

gsLearn User Guide for Troop Leaders

The gsLearn platform is Girl Scouts' official online and on-demand training forum. It empowers users to complete training courses as it works best for them. Learners have access to Girl Scout specific content from Girl Scouts of the USA and Girl Scouts-Arizona Cactus-Pine Council (GSACPC). Upon request "general knowledge" courses provided by our vendor Litmos are also available for volunteers to take. With this step-by-step guide, you can learn where to access training courses to help you learn the most about Girl Scouts and continue your education.

GSACPC will still offer some in-person training courses and you can find those offerings on the activities calendar on our website.



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Where To Find Gslearn

gsLearn can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit girlscoutsaz.org. Avoid using Internet Explorer.

In the upper right corner of the website click on the “Enter Site” button and log into your account. Once logged into your account, select the “gsLearn” option to log in.



Terminology

Module – an individual piece of content/training. Ex: “What is a Service Unit”

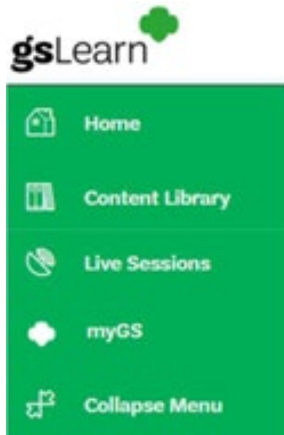
Course – a collection of modules that have related content. May contain one or multiple modules. Ex: “Troop Leader Orientation” would include the module about “What is a Service Unit”.

Learning Path – a collection of Courses that are related to cover a larger topic. Ex: “Getting Started for New Leaders” would include the course “GSACPC Introduction”

Additional References – an area inside a course where related files can be viewed and downloaded, this is not included in all courses.

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Basic Navigation



gsLearn is divided into tabs, each has unique tools to access your Girl Scout Education. If you're on a computer, you'll see the green tabs on the left of your browser window. Mobile users will see a grey menu at the top, that will pop up a black menu bar on the right of your phone.

You'll also have the opportunity to navigate back to your myGS account in the menu bar.

Utilize the Collapse Menu for a cleaner view and just see the content on your page.

Home Dashboard

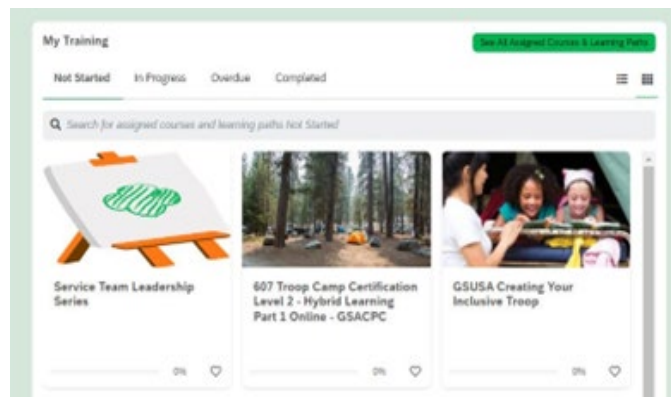
Here you will find a snapshot of your courses! These are courses that GSACPC believes relevant for you and your role in Girl Scouts.

In Progress. Any of your content that you have started or looked at but not completed. All progress is tracked and saved!

