

NOVA Academy/COVLC

Basic User Guide



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Logging In to NOVA Academy/COVLC

1. Go to <https://covlc.virginia.gov>.

* **Note:** The recommend browser NOVA Academy/COVLC is Google Chrome.



Figure 1. NOVA Academy (COVLC) Homepage.

2. If you are a first time user or need to retrieve your login information, click the *Log In* link from the NOVA Academy homepage. **Click** the *Forgot Login ID* link, then **enter** your last name and your NOVA email address. **Click** *Get Login ID*. Your *Login ID* should be sent in an email within a couple minutes. Be sure to check your junk mail folder as well.
 3. Next, **click** on the *Forgot Password* link and **enter** your *Login ID* to have your password emailed to you (see Figure 3). Now you can use this *Login ID* and your temporary password to login.
- * **Note:** We recommend you copy and paste the temporary password and ensure there are no spaces before or after it. The Login ID and password are case sensitive.
- * **Note:** Upon logging in, you will need to change your password. This will be your new NOVA Academy password.



Figure 2. NOVA Academy Login Page.

- * **Note:** It may take the system up to 15-20 seconds to process after one click. It will slow down further if you **click** a button multiple times.
- * **Note:** If you have problems logging in, email hrlearn@nvcc.edu for login assistance.

Updating Your Profile

1. After logging in, **scroll over** your initials, then **click on My Account** (see Figure 3). Click *Edit* under the section you want to make changes to.

