A large, decorative swoosh in teal and light green colors, located in the top right corner of the page.

Brainier

Non-Admin

Guide

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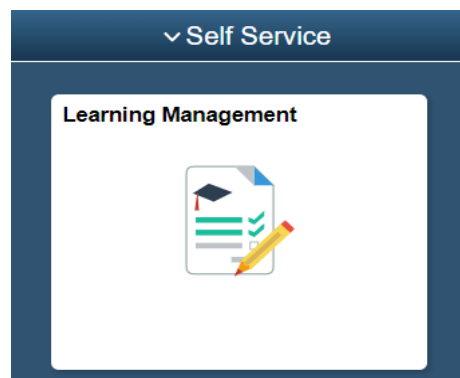
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Accessing Brainier

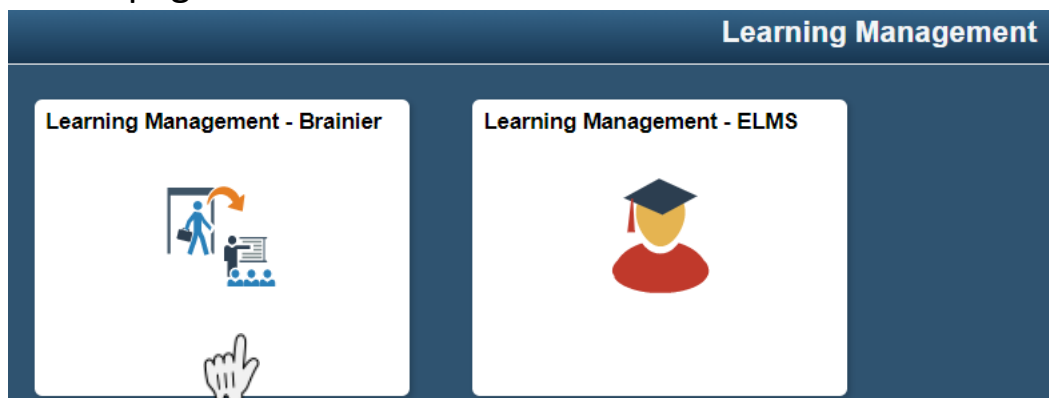
1. To access Brainier, go to the Self-Service login page where you will be directed to the HR Portal.



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.

My Learning

ASSIGNED	STARTED	COMPLETED	RECOMMENDED	BOOKMARKED
Title	Status	Progress	Due Date	
Admin 286 #2	Not Started			
Building Supportive Communities: Clery Act and Title IX	Not Started			
Emory Cybersecurity Awareness Training	Not Started			
Violence in the Workplace for Staff and Faculty	Not Started			
4 Total				

Classes

AVAILABLE		REGISTERED
Title	Location	Start Date
Training for LMS 6/16/23 Pt 2	1.432	06/19/2023 - 9:00 AM
Training for LMS 6/16/23 Pt 2	1.432	06/20/2023 - 9:00 AM
Clinical Research Orientation	1599 Building: Room 1.432	07/10/2023 - 8:30 AM
Clinical Research Orientation	1599 Building: Room 1.432	08/07/2023 - 8:30 AM
Clinical Research Orientation	1599 Building: Room 1.432	09/11/2023 - 8:30 AM
9 Total		

Daily Snapshot

Tuesday, June 20th 2023

Available Class Happening Today

Training for LMS 6/16/23 Pt 2

★★★★★

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

My Learning

ASSIGNED STARTED COMPLETED RECOMMENDED BOOKMARKED

Title	Status	Progress	Due Date
Admin 286 #2	Not Started		
Building Supportive Communities: Clery Act and Title IX	Not Started		
Emory Cybersecurity Awareness Training	Not Started		
Violence in the Workplace for Staff and Faculty	Not Started		
4 Total			

