

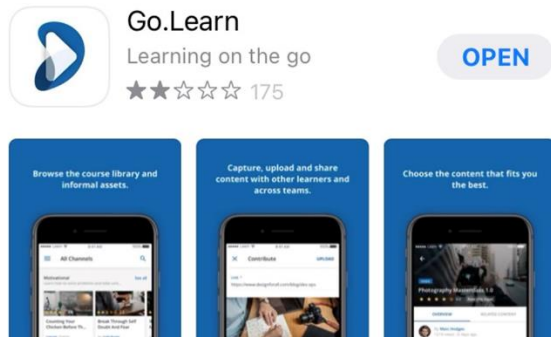
DOCEBO USERS GUIDE FOR SMARTPHONES



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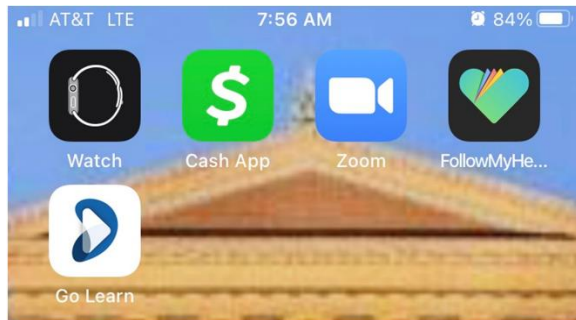
Mobile Learning



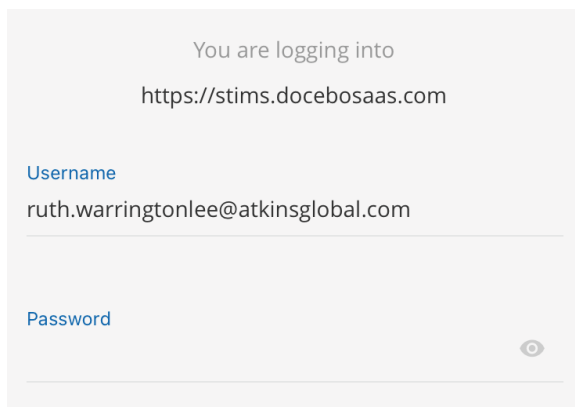
Go.Learn lets you to access your platform directly from your mobile devices. Through the app, you can easily attend courses, complete training material, and view various assets and channels.

The Go.Learn mobile app is available for both iOS (including iPads) and Android devices. You can download the app by searching for "Go.Learn" or "Docebo" in the Apple Store or in Google Play Store.

Your Mobile App



To access the app, tap on the app's icon to launch it. On the first page, insert your learning platform's URL (<https://stims.docebosaas.com>) in the Platform URL text box.



Then, press Proceed to Login Page and insert your username and password. If configured by your Admin, you can also flag the Remember Me option so you don't have to login again every time you launch the app on your device.

After you sign in, if your Administrator set some additional fields that you must fill in to complete your profile (e.g. your department code, the country where you live, etc.), the Additional Fields page will open, in which you'll have to fill in the required additional fields.

Forgot your password?

If you lost your password, insert your username or your email address in the field below. You will receive a message with instructions.

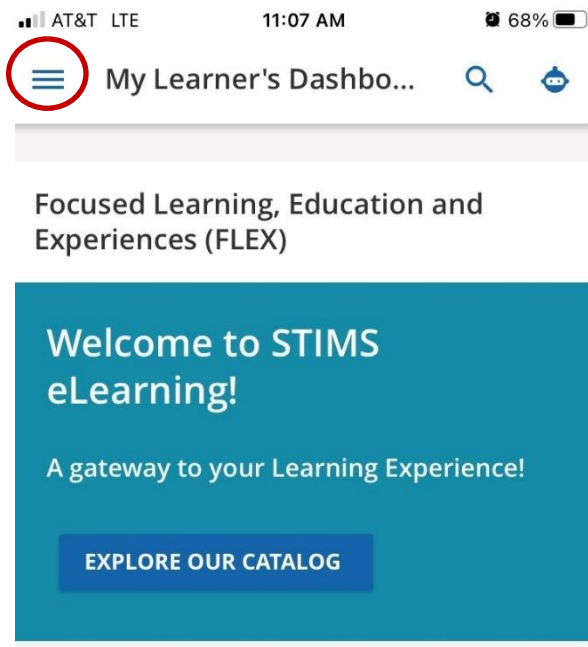
your username or e-mail

SEND

If you forgot your password, click on Lost Password. Then, insert your username or your e-mail address in the corresponding field. You'll receive an e-mail with instructions. Please note: To reset your password, you will have to access to your e-mail account from your Mobile App or from desktop.

