

# SuccessFactors

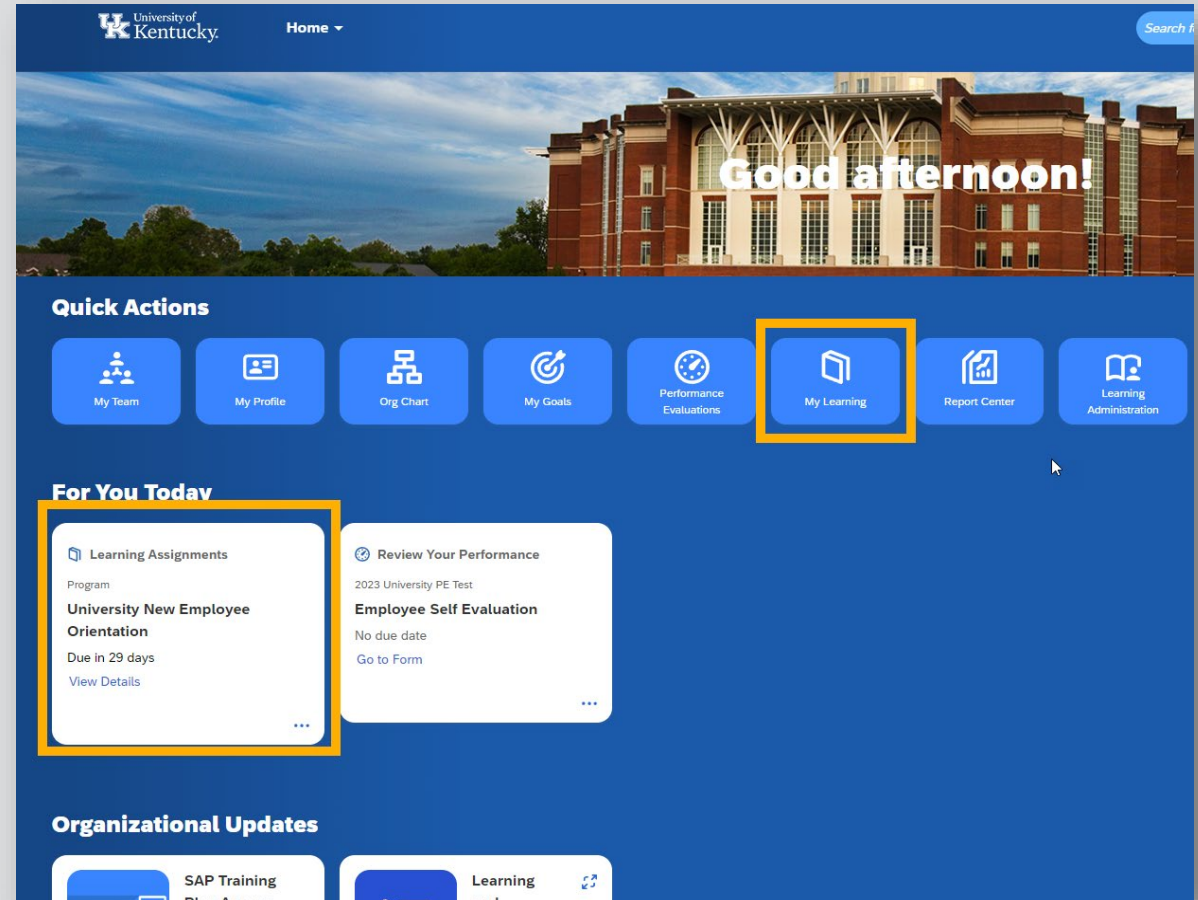
myUK Learning Guide



# 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.

The screenshot shows the 'My Learning' home screen for the University of Kentucky. The interface is dark blue with white text. At the top, there's a navigation bar with 'University of Kentucky' and 'Learning' dropdown. Below that, the main content area is divided into several sections:

