



Mercury University LEARN

Table of Contents

New Technician Number	1
Long Term Goal – Technician Assigning Curriculum	2
Long Term Goal – Supervisor Assigning Curriculum.....	4
Supervisor Verifying Curriculum on Technician Learning Plan.....	6

New Technician Number

These instructions are for allowing access for a new technician into the LEARN system. New technicians are individuals who have never attended a Mercury University training course and do not have a technician ID (user ID) number with Mercury University.

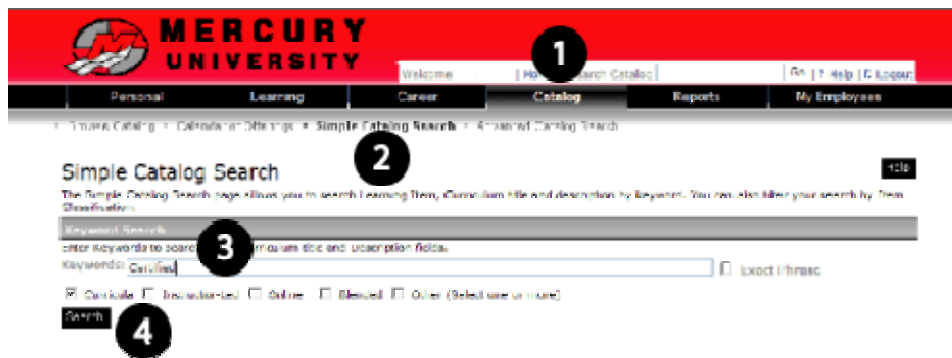
NOTE: Individuals with a technician ID can log onto LEARN using the Participants User's Guide located at the bottom of the logon page at www.mercuryuniversity.com

1. First step is to create a technician / user ID inside the LEARN system. You will need to place a call to the respective area administrator.
Mercury Marine U.S. and Canada @ 1-888-326-3728
Mercury Marine Australia and New Zealand @ 61-1-9767-6468
- The administrator will require the following information to create the ID
 - a. Dealership number
 - b. Technician name
 - c. Technician e-mail address
 - d. Training supervisor (approver) ID number for dealership
2. The administrator will communicate the new ID number to you. The LEARN system will take overnight to update the records before a new technician will be able to see all of the on-line training courses and classroom schedules applicable for your dealership.
3. The new technician should review the information in the Participants User's Guide located at the bottom of the logon page at www.mercuryuniversity.com.

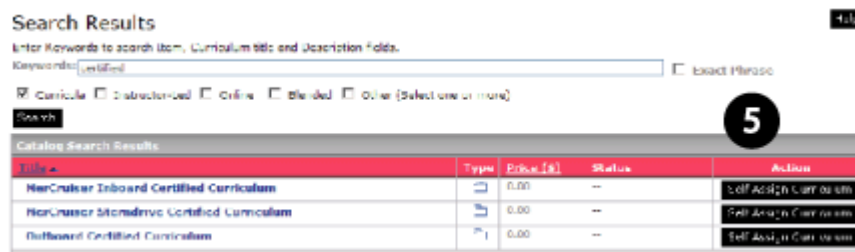
Long Term Goal – Technician Assigning Curriculum

What are your long term goals for the technician? The LEARN system can automatically assign a learning plan based on your goals. These learning plans outline the training steps necessary to reach the goal. Typical learning plans are:

- MerCruiser Sterndrive Certified
- MerCruiser Inboard Certified
- Outboard Certified
- Outboard OptiMax (Government accounts only)
- Outboard Verado (Government accounts only)



1. Log into LEARN and select the Catalog tab
2. On the next line down go to Simple Catalog Search
3. Type “Certified” into the keyword search field for the certified curriculum or “Government” for the OptiMax and Verado. Remove the check at the end of the field for exact phrase.
4. Remove all checks except for Curricula, then click on the “Search” button



5. Identify the correct curriculum for your goals and click on the “Self Assign Curriculum” button.

Curriculum Details 6

12 b

Merchmar: Inboard Certified Curriculum

Summary Information

Curriculum ID: PK15 - CBRT - LATEST
 Status: Incomplete
 Assigned By: User

▼ Item Requirements (13 Found)

