

J E A N N E S H A D A R A M

**NeoGov  
Learn  
Overview**



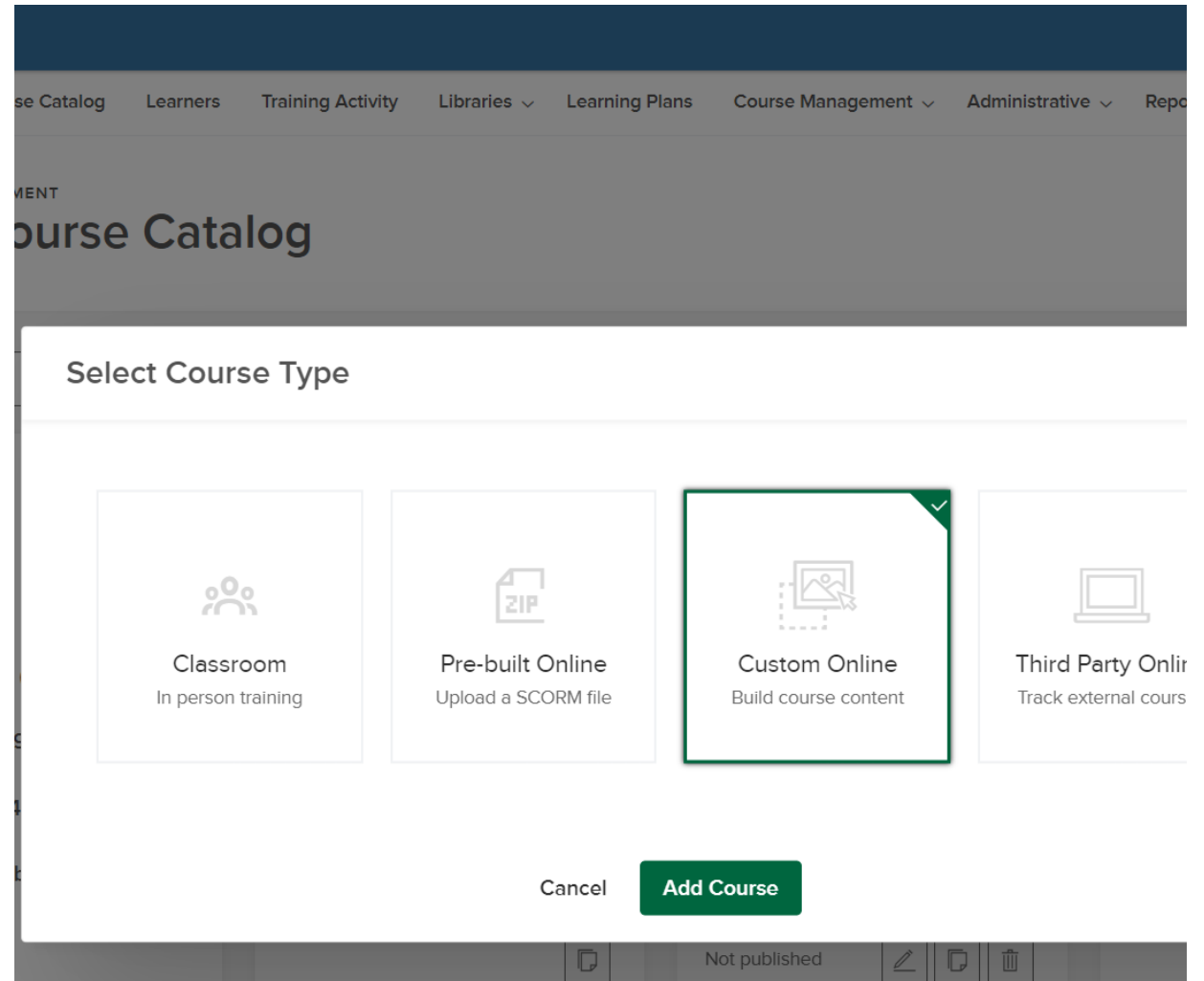
# Creating A Course In NeoGov Learn- LMS

- Prepare the presentation
- Save prepared presentation as a pdf
- List any questions to be added
- Save any images to be added to the lesson as jpg or png files.

# ADDING A COURSE

Select "Custom Online"

Click on the "Add Course" Button



# ADDING A COURSE

Complete the Custom Online Course form

### Add a Custom Online Course

Cancel [Add this course](#)

\* fields are required

\* Course Name

\* Course Code

\* Course Category

Description

Additional Course Categories

Duration

Credit Hours

Course Image  [Upload from computer](#)

Pass Required  OFF  ON

Passing Score  %

Is Required  OFF  ON

Enrollment Approval Required  OFF  ON

Gated ⓘ  OFF  ON

Enrollment Approver(s)   [Add approver](#)

Add up to 3 Approvers and configure whether all Approvers must approve in order (AND) or if only one of the Approvers needs to approve (OR).

Relative Due Date  None  Relative to enrollment  Due on a specific date

Recurring Enrollment  OFF  ON

Recurring Enrollment applies to:  All Learners In Roster  Only Learners In Associations

# ADDING A COURSE

Once the course is created, it will appear in the course search.

COLLEGE OF  
**Required** AGENCY  
CH


PUBLIC SAFETY COMMUNICATIONS

## "You Know What a Leading Questions I ...

🕒 1H 00M

🌐 CUSTOM ONLINE

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# ADDING A COURSE

Once the course is assigned, it appears in the "My Courses" list

The screenshot shows the NEOGOV LE Learn interface. At the top, there is a navigation bar with 'NEOGOV LE Learn' and a dropdown arrow. Below this is a secondary navigation bar with links for 'Dashboard', 'My Courses' (which is highlighted), 'Course Catalog', 'Learners', 'Training Activity', 'Libraries', and 'Learn'. A 'View Your Profile' button is located below the navigation. The main content area has tabs for 'Courses' (selected) and 'Learning Plans'. Below the tabs are icons for a grid view, a list view, and a filter icon labeled 'All Courses'. The course list displays two cards for 'PUBLIC SAFETY COMMUNICATIONS' from the 'COLLEGE OF POLICE ACADEMY'. Both cards feature a red 'Required' badge. The first card shows a status of 'Cancelled' and a 'Review' button. The second card shows a status of 'Passed' and a 'Review' button. At the bottom, there is a footer with the text 'Britton, Crista | Microsoft Teams classic' and an accessibility icon.




# My Courses

 View Your Profile








Courses

Learning Plans

List view

   All Courses ▾

Course Name ▲	Delivery Method ▾	Type ▾	Enrolled Date ▾	Progress ▾	Due Date ▾	Status ▾	Actions
 Search	 Search	 Search	 Search	 Search	 Search	 Search	
"You Know Wh...	Custom Online	Required	06/29/2022	17.64%	08/28/2022	Cancelled	—
"You Know Wh...	Custom Online	Required	06/29/2022	100.00%	08/28/2022	Passed	Review
Achieving Min...	Pre-built Online	Elective	04/01/2020	100.00%	05/31/2020	Passed	Review

- A list view is also available that shows courses assigned, as well as the status of the course.

# ADDING A COURSE