- My Learning Assignments:** A large section on the left with a search bar (labeled '4') and a list of assignments. The first assignment is 'Welcome' (labeled '2') with a 'View Program' button. The second is 'Procurement Card' with a 'Start Course' button. The third is 'FAST Training Cycle 1' (labeled '3') with a 'Choose Courses' button.
- Find Learning:** A search box on the right (labeled '1') with a 'Search' button and a 'Browse all courses' link.
- My Curricula:** A section below 'Find Learning' showing a dropdown menu and a progress indicator for 'Due in 30 days (1)' and 'Due Later (1)'. A 'My Team' section below it shows 'On Time (2)'.
- History:** A section at the bottom right (labeled '3') with a 'Recently Added' icon and a 'View All' link.
- Links:** A sidebar on the far right with links to 'Approvals', 'FAQ's', 'News', 'Options and Se...', 'Reports', and 'myUK Learning...'.

# 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.

The screenshot shows the 'My Learning Assignments' page with the following items and callouts:

- Callout 1:** Points to the 'Procurement Card' WBT FA-FF-PC-WBT under the 'Due within a month' section.
- Callout 2:** Points to the 'Communicating Across Cultures' CLASSROOM HR-TD-PD-CAC under the 'Due Anytime' section.
- Callout 3:** Points to the 'University New Employee Orientation' PROGRAM HR-TD-UNEO under the 'Due within a month' section.
- Callout 4:** Points to the 'FAST Training Cycle 1' Curriculum Requirement under the 'Due later' section.

# 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.

The screenshot displays a list of assignments categorized by due date. The interface includes icons for each assignment, a status bar with progress indicators, and buttons for further actions like 'View Program', 'Start Course', and 'Choose Courses'. Callouts 1-6 point to specific elements: 1. Category headers (e.g., 'Due within a month', 'Due later', 'Due Anytime'); 2. Due dates (e.g., '6/14/2023', '10/31/2023'); 3. Status bars showing completion progress (e.g., 'PROGRAM HR-TD-UNEO'); 4. Self-assignment status (e.g., 'Self-Assigned'); 5. Assigned by name (e.g., 'Assigned by Aleigha C Colwell'); 6. Location details (e.g., 'Begins 7/26/2023 at 2317 ALUMNI PARK PLAZA DRIVE').



# 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)*

The screenshot displays a list of course assignments categorized by due date. The interface includes icons for each course, course titles, IDs, and assigned users. Numbered callouts (1-5) highlight specific actions: 1. 'Start Course' button for 'Procurement Card'; 2. 'Continue Course' button for 'Effective Business Writing'; 3. 'Choose Courses' button for 'FAST Training Cycle 1'; 4. 'Register Now' button for 'Excel: Introduction'; 5. An empty input field for 'Facing the Challenge of Change'.

Due Date	Course Title	Course ID	Assigned To	Action
6/14/2023   REQUIRED	Procurement Card	WBT FA-FF-PC-WBT	Part of Procurement Card Holders	Start Course
	Effective Business Writing	WBT HR-TD-PD-EBW	Self-Assigned	Continue Course
10/31/2023	FAST Training Cycle 1	Curriculum Requirement - 2 items from item pool	Part of FAST Cohort One	Choose Courses
	Excel: Introduction	CLASSROOM HR-TD-TT_EXCEL_INTRO	Self-Assigned	Register Now
	Facing the Challenge of Change	CLASSROOM HR-TD-PD-FCC	Assigned by Aleigha C Colwell	[Empty Field]



# 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*)

The screenshot illustrates the registration process for an instructor-led course. It is divided into four numbered steps:

- Step 1:** A course card for "Excel: Introduction" (CLASSROOM HR\_TD\_TT\_EXCEL\_INTRO) is shown. A yellow callout bubble with the number "1" points to a "Register Now" button in the top right corner.
- Step 2:** The "Available Classes (1)" section is shown. A yellow callout bubble with the number "2" points to a class entry for Wednesday 7/26/2023, 09:00 AM to 11:30 AM, at 2317 ALUMNI PARK PLAZA DRIVE, with 13 seats available.
- Step 3:** The "Class Details" page for "Excel: Introduction" (93003) is shown. A yellow callout bubble with the number "3" points to a "Register" button in the top right corner. A "Register Others" link is also visible.
- Step 4:** The course card is shown again, but the "Register Now" button has been replaced by a yellow callout bubble with the number "4" pointing to an "ENROLLED" button in the top right corner.

