

gsLearn User Guide



The gsLearn is Girl Scouts' official on-line and on-demand training forum. When you log in you have access to training created by the Girls Scouts of Greater Chicago and Northwest Indiana council and GSUSA. You can browse our Content Library to find available training. We will continue to create new content and update content to support you in the important work you do as a Girl Scout volunteer.

GSGCNW will still offer in-person training and live virtual sessions. Events that require registration may be found on the Program Registration system on our website.

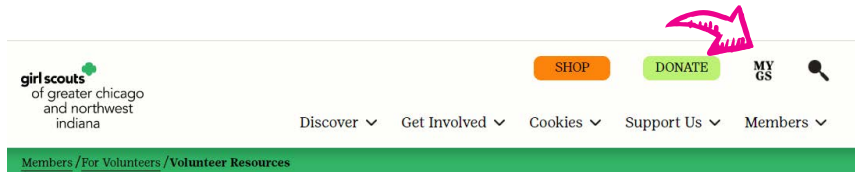
(<https://apm.activecommunities.com/girlscoutsgcnwi>).

WHERE TO FIND gsLearn

gsLearn is accessed after logging into MYGS on our website. (<https://www.girlscoutsgcnwi.org>) It can be accessed from any computer, tablet, or smartphone with internet access. For the best results, use Chrome or Firefox with a clear cache and cookies enabled.

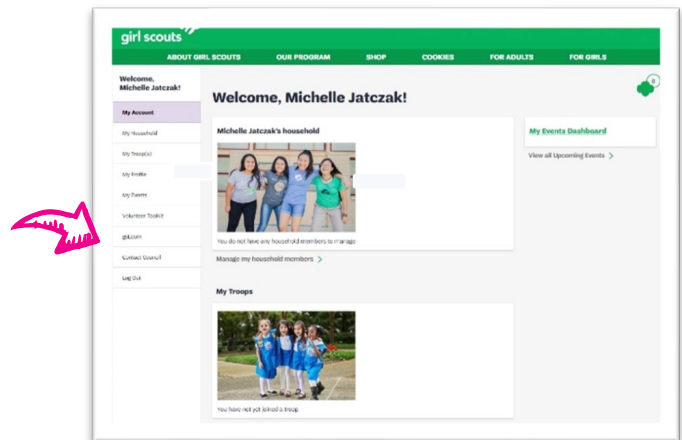
BASIC NAVIGATION

In the upper right-hand corner of your screen, click **MYGS**, and log in using your membership credentials.



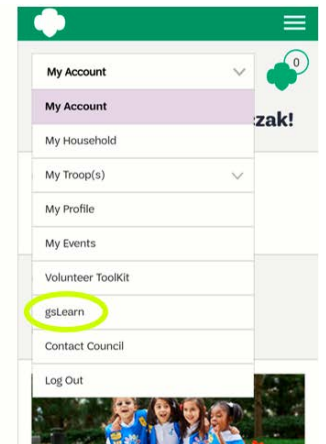
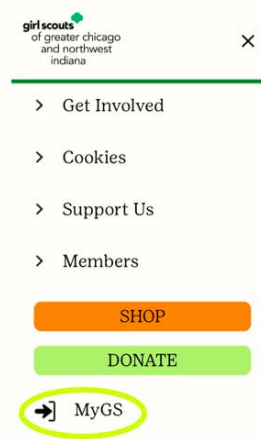
Computer Navigation

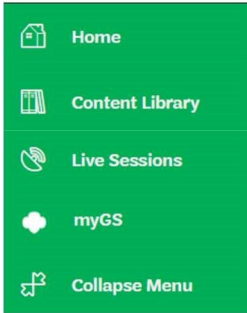
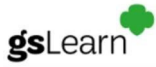
Once logged in to your member account choose gsLearn from the navigation menu on the left.



Tablet or Smartphone Navigation

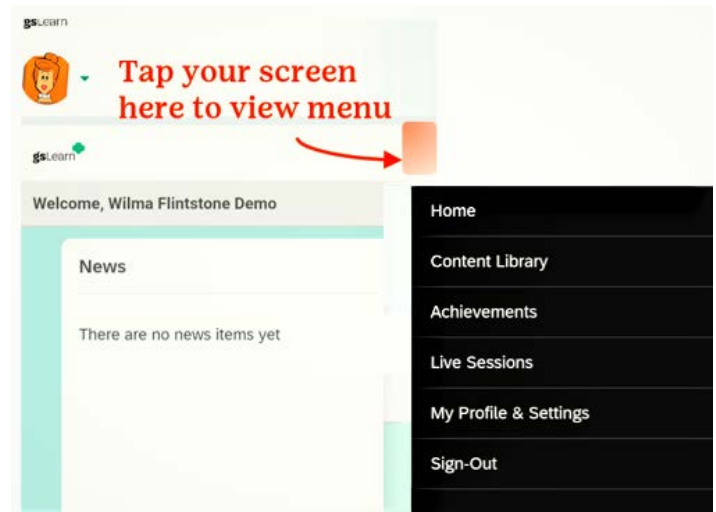
Tablet or Smartphone must use browser access. There is no app for gsLearn. For the best results, use Chrome or Firefox with a clear cache and cookies enabled. Once logged in to your member account use the dropdown to navigate to gsLearn.



