



## PSA UNIVERSITY

**EXPERIENCE COLLABORATIVE LEARNING** 

THIS GUIDE WILL WALK YOU THROUGH THE MAIN FEATURES OF PSA UNIVERSITY

### **ACCOUNT REGISTRATION**

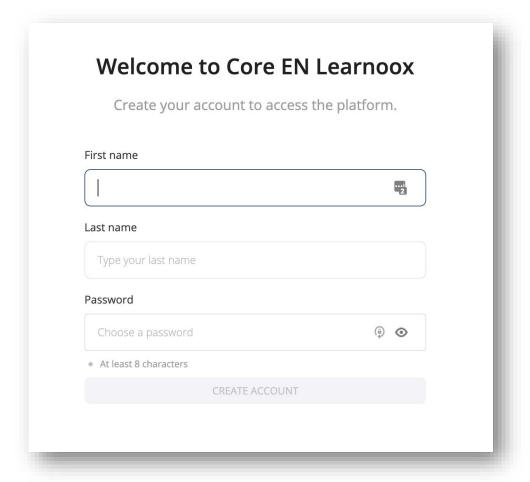
Click on **JOIN PSA UNIVERSITY** upon receiving the registration email to access the platform:





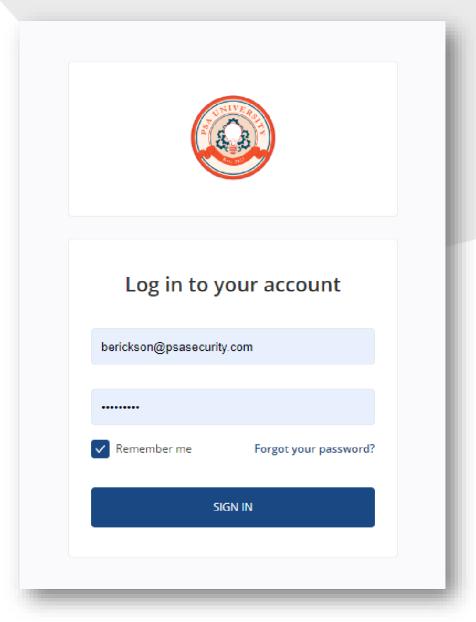
## SIGN UP &

Fill in your information and set up a password to create your account, then click on Create account:





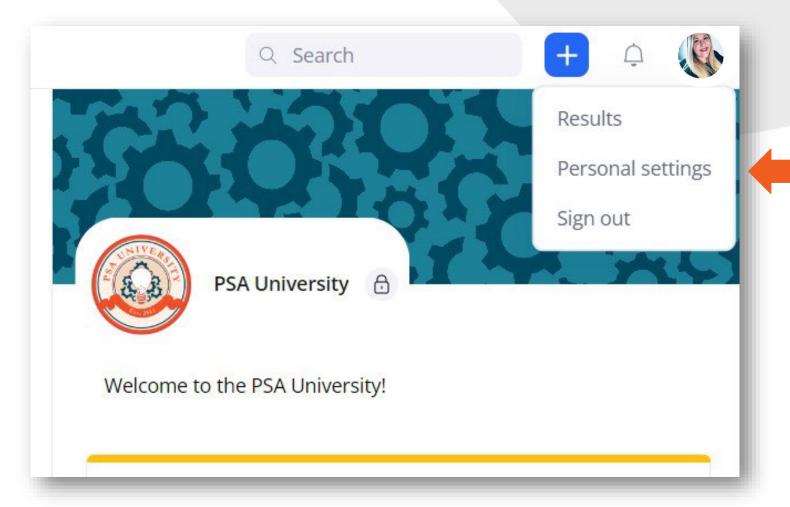
# **Account login**





## SETTING UP YOUR PROFILE

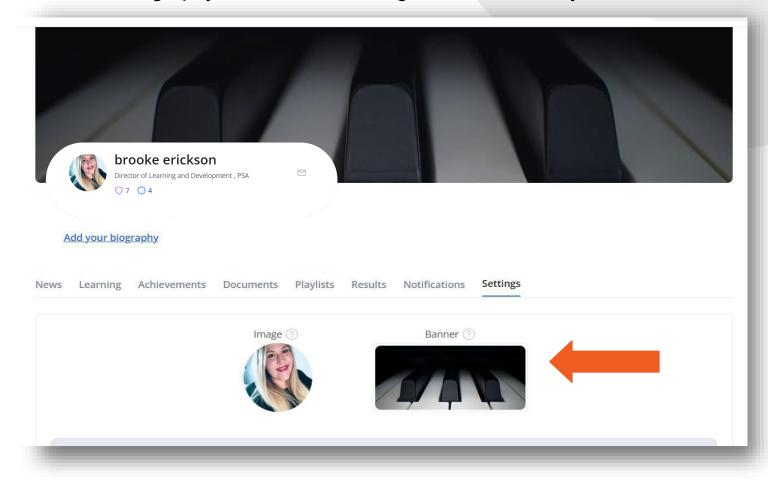
From the homepage, go and click on the icon at the top-right corner, and click on **Personal settings** 