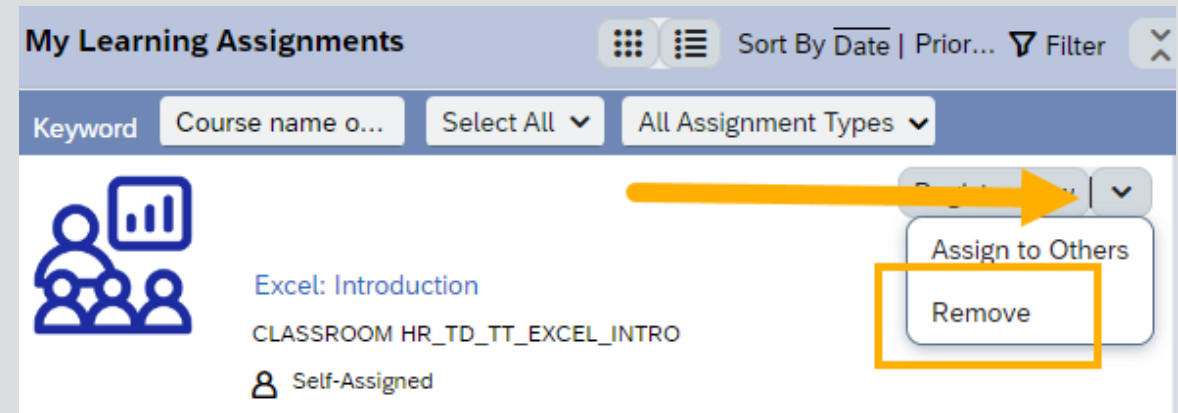
# Removing your assignments:

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.

The screenshot displays the 'My Learning Assignments' interface. At the top, there are navigation options for 'Sort By Date', 'Prior...', and 'Filter'. Below this, a search bar contains 'Keyword', 'Course name o...', 'Select All', and 'All Assignment Types'. The main content area shows a course card for 'Procurement Card' with a due date of '6/14/2023' and a status of 'REQUIRED'. A yellow arrow points to the course title 'Procurement Card'. Below the title, the course ID 'WBT FA-FF-PC-WBT' and the description 'Part of Procurement Card Holders' are visible. A 'Start Course' button is located to the right of the course card. The second part of the screenshot shows the 'Procurement Card' course details page. It includes a 'Start Course' button and an 'Assign to Others' link. The 'Course Information' section lists 'Type: Online' and 'Duration: 0.50 hours'. The 'Due Date' section states 'You must complete the course by 6/14/2023'. The 'Description' section provides details about the course content. A 'Related Topics' section lists 'FINANCIAL FOUNDATIONS' and 'UNIVERSITY FINANCE AND ADMINIST...'. A yellow arrow points to the 'Questions?' section, which contains the email address 'FandATraining@uky.edu'.

# Managing your completed assignments:

Click [History](#) from the [My Learning](#) home page to view your [Completed Work](#).

