

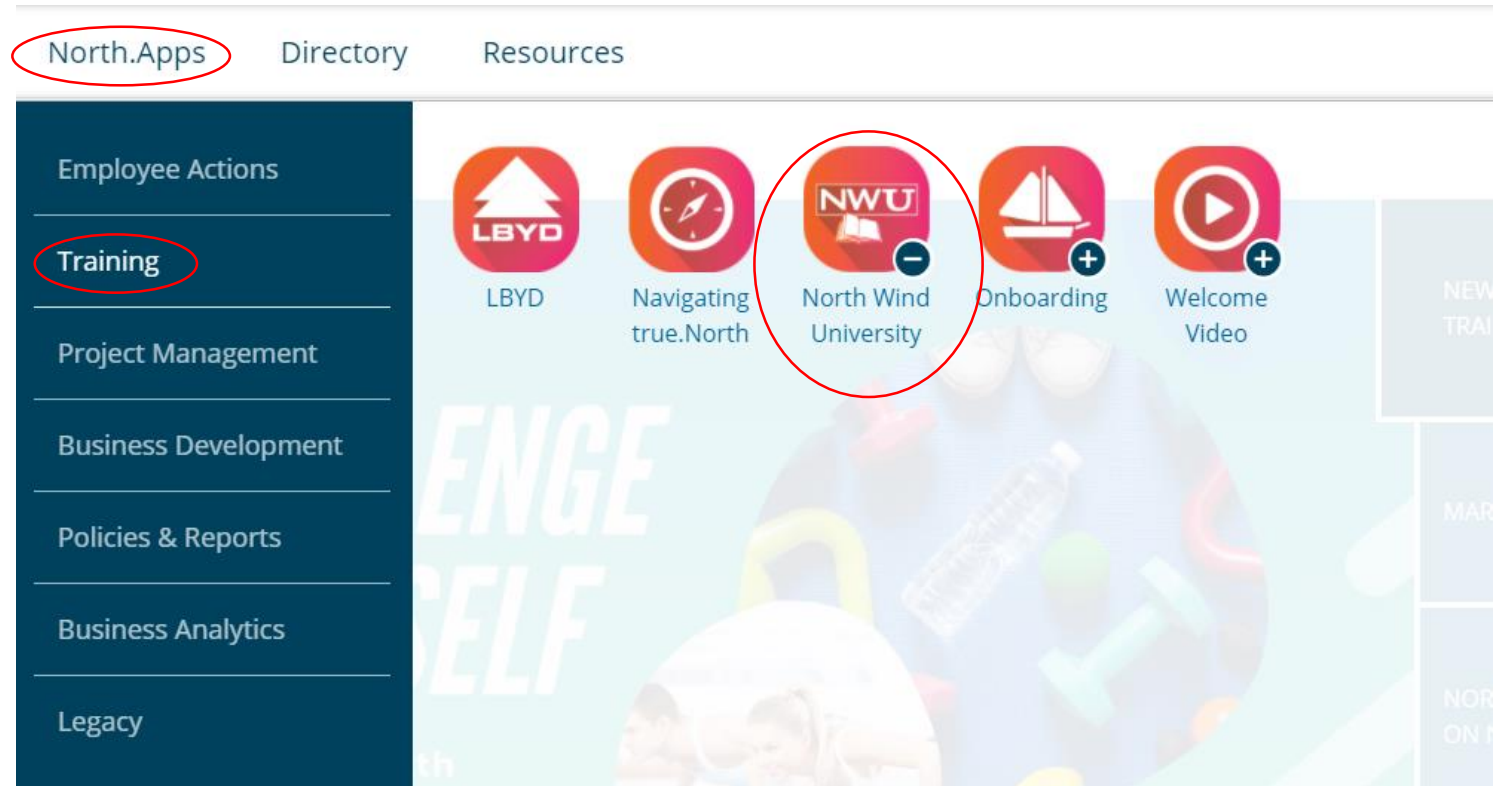


# North Wind University Tutorial

A Getting Started Guide to NWU

# Logging in to NWU

- To access NWU, first go to North Wind's Intranet site true.North <https://true.northwindgrp.com/>
- Select the North.Apps menu in the top left
- Select Training
- Select the NWU icon
- You will be prompted to authenticate through Okta using your North Wind username and password



# Setting Up Your NWU Profile



NWU is powered  
by Degreed



Welcome to Degreed



### Progress in Your Skills

We're here to help you discover, learn, and progress in the skills you need for the future.



### Learn from Any Source

We'll connect all the resources you'll need to learn and grow, like millions of courses, videos, books, and more!

Press the Get Started  
Button to continue



Get Started



# Setting Up Your NWU Profile

## Select Your Role

First, tell us what job you have, or want, so that we can help you find skills or topics you might want to learn about.

Select or Search for your role

Search for role

Program Manager

Operations Manager

Marketing Specialist

Workplace Safety, Risk Management, Entrepreneurship, Operations Management, Manufacturing, Inventory Control, Data Analytics, Process...

Copy Writing, Entrepreneurship, Corporate Finance, Change Management, Social Media Marketing, Curriculum Design, Account Management,...

Project Manager

Risk Management, Corporate Finance, Change Management, Scrum, Ideation, Project Planning, Data Analytics, Strategic Planning, People...

Human Resources Manager

Program Development, Presenting, Career Planning, Staffing, Talent Development, Conflict Management, Employee Engagement, Labor Relations,...

Software Engineer

Software Testing, Python, Artificial Intelligence, iOS Development, Software Development, Agile Development, Client Services, Machine...

