

How to Use PeopleSoft Training Videos

This Job Aid shows how to use the narrated training videos our trainers create to help you with your online PeopleSoft tasks. These brief videos (typically 2-5 minutes) are best viewed using Internet Explorer 8 or higher in Windows, but they can also be viewed using Firefox or Safari. These videos cannot be viewed with Google Chrome.

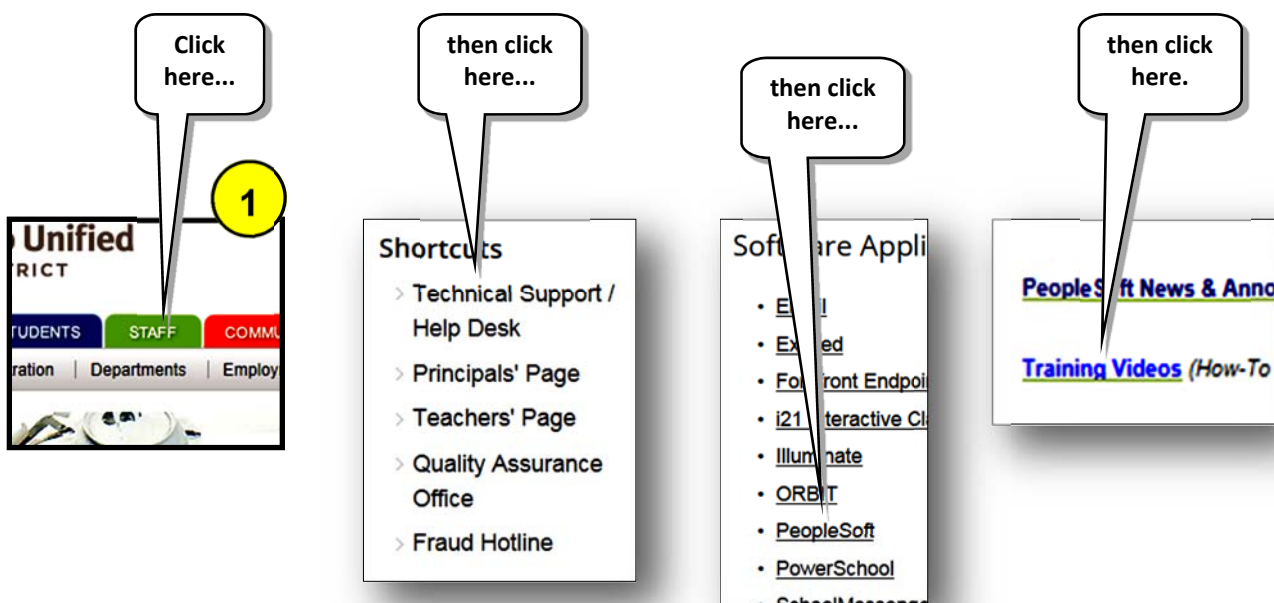
You should use earphones or computer speakers while viewing these videos.

IMPORTANT NOTE: Delete your cache files each time before you run a video!

There are several ways in which to use these videos:

- **See It** mode: Click the See It button to just run the video like a mini movie.
- **Try It** mode: Click the Try It button to interact with the video. It will run and wait for you to complete each step yourself, with guidance, before moving on to the next step.
- **Know It** mode: Click the Know It button to run the video as a quiz. It will expect you to do each step. If you do the step correctly, it will say so and move on to the next step. If you do the step incorrectly, it will give you hints and multiple chances to get it right. At the end of the video it will tell you how well you did. *(Your scores are not recorded or seen by anyone else).*
- **Do It** mode: Click the Do It button to display the video in a small, separate window in the corner of your screen. It will stay on your screen no matter what is on your computer monitor, until you close it yourself. Then, navigate to the PeopleSoft window/screen you need help with. As you work on your PeopleSoft tasks, you can advance the Do It video whenever you want, so it will show you what to do as you are actually doing it. You can manipulate the Do It video window to resize it, adjust which part of it you want bigger or smaller, and you can click-and-drag it around your screen. To close the Do It video window, click its blue X button in the upper right corner.

1. Click **Staff Portal** and log in to access the **SDUSD Inside Unified Employee Portal**.
Under **Shortcuts** click **Technical Support/Help Desk > PeopleSoft > Training Videos**



2. Scroll to the bottom of the page and click the **Open the Training Videos** link.

without any help. We don't record the scores.

Do It:

This option lets you run the video frame by frame in a corn working on a real PeopleSoft application (not the simulation example, if you're creating an actual eProcurement requisit it will walk you through the steps of the video in a small, se your monitor, to help you along, as you create the ePro req video as you work, to see how to do things as you go.

Print It:

You can print out a hardcopy of the video as a list of the in

[Open the Training Videos](#)