## **CUSTOMIZE YOUR PROFILE**

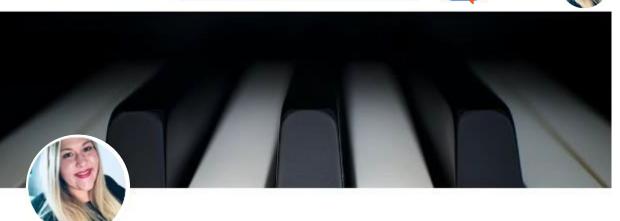
Customize your banner, add a biography, and connect through social media in your Personal settings





## **SEARCH IN PSA UNIVERSITY**

Q Search



#### brooke erickson

Director of Learning and Development , PSA



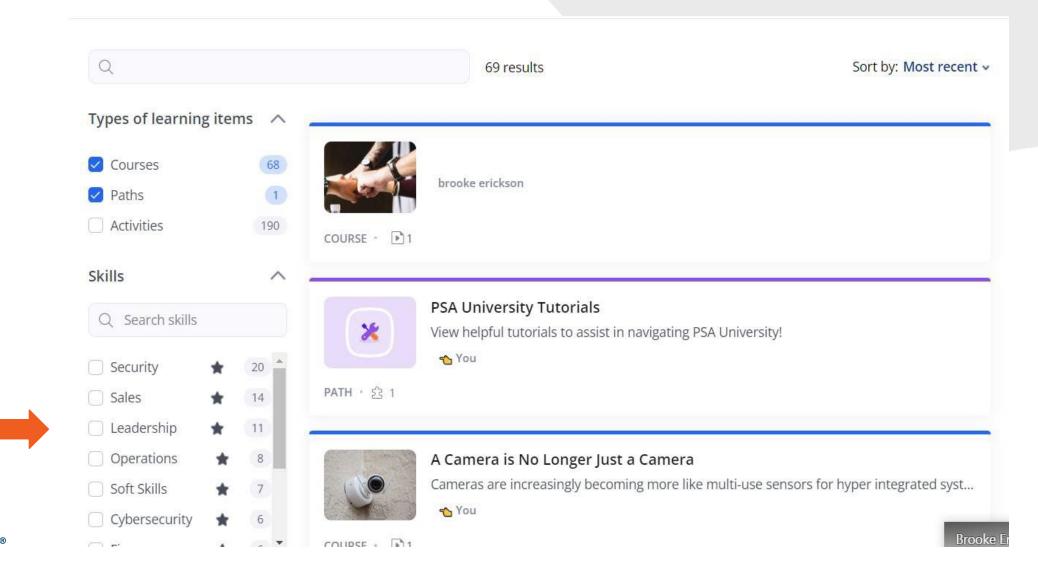
Q Search for courses, users, groups and more



Discover more



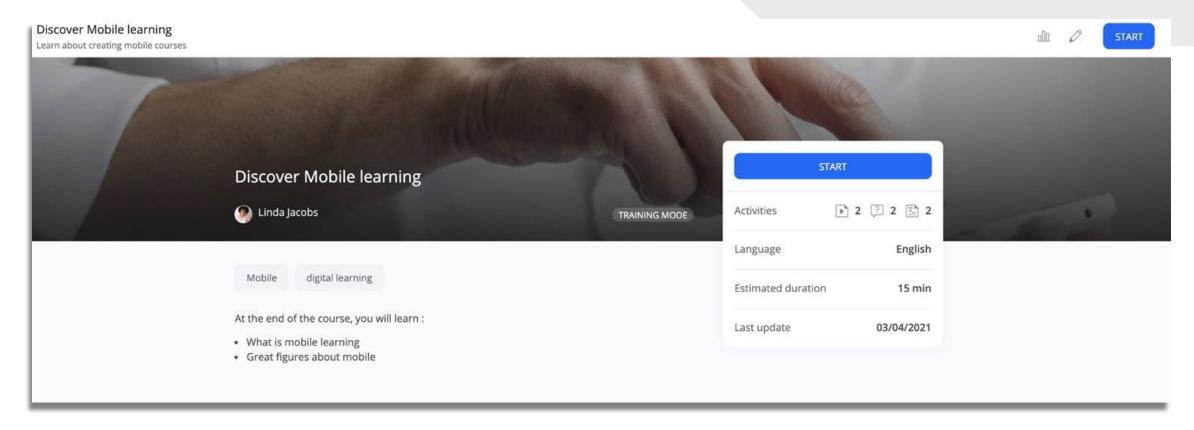
## SEARCH IN PSA UNIVERSITY (CONTINUED)





