

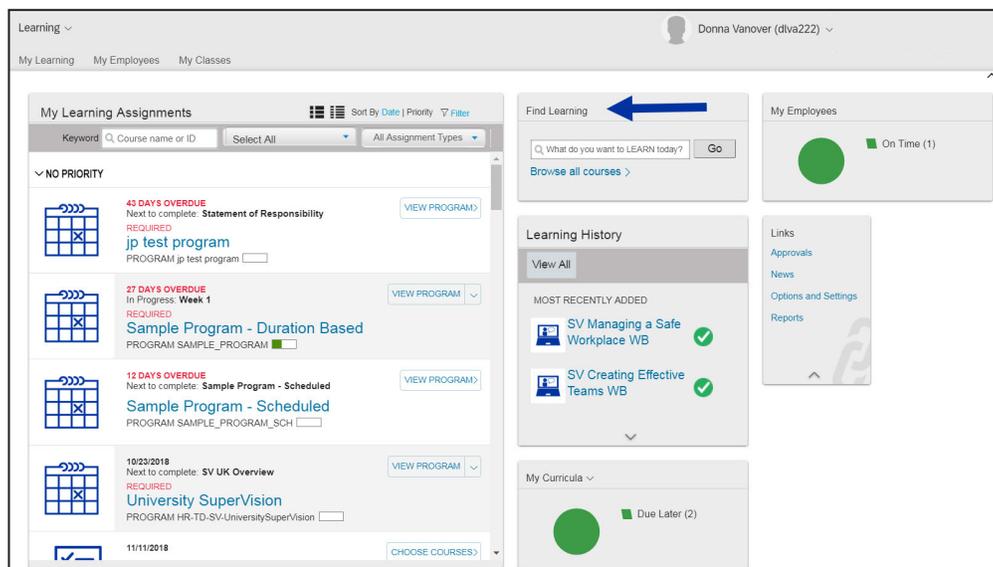
myUK Learning

Assign Training to Direct Reports

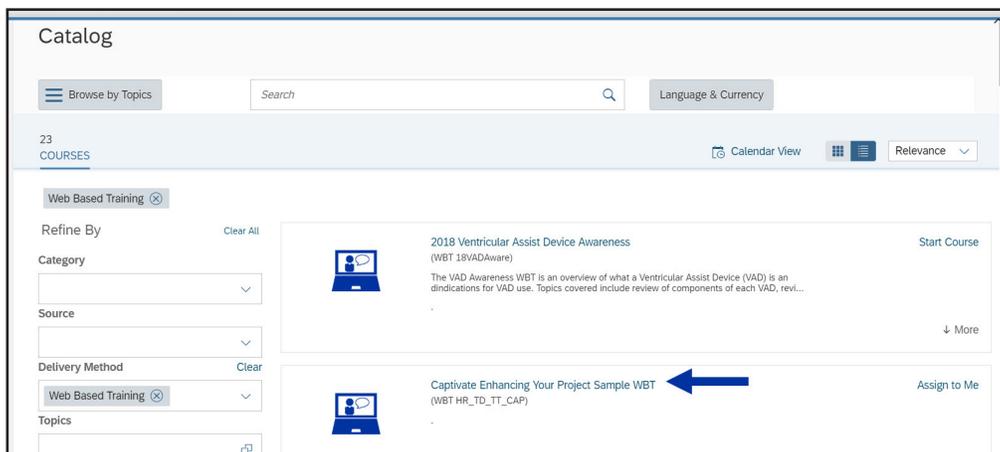
As a supervisor, you will be able assign training to your employees. When you assign training, it lets the employee know these are items you want them to attend. However, they will be able to select the date and time they want to attend.

If you want them to attend a session on a specific date, then you want to register them for the session.

