



Girl Scouts Learning Management System

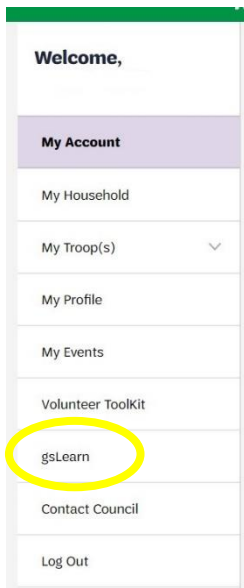
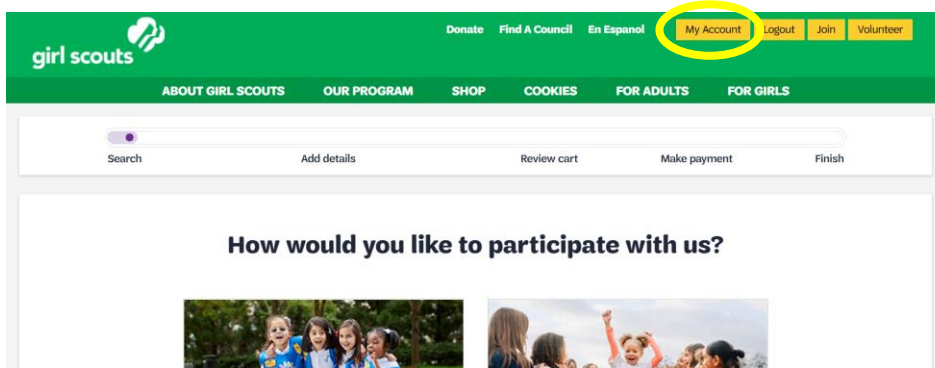
gsLearn is the learning management system used movement wide to share online learning/training opportunities.

How do volunteers access gsLearn?

Volunteers access gsLearn through their “MyGS” login on <https://www.girlscoutsnorthernindiana-michiana.org/>.



Then click “My Account”.



When accessing gsLearn from a computer/laptop*, click on the “gsLearn” tab on the left side of the screen.

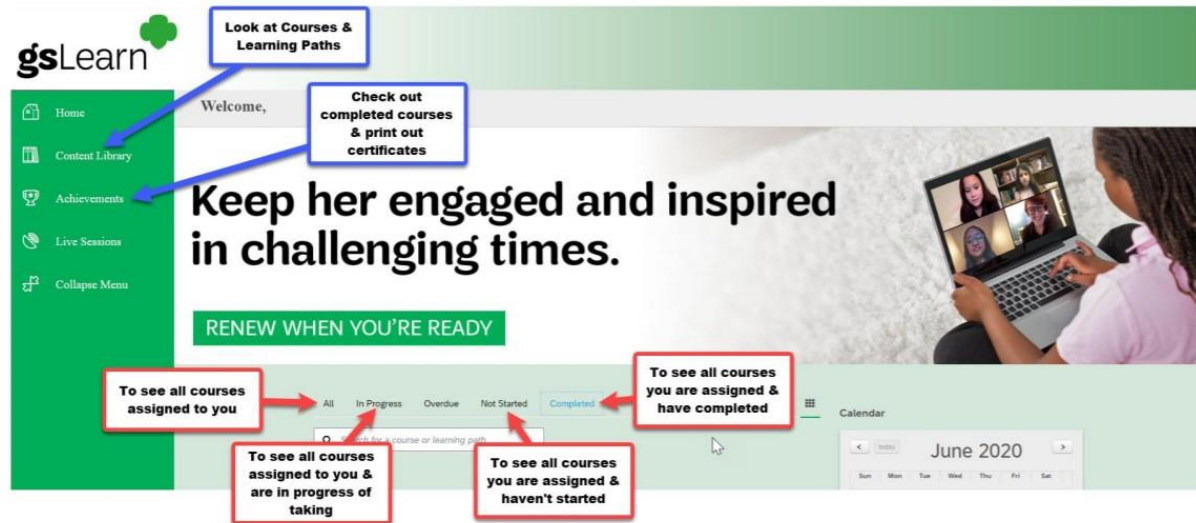
*gsLearn is currently unavailable on mobile devices.

GSUSA is working to resolve this issue.

