

myUK Learning

Overview and Navigation





myUK Learning

myUK Learning is the new learning management system for the University of Kentucky.

myUK Learning allows users to manage their learning process by:

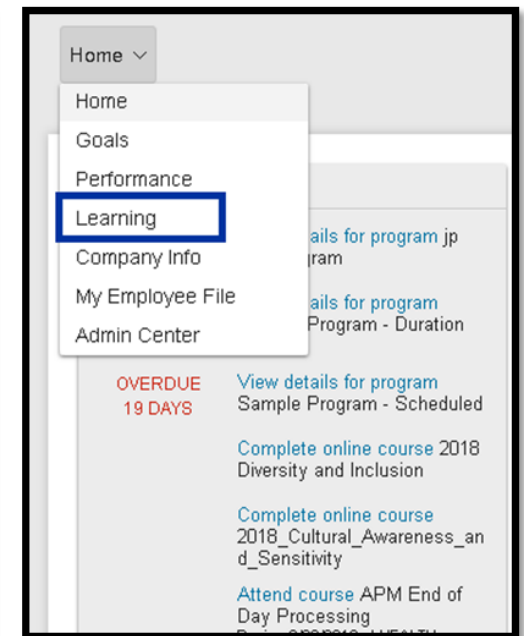
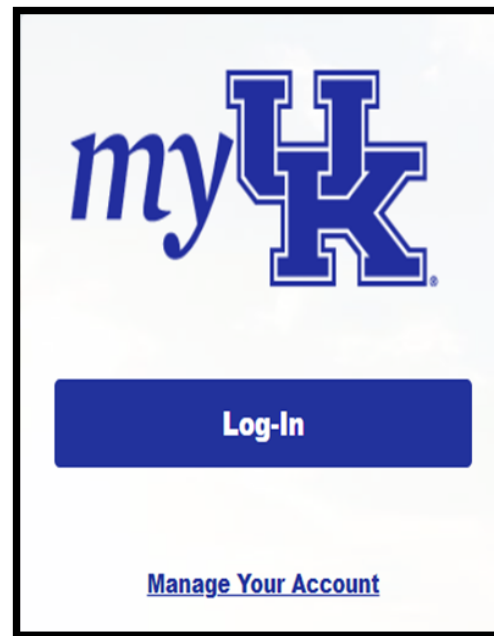
- Searching for items
- Registering for a scheduled offering
- Launching online self-paced learning
- Reviewing learning history
- Reviewing curricula or program status
- Monitoring staff's progress in assigned learning



Login to myUK Learning

Access myUK Learning via the myUK portal

- Login using your linkblue ID and password
- Select Employee Self Service tab
- Select myUK Learning
- Select Learning from the Home drop down menu



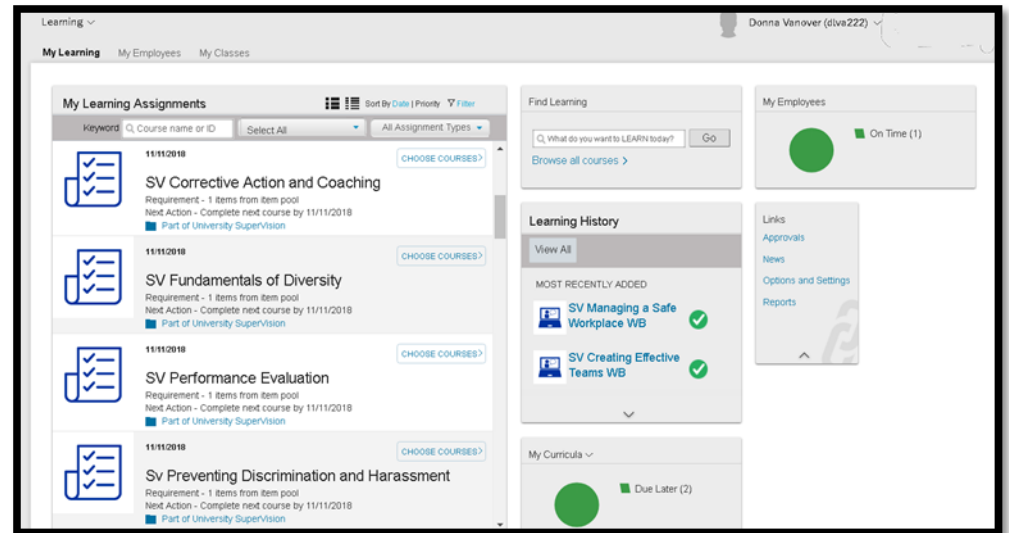


Learning Home Page

The Learning home page is the starting point within myUK Learning. The information found on this page is based on your position at the university.

