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 username@calpoly.edu 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!
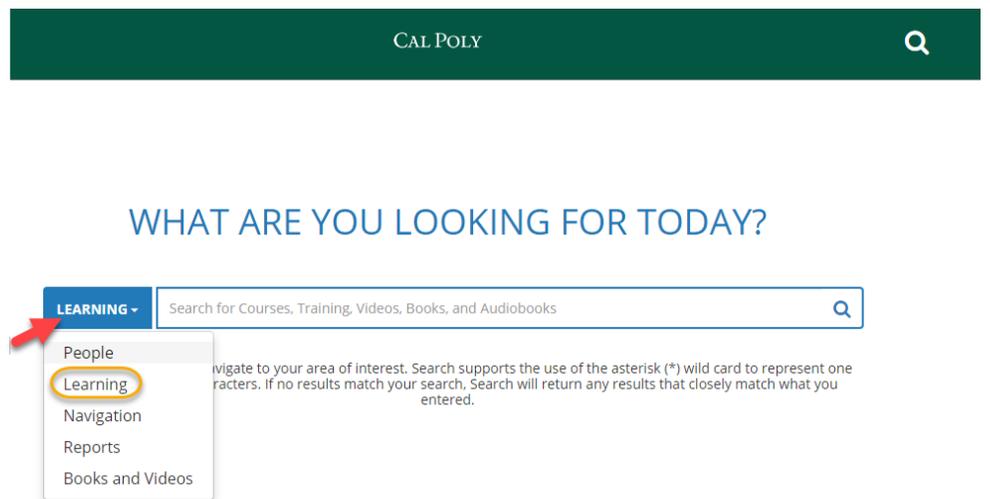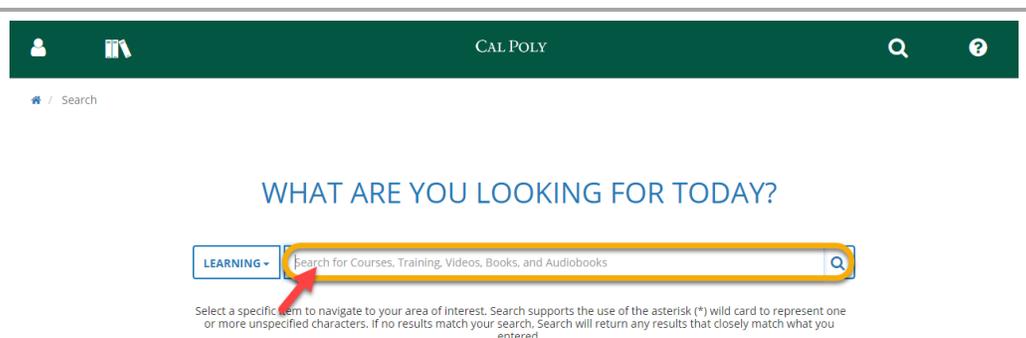
Find a Training

1. In the Cal Poly Learning Hub home page, click on the magnifying glass on the top right
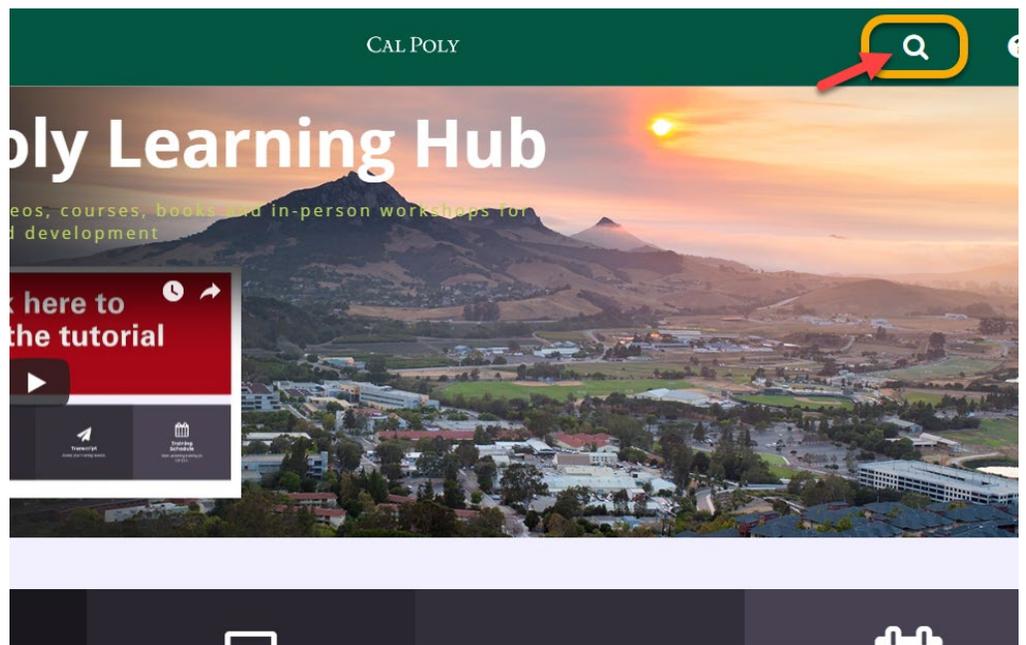
2. Click on the drop down menu and select the category you would like to see. In this case we will select "Learning"

WHAT ARE YOU LOOKING FOR TODAY?

