

DEVELOPMENT TOOLS

WSU EMPLOYEE



QUICK START GUIDE

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Log In and Log Out

To log into Accelerate

1. In a browser, access Pipeline at www.pipeline.wayne.edu
2. In the **User ID** box, enter your Access ID.
3. In the **Password** box, enter your Pipeline password (passwords are case-sensitive).
4. Click **Log In** or press the Enter key.
5. Click the **Employee** tab.
6. Click the **Accelerate** icon (located on the right side of the screen).

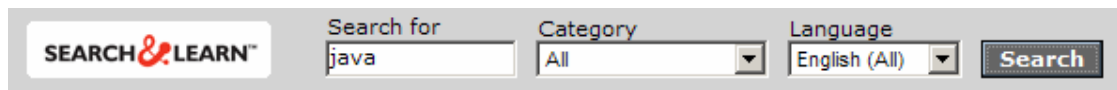
To log out of Accelerate

- Click **Log Out** in the upper-right corner of the Accelerate page.

Use SEARCH & LEARN

To use SEARCH&LEARN to search for content


1. In the SEARCH & LEARN panel at the top of the page, enter a keyword or phrase in the **Search** box as shown.



SEARCH & LEARN™ Search for: java Category: All Language: English (All) Search

Note: A search expression can be a single word, a single phrase, or groups of words or phrases connected by "and", "or", or "not" (Boolean operators). Phrases are groups of words enclosed in quotation marks.


2. In the **Category** list, select a learning asset category, or select **All** to search all content categories.
3. If content in more than one language is available to you, in the **Language** list, select the language for which available content should be retrieved.
4. Click **Search**.

The search results appear below the SEARCH & LEARN panel. If you searched all categories for content, the results are grouped by category. The results are ordered according to relevance, as indicated by a thermometer icon ().

5. Examine the search results by doing the following:

- To view more information about an asset, move your mouse over the title, and click the **Show Details** link that appears.

The screenshot shows a search results page titled "Search Results". Below the title, it says "You searched for: java". There is a search bar with the text "Search within results" and a "Search" button. Below the search bar, there is a list of categories with counts: All (81), Books (75), Courses (6), Simulations (0), Express Guides (0), TestPrep Exam (0), Mentoring (0), SkillBriefs (0), Job Aids (0), Custom Content (0), KnowledgeCenter (0), Videos (0), Live Learning (0), Business Exploration Series (0), Leadership Advantage (0), Projects (0), Practice Labs (0), and Learning Sparks (0). Below this, there is a section titled "Books" with a "[View More..]" link. The first book listed is ".NET Development for Java Programmers" with a "Launch" and "Show Details" link. The description for this book is: "ID: 5934: Java developers rely on Java 2 Enterprise Edition (J2EE) to provide these libraries; C# developers rely on the .NET Framework. In this text, the author shows that J2EE translates easily when using the .NET Framework. Best Section Hits". Below the description are links for ".NET Development for Java Programmers", "Foreword", "Introduction (Who Should Read This Book)", and "Introduction (What You Will Need)". There is also a link for "Relevant Chapters in the Table of Contents". The second book listed is "Java Applications ReferencePoint Suite" with a description: "ID: 4511: Use this ReferencePoint for information on various Java applications, including developing Java components and using Portlet API. Best Section Hits". Below the description are links for "Java Applications ReferencePoint Suite" and "Point 2: Creating Server-Side GUI Controls Using Java".