The "Reset Link" email will provide a link to reset your password. Following the link will take you to this page where you will be asked to enter your new password twice. As stated before, a strong password includes at least one Uppercase letter, one Lowercase letter, and numbers. For extra security consider using a symbol as well. Your password should be at least eight characters long and not include your username.

The Menu of Your Mobile App



The menu icon on your Docebo mobile app is found in the top left corner of your screen. When you press the icon, you will see your profile picture, your name, last name and email address, and the list of pages composing the menu.

The menu structure, the app homepage and the layout of the pages within the menu are managed by your Admin and may change over time. In order to Log Out of your account, tap on the Sign Out icon in the top right corner of the menu.

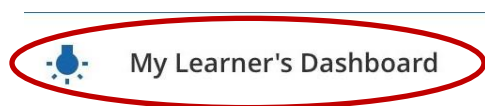
Managing Your Profile Page



From the menu of your mobile app, you can access your profile page, where you'll be able to change your profile picture, view and edit your personal details, and change your password.

In order to access your profile page, tap on the pencil icon on the right of your name, last name and email address. Once you are on your My Profile page, you can:

- **Change your profile picture:** in the top part of your My Profile page, you'll see your current profile picture. If you want to change it, tap on the camera icon. Now, you can choose to take a new photo or to select an already existing photo from your device's gallery. If you select the Take a Photo option, the camera will open. If you select the Gallery option, you'll choose an image from the ones in your device's gallery. Once you have taken or chosen a new photo for your profile, you can then edit it by zooming, cropping or rotating the image as needed.
- **View and edit your personal details:** access the Personal Details section of your profile page to see your personal details, such as your first and last name, email, country, and some others. If configured by your Admin, you can also edit your details from this section. To do so, tap on the pencil icon on the right side of the detail you want to change, then edit it and save your changes.
- **Change your password:** access the Change Password section when you need to change your profile's password. Here, type your current password, then choose a new password and retype it in the corresponding field below. Once ready, tap on Save Changes.



- My Courses and Learning Plans
- Course Catalog
- All Channels

Network.

- **NIMS (National Incident Management System) Training:** The Emergency Management Institute offers self-paced courses designed for people who have emergency management responsibilities and the general public.

My Learner's Dashboard

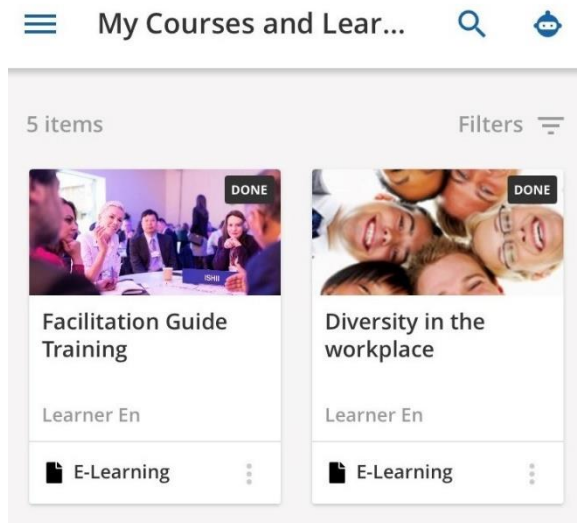
This item directs you to the main dashboard of your platform. The following items are included:

- **The TIME Task Force Site:** Your key to communicating with and learning from statewide incident management programs.
- **SHRP2 (Strategic Highway Research Program 2) Training:** The site for national TIM (Traffic Information Management) training governed by the Responder Safety Learning

- **Mandatory Courses:** This is where all of the courses you are enrolled in are located. You can also see the status of the courses (done, expired, etc.) as well as tap on any of the icons to actively take a course.
- **Mobile Learning:** A brief tutorial that explains all of the benefits of the Go. Learn app.
- **Welcome to STIMS eLearning:** The complete course catalogue. If you'd like to be enrolled in a course please send an email to Tim_Training@dot.ga.gov.