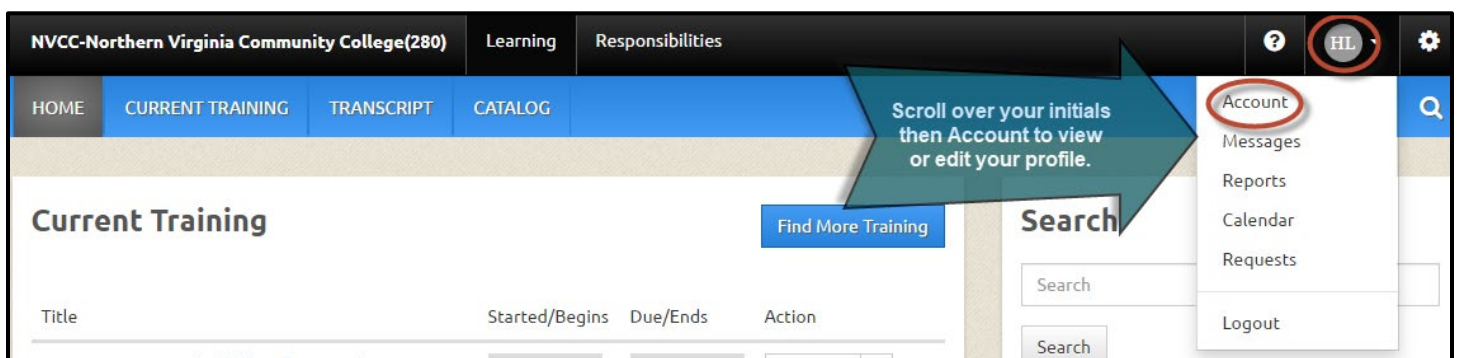


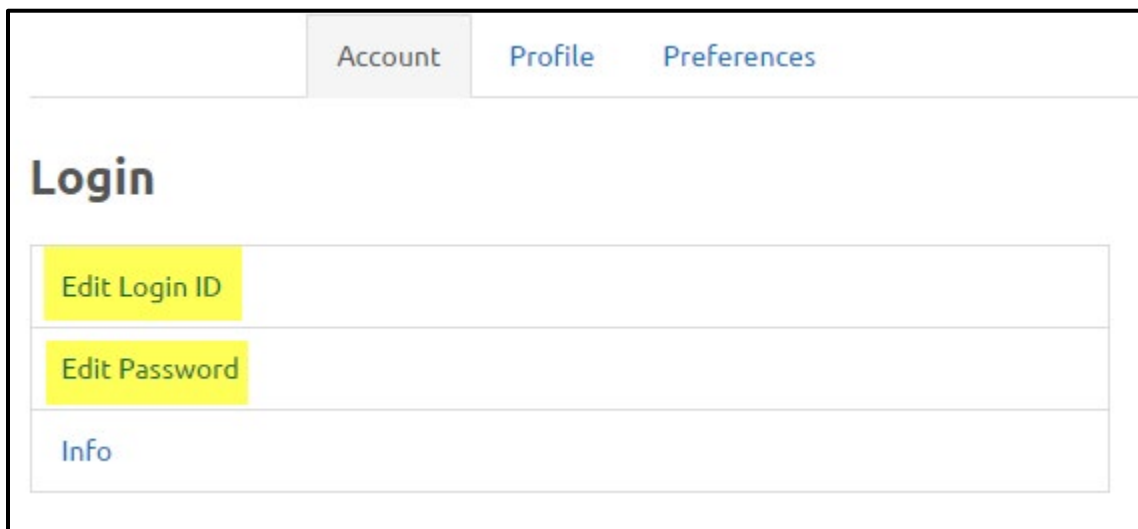
Figure 3. Managing your account information.

- ! It is important that NOVA Academy has your NOVA email address in the system in order to send registration notices to you and your supervisor. Utilizing a non-NOVA email address may cause issues with your user account not being updated properly. Remember to **click Save** when finished updating your information.

! Certain information, such as your name, work location, organization, and work title may be overwritten during regular system-wide data feeds from HR-related systems.

2. If you want to change your Login ID or Password, click on Edit Login ID and/or Edit Password (see Figure 4).

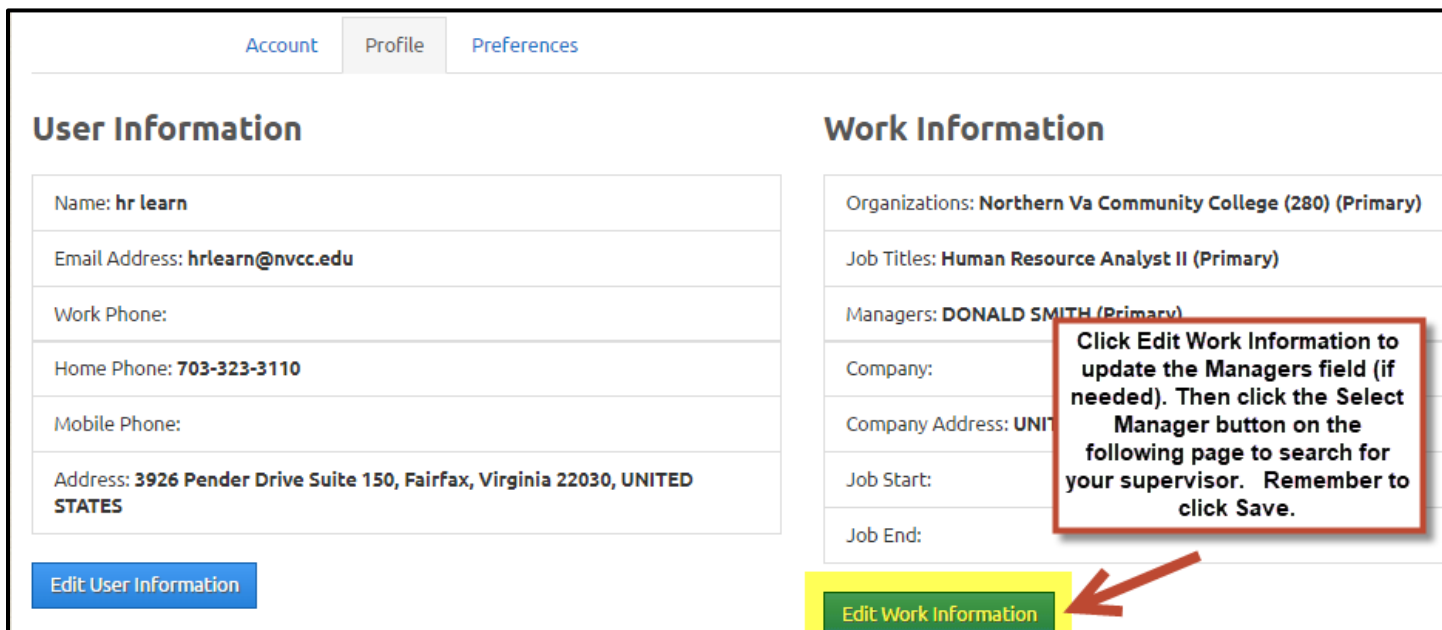
Remember to **click Save** when finished updating your information.



