# BECAUSE

# U MATTER

## A HELPFUL GUIDE ON THE NEW LEARNING MANAGEMENT SYSTEM

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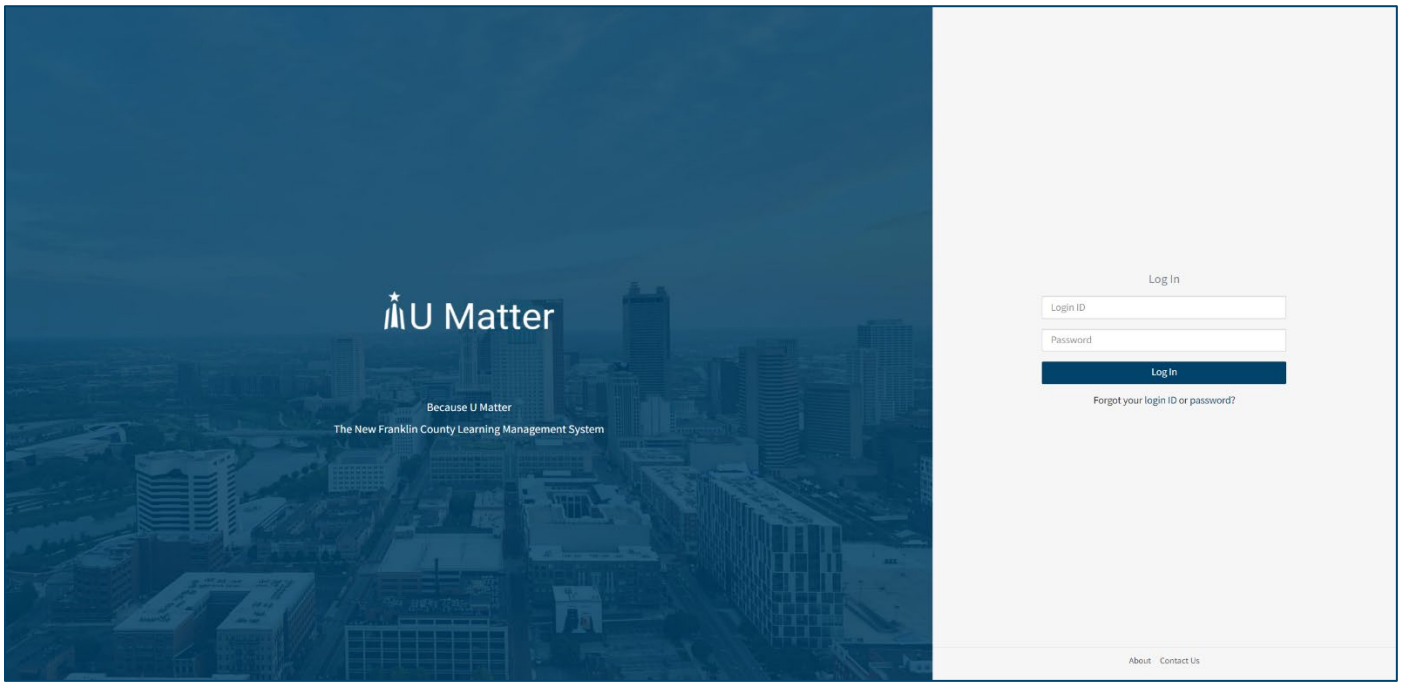
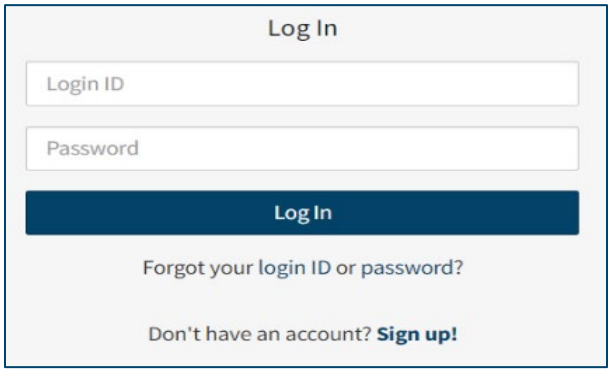
Further Questions? Please Email umatter@franklincountyohio.gov

# HOW TO ACCESS

1. Go to: U Matter (umatter.franklincountyohio.gov)
    a. The U Matter Team recommends bookmarking the link to U Matter on your web browser for future use.

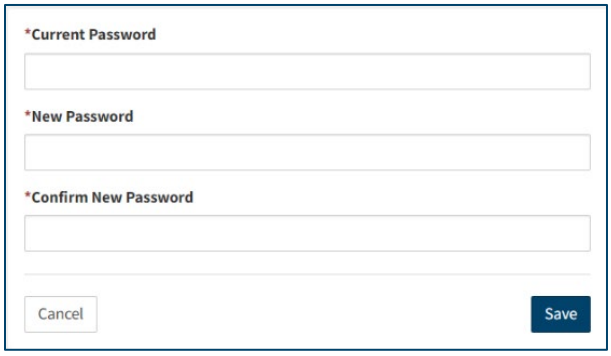



2. Your Login ID will be your employee email address
    a. Example: Jane.Doe@franklincountyohio.gov
    b. PLEASE NOTE: If you change agencies, you will need to log in using your new email address, the old email address will be de-activated, and all information will be merged into the new account.
        i. User information will be added / updated once a month.




**DO NOT change or modify the Login ID, it is REQUIRED to be your work email.**

3. Your temporary password is: Working1!
    a. You will then be prompted to change your password
4. Once your password has been changed, you will be redirected to the U Matter Home Page



# U MATTER HOME PAGE

Clicking on either *U Matter* or *Home* will bring you back to the home page

Clicking on *Current Training* will take you to the list of courses that you are actively enrolled .

Clicking on *Transcript* will take you to your personal transcript of courses you have completed on the U Matter site

Clicking on the drop arrow will take you to your *Saved Content*, which will bring to a page where you can view any courses that you have saved

Clicking on *Catalog* will take you to main catalog of courses offered.
If you know the name of the course, you can type it or keywords into the *Search Catalog*
Clicking on the *magnifying glass* will take you to the *Search Results* courses.

