

## General

### What is Degreed?

We partnered with Degreed to offer members an exciting, innovative, user-driven learning experience; ATD Dallas and Degreed share a similar vision where members are empowered to create their own learning experience based on skills needed for their current role, a potential career path, or personal passions. Degreed is flexible and enables you to adopt continuous learning in your life in ways that matter to you.

### Who can access A.R.E. powered by Degreed?

Starting May 2<sup>nd</sup>, all members of ATD Dallas will have access to Degreed. To login use the following:

- Email address associated with your ATD Membership
- Password - **ATDDallasUserD3gre33!**

**\*\*\*If you are unable to login, please contact [degreed@tddallas.org](mailto:degreed@tddallas.org)\*\*\***

### What do the points mean and how do I earn them?

Points in Degreed are a way to recognize and quantify your participation. They are calculated by time- for every hour of learning you get 1 point. You can earn points by adding learning to your personal learning collection by marking items complete, using the chrome extension (or other browser bookmarklet), in addition to using the '+' next to your Search bar.

## Profile Settings

### What is my profile?

Your profile is a collection of your skills and learning experiences, including formal courses, informal courses, events, books, articles, videos, assessments and work experience. Think about this as your 'lifelong learning transcript,' where you can load anything from the past, and track anything in the future.

### Who can see my profile?

By default, your profile is visible to ATD Dallas members only. Your profile and learning collection (or completed learning activities) and the pathways that you are enrolled in are visible to other members within ATD Dallas. People outside ATD Dallas cannot see your information unless your profile is set to public. If set to private, nobody will be able to visit your profile, but that might take away from the social learning experience.

### How do I update my profile privacy settings?

You can update your profile privacy setting by clicking on your name on the top right corner of your Degreed page. Once you click on your name, you will be able to select 'Settings' from a drop down. Under the Setting page, you will see the other Profile Privacy setting options you can choose.

### How do I update my settings for different languages in Degreed?

The browser version of Degreed is available in several languages. The platform automatically respects your web browser's language preference setting if your preferred language is available.

Even though Degreed offers many languages, content you find comes from many providers. Degreed does not translate outside providers' content. Currently, the mobile app is only available in English.

### **How can I update my Email setting?**

You can update your Email settings by clicking on your name on the top right corner of your Degreed page. Once you click on your name, you will be able to select 'Settings' from a drop down. Once at the Setting page, you will be able to select the Email tab. In the Email tab, you can select which emails you'd like to receive and how often.

### **What happens to my Degreed profile if I leave ATD Dallas?**

If you add a second email address to your Degreed account, you can be sure to maintain access to your account even if you leave ATD Dallas. You will need to contact [info@degreed.com](mailto:info@degreed.com) to transfer your Degreed profile to a personal Degreed profile and you will lose access to all company content.

### **How do I change my Profile to my preferred name?**

You can manually change your preferred name in the Profile Settings.

### **I have a Degreed profile with my personal email address, how can I transfer it over to my company profile?**

We can have your accounts merged by Degreed. Please contact [degreed@tddallas.org](mailto:degreed@tddallas.org) to transfer your personal account to a company account. Please note, it will take 1-3 business days.

## **Navigation/Feed**

### **What are the different ways I can access Degreed?**

You can access Degreed through a work computer, personal computer, or mobile app. When you're on mobile and you enter in your email address, you will be redirected to login via SSO as your ATD Dallas email address will be a recognized email in the database.

### **What is the "Degreed Button/Chrome Extension," and can I use it?**

The Degreed Button allows you to add learning to your profile from websites you visit. So, even if you're not browsing in Degreed, you can still "mark complete" learning you do outside platform. You can even use the Extension to share content with other members of the company, groups, or save for later.

### **How do I download the "Degreed Button/Chrome Extension"?**

Download and use the Degreed "Button" for your browser (also known as the Degreed Extension) found by clicking your profile icon on the top right corner, then select "Settings" and select "Degreed Button". Here you will find instructions on how to download the extension for your browser of choice.

### **How do I find people to follow on Degreed?**

Search for the person's name in the Search bar above. If that person has made their profile visible, you'll see their name/picture in the search results – then click "Follow". You will also get recommendations on your home feed for people to follow on the right side, and you can discover people based on what topics you search in browse.

**Why am I seeing what I see on my feed?**

'Today's Learning' is an assortment of learning material that is recommended specifically for you. The material in Today's Learning is generated from Pathways you're enrolled in, people you follow, learning items you've saved for later, groups you've joined, and preferred learning categories you've identified on your profile.

**How do I remove something from my feed?**

If there is content on your feed that you don't find relevant to you, you can 'dismiss' the item by selecting the three dot menu next to the piece of content. Doing this will improve your feed experience.

**How do I improve my feed?**

The more you use Degreed, the more your feed will learn about you. Each time you complete, recommend, like or dislike an item your feed learns about you. Your feed is also influenced by the pathways you've enrolled in and the groups you've joined.

## Content

**How do I find things to learn?**

It's easy! When you first login to Degreed you will be brought to your home page which lists recommendations for Today's Learning. To find more learning materials, click on the Browse link at the top left corner of the Home page or use Search at the top of the page. When you use Browse or Search, you have the option to search within the ATD Dallas catalog of resources, or from External Resources (toggle). On the Browse page you are able to view learning items personalized and relevant to your interests. You can find Pathways to enroll in, Top Categories you've identified in your profile, Featured Course providers, Groups, and Featured Content to select. You will also find filters for your search items like 'Type', 'Provider', etc. which you can use to drill down your search even more.

