

Notes for the week of Focus on the Future: Staff Enrichment

You may sign up for as many courses as you would like, as long as your supervisor has permitted you to do so.

You will earn wellness points for the following courses:
I saved too much for retirement! Said nobody, ever.
Introduction to Intuitive Eating
Suicide Safety on our Campus
Change Your Attitude! Change Your Underwear!

The Keynote Speaker event has room for all staff, and everyone is encouraged to attend.
Please sign up (it is the last option listed on the registration page).

Food Truck Tuesday is open to all and you do not need to register, just head out to Parking Lot C between 11:30-1:30pm March 27th.

Registration Instructions for Focus on the Future: Staff Enrichment week

Log into <https://umsystem.skillport.com> to access your myLearn account-using your SSO account.

1. Select the icon for “The Library” and the top of the page.

The screenshot shows the myLEARN user interface. At the top, there is a dark navigation bar with the myLEARN logo, a 'Learning Plan' icon, and a 'The Library' icon highlighted with a red box. To the right of the navigation bar are search and user profile options. Below the navigation bar, there is a 'Quick Links' sidebar on the left and a main content area. The main content area features a row of four featured cards: 'Building A Foundation Discrimination Prevention & Title IX', 'MakeITSafe', 'Leadership Library', and 'FERPA For Higher Education'. Below this row is a 'Recently Viewed' section with four placeholder cards labeled 'CUSTOM'.

2. Click "UMSL" from the dropdown box. Listed under "University of Missouri Library".

The screenshot shows the myLEARN interface. At the top, there is a navigation bar with the myLEARN logo, "Learning Plan", and "The Library" tabs. A search bar and language dropdown (English (US)) are also present. Below the navigation bar, a message indicates the current language is English (US). The main content area is divided into three columns: "Skillssoft Library", "University of Missouri Library", and "Library". The "University of Missouri Library" column contains a list of items, with "UMSL" highlighted by a red box. Below this, there are sections for "My Approvals" and "Upcoming Events", with "Instructor Led Training" showing 169 items. A "Recently viewed" section shows four items, with the second one labeled "COURSE".

3. Select the "UMSL Instructor Led Training" on the left side panel. Under "Categories".

The screenshot shows the myLEARN interface with the "UMSL" category selected. The left sidebar shows a search bar for "UMSL" and a list of categories. "UMSL Instructor Led Training" is highlighted with a red box. The main content area shows the "UMSL" page with a "Custom" tab selected. Below the tab, there are two items: "FLSA" (Custom - Course: 25 Minutes) and "2017 Medicare Benefit Plans" (Custom - External Learning Object). Both items have a "LAUNCH" button. At the bottom, there is a section titled "LOOKING FOR MORE CONTENT?" with a search icon.

4. Scroll down the page until you find those workshops titles that begin with “Focus on the Future.” Select the “DETAILS” button for the workshops you find most interesting. There are two pages.

	Non PO/Supplier Module Tips and Tricks! (STLOU)	DETAILS
ILT	Duration: 1 Hour, 30 Minutes	
	UMSL myPerformance Staff Sessions	DETAILS
ILT	Duration: 1 Hour, 30 Minutes	
	<u>Focus on the Future: My Personality vs. Your Personality</u>	DETAILS
ILT	Duration: 1 Hour	
	<u>Focus on the Future: I Saved Too Much for Retirement! Said Nobody, Ever.</u>	DETAILS
ILT	Duration: 1 Hour	
	<u>Focus on the Future: Walking Tour - South Campus</u>	DETAILS
ILT	Duration: 1 Hour	

5. To learn more about the course, select the “About” tab. Or by selecting “Details” on the “Sessions” tab.

◀ BACK

Overview

Ted Ficklen will lead a walking tour of UMSL's South campus where you'll find an extraordinary and intact complex of historic buildings developed by a single religious order over the course of more than six decades. After an entertaining talk on the history of St. Vincent's Sanitarium and the Daughters of Charity in St. Louis County, we will explore the early 20th century Provincial House and the stylish 1950s building that is Marillac Hall. We will be walking about 45 minutes, so wear comfortable shoes!