Clicking on the *Avatar icon* will bring a dropdown menu

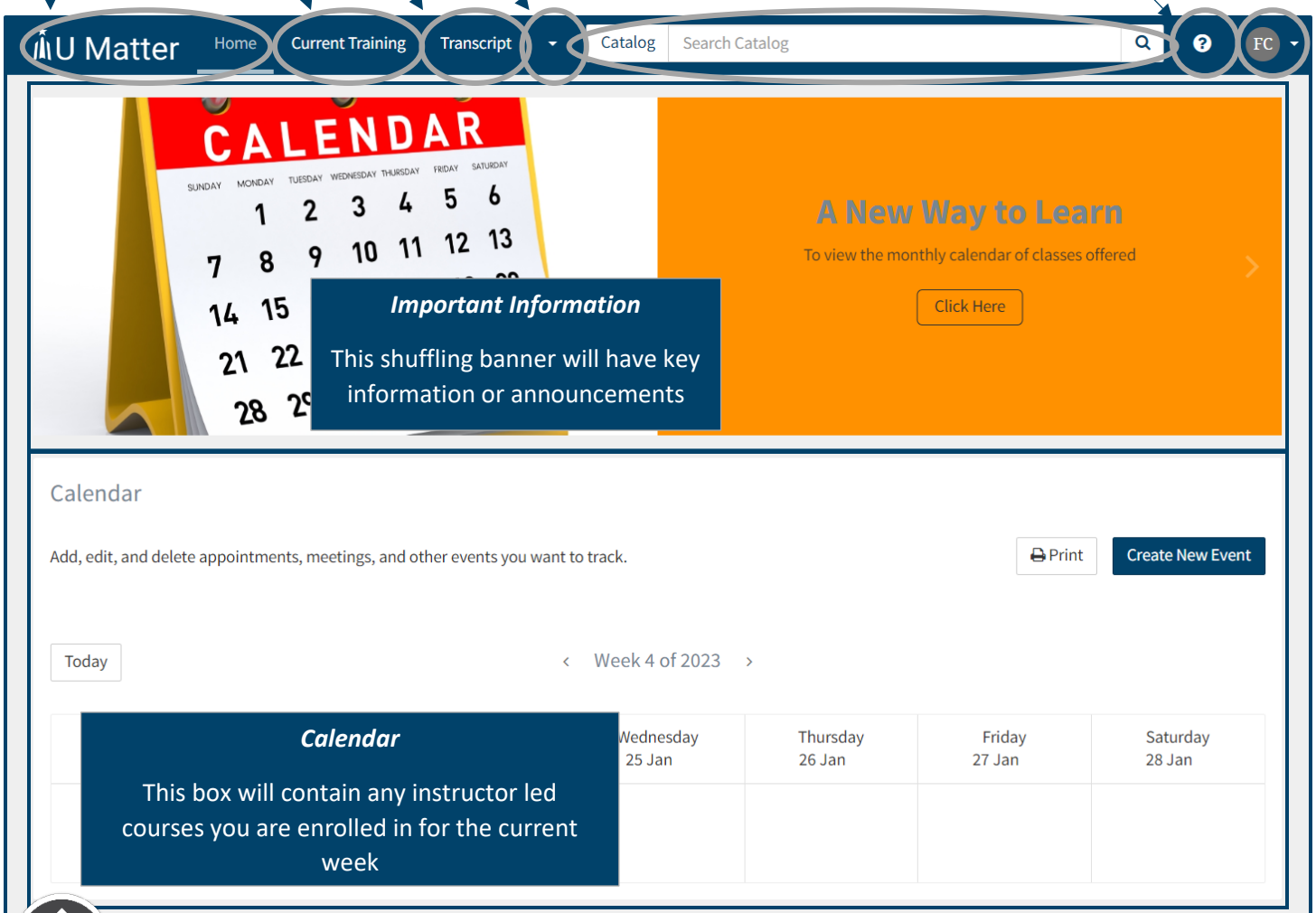
*Account* – takes you to your personal account information

*Calendar* – takes you to your personal monthly calendar. Any instructor led courses will appear on this calendar.

*Requests* – Provides a list of all access requests that you have submitted, and the current status for each.

*Reports* – Takes you to a page where you can access personal reports

Clicking on the *Help* icon will bring you to a directory of helpful info



# HOME PAGE CONTINUED

***Current Training***

This box contains a list of the courses you are currently enrolled in (Virtual, Online and Classroom)

***Find More Training***

Clicking this box will take you to the search catalog

**Current Training**

Find More Training

| Title | Started/Begins | Due/Ends | Action |
|---|---|---|---|
| No records found. | | | |

***Recent Announcements***

This will list the most recent announcements from the U Matter Team

**Recent Announcements**

No records found.

***FAQs***

Frequently Asked Questions and Documents

**FAQs**

No records fou

**Training Assignments**

***Training Assignments***

This box will show you any assignments that are active from any of the courses that you are enrolled in

**You have no incomplete or overdue items**

View Transcript

**Messages**

Read and take action on your messages. Messages are automatically deleted 365 days after the date and time that displays in the "Received" column.

Mark as Read | Mark as Unread | Delete

| ☐ | ! | 📎 | From | Subject | Received |
|---|---|---|---|---|---|
| No records found. | | | | | |

***Completed Training***

This box will show a list of all your completed courses

**Completed Training**

Recently Completed

| Title | Type | Status | Score | Action |
|---|---|---|---|---|
| No records found. | | | | |

***Messages***

This box includes any and all messages from the U Matter Administrative Team; as well as messages from instructors.

**Recently Added**

Ethics — Self-Paced

Restorative Practices 101 — Virtual

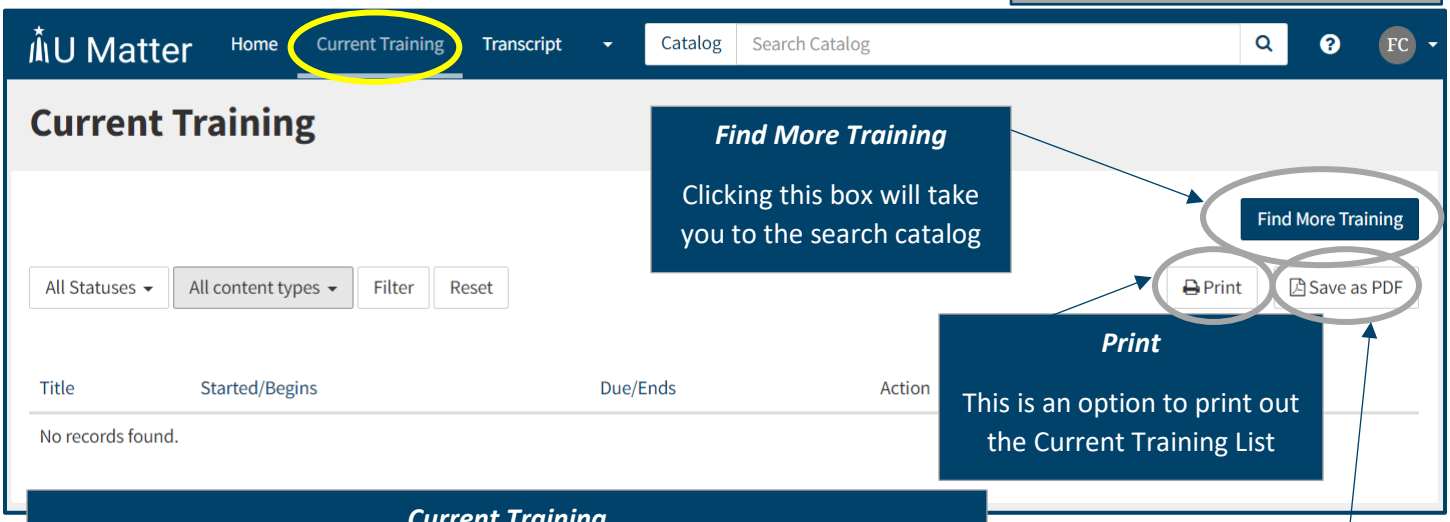
Culture Deep Dive 2 — Virtual

***Recently Added***

This box includes will continue any new courses that have recently been added to the U Matter Site

# CURRENT TRAINING

Clicking *Current Training* on the banner will take you to this page (highlighted in yellow)




***Find More Training***

Clicking this box will take you to the search catalog

***Print***

This is an option to print out the Current Training List

***Current Training***

This page will list all current training courses that you are enrolled in (Virtual, Online & Classroom). You can filter this list by statues, content type, etc. This list will include the start date and end date if applicable and any action that may need to be done by the learner (you).

