CLP Tour Outline

For more information, please view our CLP Talking Points available on the CLP Commons

I. **Common Learning Portal** - What is it?
    A. A website that provides a one-stop-shop to access several different learning resources.

II. **Benefits** - The CLP:
    A. Provides resources that are vetted by subject matter experts to ensure that they:
        1. Comply with NPS policies and procedures
        2. Are accurate, relevant, and valuable
    B. Offers a community of NPS employees and partners in which:
        1. Conversations are relevant
        2. Conversations are collegial
    C. Eliminates the need to search google for resources you're looking for

III. **Site-wide Search**
    A. Search all resources on the CLP to see what we have related to your needs.
    B.

IV. **Training Events** (*Learning Resources > Training Events Catalog*)
    A. Training events are where Formal learning opportunities live.
    B. Users will find a listing of trainings offered to NPS employees that is:
        1. Browseable
            a) [*Scroll down training events main page*]
        2. Searchable
            a) [*Put a generalized term related to your field (ex. interpretation) into the search bar.*]
        3. Filterable
            a) Users can filter the results further based on:
                (1) Delivery method (Classroom / Distance)
                (2) Date
                (3) Topic / Training Program / Audience type
                    (a) [*Select a filter(s) with which you can narrow down the number of returned trainings.*]
        4. Now, select a training that best serves your needs.
            a) [*Highlight the description of a training event.*]
        5. Training event listings contain:
            a) An <u>overview</u> of the class
            b) A list of <u>learning objectives</u>
            c) <u>Notes</u> (if applicable, in which additional class information is shared)
            d) <u>Register Now button</u>
                (1) Users can click on this button and navigate to the class in DOI Learn, Google document, etc. to register for the class.
            e) A place to rate content

(1) Users can provide a 1-5 star rating and/or a review
   f) Related training events
   g) Ask an Expert link to a Commons group (if applicable)
  C. **IMPORTANT NOTE**: The CLP **doesn't** replace DOI Talent.
   1. The CLP is a portal that shares all the training opportunities available to the NPS workforce.
    a) Some of that training lives in DOI Talent.
   2. DOI Talent is a learning management system - as such, it *records* course registration and completion for NPS employees. The CLP does not keep track of students' records.
   3. The CLP *links* to DOI Talent to make it easier for you to find and register for classes that you need.
V. **Knowledge Park** (*Learning Resources > Knowledge Park*)
  A. The Knowledge Park is where Informal learning resources can be found. Users can find resources like short instructional videos, job aids, articles, worksheets, templates, etc. here. Resources in the Knowledge Park enable users to access what they need, when they need it.
  B. Results listings work similarly to training resources:
   1. Browseable
    a) [*Scroll down Knowledge park main page*]
   2. Searchable
    a) [*Put a generalized term related to your field (ex.* interpretation*) into the search bar.*]
   3. Filterable
    a) Users can filter the results further based on:
     (1) Topic
     (2) Program Area
     (3) Resource Type
     (4) Audience
      (a) [*Select filter(s) to narrow down listing*]
   4. As with training listings, you can view star-ratings while you're browsing Knowledge Park listings.
    a) [*Scroll through listings; highlight star ratings*]
    b) [*Select a resource*]
   5. Resources usually contain:
    a) An overview
    b) Links (if applicable)
    c) More resources (if applicable)
    d) Related resources
    e) A place to rate content
     (1) Users can provide a 1-5 star rating and/or a review
    f) Ask an Expert link to a Commons group (if applicable)
     (1) [*Find a KP resource with an Ask an Expert link - click on it.*]

(a) Examples: STMA Job Aids | Facilitating Curriculum-based Education: Building Rapport | Video: Turf Management in Cultural Landscapes

(2) To access the Commons you must be logged in

(a) [*You've been redirected to a login page. Click Login > NPS login at the top right.*]

(b) [*You've been redirected to the Ask an Expert group.*]

VI. **CLP Commons** [*you should be within a group.*]

A. The CLP Commons is the Social Learning component of the CLP. It provides a space to:

1. Share thoughts, ideas, and resources
2. Learn with - and from - your colleagues

B. Most activity takes place within a group.

C. Groups are organized by discussion threads called 'Topics.'

1. [*Scroll down the group page. Highlight various topics.*]

D. On a group homepage you can view:

1. A list of topic titles;
2. The original topic author(s);
3. The number of people who have contributed to the topic(s);
4. and the timestamp for when the topic was last active.

a) [*Highlight above by choosing one topic, and showing corresponding information.*]

E. Topics

1. To view a topic, simply click on the topic title.

a) [*Select a topic - click on it.*]

2. The original post appears at the top of the page.

a) [*Highlight original post.*]

3. Below are all of the replies, both:

a) To the original topic; and
b) To topic replies.

(1) [*Highlight both.*]

4. To respond to the original topic, click "Reply to Topic" and fill out the corresponding form.

a) [*Click respond to topic under the original post.*]

5. To respond to a topic reply, click "Reply to @user" and fill out the corresponding form.

a) [*Click reply to @user under a topic reply.*]

F. Group Activity

1. To get a digest of all activity within a group, click on "Activity."

a) [*Click on Activity within the group.*]

2. You can filter activity based on type, and catch up on what's been going on within the group.

a) [*Filter by "Replies" and scroll down the page.*]

G. Main Groups page (*CLP Commons > CLP Groups.*)
   1. There are a lot of groups within the Commons. You can browse existing groups and their descriptions
      a) [*Scroll down groups page.*]
   2. Or, you can search by keyword to find something more specific.
      a) [*Enter a basic search term related to your field in the search bar.*]
   3. Groups have different privacy settings:
      a) The "NPS Only" indicator means that only users logged in with a PIV card can access them
         (1) [*Highlight the green "NPS Only" indicator next to a group title.*]
      b) Groups without "NPS Only" mean that they are open to anyone who has a CLP Account.
      c) Public groups are those that you join and view as you'd like.
         (1) [*Highlight the globe icon indicator for public groups.*]
      d) Private groups are those that you have to request access to. If a group administrator accepts your request you'll then be able to engage in the group.
         (1) [*Highlight the eye with a slash indicator for private groups.*]
      e) Hidden groups also exist, however these aren't visible unless you are an administrator or member of the group. In order to become a member, a group administrator must send an invite to you.
H. My Groups page
   1. For easy access to groups you already belong to, you can click "My Groups" at the top of the page
      a) [*Click on "My Groups" just above group listing.*]
   2. Or, you can click "My Groups" under the "My Tools" menu
      a) [*Highlight "My Groups" on the "My Tools" menu.*]
I. Connections (*CLP Commons > Connections*)
   1. The Connections page has the user profiles of everyone who has an account on the CLP.
   2. You can find colleagues by browsing the profiles
      a) [*Scroll down Connection page.*]
   3. Or, you can search for someone by job title, interest, job duty, etc.
      a) [*Search for something related to your field.*]
   4. To follow someone, click "Follow".
      a) [*Click Follow under someone's name*]
      b) This allows you to send them a private message and more easily view their activity
J. CLP Activity (*CLP Commons > CLP Activity*)
   1. The Activity feed gives you a filterable digest of activity on the CLP.
      a) [*Scroll down the page.*]
   2. You have the option to filter activity to meet your needs.
      a) [*Select "Topics" and scroll down the filtered list.*]

Have questions? Please contact the CLP team via email at clp@nps.gov or through the Contact Us form on the CLP!