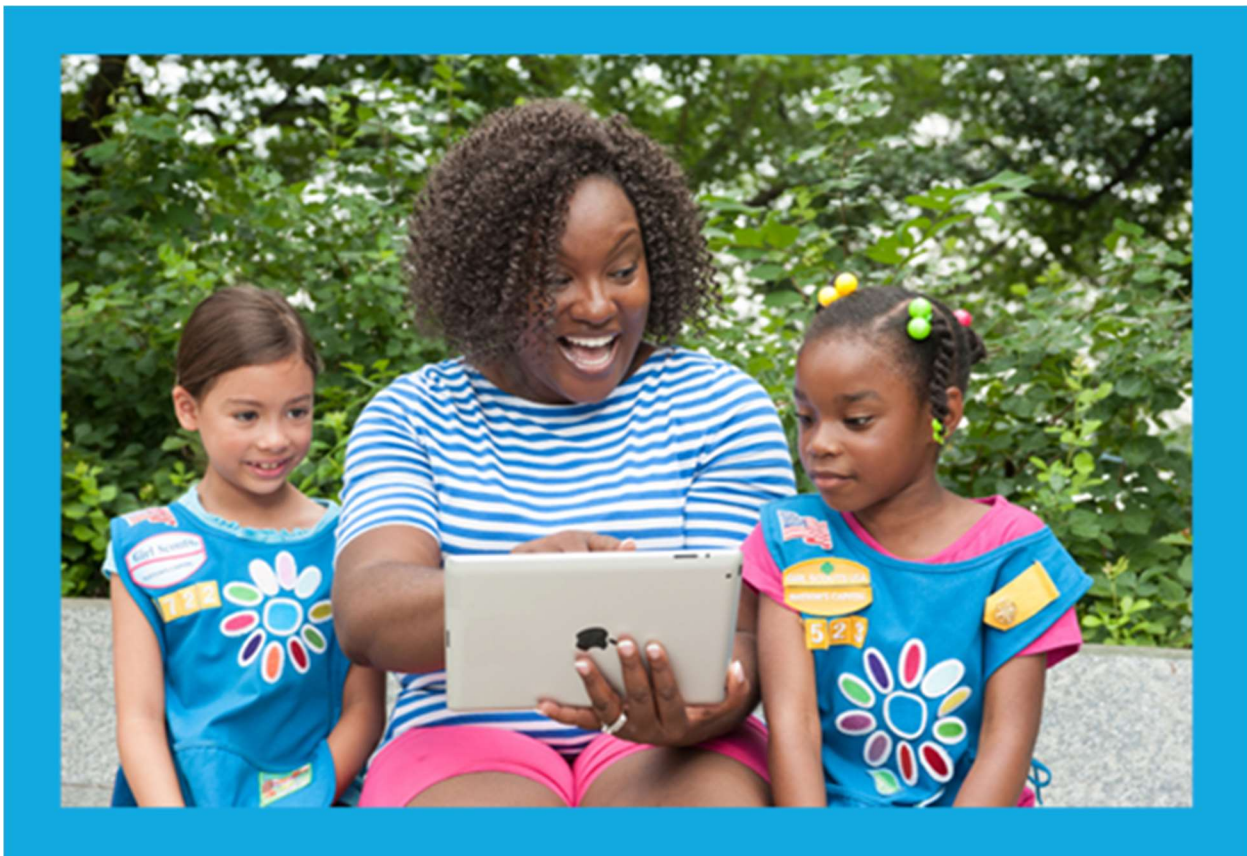


# gsLearn User Guide

for  
Troop Leaders and Co-Leaders

The gsLearn platform is Girl Scouts' official online and on-demand training forum. It empowers users to complete trainings as it works best for them. Learners have access to Girl Scout specific content from Girl Scouts of the USA and Girl Scouts of Northeastern NY (GSNENY), along with “general knowledge” courses provided by our vendor Litmos. With this step-by-step guide, you can learn where to access trainings to help you learn the most about Girl Scouts and continue your education!

GSNENY will still offer in-person training for certain trainings like Outdoor Education Weekend and offer some of the trainings on this platform on in-person or live virtual sessions.