8	Title	Type	9	Date Completed	Status	Action
	▶ COS Software and System Orientation - Exam - (English)	↔		01/25/2008	★	Request Approval
	▶ DTS 3000 Theory Exam - (English)	↔				Request Approval
	▶ Electrical Systems II - Module 2 Exam (English)	↔		11/21/2008	★	Request Approval
	▶ Fuel Systems 78 Exam (English)	↔		1/1/2007	★	Request Approval
	▶ Introduction to COS (Select Specific School Location)	↕	10			
	▶ Marine Technician Fundamentals - Module 6 Exam (English)	↔		01/12/2008	★	12
	▶ MerCruiser EPC 1 (Select Specific School Location)	↕				
	▶ MerCruiser EPC 2 (Select Specific School Location)	↕				
	▶ MerCruiser Inboard (Select Specific School Location)	↕				
	▶ MerCruiser Inboard Certified Test (Select Specific School Location)	↕				
	▶ MerCruiser Systems (Select Specific School Location)	↕		1/1/2008	★	
	▶ Steering 1 Exam (English)	↔		1/1/2007	★	Request Approval
	▶ Steering 11 and DTS (Select Specific School Location)	↕				

Records per Page: 25 / 13 total records

Item Requirements in Subcurricula (0 Found)

Curriculum Requirements (0 Found)

Curriculum Requirements in Subcurricula (0 Found)

7

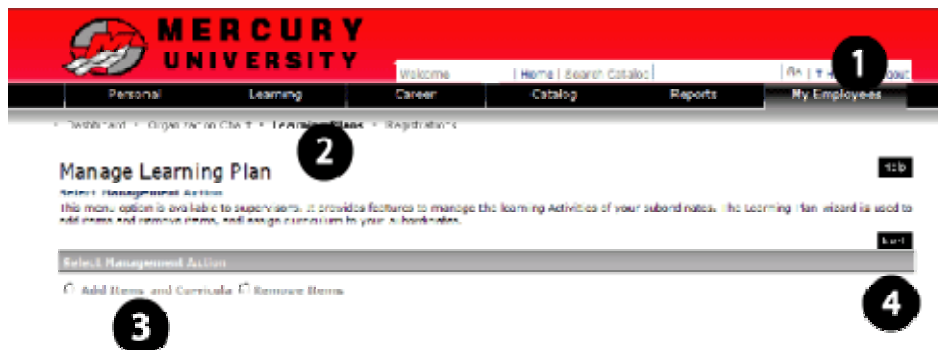
6. The system will automatically take you to the “Curriculum Details” page.
 7. Check at the bottom and change the “Records Per Page” to 25
 8. The “Title” column will show the titles of all the courses required to reach the goal.
 9. On line courses will have an icon of a mouse in the “Type” column
 10. Classroom courses will have an icon of an instructor in the “Type” column
 11. A number and green star in “Date Completed” column indicates the course has been completed.
 12. The “Request Approval” button is available for the e-skill exams.
- NOTE: You will need to add the course content from the “Catalog” tab then “All E-Skill Online Courses.”

Classroom courses identified with (Select Specific School Location) in the title are added from the “Catalog” tab, then school location.

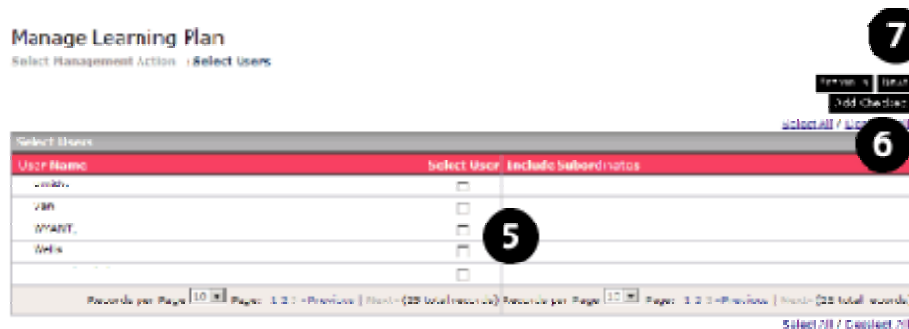
Long Term Goal – Supervisor Assigning Curriculum

