



myUK Learning

Overview & Guidelines





Table of Contents



myUK learning Overview	<u>3</u>	My Classes	<u>14</u>
Log in to myUK learning	<u>4-6</u>	Learning Administration	<u>15</u>
Learning Home Page	<u>7</u>	Act As	<u>16</u>
Dropdown Menus	<u>8-9</u>	Curricula	<u>17</u>
Search bar	<u>10-11</u>	Learning History	<u>18</u>
Learning Categories	<u>12</u>	Reports	<u>19</u>
Team View	<u>13</u>	Options & Settings	<u>20</u>
		FAQ's & Tutorials	<u>21</u>





myUK Learning Overview



myUK Learning is the new Learning Management System for the University of Kentucky.

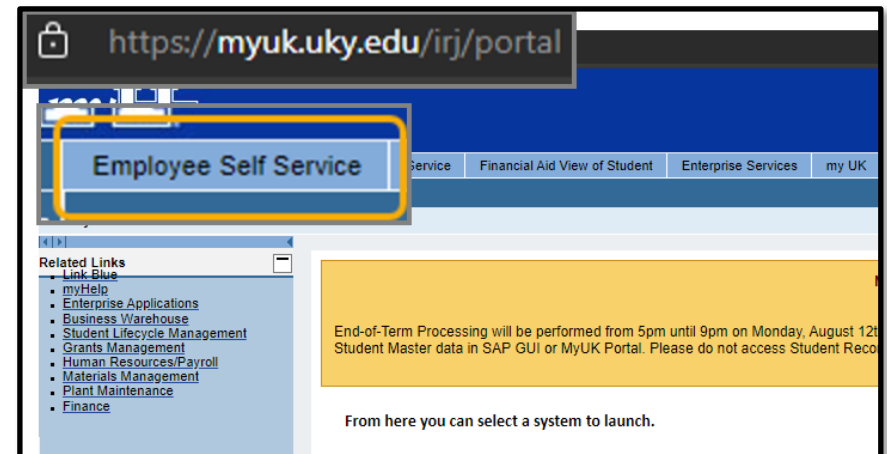
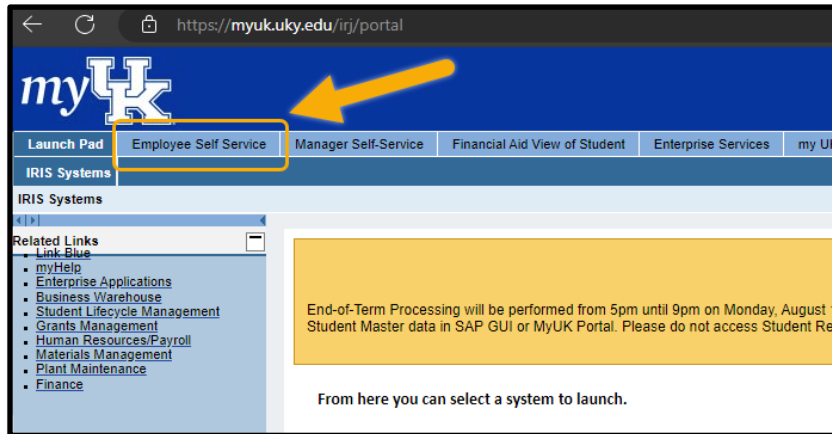
myUK Learning allows users to manage their learning process by:

- Searching for items
- Registering for offerings (Classes/WBTs)
- Launch online self-paced learning
- Review learning, and learning history
- Review curricula or program status
- Monitor staff's progress in assigned learning



