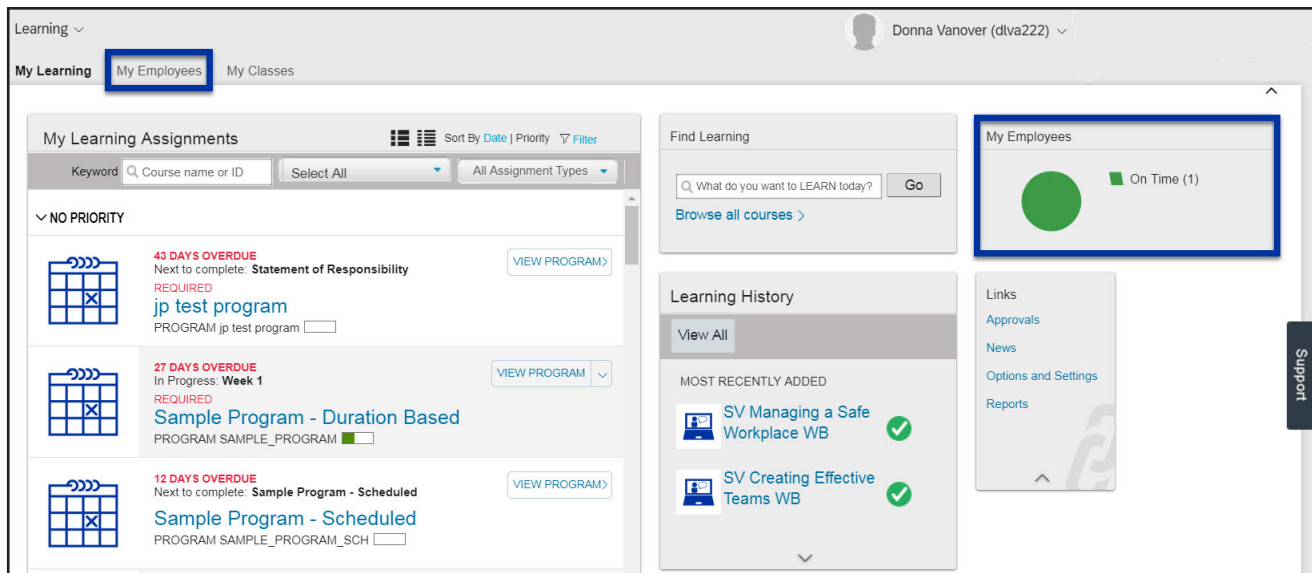


myUK Learning

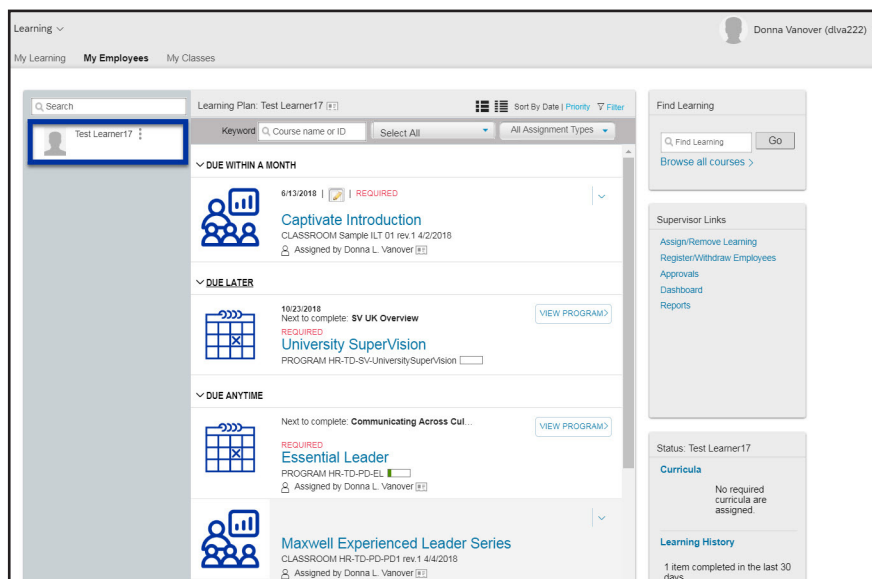
My Employee Tab and My Employees Tile

As a supervisor, you will be able to view information about your employees via myUK Learning.

1. From the myUK Learning home page, click on the **My Employees** tab or click on the **My Employees** tile. Either option will take you to the same location. If you have multiple employees reporting to you, you must select the employee you want to review.



2. On this screen, we are looking at the training activity for employee – Test Learner17. From here, you have the option to view the items listed in their Learning Plan.



3. Under the **Curricula** and **Learning History** tile, you see this employee does not have any curricula assigned to them. If you click on "Learning History," you will see the items this employee has completed.

Status: Test Learner17

Curricula

No required curricula are assigned.

Learning History

1 item completed in the last 30 days.

Learning ▾ Donna Vanover (dlva222) ▾

My Learning My Employees My Classes

Test Learner17
Ent Appl Group Team Member Level II
Human Resources Business Systems

Completed Work

Show Completions: All ▾

Completion Date *	Title	Status	Action
5/1/2018 12:30 PM	Principles of Effective Writing test	Passed	🗑️
4/9/2018 11:30 AM	SV HR Policies and Procedures	Passed	🗑️

4. On the **Supervisor Links** tile, you can complete the following tasks:
- Assign or Remove Learning. (You will not be able to remove learning such as curricula or programs assigned by others.)

Assign/Remove Learning

Select the action you would like to take:

+ Assign Learning

Assign items, programs and curricula to one or more employees.

⊗ Remove Assigned Learning

Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed.

b. Register or Withdraw Employees

Register/Withdraw Employees

Select the type of action you would like to take:

👤✓ Register Employees

Register Employees into a scheduled offering.

👤✗ Withdraw Employees

Withdraw Employees from a scheduled offering.

c. Approvals (If a class requires approval before registering, those would appear here.)

← Back
Pending Approvals ?

▼ **Internal Training (0)**
No items were found using this search criteria. All Direct Reports Only

▼ **External Training (0)**
No items were found using this search criteria. All Direct Reports Only

▼ **Account Requests (0)**
No items were found using this search criteria.

d. Dashboard: This shows the courses the employee has been assigned and needs to register to attend.

← Back
Dashboard Help

Employee To-Dos Show: All Due Date: Next 60 Days

Employee	Type	Title	Due Date	Status
Learner17, Test	Learning	Captivate Introduction	6/13/2018	Must be registered

e. Reports: There are various reports that can be generated for your employees.

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Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- > Curriculum Status
- > Item Status
- > Learning History
- > Learning Hours
- > Learning Needs
- > Learning Plan
- Program Status
- > User Information