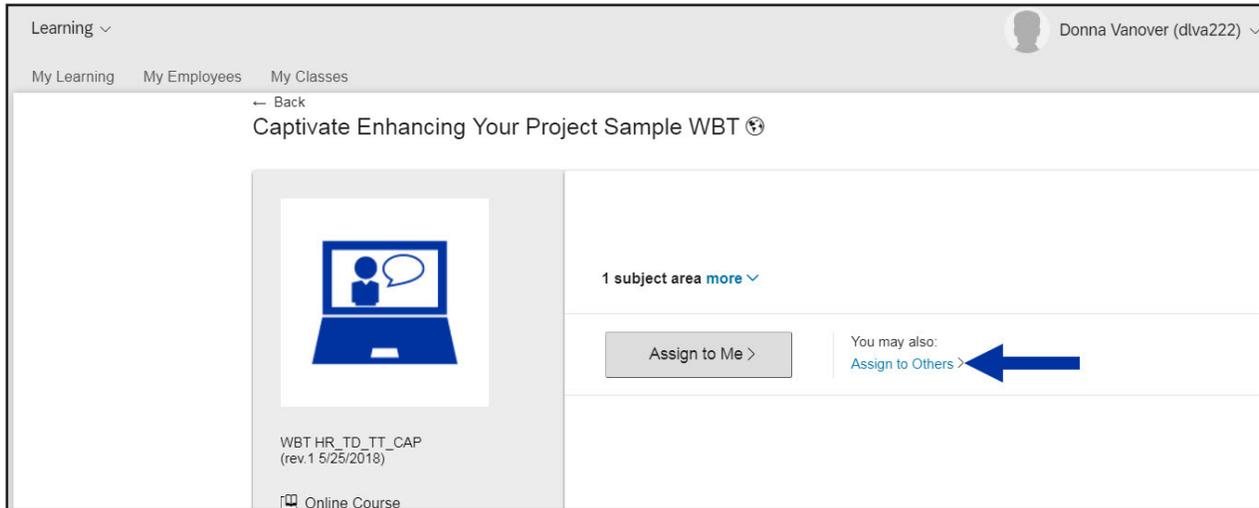
1. From the myUK Learning home page, click on the **Find Learning** tile to locate the items you want to assign to your direct reports.



