YAPU ELAN USER GUIDE

Contents
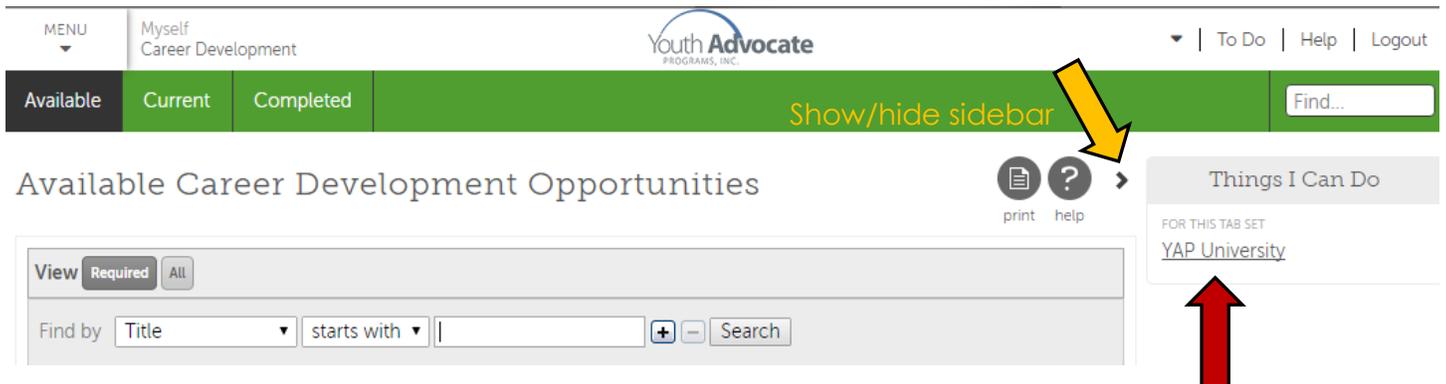
Connecting to YAP University (éLan)

Employees will access YAP University through your Ultipro account. (video example here)

- Go to https://e13.ultipro.com and login with your Ultipro username and password.

- Open Menu in top left corner; Navigate to Myself>Career Development
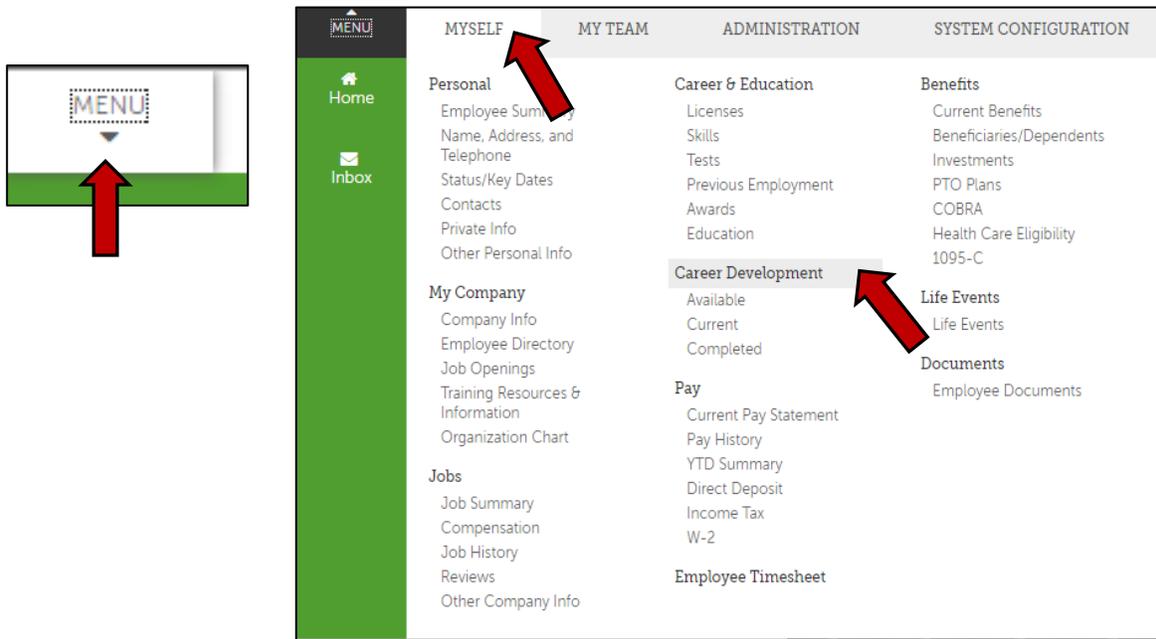
- Click link for YAP University on right sidebar (May need to expand sidebar by clicking arrow)

