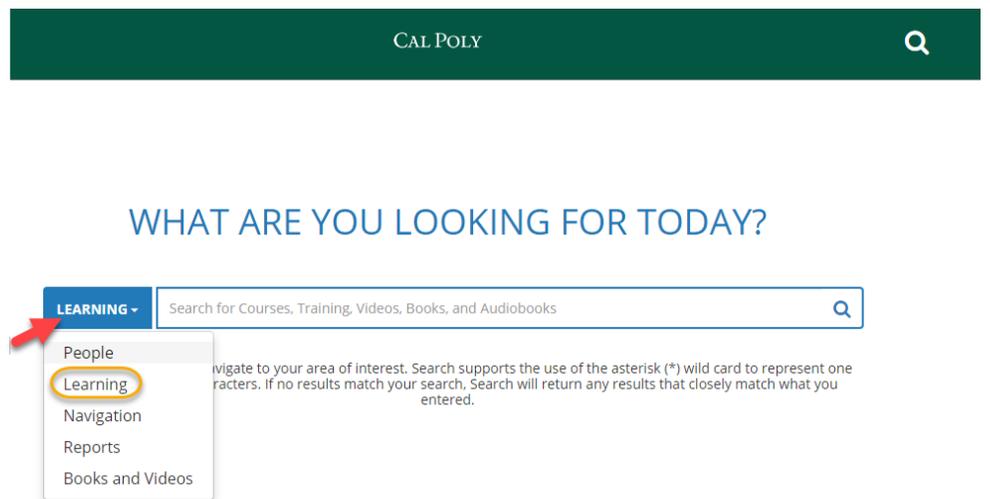
The screenshot shows the Cal Poly Learning Hub website. At the top is a dark green header with a user profile icon, a book icon, the text "CAL POLY", a search icon, and a help icon. Below the header is a large banner image of a campus at sunset with the text "Cal Poly Learning Hub" and "Thousands of videos, courses, books and in-person workshops for your learning and development". A red video player overlay is centered on the banner with the text "Click here to watch the tutorial" and a play button. Below the banner is a dark grey navigation bar with four icons and labels: a graduation cap for "Assigned Learning" (Content assigned based on your role.), a bookmark for "Recently Viewed" (Access recently viewed content.), a paper plane for "Transcript" (Access your training records.), and a calendar for "Training Schedule" (View upcoming training on campus.).

Find a Training

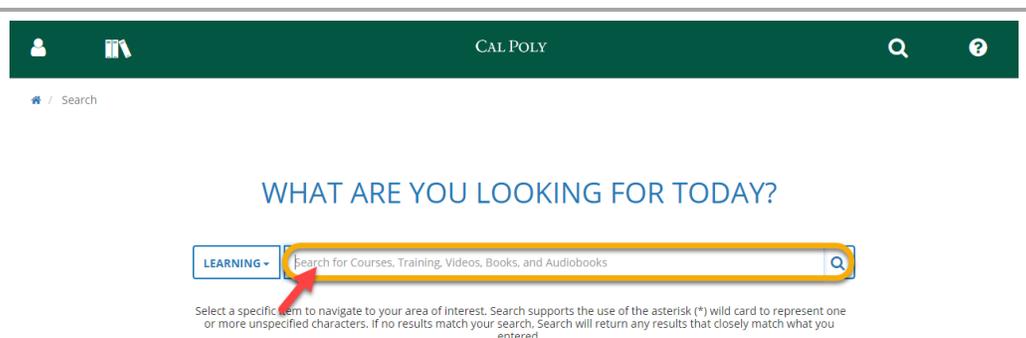
1. In the Cal Poly Learning Hub home page, click on the magnifying glass on the top right



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

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range: [v]
 Start Date: 1/23/2018 05:46pm [calendar icon] End Date: 1/23/2019 05:46pm [calendar icon] [REFRESH]

