

# Learning Space Guide






## Searching the Course Catalog Report



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NOVEMBER 2019

	<b>Putting the Pieces Together</b> <p>Because of the large number of course offerings in Learning Space, DPS has created a Course Catalog Report that makes searching and registering for professional development courses easier than ever. After registering, you will be sent a calendar invitation with the course details and can log back into Learning Space to cancel your enrollment, if needed.</p>
	<b>Roles and Responsibilities</b> <p>Employees can register for any classroom courses that are visible in the Course Catalog Report.</p>
	<b>Which Outcome to Expect</b> <p>The steps in this guide outline how to search and register for a Learning Space course using the Course Catalog Report.</p>
	<b>Where to Find Additional Resources</b> <p>For step-by-step guides on how to complete other tasks within Learning Space, check out the <a href="#">Learning Space Resource Center on The Commons</a>.</p>
	<b>Who to Contact</b> <p>For questions about this process, please contact HR Connect at (720) 423-3900.</p>

1) After logging into Learning Space, you can access the Course Catalog Report by clicking on the **book icon**.

The screenshot shows the Learning Space interface for NICKOLAS RALSTON. The left sidebar contains navigation links: Dashboard, Catalogs, Curricula, Courses, Certification Programs, Reports, and Social Learning. The main content area displays a 'Welcome to Learning Space!' message. Below this, there are two links: 'Course Catalog Report' (with a book icon) and 'DPS Transcript' (with a document icon). The 'Course Catalog Report' link is circled in red. Below the links, there are three sections: 'Certification Snapshot', 'Course Snapshot', and 'Course Statistics'. The 'Course Statistics' section features a donut chart with three segments: 64% (green), 29% (blue), and 7% (light green).

2) Enter your DPS credentials, then click **Sign In (a)** to log in to the Course Catalog Report.

The screenshot shows a 'Sign in' dialog box. It contains the URL 'http://bisreporting.dpsk12.org' and a warning message 'Your connection to this site is not private'. Below this, there are two input fields: 'Username' and 'Password'. At the bottom right, there are two buttons: 'Sign in' and 'Cancel'. The 'Sign in' button is circled in red, and a red arrow labeled 'a' points to it.



3) Using the fields at the top of the screen **(a)**, you can search for a course using the following criteria: **Keyword, Curriculum, Event Type, PDU, ELA Qualification, Event Start, Location, Instructor**. Pressing the **information icon (b)** in the top left corner will provide additional information.

Note: To select multiple options within a dropdown, hold the **Ctrl** button on your keyboard. Once making a selection, you do not need to submit. The system will update automatically.

Course	Event	Register/ More Info	Event Start	Audience	Objectives	Description	Event Type	Location	Instructor
Additional Pay	Additional Pay		1/1/1900	All district employees	Employees and supervisors will learn about various types of additional pay along with policies relat ...	Course content includes instruction on policies, process flows and conditions for additional pay rel ...	Online		
An Effective Performance Improvement Plan (PIP)	An Effective Performance Improvement Plan (PIP)		1/1/1900	Managers	Learning when to use PIP and how to create one	A brief overview for managers. How to create and when to use a Performance Improvement Plan (PIP) t ...	Online		
Clocking In and Out	Clocking In and Out		1/1/1900	This applies to non-exempt, hourly employees	Learn how to clock in and out using True Pay web clock or data terminals	Instruction and step-by-step demonstration on clocking in and out through Web Clock or a data termin ...	Online		
Creating Connections	10/24/2018 8:00 AM Merchandise Mart		10/24/2018	All DPS Employees	Articulate, define and demonstrate the DPS Shared Core Values (SCV): Align the SCV to individual, te ...	Creating Connections (CC) is designed to be an engaging, fun and informative opportunity to build pe ...	Classroom		JUNIELLESJIE
Creating Connections	1/23/2019 8:00 AM PPA Event Center		1/23/2019	All DPS Employees	Articulate, define and demonstrate the DPS Shared Core Values (SCV): Align the SCV to individual, te ...	Creating Connections (CC) is designed to be an engaging, fun and informative opportunity to build pe ...	Classroom	PPA Event Center	JUNIELLESJIE
Creating Connections	3/13/2019 8:00 AM Merchandise Mart		3/13/2019	All DPS Employees	Articulate, define and demonstrate the DPS Shared Core Values (SCV): Align the SCV to individual, te ...	Creating Connections (CC) is designed to be an engaging, fun and informative opportunity to build pe ...	Classroom		JUNIELLESJIE
Discrimination and Harassment	Discrimination and Harassment		1/1/1900	New employees should take this course as part of their Onboarding Checklist.	New employees will understand DPS's policies regarding harassment and discrimination.	This course includes a brief video and links to relevant Board of Education policies. It is require ...	Online		
Discrimination and Harassment	Discrimination and Harassment		1/1/1900	New employees should take this course as part of their Onboarding Checklist.	New employees will understand DPS's policies regarding harassment and discrimination.	This course includes a brief video and links to relevant Board of Education policies. It is require ...	Online		
DPSAspire	10/3-4/2018 8:00 AM EOC		10/3/2018	This values-based leadership experience is designed for DPS leaders that include: AAs, Assistant Pri ...	Identify leadership capacity and style Learn how to lead through the lens of cultural responsiveness ...	DPSAspire is a two day leadership session designed to be engaging,reflective and fun. DPSAspire will ...	Classroom	Emily Griffith Campus	MORNING,IMANI
DPSAspire	11/7-8/2018 8:00 AM		11/7/2018	This values-based leadership	Identify leadership capacity and style	DPSAspire is a two day leadership session	Classroom	Emily Griffith	MORNING,IMANI