- Single-sign on technology will open a new window and log you into your personal YAP University account. You may need to maximize the new window to be able to see all the features.

** Alternately, you can access YAPU directly at this link: https://yapinc.ttnlearning.com/
Your username and password will ALWAYS be your employee number.**

Dashboard

The first page you will see is your Dashboard, which has snapshots of various system sections.
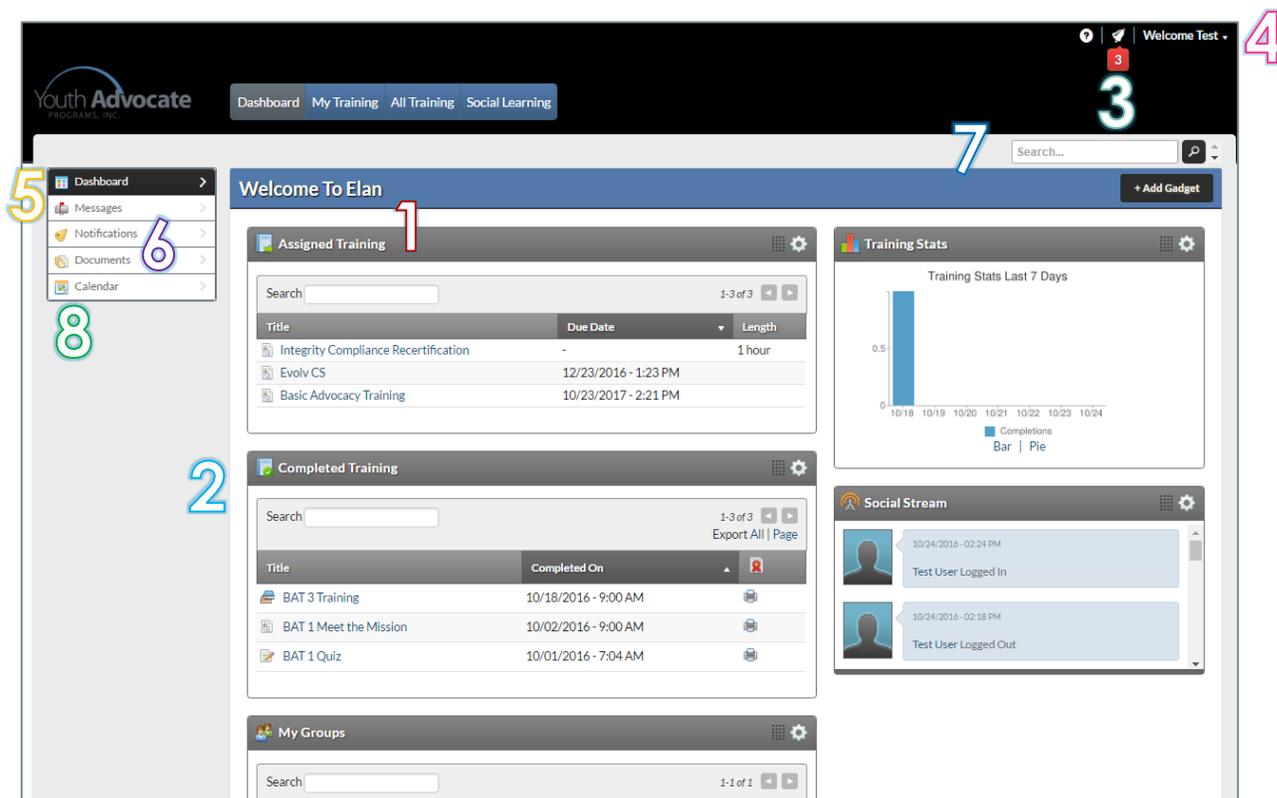
1) **ASSIGNED TRAINING:** See a list of all training that has been assigned to you, including due dates. Click on a training title to view the course or curriculum page.

