

Brainier

Non-Admin

Guide

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Accessing Brainier

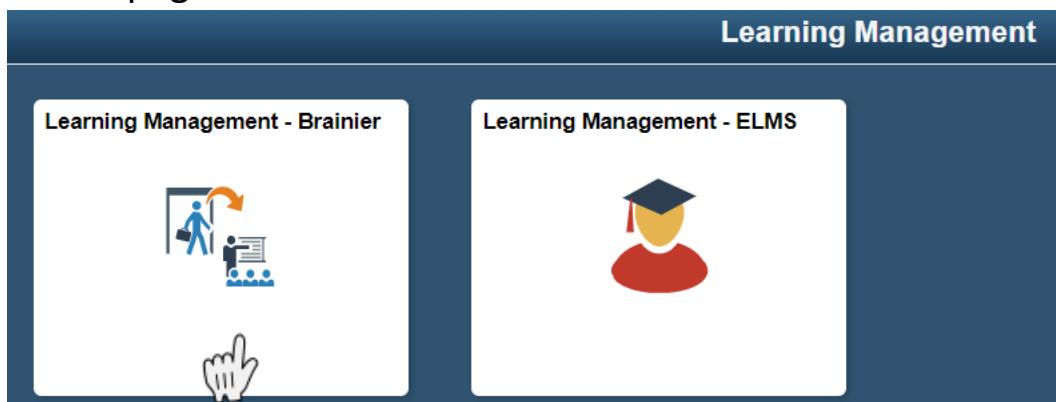
1. To access Brainier, go to the Self-Service login page where you will be directed to the HR Portal.



2. Select the **Learning Management** tile.

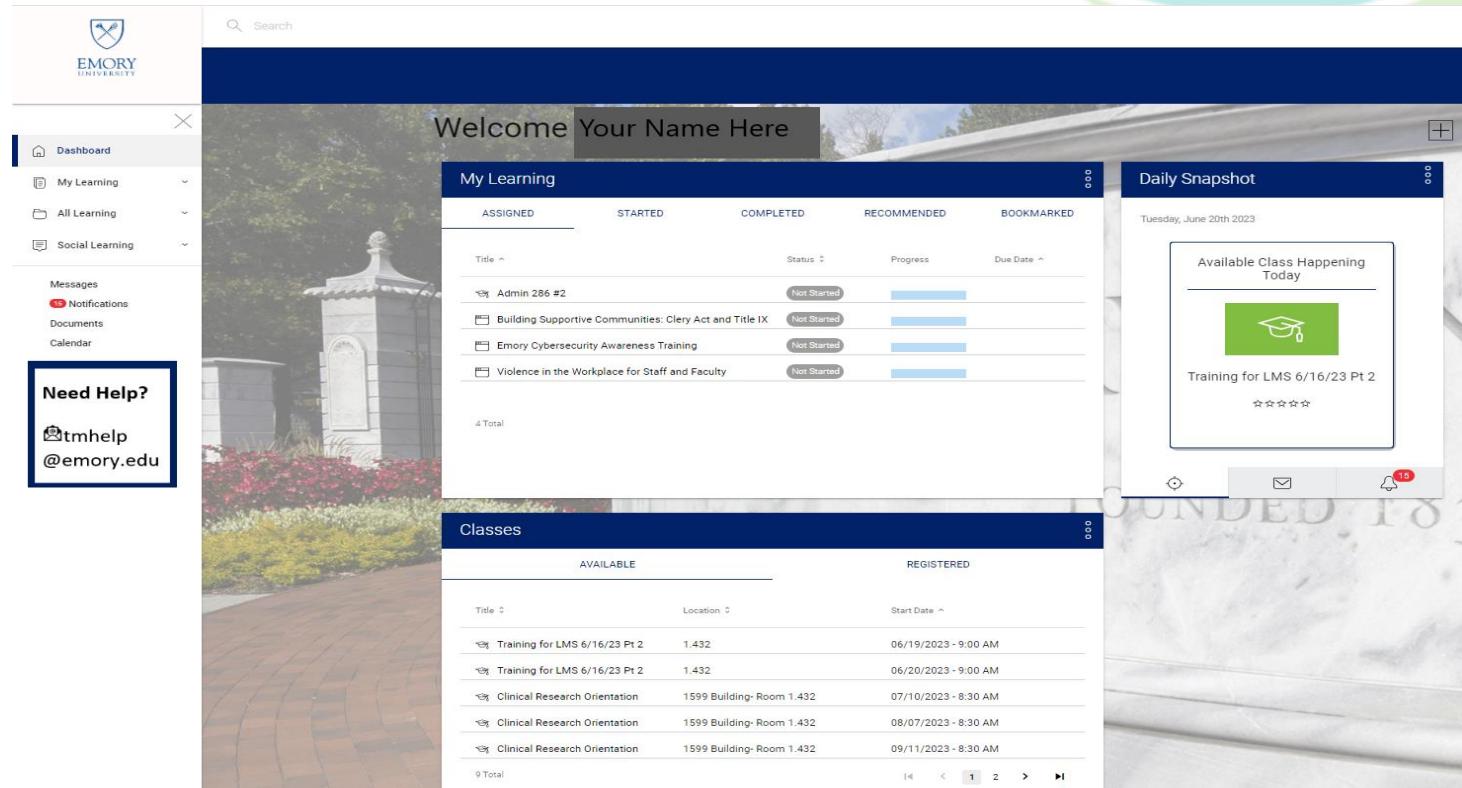


3. Inside the tile, you will be able to view **Learning Management – Brainier** tile. Select the Learning Management – Brainier tile and you will be directed to the Brainier home page.