2. Search the Catalog by Source, Delivery Method, Topic, etc.
3. Once you have found the item, click on the item name.

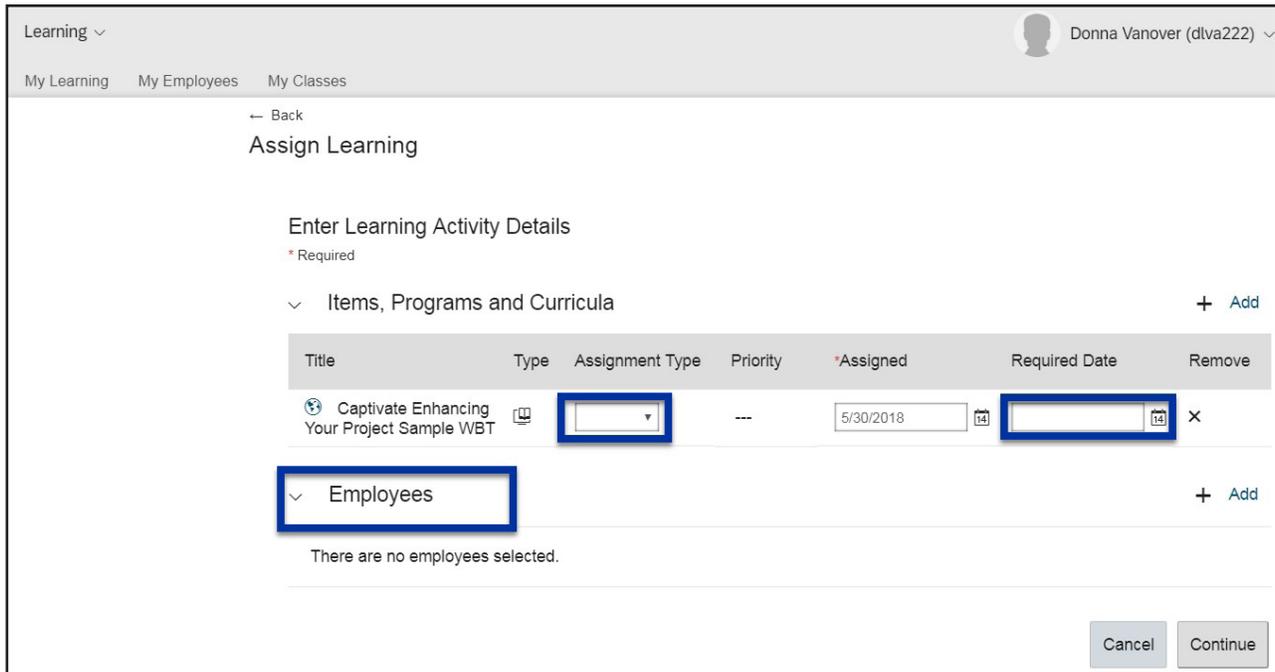


4. The details screen appears. Click on "Assign to Others."



5. The **Enter Learning Activity Details** screen appears. Make sure to complete the following fields:

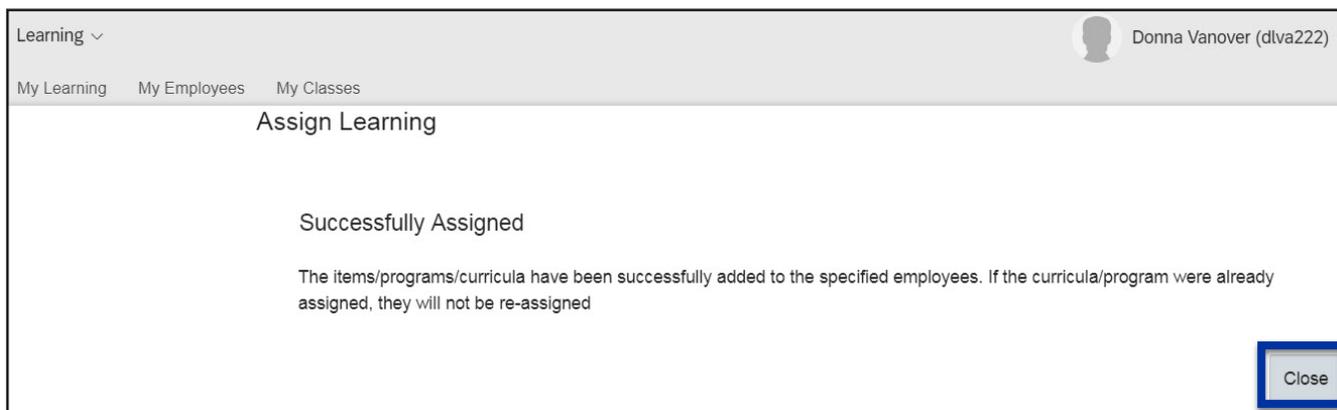
- Assignment Type
 - » Required
 - » Optional
- Required Date
- Employees



6. Click Continue.



7. The **Confirm Details** screen appears.
 - a. If the data is correct, click "Assign Learning" and proceed to Step 8.
 - b. If the data isn't correct, click "Cancel" and start the process over.
8. The **Successfully Assigned** learning page appears. Select "Close."