***Save as PDF***

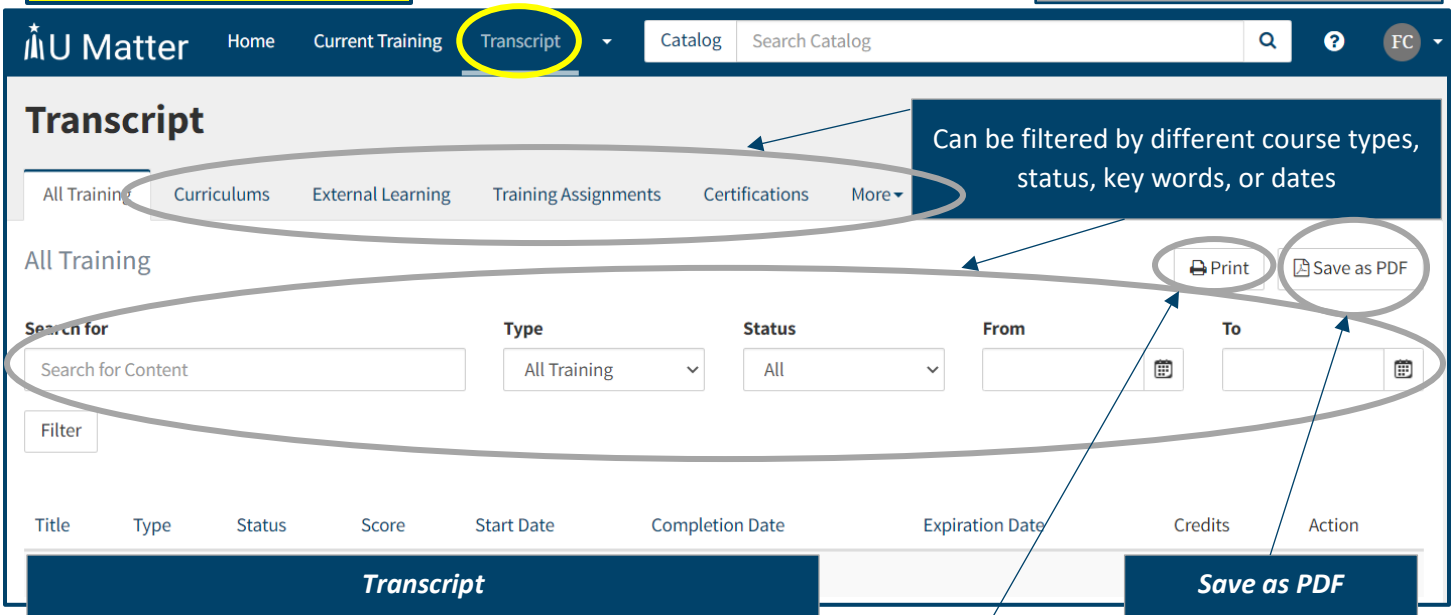
Clicking here you will be able to save the Current Training List as a PDF

**COMING SOON**

Your previous trainings will be added to your Transcript

# TRANSCRIPT

Clicking *Transcript* on the Banner will take you to this page (highlighted in yellow)




Can be filtered by different course types, status, key words, or dates

***Transcript***

This page will show a complete list of all courses you have completed and enrolled in on the U Matter site. This will include what type of course each class was, the status of the course, start date, completion date, expiration date (if applicable), any credits received, or actions required.

***Print***

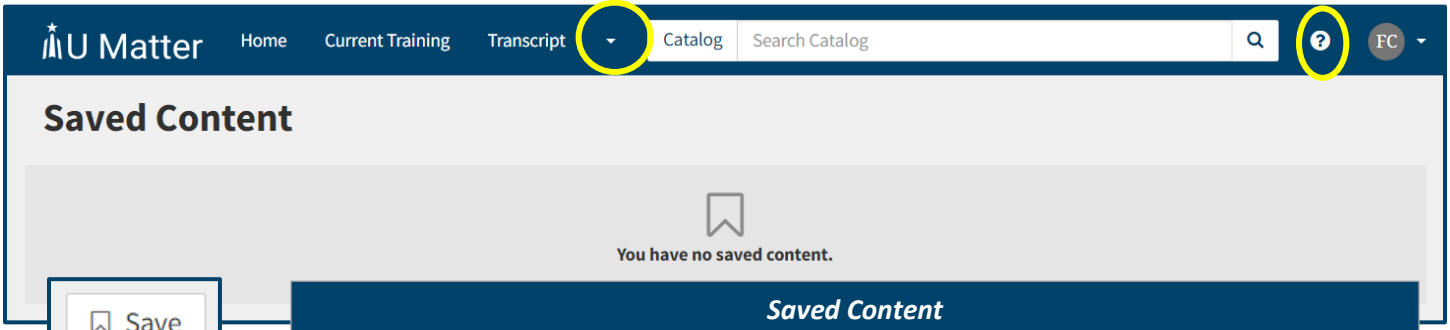
This is an option to print out the *Transcript*

***Save as PDF***

Clicking here you will be able to save the *Transcript* as a PDF

# SAVED CONTENT

Clicking *Drop Down Error* on the Banner will take you to this page (highlighted in yellow)



***Save***

This is what the save option looks like on the courses

***Saved Content***

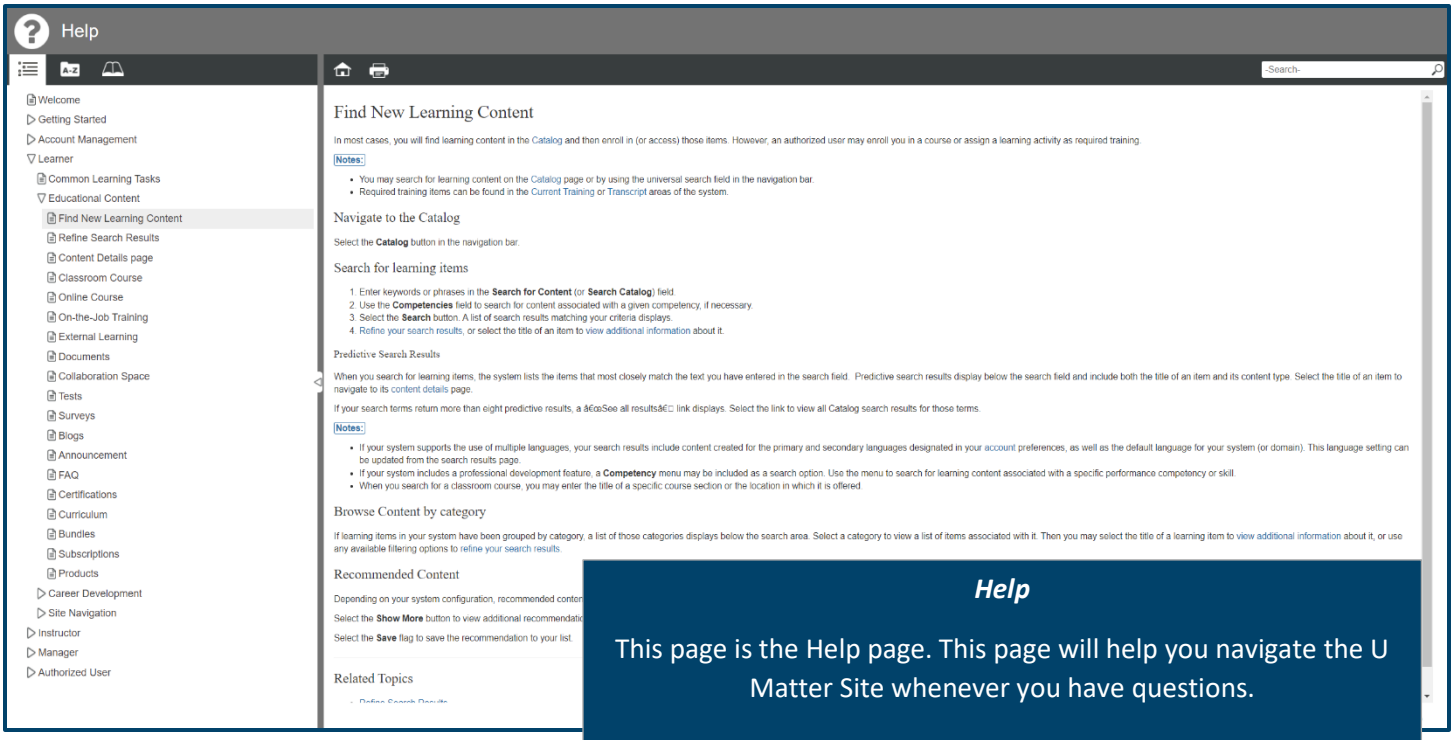
This page will show any courses that you have saved on the course catalog.

