ULearn Assessment Guidelines

Many courses include an assessment that must be passed in order to receive access to the financial system or HRMS. After completing a course, follow these steps to access the assessment:

1. Access ULearn by navigating to ulearn.umn.edu and clicking <Sign in to ULearn> in the Accessing ULearn section.
2. Search for the course name using the Search field in the upper right-hand corner of the ULearn screen.
3. This will bring you to a results page. Scroll down and find the assessment in the search results.
   Assessments are designated with the following icon:
4. Click on the name of the assessment, and a new window will open.
5. Click <Request>.
6. This will take you back to your Active transcript. Click <Launch Test> to the right of the assessment name.

Remember:

- Pop-up blockers must be disabled for assessments and courses to launch.
- A score of 80 percent or higher is needed to pass an assessment.
- You have three attempts to pass.
- After three failed attempts, there is a waiting period before the course and assessment can be taken again. For financial courses, there is a six-month waiting period, and for HRMS courses, there is a three-month waiting period.
- In order to avoid being locked out of the ULearn system and losing one of your assessment attempts, be sure to click <Save / Return Later> throughout your assessment. This saves your answers while keeping the current attempt unlocked, which allows you to navigate away from the assessment to review course material. In addition, click the <Mark for follow up> check box at the end of each question to allow you to view what questions you got correct and incorrect after submitting your assessment attempt. Clicking <Summary> locks your attempt to be scored and brings you to the Test Review page. If you want to go back to the test questions, click <Go to Section> to return to the assessment. Otherwise click <Submit Final Answers> to submit your answers for scoring.
- You can review each attempt by clicking the assessment title on your transcript or by selecting “View Training Details” from the drop-down button to the right of the title. Once there, click the <Review> link under Scoring Details. This will show which questions were answered correctly or incorrectly, but it will not display the correct answers. After an assessment is passed, it will move to your “Completed” transcript.
ULearn Assessment Guidelines (cont.)

- You must complete all prerequisites before receiving access to an assessment. You may be able to search for and request an assessment, but you will not be able to take it until the prerequisites are completed. If you believe you have completed the prerequisites but the status is “Pending Prerequisite,” contact the training provider and request your prerequisite completions be verified.

ULearn Evaluation Guidelines

After completing an instructor-led or online course in ULearn, a course evaluation becomes available to you. Follow these steps to access the evaluation:

1. Access ULearn by navigating to ulearn.umn.edu and clicking <Sign in to ULearn> in the Accessing ULearn section.
2. Navigate to Learning > View Your Transcript.
3. Click on the <Active> button and select “Completed.” Find the name of the course you recently completed with an “Evaluate” button to the right of it.
4. Click <Evaluate> to begin the evaluation.
5. Click <Submit Final Answers> when you are finished. This returns you to your transcript.