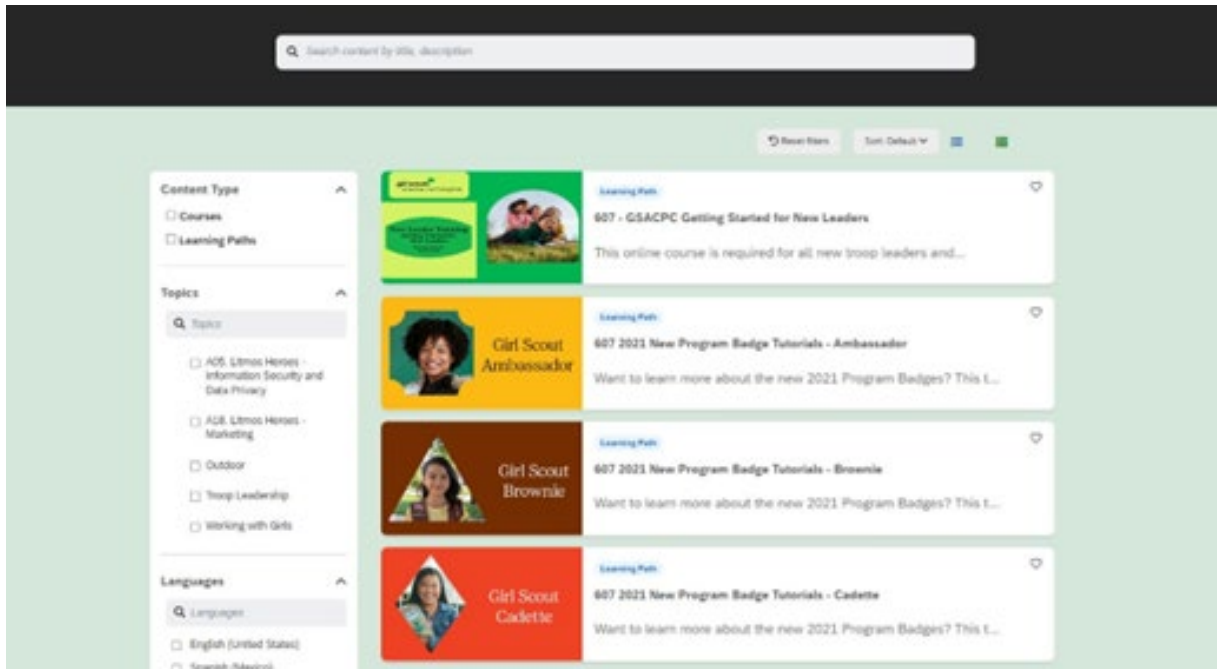
Overdue. Any of your content that has been assigned with a due date to be completed.

Not Started. Any of your content that has not been started or reviewed by yourself.

Completed. All the content that has been completed fully.

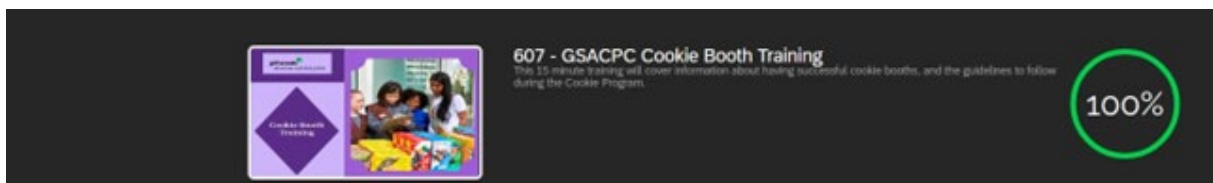


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Content Library

There are more trainings available than listed on your homepage! You can find additional content in the Content Library. You can scroll through the options, use the filter features on the left side of your screen, or use the search bar to search for specific titles.



Picking The Right Training

Not sure which training you want to take? If the title sounds like something you may be interested in, click on that training and you can see the course description!

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Completing The Trainings

Once you've clicked on a training you're interested in and the description sounds right, you can scroll down to see the content. These are the subjects that are covered in your course, called modules. On certain courses you may see "The modules in this course must be completed in the order listed": this means that the content must be done in a specific order and the other subjects will be locked until they are next.

Your module completion is tracked, so once you've completed a module you will see a green check mark next to the module & see "Complete" next to the title.



To start a course, click on the title of the module and you will start that content. From there you will have some buttons available to you.

Next. This will bring you to the next module. If you have not reviewed all the material, you may not be marked as complete for the course.

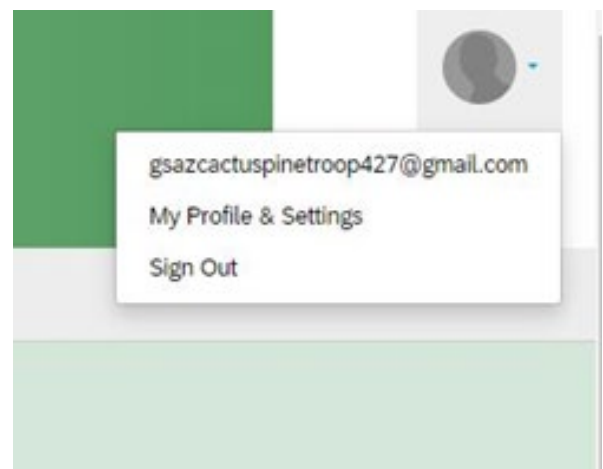
Previous. This will let you see the module that you just completed.

Exit. This will have you leave the training, and you will save the progress.

Your Profile

You can access your profile and your account settings by clicking the grey image on the top right side of your page. By selecting "My Profile & Settings" you can set up your email notifications, add a profile picture, and customize your information.

Please note that any changes you make on this account will not be changed on your main MyGS account. Please update your email address or your physical address through your MyGS account.



If you have any questions about gsLearn, please reach out to the Volunteer Support Team at volunteerlearning@girlscoutsaz.org