Why Save a course?

Courses can be saved for future reference, example: A course that is offered monthly and the date for the month has already passed but the next date has yet to be announced. You can save that course to reference later without having to search for it again.

# HELP

Clicking the *Help Icon* on the Banner will take you to this page (highlighted in yellow)




***Help***

This page is the Help page. This page will help you navigate the U Matter Site whenever you have questions.

If you are unable to find the answer to your question on the Help page, please email the U Matter Administrative Team at umatter@franklincountyohio.gov

Clicking the *Catalog* button on the Banner will take you to this page (highlighted in yellow)

# CATALOG

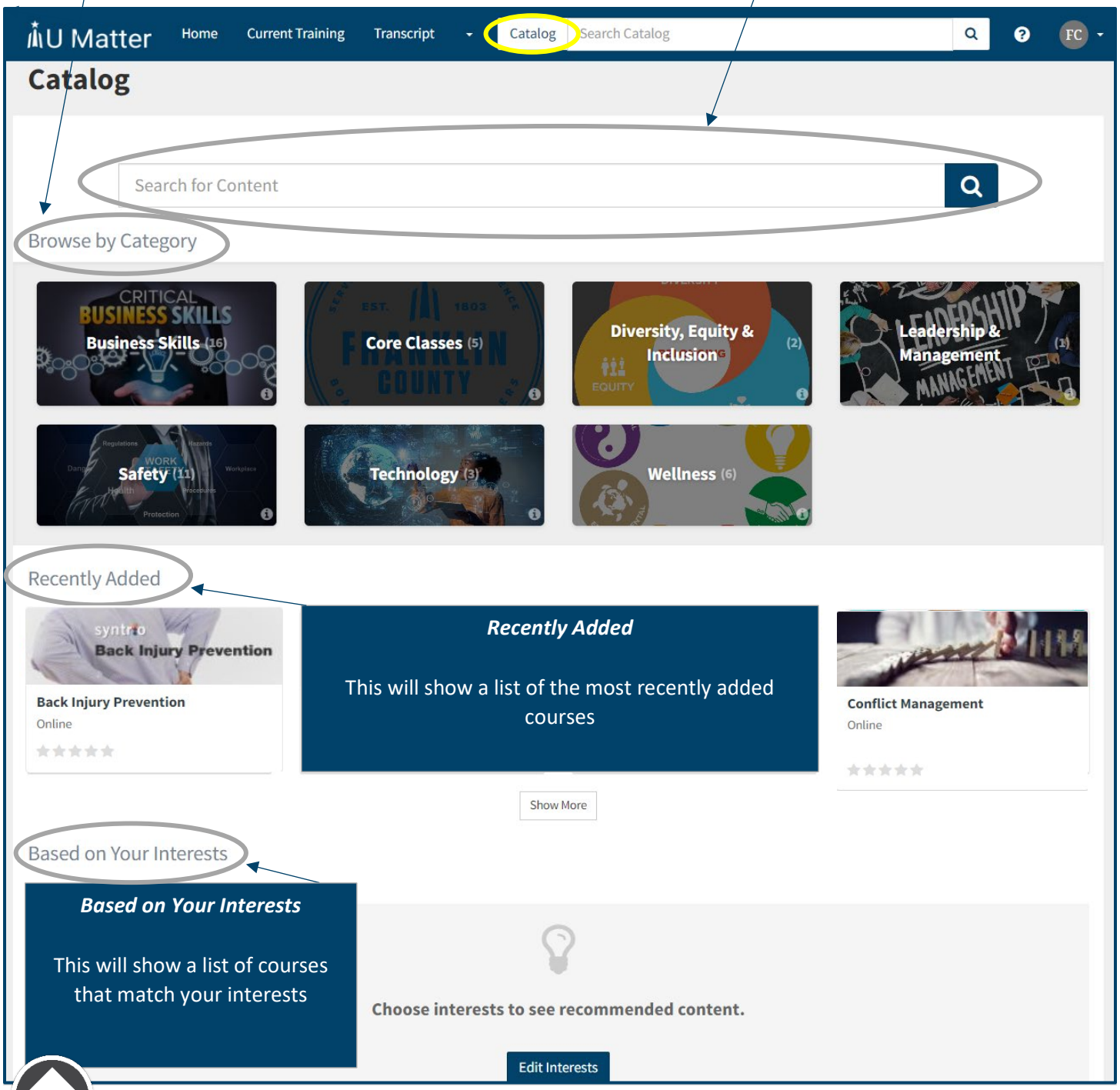
***Browse by Category***

Look at courses based on the course category

*All Core Classes will be labeled as Core Classes*

***Search for Content***

If you know the name of the course or a keyword; you can search that here




