



School of Medicine

Accelerate

Employee Development Tools

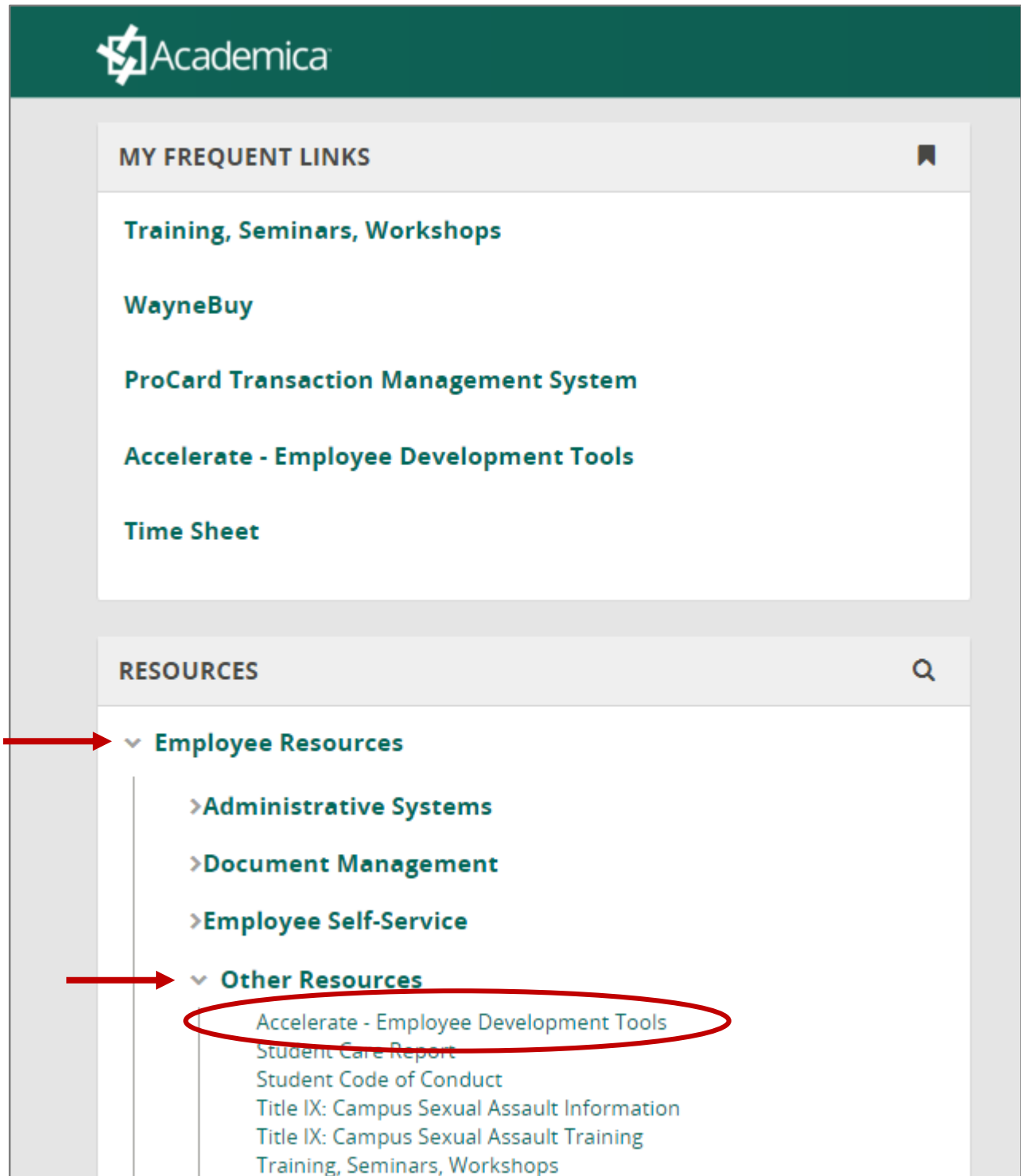
Job Aid

Accelerate
Employee Development Tools

Brought to you by Organization & Employee Development

Logging into Accelerate

- Log in to Academica using your AccessID and Password.
- Click on Employee Resources > Other Resources > Accelerate – Employee Development Tools.