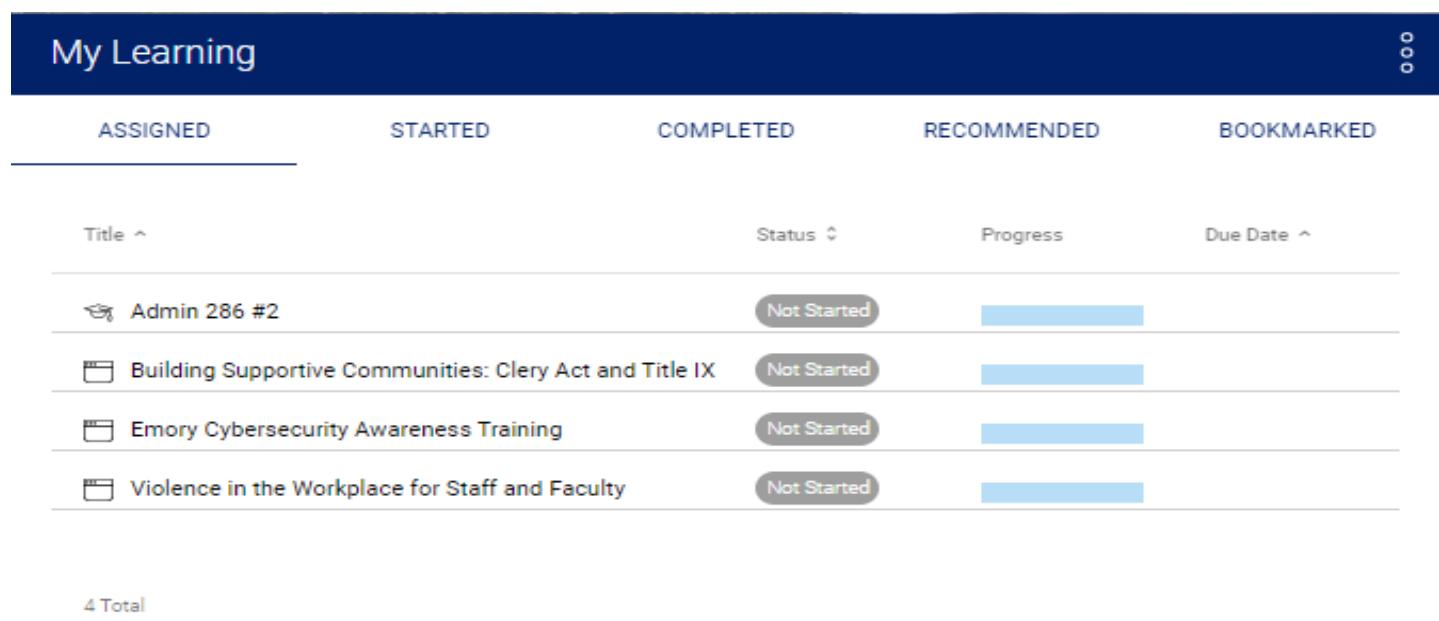


User Dashboard

- Once you have logged into Brainier the first screen that you see will be your home dashboard.



- Any training that has been assigned to you will be visible under **My Learning-Assigned**. Select the learning object to complete your assignment.



3. Any training that you have started, not completed, will be visible under **My Learning- Started**. Select the learning object to complete the training.

My Learning

| ASSIGNED | STARTED | COMPLETED | RECOMMENDED | BOOKMARKED |
|---|---------|-----------|-------------|------------|
| Title: 360-Degree Feedback and Personal Development Plans Started On: 06/16/2023 - 1:22 PM Progress: <div style="width: 80%;">80%</div> | | | | |
| Title: Training for admins Started On: 06/16/2023 - 9:54 AM Progress: <div style="width: 70%;">70%</div> | | | | |
| Title: 11 Laws of Likability: Relationship Networking ... Because People Do Started On: 06/16/2023 - 9:53 AM Progress: <div style="width: 60%;">60%</div> | | | | |
| Title: Admin 286 #2 Started On: 06/16/2023 - 7:57 AM Progress: <div style="width: 50%;">50%</div> | | | | |
| Title: Communication for Inclusion Started On: 06/02/2023 - 9:18 AM Progress: <div style="width: 20%;">20%</div> | | | | |
| 5 Total | | | | |

4. Any training that you have completed will be visible under **My Learning- Completed**. If there is a certificate attached to your completed training, select the download icon to download your certificate.