Previous Step



Next Step

Then Click the Next Step Button

# Setting Up Your NWU Profile

## Select the Skills You Want to Develop

Now, choose some skills you would like to develop so we can better curate your learning experience.

Select or Search for relevant skills

Add any skill you'd like

20 suggestions for 'Program Manager'

- ✓ Program Management
- ✓ Leadership
- ✓ Communications
- Competitive Strategy
- Scrum
- Ideation
- Project Planning
- Personal Development
- Strategic Planning
- Augmented Reality
- Business Development
- Budget Management
- Negotiation
- Marketing Communications
- IT Architecture
- Meeting Management
- Program Evaluation
- Relationship Building
- Technical Support
- Influencing
- Giving Feedback
- Alliance Building

Then Click the Next Step Button

Previous Step



Next Step

# Setting Up Your NWU Profile

## It's Time to Rate Yourself on Your Skills!

Rate your skills to find relevant learning content and to keep track of your progress.

In order to track and showcase your growth in your skill set, submit a self-rating for each skill you choose

Descriptions of each skill level appear when you select the rating number

**Program Management**

1 2 3 4 5 6 7 8

BEGINNER EXPERT

3

Can process less structured but well-defined technical tasks, even if they are not routine, with occasional general supervision or guidance.

Click Submit Rating

Previous Step



Skip Step

Submit Rating

# Setting Up Your NWU Profile

## You're All Done!

We have found thousands of articles, videos, books, and courses that will help you develop your skills. Get started by exploring your personalized learning feed.



Click Start Learning

Previous Step



Start Learning

# Homepage Basics

**Focus Skills:** Launch to your Skills page where you can add or remove skills and update your skill ratings

**Resources:** Stay connected to your Assignments, Saved and Shared content, Pathways and Plans you are following, and Groups that you are a member of

**Monthly Activity:** Track your engagement within NWU

**NWU Links:** Easily navigate to certain providers within the system like the Required Training Dashboard, RedVector, and the Document Management System. \*Note some content does require a subscription.

The screenshot shows a user profile for Brooke Sheldon (8.5 pts) with a sidebar menu containing Focus Skills, Resources, Monthly Activity, and North Wind University Links. The Resources section has 'Assignments' circled in red. The North Wind University Links section has 'Required Training Dashboard' circled in red. The main content area features a notification banner, a 'Continue Learning' section with 'Overdue' and 'Following' items, and a 'Focus Skill Program Management' section with 'Leadership' items. Arrows from the text blocks on the left point to these specific elements.

**Notification Banner:** Stay up-to-date with NWU announcements like new development workshops and campaigns

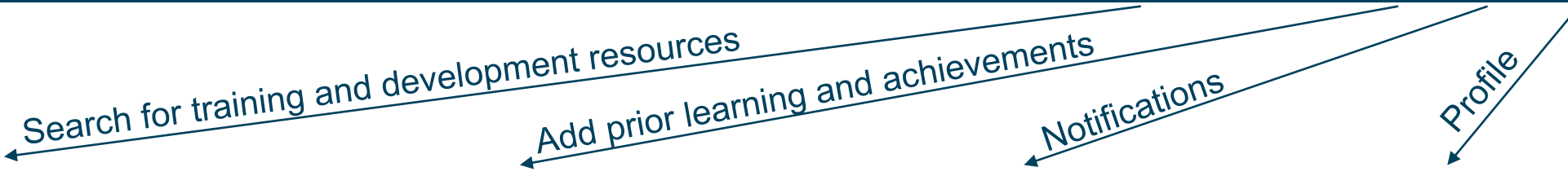
**Continue Learning:** Recently viewed content and Overdue/Due Soon Assignments will be here. You can also always go to the Assignments page (under Resources) or the Required Training Dashboard to see your Assignments in more detail

**Your Feed:** The rest of the NWU homepage is dedicated to suggesting relevant learning content to you based on the skills you have selected to prioritize



# Homepage Basics – Menu Bar

Home Browse Profile  Search   



Time|

### Skills

- Time Management
- Just-In-Time Production
- Timekeeping

### Pathways

- Deltek Costpoint 7 Time Keeping
- Degreed - Managing Time

### ADD CONTENT TO YOUR PROFILE

Add learning, experience, and coursework to your profile.

Article Podcast Video Book

Course Event Experience Assessment

Create a Pathway

### ACHIEVEMENTS

Demonstrate skill by documenting what you have achieved.

Accomplishment Award Certificate

Badge Degree

Browsing a lot across the web? Use the [Degreed button](#) to track your learning.

Connect to providers and import completed items to your profile with [integrations](#).

### Notifications

- Brooke Sheldon added an item to the plan Coping with COVID-19
- Brooke Sheldon shared this with All Employees  
**North Wind - Introduction to Degreed**
- TREMELLING, MICHELLE is now following you
- Chris Leichtweis has completed your assignment.  
**Why Travel for Leadership Training?**

[View All](#)

### Your Profile


- Profile Settings
- Manage North Wind University
- Log Out

# System Settings – Your Profile

Profile

NORTHWIND UNIVERSITY

Search

 **Brooke Sheldon** Active Learner

Program Manager 6 Followers 5 Following

[Settings](#)