What are the long term goals for the technician? The LEARN system can automatically assign a learning plan for technicians. These learning plans outline the training steps necessary to reach the goal. Typical learning plans are:

1. MerCruiser Sterndrive Certified
 2. MerCruiser Inboard Certified
 3. Outboard Certified
 4. Outboard OptiMax (Government accounts only)
 5. Outboard Verado (Government accounts only)
1. Training supervisor will log into LEARN and select the “MY Employees” tab



2. Go to “Learning Plans” in the small text below the black banner
3. Select “Add Items and Curricula” by clicking on the radio button
4. Then click on the “Next” button to move to the next page



5. Select the correct individual(s) by clicking in the check box(es) under “Select User”
6. Click on “Add Checked” when all individuals are selected
7. Click on “Next” button to move onto the next page

Manage Learning Plan

Select Management Action | Select Users | **Search for Items and Curriculum**

Search for Items and Curriculum

enter keywords to select items.
Keywords: Exact Phrase

Curricula Instructional Online Blended Other (Select one or more)

There are no items and/or curricula selected.

8. Type “Certified” (or Government) into the keyword search field
9. Remove all checks except for “Curricula”
10. Click on the “Search” button

Search Results

[refine search](#)
[Keywords: Certified](#)
[Exact Phrase: Yes](#)

Search Results

Title	Type	Add
MerChisel 1 Board Certified Curriculum		<input type="checkbox"/>
MerChisel 2 Blended Certified Curriculum		<input type="checkbox"/>
Certified 1 Blended Curriculum		<input type="checkbox"/>

11. Locate the correct curriculum and add a check in the “Add” column
12. Click on the “Add Checked” button to continue to the next page

Manage Learning Plan

Select Management Action | Select Users | Search for Items and Curriculum | **Edit Information**

Search for Items and Curriculum

enter keywords to select items.
Keywords: Exact Phrase

Curricula Instructional Online Blended Other (Select one or more)

edit information

Title	Type	Assignment Type	Assign Date	Remove
MerChisel 1 Board Certified Curriculum	<input checked="" type="checkbox"/>	---	07/27/19	<input type="checkbox"/>

13. Confirm your selection and click on the “Next” button to move onto the next page.

NOTE: You can remove an individual by adding a check in the Remove column and clicking on the Remove Checked button.

Manage Learning Plan

Refers: Management Action | Select Users | Search for Items and Curriculum | Edit Information | **Edit Required Dates**

14

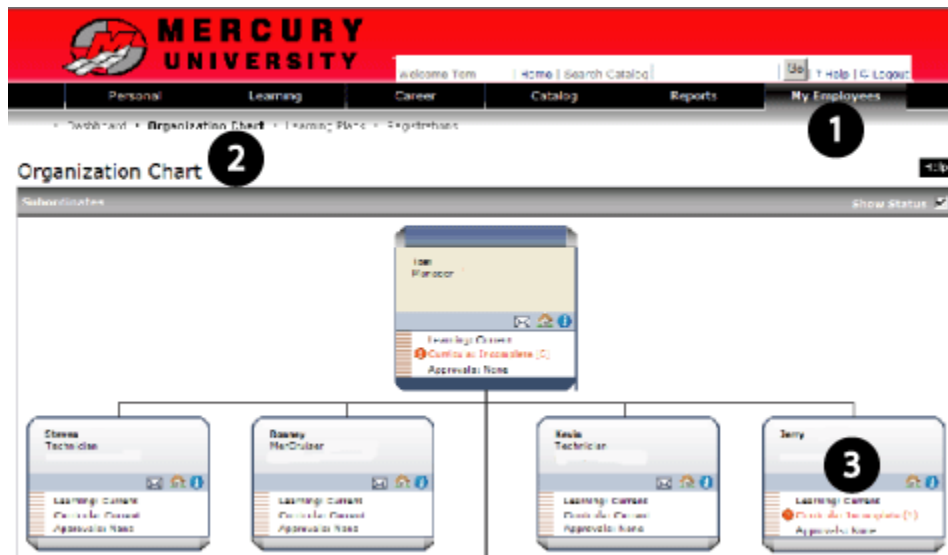
Edit Required Dates for Users				
User				
XXXXXXXXXX				