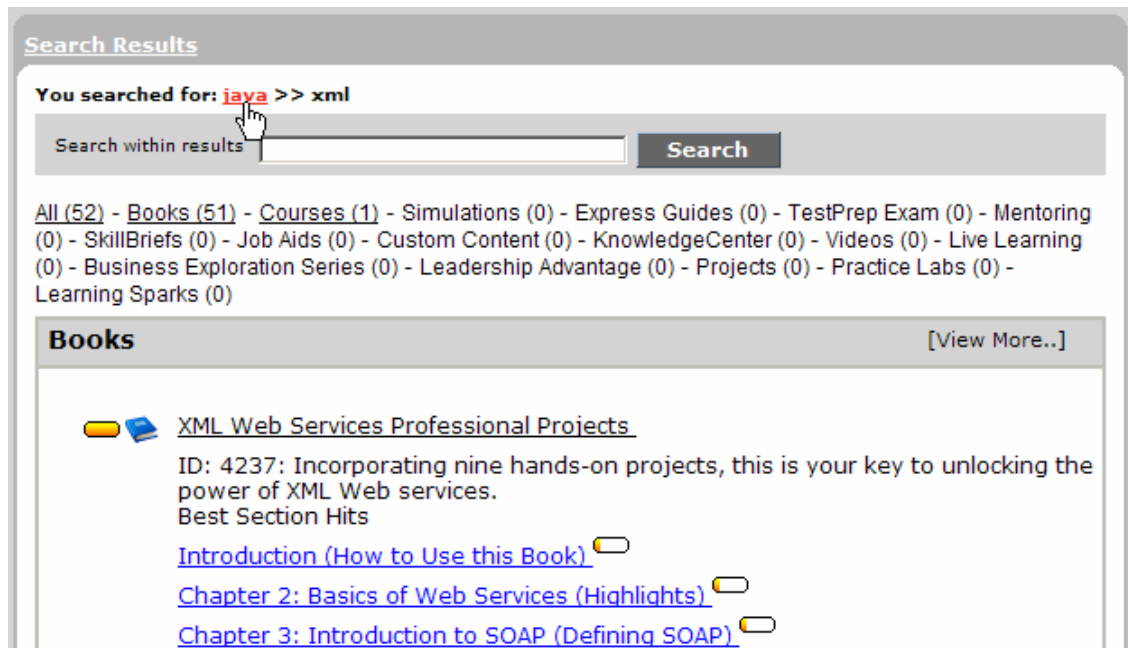
From this point, you can perform many actions on the asset. For example, you can click **View in Catalog** to identify where the asset is located in the CATALOG, and you can click  to add the asset to MY PLAN. The specific actions available to you can depend on the type of learning asset and the configuration of your site. For example, you might be able to download courses and SkillSims.

- To see more search results for a particular content category if you searched all categories, click **View More** for that category.

You can also launch an asset (for example, open a book or start a course) by moving your mouse over the title, and clicking the **Launch** link that appears.

6. (Optional) To refine your search results further, enter a keyword in the **Search within results** box (shown in the preceding image), and click **Search**.

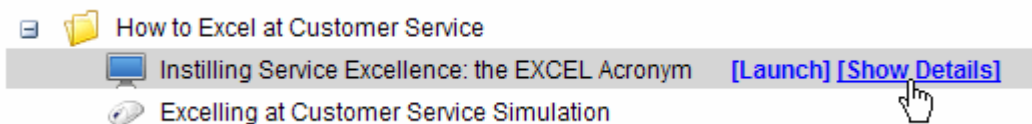
You can return to a parent search by clicking the appropriate link at the top of the search results, as shown in the following image.



Browse the CATALOG




To browse the CATALOG

1. Click **CATALOG** on the shortcuts menu on the left side of the page.
2. Navigate down into the catalog structure to a curricula folder that contains learning assets of interest to you, and expand the folder.
3. To view more information about an asset, move your mouse over the title, and click the **Show Details** link that appears.



(You can also view more information about an asset by clicking its title. In this case, a **Back to Catalog** link is provided at the top of the page so you can easily return to your location in the catalog.)


4. From this point, you can perform many actions on the asset:

- To add the asset to MY PLAN, click .
- To open or start the asset, click the **Launch** link or .
- To download the asset, click .
- To open related content, such as a Job Aid or SkillBrief that is listed in the asset's details, click that item.