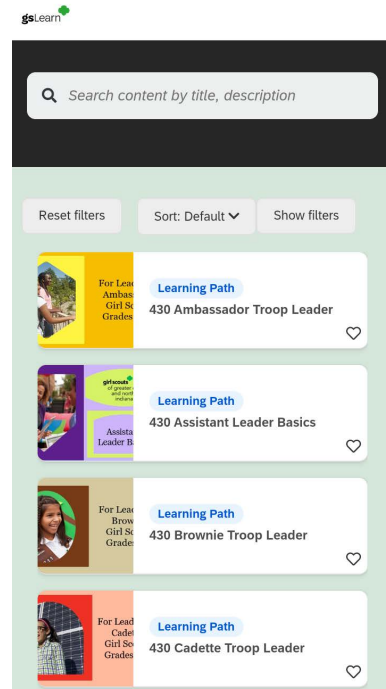


gsLearn is divided into tabs, each has unique tools to access your Girl Scout Education. If you are on a computer, you will see the green tabs on the left of your browser window. You can also navigate back to your myGS account in the menu bar. Utilize the Collapse Menu for a cleaner view and just see the content on your page.

Mobile users tap the right side of gsLearn bar to reveal the navigation menu on the right of their phone.



Once in gsLearn smartphone users will scroll down to the bottom of to see your dashboard with your assigned training.



HOME

Here you will find a snapshot of your courses! These are courses relevant for you and your role in Girl Scouts of Greater Chicago and Northwest Indiana

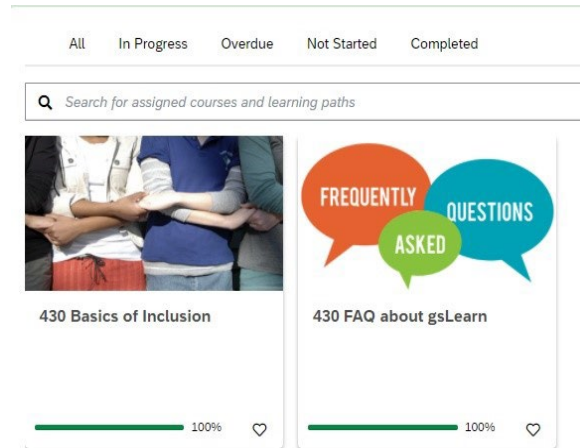
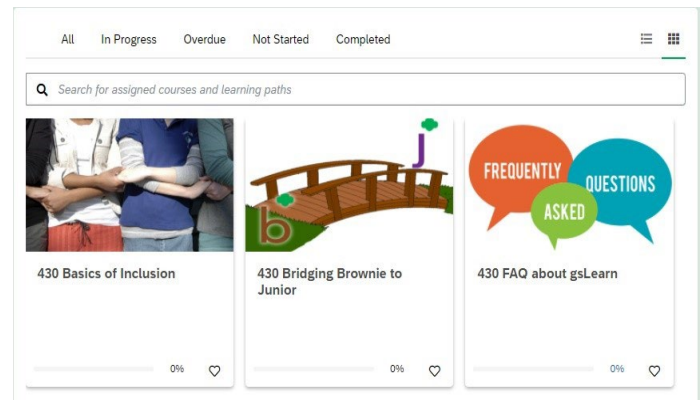
All of your content is either started or in progress. Does not include completed content.

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 of your content that has been completed fully.



NOTE: If this is the first time you have logged in, please allow up to 30 minutes for the system to refresh your account with council-recommended courses.

TERMINOLOGY

Module – an individual piece of content/training. Ex: “Leave No Trace”