Tiles provide quick access to information:

- My Learning Assignments
- Find Learning
- My Curricula
- Learning History
- Links
- My Employees (supervisor/manager only)





Learning Home Page: Tile Customization

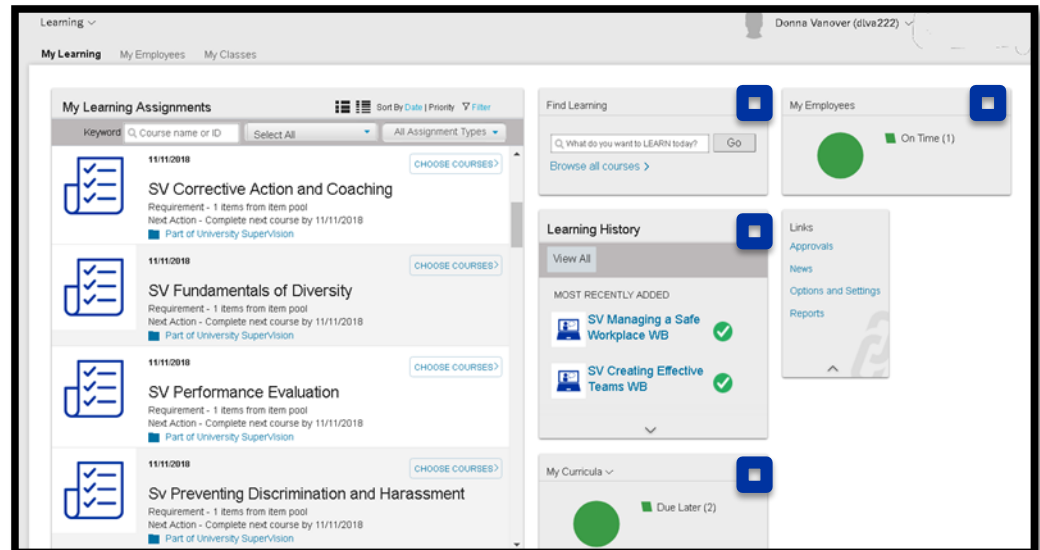
Tiles on the Learning home page can be customized.

Move:

- Click in top border of tile
- Drag and drop in new location

Expand or shrink:

- Left click in top right corner
- Left click again to return to original size





Learning Home Page: My Learning Assignments

My Learning Assignments displays assigned learning activities grouped by due dates. Optional trainings don't have a due date.

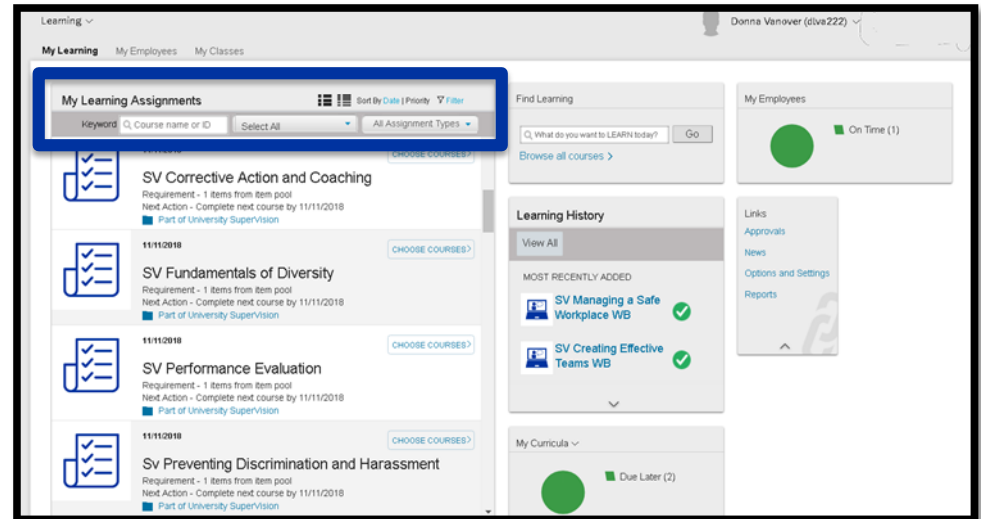
By default, learning assignments are sorted by date. Click Priority to change the view.

Click Filter to narrow the list by entering a Keyword (Course Name or ID).

Further narrow the search by choosing Select All and Assignment Types.