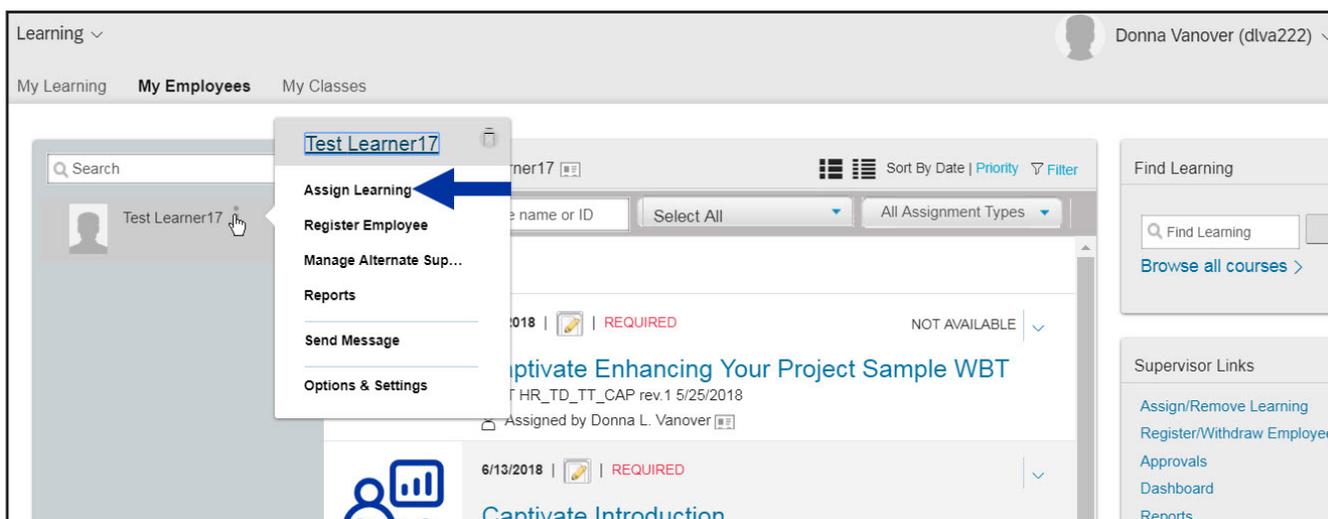


If you want to confirm the item was assigned to your employee, select the **My Employees Tab** to or **My Employees** tile view their Learning Plan.

Another method for Assigning Learning to an employee is to start by selecting the **My Employees** tab or **My Employees** tile.

1. Select the employee you want to assign learning to and click on the three dots next to their name.
2. When the pop up box appears, select "Assign Learning."

Note: If you want them to attend a specific session, select "Register Employee."



3. The **Assign Learning** screen appears. Since you selected the specific employee, you will need to add the activity you are assigning. Click "Add."

Learning ▾ Donna Vanover (dlva222) ▾

My Learning **My Employees** My Classes

Assign Learning

Enter Learning Activity Details
* Required

▾ Items, Programs and Curricula **+ Add**

There are no items, programs or curricula selected.

▾ Employees **+ Add**

Name	Remove
Test Learner17	x

Cancel **Continue**

4. The select **Desired Courses from Catalog** screen appears. Use the various search fields and criteria to find the item.
5. Click "Select" on the item you want to assign.

Select Desired Courses from Catalog

 **FI_GU_310 GL Account Documents (CLASSROOM ENT-APP-FI-FI_GU_310)** **Select**

FI_GU_310 is intended to give the General User a solid understanding of...