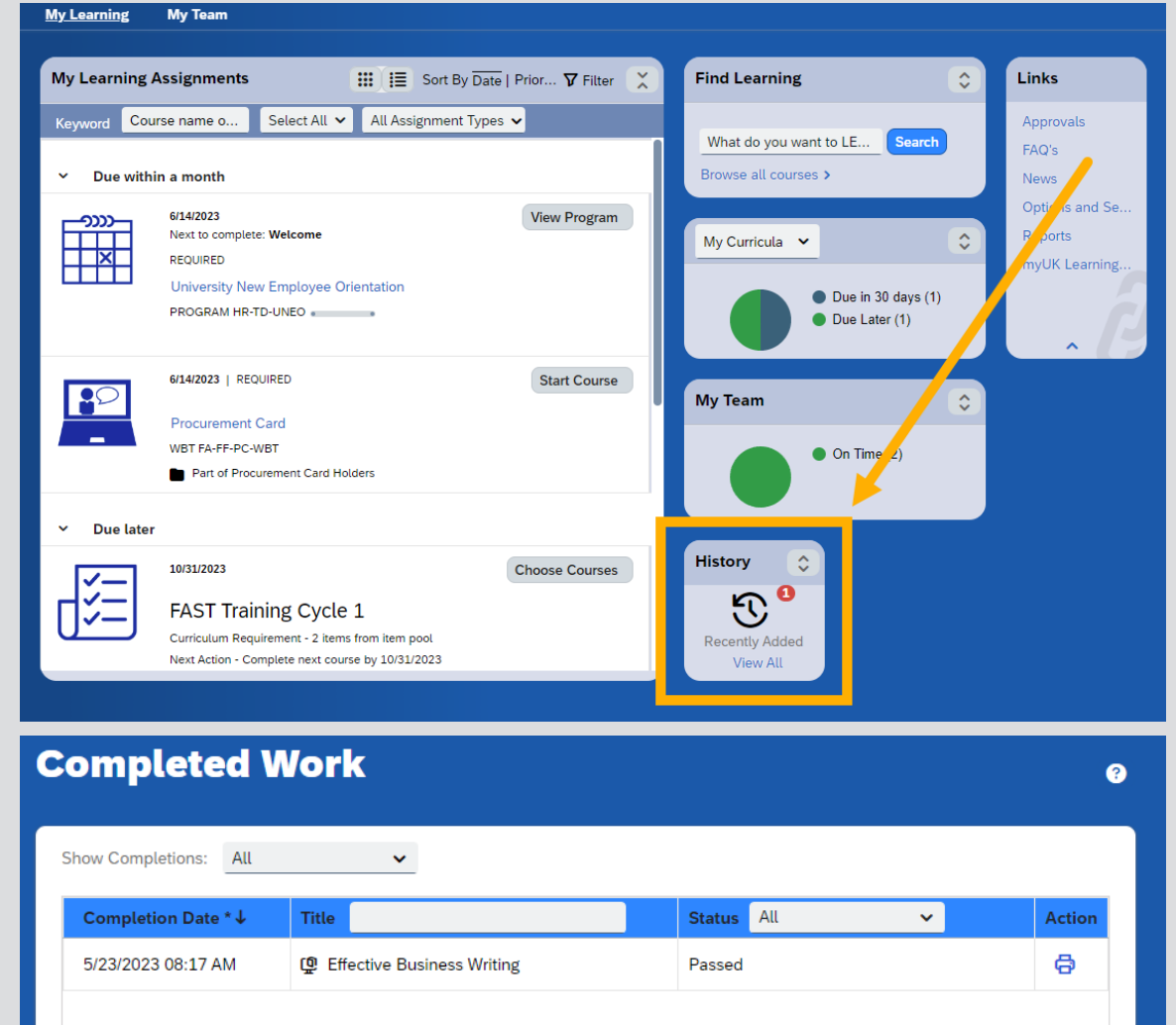
## Web Based Trainings:

- 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



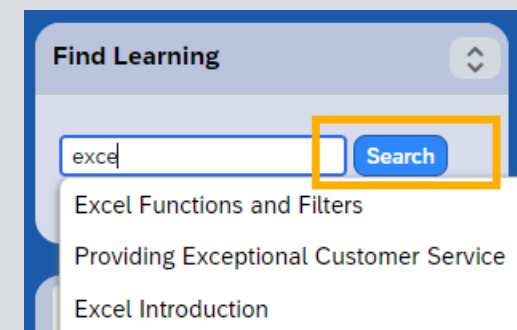
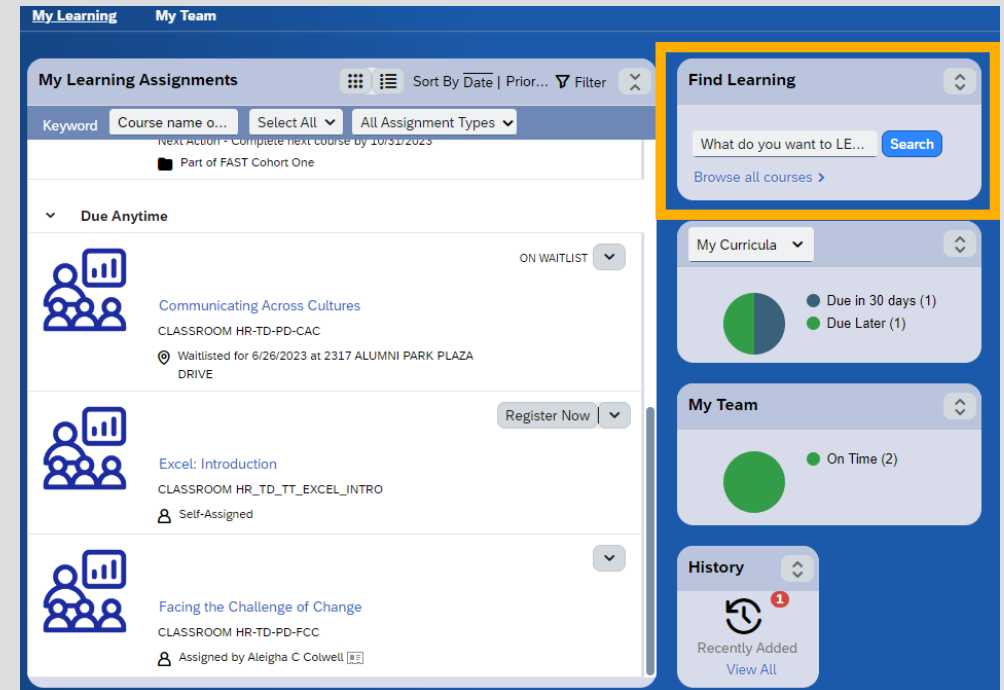
The screenshot displays the 'My Learning' dashboard. The main section, 'My Learning Assignments', is filtered by 'Due within a month'. It lists three assignments: 'Welcome' (due 6/14/2023), 'Procurement Card' (due 6/14/2023), and 'FAST Training Cycle 1' (due 10/31/2023). A yellow box highlights the 'History' button in the bottom right corner of the dashboard, with a yellow arrow pointing to it from the right. Below the dashboard is the 'Completed Work' section, which shows a table of completed assignments.

Completion Date * ↓	Title	Status	Action
5/23/2023 08:17 AM	Effective Business Writing	Passed	