2) **COMPLETED TRAINING:** See a list of all the trainings you have completed. Click on the printer icon to view and print a certificate of completion for that training.

3) **NOTIFICATIONS:** If you have new notifications, an alert will show at the top of your window. Click on the red icon to view the notifications in a small window. Or, click on Notifications on the sidebar to view the notifications in a full window where you can also control your person notification settings.

4) **USER PROFILE:** Clicking on your name in the upper right corner will allow you to access and edit your profile.

5) **MESSAGES:** This will take you to your message inbox and allow you to read/sent messages to other users in your groups. Groups are usually assigned by supervisor and by location.

6) **DOCUMENTS:** This section is a file library of documents.

7) **SEARCH:** Use this search field to find learning objects or documents by keyword.

8) **CALENDAR:** See a calendar view of upcoming webinars and click on the training title to register for the class.

My Training (always use this method to access assigned trainings)

This tab displays a dashboard of your personal training. It includes

- **Assigned Training:** Training that has been assigned to you and you are required to complete.

- **My Registered Classes:** Classes that you have registered for.

- **Completed Training:** Training that has been completed. Includes the ability to print a certificate of completion for each learning object.

- **Started Training:** Training that you have started, but not completed.

- **Recommended Training:** Training that has been recommended to you. Recommendations can be made by your supervisor or other members of you group by clicking the share icon on a course page.

- **Bookmarked Training:** Training that you have personally bookmarked. When you are viewing a learning object, you can bookmark trainings to show up in this section by clicking the bookmark icon.
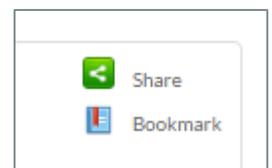
Each section above is also available as a full page by clicking on the section on the left sidebar.

Completing Course Content

Learning objects in the system can be categorized a number of ways. When you view a course page, you may see a number of steps that are required to complete an assignment. Depending on the course, you may be permitted to complete the items in any order (BAT Curriculum), or you may be required to complete the steps in a specific order (Evolv Curriculum).

Click on each step to complete the course content. Your progress for each step will be reflected on the curriculum page.

You must complete ALL STEPS in order to receive credit for the assignment. A course is only considered complete once each step has a green checkmark next to it. At that point, it will move to the Completed Training section of your account.

If you believe that you have completed a course, but it is not showing as complete in your account, click on that course to check the progress of each step. If any steps are missing a green checkmark, click on that step to complete the course content.

OPTIONAL METHODS OF COMPLETION

Some courses, like our BAT curriculum, are set up with multiple options that you can choose from to complete a portion of the course. These options are called "prerequisite options" in the system and one of the options must be completed before you can access the follow-up steps.

In the screenshot below, you can see the 3 options for BAT 4: self-learning, webinar, and in-person class. Each item has a gray circle beside it, which means none of them have been completed yet. For that reason, the "steps" panel is grayed out and not accessible. One of the 3 items must be completed before that will become accessible to the user.

Training not marked completed yet; remaining steps not accessible.

BAT 4 Boundaries Curriculum

Prerequisite Options

1. Self-Learning
   BAT 4 Training (self-learning)
2. Webinar
   BAT 4 Training
3. In-person Class
   BAT 4 Training (in-person training)

Steps

Description:
First, complete one of the 3 options for taking the course. Then, you will be able to take the evaluation and quiz.

Training was completed; remaining steps now accessible.

