

# Frequently Asked Questions

## 1. What is SDLearn?

SDLearn is a Learning Management System (LMS) for state employees and agencies to use. An LMS is an online integrated software used for creating, delivering, tracking, and reporting educational courses and outcomes. It can be used to support traditional face-to-face instruction, as well blended and virtual learning environments.

## 2. What is Content Anytime?

Content Anytime is the name of the content catalog purchased to allow employees access to over 2,500 curated trainings 24/7. The Content Anytime catalog of courses lives within and is accessible through SDLearn.

## 3. Why are we getting a new LMS?

The new LMS allows employees the opportunity to learn and develop new skills in a manner that will fit into their busy schedules. It also allows for all required trainings to be housed in one location. You will also register for all BHR in-person and/or virtual instructor led trainings on SDLearn.

## 4. What can it be used for?

You can use SDLearn for all of your learning and developing needs. You can register for virtual and in-person instructor lead courses. SDLearn also brings over 2,500 Online courses available 24/7 to state employees. All Cybersecurity and compliance trainings will be through SDLearn as well agency specific courses.

## 5. How will this benefit me?

You will have access to a multitude of courses 24/7. You will be able to know the classes you have taken or need to take as they will be in one location now. Single Sign On makes you not have to remember as many passwords anymore. Easier to get in and get the training done.

## 6. Is everything live on SDLearn right away?

New features will continue to be implemented on the system as they become available.

## 7. Who has access to SDLearn?

All employees under the control of the Governor currently have access to SDLearn.

### **Agencies with full access to SDLearn and Content Anytime:**

BFM, BOA, BIT, BHR, DANR, DHS, DLR, DOC, DOE, DOH/DCH, DOT, DPS, DSS/HSC, GFP, GOED, GOV, MIL, REV, TOUR/arts and VETS

### **Agencies and offices currently without access:**

Attorney General's Office, Legislative Audit, Investment Council, LRC, School and Public Lands, Secretary of State's Office, State Auditor's Office, State Treasurer's Office, PUC, SDRS, and Unified Judicial System.

For those without access to SDLearn, please continue to register for **BHR training courses on the BHR website** as you always have until further notice.

## 8. How do I log in for the first time?

State Employees under the executive branch will log in with Single Sign On by clicking the navy button labeled South Dakota State Employee. State employees under other branches or offices will click on the external user button and search for BHR training courses.

## 9. Do I need the approval of my supervisor to register for training through SDLearn?

Only training courses that have a cost associated with them will require the approval of your supervisor.

## 10. What do I do if I have a technical question about the system?

Technical questions can first be attempted to be solved by clicking the Help button under the menu tab. If you continue to have questions, please email [LMSHelp@state.sd.us](mailto:LMSHelp@state.sd.us).

## 11. How do I register for an online class?

Registering is easy. Search for the topic you are interested in and find the course you want to take. Once you are ready, hit launch.

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## 12. Can you save or bookmark a particular training for later?

Yes, you can save an online training for later. Simply push launch and then close out the training. The online course will appear on your Learner Home Page under Continue Learning.

## 13. How do I register for a BHR in-person or virtual class?

There are two ways to find the training calendar:

- 1) Click on View Upcoming Classes button on the SDLearn welcome page.
- 2) Click the menu button and then the Learn drop down. Then find and click on the Training Calendar button. Both options will bring you to the training calendar where all BHR courses are listed. Click Register.

**Reminder:** If there is a cost to the class, you will need to have your supervisor approve the request before you can register.