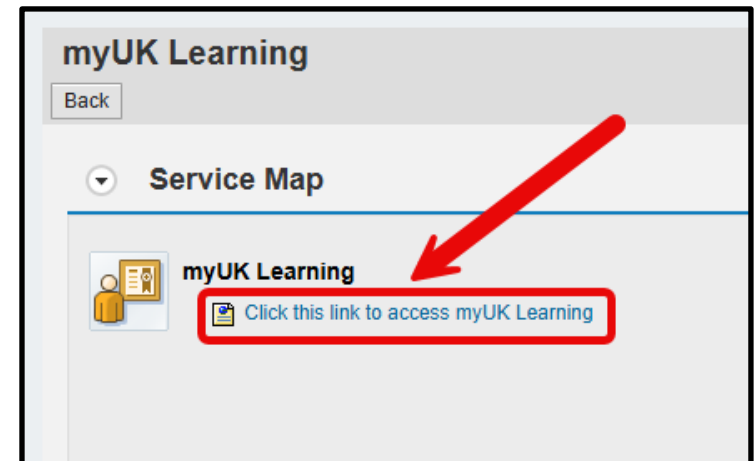
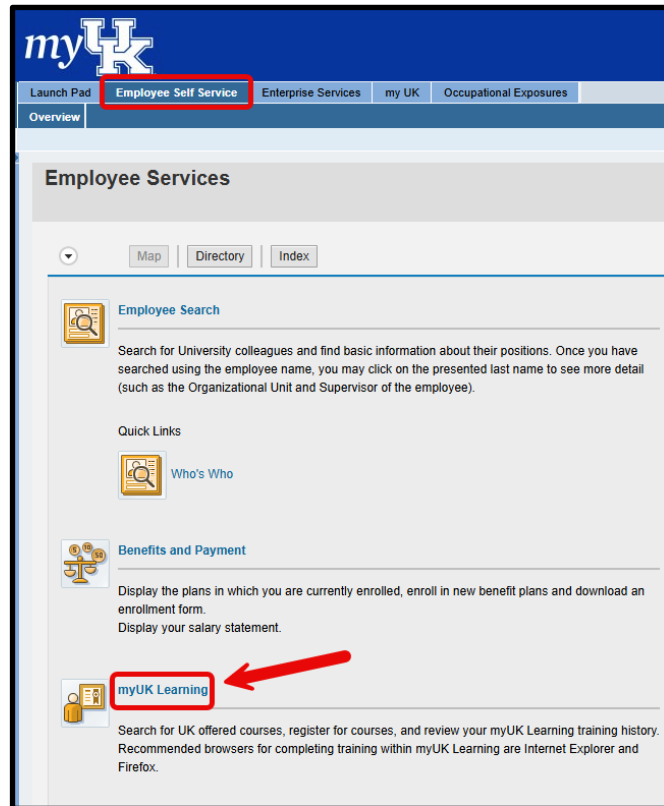


Select Employee Service Tab





Accessing Learning Home Page





View My Learning Tile



University of Kentucky Home ▾

Good afternoon

Quick Actions

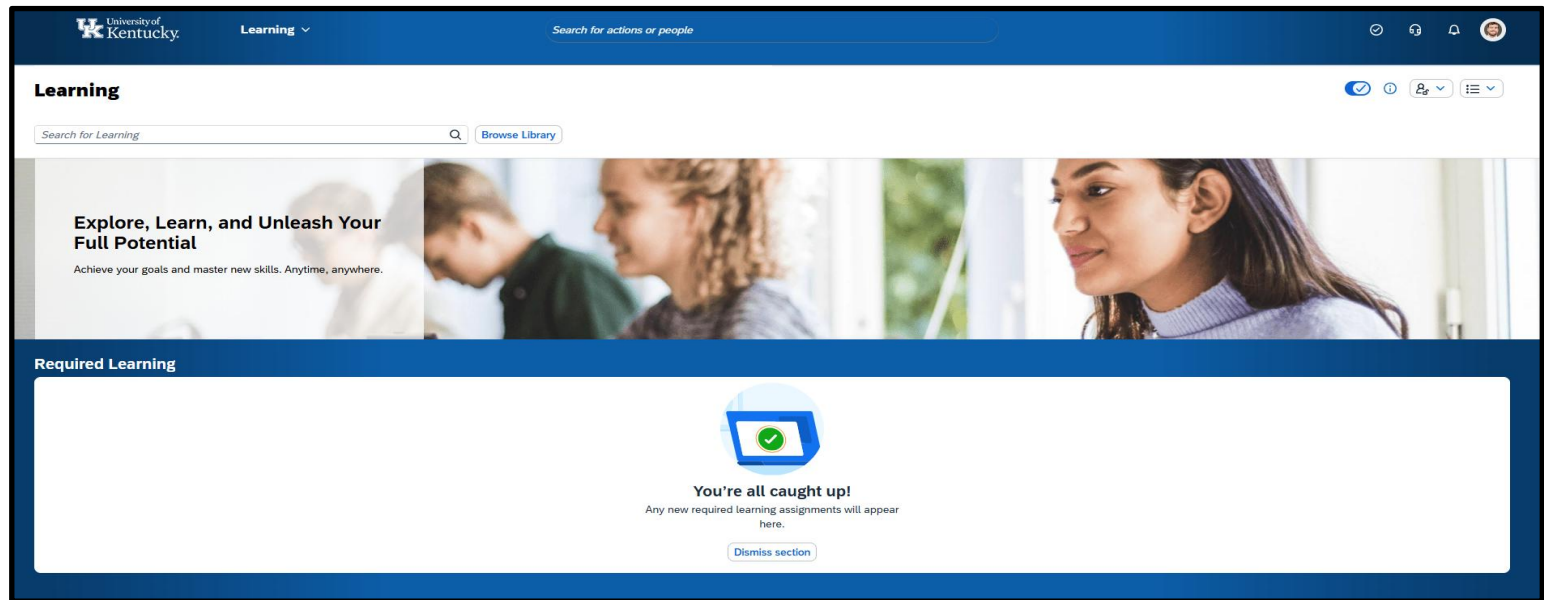
- Manage My Team
- View My Profile
- View Org Chart
- View Performance Evaluations
- Manage My Goals
- View My Learning**