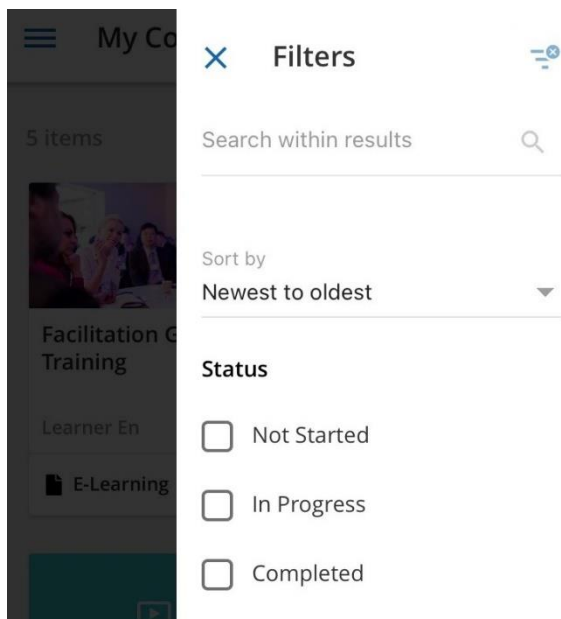
My Courses & Learning Plans

Navigating the My Courses and Learning Plans Page



To navigate courses or learning plans, tap the My Courses and Learning Plans tab in your main menu. The page shows a card display of all of the courses and learning plans in which you're enrolled. Just like your course page in your desktop platform, each course card displays the course type (e-learning, webinar, or ILT-classroom) and whether the course is locked or not. Your status in the course is displayed by an icon in the top right corner of the card (new, in progress, or completed).

Sorting and Filtering Courses and Learning Plans



In your My Courses and Learning Plans page, you can choose and apply filters to the courses and learning plans shown in the page. Tap the Filters button in the top right corner of the page to open the Filters panel, where you can select various filters (such as status, hidden items, type, deadline, duration, rating and other filters configured by your platform Administrator). When you select a filter, the content in the page is immediately updated, and the page shows the results of the filters.

You can sort courses and learning plans by name, code and creation date. You can also remove the filters you previously applied, by tapping the clear filters icon in the top right corner of the Filters panel.

When the content has been filtered, a red dot indicates that this filtering option is active. If you can't see the red dot, you aren't applying a filter to the content you're viewing on this page.

In the Filters panel you can also search for a course or a learning plan using the Free Text search mode. Note that at this time, only the top 24 results will appear in your search.

Viewing and Completing Training Material

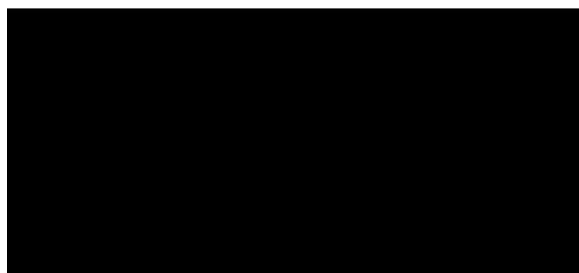


OVERVIEW CONTENT

Description

Learning strategies and facilitation tips on how to effectively facilitate a meeting or learning group and stay on task with the Agenda.

X Facilitation Skill... PREVIOUS NEXT



ATKINS

Facilitation Skills

Training and Development

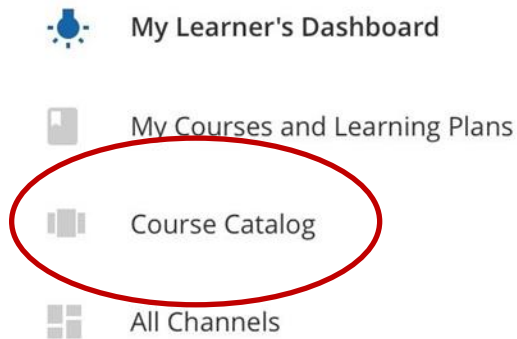
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When entering an E-Learning course or a learning plan, you will see details about the course or the learning plan in the Overview tab. Switch to the Content tab to see the list of training material in the course or the list of courses included in the plan. At the top of the list, you'll see the percentage and number of training content or courses you have already completed.

Once you entered the first page of the training material, you can tap Previous or Next in the top right corner of the page to move from one training material to the other, in historical order, or tap on the training material title in the list to switch freely. Classes can viewed by holding your phone either horizontally or vertically.

Tap the "X" button in the top left corner of the page to close the training material. When a training material is completed, it will be identified with a checkmark icon on its thumbnail in the list of training material. Upon completing a course or a learning plan, you can also obtain a certificate, that is a document confirming your participation in and completion of a course or a learning plan. You'll find the certificate in the Overview tab of the course page or the learning plan page. Tap on the certificate item to open it with your default PDF viewer. You can also save it in your mobile device and share it by tapping on the corresponding button in the top right corner of the page.

Course Catalogue



This item directs you to a page proposing you a catalog of courses and learning plans that you can subscribe to. For some courses, the enrollment must be approved by an Administrator. If the course is free, select the course's card in the catalog. On the next page, view the course details, including general information about the course in the About This Course tab, and a list of content in the Content tab. The right side of the page will list other courses that may be interesting to you.

