



Learner Dashboard Orientation

Click on the “Dashboard” button on the home page.

Inside L&I x Home - SumTotal x +

Not secure | sowa.stage.sumtotal.host/Core/dash/home/welcome

Apps WA State OCM CoP... Inside L&I Boards | Trello LinkedIn Learning... LMS Modernization... LMS Upgrade Team... Change Managem... Skype Meeting Sch... % Percentage Calculat...

The STAGE Learning Center

Good Afternoon! ⚙️

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson
- Just Another Announcement

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

QUICK LINKS

- Library
- My Messages
- My Training Requests

3:04 PM 8/25/2020

After clicking the “Dashboard” button, you will be directed to the page below.

The Learner Dashboard provides the learner an organized way to view and take action in one easy-to-access place. The page has several sections:

- My Learning Assignments
- Resume Learning
- Browse by Topic
- Enterprise News
- Agency News

The screenshot shows the Learner Dashboard interface. At the top, there is a navigation bar with a user profile icon, a search icon, and a help icon. The main header area features a search bar with the text "What would you like to learn today?" and a search button. Below the search bar, the dashboard is divided into several sections:

- MY LEARNING ASSIGNMENTS:** This section displays three course cards. The first card is titled "1 - My Awesome Curricula..." with a due date of 05/31/2020 and a "REGISTER" button. The second card is titled "Leadership Curriculum" with a "REQUIRED" tag and a "REGISTER" button. The third card is titled "Offering of 66 Course Testing 200618TH" with a "REQUIRED" tag and a "REGISTER" button.
- RESUME LEARNING:** This section is currently empty, displaying a "NO ACTIVITIES IN PROGRESS" message.
- BROWSE BY TOPIC:** This section displays four topic cards: "For Training Pu..." (3 Activities), "ISH Training" (3 Activities), "L&I Insurance S..." (12 Activities), and "Leadership" (1 Activity).
- QUICK LINKS:** This section lists several links: "COURSE CATALOG", "TRAINING TRANSCRIPT", "SELF REPORTED TRAINING", "MY TRAINING REQUESTS", and "HELP DOCUMENTATION".
- ENTERPRISE NEWS:** This section features a news item titled "COVID-19 AND DES TRAINING" with a sub-header "Department of Labor and Industries NEWS Widget". The text discusses the postponement of in-person trainings due to the COVID-19 outbreak and provides contact information for virtual training inquiries.
- AGENCY NEWS:** This section features a news item titled "IT Security Training" with a sub-header "Department of Labor and Industries NEWS Widget". The text states that employees are required to take the on-line Washington State IT Security training course annually and provides contact information for assistance.

My Learning Assignments

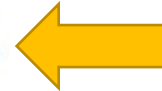
In this section, you can access all required and recommended training assigned to you.










This page gives you a partial view. You can only see three learning assignments.

Click on “View all” to see all assigned training.

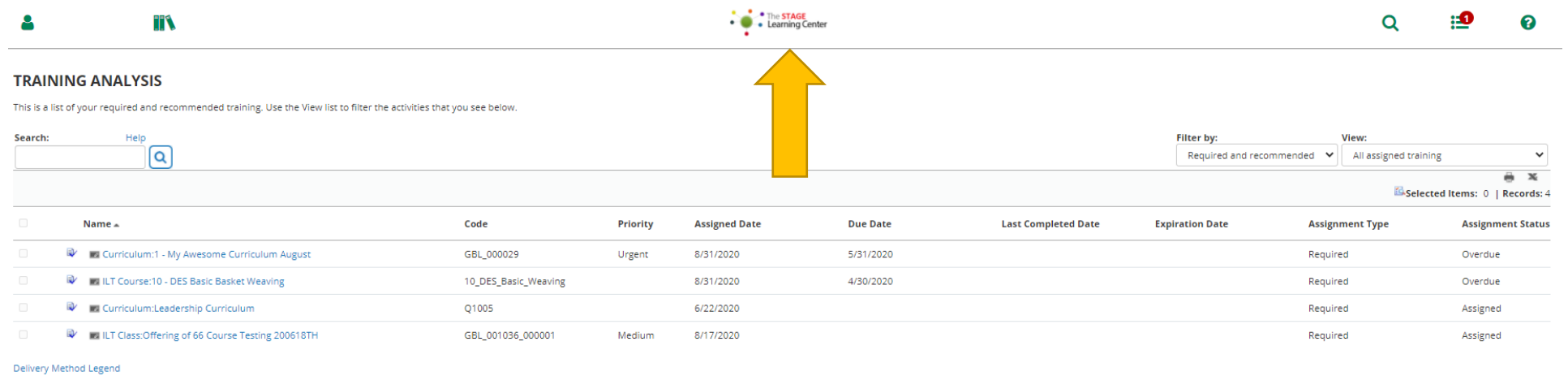
MY LEARNING ASSIGNMENTS

[View all >](#)