- 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

Started On

Progress

360-Degree Feedback and Personal Development Plans

06/16/2023 - 1:22 PM

Training for admins

06/16/2023 - 9:54 AM

11 Laws of Likability: Relationship Networking ... Because People Do

06/16/2023 - 9:53 AM

Admin 286 #2

06/16/2023 - 7:57 AM

Communication for Inclusion

06/02/2023 - 9:18 AM

5 Total

- 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

ASSIGNEDSTARTEDCOMPLETEDRECOMMENDEDBOOKMARKED


Title

Completed On

Certificate


Admin 287 For Training

06/16/2023 - 1:42 PM




Admin 286 For All

06/16/2023 - 10:22 AM



Customer Service Disappointment to Resolution

06/16/2023 - 8:45 AM



Admin 287 - Training

06/13/2023 - 11:00 AM

Training for LMS

06/12/2023 - 5:00 PM



12 Total

1

2

3

- 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		
ASSIGNED	STARTED	COMPLETED
RECOMMENDED	BOOKMARKED	
Title ^	Recommended By ↕	
 Customer Service Training		
1 Total		

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

My Learning

ASSIGNED

STARTED


COMPLETED






RECOMMENDED


BOOKMARKED






Title ^


Rating ↕






 11 Laws of Likability: Relationship Networking ... Because People Do Business with Peop









 Admin 286



 Admin 286 #2




 Training for LMS Part 3



4 Total

- 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.


Classes		
AVAILABLE		REGISTERED
Title ↕	Location ↕	Start Date ^
 Admin 286	1599 Clifton	06/09/2023 - 9:00 AM
1 Total		
<input type="checkbox"/> Condense Schedules		

- 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.

Daily Snapshot




Thursday, June 8th 2023

Object Bookmarked This Week

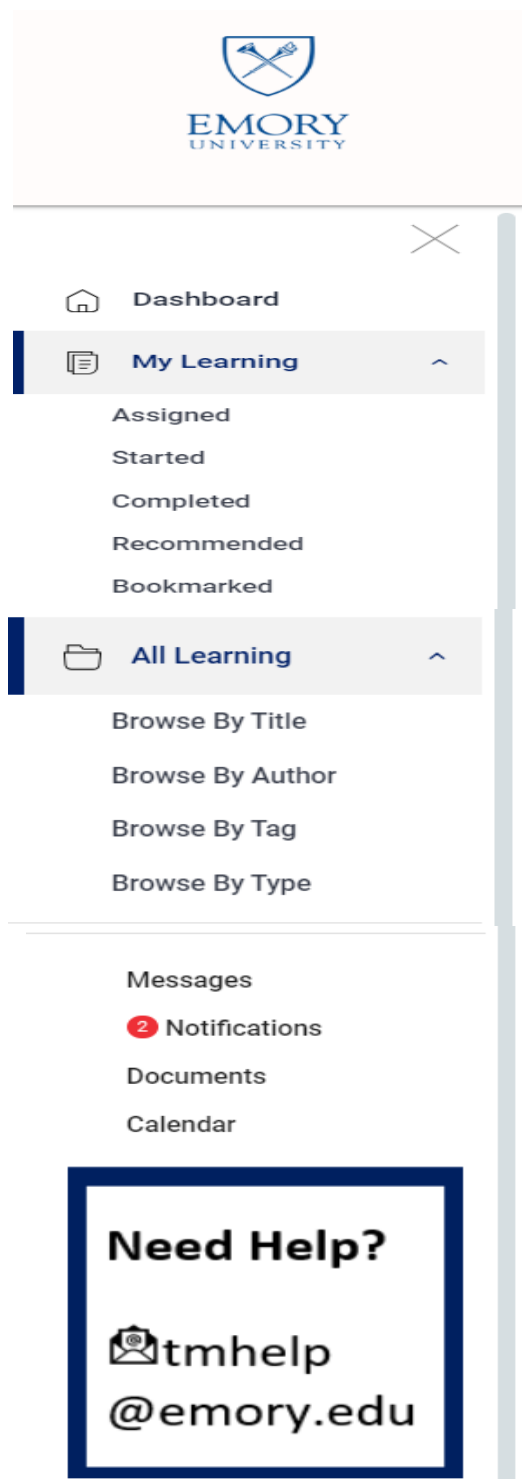


OpenSesame

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

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*.