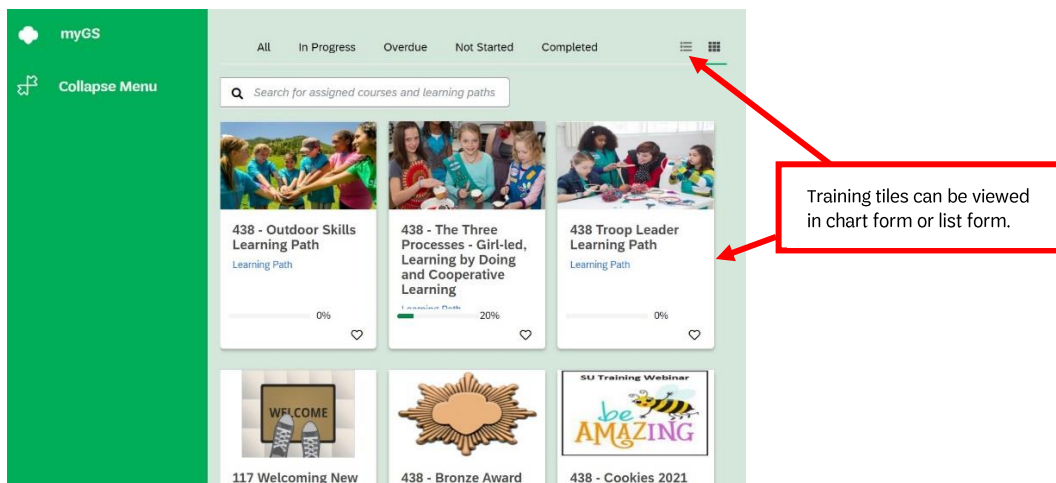
What is the Learner Home page?

The learner home page is also called the Dashboard. It contains training tiles specifically assigned to you. The toolbar on the left hand side of the dashboard also includes the Content Library, Achievements and Live Sessions tabs.

Inside gsLearn – Home Page



The gsLearn system updates every half hour. When you login to gsLearn for the first time only one or two training tiles will show on your dashboard. Log entirely out of gsLearn, MyGS and your browser, wait about 30 minutes, and log back in. The system updates your account and all training tiles assigned to you will now be visible. You only have to do this the first time you log into gsLearn.



What is the Content Library?

The Content Library contains hundreds of non-assigned courses and learning paths that may be of interest to a learner. Use the Search bar to search content by title or description.

Note: Trainings developed by Girl Scouts of Northern Indiana-Michiana will begin with 438. So if you add 438 in the search bar all GSNI-M trainings should show up. Trainings developed by GSUSA can be found by a search for GSUSA. Non-Girl Scout trainings will have no prefix.

What is the difference between a Course and a Learning Path?

A Course is made up of separate modules.

A Learning Path is made up of a series of courses.

Courses and Learning Paths are searched separately on the home page and in the Content Library.

Content Library Page

The screenshot shows the gsLearn Content Library page. On the left is a green sidebar with navigation options: Home, Content Library (highlighted with a red box), Achievements, Live Sessions, and Collapse Menu. The main content area has a search bar at the top with the placeholder text "Search content by title or description" and a "Filter" button. Below the search bar are two buttons: "Courses" and "Learning Paths". A red box labeled "To see all courses" points to the "Courses" button, and another red box labeled "To see all learning paths" points to the "Learning Paths" button. Below these buttons is a "Recently Viewed" section displaying four course cards: "320 CPR-FIRST AID Certifications", "320 Project Wild", "320 Take Action For Adults Webin...", and "320 Advanced Camp Training (ACT)". At the bottom of the page is a "Popular Categories" section with buttons for "New Leader", "GSUSA Content", "Multi-Level", "Ambassador", "Senior", "Cadette", "Brownie", "Girl Scout Staff", and "Daisy". A red box labeled "To see all courses by category" points to the "Popular Categories" section.

How do I complete a course in gsLearn?

Click on the training tile and then click **Start this course** or **Start this learning path**. You may stop the course at any time and return later to where you left off.

The screenshot shows the course page for "438 Fall Product Program Leader Training". It features a progress indicator at 0%, a "Start this course" button, and a list of modules. Callout boxes provide instructions: "To begin the course click on Start this course or Start this learning path." points to the green button; "Be sure to check Additional References. These may include helpful resources." points to the "Additional References" link; and "The list of modules or courses if it is a learning path." points to the list of training modules.

438 Fall Product Program Leader Training
Leader Fall Product Training for Troop Leaders and Troop Product Coordinators. Covers leader and girl e

0%

Start this course

To begin the course click on Start this course or Start this learning path.

Be sure to check Additional References. These may include helpful resources.

The list of modules or courses if it is a learning path.

- Fall Product Program Leader Training Module 1
- Fall Product Program Leader Training Module 2
- Fall Product Program Leader Training Module 3
- Knowledge Check - Fall Product Program Leader Training (80% Passmark)

What's under the Achievement tab?

Many trainings also include a downloadable completion certificate to print off. Find this under the Achievements tab on your dashboard. Under the External Learning tab you can add certificates or records of trainings completed outside of gsLearn such as First Aid/CPR certification.

The screenshot shows the gsLearn dashboard with a sidebar menu and a main content area. The "Achievements" tab is selected. Callout boxes explain: "See completed courses." points to the "Achievements" tab; "Add external learning documentation." points to the "External Learning" tab; and "Print or download completion certificate." points to the "Download certificate" link for a completed course.

gsLearn

Home
Content Library
Achievements
Live Sessions

See completed courses.

Achievements External Learning

Add external learning documentation.