Skills Collection Assignments Shared Saved Pathways Plans Groups Activity

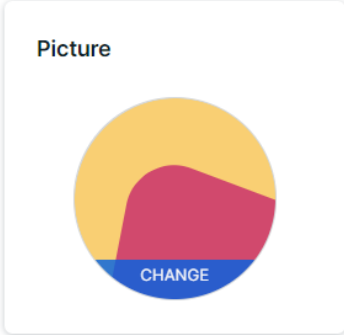
- Select **Profile** from the **Menu Bar** to see your profile, which contains:
  - **Skills** – Update your skills and skill ratings
  - **Collection** – Total list of completed content
  - **Assignments** – Another view of your assigned required training
  - **Shared** – View content others have shared with you
  - **Saved** – View content you have saved for later
  - **Pathways** – Search for and create learning paths of sequentially organized content relevant to specific skills or topics
  - **Plans** – Search for and create large collections of material related to a specific skill or topic, including individual pieces of content, pathways, links, groups, and people
  - **Groups** – View your group memberships; search for, join, or create groups
  - **Activities** – View your activity overview and insights
  - **Settings** – change your profile settings

# System Settings – Profile Settings

- Profile Settings:
  - Add a professional profile picture
  - Add any relevant personal information
  - Organization Visibility is recommended, but you have the option to expand your networking capabilities within the platform by making your profile public to other Degreed members

Profile Account Communications Integrations Degreed Button

Picture



Personal Information

First Name  
Brooke

Last Name  
Sheldon

Biography  
  
Words remaining: 150

Profile Name  
dguser644YZ2N  
This will be your profile URL (e.g. degreed.com/profilename)

Job Role  
Program Manager

Location

Visibility

Public  
Everybody can view your profile and learning activities.

Organization  
Only people from your organization with a Degreed account can view your profile and learning activities

Private  
Only you can view your profile and learning activities


# System Settings – Account Settings

- Account Settings
  - Highly recommended to add a secondary Email, so you can take your learning with you, even if you leave the North Wind Family
  - Update Language Settings

Profile **Account** Communications Integrations Degreed Button

### Email

**Primary**


   
This is your main address which will be used for email notifications.

**Secondary**


  
This is your backup address. It helps protect your account and points.


### Language

**Preferred Content Language**

   
Degreed suggests content in this language if available. Changes take effect within 24 hours.

**Degreed Display Language**

   
Language for buttons and messages in Degreed. This does not affect the language of content items, including content suggested by Degreed.

 Reset Onboarding

Change Password

- Communication Settings

- Update your Email Notifications
- Update your Email Updates

Profile Account **Communications** Integrations Degreed Button

### Email Notifications

Send me an email about each of the following events as they occur

New shares	<input checked="" type="checkbox"/>
New group post	<input checked="" type="checkbox"/>
Mention	<input checked="" type="checkbox"/>
Reply	<input checked="" type="checkbox"/>
Assigned Learning	<input checked="" type="checkbox"/>
New follower	<input checked="" type="checkbox"/>

### Email Updates

Stay up to date with these informative emails

Daily digest	<input checked="" type="checkbox"/>
New shares	<input checked="" type="checkbox"/>
A list of your Feed items	<input checked="" type="checkbox"/>
New activity from those you follow	<input checked="" type="checkbox"/>
New followers	<input checked="" type="checkbox"/>
Weekly digest	<input checked="" type="checkbox"/>
Occasional tips	<input checked="" type="checkbox"/>

# System Settings – Degreed Button

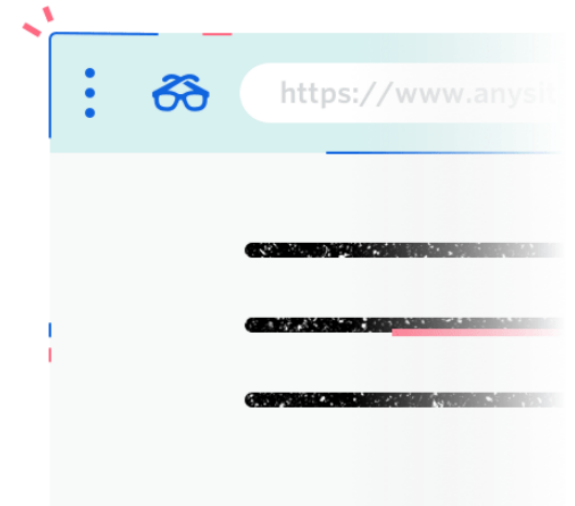
- Easily track and add your learning to your NWU collection by using the Degreed Web Extension
- The extension works well for Chrome and the newest version of Microsoft Edge

Profile Account Communications Integrations **Degreed Button**

**All your favorite features of Degreed right from Chrome.**

This extension allows you to easily track your learning from any website you visit. It's a convenient way to access features you would normally only find in Degreed.

**Add to Chrome** Unable to download extensions? Try our Bookmarklet.



# Navigating the System – Required Training

- To have a more detailed view of your required training, use the **Required Training Dashboard** link from your NWU homepage

North Wind University Links

- [true.North](#)
- [Required Training Dashboard](#)
- [RedVector Dashboard](#)
- [RedVector Lookup Tool](#)
- [North Wind Documents & Records](#)

- View both Enrolled and Completed courses
- Start or Resume courses
- Download your complete required training transcript

Admin Dashboard **My Courses** [Download Training History](#)