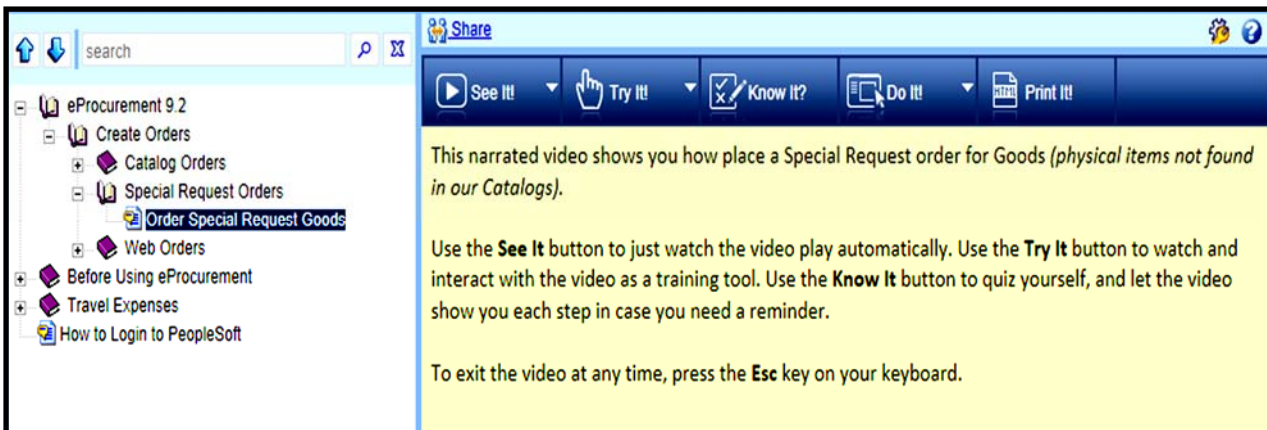
3. Use the **search** field to locate a video, or click the **plus sign buttons** to expand the titles so you can choose one.

Click the plus sign buttons to expand the list of video titles.

Or, type a word, such as "order", and then click the magnifying glass search icon.

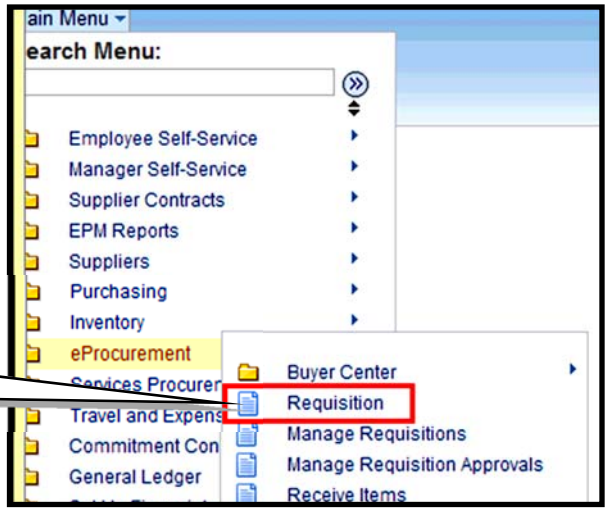


4. Single-click on a video title on the left. On the right, a description of the video displays, including the blue action buttons along the top (See It, Try It, etc.). (Don't see the button labels? Click-and-drag the blue vertical dividing borderline, to the left. This borderline is what divides the white area from the yellow area. You probably need to make the yellow area larger).



5. If you choose an interactive mode, such as Try It, the video will display the steps by enclosing the area to be clicked or typed in, with a red rectangle. It will also tell you what to do by narrating, as well as by displaying the narration on the screen nearby.

You'll be asked to click inside the red rectangles, or type something into a field.



6. In the Do It window, which remains on your screen no matter what you're doing until you close it yourself, you have a number of options on how to use it.

Click-and-drag a borderline to resize the window.

Click the X button to close the Do It window.

Click the light blue arrow buttons to show or hide the illustrations.

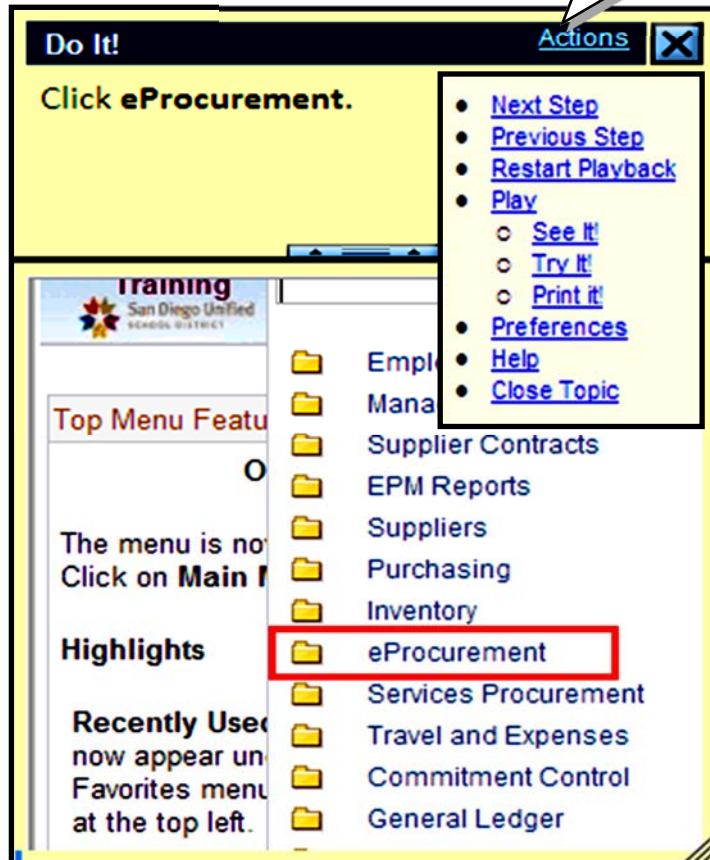
Click an arrow button to advance to the next frame or go back a frame.

Click-and-drag this borderline to change the size of the written instruction part of the window, and the graphic illustrative part of the window.



7. Use the blue **Actions** menu to do different things and navigate the video.

Click the Actions menu to make choices and navigate the video. (It refers to the video as a "Topic").



For more information about how to use the Oracle PeopleSoft Enterprise software system in our school district, as well as to find training opportunities and support, log in to the **Staff Portal** to access the **SDUSD Inside Unified Employee Portal**.

Under **Shortcuts**, click **Technical Support/Help Desk > PeopleSoft**