Learning Home Page



The Learning Home page is the starting point within MyUK Learning. The functionality of this page varies based on your role(s) at the university.



The redesign of this page has largely eliminated quick access tiles and instead grouped items within their respective dropdowns.



Learning Home Page: Dropdown Menus

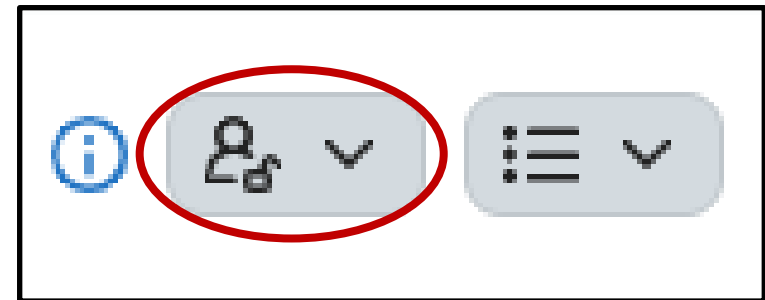


There are two important menus in the upper right-hand corner of the Learning homepage.

① The information icon contains detailed helpful tips for getting started in this Learning Experience.

The person icon, or “User Dropdown” contains User-Specific tasks, when applicable:

- Team View
- My Classes
- Learning Administration
- Act As

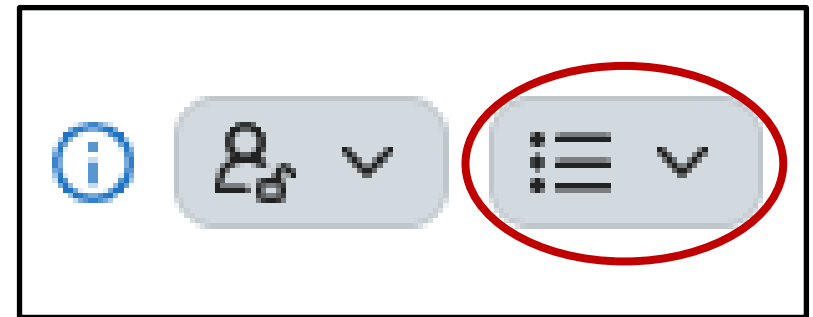


Learning Home Page: Dropdown Menus



The second icon in the upper right-hand corner of the Learning Homepage or, the “Hamburger Menu” (:≡) contains:

- Curricula
- Learning history
- Approvals (*managers only*)
- Reports
- FAQ’s
- Tutorials
- Options and settings



Learning Home Page: Search Bar



The upper left-hand corner of the learning home page contains a search bar.