Total Number of Courses

3 Enrolled Courses	84 Completed Courses
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Recent Activity

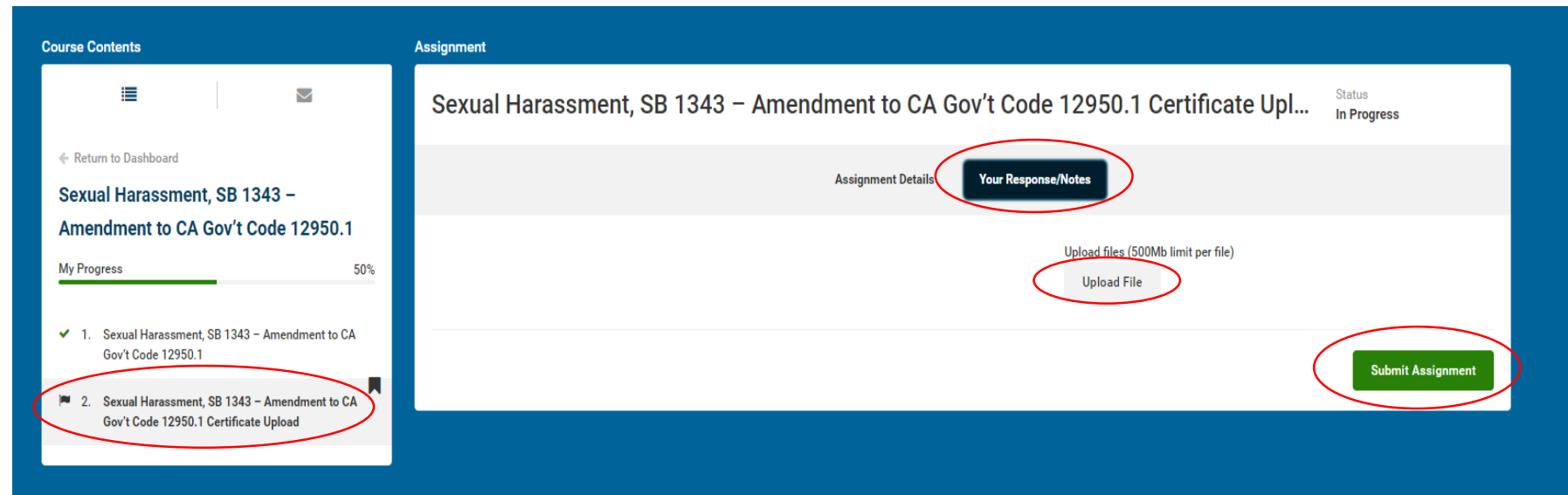
- You were enrolled in course OSHA HAZWOPER 8 Hour Refresher 1 minute ago
- Enrolled user moke.lopez@northwindgrp.com in course Contract Management System Training Manual 5 days ago
- Enrolled user moke.lopez@northwindgrp.com in course PCP-0401, Project Controls 5 days ago
- Enrolled user moke.lopez@northwindgrp.com in course ESTP-0401, Estimate Turnover Procedure 5 days ago
- Enrolled user moke.lopez@northwindgrp.com in course QAP-3186, Surveillance 5 days ago
- Enrolled user moke.lopez@northwindgrp.com in course QAP-3184, Suspect/Counterfeit Items

**OSHA HAZWOPER 8 Hour Refresher**  
Not Started · Enrolled on 20 Jan 2021 · Due Date 21 Mar 2021  
This course is a OSHA HAZWOPER 8 Hour Refresher course. If you took this course elsewhere, please skip to the assignment and upload your proof of completion.  
2 Modules 0% **Start**

**Sexual Harassment, SB 1343 – Amendment to CA Gov't Code 12950.1**  
In Progress · Last entered on 12 Jan 2021 · Due Date 31 Dec 2020  
2 Modules 50% **Resume**

**NINJIO: Season 03 Episode 12**  
In Progress · Last entered on 18 Jan 2021 · Score 100% · Due Date 14 Apr 2020  
1 Module **Resume**

- Uploading a Completion Certificate
  - Some courses will require you to upload a certificate upon completion
  - Go to the **Assignment Module**
  - Select Your **Responses/Notes**
  - Select **Upload File**
  - Select **Submit Assignment**
  - Once the assignment has been reviewed and approved, you will be marked complete for the course



The screenshot displays the LMS interface for a course titled "Sexual Harassment, SB 1343 – Amendment to CA Gov't Code 12950.1". The interface is split into two main sections: "Course Contents" on the left and "Assignment" on the right.

