SuccessFactors

myUK Learning Guide

University of Kentucky®
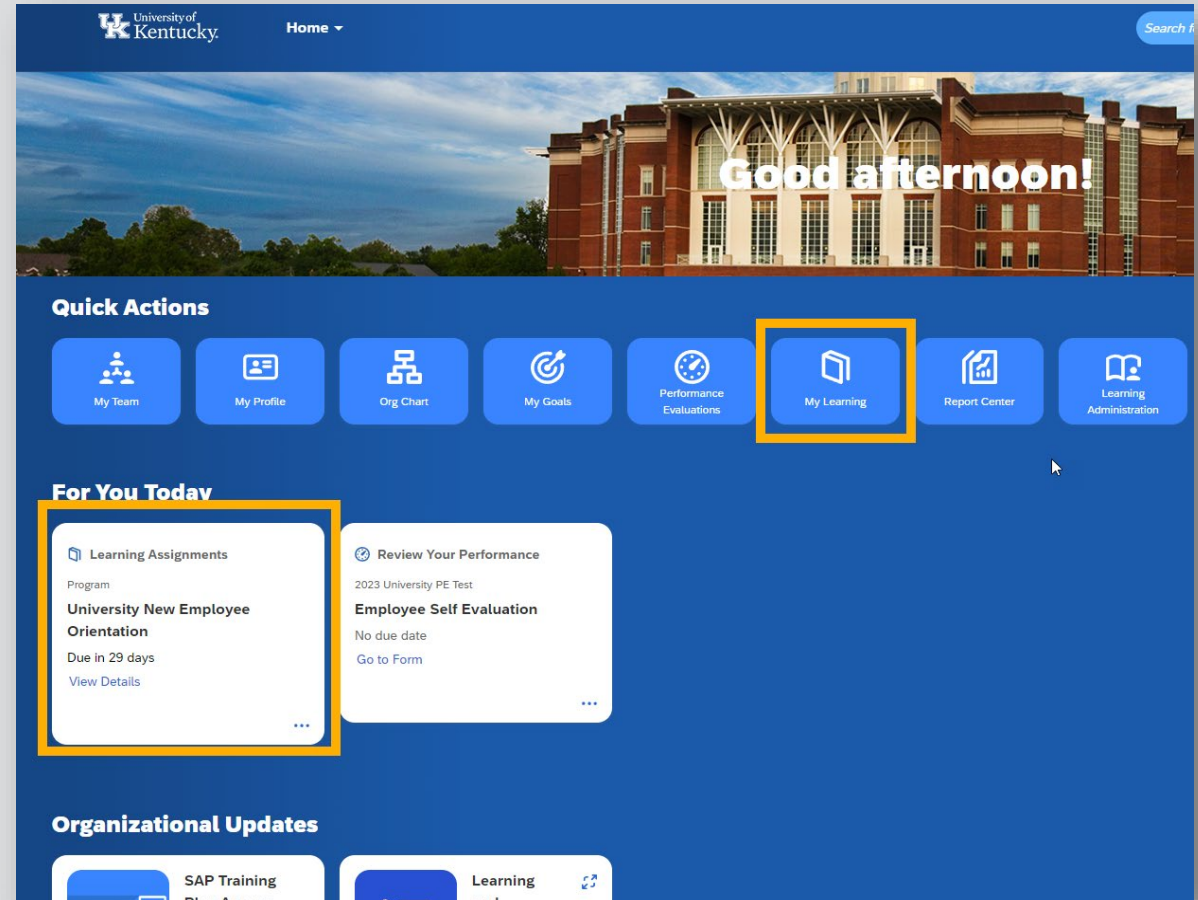
SuccessFactors Home Page

From the homepage you will see assignments due within the next 30 days

Click the My Learning tile to view a complete list of assignments

My Learning Home Screen Overview:

1. **Find Learning** can be used to search the library for courses.

2. **My Curricula** displays a summary of curricula items assigned to you.

3. **History** displays courses you have completed.

4. **My Learning Assignments** is where you will locate all items that are assigned to you.

View your assignments:

Use My Learning Assignments to scroll through courses and requirements on your plan.