***Recently Added***

This will show a list of the most recently added courses

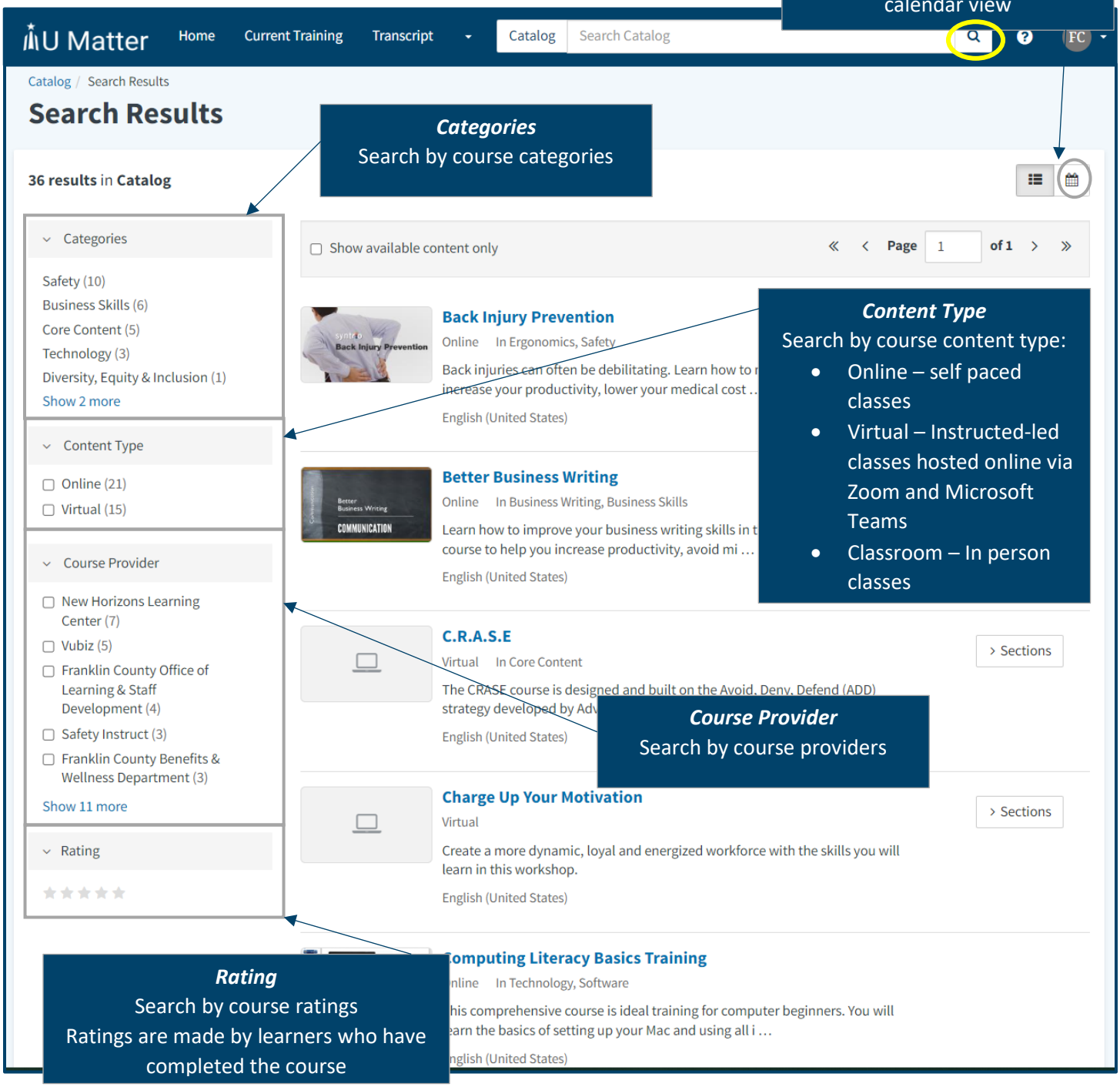
***Based on Your Interests***

This will show a list of courses that match your interests

# SEARCH RESULTS

Clicking the *magnifying glass* button on the Banner will take you to this page (highlighted in yellow)

***Calendar***
Search the Virtual and Classroom courses by the date that the courses of offered in a calendar view




***Categories***
Search by course categories

***Content Type***
Search by course content type:

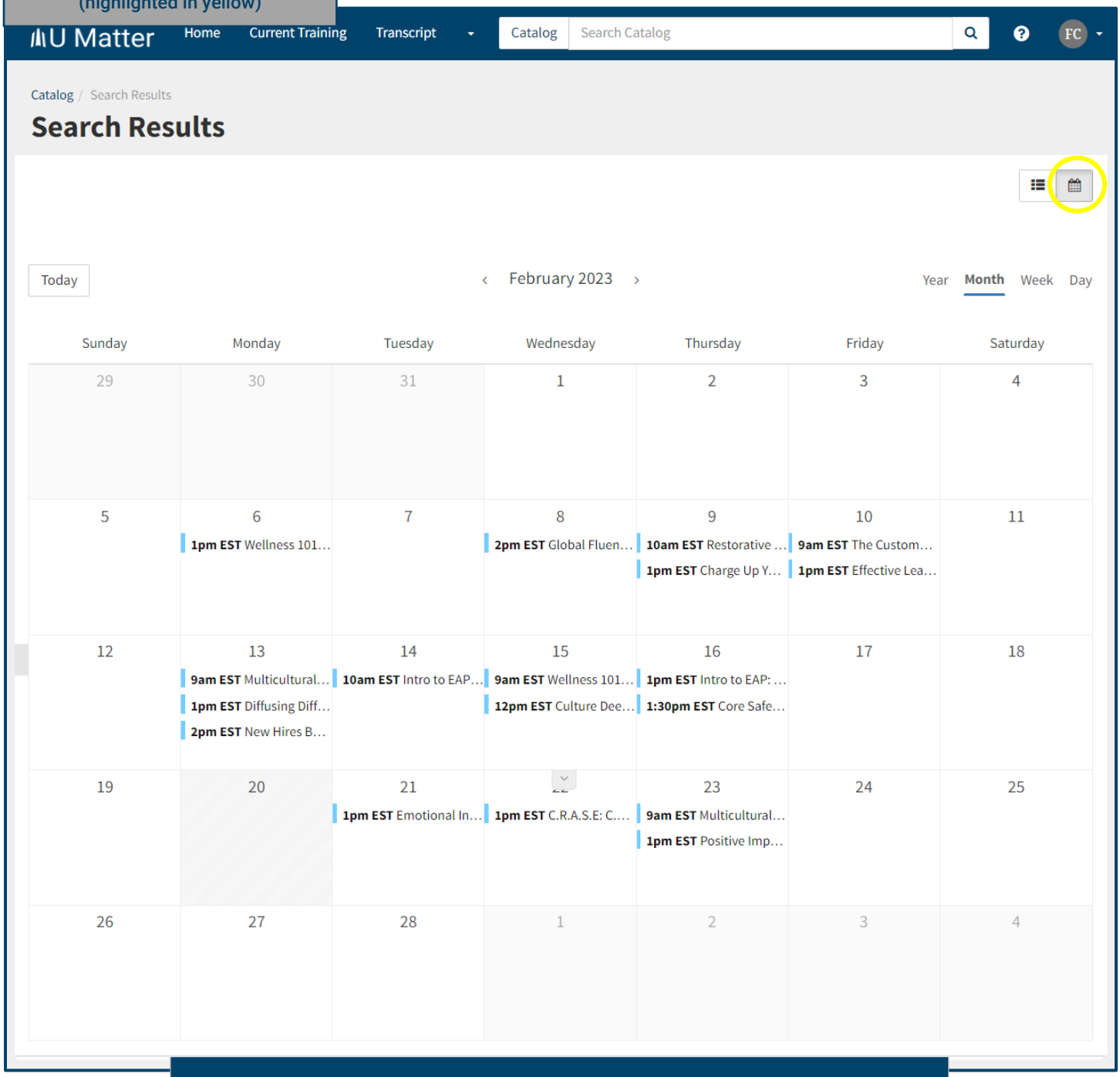
- Online – self paced classes
- Virtual – Instructed-led classes hosted online via Zoom and Microsoft Teams
- Classroom – In person classes

***Course Provider***
Search by course providers

***Rating***
Search by course ratings
Ratings are made by learners who have completed the course

Clicking the *Calendar button* on the Search Results page will take you to this page (highlighted in yellow)

