



MiPlace eLearning System User Guide

MIPLACE.CSOD.ORG

This document provides guidance on how to register, access and use the MiPlace eLearning Portal to access the online training series for Redevelopment Ready Communities and Michigan Main Street.

Welcome!

The Michigan Economic Development Corporation (MEDC) Community Development team is pleased to offer an online learning opportunities, available 24/7 to any community across the state. Currently the system is home to two main offerings: Redevelopment Ready Communities (RRC) Best Practices Training Series and the Michigan Main Street Training Series.

These training series are specifically designed for local officials, staff or other stakeholders who may not be able to attend the in-person training series offered through the year in various locations throughout the state. Using this system, you can learn more about RRC and Michigan Main Street and how to assist your community in moving forward in the programs, all from the comfort of your own home or office.

While the system has been designed to be as user-friendly as possible, this guide will walk you through the process from registration to training completion, ensuring you have a smooth and positive experience.

If you have any questions during your time in the system or experience any issues, please reach out to elearning@michigan.org and we'll be in contact as quickly as possible.

Happy learning!

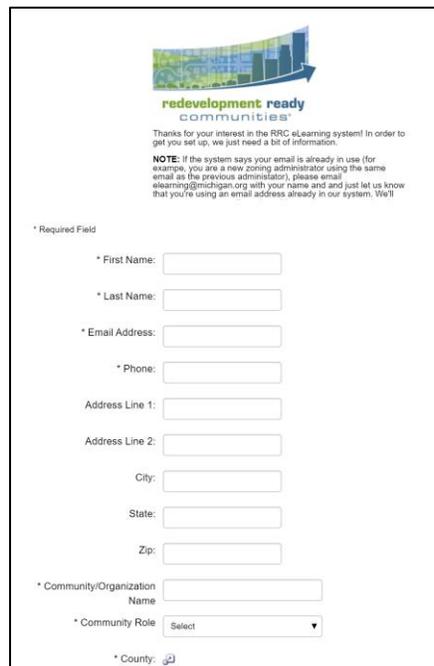
System Requirements

MiPlace eLearning is powered by Cornerstone® which has the following minimum operating requirements for any computer accessing the system:

- 1 GB Ram; 1Ghz processor
- Resolution of 1024x768 or higher (recommended)
- 16-bit color (min)
- 128 kbps internet connection
- Browsers: Edge for Windows 10; Internet Explore 11+, Safari 10+, Firefox, or Chrome

Getting Registered

We'll have to get you set up with an account before we can give you access to training. Accounts are free. [Click here](#) to register for RRC training and [click here](#) to register for Main Street. They both look like the image below.



The image shows a registration form for 'redevelopment ready communities'. At the top, there is a logo with a map and an upward-pointing arrow. Below the logo, the text reads: 'Thanks for your interest in the RRC eLearning system! In order to get you set up, we just need a bit of information.' A note follows: 'NOTE: If the system says your email is already in use (for example, you are a new zoning administrator using the same email as the previous administrator), please email elearning@michigan.org with your name and just let us know that you're using an email address already in our system. We'll'.

The form contains the following fields, all marked as required:

- * First Name:
- * Last Name:
- * Email Address:
- * Phone:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- * Community/Organization Name:
- * Community Role:
- * County:

Group Learning: While you can certainly work through the training as a group, we require a **separate account for each user**. This allows us to accurately track progress and give you the credit you deserve for completing the training series. If you move to a different community in the future, your training credit follows you there.

We encourage you to **WRITE DOWN YOUR PASSWORD** somewhere safe. It won't be included in any follow up emails.