The screenshot shows the 'Account' tab selected in a navigation bar. Below the navigation bar, the 'Login' section is visible. It contains three buttons: 'Edit Login ID', 'Edit Password', and 'Info'. The 'Edit Login ID' and 'Edit Password' buttons are highlighted in yellow.

Figure 4. Updating your Login ID and/or Password.

3. Click on the *Profile* tab, ensure that your current supervisor is listed correctly under the Managers field.



The screenshot shows the 'Profile' tab selected in a navigation bar. The page is divided into two main sections: 'User Information' and 'Work Information'. The 'User Information' section includes fields for Name (hr learn), Email Address (hrlearn@nvcc.edu), Work Phone, Home Phone (703-323-3110), Mobile Phone, and Address (3926 Pender Drive Suite 150, Fairfax, Virginia 22030, UNITED STATES). The 'Work Information' section includes fields for Organizations (Northern Va Community College (280) (Primary)), Job Titles (Human Resource Analyst II (Primary)), Managers (DONALD SMITH (Primary)), Company, Company Address (UNIT), Job Start, and Job End. A red box highlights the 'Managers' field with the text: 'Click Edit Work Information to update the Managers field (if needed). Then click the Select Manager button on the following page to search for your supervisor. Remember to click Save.' A red arrow points to the 'Edit Work Information' button, which is highlighted in green.

Figure 5. Updating supervisor information.

4. Click on the *Preferences* tab, ensure that the *email option* is **checked** (see Figure 6). If you click on the *My Messages* option, it will also send system messages to your NOVA Academy *My Messages* inbox, which can be found under your name *from the* home screen.



It is necessary for the *Email* box to be **checked** for you to receive important system notifications.

The screenshot shows the 'Preferences' page with the following sections:

- Languages:** Region: English (United States); Time Zone: (GMT-05:00) Eastern Time (US and Canada)
- Display:** Accessibility: Disabled; Theme: COV; # of Records (per page): [input field]; Edit Preferences button.
- Privacy:** Make my contact information public (Yes); Make my professional information public (Yes).
- Communication:** Send messages to my email address (as shown in my profile) (Yes, circled in red with an arrow); Send messages to my messages area (within the system) (No); Send messages to both (No).

A text box in the center states: "Ensure the email option is checked for you to receive important system notifications."

Figure 6. Updating your Preferences in NOVA Academy.

Accessing a Bundle

1. In the Search box in the top-right corner type "nova bundle" and change the drop-down menu option to "All words" then click the Search button (Figure 7).

The screenshot shows the search results page with the following elements:

- My Upcoming Learning (35):** Filter: All; Title: NOVA - HR: FERPA Highlights for Faculty (Online, Started, Resume); NOVA - HR: Conducting Effective Performance Evaluations (Online, Started, Resume).
- Search:** Search box: nova bundle; Dropdown menu: All words; Search button (highlighted with a starburst).

A text box with an arrow pointing to the search box and dropdown menu says: "Type 'nova bundle' in the main Search box then select 'All words' under the drop-down menu."

Figure 7. Accessing a Bundle

2. Click the desired bundle and **scroll down** on the bundle page to view and access all the modules in that bundle.


The screenshot displays a search interface with a sidebar on the left and a main results area on the right. The sidebar, titled 'Search', contains a search input field, radio buttons for 'Search within results' (selected) and 'Start a new search', and a 'Search' button. Below this is a 'Narrow Your Search' section with three filter categories: 'Categories' (Emergency Management (1)), 'Content Type' (Classroom (100), Online (32), Bundle (6), Document (4)), and 'Course Provider' (Northern Virginia Community College (96), None (31), Anthem (15)). The main results area, titled 'Search Results', shows '142 Items' and 'Page 1 of 15'. A blue banner at the top indicates the search query: 'You searched for 'nova bundle''. The results list four bundles, each with a title, a brief description, and a 'Content Type: Bundle' status with a 'Checked in' checkbox.