1. **Web-based trainings** (WBTs) - can be launched and completed on your own at any time.

2. **Instructor-led** - If your manager or someone else has assigned these, you will need to register for a class: date & time. (see page 6 & 7)

3. **Programs** - a group of Items delivered in structured/meaningful blocks.

4. **Curriculum** – set of items created to support the assignment and tracking of progress within highly regulated industries.

View your assignments:

A guide to understanding item details within My Learning Assignments :

1. **Headers:** group assignments by the due listed.

2. **Due dates:** listed individually for each assignment.

3. **Status bar:** for programs indicates completion progress.

4. **Self-Assigned:** The Item was added by you.

5. **Assigned by** *name:* added by an individual.

6. **Location details:** date and place for instructor-led courses.

Complete your assignments:

Actions to complete your assignments:

1. **Start course** - launch a Web Based Training

2. **Continue course** - start a Web Based Training where you left off

3. **Choose courses** to complete a curriculum

4. **Register Now** for Instructor Led Training

5. **If Register Now is missing** - no classes currently scheduled *(Click the course title and reach out to the contact listed)*

Registering for Instructor Led courses:

1. Click Register Now next to the assigned Instructor Led Training

2. Select an option from the list of Available Classes – Click to open the details.

3. In the top right corner of the new window, click Register and then close the pop-up confirmation.

4. The course will change to Enrolled on the My Learning homepage

If an assigned course does not have the Register Now option, no classes are currently scheduled *(Click the course title and reach out to the contact listed)*
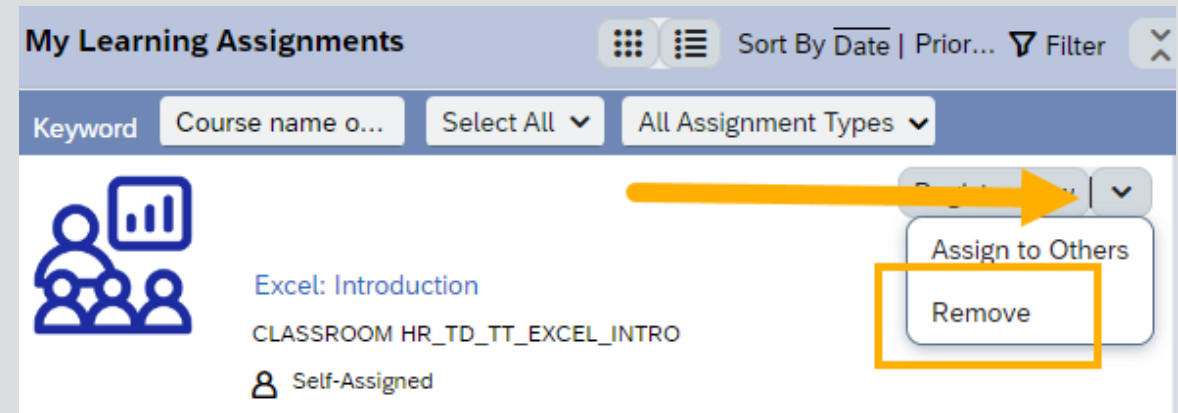
Removing your assignments:

Learners can remove Self-Assigned courses from their own learning plan

- Scroll through My Learning Assignments to find the course.

- Click the down arrow to the right of the course listing.

- Select Remove from the dropdown menu.

If a course is assigned by a manager, their name will be listed and will need to remove it.

current managers can remove courses assigned by previous managers

Removing your assignments:

If a course is assigned by an administrator, there will be no individual name listed:

- Locate the course in My Learning Assignments

- Click the course title to open the assignment details.

- Locate the Questions? Section on the right side of the page

- Use the contact information listed to seek assistance with removing the course.