List of completed activities from 1/23/2018 to 1/23/2019

E-mail: null@sumtotalsystems.com **User number:**
Manager: **Primary job:**
Primary organization: San Luis Obispo

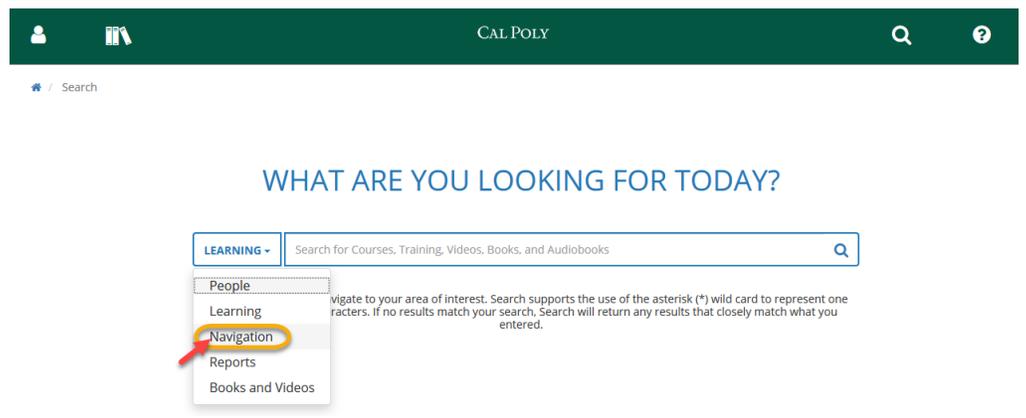
Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Signature Status	Instructor or Administrator Signature Date	Manager Signature Date
Course: CSU: Preventing Discrimination and Harassment for Non-Supervisors	_aicc_spcentralsta_csu_lr_dhr		12/11/2018	12/11/2018		100			
Course: EDU: Eliminate Campus Sexual Misconduct (CSU)	_aicc_spcentralsta_csu_titleix_misconduct		12/11/2018	12/11/2018		100			

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'



Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

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

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range: [v]
 Start Date: 1/23/2018 05:46pm
 End Date: 1/23/2019 05:46pm
 REFRESH

List of completed activities from 1/23/2018 to 1/23/2019

E-mail: null@sumtotalsystems.com
Manager:
Primary organization: San Luis Obispo

User number:
Primary job:

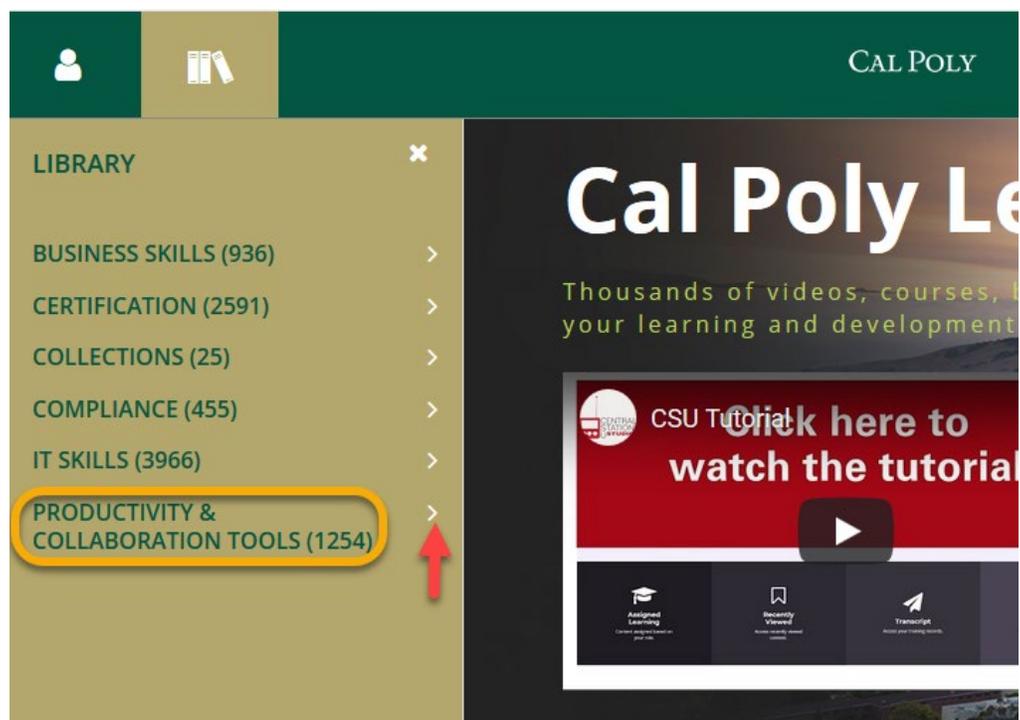
Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Signature Status	Instructor or Administrator Signature Date	Manager Signature Date
Course: CSU: Preventing Discrimination and Harassment for Non-Supervisors	_aicc_spcentralsta_csu_lr_dhr		12/11/2018	12/11/2018		100			
Course: EDU: Eliminate Campus Sexual Misconduct (CSU)	_aicc_spcentralsta_csu_titleix_misconduct		12/11/2018	12/11/2018		100			