My Learning

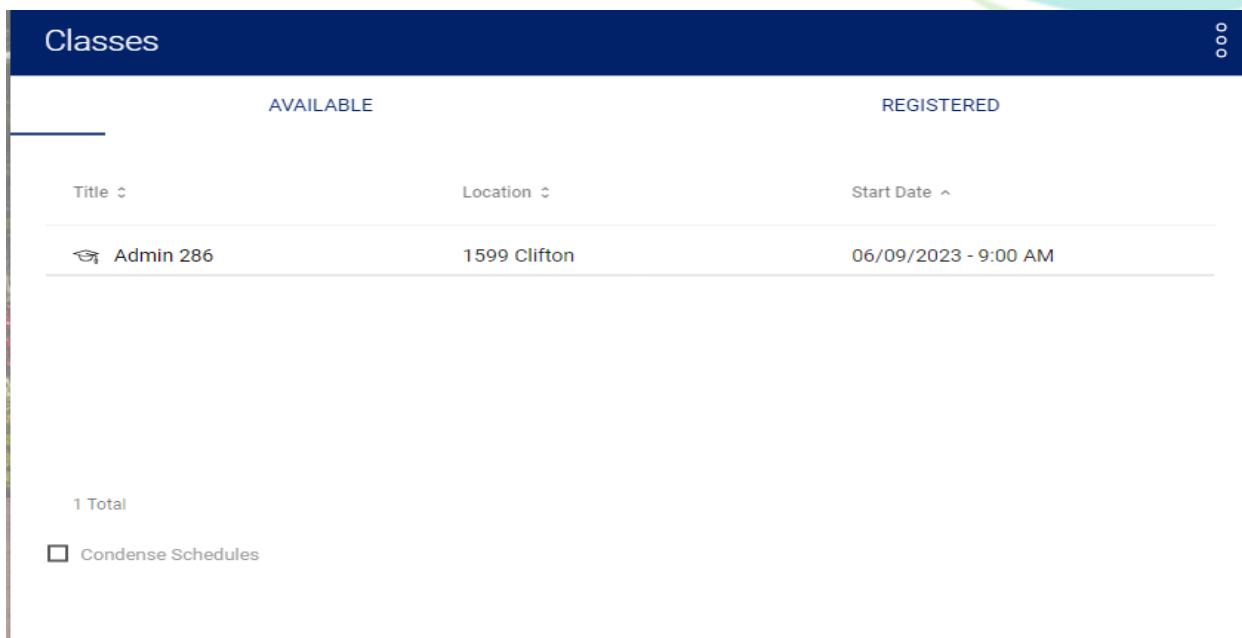
| ASSIGNED | STARTED | COMPLETED | RECOMMENDED | BOOKMARKED |
|---|---------|-----------|-------------|------------|
| Title: Admin 287 For Training Completed On: 06/16/2023 - 1:42 PM Certificate: | | | | |
| Title: Admin 286 For All Completed On: 06/16/2023 - 10:22 AM Certificate: | | | | |
| Title: Customer Service Disappointment to Resolution Completed On: 06/16/2023 - 8:45 AM Certificate: | | | | |
| Title: Admin 287 - Training Completed On: 06/13/2023 - 11:00 AM Certificate: Download | | | | |
| Title: Training for LMS Completed On: 06/12/2023 - 5:00 PM Certificate: Download | | | | |
| 12 Total | | | | |
| View All | | | | |

5. There may be recommended training that your management may feel would be good for you to take. Those trainings will be visible under **My Learning-Recommended**.

| My Learning | | | | | 0 |
|---|---------|---|----------------------------------|------------|---|
| ASSIGNED | STARTED | COMPLETED | RECOMMENDED | BOOKMARKED | 0 |
| Title ^ | | | Recommended By ^ | | |
|  Customer Service Training | |  | | | |
| 1 Total | | | | | |

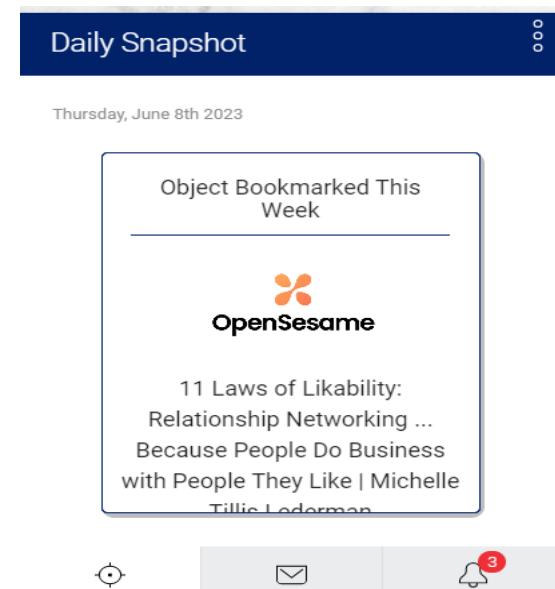
6. Any training that you would like to save, and complete later, can be bookmarked. Those saved trainings will be visible under **My Learning-Bookmarked**.

7. The **Classes** widget allows you to view all classes that are available for you to register. It also allows you to view classes that you have been registered for.