Managing your completed assignments:

Click History from the My Learning home page to view your Completed Work.
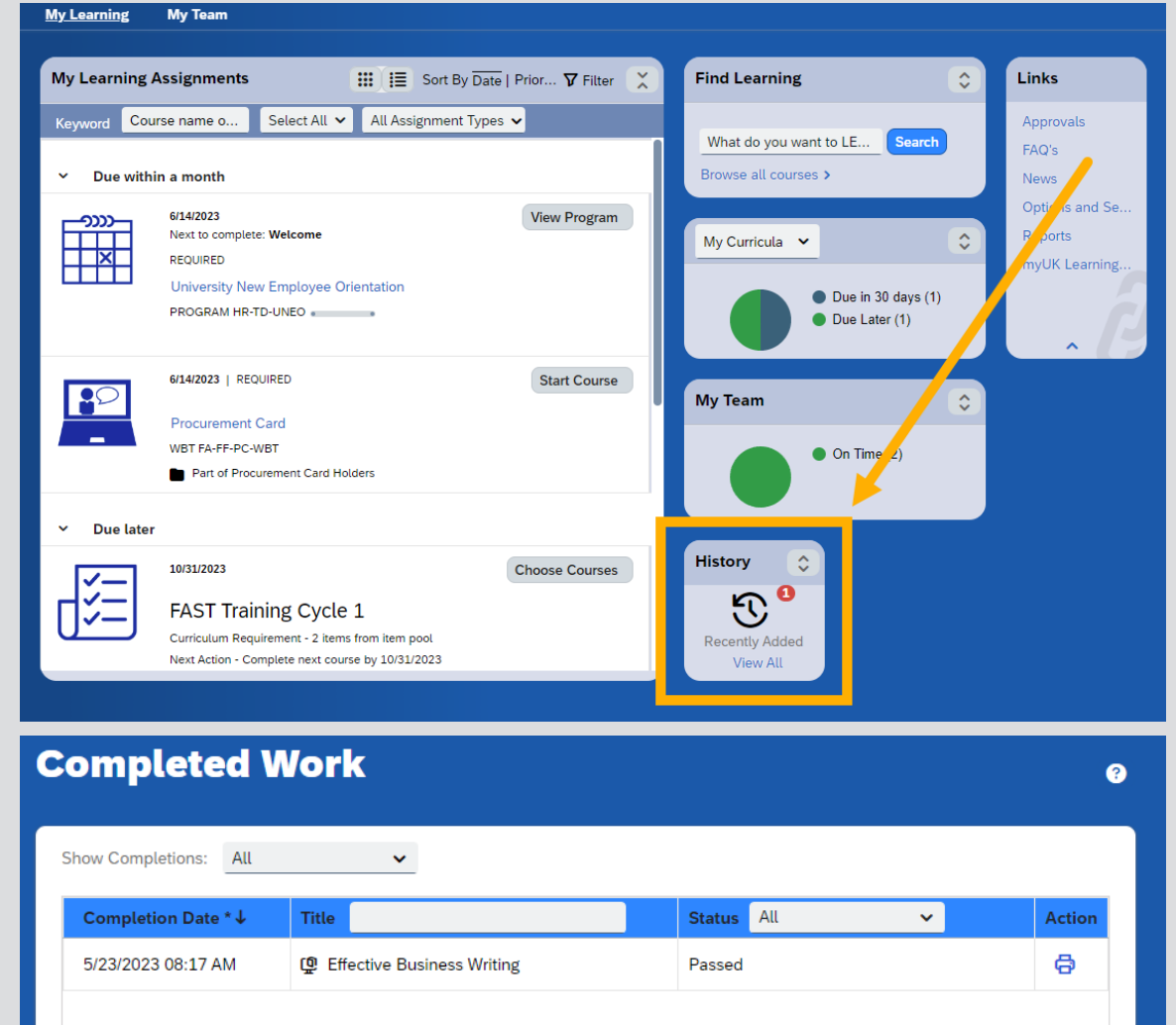
Web Based Trainings:
- Move automatically from your learning plan into your list of Completed Work
- When the WBT ends, **listen and read the directions prior to exiting the course.**

Follow the instructions carefully or the system will not complete your course properly!!

