

Lead Ohio: Inspirational Leaders Book Club

Welcome to the Lead Ohio: Inspirational Leaders Book Club. The Lead Ohio Book Club is available via Learn It Ohio, and the content becomes part of your Learning Plan. The Lead Ohio Book Club includes books, videos, and other resources for discussion.

The purpose of the Book Club is to:

1. Introduce new ideas, tools, and resources available from the Learn It Ohio e-learning site;
2. Provide a social community where you can discuss key concepts and application opportunities with other learners in the Lead Ohio: Inspirational Leaders pilot program;
3. Engage in “Lunch and Learn” events, which are scheduled on May 18, 2016 and June 1, 2016 at 30 E. Broad Street, Rhodes Tower, Room 2701 from 11:30 am to 1:00 pm; and
4. Explore and discuss online reading opportunities that support your learning.

To access the Book Club and other Learn It Ohio resources – you will need to log in to your account via the following steps:

If you have not logged in before use these simple steps:

Log in at: <https://learnitohio.skillport.com>

Enter username: Your State of Ohio User ID

Enter the password: welcome (not case sensitive)

After your first log in, you will be asked to change your password and to create a security question/answer. Your password must be at least eight (8) characters long, include at least four (4) letters and four (4) numbers.



Once you've logged in, the first page you will see is the **What's New Home Page**. To view your assignments:

1. Click **View Learning Plan** in the menu bar at the top of the page.
 - o Your learning plan opens.
2. Click the **Personal Learning** tab to view the assignments you assigned to yourself.
 - o If you have assets hidden within the plan, click the “+” icon to expand the set. The number of hidden assets displays at the bottom of the asset list.
3. Click the **Assigned Learning** tab to view any assignments your manager may have assigned to you. Click the “+” icon to expand a list.
 - o Click **Basic** to view each asset only once, based on when the asset is due (overdue assets are listed first, then items with due dates, and items with no due dates).

There are two (2) different assignments available within the Learn It Ohio portal:

- Self-assigned (on the **Personal Learning** tab) – used to retain learning assets.
- Manager-assigned (on the **Assigned Learning** tab) – *the Lead Ohio Book Club is found here.*
 - Click **All** to view each asset wherever it may appear in your Learning Plan.
 - Expand the General tab, to view the assets your manager has assigned to you.
 - Expand the Lead Ohio Book Club-you will find recommended learning assets. (See the example below)



On the set title bar, click **Status** or **Due** to sort the assignments accordingly.

The screenshot shows the Skillsff user interface. At the top, there is a navigation bar with the Skillsff logo, links for 'My Profile', 'Log Out', and 'Help', and a search bar containing 'leadership'. Below the navigation bar, there are sections for 'Quick Links' (See What's New), 'Recently Viewed' (View Learning Plan), and 'Browse The Library'. A red circle highlights the 'Status' and 'Due' columns in a table, with two red arrows pointing from the text 'Click Status or Due to sort.' to these columns. Below the table, there is a card for a 'Leadership' course, marked as 'Required', with a duration of '2 Hours, 30 Minutes' and a due date of 'May 3, 2013'. The card also includes links for 'Details', 'Launch in Review', and 'More Actions'.