BAT 4 Boundaries Curriculum
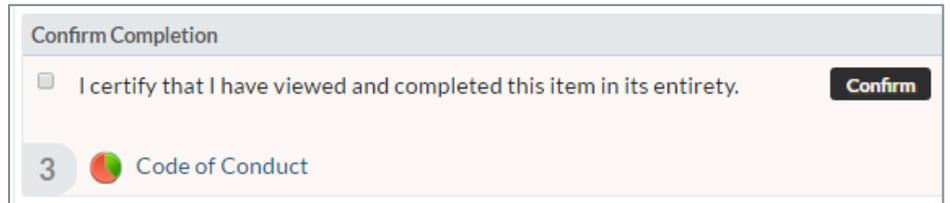
Prerequisite Options ✔

Steps

1   BAT Training Evaluation   5 minutes
2   BAT 4 Quiz

Description:
First, complete one of the 3 options for taking the course. Then, you will be able to take the evaluation and quiz.

- **SELF-LEARNING:**
  - **What is it?** This is an on-demand interactive training that occurs online and is completed individually by the user at a time of their convenience.

  - **How do I participate?** Click on the link under the Self-Learning option to launch the course.

  - **How is it marked complete?** The system will automatically mark the self-learning option as complete after the user has viewed the course in its entirety. The remaining steps for the course will become visible to the user. The user will need to complete all the steps to get credit for the course.

- **WEBINAR:**
  - **What is it?** An online training led by a live trainer at a specific date and time.

  - **How do I participate?** Follow the instructions in this manual for Registering for Webinars and Attending a Webinar.

  - **How is it marked complete**? At the conclusion of the webinar, the trainer will communicate the attendance list to the EPD department and EPD will log this as complete in your account. Once that happens, the remaining steps will become visible to the user. The user will need to complete all the steps to get credit for the course.

- **IN-PERSON CLASS:**
  - **What is it?** A face-to-face training that typically occurs in a group setting at a local program office delivered by a certified BAT trainer.

  - **How do I participate?** Ask your local program staff if there are local trainings available.

  - **How is it marked complete?** At the conclusion of the training, the Trainer or program admin staff are responsible for logging this as complete in your account. Once that happens, the remaining steps will become visible to the user. The user will need to complete all the steps to get credit for the course.

DOCUMENTS/LINKS

Sometimes a training may include a step to view a document or visit an external link. When you click on that step, a new window will open with the link/document.

Confirm Completion

☐ I certify that I have viewed and completed this item in its entirety.   [Confirm]

3   🥧 Code of Conduct

After you have completed viewing the training information at the link or in the document, close the window. You will then be taken back to the course page and will be asked to certify that you have viewed the training content in its entirety. Click the checkbox to certify that you've viewed the content, and click CONFIRM.

VIDEOS

At times, a video might be part of the training. Clicking on the step that includes the video will open a new window on your computer. When the video is over, close the window and you will be given credit for that step. You must watch the entire video to the end to get credit for the object. Videos are rendered for best performance based on your internet connection and the device you are using. It works across multiple browsers and mobile devices and does not require any additional software installation.

CLASSES

Some trainings are available in multiple delivery methods. For example, BAT 3 is available as an in-person training from a local BAT trainer, or it is also available via webinar.

TO REGISTER FOR A WEBINAR (see detailed instructions on)

1) Under Prerequisite options, click the option for Webinar.
2) Click REGISTER and select the webinar you want to attend; This will mark STEP 1 as "Started."
3) After you attend the training, EPD will log the class as "Complete" and then you will be able to access the eval/quiz.

IF YOU PLAN TO ATTEND AN IN-PERSON TRAINING WITH A BAT TRAINER

1) No registration is required.
2) After you attend the training, your trainer/AM/training coordinator will log the class as "Complete" and then you will be able to access the eval/quiz.

Registering for Webinars

Webinar registration now occurs through YAP University. Always register for webinars through the Assigned Training section of your account if the training is listed there. ([video example here](#))

From your Assigned Trainings, click on the course name.
For BAT, a webinar is one option for completing the training portion of the course.