EMORY UNIVERSITY

Search

Welcome Your Name Here

My Learning

ASSIGNED STARTED COMPLETED RECOMMENDED BOOKMARKED

Title ^	Status ^	Progress	Due Date ^
6 Keys to Successful Digital Training	Not Started	<div></div>	
Access 365: Advanced	Not Started	<div></div>	

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.

EMORY UNIVERSITY

Search

- 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

2 Total

Need Help?

- 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.

Home > All Learning > Browse By Title

Because You're Interested In Business Skills

OpenSesame	OpenSesame	OpenSesame	OpenSesame	OpenSesame	OpenSesame
SCORM 11 Laws of Liability: Relationship Networking... Because People Do Business with People They Like Michelle Tillis Lederman SuperAdmin Account 58 Views	SCORM 15 Invaluable Laws of Growth: Live Them and Reach Your Potential John C. Maxwell SuperAdmin Account 22 Views	SCORM 360-Degree Feedback and Personal Development Plans SuperAdmin Account 27 Views	SCORM Activate Customer-Centric Thinking SuperAdmin Account 12 Views	SCORM Agile Project Management: 02. Traditional vs. Agile Project Management SuperAdmin Account 12 Views	SCORM Barriers to Effective Communication SuperAdmin Account 24 Views

New Courses

SUCCESS TRACK	CLASS	SUCCESS TRACK	CLASS	SCORM	SUCCESS TRACK
Training for LMS 6/16/23 Pt 2 Lauren-Kathley Minney 1 Views	Training for LMS 6/16/23 Pt 2 Lauren-Kathley Minney 2 Views	Training for LMS 6/16/23 Lauren-Kathley Minney 2 Views	Training for LMS Part 1 Lauren-Kathley Minney 2 Views	Violence in the Workplace for Staff and Faculty Lashene Mayfield 3 Views	Training for LMS Lauren-Kathley Minney 2 Views

All Titles

OpenSesame	OpenSesame	OpenSesame	OpenSesame	OpenSesame	OpenSesame	OpenSesame
11 Laws of Liability: Relationship Networking... Because People Do Business with People They Like Michelle Tillis	15 Invaluable Laws of Growth: Live Them and Reach Your Potential John C. Maxwell	360-Degree Feedback and Personal Development Plans	6 Keys to Successful Digital Training	About Sexual Harassment: Identifying Sexual Harassment in the Workplace	Access 365: Advanced	Access 365: Beginner

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

Completing A Learning Object

1. 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.



OpenSesame

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



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


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.



OpenSesame

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 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.



OpenSesame

Not Started

0%

14 Views

Object Details


Access 365: Advanced

Type: SCORM

Length: 1hr 43m

0% Complete

Start




- 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: CEI



Started

17%

7 Views

Object Details

STEP 1
Communication for Inclusion (Employees and Managers)


Type: SCORM

Length: 0000:00:00

Description:
This course is for employees and managers.

50% Complete

Resume



STEP 2
Engagement with Diversity (Employees and Managers)


Type: SCORM

Length: 0000:00:00

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.



Completed 06/16/2023 - 11:00 AM

100%

11 Views

Download Certificate

Object Details

Customer Service Training

Type: Class

Length: 2 hours



Completed

Start Date: 06/16/2023 - 9:00 AM [Add to Calendar](#)

End Date: 06/16/2023 - 11:00 AM

Facility: 1599 Clifton

Faculty: ...