# 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:

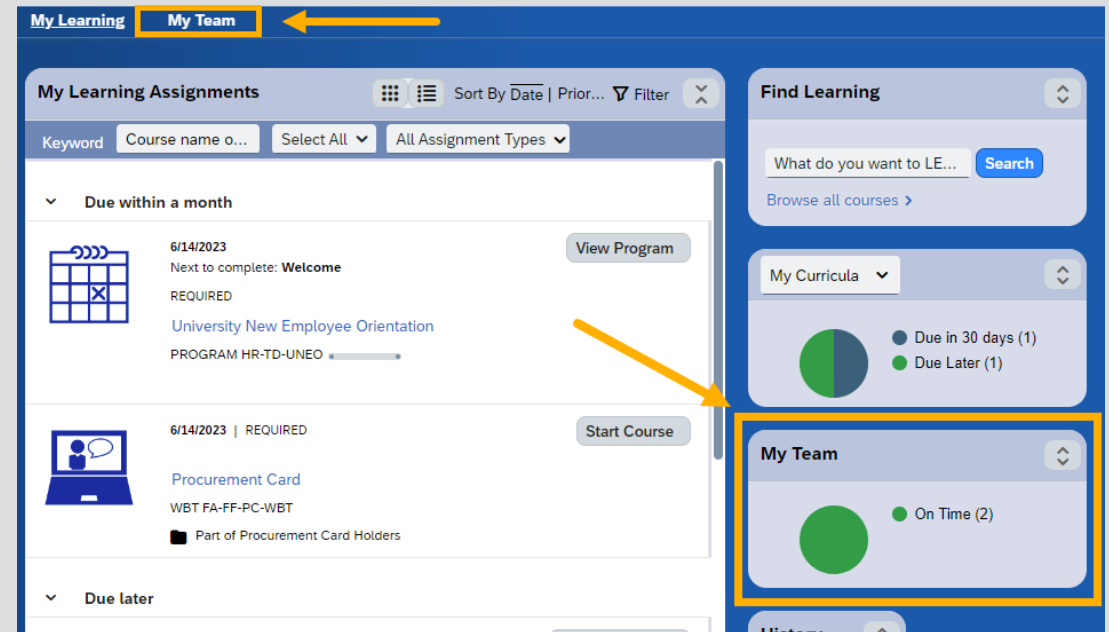
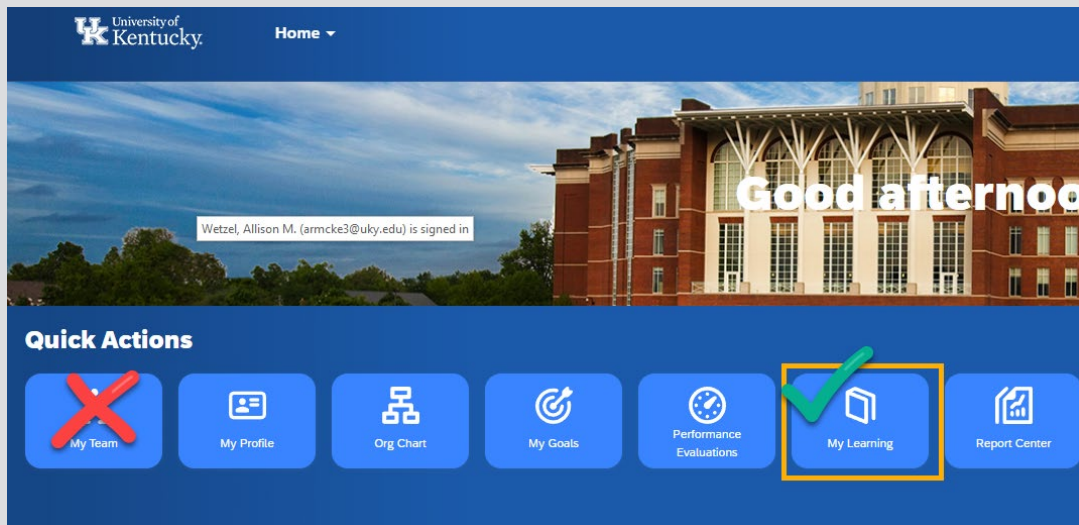
1. [Refine your search](#) using the options on the left side of the Library page
2. [View the schedule](#) of Instructor-led trainings and register.
3. [Open the title](#) and find the contact information if there are no classes scheduled
4. [Assign](#) the course to yourself for later or launch a Web-Based Training.
5. Managers have the option to [Assign to Others](#).

The screenshot displays the 'Library' interface with a search bar containing 'excel'. Below the search bar, it shows 'Results for "excel"' and '8 Courses'. On the left, a 'Refine By' sidebar is visible with callout 1 pointing to it. The main content area shows two course cards. The first card is 'Excel Introduction (CLASSROOM Excel\_Intro)' with callout 3 pointing to its title. Below the title is a 'See Classes' link with callout 2. The second card is 'Excel: Introduction (CLASSROOM HR\_TD\_TT\_EXCEL\_INTRO)' with callout 2 pointing to its 'See Classes' link. At the bottom right, there is a 'Sort By' dropdown set to 'Relevance' with callout 4 pointing to the 'Assign to Me' button. Below that, there is a 'More' dropdown and a button labeled 'Already Assigned Assign to Others' with callout 5 pointing to it.

# 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.\**

The screenshot displays the Learning Plan interface for Cal Abbott. At the top, the name 'Learning Plan: Cal Abbott' is highlighted with a yellow box and a '1' callout. Below this, a search bar and filters are visible. The main content area shows a list of learning items, including 'Procurement Card' (due 6/14/2023, REQUIRED) and 'Excel: Introduction' (ENROLLED). A callout box labeled '3' is open, showing a search bar and a list of employees: Cal Abbott (with an alert icon and 3 dots) and Caley Barth. The callout also displays a list of actions: Assign Learning, Register Employee, Assign Alternate Manag..., Reports, Send Message, and Options & Settings. The sidebar on the right includes 'Find Learning', 'Manager Links', and 'Status: Cal Abbott'.