

Learner Approval - Assignment

Assignments can be set up to allow the Learner, Manager or ELM Administrator to set completion. This job-aid directs Learners on how to launch assignments from ELM and give Completed status.

1. Sign into ELM through the My Ohio portal. From the main portal page select **Career Resources > My Learning (ELM) > All Learning (ELM)**.



2. Locate the training in your ELM Training Transcript and click on the name of the training:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

*Education Type: Total Count: 0.00

My Learning							
Customize Find View All <input type="button" value="Grid"/>							
First <input type="button" value="Left"/> 1-15 of 78 <input type="button" value="Right"/> Last							
Title	Education Type	Education Units	Type	Status	Date	Action	Launch
DAS Prior Criminal Convictions Policy			Assignment	<input type="checkbox"/> Enrolled	06/09/15	<input type="button" value="Drop"/>	

Creating an Activity - Assignment

- Under the Activity Syllabus, click the link for the training:

Activity Progress

DAS Prior Criminal Convictions Policy

Katherine Vanhooose, Business T, Office of Information Technlgy

Activity Name:	DAS Prior Criminal Convictions Policy	Type:	Assignment
Activity Code:	DAS-ES-111DASASSIGN20150609874	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	2694627
Start Date:	06/09/2015	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Marked
Passing Status:	Pending	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

- [Disclosure of Criminal Convictions](#)
Short Name Assignment
Progress: Not Attempted

Drop

[Return to Previous Page](#)

Creating an Activity - Assignment



- Click on the link for the training;

Activity Progress
Assignment Progress

Katherine Vanhooe, Business T, Office of Information Technlgy

Component Name: Disclosure of Criminal Convictions **Type:** Assignment
Activity Name: DAS Prior Criminal Convictions Policy

Description
 New Issue policy effective 6/1/2015 explains the role of background checks and prohibits asking about prior criminal convictions in the application stage of the hiring process

Completion Details				
Attendance	Passing	Grade	Score	Progress
-	-	-	-	Not Attempted ▼

Links

Name	Assignment URL
	http://das.ohio.gov/Portals/0/DASDivisions/EmployeeServices/pdf/DisclosureOfCriminalConvictionsPolicy

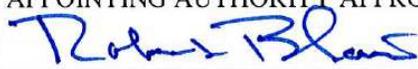
Comments

Comments:

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- Content will open:

OhioDAS
DISCLOSURE of CRIMINAL CONVICTIONS

POLICY NUMBER: 300-02	EFFECTIVE DATE: 6/1/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: New Issue	AUTHORITY: Ohio Revised Code Chapter 124.09, 124.34 and DAS Policy HR-29	

I. PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for conducting criminal background checks on candidates selected to fill a vacant position at the Ohio Department of Administrative Services (DAS). The background check process is intended to help DAS evaluate whether a candidate is suitable for a position. DAS desires to promote fair and consistent methods to obtain, analyze and apply background check information, while preventing discrimination and harassment in hiring practices.

Creating an Activity - Assignment

- Once you have completed reading the content, click the X at the top of the page to close the content;



- Use the dropdown for the Progress and change it to Completed and click the Save button:

Activity Progress

Assignment Progress

Katherine Vanhose, Business T, Office of Information Technlgy

Component Name: Disclosure of Criminal Convictions **Type:** Assignment

Activity Name: DAS Prior Criminal Convictions Policy

Description
New Issue policy effective 6/1/2015 explains the role of background checks and prohibits asking about prior criminal convictions in the application stage of the hiring process

Completion Details				
Attendance	Passing	Grade	Score	Progress
-	-	-	-	Not Attempted ▼

Links

Name	Assignment URL
	http://das.ohio.gov/Portals/0/DASDivisions/EmployeeServices/pdf/DisclosureOfCriminalConvictionsPolic

Comments

Comments:

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Creating an Activity - Assignment

- On the Learner Agreement, click the I Agree and then the Submit button:

Learner Agreement

Terms and Agreements

PLEASE READ THE FOLLOWING:

I acknowledge that when I select "I Agree" and click the Submit button, I will be prompted to enter my MyOhio.gov password. Once the password is accepted, it is considered my e-signature and this indicates I have completed all assignment requirements for this training (ex., mandatory policy training, reading of documentation, etc.), that I fully understand the materials and acknowledge receipt of said materials, and that I have no unanswered questions regarding the assignment and/or any of the materials.

Furthermore, I will not select "I Agree" and click the Submit button if I do have any outstanding questions or concerns. I fully accept that it is my responsibility to obtain clarification.

If any employee has problems reading the assignment material due to a medical condition please contact your agency EEO (ADA) Coordinator and/or Human Resources Office.

I Agree I Disagree

- To verify your identify, your State of Ohio User ID will populate, enter your password for myohio.gov and click continue

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: 10091059

Password:

Creating an Activity - Assignment

10. Your Progress status will change to Completed. Click the return to Previous Page link:

Activity Progress

Assignment Progress

Katherine Vanhooose, Business T, Office of Information Technlgy

Component Name: Disclosure of Criminal Convictions **Type:** Assignment

Activity Name: DAS Prior Criminal Convictions Policy

Description
New Issue policy effective 6/1/2015 explains the role of background checks and prohibits asking about prior criminal convictions in the application stage of the hiring process

Completion Details				
Attendance	Passing	Grade	Score	Progress
-	-	-	-	Completed

Links

Name	Assignment URL
	http://das.ohio.gov/Portals/0/DASDivisions/EmployeeServices/pdf/DisclosureOfCriminalConvictionsPolicy

Comments

Comments:

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NOTE: You will receive a notification that you have been given completion credit for completing the assignment.

Creating an Activity - Assignment

11. On the Activity Progress screen, your enrollment status will show as Completed

Activity Progress

DAS Prior Criminal Convictions Policy

Katherine Vanhoose, Business T, Office of Information Technlgy

Activity Name:	DAS Prior Criminal Convictions Policy	Type:	Assignment
Activity Code:	DAS-ES-111DASASSIGN20150609874	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Completed	Confirmation Number:	2694627
Start Date:	06/09/2015	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Progress](#)
[Schedule](#)
[Grades and Attendance](#)
[Notes and Attachments](#)
[Payment Details](#)
[Approvals](#)

Activity Progress Summary

Progress:	Completed	Grade:	Not Marked
Passing Status:	Not Required	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

- [Disclosure of Criminal Convictions](#)

Short Name Assignment

Progress: Completed

Drop

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Creating an Activity - Assignment

12. Your ELM Transcript will also show as Completed for the Assignment:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

*Education Type Total Count 0.00

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Customize Find View All <input type="button" value="grid"/>							
First <input type="button" value="left"/> 1-15 of 78 <input type="button" value="right"/> Last							
Title	Education Type	Education Units	Type	Status	Date	Action	Launch
DAS Prior Criminal Convictions Policy	None		Assignment	<input checked="" type="checkbox"/> Completed	06/09/15		