Accessing Resources

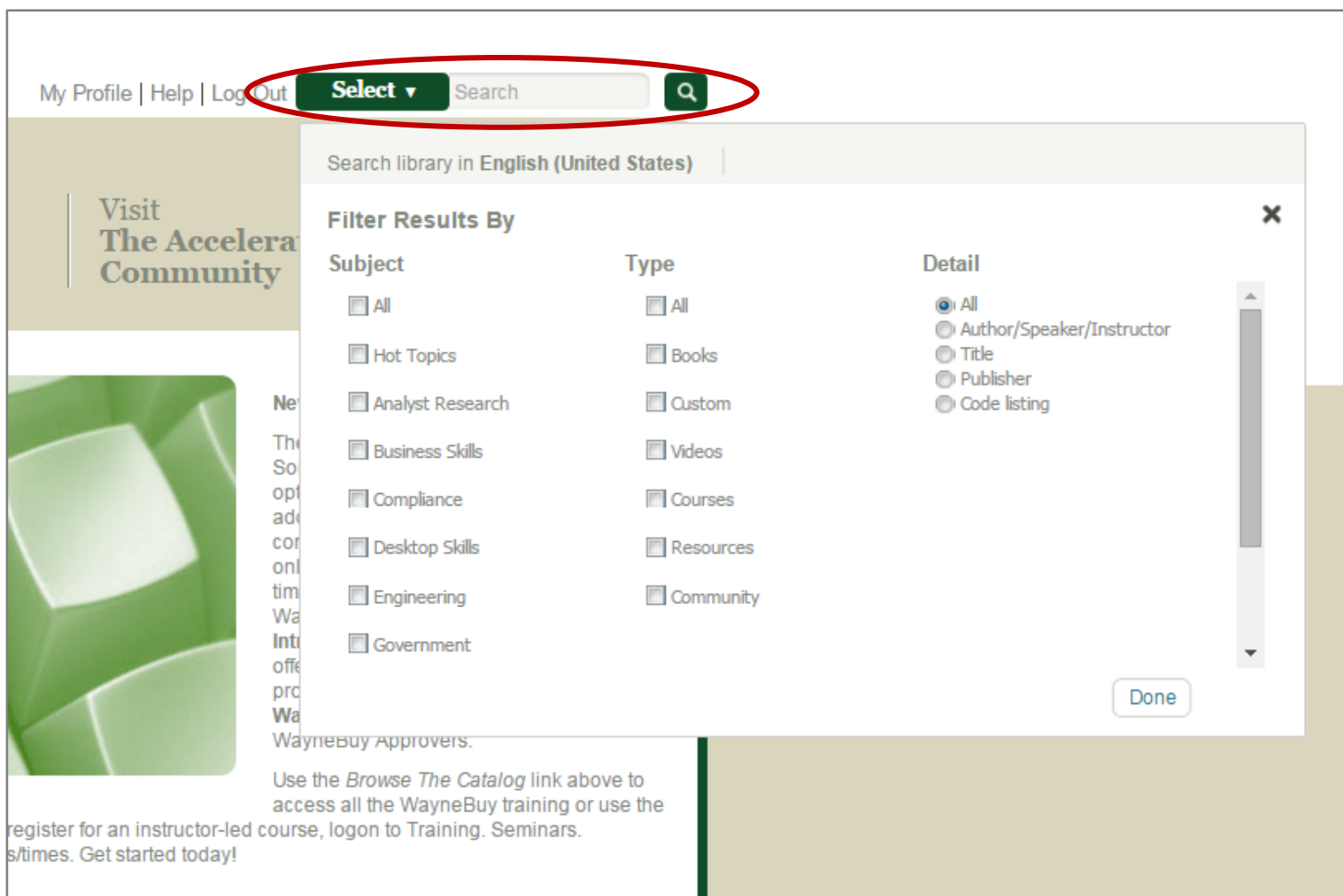
From the Homepage, you can access Accelerate Resources in a variety of ways:

- Look for resources on a specific topic using the Search bar
- Browse the available resources in The Catalog
- Access saved resources in your Learning Plan

The screenshot shows the Accelerate Employee Development Tools homepage. At the top left is the logo "Accelerate Employee Development Tools". On the right, there are links for "My Profile", "Help", and "Log Out", followed by a "Select" dropdown menu and a search bar with a magnifying glass icon. Below the header, there are three main navigation options: "See What's New", "View Learning Plan", and "Browse The Catalog". The "View Learning Plan" and "Browse The Catalog" links are circled in red. To the right of these is a "Visit The Accelerate Community" link and a notification badge showing "1" with a checkmark icon. The main content area features a user profile for "Katie McDowell" with a "My Profile" link and a "Featured Topics" section with a "Select Topic" dropdown and a "View" button. A featured article titled "New WayneBuy Online Training!" includes an image of a shopping cart on a keyboard and text describing the training options. Below the article, there are three course cards: "Procard" (30 minutes, 16 recommendations), "Introduction to WayneBuy" (30 minutes, 7 recommendations), and "WayneBuy Approvals Process" (Custom - Course, 2 recommendations). Each card has "Details", "Launch", and "Save" buttons. At the bottom, there is a "Recommended for You" section with a carousel of book covers including "Customer-Centric Marketing", "Effective PM and BA Role Collaboration", "Power Pivot and Power BI", and "BABOK".

