CUES Learning Portal

degreed

As you access CUES Learning Portal, review the below items to learn more about the features and functions of the site. Identify the features you like the most, those you want to use and set goals for completing content to create a habit of learning. Feel free to share this with your direct supervisor or challenge a colleague to see who can complete it first, get the most points in a week, etc.

	Task	Details	Notes
☐	Add Skills & Focus Skills	Select topics of interest that will personalize learning recommendations on your feed	
☐	Update your Profile Privacy	Be sure "visible to my organization" is selected so others can follow you	
☐	Track your learning	Complete at least three learnings. These can be on any topic and any modality (article, video, podcast, etc.)	1. 2. 3.
☐	Follow a Pathway	Follow any of the CUES developed pathways to easily access it from your Home page and review content on your schedule	
☐	Complete a Pathway	Complete a pathway of your choice	

☐	Search External Catalog	Search for and complete one learning from the External catalog	
☐	Join a Group	Join a group aligned with our career goals or current role	
☐	Share Learning	Share content with someone you feel could find value or would enjoy	
☐	Complete a shared learning	Complete a learning that was shared with you.	
☐	Save Learning	Save an article (video, etc.) to review later	
☐	Complete Saved Learning	Complete previously saved learning/content	
☐	Review your CUES Learning Portal Feed	Check out your feed at least three times in a week and save or recommend at least two pieces of content from your feed.	1. 2. 3.
☐	Download the Degreed App	Download the App	

Add Skills & Focus Skills

Select the topics you want to learn about. This will help customize the experience for you. These topics can be changed anytime, as your interests, or job needs evolve. To add or update your skills, click "your skills" or select your profile picture or initials, then select "personal settings".

Update your profile privacy

Click on your name in the upper-right hand corner of the screen, then select "personal settings". Scroll to the bottom of the page and select the appropriate profile privacy. It is recommended you select "visible to my organization only", at a minimum, so you can easily connect with your colleagues and other credit union staff.

Track your learning

Build your learning profile by tracking all the learning you do (both formal and informal).
• To mark an item complete
• Click "mark as complete" or the check mark in the content card
• Click "+" and add learning

Follow a Pathway

Pathways are compilations of curated learning content focused on a specific topic, skill, or career.

- To find a pathway - select "Browse", then select "Pathways".
- Search for pathways – in the universal search bar (upper right), search keywords in the title, description, or category tags.

Once you find a pathway you want to complete, click follow This pathway will now appear under "Your Pathways" on your home page and in your Profile, under Pathways

Complete a Pathway

Completing a pathway requires you to mark each individual item in the pathway as complete. Each item marked as complete will be added to your collection to access later if desired. If you mark a learning item as complete and the item is included in multiple pathways, the item will be marked as complete in every pathway. You will not be required to complete the same item for each pathway.

Search External catalog

Degreed has cataloged online learning courses and informal learning activities from many quality sources. To search the external library:

• Select "Browse" from the top navigation bar 5
• Click "External Resources" on the top right
• Search within any content type, pathways, providers, etc.

Share Learning

When you've found something, you want to share with others, you can share the content with an individual(s) or with a group. Simply:
• Click on the share icon for the content card within CUES Learning Portal

Complete Shared Learning

You can find any content that has been shared with you by clicking "Shared" on the home page. If you've had learning shared with you, simply "mark as complete" on the content card within the site or use the Degreed button or bookmarklet to "mark as complete". Save Learning In a hurry and not able to complete content now? Add the item to your queue, either from the Degreed button or bookmarklet while searching on the web or by selecting the "Save for later" button while browsing in the site.

Complete Saved Learning

To access your saved learning, click on "Saved" from the home page. Remember to "mark as complete" once you've completed the learning and it will move from your Saved content to your collection.

Review Insights

Review your learning summary by an identified time period, the items added, completed content by topic, etc.

- Select "Profile" from the top navigation bar, then Select "Insights

Download the Degreed App

Learning can happen anytime, anywhere. When you are away from your desk, you can access the Degreed app to continue searching and learning. You can also use the bookmark to save it for later or mark as complete via the Degreed browser button. To log in, open the app, type in app@cues.org. You will be redirected to cues.org. Log in using your credentials and you will be able to access the app. You will remain logged into the app for 30-days.