Courses

A red hand icon appears on the dashboard if you have items past due.

A yellow hand icon appears if you have items coming due soon.

A green thumbs up icon appears if you are caught up.

The dashboard shows how many Courses and Certifications are upcoming, completed, and past due. Certifications are bundled Courses.

To find items that are coming due, click through the Courses/Certifications/Assignments bar to view each of these lists at the bottom of the page.

For Instructor Lead Training courses, review date, time, and location details.

For online learning items, review any Attachments and Checklists, then click a Launch icon to begin.

Transcripts

Need your learning transcript for Annual Performance Evaluations (APEs)? Click Print Transcripts Report button to get a copy.

Support

The dashboard contains a Help tab near the top center of the screen, with brief introductions to Learnsoft. More tips and support are available at OLN - Ochsner Learning Network (sharepoint.com) or oln@ochsner.org or 504-842-4748 (choose option 6 to speak to an HR representative).