The specific actions available to you can depend on the type of learning asset and the configuration of your site. For example, you might be able to download courses and SkillSims.

Add a Learning Asset to MY PLAN

To add a learning asset to MY PLAN

1. Find a learning asset by browsing the CATALOG or by searching for a word or phrase using SEARCH&LEARN.
2. Do one of the following:
 - Click the title of the learning asset, drag it to **MY PLAN** on the navigation panel on the left, and drop it.
 - Move your mouse over the title of the learning asset, click the **Show Details** link that appears, and then click .

You can also add an entire curricula folder to MY PLAN by clicking the folder, dragging it to MY PLAN, and dropping it. If you do this, the information you specify in the next step is applied to the folder as a whole.

Add to My Plan

Add

Open Systems Standards II

To

- Personal
- IT and Network Technologies

Goal

Due Date

None

Fixed date (YYYY-MM-DD)

2010-03-25

Period after assignment

Days

Reminder


None Once

Daily Weekly Monthly

Starting Days

Before the due date

OK Cancel

3. In the **Add to My Plan** dialog, do the following:
 - a. Under **To**, navigate to the folder in which to add the asset, and select it. Alternatively, you can create a new folder in which to add the asset by clicking , specifying the folder's information, and clicking **OK**.
 - b. For **Goal**, enter a phrase to describe the goal of the asset. (This is optional.)
 - c. For **Due Date**, specify the asset's due date if one is required or desired. You can specify a fixed (absolute) date or one that is relative to the date on which you added the asset to MY PLAN. Depending on the configuration of your site, a due date might be required or optional.
 - d. If you specified a due date for the asset, for **Reminder**, you can specify whether and how often a reminder should be emailed to you. You can set a recurring reminder or a one-time reminder. If you set a reminder, you must also enter the number of days before the asset's due date that the first (or one-time) reminder should be sent.

The reminder e-mail contains direct links to the asset itself and to its summary page.

Note: The next setting is only available if your site has been configured to support training compliance requirements, and, therefore, recurring assets. This is typically the case when your organization requires you to **repeat** training at specified intervals in order to maintain certifications.


- e. If available, specify whether the learning asset must be repeated at a specific interval. If it does not, select **None** for **Recurrence**. If it does, select **Every**, specify a number, and select the type of time interval to use (Days, Weeks, Months, or Years).
- f. If available, and if completion of the asset is required, select the **Required** check box. This setting has no impact on the system's behavior. It is merely an attribute that can appear in generated reports.
- g. Click **OK**.

Print a Certificate of Completion

To print a certificate of completion

1. Do one of the following:
 - If the course is not for a credential, click **MY PROGRESS** on the navigation panel on the left.
 - If the course is for a credential, click **Credentials** on the navigation panel on the left, and then click **Show Progress** beside the appropriate credential.

Note: If you want to print a certificate for a course that you have taken as part of a credential, it is important to print it from the Credentials area of Accelerate. A certificate printed from this area has important information related to the credential, such as the type of credit (for example, PDU or CPE), the number of credits, and appropriate logos and contact information. A standard certificate printed from MY PROGRESS does not have this information.

2. Generate a report that includes the learning asset for which you want to print a certificate of completion.
3. In the **Controls** column (or the **Actions** column if you are within the Credentials area), click  beside the learning asset.
4. In the browser window that displays the certificate, click **Print Certificate**.

Note: Your certificate will print in portrait layout unless you specify landscape layout. To specify landscape layout click File then Page Setup...

5. In the **Print** dialog, click **Print**.

The image below is a sample of what your certificate will look like.



Making Time for Training

Making time for training can often be one of the biggest challenges in transitioning from learning via instructor-led training courses to e-learning. The following tips should help you make the time to develop your most important asset – you!

Learning Plan

Prepare a Learning Plan that has clear training goals and targeted completion dates. These training goals should be developed in conjunction with your manager/supervisor and should include courses that will enable you to perform your current job even better or will prepare you for future career opportunities.