Search for an achievement

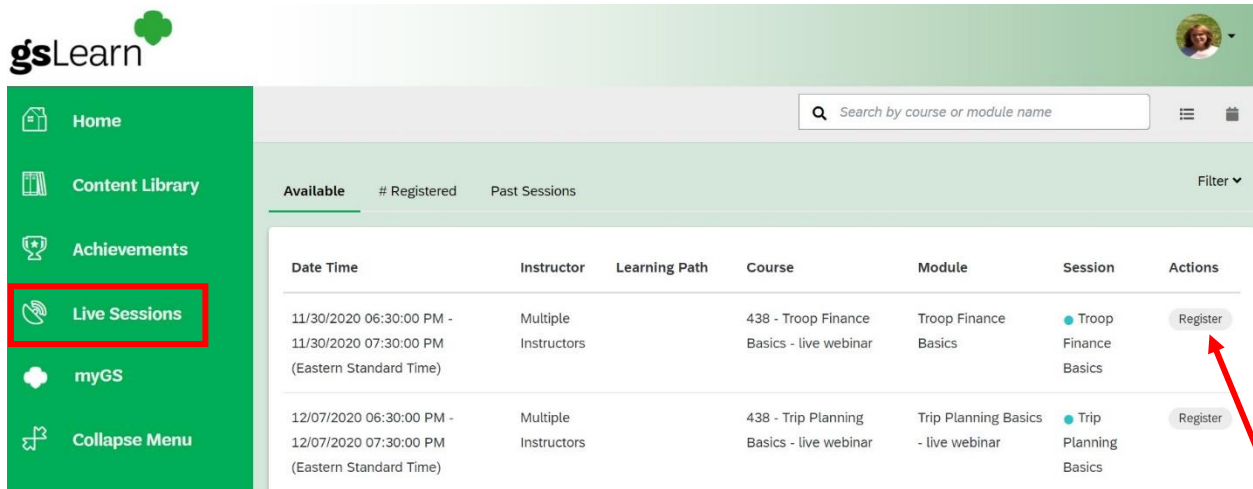
438 - Using Troop Pick-Up Scheduler in M2 Achieved on 11/10/2020

Gold Award Training Download certificate Achieved on 11/05/2020

Print or download completion certificate.

How do I register for a live session?

In-person or live webinars can be found either under the Live Sessions tab or listed in the Calendar area.



The screenshot shows the gsLearn dashboard. On the left sidebar, the 'Live Sessions' option is highlighted with a red box. The main content area displays a table of sessions with columns for Date Time, Instructor, Learning Path, Course, Module, Session, and Actions. Two sessions are listed, each with a 'Register' button in the Actions column. A red arrow points from a text box to one of these buttons.

Date Time	Instructor	Learning Path	Course	Module	Session	Actions
11/30/2020 06:30:00 PM - 11/30/2020 07:30:00 PM (Eastern Standard Time)	Multiple Instructors		438 - Troop Finance Basics - live webinar	Troop Finance Basics	Troop Finance Basics	Register
12/07/2020 06:30:00 PM - 12/07/2020 07:30:00 PM (Eastern Standard Time)	Multiple Instructors		438 - Trip Planning Basics - live webinar	Trip Planning Basics - live webinar	Trip Planning Basics	Register

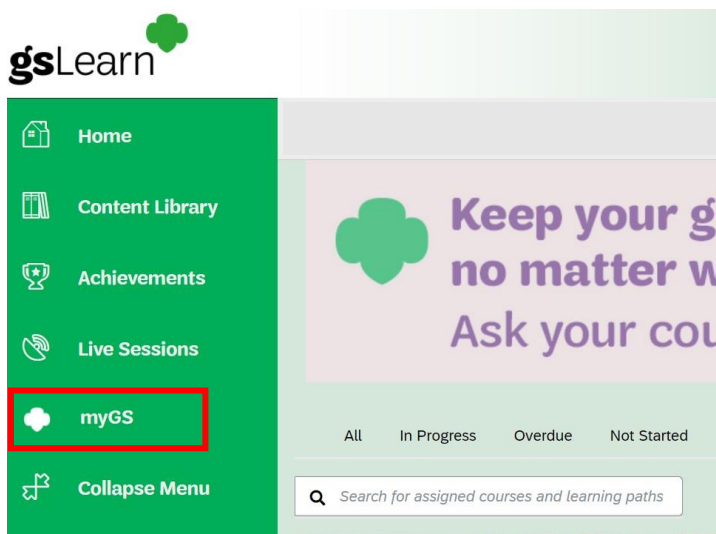
You can also register through the calendar option found on your dashboard.



Click Register and follow the prompts.

How do I return to MyGS?

If you wish to return to your account home page to access the Volunteer Toolkit or other tabs, click MyGS in the toolbar.



The screenshot shows the gsLearn dashboard. On the left sidebar, the 'myGS' option is highlighted with a red box. The main content area features a large purple banner with the text 'Keep your g... no matter w... Ask your cou...'. Below the banner are tabs for 'All', 'In Progress', 'Overdue', and 'Not Started'. A search bar at the bottom contains the text 'Search for assigned courses and learning paths'.