# CALENDAR

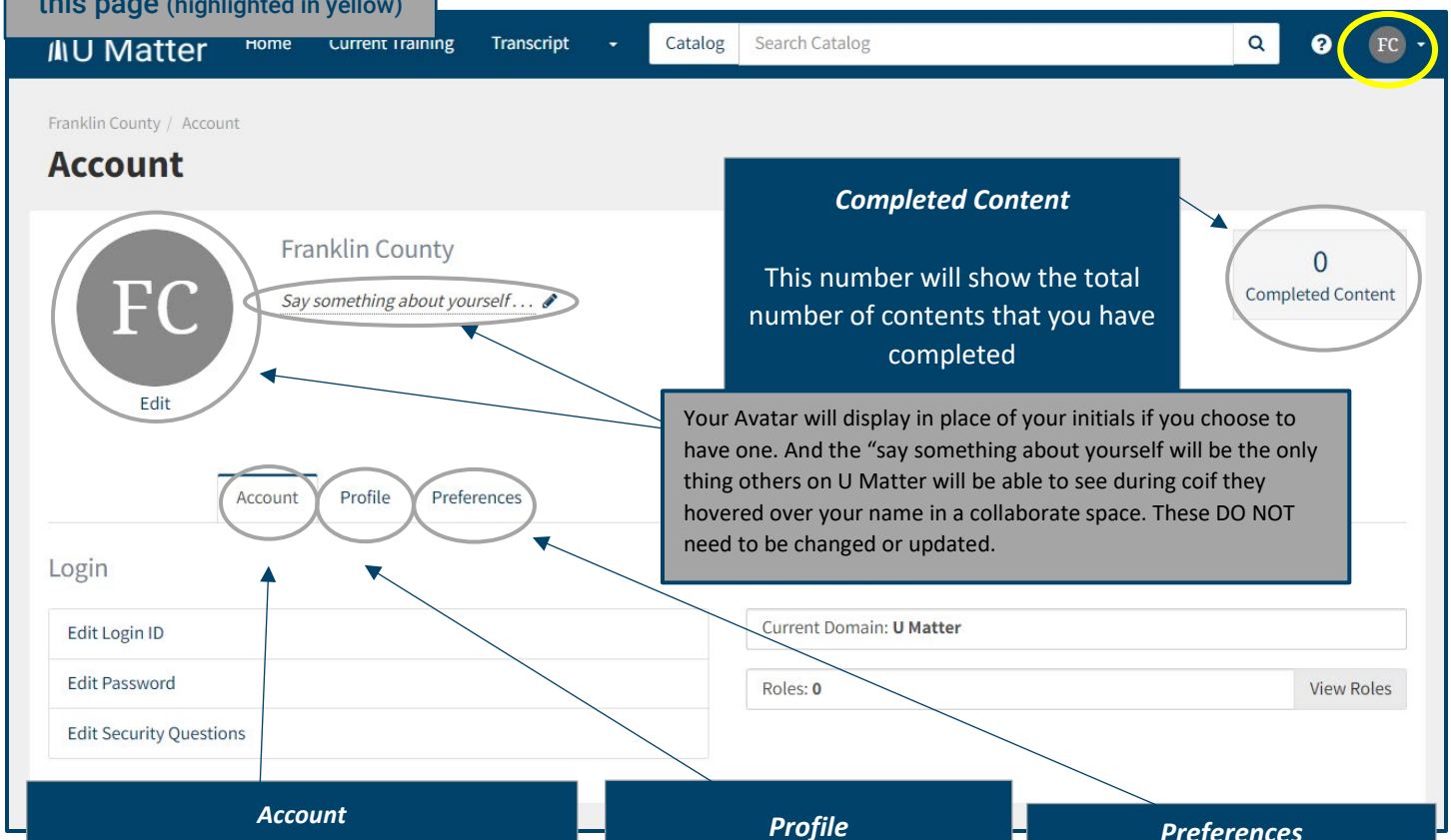



***Calendar***

Search the Virtual and Classroom courses by the date that the courses of offered in a calendar view

# ACCOUNT

Clicking the *Avatar button* on the Banner will take you to this page (highlighted in yellow)




***Completed Content***

This number will show the total number of contents that you have completed

Your Avatar will display in place of your initials if you choose to have one. And the "say something about yourself will be the only thing others on U Matter will be able to see during coif they hovered over your name in a collaborate space. These DO NOT need to be changed or updated.

***Account***

On this tab, you would be able to edit the password and security questions

<u>*NOTE: DO NOT change the Login ID*</u>

You can also edit your account photo or "say something about yourself." This information is for the user only.

***Profile***

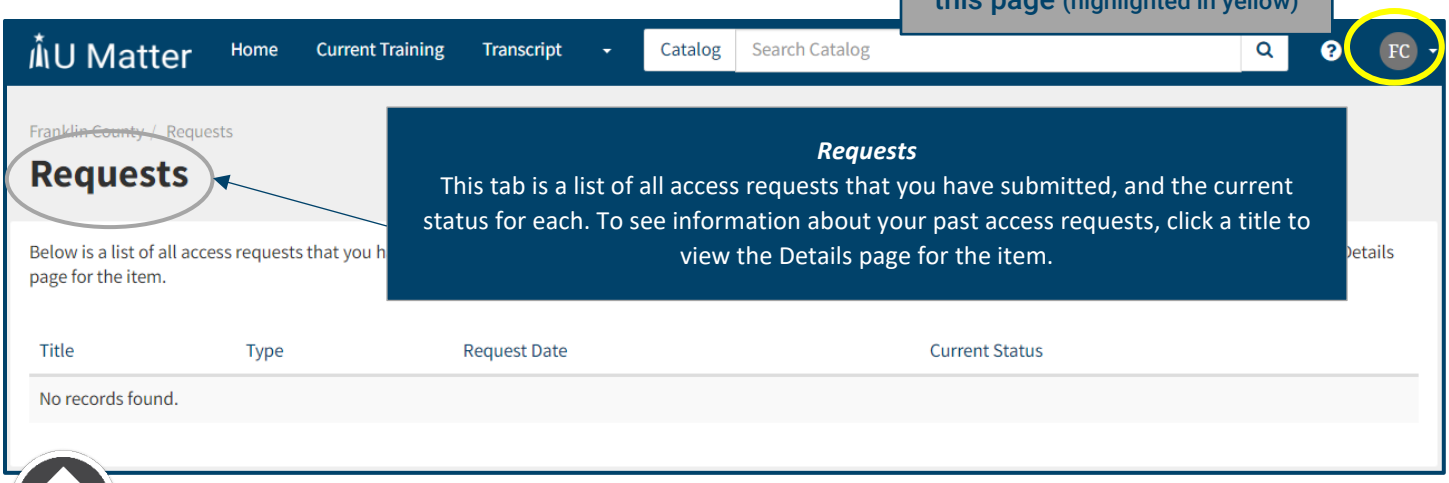
On this tab, you will be able to edit your *User Information*, *Qualifications*, *Work Information* & *Interests*

***Preferences***

On this tab, you will be able to edit your Language Information, Display Information (including Accessibility), and Privacy Information

# REQUESTS

Clicking the *Avatar button* on the Banner will take you to this page (highlighted in yellow)