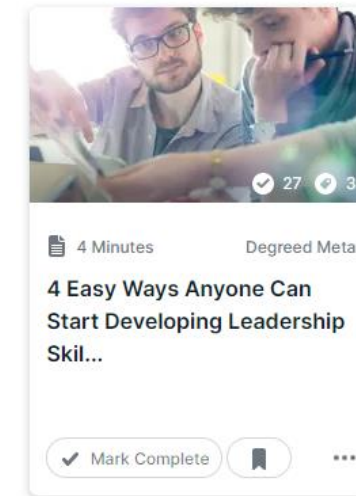
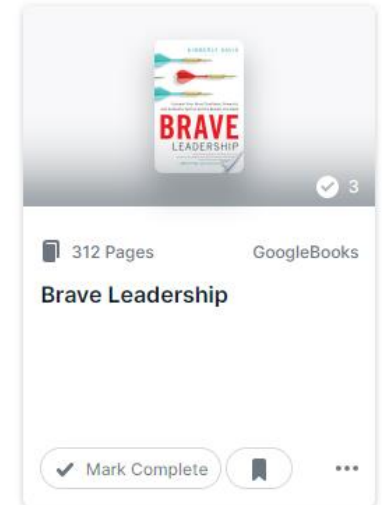
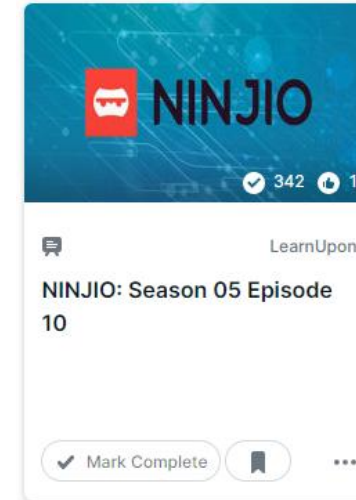
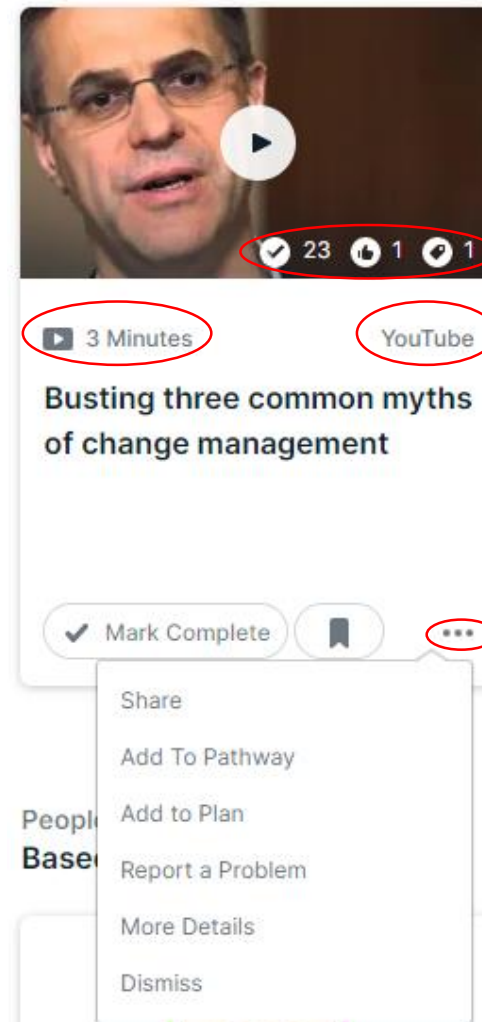
**Course Contents:** Shows a progress bar at 50% and a list of assignments. The second assignment, "Sexual Harassment, SB 1343 – Amendment to CA Gov't Code 12950.1 Certificate Upload", is circled in red.

**Assignment:** Shows the assignment title "Sexual Harassment, SB 1343 – Amendment to CA Gov't Code 12950.1 Certificate Upload" with a status of "In Progress". Below the title, there are two tabs: "Assignment Details" and "Your Response/Notes", with the latter circled in red. Under "Your Response/Notes", there is an "Upload File" button circled in red, with the text "Upload files (500Mb limit per file)" above it. At the bottom right of the assignment section, there is a green "Submit Assignment" button circled in red.

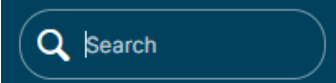


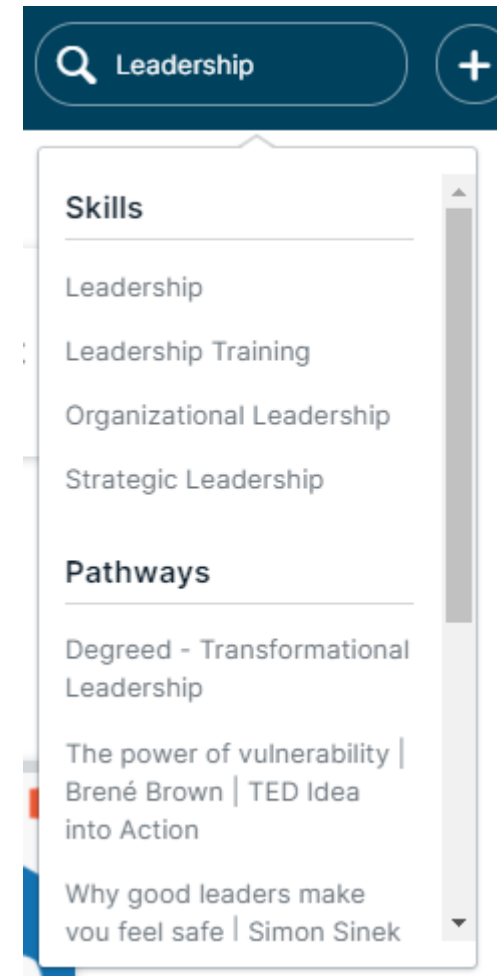
# Navigating the System - Content

- There are many different types of learning content in NWU such as full courses, videos, books, articles, and pathways
- At the bottom right of the content image you will see how many other people in your organization have completed or liked the content, as well as the relevant skills
- Just under the content image, there are icons distinguishing the type of content, duration (if applicable), and provider
- Once you have completed a piece of content, select **Mark Complete**
- Content can always be saved for later by selecting the **Save** icon
- Use the **Ellipses** icon ... for more options like sharing, adding the content to a pathway or plan, or reporting a problem if there is a broken link



# Navigating the System - Searching

- The simplest way to search for content within NWU is by using the  located at the top right of the menu bar
- Once you begin typing a skill or topic, NWU will suggest related skills to your search word, as well as any relevant pathways, plans and groups