Searching for Resources

- Select key words related to your topic of interest - type them into the Search bar and click the magnifying glass.
- To filter your results by subject or type of resource, click on the green Select bar and select all options that apply.



The screenshot shows a web application interface. At the top, there is a navigation bar with links for "My Profile", "Help", and "Log Out". A green "Select" dropdown menu is highlighted with a red oval. To its right is a search bar with the text "Search" and a magnifying glass icon. Below the search bar, a dropdown menu is open, displaying "Search library in English (United States)". The menu is titled "Filter Results By" and is divided into three columns: "Subject", "Type", and "Detail".

Subject	Type	Detail
<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="radio"/> All
<input type="checkbox"/> Hot Topics	<input type="checkbox"/> Books	<input type="radio"/> Author/Speaker/Instructor
<input type="checkbox"/> Analyst Research	<input type="checkbox"/> Custom	<input type="radio"/> Title
<input type="checkbox"/> Business Skills	<input type="checkbox"/> Videos	<input type="radio"/> Publisher
<input type="checkbox"/> Compliance	<input type="checkbox"/> Courses	<input type="radio"/> Code listing
<input type="checkbox"/> Desktop Skills	<input type="checkbox"/> Resources	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Community	
<input type="checkbox"/> Government		

At the bottom right of the dropdown menu is a "Done" button. The background of the page includes a banner for "Visit The Acceleration Community" and some text about WayneBuy approvers and training seminars.

Viewing Search Results

- Search results will be listed by category – the blue number next to the category indicates the total number of that resource found (related to your search).
 - Only three resources for each category will be visible. To view all of the results, click on either the blue number or View All next to the category.
- To learn more about a particular resource, click Details.
- To begin viewing that resource, click Launch.
- To save that resource to your Learning Plan, click More Actions.

Accelerate
Employee Development Tools

My Profile | Help | Log Out **Select** Excel

Quick Links ▾ Recently Viewed ▾

See What's New | View Learning Plan | Browse The Catalog | Visit The Accelerate Community

1

4020 Results for **Search** Sort by Relevance Go

You searched: Excel

Books (2341) View All Show Filter

Refine By ?

- Subject
Clear All
 All
 Certification
 Hot Topics
- Type
 Training Credits
- Additional Filters

Refine

Power Pivot and Power BI: The Excel User's Guide to DAX Power Query, Power BI & Power Pivot in Excel 2010-2016, 2nd Edition
By: Rob Collie, Avi Singh
Holy Macro! Books © 2016 ISBN: 9781615470396
Book: 344 Pages
Recommend (1)
Details | Launch | More Actions ▾
View relevant sections (34)

M is for (Data) Monkey: The Excel Pro's Definitive Guide to Power Query
By: Ken Puls, Miguel Escobar
Holy Macro! Books © 2016 ISBN: 9781615470341
Book: 244 Pages
Recommend (0)
Details | Launch | More Actions ▾
View relevant sections (31)

POWER EXCEL with MrExcel: 567 Excel Mysteries Solved
By: Bill Jelen
Holy Macro! Books © 2015 ISBN: 9781615470389
Book: 562 Pages
Recommend (0)

Browsing the Catalog

- This general search options will open a window containing links to general categories of Accelerate Resources, WSU-specific Systems Trainings and any University Training Initiatives.