Learning

The search bar allows you to search for learning(s) based on keywords or, if known, course titles.

On the next slide you will see an example of how course information is displayed.





Learning Home Page: Search Bar



Here you can find the information available when a course is searched for.

1. Find course information

2. Find course contact information

3. Start a course immediately

4. Assign a course to yourself (*Or others**)

5. Bookmark courses for later

My Learning / CYB 310 Quishing

Course Information

Type: Online

Duration: 0.25 hours

1

Start Course

Assign to Me

Assign to Others

Bookmark

3

4

4

5

Course Details

Online Content

Description

QR codes continue to be more common in our daily lives as quick, convenient ways of accessing websites without typing in long web addresses. They also offer a way to complete contact-free transactions without handing over cards or cash. However, their widespread applications and ease of use give cybercriminals another method of carrying out their attacks. This module discusses the threats associated with scanning QR codes, along with cybersecurity tips to help you scan them safely.

1

Questions?

cybersecurity@uky.edu

2

Course Information

Credit Hours: 0.25

Contact Hours: 0.25

CPEs: 0.25

Course ID: ITS_CS_QR1

Version: Version 1, 2/29/2024

Source: KnowB4



Learning Home Page: Learning Categories



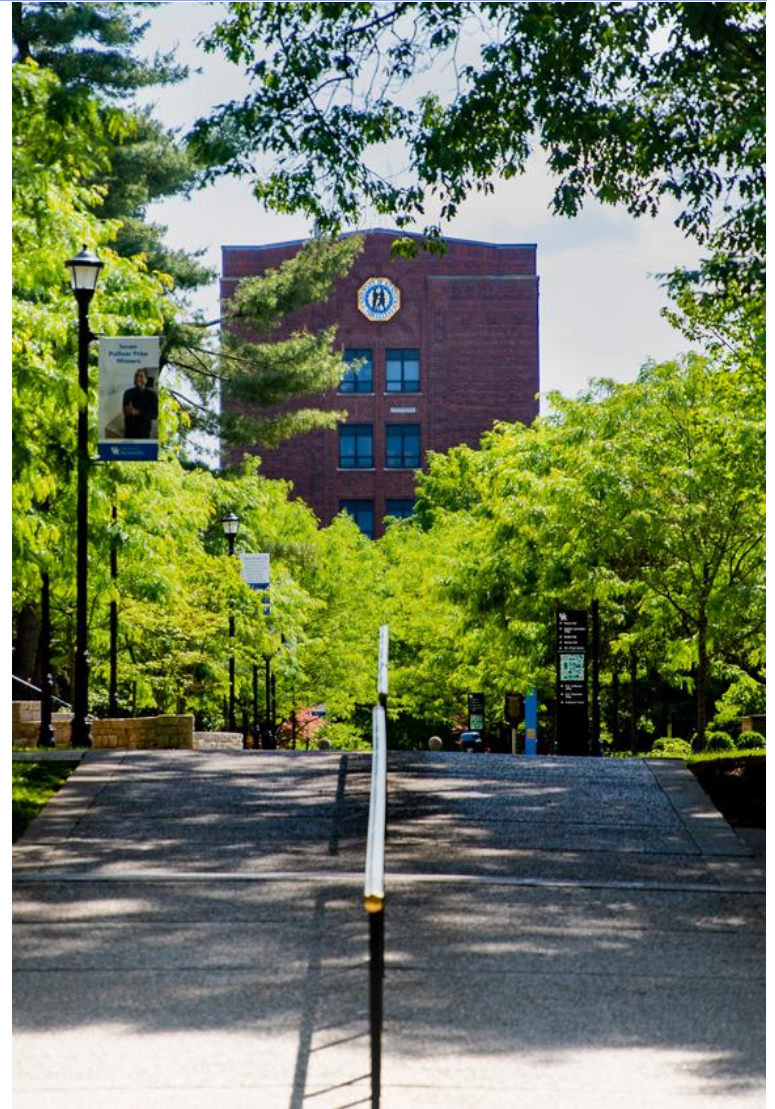
1. “Required learning” is any learning marked as required WHEN ASSIGNED.