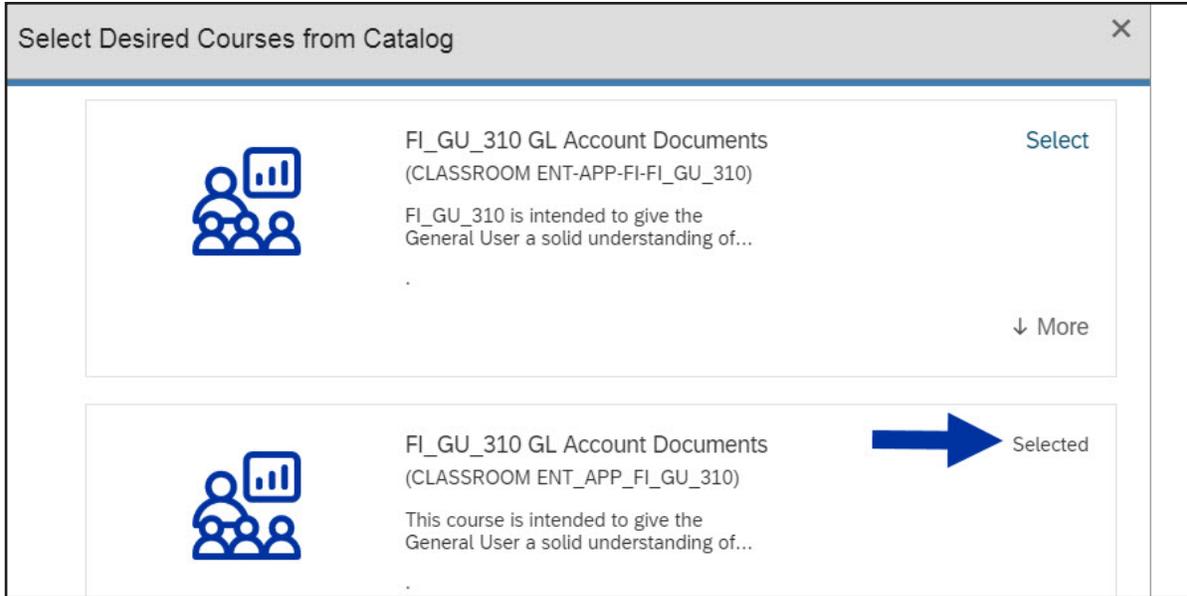
↓ More

 **FI_GU_310 GL Account Documents (CLASSROOM ENT_APP_FI_GU_310)** **Select**

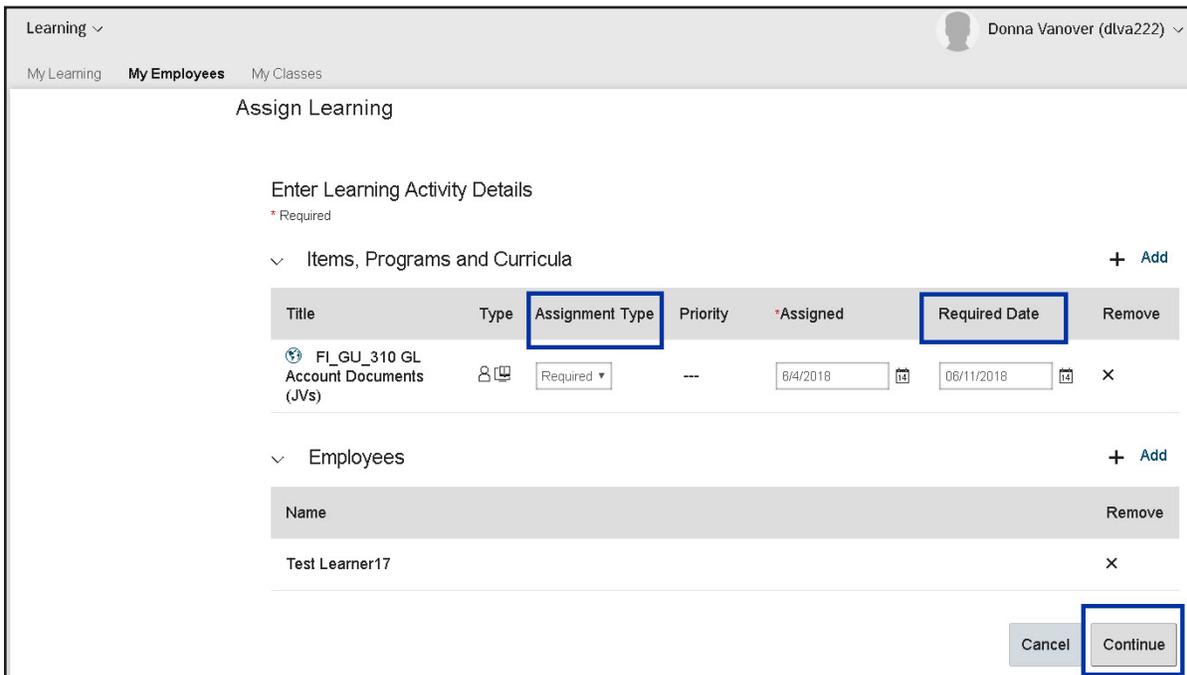
This course is intended to give the General User a solid understanding of...