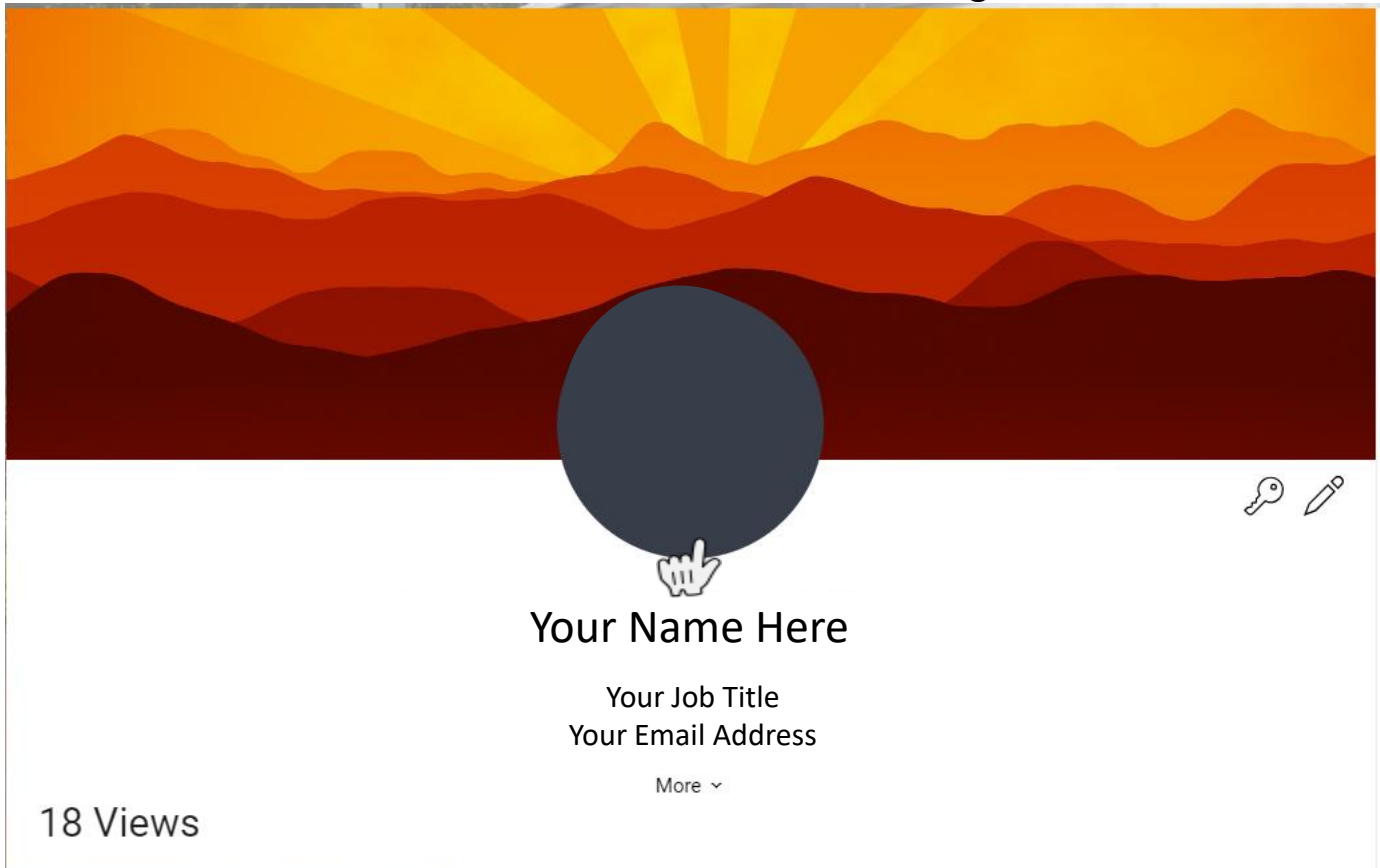
- That's it! You have completed your training.

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.



- 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 X

Communication X

- 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

Choose File

Brainier SuperAdmin User Guides.pptx

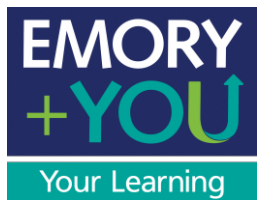
Allowed file types: (zip, doc, docx, xls,xlsx, ppt, pptx, pps, ppsx, rtf, odt, ods, odp, pdf, txt, csv, jpg, jpeg, gif, png, bmp, mpg, mp4, mp3, m4v, m4a, mov, avi, asf, wav, wmv, wma, flv, fla, f4v, ogg, ogv, mxf, ts, 3gp, epub)

Submit

☐

Private





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.