- *Does not necessarily have a due date.*
- *It will appear first in the list of assignments.*

-
2. “Important learning” is any learning assigned by manager(s) or administrators, not marked as required.

- *May INSTEAD be marked as required.*

3. “Invest in myself” is any self-assigned learning.

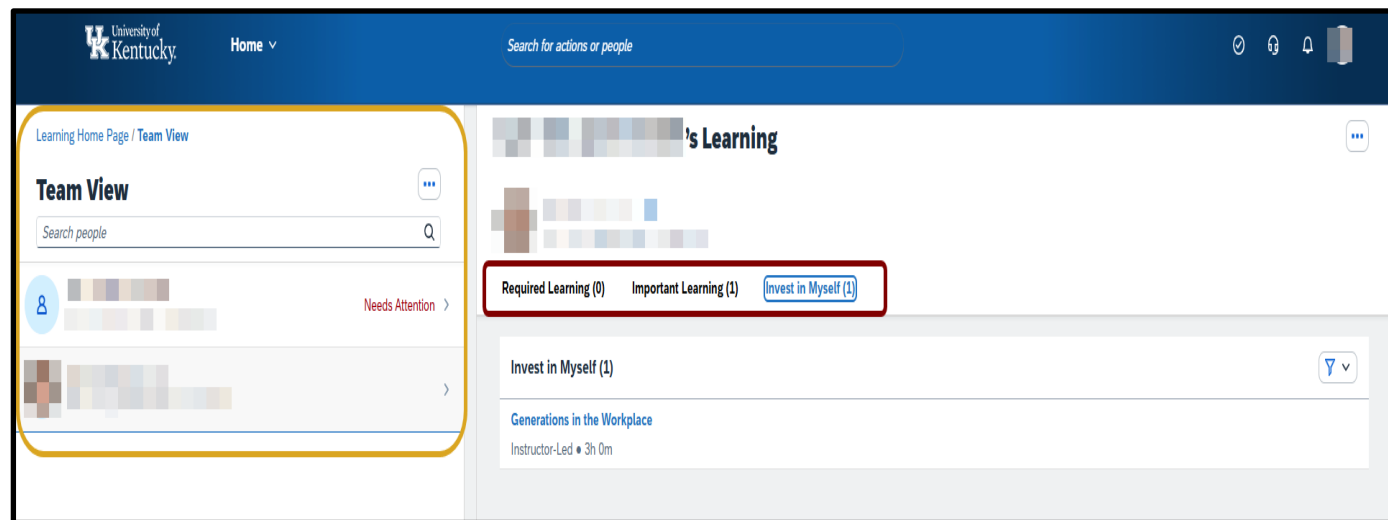


User Dropdown: Team View (Managers/Supervisors)



Located in the User Dropdown, if you have Direct Reports, is “Team View.” Selecting Team View will relocate you to a team overview where you can review the status of your direct reports.

On the left side of the screen lists the Team View of your Direct Reports. When selecting a respective employee, on the right, you will see the employee’s Learning Plan.





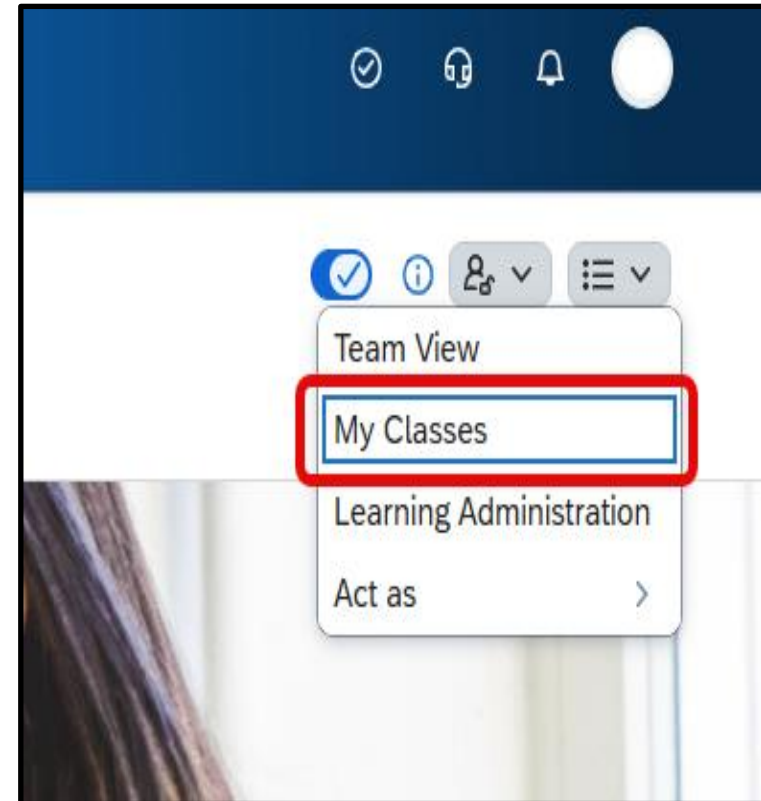
User Dropdown: My Classes (Instructors)