3. Type in a subject you are interested in learning more about to find relevant training

WHAT ARE YOU LOOKING FOR TODAY?

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"
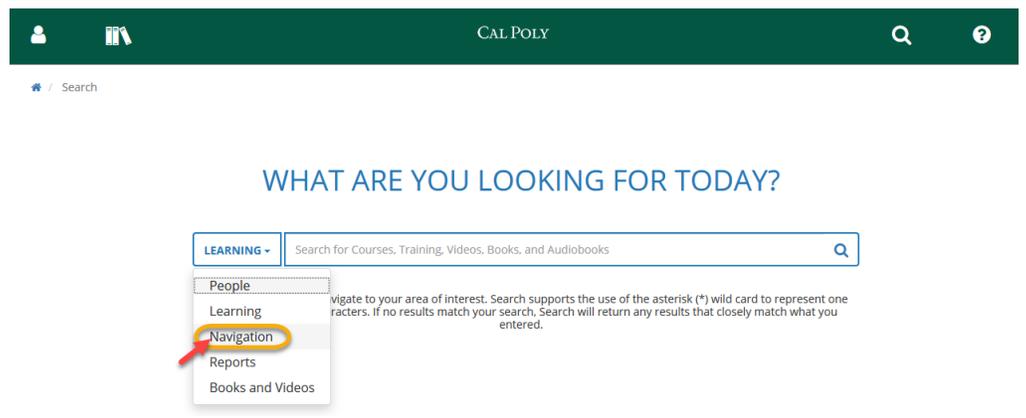
3. Using "Navigation" as your search category, type in "transcript" and hit 'enter'

4. Your training transcript should appear in the results. Click on "Navigate"

| | | CAL POLY | 🔍 | ❓ |

🏠 / Search

| NAVIGATION ▾ | transcript | 🔍 |

SHOWING 1 OF 1 RESULTS FOR "TRANSCRIPT"   Sort By RELEVANCE ▾

🔗 **Training Transcript**
Self/Reporting/Training Transcript
This is Learn legacy link and should remain hidden. Use the Self >Reporting >Training Transcript instead.

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

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PRINT   EXI

TRAINING TRANSCRIPT

A

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

Date Range ▾

Start Date   End Date
1/23/2018 05:46pm   1/23/2019 05:46pm   **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

ACTIVITIES

B   **C**

Activity	Code	Estimated Credit Hours	Start Date	Completion Date ▾	Expiration Date	Score	Signature Status	Instructor or Administrator Signature Date	Manag Signat 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"
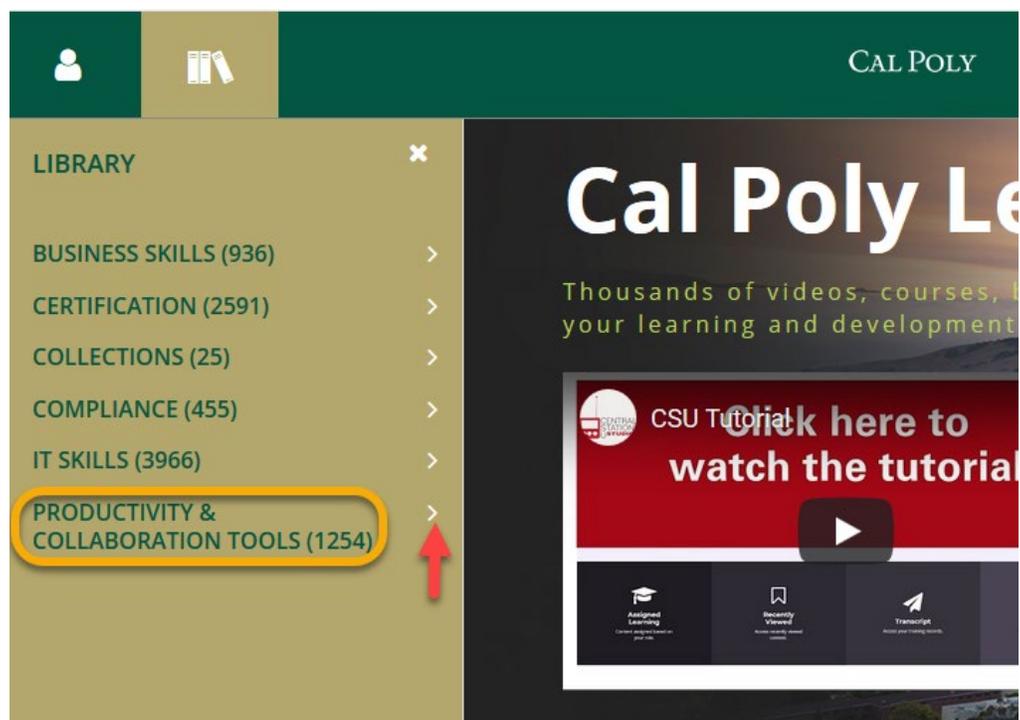
3. Click on the white arrow for the training you want to learn more about. In this case we will choose "Microsoft Office 2016"

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"

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