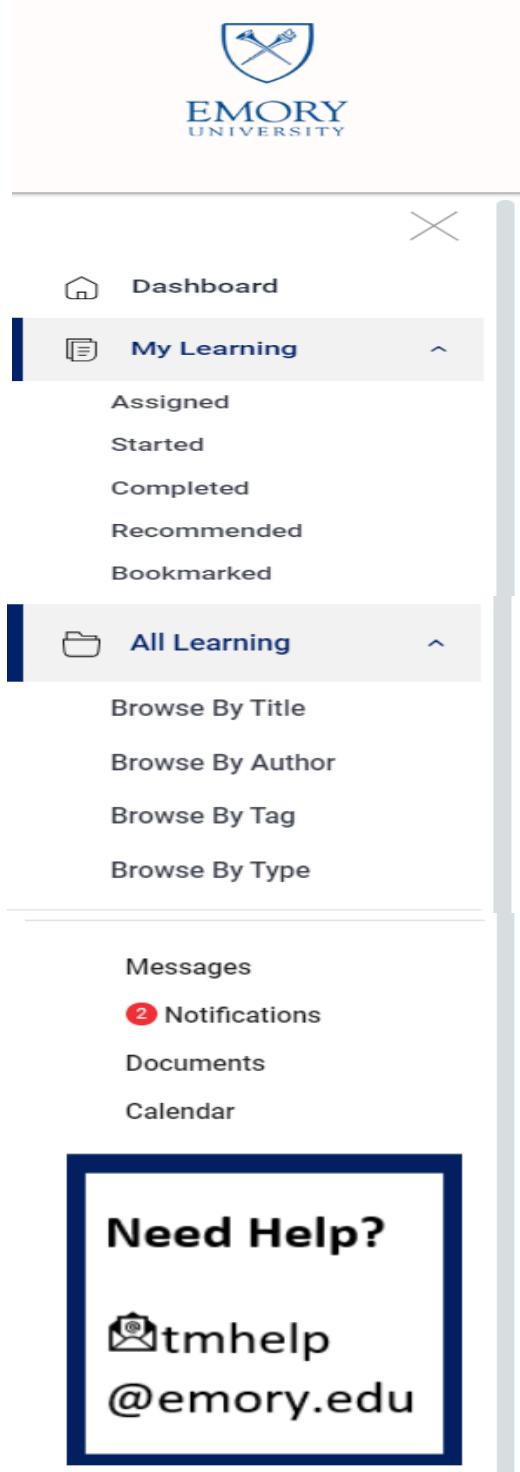
The screenshot shows a 'Classes' widget with a dark blue header. The header has the word 'Classes' on the left and a three-dot menu icon on the right. Below the header, there are two tabs: 'AVAILABLE' on the left and 'REGISTERED' on the right. Under the 'AVAILABLE' tab, there is a table with three columns: 'Title' (with a dropdown arrow), 'Location' (with a dropdown arrow), and 'Start Date' (with an upward arrow). The table contains one row with the following data: 'Admin 286', '1599 Clifton', and '06/09/2023 - 9:00 AM'. At the bottom of the table, it says '1 Total' and has a checkbox for 'Condense Schedules'.

8. The **Daily Snapshot** is a widget that allows you to view unread messages, unread notifications and will populate different learning objects using a backend algorithm that may be important to you.



The screenshot shows a 'Daily Snapshot' widget with a dark blue header. The header has the words 'Daily Snapshot' on the left and a three-dot menu icon on the right. Below the header, the date 'Thursday, June 8th 2023' is displayed. A box titled 'Object Bookmarked This Week' contains the 'OpenSesame' logo and the title '11 Laws of Likability: Relationship Networking ... Because People Do Business with People They Like | Michelle Tillis Lederman'. At the bottom of the widget, there are three icons: a gear, an envelope, and a bell with a red notification circle containing the number '3'.