Inside of My Classes you can choose between scheduled (upcoming) and past classes.

While working within my classes, you can view/email registered users, print a roster, record class attendance, and record learning.

Remember, classes (scheduled offerings) will only be displayed here if you are assigned to teach them. If the class you are looking for isn't displaying, please contact your local administrator and ask them to add you as an instructor for the class

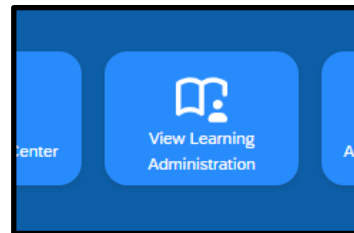




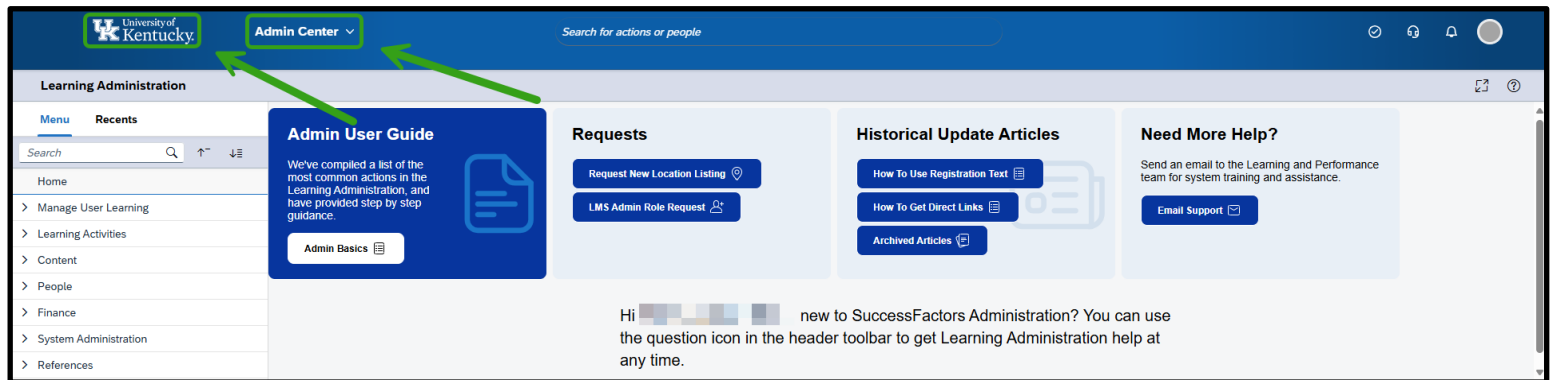
User Dropdown: Learning Administration (“LMS”)



Select the View Learning Administration tile to access the Learning Admin Center. Please reference the Learning Admin User Guide on the LMS home page for help maneuvering the Learning Admin Center if you maintain a Learning Admin Role.



To return to the SuccessFactors Home Page, or another area of SuccessFactors, use either the drop-down in the top left corner of the page that currently lists ‘Admin Center’, or click the UK image/logo to return to the SuccessFactors Home Page. “Learning” will take you back to myUK Learning.