Library ID

ID: ilt_FOF_Tour_SCampus

Spoken Language

English (United States)

Mastery Level

100%

6. To enroll in the course, select the “Sessions” tab and select “Enroll”. You may withdraw after enrollment as well.

The screenshot shows the myLEARN interface. At the top, there is a navigation bar with the myLEARN logo, 'Learning Plan', 'The Library', a search bar, and a language dropdown set to 'English (US)'. Below the navigation bar, there is a 'BACK' link. The main content area displays the course title 'Focus on the Future: Walking Tour - South Campus' with a 'SAVE' button. Below the course title, it shows 'Enrollment Status: Not Enrolled' and 'Duration: 1 Hours, 0 minutes'. There are three tabs: 'About', 'Sessions' (which is selected and highlighted), and 'Related Items'. Below the tabs, there is a section titled 'Available Sessions - 1' with a table. The table has columns for 'Start', 'End', 'City/State', 'Instructor', and 'Status'. The first row shows a session on 'Mar 27, 2018 10:30 AM CDT' to 'Mar 27, 2018 11:30 AM CDT' in 'St. Louis, MO' by 'Bickline, Audra' with a 'Confirmed' status. The 'Enroll' button in this row is highlighted with a red box. There is also a 'Details' button next to it.

7. After enrolling you will receive an email to your UMSL account. You may add that appointment to your Outlook calendar so you don't forget the event. Open the calendar icon next to “Message”.

The screenshot shows an email message in Outlook. The subject line is 'Your Enrollment Status for Instructor Led Session Focus on the Future: Walking Tour - South Campus is Confirmed'. Below the subject line, there is a red box around the text 'Your Enrollment Status for Instructor Led Session Focus on the Future: Walking Tour - South Campus is Confirmed _1.ics (6 KB)'. The email body contains the following information: 'Your enrollment status for course Focus on the Future: Walking Tour - South Campus is Confirmed.', 'Course Title: Focus on the Future: Walking Tour - South Campus', 'Course ID: ilt_FOF_Tour_SCampus', 'Session ID: ilt_FOF_Tour_SCampus-0001', 'Facility: UMSL Marillac Hall', 'Facility Directions:', 'Classroom:', 'Classroom Directions:', 'Schedule:', '-----', 'Mar 27, 2018 10:30 AM Central Daylight Time - Mar 27, 2018 11:30 AM Central Daylight Time', and a paragraph of text starting with '*Meet in Marillac Hall - Lobby (Building 26)'. At the bottom of the email, there is a link 'Go to Enrollment'.

8. Select "Save & Close".

The screenshot shows a Microsoft Outlook window titled "Your enrollment status for session ilt_FOF_Tour_SCampus-0001 of Focus on the Future: Walking Tour - South Campus - Appointment". The "File" menu is highlighted with a red box, and the "Save & Close" option is visible. The appointment details are as follows:

APPOINTMENT

Subject: Your enrollment status for session ilt_FOF_Tour_SCampus-0001 of Focus on the Future: Walking Tour - South Campus

Location: Facility: UMSL Marillac Hall, Classroom:

Start time: Tue 3/27/2018 10:30 AM All day event

End time: Tue 3/27/2018 11:30 AM

Session ID: ilt_FOF_Tour_SCampus-0001

SessionNotes:

***Meet in Marillac Hall - Lobby (Building 26)**

Ted Ficklen will lead a walking tour of UMSL's South campus where you'll find an extraordinary and intact complex of historic buildings developed by a single religious order over the course of more than six decades. After an entertaining talk on the history of St. Vincent's Sanitarium and the Daughters of Charity in St. Louis County, we will explore the early 20th century Provincial House and the stylish 1950s building that is Marillac Hall. We will be walking about 45 minutes, so wear comfortable shoes!

CourseDescription:

Ted Ficklen will lead a walking tour of UMSL's South campus where you'll find an extraordinary and intact complex of historic buildings developed by a single religious order over the course of more than six decades. After an entertaining talk on the history of St. Vincent's Sanitarium and the Daughters of Charity in St. Louis County, we will explore the early 20th century Provincial House and the stylish 1950s building that is Marillac Hall. We will be walking about 45 minutes, so wear comfortable shoes!

Course Title: Focus on the Future: Walking Tour - South Campus

Facility: UMSL Marillac Hall

Classroom:

Schedule:

Mar 27, 2018 10:30 AM Central Daylight Time - Mar 27, 2018 11:30 AM Central Daylight Time

In Shared Folder: Calendar