The screenshot displays the 'Accelerate Employee Development Tools' interface. At the top, there is a navigation bar with 'My Profile | Help | Log Out', a 'Select' dropdown, and a search box. Below this, there are sections for 'Quick Links' (including 'See What's New') and 'Recently Viewed' (including 'View Learning Plan'). A red circle highlights the 'Browse The Catalog' link. A dropdown menu is open, showing a list of categories under the heading 'Browse library in English (United States)'. The categories are: Accelerate Resources, Hot Topics, Analyst Research, Business Skills, Compliance, Desktop Skills, Engineering, Government, IT Skills, Well-being, Certification, WSU Systems Training (with sub-items: A-Check Direct (Background Checks), AppXtender, Banner Navigation, Cognos, FMLA and FMLASource, Form I-9 Employment Verification, OISS Work Authorization Request, Procard, TravelWayne, WayneBuy, WaynePM), and University Initiatives (with sub-item: C&IT Security Awareness Program). A red arrow points to the 'Browse The Catalog' link, and another red arrow points to the dropdown menu. A third red arrow points to a notification icon in the top right corner showing '1' and a clipboard icon. The interface also includes a user profile for 'Katie McDowell', a 'Featured Topics' section with a 'Select Topic' dropdown and a 'View' button, and a 'Custom' section at the bottom with icons for a laptop, two people, and an 'APPROVE' stamp.

Using Your Learning Plan

- You can view saved resources and access them with ease at any time.
- To view your saved resources, click on View Learning Plan and then the Personal Learning tab.
- When saving resources, you will have the option to create folders, allowing you to organize resources by category.

The screenshot displays the 'Accelerate Employee Development Tools' interface. At the top left is the logo 'Accelerate Employee Development Tools'. On the top right, there are links for 'My Profile | Help | Log Out', a 'Select' dropdown menu, a search bar, and a magnifying glass icon. Below the header, there are two main sections: 'Quick Links' and 'Recently Viewed'. The 'Quick Links' section includes 'See What's New', 'View Learning Plan' (highlighted with a red circle), 'Browse The Catalog', and 'Visit The Accelerate Community'. The 'Recently Viewed' section is currently empty. Below these sections, there are two tabs: 'Assigned Learning' and 'Personal Learning' (highlighted with a red circle). To the right of the tabs is a dark green button with the number '1' and a clipboard icon. Below the tabs, there is a list of learning categories, each with a plus sign icon and a calendar icon: 'General', 'Project Management', 'Computer Skills', 'Leadership', 'Design', and 'Social Media'. At the top right of this list, there are links for 'Add Learning Event' and 'Manage Sets'. A red bracket on the left side of the list groups the categories from 'General' to 'Social Media'.

Viewing SOM-Specific Resources

- To view a selection of hand-picked SOM resources, click on View Learning Plan and then the Assigned Learning tab.
- Click on the School of Medicine folder.
 - You may or may not have other folders visible in this section. Assigned Learning is determined by Managers/Supervisors or the University.

The screenshot displays the 'Accelerate Employee Development Tools' interface. At the top left is the 'Accelerate' logo and 'Employee Development Tools' text. On the top right, there are links for 'My Profile | Help | Log Out', a 'Select' dropdown menu, a search bar, and a magnifying glass icon. Below this is a navigation bar with 'Quick Links' and 'Recently Viewed' sections. The 'Quick Links' section includes 'See What's New', 'View Learning Plan', 'Browse The Catalog', and 'Visit The Accelerate Community'. The 'Assigned Learning' tab is highlighted with a red circle and a red arrow pointing to it. To the right of the tabs is a green notification badge with the number '1' and a clipboard icon. Below the tabs is a table with a 'General' header and columns for 'Status' and 'Due'. The table contains one entry for 'SOM Faculty Affairs & Professional Development' with an enrollment status of 'Not Enrolled' and a due date of 'n/a'. The entry includes the Wayne State School of Medicine logo and links for 'Details' and 'More Actions'.

Accelerate
Employee Development Tools


My Profile | Help | Log Out **Select** Search

Quick Links ▾ Recently Viewed ▾

See What's New | **View Learning Plan** | Browse The Catalog | Visit The Accelerate Community