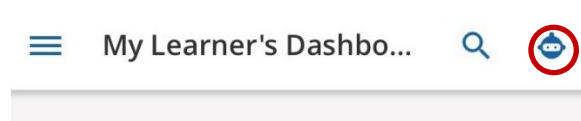
All Channels

This item directs you to a page displaying all of the channels that you're able to view. Your platform gives you the opportunity to actively contribute to the learning experience of your company by uploading your content to channels and sharing it with your peers. In turn, you can take advantage of the contributions posted by other people to extend your knowledge and organize content into playlists. You can receive comments and questions on your contributions and ask questions to other people on the content they uploaded.

Interacting with the Virtual Coach

The Virtual Coach in your platform is your proactive learning coach, which can guide and steer you continuously through your learning activities and your work within your learning platform. At the moment, you can currently interact with it as follows:

- Asking for recommended content.
- Monitoring your learning progress.
- Asking questions related to content in your platform.
- Answering multiple-choice questions asked by the Virtual Coach to improve your learning retention based on the learning objects that you have completed.
- Receiving push notifications about new content, about content that may interest you or tasks to complete.

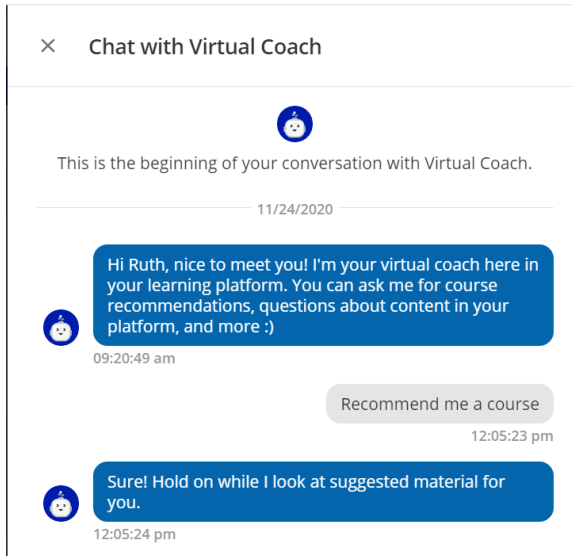


The Virtual Coach can be accessed by clicking the Virtual Coach icon that sits at the top righthand side of your screen.

If you're interested in specific content that may be available in your platform, at any point during or after the completion of your learning progress, ask your Virtual Coach to find learning content that may interest you.

So how does it work? Ask your Virtual Coach to find content for you. Try using these examples below, or some similar, to start this type of conversation:

- Recommend a course to me.
- I want to learn something new.
- Suggest some new content for me to watch.



If you're already enrolled in formal courses or learning plans in your platform, your Virtual Coach is able to let you know which formal learning activities you're needing to complete. This is incredibly useful if you're completing onboarding plans or similar types of learning.

Ask your Virtual Coach about any formal learning objects, courses or learning plans that are Not Yet Started or In Progress in your platform, using the examples below as guidance:

- Do I have any courses in progress?
- Give me a summary of my enrollments.
- Is there any course I need to start?

In case you still have content that is Not Yet Started or In Progress in your learning platform, your Virtual Coach will send you push notifications from time to time to remind you about any content in a course or learning plan that you haven't yet completed.

Frequently Asked Questions & Troubleshooting

What are the System Requirements?

Your learning platform should operate without any issues on Microsoft Edge, Mozilla Firefox, Google Chrome, and Safari. Refreshing your cache for the platform in any of these browsers may solve any issues that you're experiencing.

Who do I contact for help?

Docebo does not provide direct support to learners, but we do provide support for platform Administrators. If you're experiencing issues with your platform, the easiest and quickest way to resolve them is to contact your Administrator at chidi.kalu@atkinsglobal.com or Tim_Training@dot.ga.gov

What is my username?

Your username will always be your full email address (the same one you provided to create your user profile).

How do I set up my password?

Your password should be at least 8 characters which include a capital letter, lowercase letter, numeral, and a symbol if desired. Your password should not be the same as your username.

How will I know what classes to take?

Courses will come to you in several ways. They will either be assigned to you by the Administrator, be scheduled based on certification renewal, or can be selected from our course catalogue.

What kind of courses can I take on Docebo?

You can take courses online and attend virtual meetings through Docebo. Training content is available pertaining to TRIP, NIMS, SHRP2 (standard and Train the Trainer), Managed Lanes, HERO, CHAMP, SSPIA, TMC, TIM, Professional Development training and a whole lot more. To enroll in any of these courses contact Tim_training@dot.ga.gov.