

## BCPSA Learning System: How to Access Pre-Work

### Transcript:

Welcome!

In this tutorial, we will show you how to access your pre-work activities in the PSA Learning System. There is also a job aid provided that follows the same steps as this tutorial that you may wish to print off for future reference.

To access the Learning System, you can find it through MyHR or @Work under Learning and Education. There is also a direct link provided in the Job Aid that you can add to your internet favourites for future access.

Once in the Learning System, click on “My Learning” to show your personal learning profile page which includes your current list of courses.

Click on the title of the course you wish to begin the pre-work to launch the Course Details page.

On this page, scroll down to the bottom where you will see the several components to the course listed under Activity Syllabus.

The pre-work is often the first or second link in this section will be identified as pre-work or readings. Pre-work grants you access to any pre-reading, printing, videos and anything else that you will need as part of your course.

Click any links listed as Assignment URLs to launch the pre-work page in a new browser window. You can close this window to return to the Learning System at any point.

On the pre-work page follow all of the instructions in order to be prepared for your upcoming course.

In the example shown here, there is a participant workbook to be printed as well as an assignment to be completed. Other pre-work pages may contain a video or a facilitator biography.

Pre-work materials are usually required to be completed before the start of the course, but sometimes you may find recommended activities that will complement the material covered in the classroom.

Remember to allow yourself the necessary time to complete any pre-work requirements well in advance of a course start!

All the best of luck in your learning and development within the BC Public Service.