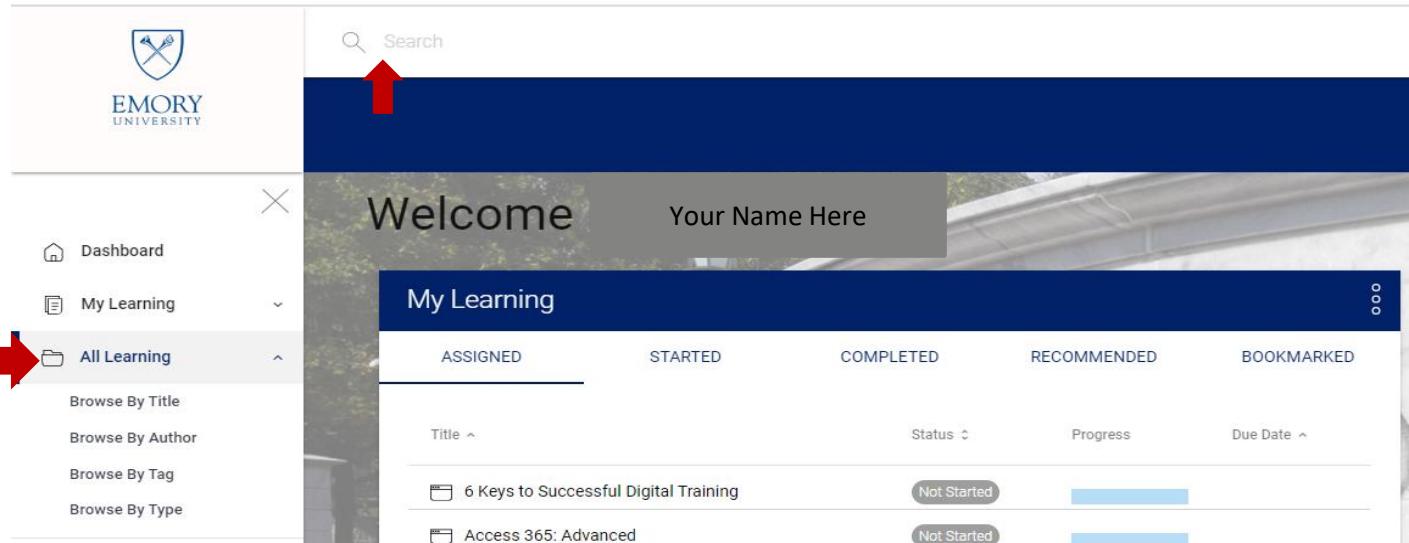
9. The left panel on your screen allows you to access the same information from the widgets.



1. *Dashboard*: allows you to access your home screen.
2. *My Learning*: another way to view your assigned, started, completed, recommended and bookmarked training.
3. *All Learning*: a way to search the learning objects that are available for you to access.
 1. *Browse By Title*: Allows you to search learning objects in Brainier by title.
 2. *Browse By Author*: Allows you to search by author's of the available learning objects.
 3. *Browse By Tag*: Allows you to search for specific training.
 4. *Browse By Type*: Allows you to search the different learning object types in Brainier.
4. *Messages*: any emails that you have sent and received from members within your group.
5. *Notifications*: where users can view system notifications from today, yesterday, and earlier.
6. *Documents*: folder that allows you to view all documents that you have the ability to view.
7. *Calendar*: allows you to view your trainings for the month.

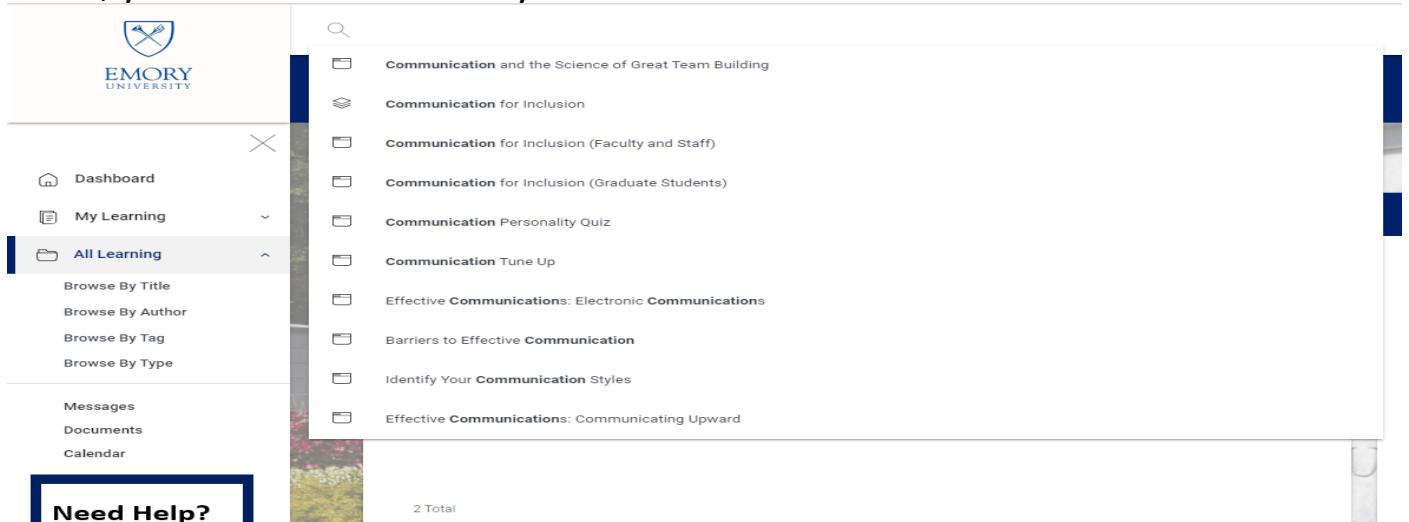
Searching For A Learning Object

1. You can search for an object by either the search bar, at the top, or under *all learning*.



The screenshot shows the Emory Learning Platform interface. On the left, there is a sidebar with the Emory logo and a navigation menu. The menu items include 'Dashboard', 'My Learning' (with a dropdown for 'All Learning'), and 'All Learning' (which is currently selected, indicated by a red arrow). The main content area is titled 'Welcome' and 'Your Name Here'. Below this is a 'My Learning' section with tabs for 'ASSIGNED', 'STARTED', 'COMPLETED', 'RECOMMENDED', and 'BOOKMARKED'. A search bar is located at the top of the main content area, with a red arrow pointing to it. The 'ASSIGNED' tab is selected, showing a list of training objects. The first item in the list is '6 Keys to Successful Digital Training' with a status of 'Not Started' and a progress bar.