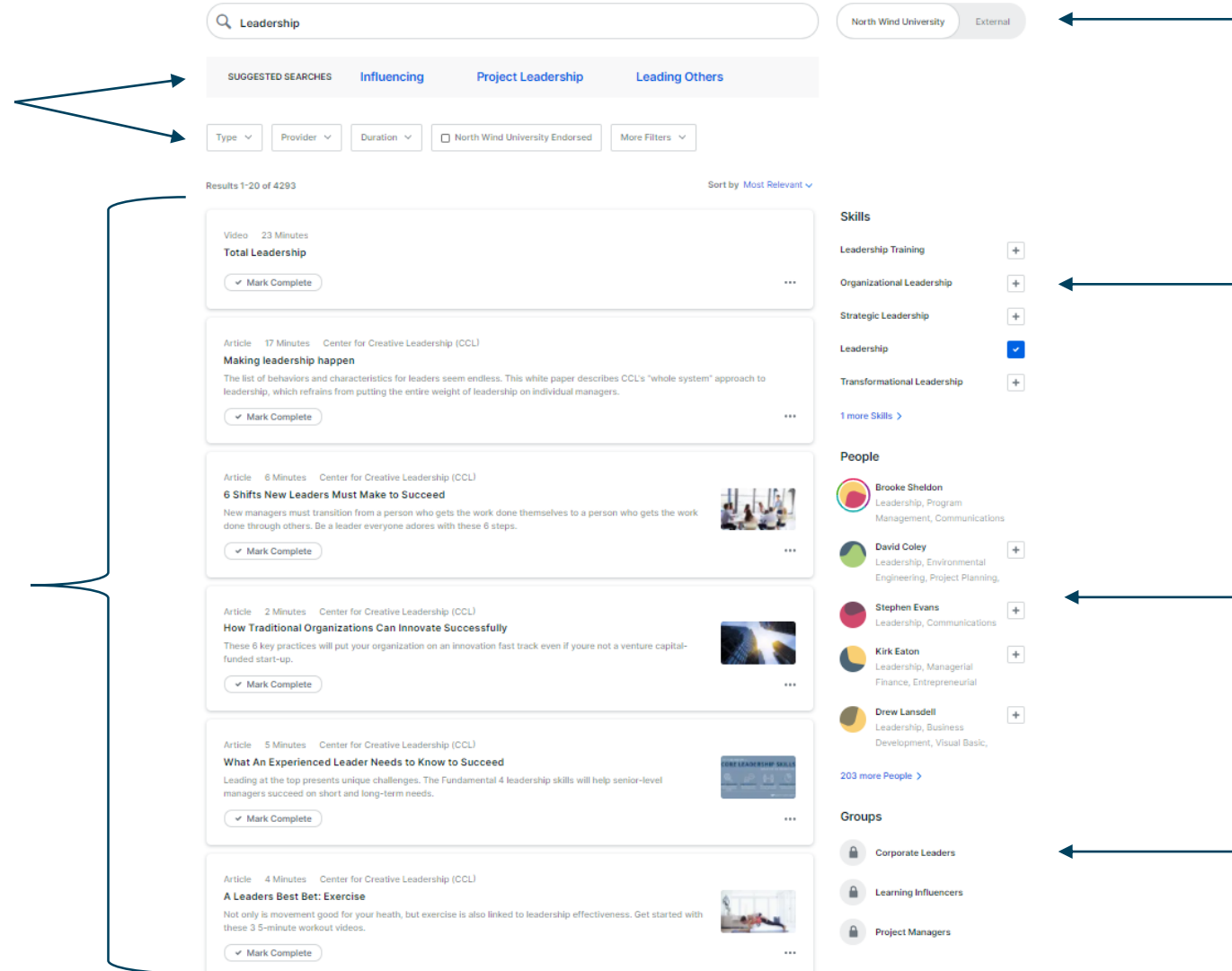


# Navigating the System - Searching

Once you choose a topic to search, your results will launch. NWU will also suggest related topics. You can also filter the results by:

- Type
- Provider
- Duration
- NWU Endorsement
- and more

All search results related to your keyword. Use the ellipses menu to share, save, report, add to plans and pathways



The screenshot shows a search interface for the keyword "Leadership". At the top, there is a search bar with "Leadership" entered and a toggle for "North Wind University" (selected) and "External". Below the search bar, there are "SUGGESTED SEARCHES" for "Influencing", "Project Leadership", and "Leading Others". A filter section includes "Type", "Provider", "Duration", "North Wind University Endorsed" (checkbox), and "More Filters". The main results area shows "Results 1-20 of 4293" sorted by "Most Relevant". The results list includes a video "Total Leadership" (23 Minutes) and several articles from the Center for Creative Leadership (CCL) such as "Making leadership happen", "6 Shifts New Leaders Must Make to Succeed", "How Traditional Organizations Can Innovate Successfully", "What An Experienced Leader Needs to Know to Succeed", and "A Leaders Best Bet: Exercise". Each result has a "Mark Complete" button and a three-dot menu. On the right side, there are sections for "Skills" (Leadership Training, Organizational Leadership, Strategic Leadership, Leadership, Transformational Leadership), "People" (Brooke Sheldon, David Coley, Stephen Evans, Kirk Eaton, Drew Lansdell), and "Groups" (Corporate Leaders, Learning Influencers, Project Managers). Arrows point from the text on the right to these specific sections in the interface.