Customize this tile by clicking:

- Card View
- List View



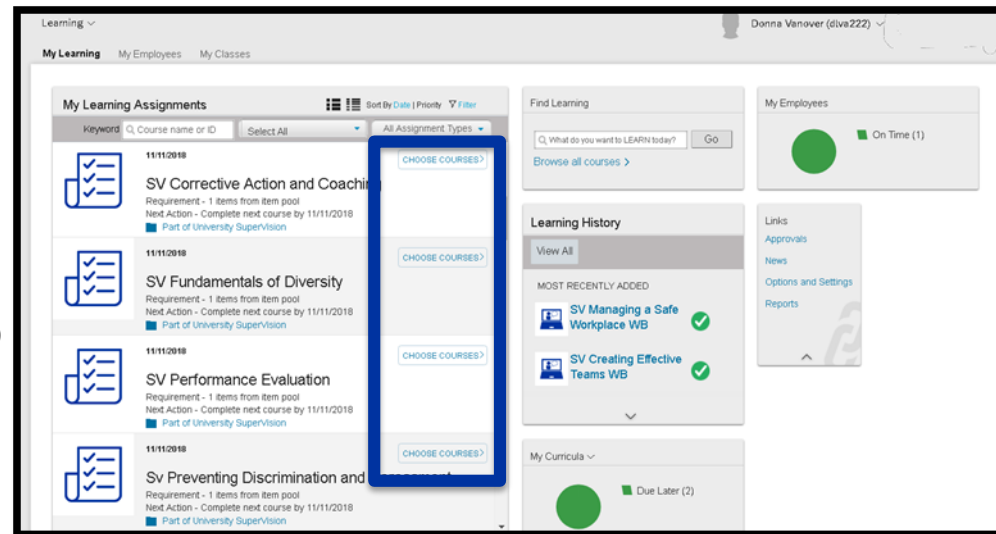


Learning Home Page: My Learning Assignments

Each learning activity is listed with status update and action buttons.

Actions include:

- View Program
- Start or Continue WBT
- Register for a scheduled offering of an item assigned to you
- Withdraw from scheduled offering
- View registration
 - Start date and end time
 - Location

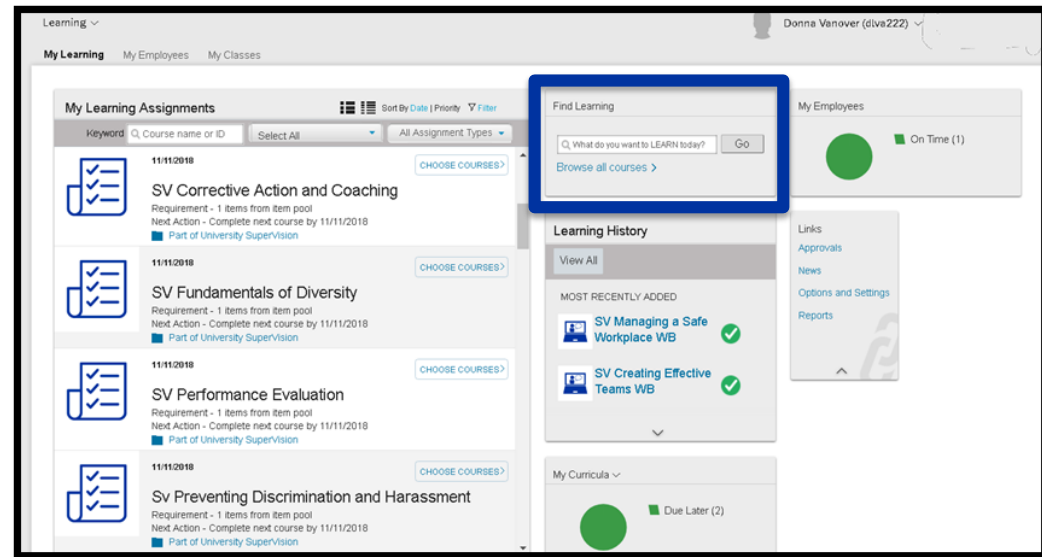




Learning Home Page: Find Learning

Find Learning allows you to search for content within myUK Learning in one of two ways:

- Enter keywords into the text field and click Go
- Click Browse all courses to access the catalog





Learning Home Page: My Curricula

The My Curricula tile shows curricula assigned to you.

Each curriculum title links to the curriculum details page that includes:

- Items required to complete the curriculum
- Action drop down menus
- Sub-curricula associated

Curricula can have numeric priority levels assigned to them.

The screenshot displays the Learning Home Page interface. The main content area is titled "My Learning Assignments" and lists four curricula with their respective requirements and next actions. The "My Curricula" tile is highlighted with a blue box, showing a green circle and the text "Due Later (2)".

Curriculum Title	Requirement	Next Action
SV Corrective Action and Coaching	1 items from item pool	Complete next course by 11/11/2018
SV Fundamentals of Diversity	1 items from item pool	Complete next course by 11/11/2018
SV Performance Evaluation	1 items from item pool	Complete next course by 11/11/2018
SV Preventing Discrimination and Harassment	1 items from item pool	Complete next course by 11/11/2018



Learning Home Page: Learning History

Access your completed items by selecting the Learning History tile.

