

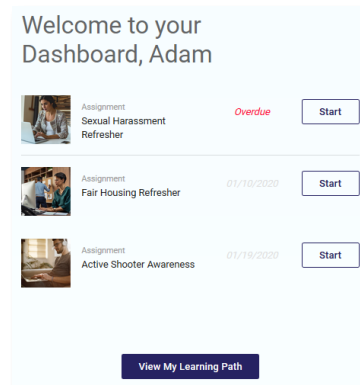
## Welcome to Gorman University's Vision Learning Center

Gorman & Company has invested in Vision, a Learning Management System (LMS) that helps you track course assignments and completions while placing a wealth of learning resources at your fingertips. These instructions will help you get started. Happy Learning!

### Access the Vision Learning Management System

- From the Gorman intranet or favorites bar, select Vision Learning Center link
  - OR - In a web browser, go to <https://www.gracehillvision.com/gorman>
- Enter your assigned **Username** and **Password**.
  - Username = jpluer2244 (last 4 digits of SS) Password = gorman
- Click **Login** or press **Enter** on your keyboard. The first time you log in, you'll be prompted to accept our Terms and Conditions. Click **Accept**.
- After you log in, you'll be on the Learning Center Home page.

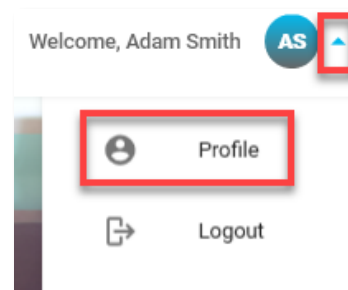
Each time you log in, the Welcome slide-out display informs you of the next three actions you need to take in order to stay on top of your learning. Notifications will include overdue assignments, courses coming due in the next two weeks, and messages from your company's Vision administrator. You can also access your Learning Path from here to view overdue or upcoming assignments in more detail. After you click to close the Welcome slide-out, you must log out and back in for it to display again.



**NOTE:** Click  in the top-left corner of any screen to return to the Learning Center Home page.

### Edit User Profile

- Click the drop-down arrow next to your profile image in the top-right corner of the page and select **Profile**.



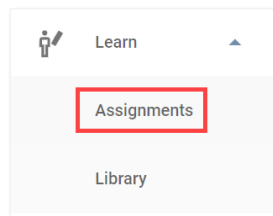
- On the My User Profile page, you can edit the following information:
  - Upload a profile photo.
  - Select your **Preferred Language** from the drop-down menu provided to choose English (default) or Español (Spanish).
  - If you would like to be added to Grace Hill's mailing list, click the checkbox provided.
  - Edit your profile information and click **Save**.

## View Learning Path Assignments

- The **Learning Path Assignments** widget displays on the Learning Center Home page and will list the next three (3) assignments that are overdue or coming due in the near future.
  - Click the **Start** button to the right of the course title you'd like to complete. If a course has already been started, a **Resume** button will be available to open and complete the course from where you left off previously.
  - For a listing of all assignments, click the **View All My Assignments** link in the widget.

## View Learning Path Assignments (continued)

- To view a listing of all your assignment from the left navigation bar, click the drop-down arrow next to **Learn** and select **Assignments**.



- Your Learning Path Assignments display in date order of when the assignments are due, listing the overdue assignments at the top.
 

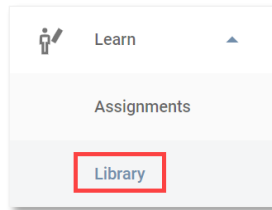
**NOTE:** There are three types of assignments: Online , Instructor-Led , or Webinar .
- If an assignment contains multiple short courses, the number of short courses and a drop-down menu will be provided to view the course description, passing score requirements, and a listing of the short course included in the assignment.
- Click the **Start** button to the right of the course title you'd like to complete. If a course has already been started, a **Resume** button will be available to open and complete the course from where you left off previously.

**NOTE:** You can click **Reserve Time On My Calendar** for a course to reserve a time on your iCal, Google, or Outlook calendar to schedule time to start or complete a short course.

**NOTE:** If you accidentally selected an incorrect version of a course (ex. selected the Spanish version, instead of English), click the **Change Enrollment** link to reselect the correct version needed for the course.

## View Library Options

- On the left navigation bar, click the drop-down arrow next to **Learn** and select **Library**.

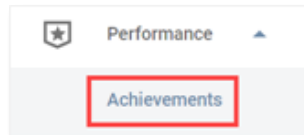


- On the **All Courses** tab, you can browse the course catalog and assign courses to yourself from the Home (default), Online Courses, Webinars, In-Person, and Recommended tabs.
- When you find a course you want to take, click **Add to My Courses**. The course will then be self-assigned to you and added to your **My Items** tab.
- If you'd like to remove a course from **My Items**, click the **Remove** button to the right of the course title.

**NOTE:** After you complete a course successfully, it'll be removed automatically from your *My Items* tab and added to your *Achievements* page.