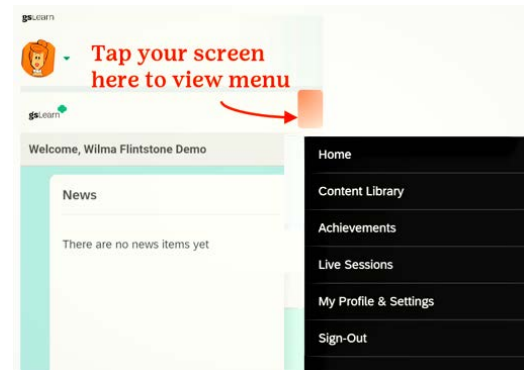
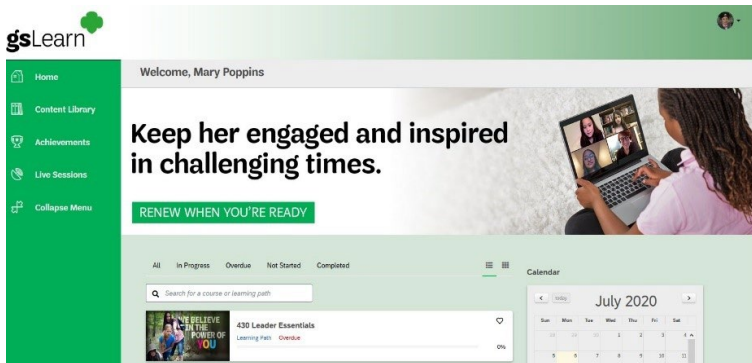
Course – a collection of modules that have related content. May contain one or multiple modules. Ex: “Cabin Camping” would include the module about “Leave No Trace”.

Learning Path – a collection of Courses that are related to cover a larger topic. Ex: “Leader Basics” would include the course “Managing Troop Finances”

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

CONTENT LIBRARY

There are more trainings available than listed on your homepage! You can find additional content on 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. Smartphone users will view the menu on the right.



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!

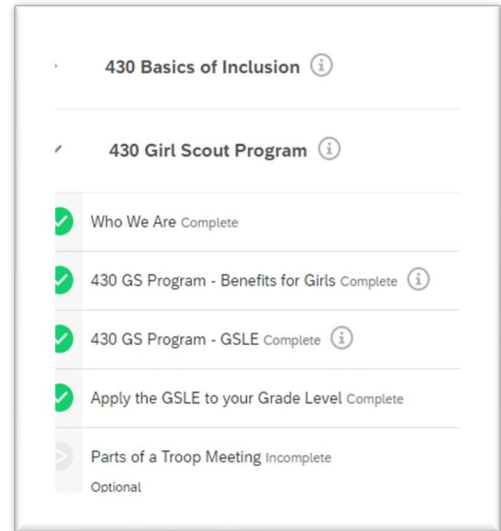


GSUSA Girl Scouts in the Outdoors
Getting outside is for a girl's overall well-being and growth and it can be an amazing part of the Girl Scout experience. This module will introduce troop leaders what they can do to begin sharing the outdoors with their troop. ODGSUSA19-20

COMPLETING THE TRAININGS

Once you have clicked on a training you are interested in and 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 have 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 material, you may not be marked as complete for the course.

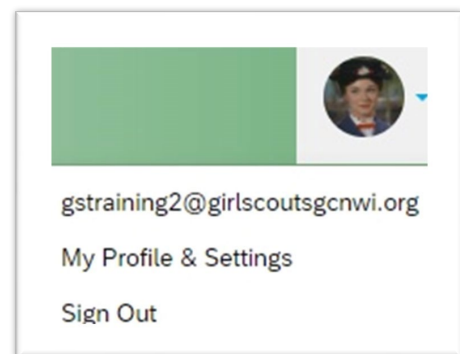
Previous This will let you see the module that you just completed.

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 in 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 membership/ MYGS. Please update email address or your physical address through MyGS.



If you have any questions about gsLearn please reach out to our Customer Care Team at customercare@girlscoutsgcnwi.org or 1-855-ILOVEGS (1-855-456-8347)

gsLearn Frequently Asked Questions

Who has access to gsLearn and how do I get in?

All registered volunteers with an active volunteer role can log in through their MyGS log in.

I just registered today. When will I have access to gsLearn?

You will have gsLearn access as soon as you receive your Welcome email with the link to set up your password and log into MyGS. Please allow for up to 30 minutes for council-assigned courses to populate your gsLearn dashboard.

How do I find my assigned training?

You will find assigned courses and/or learning paths on your homepage dashboard. To find other courses or learning paths, you can browse in the content library to find more.

What if I do not see any assigned content on my Dashboard?

We recommend searching in the Content Library. The tab is on the left side navigation menu.

What are those 3-digit numbers in the course title?

gsLearn is an online learning management system that Girl Scout councils use nationwide. Those numbers differentiate which Council created the content. Girl Scouts of Greater Chicago and Northwest Indiana is 430.

Do we have to complete the modules in order?

We have organized our modules into different courses and learning paths. Most of our courses and learning paths are set up to be taken in any order. If a course or learning path needs to be taken in a specific order it will be locked, either with a lock symbol or the word locked to denote you need to complete the modules in a specific order or if there are prerequisites to the course.

What trainings are currently available in gsLearn?

gsLearn is Girl Scouts' official on-line and on-demand training platform. When you log in you have access to training created by our council along with content created by GSUSA. You can browse our Content Library to find available training. We will continue to create new content and update the content to support you in the important work you do as a Girl Scout volunteer.