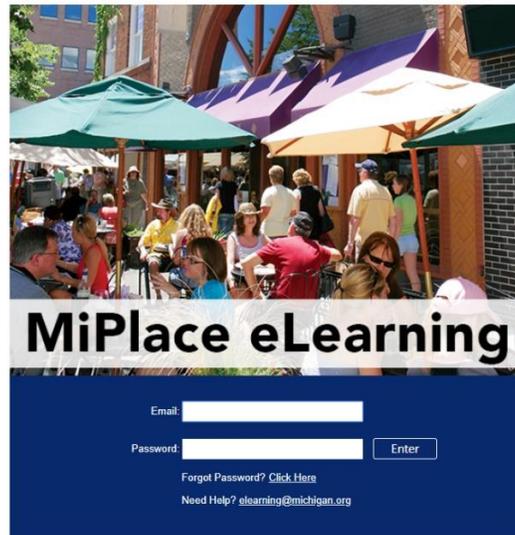
Once you complete this page, you will receive an email confirming we've received your request. It may take **up to 24 hours** (excluding weekends) for your account to be approved though it's typically within hours.

When your account is activated, you'll receive another confirmation email. You'll also receive a third email letting you know you've gained access to the RRC Best Practices Training Series.

If you are not receiving emails, please check your trash/spam folder. Many systems filter out automatic emails such as those coming from this system. We encourage you to add elearning@michigan.org to your list of safe senders.

Accessing the System

[Click here](#) to access the main log-in page.

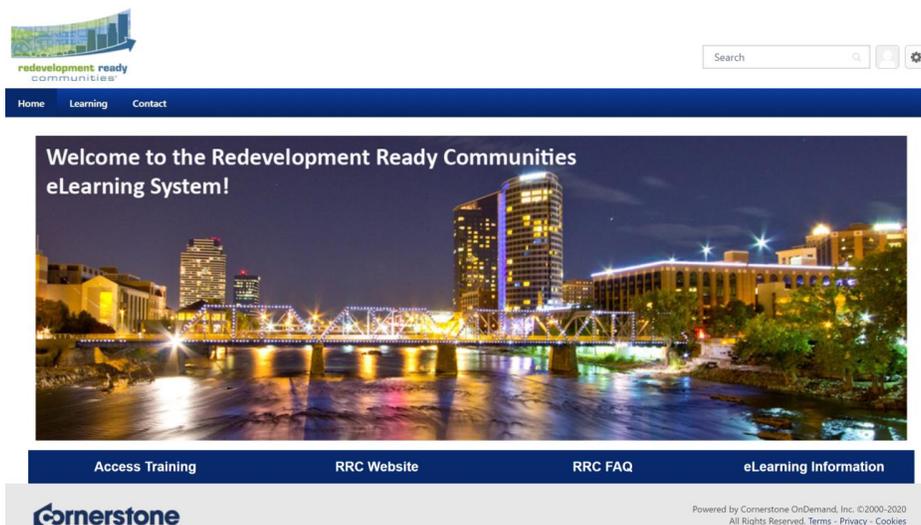


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Your **username is the email you entered** when registering. Your password was also set during registration. *If you've forgotten your password before your initial login, email elearning@michigan.org; we'll have to reset it manually.*

Upon log-in, you'll arrive at the welcome page for either RRC or Main Street.

NOTE: Your first time logging in will prompt you to set a password reset question before accessing the welcome page.



The welcome page offers direct access to several resources, including the best practices training series. This example is for RRC. The Main Street page follows a similar layout but with the buttons across the top.

Click this logo to return to this home page from any other page on the site.

This tab gives you access to your personalized Learner Home and an option to browse the full training offerings. You'll find eLearning and RRC contact information here.

You can use this bar to search for training.

Click here to log out or access the help section.

Welcome to the Redevelopment Ready Communities eLearning System!

Access Training RRC Website RRC FAQ eLearning Information

Cornerstone

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Click here to go to your personalized Learner Home page and access training.

Click here to access the RRC website and learn more about the program. This will open another tab to an external site.