1) Click Register to reveal the Class Schedule below
2) Click Register next to the webinar date you want to attend; a new window will pop up
3) Click Register in the pop up window
   a. A confirmation email will be sent with the webinar information and link
   b. Webinar information and link is also available on the course page where you just registered
4) Information about the class you registered for is now available on the course page. This is where you can unregister for the class if needed.
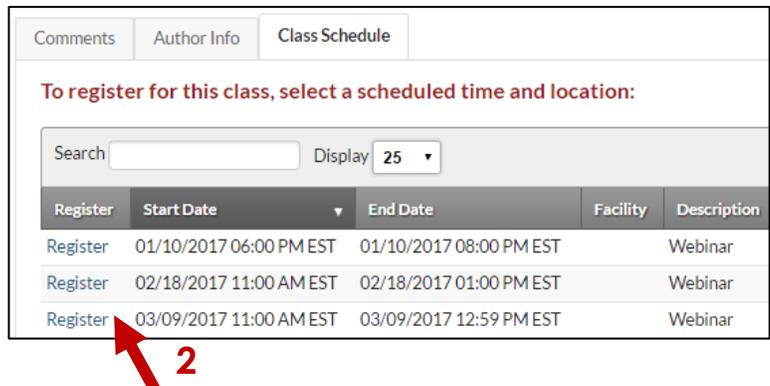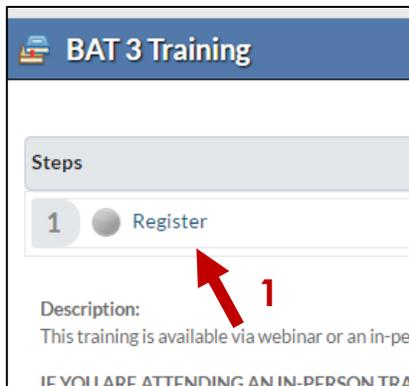
** Always register through the course page
under your Assigned Training. You may use the calendar feature to view available webinars, but if you register through the calendar, it will not be reflected through your Assigned Training.

Attending a Webinar

To participate in a webinar, you need access to a computer with internet access and a phone. **In order to get credit for the training, you must be connected to BOTH the visual presentation (WebEx) and the audio conference (telephone).** If you are unable to connect to one of those portions, you will need to reschedule and attend another training.

You will need to have previously registered for a webinar (see instructions above). Once you are registered, information about how to connect to your webinar (link to the WebEx and telephone number) can be found in two places:

1) Confirmation email from WebEx. (You will receive this at the time of registration if you have an email address associated with your Ultipro account.)
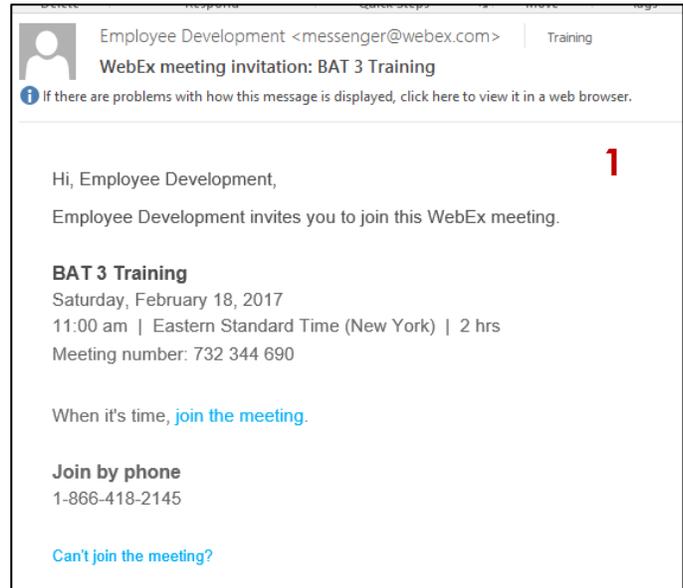
2) YAP University course page where you registered.
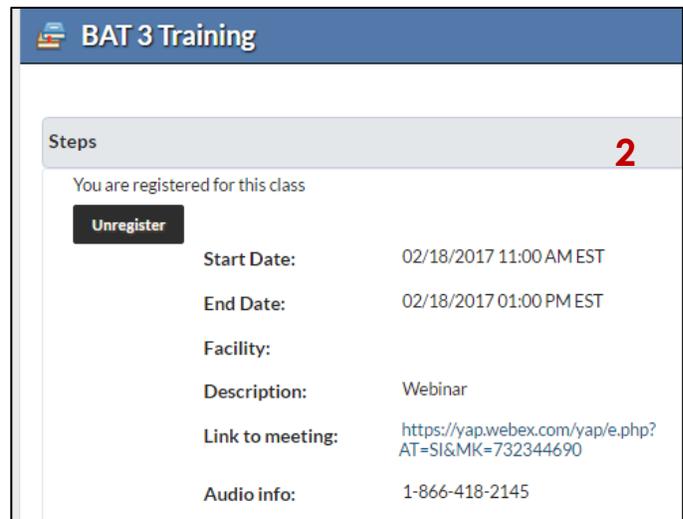
All Training (use to explore other non-assigned trainings available)