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"

LIBRARY

IT SKILLS (3966)

PRODUCTIVITY & COLLABORATION TOOLS (1254)

- ▶ Business Applications (33)
- ▶ Collaboration Tools (41)
- ▶ Google (82)
- ▶ Graphics and Design (55)
- ▶ IBM for End Users (33)
- ▶ Internet (26)
- ▶ Mac OS Sierra Applications (12)
- ▶ Microsoft Office 2007 (62)
- ▶ Microsoft Office 2010 (110)
- ▶ Microsoft Office 2013 (152)
- ▶ **Microsoft Office 2016 (153)**
- ▶ Microsoft Office 365 (71)
- ▶ Microsoft Office for Mac 2011 (25)
- ▶ Microsoft Office for Mac 2016 (54)
- ▶ Mobile Devices and Computer Skills (107)
- ▶ Operating Systems (63)
- ▶ Productivity Tools (104)
- ▶ Social Networking Tools (71)

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"

LIBRARY

IT SKILLS (3966)

PRODUCTIVITY & COLLABORATION TOOLS (1254)

- Business Applications (33)
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- IBM for End Users (33)
- Internet (26)
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- Microsoft Office 2007 (62)
- Microsoft Office 2010 (110)
- Microsoft Office 2013 (152)
- Microsoft Office 2016 (153)
- Access 2016 (2)

Library / Microsoft Office 2016: Advanced Excel

FILTER YOUR RESULTS SHARE TOPIC

LEARNING - *

MICROSOFT OFFICE 2016: ADVANCED EXCEL (3) Sort By NAME (A-Z)

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors
Microsoft Excel 2016 makes ensuring Workbooks are accessible to all who need to use them very easy. This course covers using the accessibility checker to
Skillsoft Course 1 Hour 3 Minutes mo_adve_a03_dt_enu

Microsoft Excel 2016 Advanced: Apps and What-if Analysis
Microsoft Excel 2016 is a very powerful data analysis tool, but its functionality can be enhanced even further using third-party applications. This course covers
Skillsoft Course 47 Minutes mo_adve_a01_dt_enu

Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms
Using Power Pivot in Microsoft Excel 2016, you can pull together huge amounts of data from different sources and analyze it. In this course, you will learn how to
Skillsoft Course 1 Hour 11 Minutes mo_adve_a02_dt_enu

7. Check "Enable Web Accessibility," then click "Start Course"

CAL POLY

ENABLE WEB ACCESSIBILITY

Enable Web Accessibility for this activity (Internet Explorer browsers only)
Your choice will persist for the remainder of this session.

[What is Web Accessibility?](#)

START COURSE