User Dropdown: Act As (Permission Required)



“Act as” is the function granted to a learning delegate(s).

If you are a supervisor, you will be able to delegate another UK employee to act on your behalf within myUK learning. The authority you can allow is customizable.

Delegates can generate reports, assign training, or register/cancel employees from training on your behalf.

For information on how to set up a delegate, please refer to [myUK Learning | Human Resources](#), or select ‘Options and Settings’ from the “Hamburger Menu” (:≡) to search for and control your Delegates.





Hamburger Menu: Curricula



As mentioned earlier, curricula is an option inside of the “Hamburger Menu” (:≡) on the upper right-hand corner of the Learning Landing page.

Utilizing the Curricula option takes you to your Curriculum Status. This screen shows the status of ALL Curricula you have been enrolled in. Selecting the title of a Curriculum will take you to the content.

The top left corner of the screen will allow you to return to my Learning or, if an Instructor, jump to my Classes.

University of Kentucky Learning

Search for actions or people

My Learning My Classes

Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Prio...	Next Acti...	Expiration Date	Assigned By	Remove
Discrimination, Harassment and Sexual Misconduct: What you need to know	✓	N/A	N/A	N/A	Admin (System AP)	
UK Intellectual Property	✓	N/A	N/A	N/A	Admin (System AP)	





Hamburger Menu: Learning History



Selecting Learning History brings you to a list view of your completed learning activities.

Above the list is a search bar to find a specific completed assignment; there are also filters to find specified ranges/groups.

On the right side of the list, there is an “Action” column. This column contains a printer icon; selecting this will print a certificate of completion for the course. To the right of the print button is a Review Content Action icon: this opens content that the course has available for your review.

My Learning / Learning History

Learning History

Search for Learning

Completion Date: M/d/yyyy - M/d/yyyy

Status: All

Reset

Completed Activities (72)

Title	Completion Date	Status	Action
POSS080 Notes Personalization	2/18/2025 02:46 PM	Passed	>
POSS075 Personal Order Panels	2/18/2025 02:46 PM	Passed	>
POSS031 Problem List Customization	2/18/2025 02:45 PM	Passed	>
Epic POSS023 Here's How...Personal Preference Lists	2/18/2025 02:45 PM	Passed	>
UKASAP105 Wrapping up the shift	2/18/2025 02:45 PM	Passed	>
POSS066 Keyboard Shortcuts, Part 2	2/18/2025 02:39 PM	Passed	>
POSS065 Keyboard Shortcuts, Part 1	2/18/2025 02:38 PM	Passed	>
GEN652 SmartPhrases	2/18/2025 02:37 PM	Passed	>





Hamburger Menu: Reports



Selecting 'Reports' in the “Hamburger Menu” (:≡) opens the Report Center.

Reports

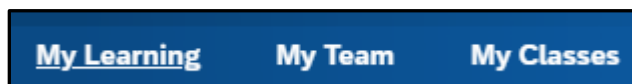
Select a Report from the list below to run a report for yourself or your direct reports.

Report Name

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

If when you export a report, a pop-up appears, always select ‘do not convert’ as converting will often remove leading zeros from the report data.

On the left side of the screen, you can navigate to other areas of the Learning System.



Hamburger Menu: Options and Settings



Opening 'Options and Settings' opens the interface to edit, remove or add your Learning Delegates, as well as email notifications.

Options and Settings

Your settings determine the formats and standards used to display information to you in the application.

Delegates

Add...
Edit...
Remove

Learning Email Notifications

☒ Notify me when an item is added to my Learning Plan
☒ Notify me when an item is modified in my Learning Plan
☒ Notify me when an item is removed from my Learning Plan

As mentioned earlier, Delegates have the option to “act as” you within Learning, with varying levels of control set by you as the assigner.





Hamburger Menu: FAQ's and Tutorials



Selecting FAQ's and/or Tutorials will direct you to the HR University's Human Resources MyUK Learning website.

On the HR University's Human Resources myUK Learning page, there are links to information guides and forms that anyone can review about myUK Learning.

The HR Learning and Performance team can be reached at LearningandPerformance@uky.edu.