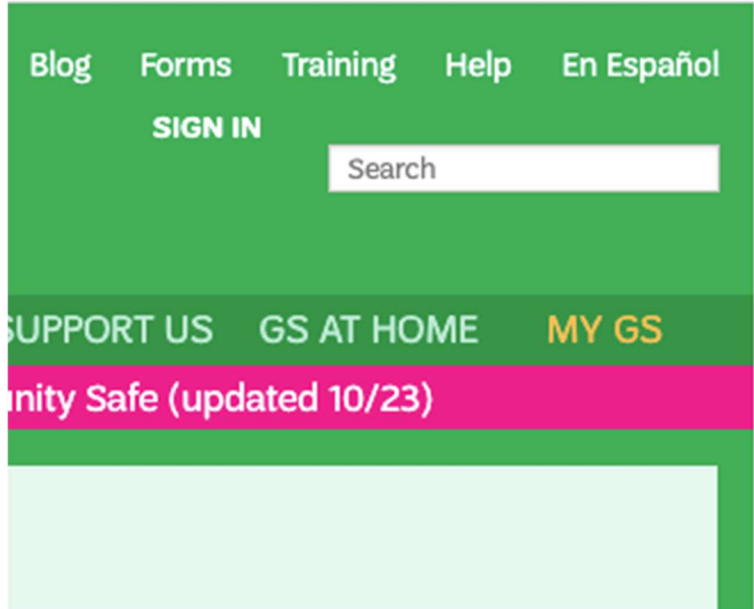
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## WHERE TO FIND gsLearn

gsLearn can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit [girlscoutsny.org](http://girlscoutsny.org). Avoid using Internet Explorer.

In the upper right corner of your screen, click “MY GS.” Log in to your account using the button on the top right side. On your account page select “gsLearn” to log in using the credentials provided by your council.



## TERMINOLOGY

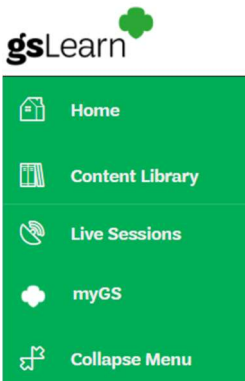
**Module** – an individual piece of content/training. Ex: “What is a Service Unit”

**Course** – a collection of modules that have related content. May contain one or multiple modules. Ex: “Troop Leader Orientation” would include the module about “What is a Service Unit”.

**Learning Path** – a collection of Courses that are related to cover a larger topic. Ex: “What to Know for your First Girl Scout Year” would include the course “Troop Leader Orientation”

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

## BASIC NAVIGATION



gsLearn is divided into tabs, each has unique tools to access your Girl Scout Education. If you’re on a computer, you’ll see the green tabs on the left of your browser window. Mobile users will see a grey menu at the top, that will pop up a black menu bar on the right of your phone.

You’ll also have the opportunity to 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.

## HOME

Here you will find a snapshot of your courses! These are courses that GSNENY believes is relevant for you and your role in Girl Scouts.

**All.** All of your content that 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.

The Home page interface includes a navigation bar with tabs for 'All', 'In Progress', 'Overdue', 'Not Started', and 'Completed'. A search bar is located below the navigation bar with the placeholder text 'Search for assigned courses and learning paths'. The main content area displays a grid of course cards. Each card features a thumbnail image, a title, a 'Learning Path' link, and a progress bar with a percentage and a heart icon. The visible cards are: '153 - Going Virtual with your Troop: Tips and Tricks' (0% progress), 'VS 2.0 - 05 - Troop Leader Registration (GSUSA)' (0% progress), '153 - Troop Leader Orientation' (0% progress), '153 - Troop Leader Orientation' (14% progress), and '153 - Virtual Girl Scouting' (100% progress).