↓ More

6. Once the item has been chosen, the word changes to Selected. Click the "X" in the top right of this screen to close.



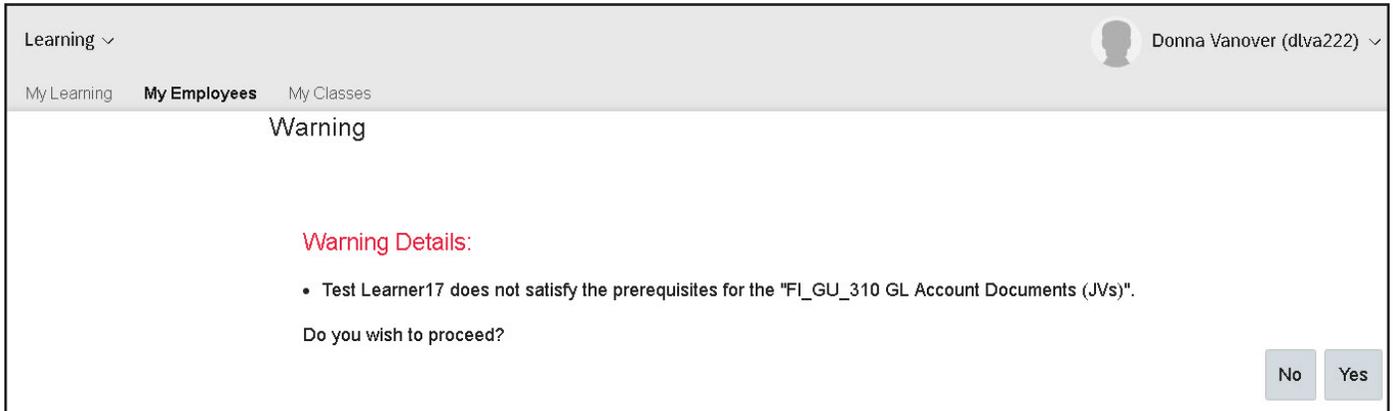
7. Complete the necessary fields on the **Enter Learning Activity Details** page, then click "Continue."
 - a. Assignment type
 - b. Required date



8. If the course you selected has any prerequisites, you may receive a warning message.

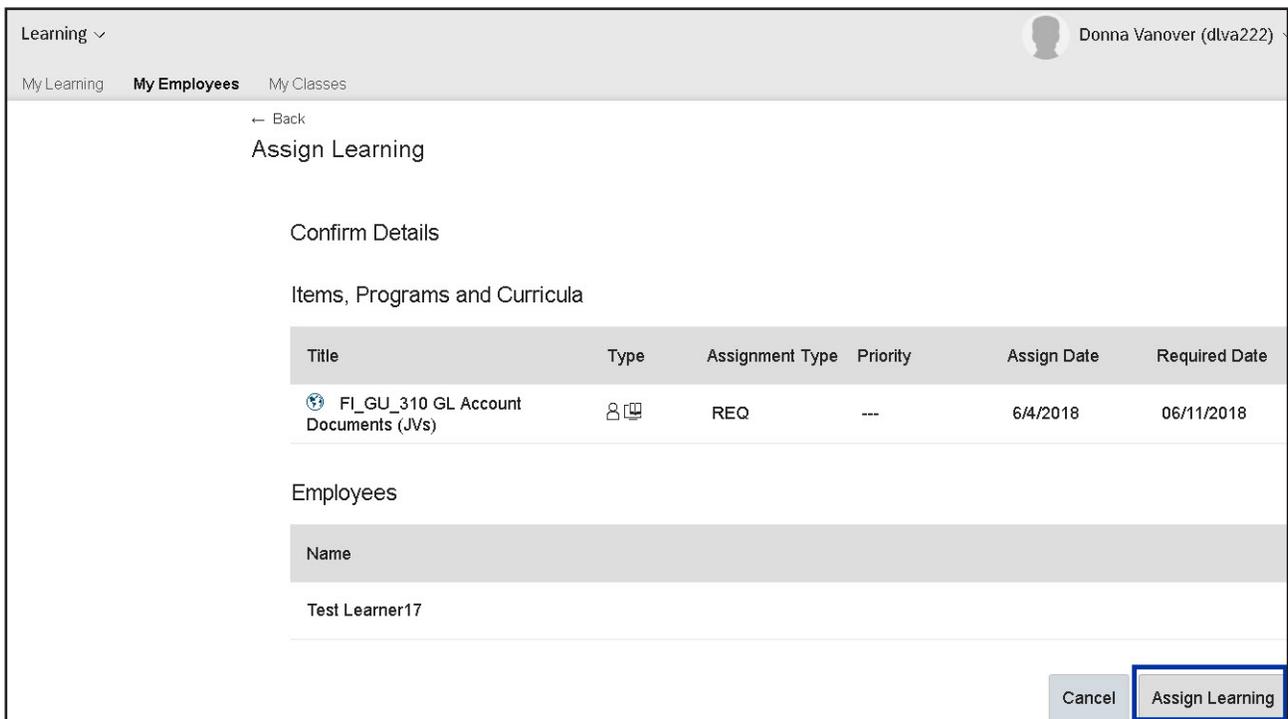
- Click Yes to continue
- Click No if you want to select another course

Note: If the course does NOT have a prerequisite, this screen would not appear and you would proceed to Step 9.