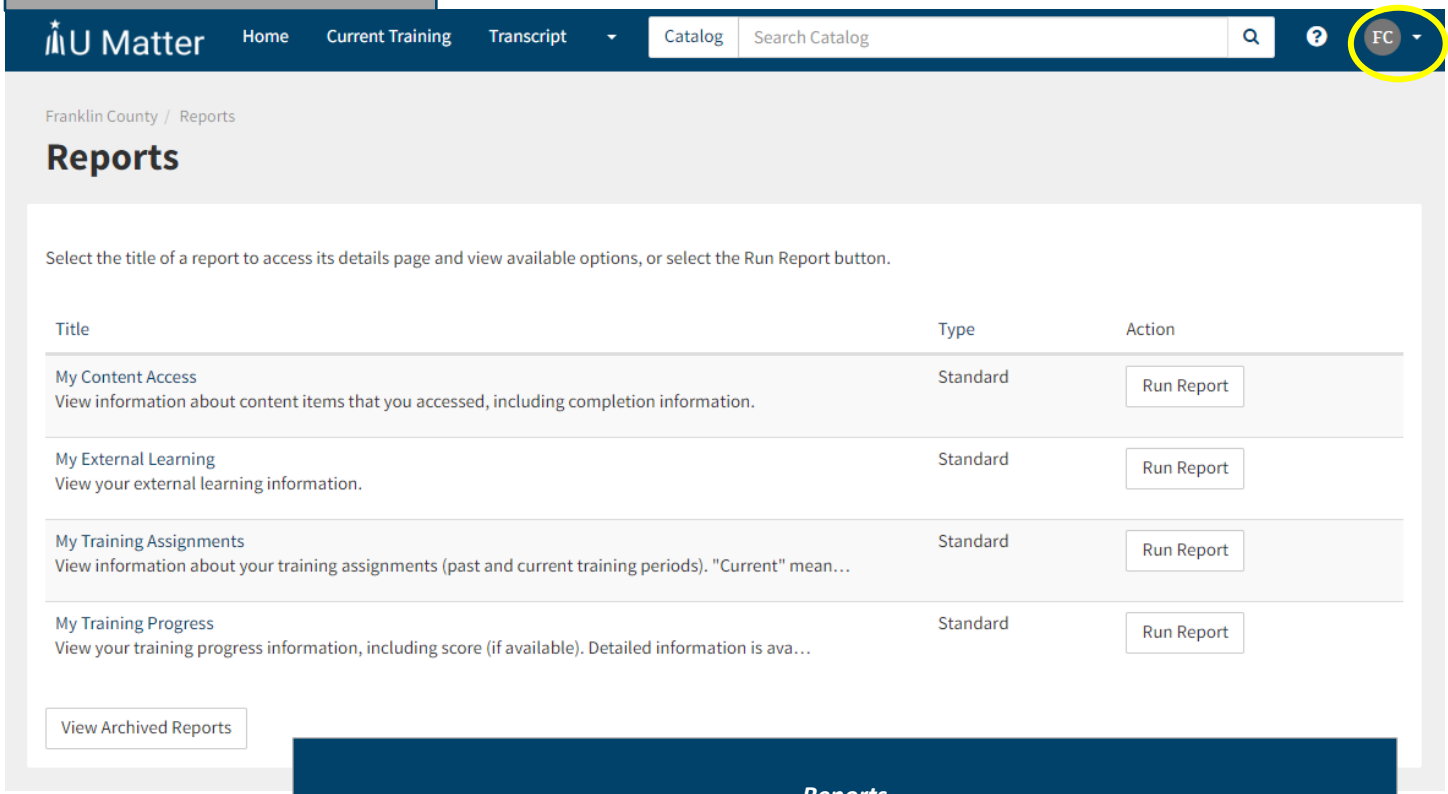



***Requests***

This tab is a list of all access requests that you have submitted, and the current status for each. To see information about your past access requests, click a title to view the Details page for the item.

Clicking the *Avatar button* on the Banner will take you to this page (highlighted in yellow)

# REPORTS

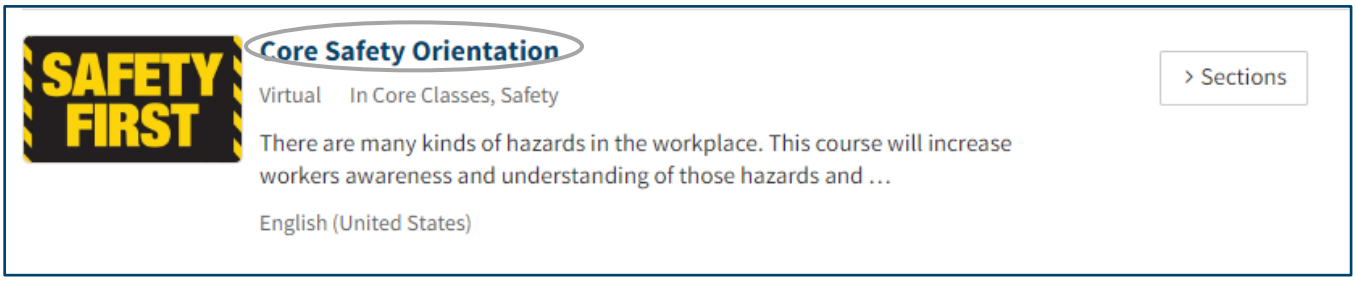



***Reports***

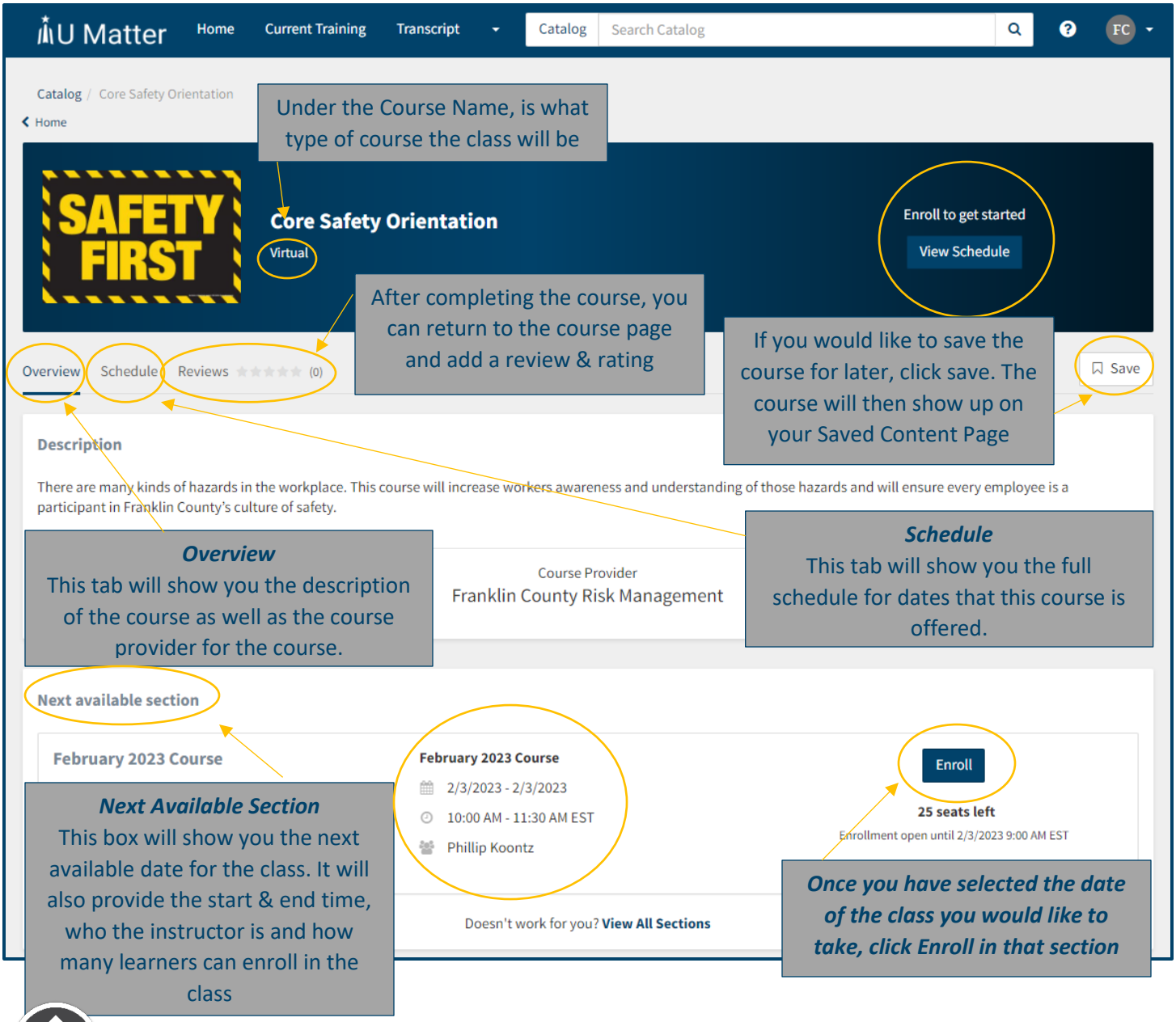
On this tab, there are multiple report options that you as a learner will be able to run that will show your personal training progress

