

# CUES Learning Portal



## Learning Portal Tips

The following page offers visuals for various tips to promote the use of the CUES Learning Portal with your staff. The tips provide reminders of the features to support individual development.

### To use the tips:

1. Create a schedule for when you will share tips (monthly, weekly) or simply select a tip you feel would benefit your staff/board and send it out.
2. Paste the text (Page 2) into an email.
3. Copy and paste the graphic for the tip you want to share with staff (pages 3-12).
4. Send.

### Tips Included:

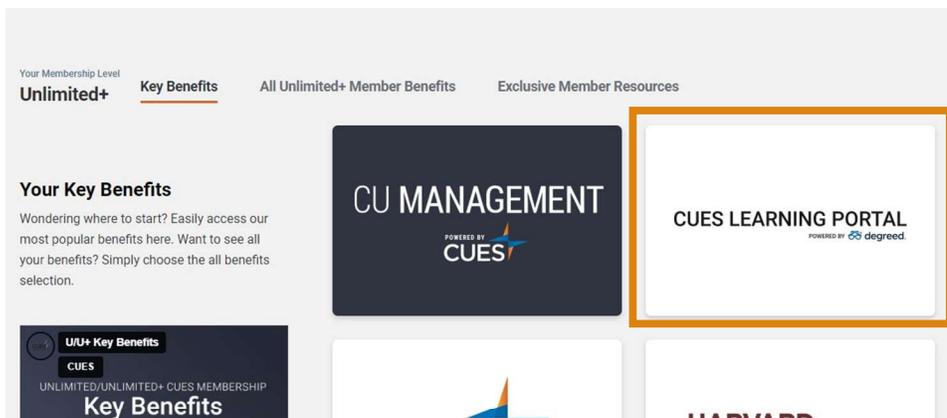
- Leverage Resources to learn.....Pg 3
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- Share Learning (outside CUES Learning Portal)..... Pg 6
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# Sample Email Text

Subject: CUES Learning Portal Tip

Hello,

Build your skills and grow your knowledge. Check out the tip below and then head to CUES.org, login and click on the CUES Learning Portal option inside of the MyCUES Dashboard to access your personalized page.



Identify opportunities to use the site that support your areas of interest and schedule. The more you use the site, the more benefits you will find!

**INSERT TIP GRAPHIC HERE**

Thank you,

# CUES Learning Portal Tip

## Leverage Resources to Learn

### CUES Learning Portal Tip



#### Leverage Resources to Learn



##### Set aside time

It doesn't have to be a strict schedule, but set aside time to help create a habit.  
*Take 10 minutes each week to ...*  
*... review any saved learning.*  
*... complete 1-2 learnings in a pathway.*



##### Identify what you want to learn

Select a topic that will give you focus.  
*What do you want to learn? Is it connected to your individual development plan or something of interest to you personally?*



##### Share Learning with Others

Sharing what you learn with others can support their development and create an opportunity for discussion.  
*Use the Chrome Button or Bookmarklet to recommend articles or videos to your team or colleagues.*



##### Write things Down

Making notes can reinforce what you learn and keep it top of mind.  
*Use a post or add a takeaway within CUES Learning Portal for a thought or quote from a learning.*

# CUES Learning Portal Tip

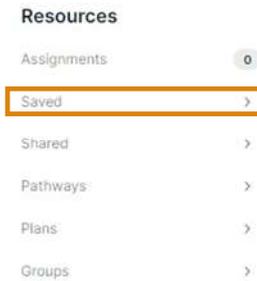
Save Learning to Access it when your schedule allows.

## Save Learning By...

Clicking on the "Save For Later" option in within the content card.



Access the content later by selecting "Saved" on the CUES Learning Portal Home Page.



# CUES Learning Portal Tip

## Follow & complete a Pathway

Follow a Pathway By...

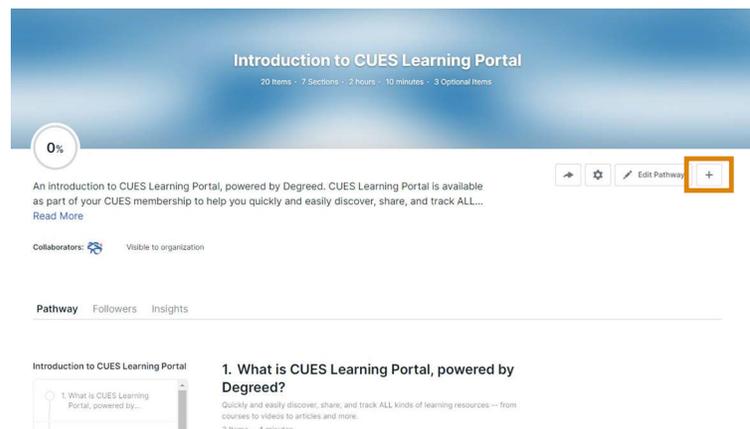
Clicking on the "+" icon  
Within the content card  
on the CUES Learning  
Portal.



Or...

Follow a Pathway By...

Clicking on the "+" icon  
Within the content area  
on the CUES Learning  
Portal.

