Expand Your Mind with NetLearning@uidaho!

As part of the University of Idaho's ongoing commitment to your continuing professional development, Environmental Health & Safety and Professional Development & Learning are pleased to facilitate the University-wide launch of NetLearning@uidaho, our comprehensive online learning management system.

NetLearning@uidaho complements the performance planning and evaluation process. To function effectively, the system requires direct involvement of supervisors to identify needs and assign specific courses to employees.

The Benefits of NetLearning@uidaho

- The ability to take online courses on your schedule
- A growing library of University of Idaho developed courses from Environmental Health and Safety, Facilities, Human Resource Services and others
- Courses available on a variety of topics including health and safety, customer service, computer skills, supervisory skills and much more
- Self-serve employee access to transcripts and course completion certificates
- Supervisor and employee collaboration to identify professional development needs and work performance planning
- Supervisor tracking and verification of employee progress
- Simplified planning, organization and implementation of live training offerings

All faculty and staff can access a diverse and growing library of online content and register for upcoming live course offerings from any location 24 hours a day, 7 days a week.

NetLearning@uidaho

Getting Started

For More Information:

Email: NetLearning@uidaho.edu

Environmental Health and Safety
Phone: (208) 885-6524
Email: safety@uidaho.edu

Professional Development and Learning
Phone: (208) 885-2323
Email: pdl@uidaho.edu

University of Idaho
A LEGACY OF LEADING

Accessing NetLearning@uidaho

Two steps must be completed in order to log in to the NetLearning@uidaho system:

1. All University employees must be registered in the system by their unit Gatekeeper. Gatekeepers are generally the person(s) involved in personnel management (entering EPAFs, hiring, etc.) in your unit.
2. Before you can begin online courses, your supervisor must create a personal profile outlining professional development needs. This level of supervisor involvement is unique to NetLearning@uidaho and is considered critical to the professional development of University personnel.

NetLearning@uidaho may be accessed by using your University of Idaho username and password to log in at:

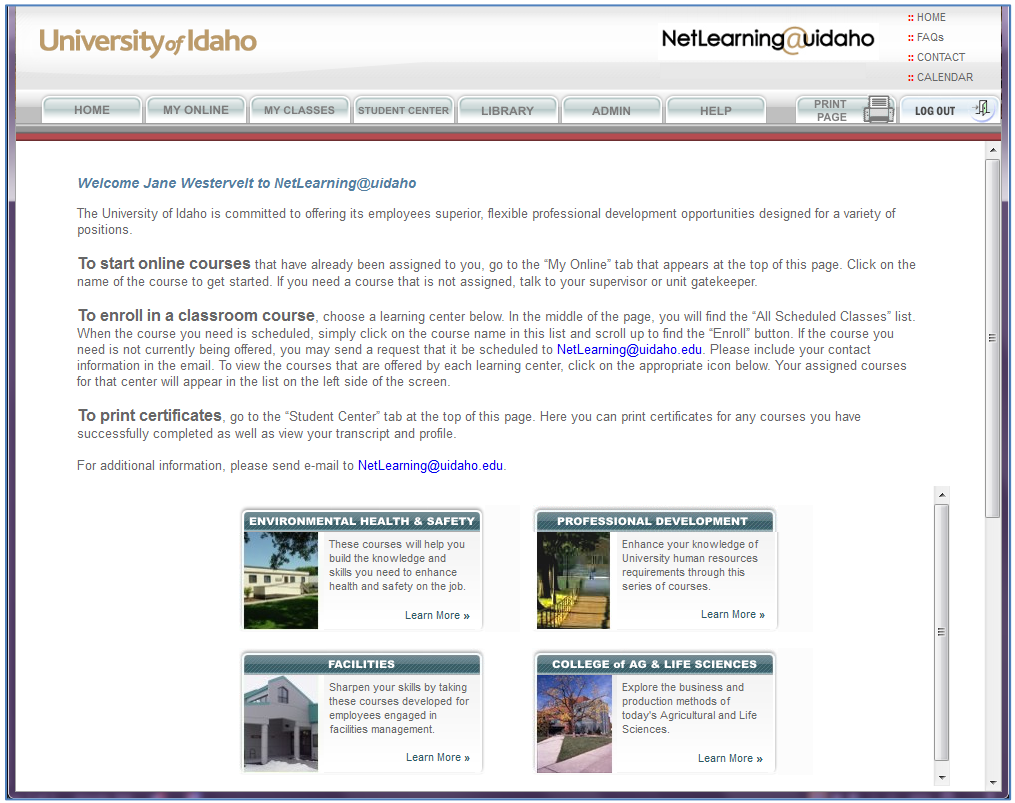
http://www.uidaho.edu/netlearninglogin

Tabs

Home: Takes you to the NetLearning@uidaho home page where you can select a learning center and access courses.

My Online: Shows the list of online courses assigned to you. Click on a course name to launch it.

My Classes: Shows the list of classroom courses for which you are registered or waitlisted.



Student Center: View your personal transcript, and print certificates of completion. View your profile report that lists classes you have completed and those you need to take.

Library: Contains various handouts, forms, and other information relevant to our courses, including a user guide for the system.

Admin: Access various administrative functions. Supervisors and gatekeepers only.

Help: Contact information.

Learning Centers (departments)

Click on a department name at the bottom of the home page to see the courses currently available from that department.

The list on the right side of your screen includes all courses offered by the department.

The list on the left side includes the classroom and online courses assigned by your supervisor.

PLEASE NOTE: If you see a course you would like included on your list of assigned courses, please discuss it with your supervisor. Online courses cannot be started without supervisory assignment.

To Start an Online Course

You may access your online courses by either clicking on the "My Online" tab, or from the list on the left side of the screen if you are in a learning center. Simply click on the name of the course to launch it.

To Register for Classroom-based Classes

1. Scroll down to the "All Scheduled Courses Calendar" listing and select the course for which you want to register.
2. Click on the "Enroll" button that appears above the "Course Details" table.
3. A confirmation message will appear if you have successfully registered and an email confirmation will be sent to you.

To Request a Course Be Scheduled

1. Click on the name of the classroom course you would like to have scheduled.
2. Click on the "Click here to request a class be scheduled for this course" link that appears at the bottom of the course description.
3. Your request will be emailed to the instructor(s) responsible for the course.

To Print Completion Certificates

1. Click on the "Student Center" tab near the top of the screen.
2. The last option on the list is "Print Certificates."