Once this Learning Plan is developed, you need to make a personal commitment to achieve the defined goals. Remember that you, and only you, own your Professional Development. It should be a priority every day.












Schedule




























Talk with your manager/supervisor and schedule time for e-learning on your calendar just as you would any instructor-led training course. The benefit with e-learning is that you get to work through the training course at your own pace, not at the pace of an instructor. You can schedule your training time in a variety of increments. Accelerate courses generally take between 2 – 5 hours to complete, but you could schedule your training time down to the topic level, which could amount to as short as a ten minute training session.

Make sure you don't mistake the "available anytime" benefit of e-learning for "when I have time." To get the full benefit of your e-learning experience, you need to make the time.

Accelerate Icons





The following table lists the learning assets that may be available to you and identifies their associated icons.

Icon	Learning Asset
	Analyst Perspective
	Business Exploration Series (a KnowledgeCenter) Note that Business Exploration Series content includes two types of assets: <ul style="list-style-type: none"> Business Impact Series Challenge Series
	Course
	Evaluation
	Custom Content
	Dialogue Session
	Executive Book Summary (ExecSummary)
	Executive Blueprint
	Express Guide








	Final Exam
	Instructor-Led Training (ILT) Course
	ILT Physical Session
	ILT Virtual Session
	Job Aid
	Learning Spark
	Knowledge Center
	SkillSoft Leadership Advantage
	Learning Program
	<p>Live Learning Course</p> <p>Note that the following related Live Learning assets are available through a Live Learning course:</p> <ul style="list-style-type: none">  Live Learning Expert Live sessions  Live Learning Expert Encore sessions  Live Learning class notes  Live Learning student guide  Live Learning lab  Live Learning mentor  Live Learning pre-test  Live Learning practice exam  Live Learning post-test
	Mentoring
	Practice Lab
	Project
	Book
	SkillSim
	SkillBrief
	TestPrep
	Video

The following tables describe the icons you see in MY PLAN.

Status Indicators


Icon	Description
	<p>You have started but not completed the learning asset. For more information, see How Completion Is Measured.</p> <p>Note: If you have not started the learning asset, no progress indicator is shown. After you complete an asset, it is automatically removed from MY PLAN and added to your progress report.</p>
	<p>The due date for the learning program or learning asset is approaching.</p> <p>The number of days before the due date that this warning indicator is shown can vary depending on the requirements of your organization; the default is 30 days before the due date.</p>
	The due date for the learning program or learning asset has passed.
	Indicates that you cannot modify the contents of the curricula folder.

Actions

Icon	Description	For more information, see...
	Launches the learning asset.	Play a Course Online
	Removes the asset from MY PLAN.	Remove a Learning Asset from MY PLAN
	Adds a custom folder.	Create or Remove a Folder
	Modifies the learning asset or folder.	Change a Due Date or Reminder
	Downloads the course.	Downloading a Course to a Computer
	Displays an evaluation so you can provide feedback.	Evaluate a Learning Asset
	(US English Help only) Used when MY PLAN is displayed with Web Accessibility enabled. Displays the page in which you can change the parent folder for an asset or child folder.	View a Web-Accessible MY PLAN

The following tables describe the icons you see when you view your progress report in MY PROGRESS.

Actions

Icon	Description	For more information, see...
	Launches the learning asset.	Play a Course Online
	Displays a printable detailed report for the learning asset.	View Your Progress Report
	Displays a printable certificate of completion.	Print a Certificate of Completion
	Displays a course evaluation so you can provide feedback.	Evaluate a Completed Course

Contact Customer Support

The resources below are also located on the Accelerate main page under the Support link.

[List of Champions](#)

[What to do if...](#)

[Web Accessibility \(adaptive technology\)](#)

[Run a Report Job Aid \(for Champions\)](#)

[Technical Guide \(for Local IT\)](#)