Click Learning History or click View All to view the Completed Work page.

Completed items can be sorted:

- By Date
 - After
 - Before
 - Between
- By Title

The image shows two screenshots of the Learning Home Page. The top screenshot displays the 'My Learning Assignments' section with a 'Learning History' tile highlighted in blue. The tile shows 'View All' and 'MOST RECENTLY ADDED' items: 'SV Managing a Safe Workplace WB' and 'SV Creating Effective Teams WB', both with green checkmarks. The bottom screenshot shows the 'Completed Work' page with a table of completed items. A blue box highlights the 'Completion Date' and 'Status' columns in the table header.

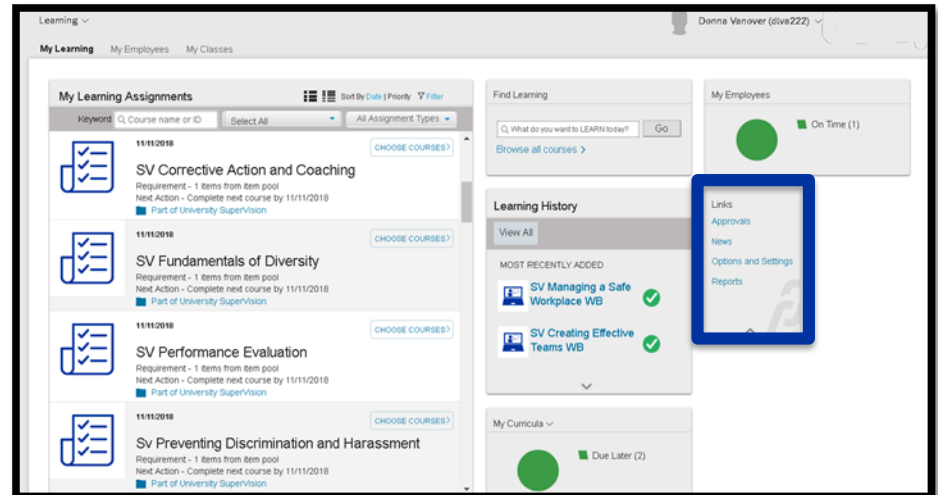
Completion Date *	Title	Status	Action
5/21/2018 07:50 AM	SV Managing a Safe Workplace WB	Passed	
5/15/2018 09:12 AM	SV Creating Effective Teams WB	Passed	
5/15/2018 08:34 AM	SV Test	Passed	



Learning Home Page: Links

The Links tile shows additional options available to you within myUK Learning.

- Approvals
 - Training requests
- News
- Options and Settings
 - Default settings
 - Supervisors can assign delegates
- Reports





Learning Home Page: My Employees

The My Employees tile and the My Employees tab shows an overview of your employee's training status.












- Select an employee
 - Learning plan
 - Due within a month
 - Due later
 - Due anytime
 - Supervisor links
 - Assign/Remove training
 - Register/Withdraw
 - Status
 - Learning History

The screenshot displays the 'My Employees' tab in the Learning Home Page. The main content area is divided into several sections:

- My Learning Assignments:** A list of assignments with checkboxes and 'CHOOSE COURSES' buttons. Items include 'SV Corrective Action and Coaching', 'SV Fundamentals of Diversity', 'SV Performance', and 'Sv Preventing Di'.
- My Employees:** A summary tile showing a green circle and 'On Time (1)'. It is highlighted with a blue box.
- Learning Plan: Test Learner17:** A detailed view of a learning plan with a search bar and filters. It lists assignments categorized by due date:
 - DUE WITHIN A MONTH:** Captivate Introduction (CLASSROOM Sample ILT 01 rev1 4/20/18), Assigned by Donna L. Vanover.
 - DUE LATER:** SV UK Overview (PROGRAM HR-TD-SV-UK-Overview), University SuperVision (PROGRAM HR-TD-SV-UniversitySuperVision).
 - DUE ANYTIME:** Communicating Across Cult., Essential Leader (PROGRAM HR-TD-PD-EL), Maxwell Experienced Leader Series (CLASSROOM HR-TD-PD-PDI rev1 4/4/2018), Assigned by Donna L. Vanover.
- Supervisor Links:** A sidebar menu with options like Assign/Remove Learning, Register/Withdraw Employees, Approvals, Dashboard, and Reports.
- Learning History:** A section showing '1 item completed in the last 30 days'.



Course Types and Icons

Instructor Led Classroom & Virtual		External Course	
Online		External Links	
Blended		Questionnaire Survey	
Program		Quick Guide	
Curricula		Task Checklist	
Curricula Requirements		Other	