The screenshot shows a user interface with a top navigation bar containing 'Learning' and a user profile for 'Donna Vanover (dlva222)'. Below the navigation bar are tabs for 'My Learning', 'My Employees', and 'My Classes'. The main content area is titled 'Warning' and contains a red heading 'Warning Details:' followed by a bullet point: 'Test Learner17 does not satisfy the prerequisites for the "FI_GU_310 GL Account Documents (JVs)".' Below this, it asks 'Do you wish to proceed?' with 'No' and 'Yes' buttons.

9. When the Assign Learning screen appears, confirm the details and click "Assign Learning."

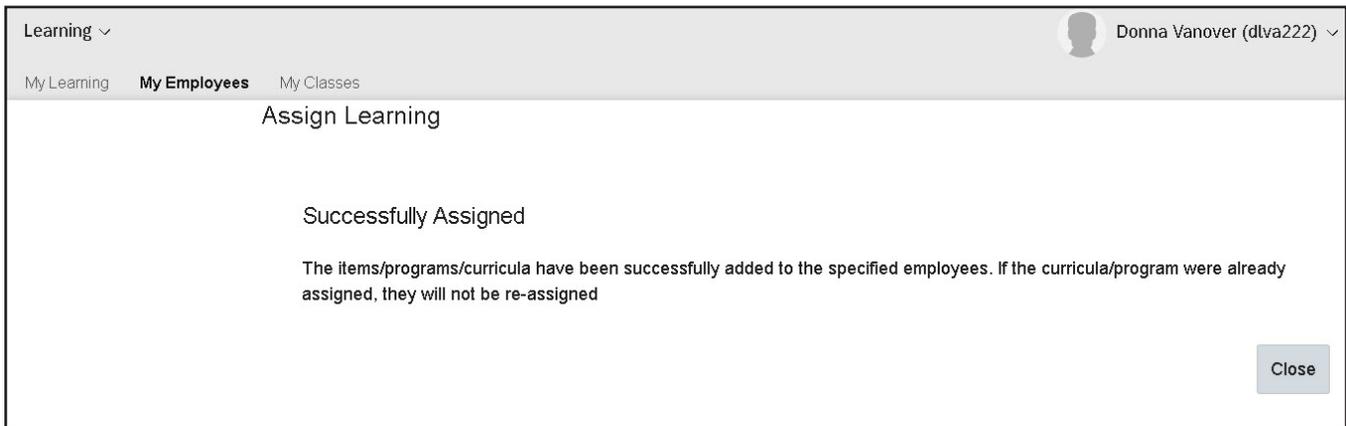


The screenshot shows the 'Assign Learning' screen. It has a top navigation bar with 'Learning' and the user profile 'Donna Vanover (dlva222)'. Below are tabs for 'My Learning', 'My Employees', and 'My Classes'. A 'Back' button is visible. The main content area is titled 'Assign Learning' and includes a 'Confirm Details' section. Under 'Items, Programs and Curricula', there is a table with the following data:

Title	Type	Assignment Type	Priority	Assign Date	Required Date
FI_GU_310 GL Account Documents (JVs)	Icon representing a document with a person	REQ	---	6/4/2018	06/11/2018

Below the table is an 'Employees' section with a 'Name' field containing 'Test Learner17'. At the bottom right, there are 'Cancel' and 'Assign Learning' buttons.

10. The **Successfully Assigned Learning** page appears. Click "Close."



11. When your employee's **Learning Plan** page appears, you will see the training has been assigned. The employee will also be able to see:

- a. Due date
- b. Training is required
- c. Prerequisites have not been met
- d. Who assigned the training