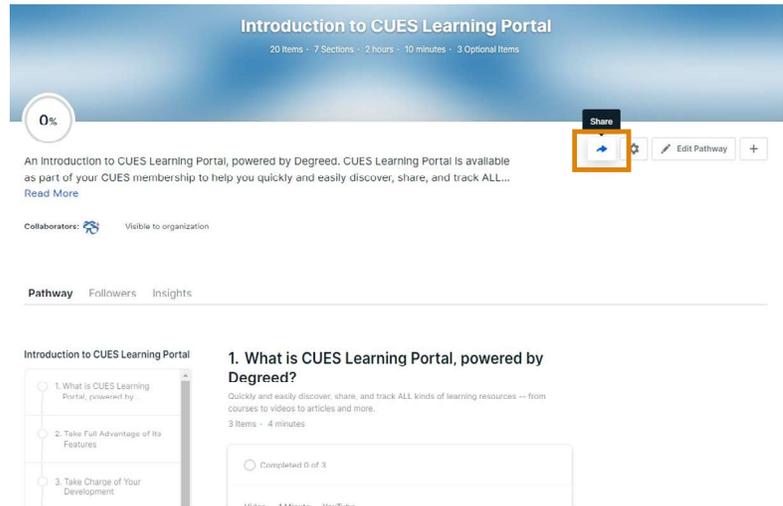


# CUES Learning Portal Tip

## Share Learning Outside Of CUES Learning Portal

Share a learning by...

Clicking on the "share" icon  
Within the content area  
on the CUES Learning  
Portal.



The screenshot displays the 'Introduction to CUES Learning Portal' page. At the top, it shows '20 Items - 7 Sections - 2 hours - 10 minutes - 3 Optional Items'. A progress indicator shows '0%'. A 'Share' button with a share icon is highlighted with a yellow box. Other buttons include 'Edit Pathway' and a plus sign. Below the header, there is a description: 'An Introduction to CUES Learning Portal, powered by Degreed. CUES Learning Portal is available as part of your CUES membership to help you quickly and easily discover, share, and track ALL... Read More'. It also shows 'Collaborators: Visible to organization' and tabs for 'Pathway', 'Followers', and 'Insights'. The main content area shows a list of items, with the first item '1. What is CUES Learning Portal, powered by Degreed?' selected. This item has a description: 'Quickly and easily discover, share, and track ALL kinds of learning resources -- from courses to videos to articles and more. 3 Items - 4 minutes'. A progress bar below the item shows 'Completed 0 of 3'.



# CUES Learning Portal Tip

## Share Learning Within CUES Learning Portal

Share a learning by...

Clicking on the "share" icon  
Within the content card  
on the CUES Learning  
Portal.



# CUES Learning Portal Tip

## View your collection

View your collection by clicking...

### 1) Profile



### 2) Collection

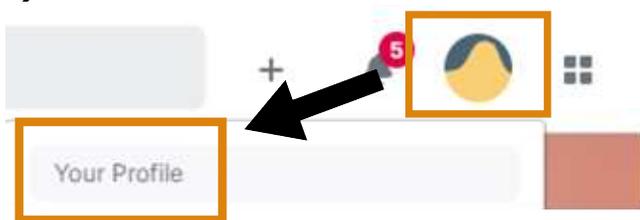
Overview Skills **Collection** Assignments

# CUES Learning Portal Tip

## Download the Chrome Button

Access the Chrome Button by clicking...

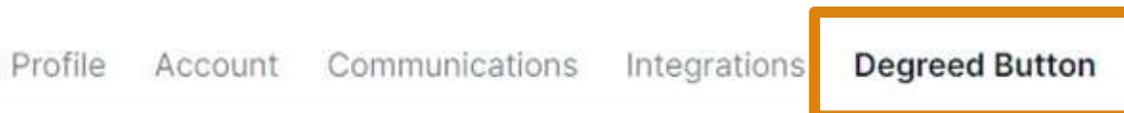
### 1) Profile



### 2) Profile Settings



### 3) Degreed Button



### 4) Add to [Browser]



# CUES Learning Portal Tip

## Browse Content

Leverage the universal search to find learning content of interest.



Or click on the featured tab to see curated content directly recommended.

by CUES



Home

Featured

Profile



# CUES Learning Portal Tip

## Update or Add New Topics and Skills

To add/update new skills click on...

1) Your Profile Icon at the top right, and then "Your Profile".



2) From here click on skills.



3) To search/find skills click "Filter For Skills"

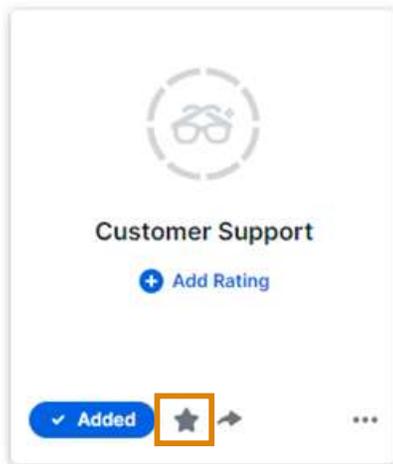


4) Click on "Add Skill" to add new skills.



To add focus skills...

1) Find the skill you'd like to set as a focus and select the Star Icon.



# CUES Learning Portal Tip

## Degreed App

**CUES Learning Portal Tip**

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**Degreed App**

iOS or Android



- 1 Download the app to your phone.
- 2 Open the app and type in the email: app@cues.org
- 3 Log into cues.org using your username and password
- 4 Access the app