Figure 8. Key Mandatory Online Training Bundles

- * **Note:** The search results should show all available bundles. These bundles are primarily intended to serve as reference for a group of training modules. Completion records listed on the bundle page will not reflect multiple completion dates, therefore, please reference your Transcript to ensure compliance with any mandatory training.

Accessing an Online Course

1. In the Search box in the top-right corner type in one or two identifying words from the course title then click the Search button (see Figure 7).

 **Hint:** Adding more words often increases the number of results and is not recommended.

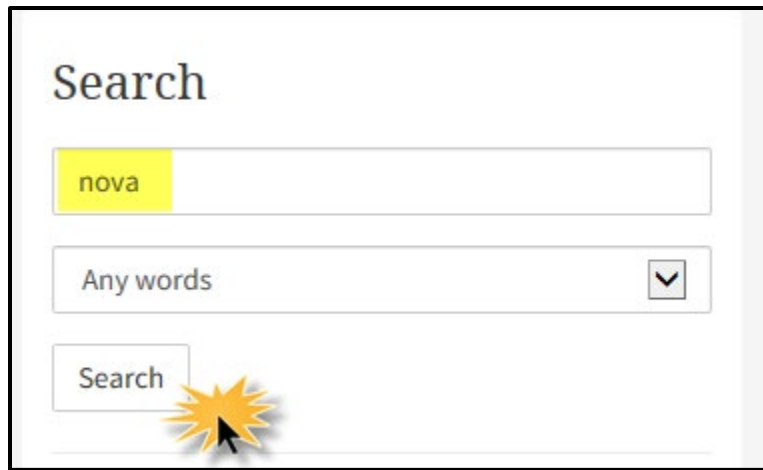



Figure 9. Searching for an Online Course.

2. Locate the necessary course and confirm that the *Content Type* is online or SCORM 1.2 (see Figure 10). **Click** the course *Title* link in the search results to access the training module.

 **Hint:** If the search results are too large, use the page numbers at the bottom to **scroll**, or try another keyword search.

NOVA: HR - Creating Your Individual Development Plan (IDP)
This module is designed for any employees who are interested in developing a strategy for their care

Content Type: **SCORM 1.2** Checked in

NOVA - HR: Developing Your Employees
An important aspect of management is to help your employees

Content Type: **Classroom** Checked in

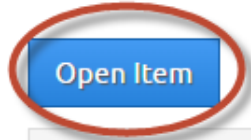
Click the correct course among the search results, or try another keyword.
Confirm that the *Content Type* is online or SCORM 1.2 for online training module.

Figure 10. Selecting the correct course using a keyword.

3. **Click** the *Open Item* button (see Figure 11).

NOVA: HR - Creating Your Individual Development Plan (IDP)

Online



Click on the "Open Item" button to access the module.

(In some modules, you may see the "Enroll" button instead of the Open Item button).

Description

This module is designed for any employees who are interested in developing a strategy for their career development. It provides an overview of individual development plans (IDPs) and guide you through the process of developing your plan. The program focuses on understanding what an IDP is, the benefits of having an IDP, how to create a purposeful IDP, and how to implement your plan. No matter whe... [More](#)

Figure 11. Accessing the online module.

If you have previously accessed the online module but not yet completed it, you may see the Resume button. Click on the *Resume* button to access the training module again.

If you have previously completed the online module and would like to retake it again, always click the *Open New Attempt* button.

* **Note:** Online courses are created by a variety of software platforms that include different functionality. All trainings do not function equally. For instance, some online courses have modules that must be completed in turn, others include only a video, or a PowerPoint. Allow for extra time to familiarize yourself with a new course and look for any quizzes that may follow an online course.