 CURRICULUM   1 - My Awesome Curriculu... August REQUIRED Due: 05/31/2020 REGISTER	 CURRICULUM   Leadership Curriculum REQUIRED REGISTER	 ILT CLASS   Offering of 66 Course Testing 200618TH REQUIRED REGISTER
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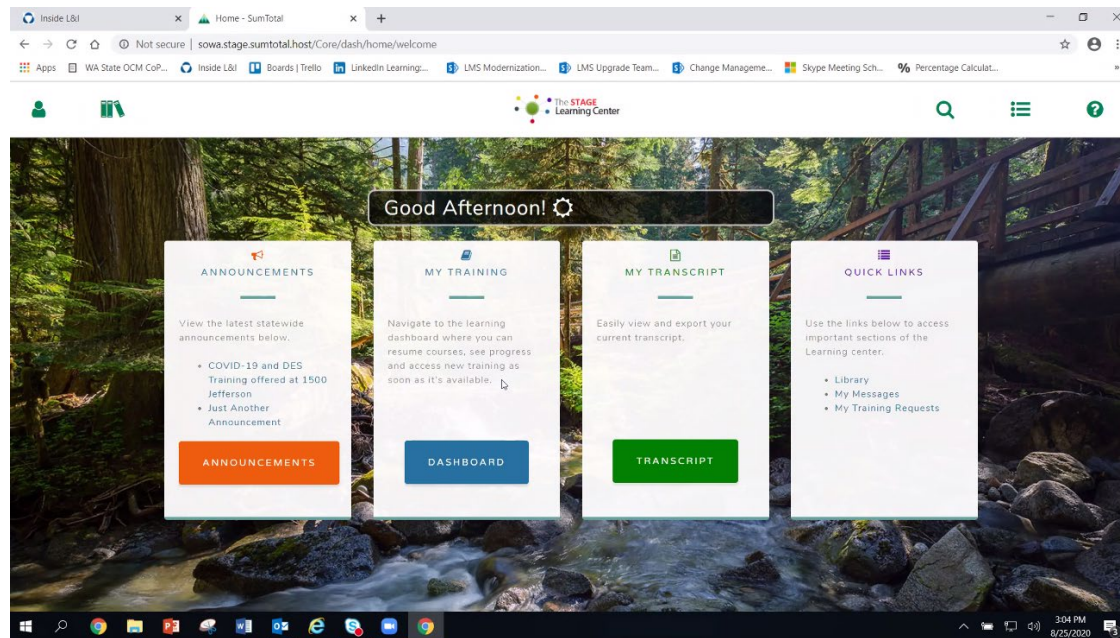
Clicking on “View All” will direct you to the page below.



The screenshot shows the 'TRAINING ANALYSIS' section of the Learning Center. At the top center, there is a 'The STAGE Learning Center' logo. A yellow arrow points from the text above to this logo. Below the logo is a search bar and filter options. The main content is a table with the following data:

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
Curriculum:1 - My Awesome Curriculum August	GBL_000029	Urgent	8/31/2020	5/31/2020			Required	Overdue
ILT Course:10 - DES Basic Basket Weaving	10_DES_Basic_Weaving		8/31/2020	4/30/2020			Required	Overdue
Curriculum:Leadership Curriculum	Q1005		6/22/2020				Required	Assigned
ILT Class:Offering of 66 Course Testing 200618TH	GBL_001036_000001	Medium	8/17/2020				Required	Assigned

Click on the **Learning Center** icon located on the top center of the page when you are finished viewing the list. Clicking on this icon will take you back to the home page.



The screenshot shows the Learning Center home page. At the top, there is a navigation bar with the 'The STAGE Learning Center' logo and a search bar. Below the navigation bar is a large banner with the text 'Good Afternoon!' and a gear icon. The main content area is divided into four columns: 'ANNOUNCEMENTS', 'MY TRAINING', 'MY TRANSCRIPT', and 'QUICK LINKS'. Each column has a title, a brief description, and a button to navigate to that section. The 'ANNOUNCEMENTS' column lists 'COVID-19 and DES Training offered at 1500 Jefferson' and 'Just Another Announcement'. The 'MY TRAINING' column has a 'DASHBOARD' button. The 'MY TRANSCRIPT' column has a 'TRANSCRIPT' button. The 'QUICK LINKS' column lists 'Library', 'My Messages', and 'My Training Requests'.

Resume Learning

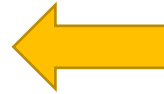
In this section, you can access all training you are in have started but not completed.

This page gives you a partial view. You can only three activities in progress.

Click on **“View all”** to see all activities in progress.

RESUME LEARNING

[View all >](#)



NO ACTIVITIES IN PROGRESS

Browse by Topic

This section lists courses that have corresponding topics in the library.

BROWSE BY TOPIC

 For Training Pu... 3 Activities	 ISH Training 3 Activities
 L&I Insurance S... 12 Activities	 Leadership 1 Activity

Quick Links

This section contains hyperlinked areas a learner would be interested in accessing.

QUICK LINKS

[COURSE CATALOG](#)

[TRAINING TRANSCRIPT](#)

[SELF REPORTED TRAINING](#)

[MY TRAINING REQUESTS](#)

[HELP DOCUMENTATION](#)

Enterprise News

This section lists messages to all Learning Center users generated from the Department of Enterprise System.

ENTERPRISE NEWS



COVID-19 AND DES TRAINING

Due to the COVID-19 coronavirus outbreak, all Department of Enterprise in-person trainings at all locations are postponed until further notice. However, limited virtual trainings are being developed and offered. To learn about currently offered virtual trainings search the LMS Course Catalog for "wa-state virtual". Our regular attendance policy applies to virtual trainings. Questions about virtual trainings should be emailed to traininginfo@des.wa.gov. Please refer to the Online Learning Resources for Workforce Development page for additional online learning opportunities.

Agency News

This section lists customized messages for L&I employees from Inclusion, Learning and Development (ILD) about training and training related news.

AGENCY NEWS



Department of Labor and Industries NEWS Widget

If you are looking for a course offered by L&I, it's easy to limit your search to only L&I courses. When you click on the Courses button, be sure to enter **L&I** in the search criteria and then click on the **GO** button. Only L&I courses will display.



IT Security Training

Employees are required to take the on-line Washington State IT Security training course annually. You can find this course in your "**My Courses**" list on the LMS home page.



Need assistance using LMS?

Visit the [LMS System Help](#) and [Frequently Asked Questions](#) pages.

Questions? Contact [Carlos Castillo](#) at 360-725-6716

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1