Instructor Led Trainings :
- Will stay on your learning plan until the instructor manually issues credit

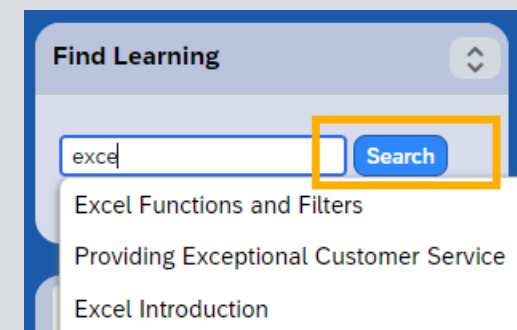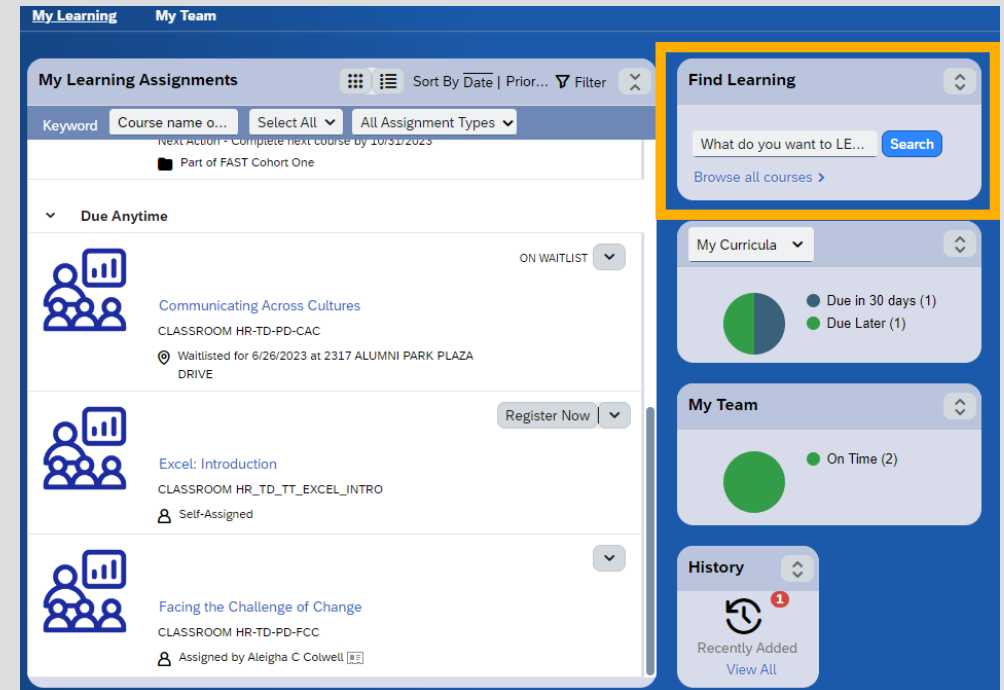# Searching for courses:

You can search the library of available courses to find courses you are not currently assigned :

- Locate the Find Learning tile from your My Learning homepage.

- Enter your keywords into the text field.

- Choose from the predictive dropdown options OR

- Click Search and your results will open in another window

Searching for courses:

Search results will be displayed in the Library page:

1. Refine your search using the options on the left side of the Library page

2. View the schedule of Instructor-led trainings and register.

3. Open the title and find the contact information if there are no classes scheduled

4. Assign the course to yourself for later or launch a Web-Based Training.

5. Managers have the option to Assign to Others.

Manager Guide – View your team

Access your team's learning via the Learning homepage the same way you view your own!