What will happen to the GSGCNWI Learning Portal?

The GSGCNWI Learning Portal was shut down. Registered members access all their on-line training through gsLearn. Registration for virtual or in-person events is through our Program Registration system.

Why don't I see a course that I have been assigned?

If this is the first time you have logged in, please allow up to 30 minutes for the system to refresh your account. If you have logged in before, and still are not seeing a course that you expect to see, check under the other tabs on your dashboard; Overdue, Not Started, and Completed. If you are still not seeing your assigned courses, you may have a duplicate account. Email gstraining@girlscoutsgncwi.org so we can assist you further.

What if I have already taken my required training?

We encourage all leaders and registered members to retake any training, especially if it has been a few years since you last took a course. You want to be updated on recent changes that may have occurred. We encourage exploration of our site to see what is new.

What if I have completed the entire course/learning path, but my completion was not tracked, what should I do?

If you completed a module, course, or learning path and your completion was not properly tracked, please contact us at gstraining@girlscoutsgncwi.org. Include the name of the course or learning path and what device/browser you are using.

Will gsLearn have a record of all my past training?

We have uploaded Learning Portal training completions from 2017- 2021 into gsLearn. Training completed in gsLearn or uploaded from the Learning Portal is found in the Achievements tab. Please direct questions to gstraining@girlscoutsgncwi.org.

Where can I find more information about in-person training?

Please check our [Program Registration](#) system on our main website, www.girlscoutsgcnwi.org. This is where all in-person classes and events are listed for registration.

Can I access gsLearn via an app?

No, you will need to access gsLearn using your membership account login through a browser. Logging in through MYGS gives you single sign-on access to your member profile. You can access not only gsLearn, but also My Household, My Troop (if you are a leader), My Profile, and Volunteer Toolkit.

What are the optimal viewing requirements for courses?

- Laptop or desktop preferred
- Tablet or smartphone will work if accessed through a browser
- An Internet connection
- Web browser:
 - Google Chrome 88
 - Firefox 85
 - Safari on Mac 14
 - Microsoft Edge 88
- JavaScript and cookies disabled
- While not a requirement, Litmos is best viewed using a minimum screen resolution of 1024×768

CLEARING CACHE AND COOKIES

Whether you are a new or experienced gsLearn user, there may be times when your internet or device has trouble connecting with your account. Many factors can contribute to this happening, so no worries! When you clear your browser's cache and temporary internet files regularly, this helps your computer or device run optimally—and doing so can help fix certain problems, like a website loading slowly, or formatting issues on a web page.

The following instructions will guide you through clearing cookies on the most popular desktop and mobile browsers.

Google Chrome is the preferred browser. Mozilla Firefox, Microsoft Edge, and Mac Safari will also work.

1. Log out of your Account.
2. Clear the cache, browsing history, and make sure cookies are disabled.
3. Close your internet browser.
4. Reopen your internet browser and log in to your account.

Desktop computer

In all modern Internet browsers, pressing F5 refreshes or reloads the page or document window. When pressing Shift + F5, it forces a complete refresh of the web page, clearing the cache and downloading all contents of the page again.

If you would like more control of the process, on most computer-based web browsers you can press Ctrl-Shift-Delete (Windows) or Command-Shift-Delete (Mac) to open menus used to clear your cache, cookies, and history.

Mobile Devices

How to clear cookies in Chrome for Android

1. Start the Chrome app.
2. Click the vertical three-dots icon on the top right-hand corner and then select History.
3. Click Clear browsing data...
4. Select All time in the Time range drop-down menu.
5. Click clear data to clear cookies in Chrome on an Android device.

How to clear cookies in Firefox for Android

1. Start the Firefox app.
2. Click the three-dot icon in the corner and hit Privacy.
3. Click Delete browsing data.
4. Select Cookies and click Clear Data.
5. Alternatively, click Clear private data on exit to clear cookies in Firefox on an Android device.
6. Click Disabled in Cookies to turn off cookies permanently.

How to clear cookies in Safari for iOS

1. Click Settings on your iOS device.
2. Find Safari.
3. Click Clear History and Website Data to clear your cookies and history in iOS.
4. Alternatively, click Settings, Safari, Advanced, Website Data, and then hit Remove All Website Data to clear cookies in iOS but keep your history.
5. Click Block All Cookies in Safari to turn off cookies permanently.

How to clear cookies in Firefox for iOS

1. Start the Firefox app.
2. Click the three-lined icon (hamburger menu) on the lower-right corner.
3. Hit Settings.
4. Select Data Management.
5. Click Clear Private Data to clear cookies in Firefox on iOS.
6. Click Cookies in Data Management to turn off cookies permanently.