### **COURSE OVERVIEW**

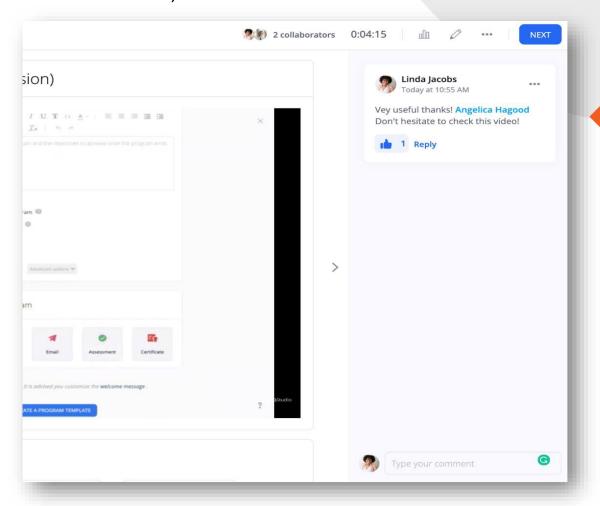
PSA University is comprised of many courses. Click on the course you are looking for. **Start** to launch the first activity:





## **HUMAN INTERACTIONS ARE THE CORE OF LEARNING**

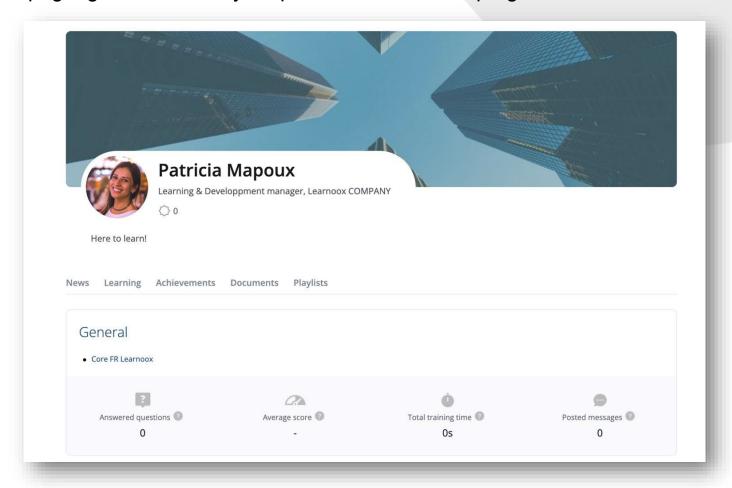
Each activity comes with a forum on the right-hand side of the screen in which you can interact. You can **tag** fellow learners (use the "@" key before their name) and use **Reactions**:





## **ACCESSING LEARNING ANALYTICS**

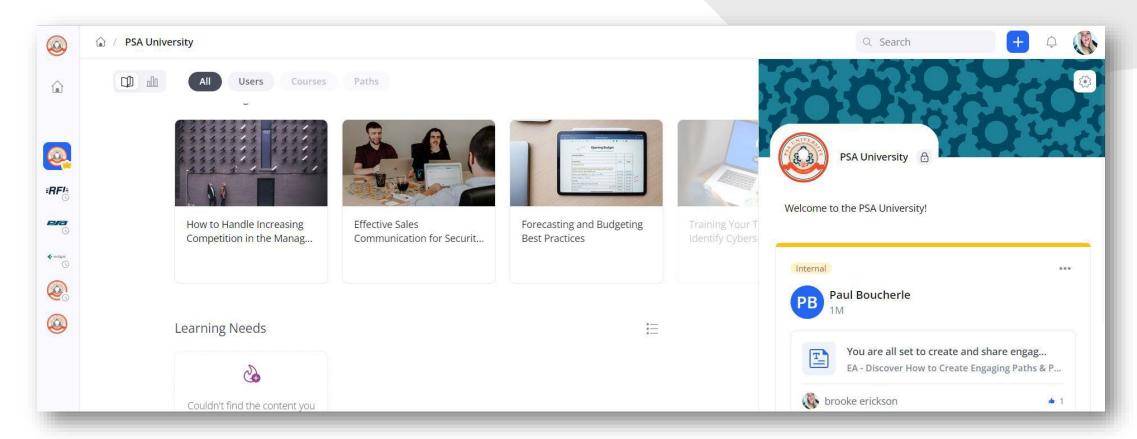
From the homepage, go and click on your profile icone at the top-right corner then click on "Results"





## INTERACTING WITHIN THE LEARNING COMMUNITY

You can access your training community via the **Groups** box on the Homepage. On each group you belong to, you can post messages and comment on previous publications:





## **ACCESSING COMPLETED COURSES**

#### You'd like to come back to a training you've already taken?

- 1. From your home page next to "My work" click on the "Completed" section.
- 2. Or go to your **Results** (via your profile icon at the top right corner of your screen), then click on the **eye-shaped icon** displayed on the left side of each completed training paths.