You also have the option to search for content outside of NWU by using the external toggle

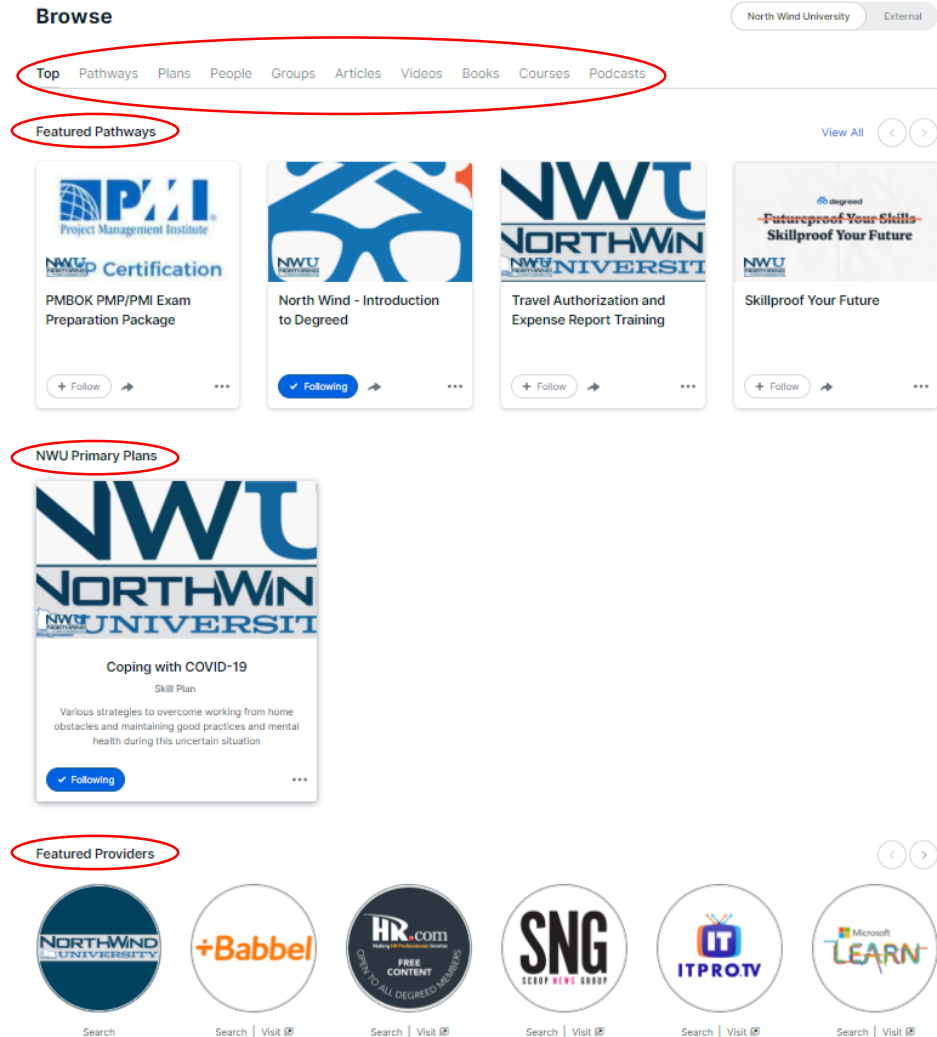
View if any of your selected skills relate to your search