2. In the search bar, you can search by keywords and all objects that have that keyword will be visible. Or, if you know the name of the training you need to take, you can search that way.



The screenshot shows the Emory Learning Platform interface after a search for 'Communication'. The search results are displayed on the right side of the screen, listing various training objects. The results include:

- Communication and the Science of Great Team Building
- Communication for Inclusion
- Communication for Inclusion (Faculty and Staff)
- Communication for Inclusion (Graduate Students)
- Communication Personality Quiz
- Communication Tune Up
- Effective Communications: Electronic Communications
- Barriers to Effective Communication
- Identify Your Communication Styles
- Effective Communications: Communicating Upward

A red arrow points to the search bar at the top of the main content area. The 'All Learning' section in the sidebar is also highlighted with a red arrow.

3. If you search under *Browse By Title*, based on subjects you have added to your profile, they will be visible for you in the top row. Any new objects that have been created will be visible under the *New Courses* section. *All Titles* displays all learning objects in the system you can access.

The screenshot shows the Emory + YOU Learning platform interface. The left sidebar includes links for Dashboard, My Learning, All Learning (selected), Browse By Title (highlighted in blue), Browse By Author, Browse By Tag, Browse By Type, Social Learning, Messages, Notifications, Documents, and Calendar. A 'Need Help?' box contains the Twitter handle @trmhelp and the email address @emory.edu.

The main content area has a header 'Because You're Interested In Business Skills'. It displays a grid of six OpenSesame learning objects under the heading 'New Courses'. Below this is a section titled 'All Titles' with a grid of seven OpenSesame learning objects.

| Category | Learning Object Title | SCORM | Views | Rating |
|-------------|--|-------|----------|--------|
| New Courses | 11 Laws of Likability: Relationship Networking... Because People Do Business with People They Like Michelle Tills Lederman | SCORM | 58 Views | ★★★★★ |
| | 15 Invaluable Laws of Growth: Live Them and Reach Your Potential John C. Maxwell | SCORM | 22 Views | ★★★★★ |
| | 360-Degree Feedback and Personal Development Plans | SCORM | 27 Views | ★★★★★ |
| | Activate Customer-Centric Thinking | SCORM | 13 Views | ★★★★★ |
| | Agile Project Management: 02. Traditional vs. Agile Project Management | SCORM | 12 Views | ★★★★★ |
| | Barriers to Effective Communication | SCORM | 34 Views | ★★★★★ |
| All Titles | 11 Laws of Likability: Relationship Networking... Because People Do Business with People They Like Michelle Tills Lederman | SCORM | 58 Views | ★★★★★ |
| | 15 Invaluable Laws of Growth: Live Them and Reach Your Potential John C. Maxwell | SCORM | 22 Views | ★★★★★ |
| | 360-Degree Feedback and Personal Development Plans | SCORM | 27 Views | ★★★★★ |
| | 6 Keys to Successful Digital Training | SCORM | 0 Views | ★★★★★ |
| | About Sexual Harassment: Identifying Sexual Harassment in the Workplace | SCORM | 0 Views | ★★★★★ |
| | Access 365: Advanced | SCORM | 0 Views | ★★★★★ |
| | Access 365: Beginner | SCORM | 0 Views | ★★★★★ |

4. After you have browsed the trainings offered in Brainier, you will need select the training you would like to take.

Completing A Learning Object

- Once you have selected the learning object you would like to take; you are now able to view details about this object. The details include the author of this object, the duration, description, etc.

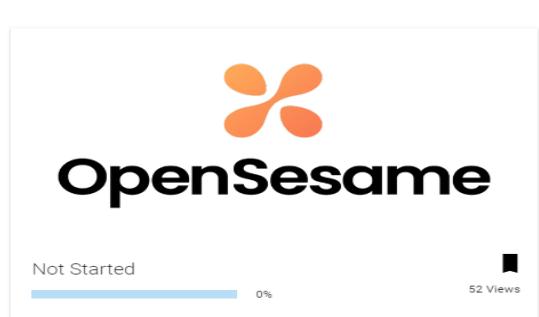
11 Laws of Likability: Relationship Networking ... Because People Do Business with People They Like | Michelle Tillis Lederman

Author: SuperAdmin Account

Length: 15m

Tags: Open Sesame, Business Skills

Description: This book summary of The 11 Laws of Likability is a guide to networking built on one simple fact: people do business with people they like. These blinks will explain how to discover your most likable characteristics, start conversations and keep them going, and make a lasting positive impression on people.



Not Started  0%

52 Views

Object Details

11 Laws of Likability: Relationship Networking ...
Because People Do Business with People They Like |
Michelle Tillis Lederman

Type: SCORM

Length: 15m

0% Complete

Start 

- If you are not ready to take this object, you can bookmark by selecting the bookmark to take later.