# HOW TO ENROLL IN COURSES

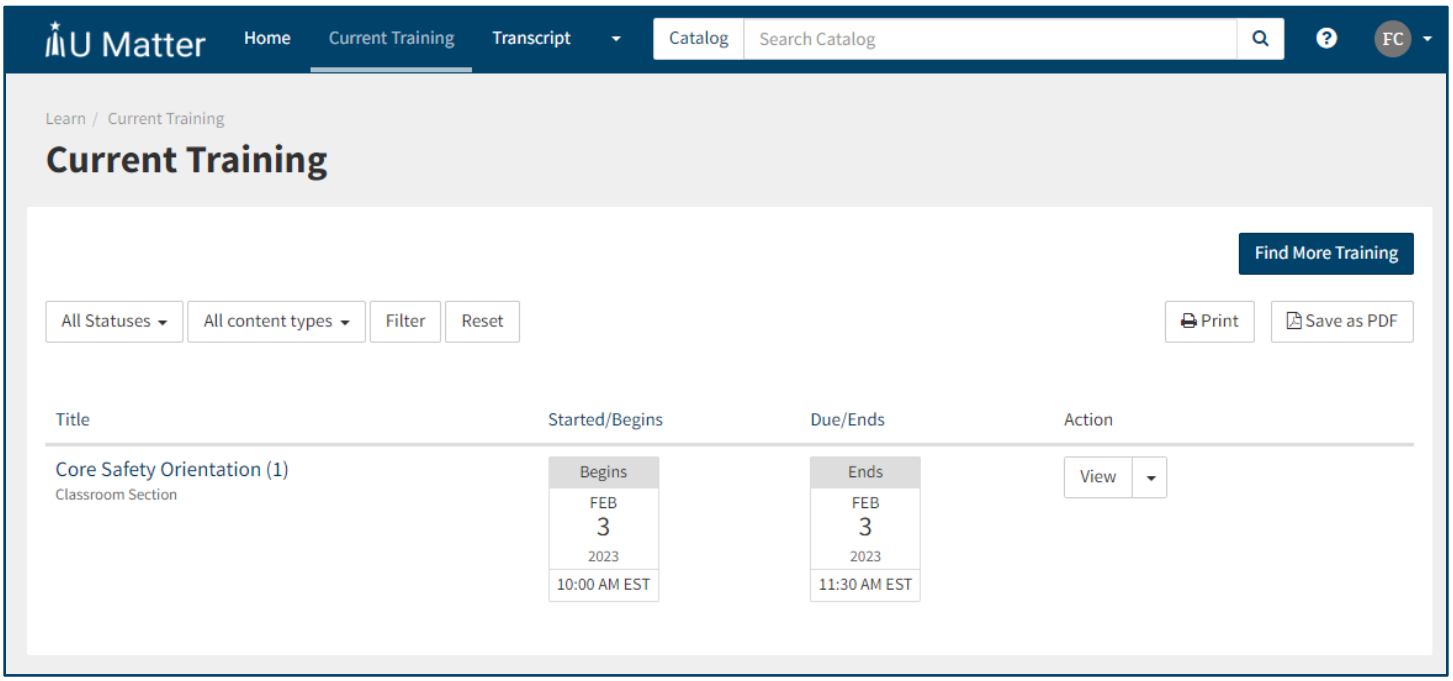
1) After looking through the catalog & search results and you have found a course that you would like to take; click on the course title (listed in blue)



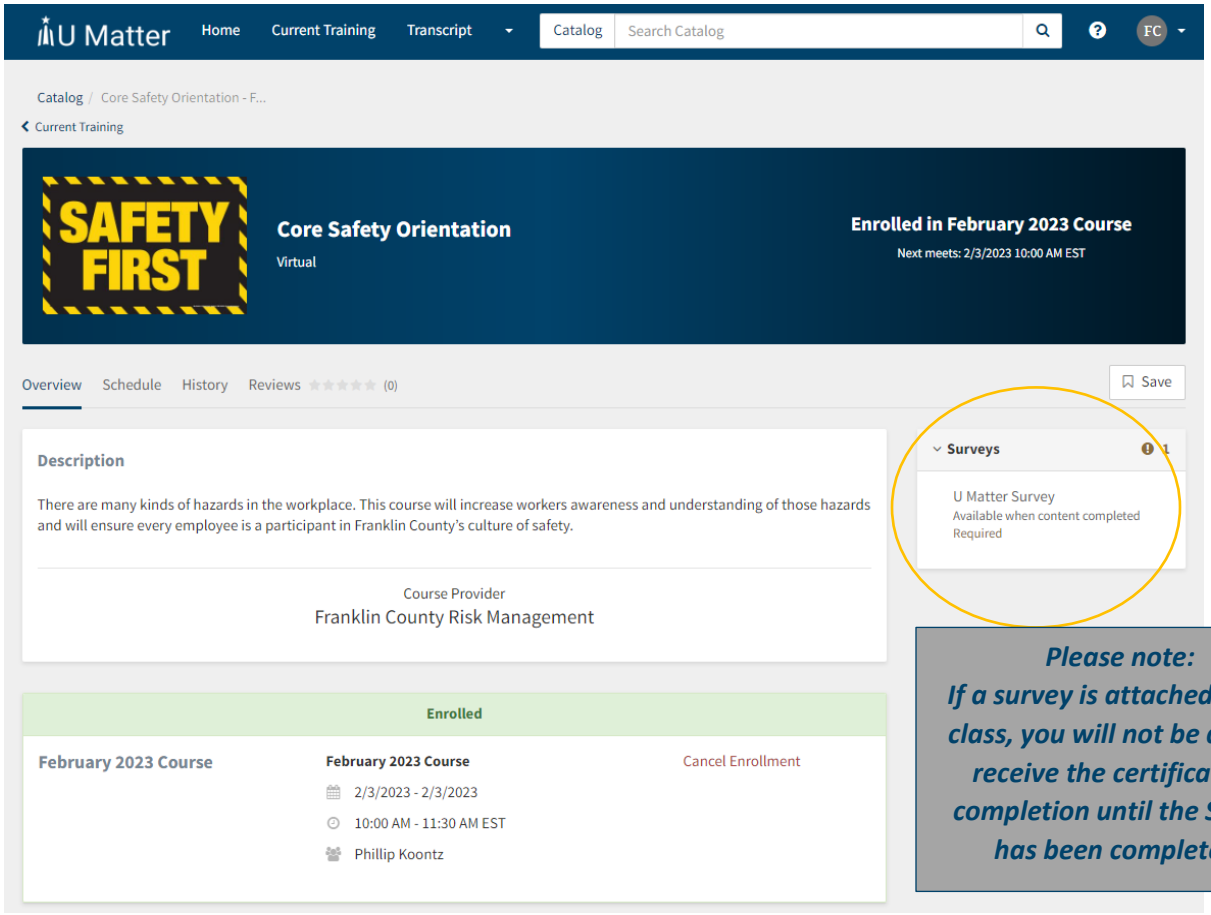

2) Once you have clicked on the course title, it will take you to that specific course's main page:



3) Once you have selected the date of the course you and clicked *Enroll*, the class will then appear under *Current Training.*




4) Once you click on the course title again, it will take you to the course page where you will find any course materials content, surveys and/or certificates. Any uncompleted assignments will also be available on the Training Assignments box on the Homepage.




***Please note:***
***If a survey is attached to the class, you will not be able to receive the certificate of completion until the Survey has been completed.***