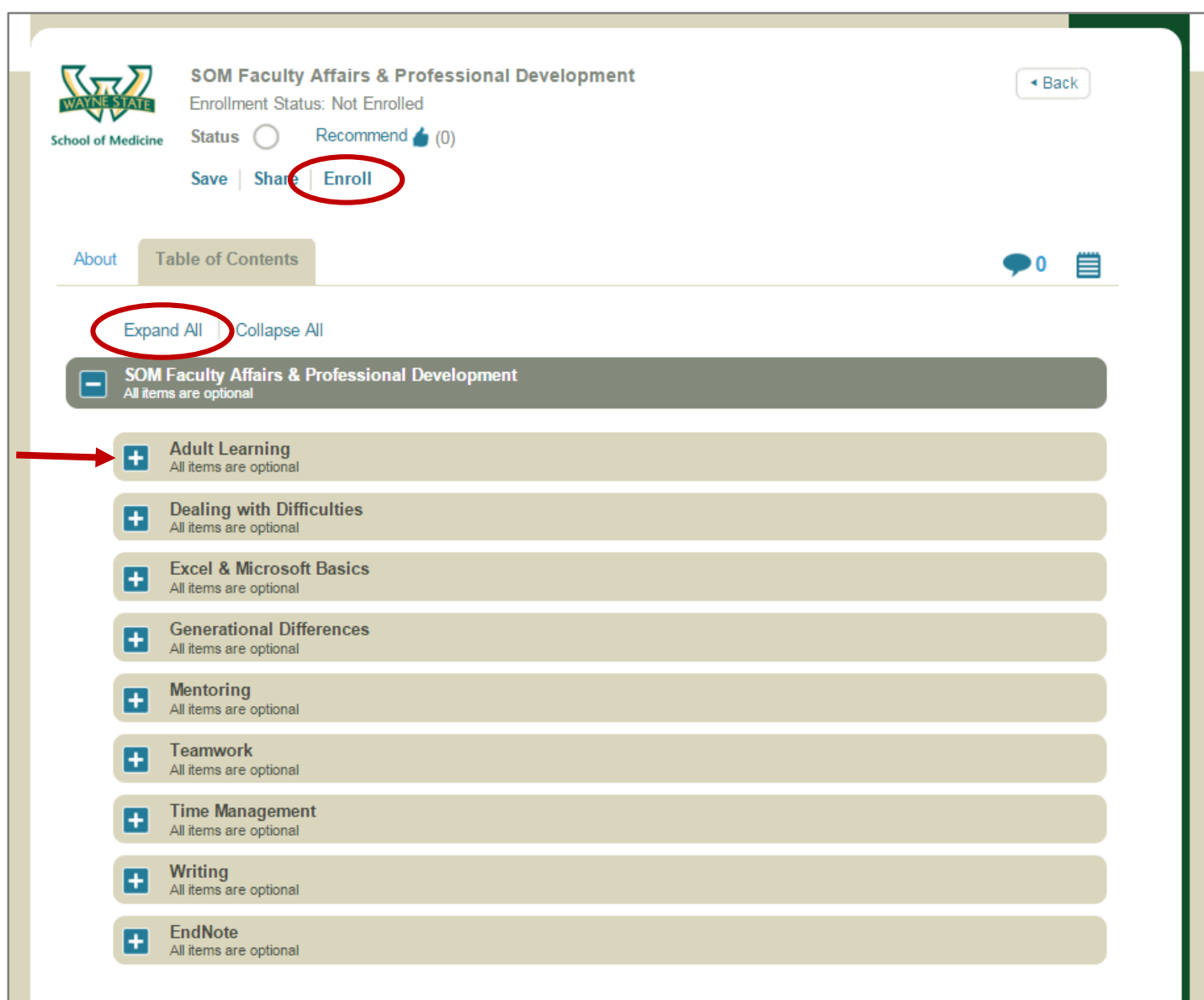
Assigned Learning | Personal Learning

1

General	Status	Due
 SOM Faculty Affairs & Professional Development Enrollment Status : Not Enrolled Details More Actions	<input type="radio"/>	n/a

Viewing SOM-Specific Resources cont...

- The resources in this folder are separated by category.
 - To view all resources available, click on Expand All.
 - To view only the resources in a particular category, click the “+” sign next to the category.
- To access any of the resources in these folders, be sure to click Enroll.
 - When prompted to add it to your Learning Plan, select Yes.
 - It will prompt you to select additional details - these are optional.



The screenshot displays the interface for 'SOM Faculty Affairs & Professional Development'. At the top left is the Wayne State School of Medicine logo. The page title is 'SOM Faculty Affairs & Professional Development' with an enrollment status of 'Not Enrolled'. Below the title are options for 'Status', 'Recommend' (with a thumbs-up icon and '(0)'), 'Save', 'Share', and 'Enroll'. The 'Enroll' button is circled in red. Below the title bar are tabs for 'About' and 'Table of Contents', and icons for a chat bubble (0) and a calendar. A section titled 'Expand All' and 'Collapse All' is also present, with 'Expand All' circled in red. A main header bar for 'SOM Faculty Affairs & Professional Development' indicates 'All items are optional'. A list of resource categories follows, each with a '+' icon and the text 'All items are optional'. A red arrow points to the '+' icon for the 'Adult Learning' category. The categories listed are: Adult Learning, Dealing with Difficulties, Excel & Microsoft Basics, Generational Differences, Mentoring, Teamwork, Time Management, Writing, and EndNote.