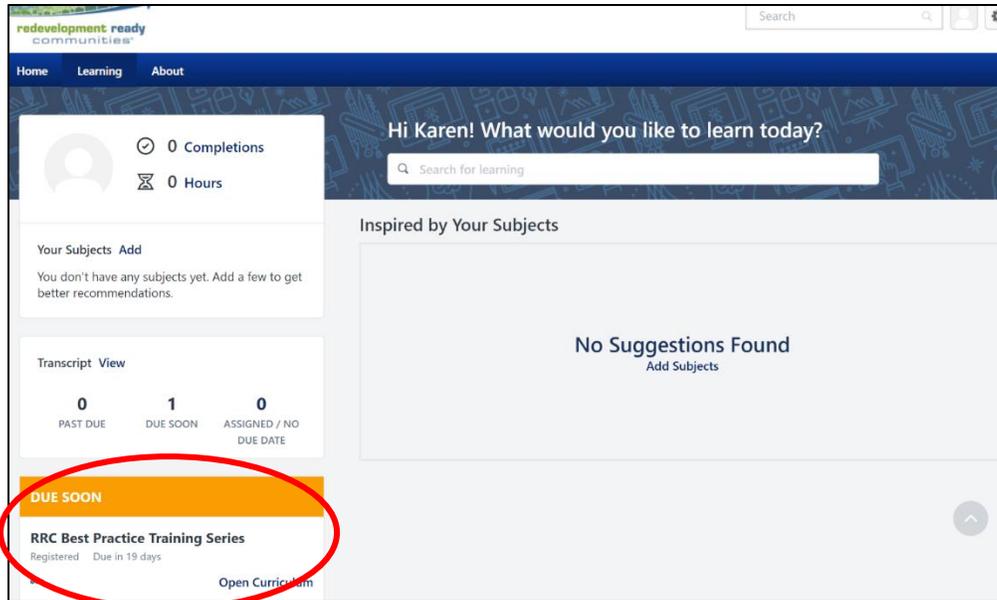
Have questions about RRC? We've prepared some FAQs to help! This will open another tab to an external site.

Click here to access this eLearning Guide from inside the system.

Where you're ready to begin training, click the orange **Access Training** button to access your training page which will include accessible training.

Accessing Training

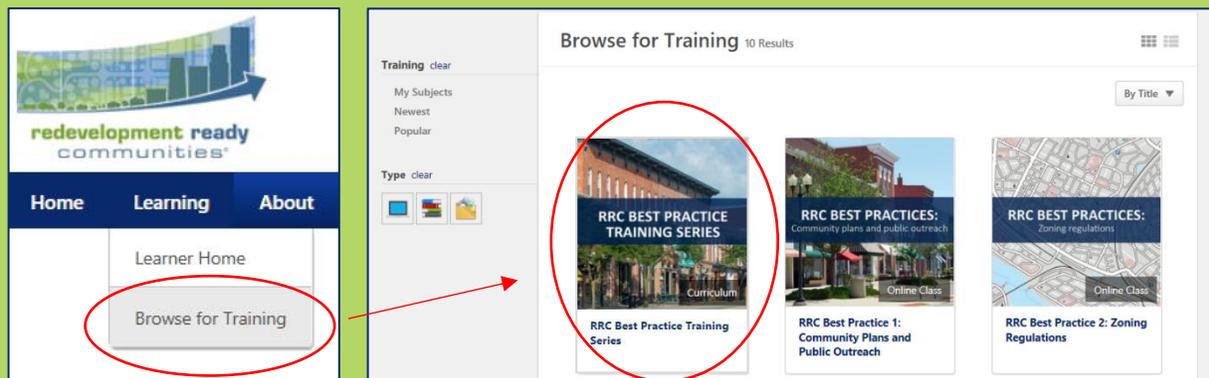
There are numerous ways to access training in the system but we encourage you to use your personalized Learner Home page. You can access that from the welcome page using the ACCESS TRAINING button on the left. The page will look like below:



Your page may look slightly different depending on what other actions you've already taken in the system.