Edit Required Dates				
Title	Type	Assignment Type	Assign Date	Required Date
MerCruiser - Diesel Certified Curriculum	<input type="checkbox"/>	ccc	1/31/2010	ccc

- Review your selections and click on the “Finish” button to add the curriculum onto the technicians learning plan. You can make any corrections by click on the “Previous” buttons to return to earlier pages.

Supervisor Verifying Curriculum on Technician Learning Plan

As a supervisor you can view the technician’s learning plan in a read only view by using the following steps.

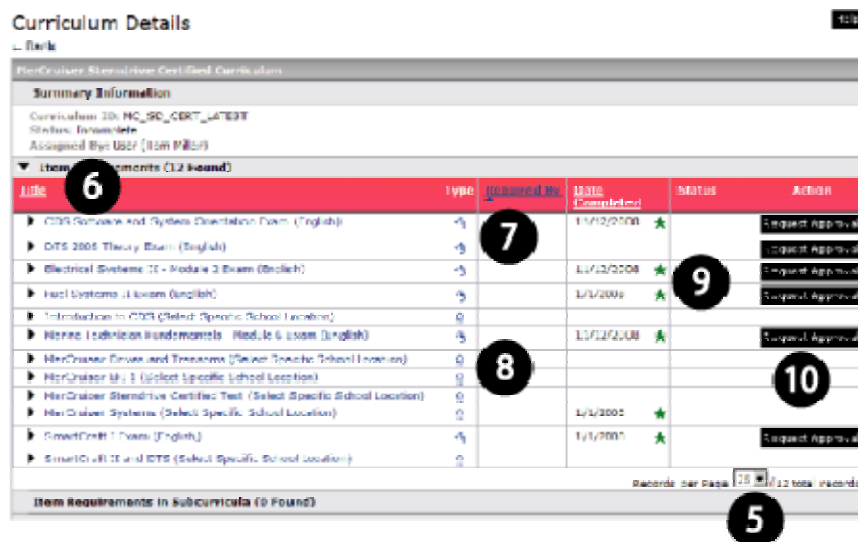


The screenshot shows the Mercury University web interface. At the top is the university logo and navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. Below the tabs is a breadcrumb trail: Home > Organization Chart > Learning Plan > Register/Edit. The main content area is titled 'Organization Chart' and displays a hierarchical chart. At the top is 'Tom Parson' (Learning Counselor, Curricula Incomplete, Approvals None). Below him are four technicians: 'Steve Technician', 'Davey MacQuar', 'Kevin Technician', and 'Jerry Technician'. The 'Jerry Technician' card has a red circle with the number 3 over the text 'Curricula Incomplete (1)'. A red circle with the number 1 is over the 'My Employees' tab, and a red circle with the number 2 is over the 'Organization Chart' link in the breadcrumb.

- Go to the “My Employees” tab
- Select “Organization Chart” from the list of options below the back band.
- Locate the correct individual from the organization chart and click on the red “Curricula Incomplete” text. The LEARN system will switch you over to the technician’s “Curriculum Status” page in view only mode.



4. Click on the curriculum title to open the “Curriculum Details” page.



5. Check at the bottom and change the “Records Per Page” to 25
6. The “Title” column will show the titles of all the courses required to reach the goal.
7. On line courses will have an icon of a mouse in the “Type” column
8. Classroom courses will have an icon of an instructor in the “Type” column
9. A number and green star in “Date Completed” column indicates the course has been completed.
10. The “Request Approval” button is available for the e-skill exams.

NOTE: You will need to add the course content from the “Catalog” tab then “All E-Skill Online Courses”

Classroom courses identified with (Select Specific School Location) in the title are added from the “Catalog” tab then school location.