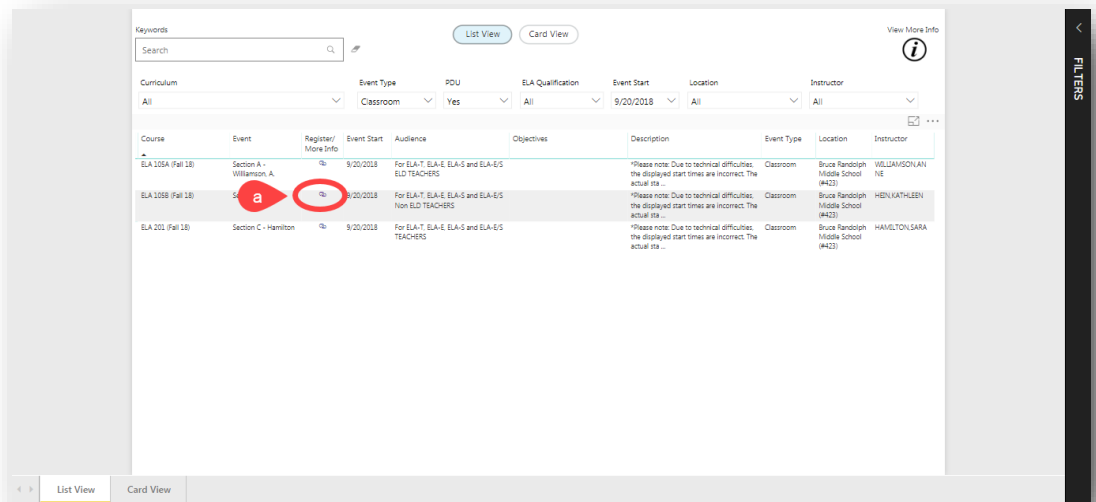


## Putting the Pieces Together

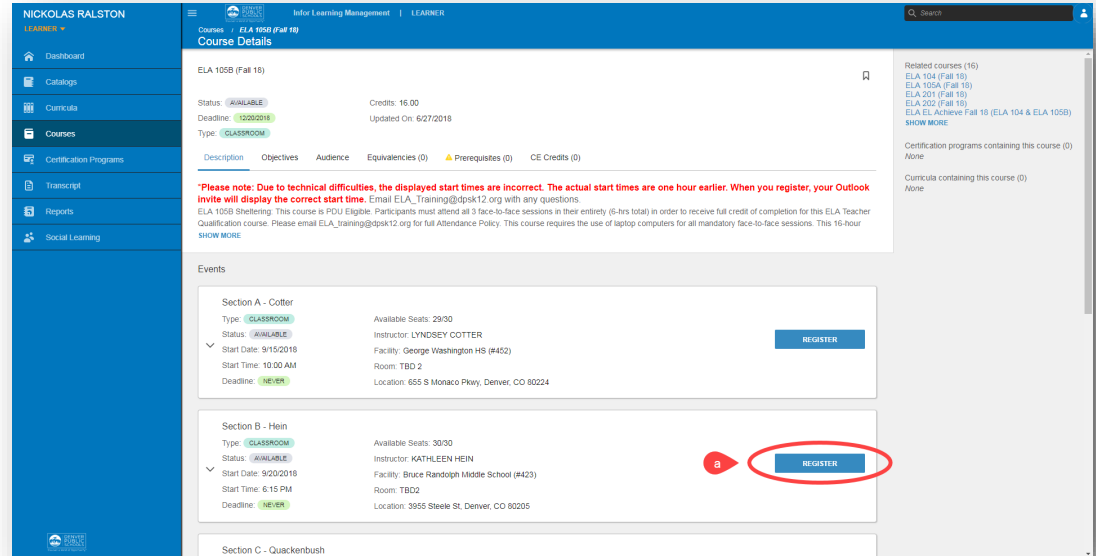
- The table below provides additional detail on each of the available search criteria. Click on the **View More Info (b)** button at any time to learn more.

Keyword	This freeform fields searches the Course Name, Description, Audience, and Objectives within Learning Space.
Curriculum	This dropdown allows you to select from a list of all available Curriculum within Learning Space.
Event Type	This field distinguishes between Online and Classroom type courses.
PDU	This field identifies if courses are eligible for PDU payment.
ELA Qualification	This field identifies if courses are eligible for ELA qualification.
Event Start	This dropdown allows you to select from a list of all available course Start Dates within Learning Space.
Location	This dropdown allows you to select from a list of all available course Locations within Learning Space.
Instructor	This dropdown allows you to select from a list of all available course Instructors within Learning Space.

4) Once you've located the course you'd like to register for, click the **link icon (a)** in the **Register/More Info** column.



5) Learning Space will open and automatically navigate to the registration page for the selected course. Locate the event you'd like to attend, and click the **Register (a)** button.



6) A confirmation message will appear indicating that you've been successfully registered for the event, and you'll also receive an automated email confirmation from DPS Learning Space.