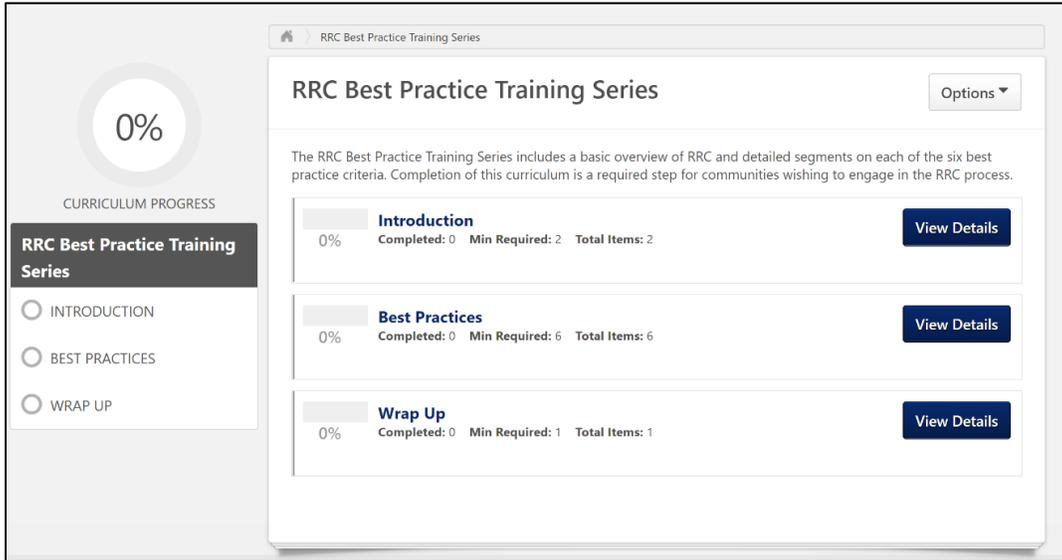
On the left sidebar will be a DUE SOON box. It should contain the RRC or Main Street training series in it. To begin, simply click "Open Curriculum."

If you do not see the DUE SOON box, you can still access training by going to the "Browse for Training" page (accessed from the Learning tab in the upper left). Once you find it, follow the prompts to request access.

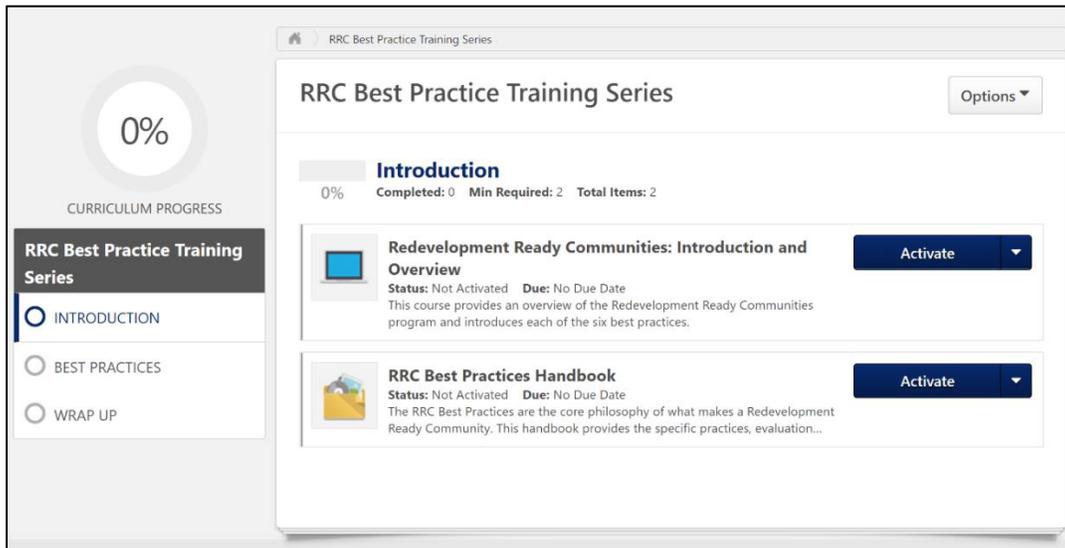


Completing Training

When you launch a curriculum, you'll see a page that looks similar to this:



To proceed, click a section title or "View Details" button. You must complete the curriculum in order. When you click a section, you'll find individual courses within. Example:



To open a course, click 

Then click 

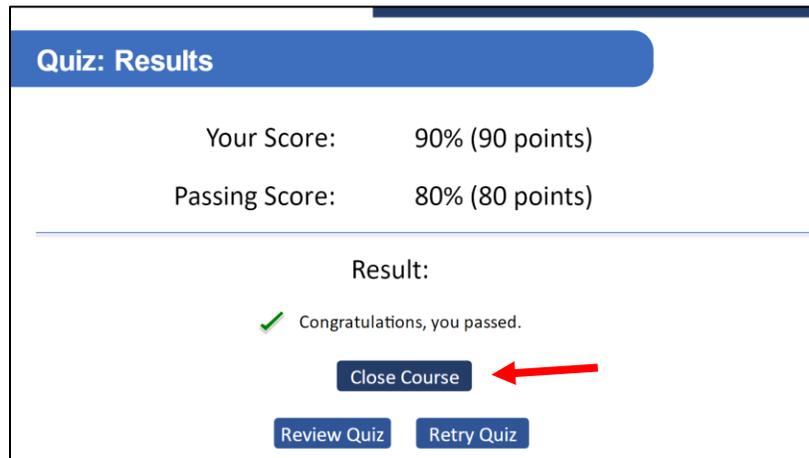
The course will open in a separate window. All courses will have a similar structure. As an example, the overview course for Main Street looks as follows:



Some tips for successfully completing a course:

- Headphones provide a higher quality audio experience.
- You may leave a course at any time by clicking the exit course button in the upper right. When you return, it'll pick up where you left off.

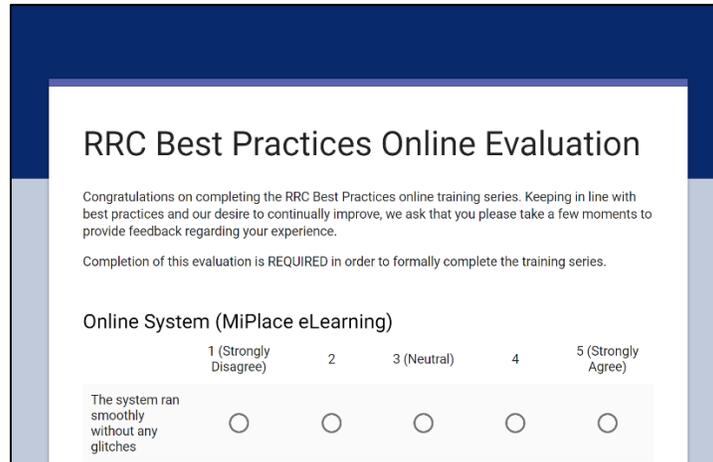
Once you've completed the quiz, you can close the course.



NOTE: Some items in the curriculum only require some light reading and then to click "complete".

When you've completed all the courses and items, your process circle in the upper left will show **100% complete**.

You should then receive an email confirming that you've completed the content and asking you to complete a brief evaluation as a final step. **You must complete the evaluation to receive credit for the training series (this is true for both Main Street and RRC).**



The screenshot shows a web-based evaluation form. At the top, it says 'RRC Best Practices Online Evaluation'. Below that, there is a congratulatory message and a request for feedback. A note states that completion of this evaluation is required to finish the training. The form includes a section for 'Online System (MiPlace eLearning)' with a 5-point Likert scale. The scale options are: 1 (Strongly Disagree), 2, 3 (Neutral), 4, and 5 (Strongly Agree). The first item being evaluated is 'The system ran smoothly without any glitches', with five empty circles representing the scale options.

Didn't get that email? You can access the RRC survey [here](#). Access the Main Street survey [here](#).

As a reminder, the confirmation email may go to your trash/spam folder. Please check that folder first before contacting elarning@michigan.org with any concerns.

Wrapping Up

Once you've completed the training and taken the survey, your account will be deactivated to make room for additional users. But don't worry, you'll be receiving a copy of training materials and an official certificate via email.

Thank you again for your interest in learning more about MEDC Community Development technical assistance tools via the MiPlace eLearning System. If you have any questions or wish to provide feedback outside of the survey, you may always contact us at elearning@michigan.org to share your thoughts.