The All Training tab will display a list of all the learning objects in the system that you have access to. You can filter this list by using the drop down menus or the search box.

Be aware that this list can be confusing and at times misleading. Because of the structure of the system, there are sometimes similar-named learning objects of different types (course, curriculum, documents) that allow us to package training curriculums.

YAP employees should always access trainings through their Assigned Training section to get credit for completing the assignment. If the training you are looking for is not found under Assigned Training, then you may search All Training. If you are unsure, please ask your supervisor or contact training@yapinc.org.

ALL TRAINING>BROWSE BY TAG

To browse training content that is available to you, but not explicitly required/assigned, you can browse by tag (topic area).

Click on a tag to see available trainings under that topic area. The trainings that are visible to you are based on your system permissions.

Social Learning

éLan has a social component that allows you to interact with other employees through messaging, forums, and social files.

MY PROFILE

Please do not make any changes to your profile in YAP University. The information in your profile originates from Ultipro and is updated daily. Any changes you make in your profile will be overwritten by the next day's export from Ultipro. Instead, name email and phone changes should be made in Ultipro and then will reflect in YAP University within 24 hours.

This section also includes a history of your actions in the system, any files that you have updated or forum posts that you have made.

FORUMS

The forums are a tool for employees to interact with each other to share ideas, thoughts, and experiences in various subject areas. Click on a category to see the associated discussion threads under it. Then, click on a discussion thread to see individual posts.

SOCIAL STREAM

This is a running list of all the actions in the system for people within your group.

GROUPS/PEOPLE

These sections provide a list of all the groups you belong to and the people associated with those groups. Click on a group to see the individual users. Click on a user to see their information, any files they may have shared or posts they may have written. You can message people in your group from this interface as well.

FILES

A list of all the files shared by users that you have access to. This is another way for employees to share helpful news items, thought provoking articles, tip sheets, best practice lists, etc.

Viewing Completed Trainings in Ultipro

YAP University and Ultipro are integrated and the learning objects you complete are reflected in Ultipro under Myself>Career Development>Completed

Items that are linked to YAP University are marked with a box with an arrow icon. Clicking on the training title will take you directly to that learning object in YAP University.

Logging Out / Logging Back In

When you log out of the system, you will see the Login page.

Because you are not using a username/password to login to the system, but instead using single sign-on through Ultipro, the best method for logging back in is to **close this tab and log back in through Ultipro as described on page 2.**

If you have trouble logging into Ultipro or need a password reset, contact **support@yapinc.org.**

** Alternately, you can access YAPU directly at this link: https://yapinc.ttnlearning.com/
 Your username and password will ALWAYS be your employee number.**