* **Note:** A pop-up box should appear that contains the course content. A quiz may show as a separate module which may need to be clicked on after finishing the preceding modules. Assessments may be within the module itself. In such cases, complete the module links in succession, starting with the first one.

Viewing Your Transcript

1. After completing a course, check your transcript to ensure accurate completion status and a score (if you completed a quiz). If the score does not populate on your transcript, please retake the quiz.

Your transcript may appear in multiple pages, please check the bottom of your transcript page to see all your training records.

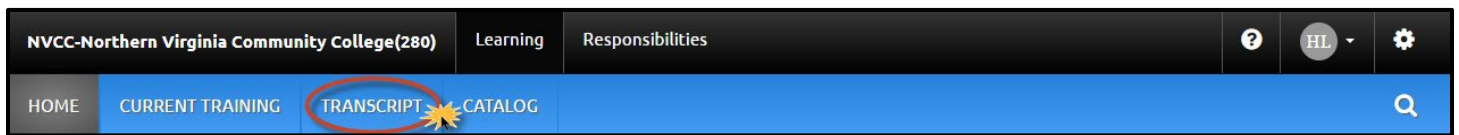


Figure 12. Accessing the transcript.

2. To view/print a certificate of completion. Click on the View Certificate button from your transcript page (see Figure 13).

* **Note:** Not all modules have a certificate of completion available. If you do not see the View Certificate button for one of your completed courses, you can print out a copy of your transcript as proof of completion.


Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
NOVA: HR - Creating Your Individual Development Plan (IDP)	Online	Complete		4/30/2020	4/30/2020		0.5 Contact Hours	View Certificate 

Figure 13. Viewing certificate of completion.

As a reminder, the recommend browser NOVA Academy/COVLC is Google Chrome.

Registering for a Classroom Course

1. Registering for a *Classroom Course* follows the same initial steps as *Accessing an Online Course* (see Figures 7 and 8). You will see all future, open section links here. Many times there will be only one section. To see more detailed course information, **click** on the section link.
 2. **Click *Enroll*** to register (see Figure 14). If the course *Section Status* is Full, there may be a *Waitlist* button instead.
- * **Note:** To confirm your enrollment, always check your transcript.
3. Set a reminder on your Outlook calendar when you register for a course.
- * **Note:** Your manager will receive an email notification of your enrollment.
4. After completing a course, **check** your transcript to ensure completion status.

NOVA - HR: Effective Meetings

Classroom

Description

In this workshop, participants will learn how to plan, organize, and facilitate effective meetings. We will discuss key meeting elements, recognize the characteristics of a productive meeting, and explore techniques to avoid potential pitfalls.

Scheduled course sections: 1

Sort by ▼

12/12/2016 - 12/12/2016
 NOVA - HR: Effective Meetings
 In-Person
 1 events in NOVA - Fairfax: 3926 Pender, Ste 150, Lg Board Rm, NOVA - Fairfax (Fairfax, VA) locations

Open for enrollment
 15 seats left

Enroll

Course Provider: Northern Virginia Community College

Course Number:

Duration (Hours): 1.5

Credits: None

Item Details

Click the plus sign by the section to see more information.

Click Enroll to register for the course. Always check your transcript to ensure your enrollment is complete.

Figure 14. Registering for a classroom course.

If you enrolled in an in-person class and need to cancel, you can do so on the same course screen where you enrolled. You will navigate back to the course, click on the course link, then click the Cancel Enrollment button.

If you started an online course and did not complete it, the status in your transcript will read “Started” until such time as you finish the course. There is no need to cancel, or change, such a status as it is quite common for material that is not mandatory.

Required Training

All Virginia state employees are subject to mandatory training requirements. Furthermore, individual agencies often have additional training requirements for positions performing specialized tasks and roles. Trainings may be assigned in NOVA Academy/COVLC for full-time employees, which provides a transparent account of your progress and any deadlines. As of March 2020, adjunct faculty and P-14s are to complete the annual mandatory training requirements in Canvas.

Mandatory trainings are generally only assigned to new employees. Existing employees will need to access mandatory trainings by searching for them in NOVA Academy. Refer to [Accessing a Bundle](#) if you are an existing employee looking for mandatory training bundles.