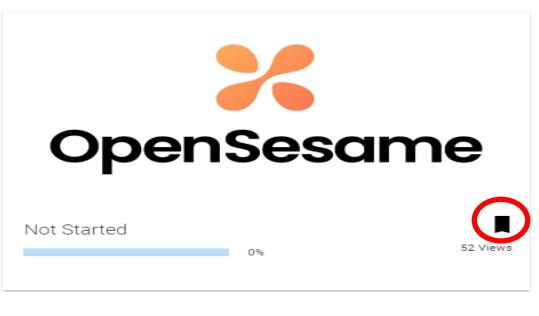
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Not Started  0%

52 Views

Object Details

11 Laws of Likability: Relationship Networking ...
Because People Do Business with People They Like |
Michelle Tillis Lederman

Type: SCORM

Length: 15m

0% Complete

Start 

3. If you are ready to take this object, select the *start* button. If you started, and haven't completed your training, the percentage will update once training has been paused.

Author: SuperAdmin Account

Length: 1hr 43m

Tags: Open Sesame, Software

Description: Access 365 Advanced will further build upon the topics covered in the Access 365 Introduction and Intermediate courses. Students will review how to improve the structure of an Access database, maintain an Access database, create and modify Switchboards, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), and use Table Events. This course has an assessment which may be required for a certificate to be generated.



Not Started

0%

14 Views

Object Details

Access 365: Advanced

Type: SCORM

Length: 1hr 43m

0% Complete



4. Some trainings are single learning objects while some trainings have multiple learning objects, complex objects, to complete. Remember to make sure you have completed all learning objects as that is how the system will confirm you have completed your training.

Communication for Inclusion

Author: Quincy Foster, Melody Ridley
Tags: DE



Started

17%

7 Views

Object Details

STEP 1
Communication for Inclusion (Employees and Managers)

Type: SCORM

Length: 00:00:00:00

Description: This course is for employees and managers.

50% Complete



Resume



STEP 2
Engagement with Diversity (Employees and Managers)

Type: SCORM

Length: 00:00:00:00

Description: This course is for employees and managers.

0% Complete



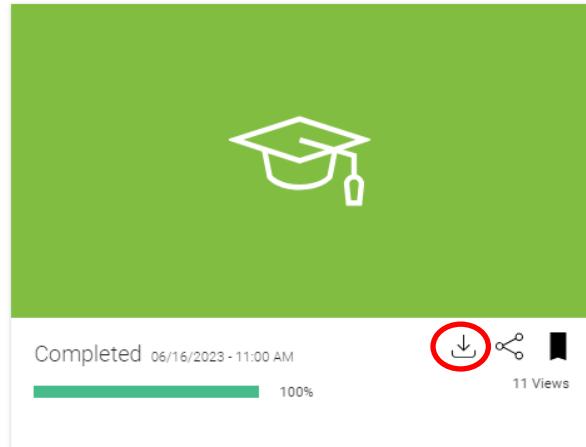
Start



- When you have completed your training, you will see 100% completion. If a certificate is attached, you can download your certificate for your records.

Customer Service Training

Author: Lauren-Ashley Mincey
Rating: ★ ★ ★ ★ ★ (0)
Length: 2 hours
Cost: \$75.00
Description: This class will detail information on best practices on customer service.



Object Details

| | | |
|---------------------------|-----------|--|
| Customer Service Training | Completed | Start Date: 06/16/2023 - 9:00 AM Add to Calendar |
| Type: Class | | End Date: 06/16/2023 - 11:00 AM |
| Length: 2 hours | | Facility: 1599 Clifton |
| | | Faculty: ... |