View all people related to your search

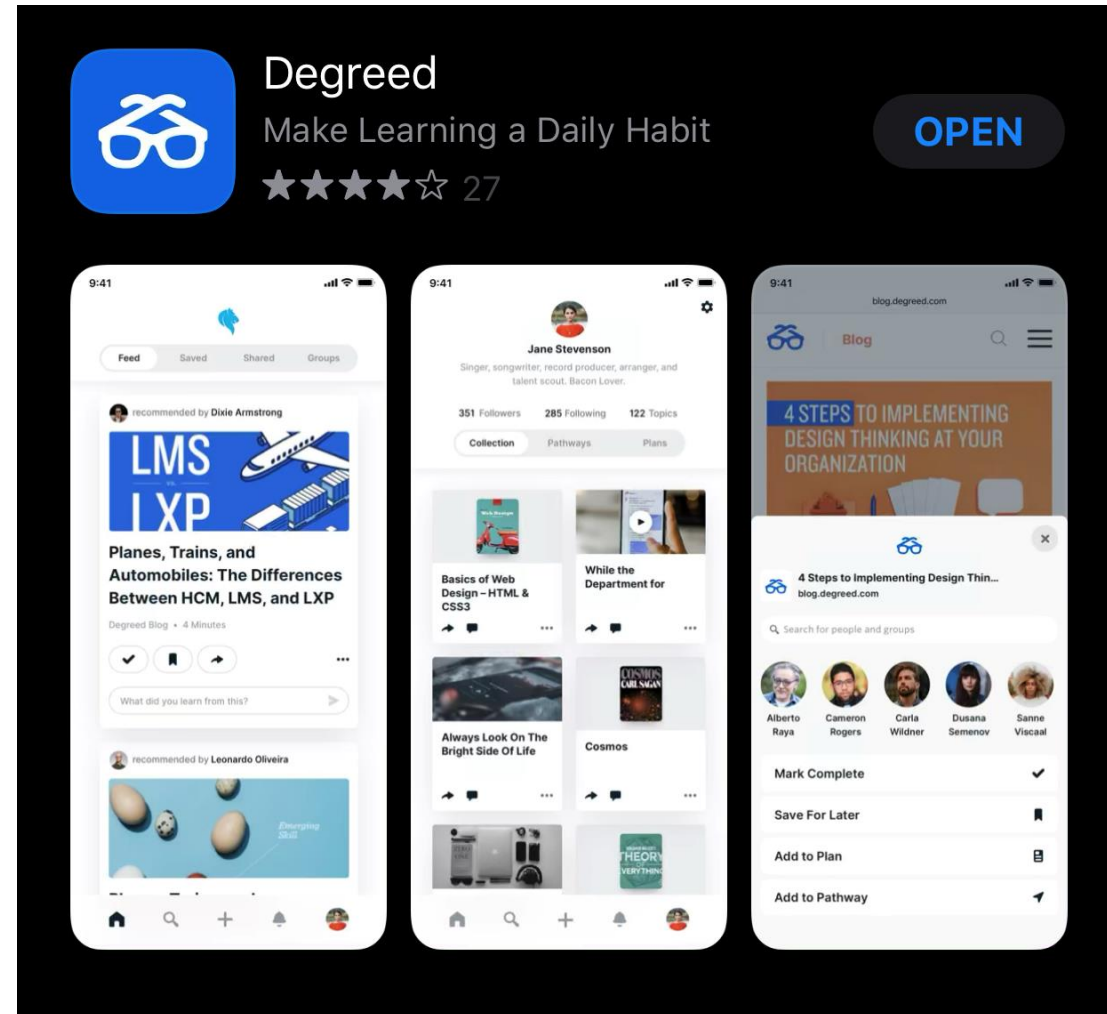
View all groups related to your search

# Navigating the System - Browsing

- Select **Home** **Browse** **Profile** option from the top left of the menu bar
- Browse by content type
  - Pathways
  - Plans
  - People
  - Groups
  - Articles
  - Videos
  - Books
  - Courses
  - Podcasts
- Browse by NWU Features Pathways and Primary Plans
- Browse by Features Providers

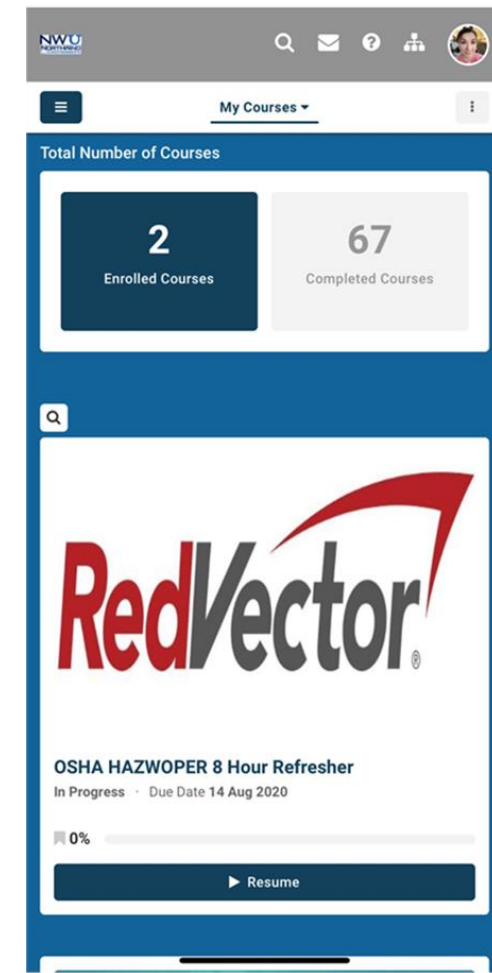
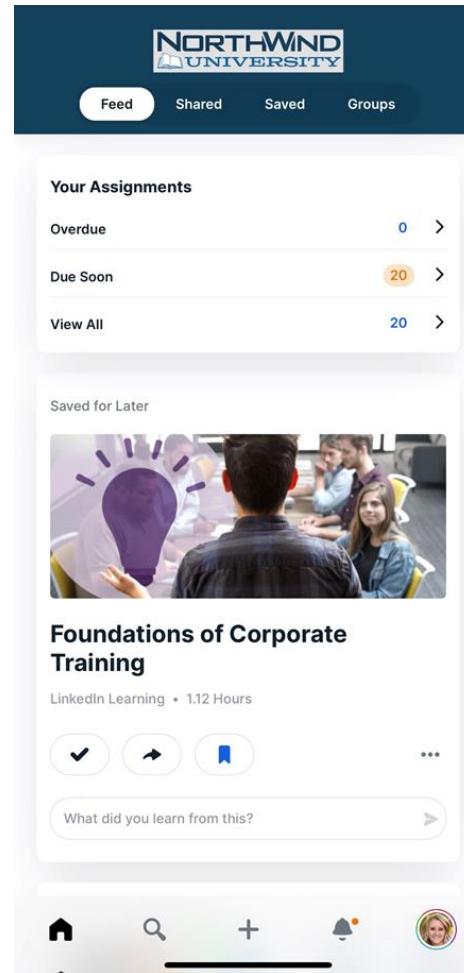


- Employees can access their NWU resources through the Degreed Mobile App
- When logging in, please select the SSO log in option
- You will be asked to authenticate through Okta using your North Wind username and password
- \*Note Okta mobile app must be installed prior to adding any North Wind system mobile apps. Please contact North Wind IT helpdesk for assistance



# Mobile Access

- Employees can access both professional development and required training resources through the Mobile App
- In the required training dashboard, employees can also access their training transcript for proof of completion while on-site



- Please direct any NWU specific questions to [nwu@northwindgrp.com](mailto:nwu@northwindgrp.com)
- Please direct any other technical questions to our IT Department by submitting a Help Desk Ticket [here](#)