- Do not use My Team to access learning information.
- Click the My Learning tile to open the My Learning homepage
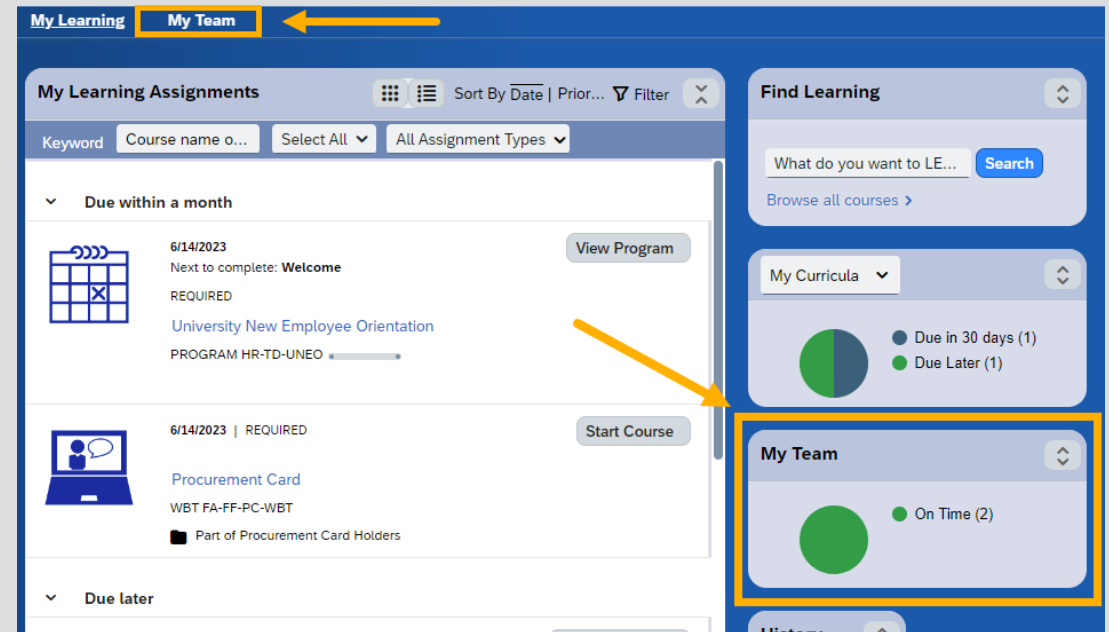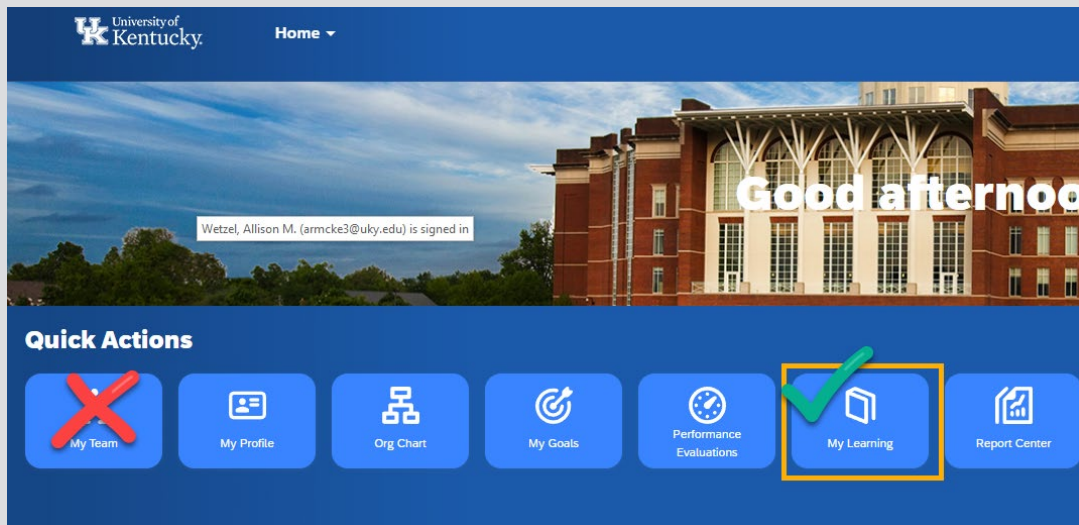
- The My Team tile on your My Learning page provides a snapshot of your team's learning compliance.

- Click My Team at the top of the window or the My Team tile to view your employees' learning plan.

Manager Guide – View your team's learning plan

1. The name of the currently displayed employee plan can be found at the top.

2. To display a different employee plan, click their name on the left side of the page.

3. If there is an alert next to a name, click the 3 dots to see details

   In this example, the alert details say our employee has a curricula that need to be completed. You can see on their plan that the WBT due in the next 30 days is part of the Procurement Card Holders curriculum, triggering the alert.