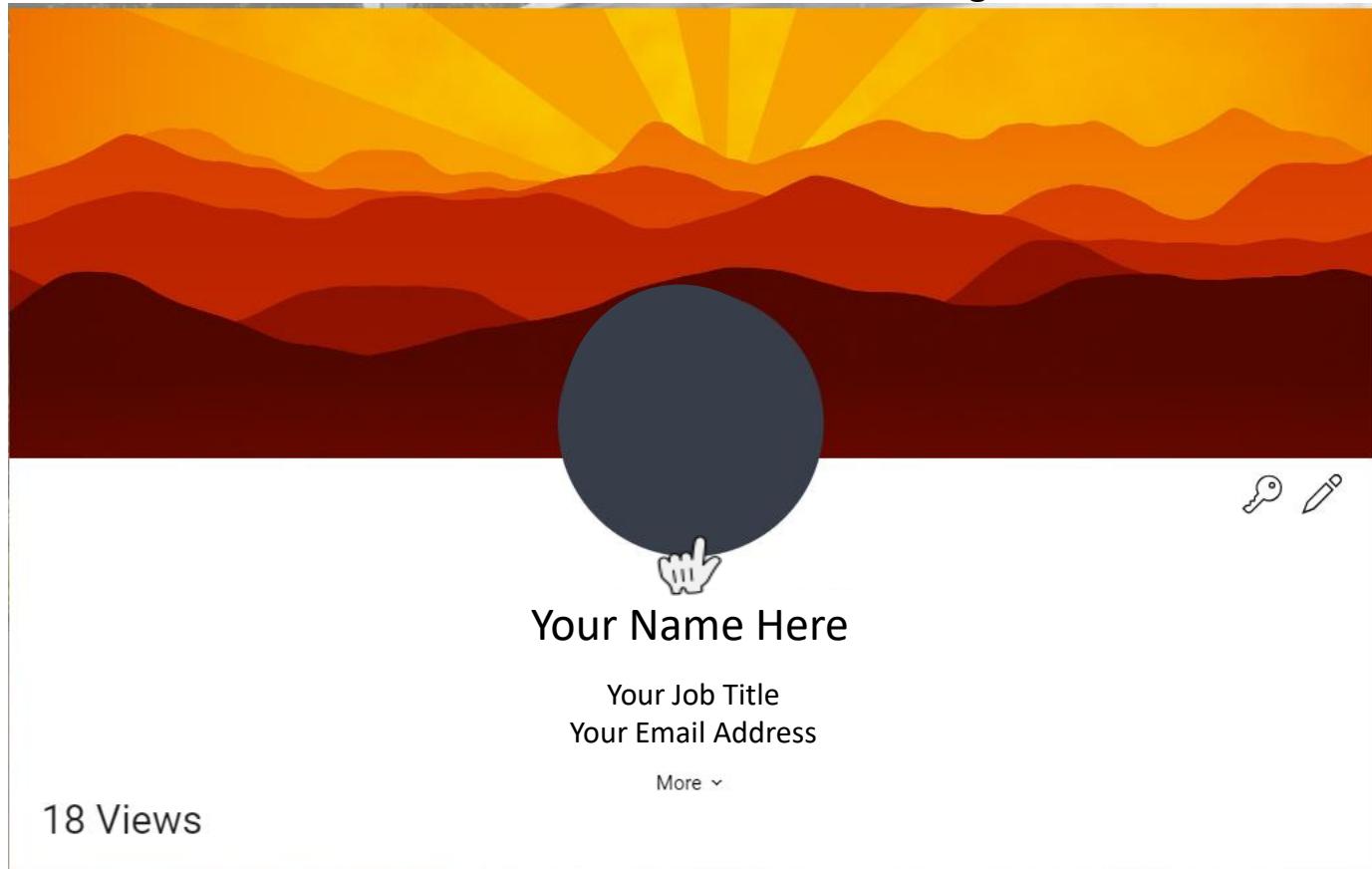
- That's it! You have completed your training.

Profile Page

1. To edit your profile page, at the top of your screen, select the drop down and select *My Profile*.



2. On your profile screen, you can view your name/ job title/ email address/ phone number and other prepopulated information unique to you from the PeopleSoft system. You can also change your profile picture and your banner background. Select the banner, or name avatar, to make those changes.



3. Under *Subjects I'm Interested In*, you can type in a subject that you are interested in. This is based on tags that are in the system on specific trainings unique to different learning objects. When you search for these classes on the home dashboard under *Browse By Title*; then, objects associated with that subject will populate.

Subjects I'm Interested In:

Business Skills  Communication 

4. You can upload a file to add to your profile. This will be visible to you and your manager. Select *choose file* to add a file to your page. Select *private* if you only want to have access to view this file and not allow your manager visibility. Select *submit* once you are ready to upload your file.

| SOCIAL FILES | | |
|---|------|--------|
| Filename | Size | Action |
| No records found | | |
| 0 Total | | |
| <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> Choose File Brainier SuperAdmin User Guides.pptx </div> | | |
| <small>Allowed file types: (zip, doc, docx, xls, xlsx, ppt, pptx, pps, ppsx, rtf, odt, ods, odp, pdf, txt, csv, jpg, jpeg, gif, png, bmp, mpg, mp4, mp3, m4v, m4a, mov, avi, asf, wav, wmv, wma, flv, f4v, ogg, ogv, mxf, ts, 3gp, epub)</small> | | |
| <div style="display: flex; align-items: center;"> Submit <input type="checkbox"/> Private </div> | | |

Contact Us

If you have general questions, or comments, please reach out to
talent.management@emory.edu

If you have technical issues, please reach out to tmhelp@emory.edu

Glossary

1. **User Dashboard**: The home screen of the user.
2. **Groups**: hierarchy in the system. Emory University employees are grouped by their department.
3. **Assigned** : any training that has been assigned to you.
4. **Started** : any training that you have started but not completed.
5. **Completed**: any trainings that you have completed.
6. **Recommended**: trainings that have been recommended by management.
7. **Bookmarked**: any trainings that you save to take later.
8. **Learning Objects**: trainings that has been added to the system for a user to take.
 - **Single Objects**: standalone learning objects that can be completed by themselves.
 - **Complex Objects**: a combined group of learning objects, in a track, where all steps need to be completed.
 - **Authors**: user or outside contributor who is teaching this object.
 - **Length**: duration of the learning object.
 - **Tags**: words that help users find specific training easily.
 - **Description**: if provided, detailed information about this object.
9. **Keywords**: words that can be searched using the search bar to find related topics to this word.
10. **My Profile**: your profile page will display information that is pulled from PeopleSoft.