How to Submit a
My Learning Checkpoint

Use this tutorial when you've been asked to submit a piece of training evidence in order to receive credit for a My Learning Checkpoint or Program.

Find Your Checkpoint via Program Title or Checkpoint Title

Via Program Title

A Checkpoint is usually part of a My Learning Program. Know the title of your Program and look for it on your My Learning dashboard. See below to search via Checkpoint title.

Enter the Program by clicking the title on your My Learning dashboard.

Click "Resume" at the top of your Program to take you to the next step. If that step is not the Checkpoint, continue below.

OR, Scroll down and click into the Checkpoint title displayed in the Program.

Inclusive Excellence Part 1: Diversity and Inclusion at CSU

Monday, January 2, 2017 9:00 AM MST (America/Denver -07:00) / HISTORICAL COMPLETIONS / Step 3 in Supervisor Development Program, University Requirement

Foundation class. Supervisors play a key role in creating an inclusive work environment. This training provides an understanding of diversity and inclusion at Colorado State. As supervisors, we set the tone and culture of our office. Because of this we have the opportunity to create inclusive environments for all...

Scroll to find Checkpoint

WAITLISTED

Inclusive Excellence Part 2: Uncovering Bias

Session starts in 12 days / Online via Zoom

RESCHEDULE

Foundation class, with highly recommended prerequisite*. Unconscious or implicit bias impacts us all. Supervisors play a key role in creating an inclusive work environment. This training examines the impact that unconscious bias may play in the workplace. *Highly recommended prerequisite: Inclusive Excellence Pa...

Inclusive Excellence Part 2: Uncovering Bias

0 Sessions / Web Conferencing Available / Step 4 in Supervisor Development Program, University Requirement

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Two Cores/Electives Checkpoint

The following Checkpoint is the step to submit Core or Elective training evidence for your SDP University Requirement certificate. Once you have taken two Core or Elective trainings from the Supervisor Development Program, enter the Checkpoint and submit your evidence for approval, as instructed.

SDP University Requirement: Core/Elective Training Checkpoint

Requires approval by TD_SDP_Approvers / Requires Evidence / No due date

Click Checkpoint title to enter

Submit evidence, as described in the instructions within, to get Supervisor Development Program - University Requirement training credit for your two Core or Elective trainings.

Via Checkpoint Title

A Checkpoint may appear as its own item on your My Learning dashboard.

Find the Checkpoint title on your My Learning dashboard and click it.

Test Link Checkpoint

Requires approval by Diane Fromme

Please see attached PDF with link

Click title

Follow the Checkpoint Instructions

The Checkpoint will have instructions for you to follow – please follow them exactly. For example:
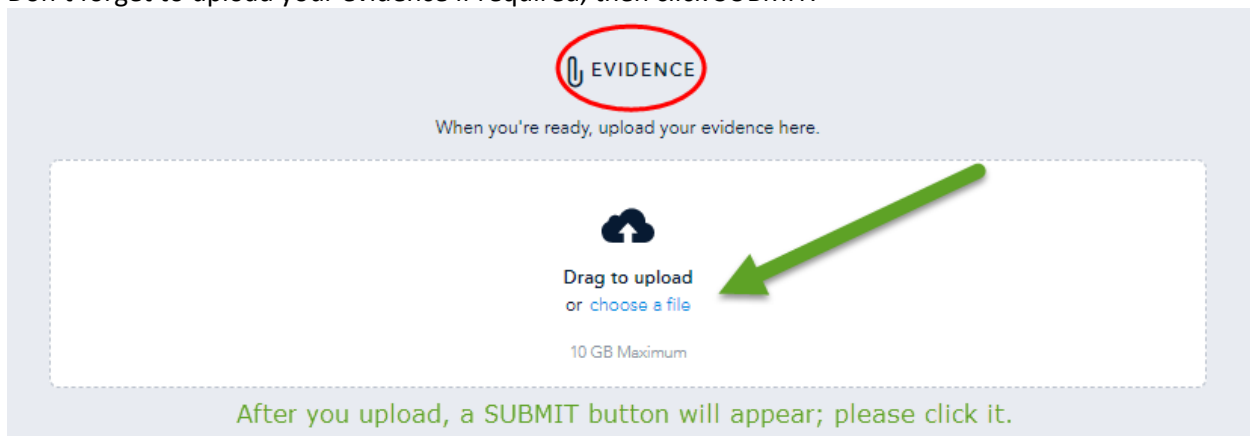
SDP University Requirement: Core/Elective Training Checkpoint

In order to gain your Supervisor Development Program University Requirement certificate and a status of COMPLETED in My Learning, please upload a document stating the names, dates, and locations of the two Core or Elective trainings you took from the Supervisor Development Program to satisfy this requirement.

To reference which classes are Core and Elective, please download the SDP Certification Checklist, attached with a paper clip icon to this Checkpoint title. This Checklist also contains the information you need to attain the full Supervisor Development Program Certification, should you choose to pursue that.

Once you upload your document and press SUBMIT, a Talent Development team member will either approve your Checkpoint or send it back to you for adjustments.

Don't forget to upload your evidence if required, then click SUBMIT.

📎 EVIDENCE

When you're ready, upload your evidence here.

☁

Drag to upload
or choose a file

10 GB Maximum

After you upload, a SUBMIT button will appear; please click it.

Wait for Approval or Request to Resubmit

A My Learning administrator will review your Checkpoint and you will either get an email that you have been approved, or you will get an email asking for more information and perhaps an updated submission.

To re-submit, follow the steps above, one more time.

For additional questions, please contact the My Learning Support email. Please note this is not a 24-hour help desk, however a team member will be able to respond within 24 - 48 hours.