**What's the difference between the internal ATD Dallas catalog and the External Resources?**

When you perform a search in Degreed, the system will look for internal content as a default, until you toggle to the external resources. The ATD Dallas catalog includes ATD Dallas created content, assets from Harvard Manage Mentor and Harvard Leading Edge. The External Resources are assets curated off the internet through Degreed and are not owned, vetted, or promoted by our company.

**How can I add content to the internal catalog?**

The platform has different levels of permissions, with most members having user access. Internal content is managed closely. Please consult with your learning team if you have assets you'd like to have considered for inclusion.

**Will the content be available in different languages?**

Internal content is often available in most languages, depending on the group or line of business who created it. External content off the internet varies, as we do not own or translate this material. Content

is ultimately available in the language that the provider offers - the Degreed platform is translated based on your browser settings.

### **Is all the content hosted on Degreed Platform?**

Degreed is the 'front door' to your content which is hosted in a wide variety of sources. When you find the content you are interested in consuming, click on it, and it will open a new tab taking you to the source which is hosting it. For example, if you find a useful Ted Talk, if you click the content it will open in a new tab. You can mark complete with your browser extension, or back in the platform.

### **Can I see all content?**

All members have access to the internal Catalog and the External Resources. Everyone has access to all content in the External Resources, keep in mind that *some* content is paid content and you will be taken to a link which might ask for a membership or a form of payment. Everyone can see the internal Catalog but some content is accessible only to relevant sets of members. In case you cannot see some of the content you feel like you should see based on the above qualifiers, please reach out to your learning team.

### **How can I provide feedback on content?**

To provide feedback on content you've completed or a summary of what you've learned, you can enter text in the 'What did you learn from this article?' field or takeaway. You can also 'like' or 'dislike' items but selecting the thumbs up or down option after marking it complete.

### **What do I do if I find content that is inappropriate?**

Next to each content item is a three dot menu, once you click here you can see the option to 'Mark as Inappropriate'. If the item is in our internal Catalog, your learning team will be notified, if it is in your External Resource, the Degreed team will be notified and the item will be removed until it is further investigated.

## **Groups**

### **What is a group?**

A group is a set of people who learn together and share common interests. For example, all members in a specific role could be a group or a group could be people who want to learn about a specific topic.

There are three types of groups:

- Open groups: Anyone in the company may join an open group without requesting permission from the group creator
- Closed groups: A member must request permission to join a closed group
- Private groups: Private to only those are invited to join the group (invite-only)

### **Who can assign me to a group?**

You may be automatically assigned to groups based on your role and team. You can be invited to join a group by any other member of that group. You will receive an invitation through email and can choose to accept the invitation.

### **How do I join or create a group?**

Click on the “Manage Org” tab in the top right avatar, then select ‘Group’. Here you can see a list of groups to join or a ‘+ create a group’ button if you would like to create a group of your own. Know that not all members have the permission to create open and closed groups.

### **How do I recommend learning to my group? How do I recommend learning to someone else?**

Below any learning content or pathway title, there is a ‘Share’ button. After pressing that button, you have the option to select a group or individual that you want to recommend the content or pathway to. In each case, you are also given the option to describe why you are recommending the content. You can also recommend content using the Degreed Extension.

## **Pathways**

### **What are Pathways?**

Pathways are collections of curated learning content that are specific to a topic. These include articles, videos, and other learning material. Many will have several sections that expand upon a topic, or go more in depth. Completing a pathway shows to others your mastery and interest in a topic.

### **Who can create pathways?**

Every user can author private pathways for their own learning. Private pathways can also be made visible on your profile to share with others at our organization to view and access.

### **How do I create a pathway?**

To create a Pathway, simply click on your profile, select pathways, and then click the '+' button to start building your pathway. Everyone has the permission to create their own pathways and some can even share them with the rest of our organization. You also have the ability to add content to a pathway through the Degreed extension.

### **How do I edit a pathway?**

To edit a pathway, find the Pathway's tile. You can always find this on the Pathways tab of your Profile page, and you can also see it on the Pathways tab of the Browse page if you have published it. From there you can click the edit tab.

### **How do I publish a pathway?**

When your pathway is complete, you can publish it to your organization by changing the visibility if you have the appropriate privileges. By default, pathways you create are private to you. We currently have a set of learning enthusiasts (our internal subject matter experts) who have access to publishing pathways to the organization.

To the right of the pathway name, click the current visibility setting (Private to you for unpublished pathways) to launch the publish dialog. You can only publish the pathway to the organization if you have the Author Pathways privilege, even if you are a collaborator and the pathway owner has the privilege.

### **What are published pathway visibility options?**

- My Profile (private): Only visible to you. Only you see this pathway, and only on your profile's Pathways tab.
- My Profile (visible): Visible to anyone who can view your profile (unless restricted by your organization). For example, if your profile is Visible to my organization only, members of your organization can see the pathway on your profile. If your profile is public, any Degreed user may be able to see the pathway on your profile depending on your organization's settings.
- Specific groups: Visible in your organization's internal catalog, but only searchable by groups you specify in a group filter. If your pathway is published to a specific group, only members of that group can find the pathway from the Pathways tab of the Browse page.
- Anyone at Organization: Visible in your organization's internal catalog and searchable by anyone in the organization. If you publish your pathway to anyone at your organization, your pathway appears in your organization's internal catalog, and is visible to other members of your organization

### **Can I share a pathway?**

You can share a pathway you created by editing the visibility settings from the Edit Pathway page to make it visible to other users. Please note, not all members have access to publish pathways. If you would like to share a pathway with someone, you can add them as a collaborator on your private pathway. Please note that private pathways cannot be shared.