## View Achievements

- On the navigation bar, click the drop-down arrow next to **Performance** and select **Achievements**.

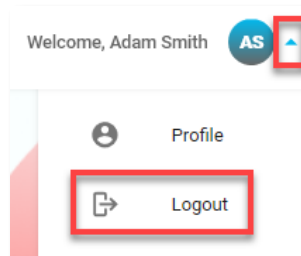


- A listing of all your course completions will be available displaying the Score, Date Completed, and will provide you with **Actions** to either **Print** or **Email** a course completion certification.

**NOTE:** In the *Score* column, failed completion scores display in red. Hover over a failed score to view the required *Passing Score %* and a **Retake Course** link to navigate to the failed course so you can attempt to complete the course again until a passing score is achieved.

## Logging Out After Use

- It is very important after you're done working in the Learning Center to log out when you are ready. This ensures that if another learner logs into their Vision account on the same computer, they won't accidentally login as you.
- To log out of your Learning Center account, click the drop-down arrow next to your profile image in the top-right corner of the page and select **Logout**.




## View Support Options

- At the bottom of the left navigation bar, click the **Support** icon for options.
- Call **Grace Hill Support** directly at **1-866-GRACEHILL** Monday - Friday, 8:00 am – 8:00pm ET.

## FOR MANAGERS/SUPERVISORS ONLY

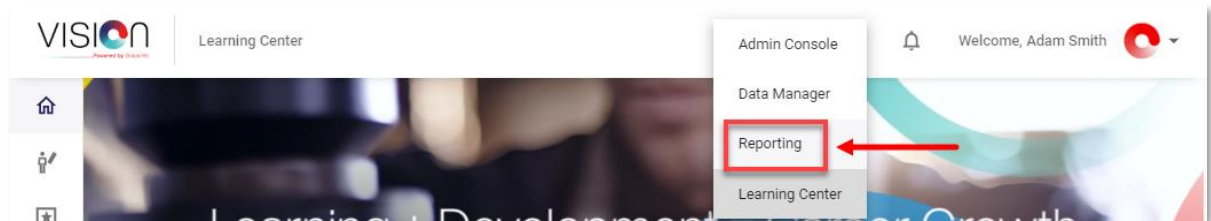
### View Team Information

As a Supervisor with 'Manage Employees' access, you can view employee information, course assignments, and completion transcripts of all the employees you oversee.

- On the left navigation bar, click the  **Team** option.
- A listing of the employees you oversee will be available for you to click on an individual and their employee profile will display. From here, you can view the employee's:
  - **Employee Information:** Displays their Name, Position, Location, Compliance percentage, total number of completed courses and training hours, Hire Date, contact information, Username, and Group memberships.
  - **Assignments:** Provides a listing of all the course assignments to include information for the assignment Type (Online, Instructor-Led, or Webinar), Title, Due By date, and any Comments entered by the system administrator. You can Print or Email the assignment listing, if needed.
  - **Transcript:** View employee's course completion listing the course Type, Title, Score, and Date Completed. You can Print or Email the transcript, if needed.

### Access the Reporting Application

- As a supervisor with Reporting access, you'll have access to the **Reporting** application from the Learning Center. At the top of the page, click the Learning Center drop-down arrow and select the **Reporting** option.



- The Reporting application will open landing you on the **Dashboard** tab which displays a map of the United States. Pins indicate the locations you oversee and provide their compliance level ratings. On the left panel of the Dashboard, you can access various standardized reports known as **Quick Reports**.
- Select the **Reporting** tab to use advanced reporting options to pull custom reports.
- Select the **Distribution** tab to select the Quick Reports and saved My Reports you'd like emailed to you automatically at a set frequency.

## Vision LMS Library

In addition to your required curriculum by position, the Vision Library offers a wealth of optional knowledge. Learners can take these courses at their leisure to develop their skill set and learn more about industry standards. Don't forget to also ask the Training Manager about our Awards based learning paths which are celebrated quarterly and annually.

Some sample series and topics which can be found in the Vision Learning Center Library include:

### SAFETY SERIES

- Consists of 28 courses offered in English and 22 courses offered in Spanish
- Authored by PureSafety and customized for apartment community settings
- Builds a work culture where the safety of all employees and residents is a top priority

### TAX CREDIT COURSE SERIES

In order to qualify for and maintain the Low Income Housing Tax Credit (LIHTC), multifamily housing companies must keep up with a lot of documentation. Grace Hill's new Tax Credit Basics elective series helps you maximize the benefit of the LIHTC and maintain compliance within your organization. **Each 20-minute module contains:**

- Clear presentation of content, with explanations and examples
- Practice activities with corrective feedback
- Course workbook

### GORMAN U TUBE

- Created by real Gorman Service Technicians
- 5 minute videos for troubleshooting common appliance repairs
- Designed with real hands on demonstrations techniques and step by step process