## 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.

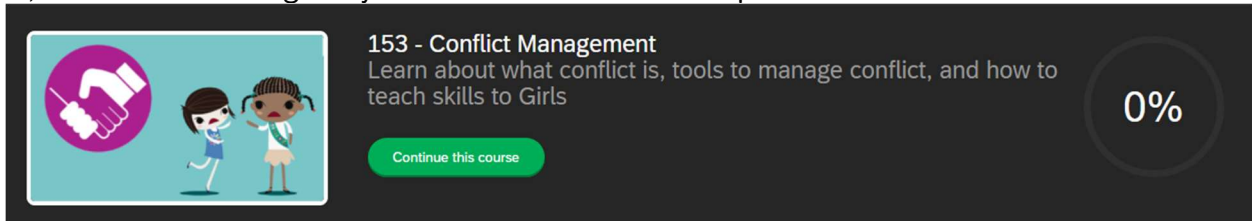
The Content Library page features a search bar at the top with the placeholder text 'Search content by title or description'. Below the search bar are filter options for 'Content Type' (Courses, Learning Paths), 'Topics' (with a search bar and 'No topics found.'), and 'Languages'. The main content area displays a list of courses. The visible courses are: '282 Making Your Own Firestarters' (with a thumbnail of a firestarter kit) and 'Agenda Setting' (with a thumbnail of people sitting around a table).

## LIVE SESSIONS

There are not just online trainings available here, you can find our live trainings and register for them! This allows you to track your training history and see meeting information, for in-person or live virtual trainings.

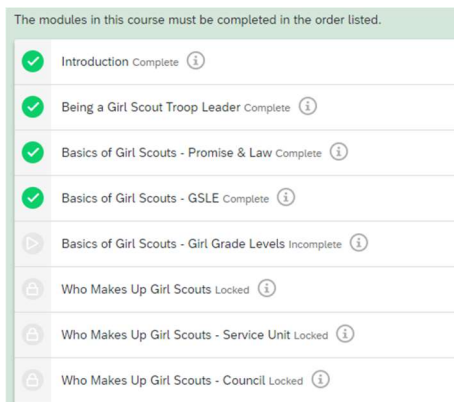
## PICKING THE RIGHT TRAINING

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!



The screenshot shows a training card with a dark background. On the left is a light blue square containing an icon of a hand holding a fist and two cartoon girls. To the right of the icon, the text reads '153 - Conflict Management' in white, followed by 'Learn about what conflict is, tools to manage conflict, and how to teach skills to Girls' in a smaller font. Below this text is a green button with the text 'Continue this course'. On the far right of the card is a circular progress indicator showing '0%'.

## COMPLETING THE TRAININGS



The screenshot shows a list of course modules. At the top, a green banner reads 'The modules in this course must be completed in the order listed.' Below this is a list of seven items, each with a status icon and a title: 1. 'Introduction Complete' with a green checkmark; 2. 'Being a Girl Scout Troop Leader Complete' with a green checkmark; 3. 'Basics of Girl Scouts - Promise & Law Complete' with a green checkmark; 4. 'Basics of Girl Scouts - GSLE Complete' with a green checkmark; 5. 'Basics of Girl Scouts - Girl Grade Levels Incomplete' with a play button icon; 6. 'Who Makes Up Girl Scouts Locked' with a padlock icon; 7. 'Who Makes Up Girl Scouts - Service Unit Locked' with a padlock icon; 8. 'Who Makes Up Girl Scouts - Council Locked' with a padlock icon.

Once you've clicked on a training you're 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've 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.

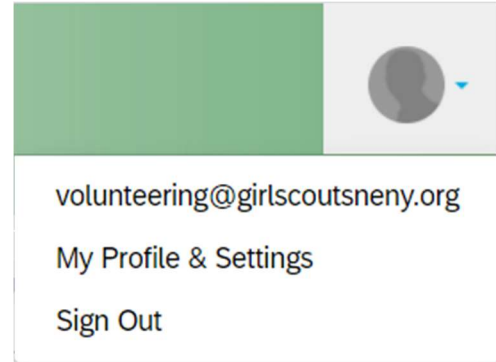
**Previous.** This will let you see the module that you just completed.

**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 main MyGS account. Please update email address or your physical address through your MyGS account.



Get the training and  
resources you need to  
help your girls shine!

**gsLearn** 

[girlscoutsneny.org](http://girlscoutsneny.org)

If you have any questions about gsLearn please reach out to the Volunteer Services Team at [volunteering@girlscoutsneny.org](mailto:volunteering@girlscoutsneny.org)