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.

| Learning ~ | Donna Var | nover (dlva222) 🗸 |
|--|--|---------------------------------|
| My Learning My Employees My Classes | | |
| My Learning Assignments III Sort By Date Priority ⊽ Filter Keyword Q Course name or ID Select All All Assignment Types NO PRIORITY | Find Learning Q What do you want to LEARN today? Go Browse all courses > | My Employees |
| A3 DAYS OVERDUE Next to complete: Statement of Responsibility REQUIRED jp test program PROGRAM jp test program | Learning History View All | Links Approvals |
| 27 DAYS OVERDUE In Progress: Week 1 REQUIRED Sample Program - Duration Based PROGRAM SAMPLE_PROGRAM ■ | MOST RECENTLY ADDED SV Managing a Safe Workplace WB | Options and Settings Reports |
| 12 DAYS OVERDUE VIEW PROGRAM Next to complete: Sample Program - Scheduled Sample Program - Scheduled PROGRAM SAMPLE_PROGRAM_SCH PROGRAM SAMPLE_PROGRAM_SCH | ESV Creating Effective Teams WB | ~ |

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.

| Learning ~ | | Donna Vanover (diva222) ~ |
|-------------------------------|---|--|
| My Learning My Employees My C | 200.00 | |
| Q Search | Learning Plan. Test Learner17 (E) | Find Learning |
| Test Learner17 | Keyword Q. Course name or ID Select All All Assignment Types > DUE WITHIN A MONTH * | Q, Find Learning Go Browse all courses > |
| | CASTORNE (| Supervisor Links Assign/Remove Learning Register/Withdraw Employees |
| | DUE LATER 1023/2018 Next to configure: SV UK Overview Next to configure: SV UK Overview University SuperVision Program.the Tr.Ds.V-UniversitySuperVision | Approvals Dashboard Reports |
| | ✓ DUE ANYTIME | |
| | Compare Compare Commencency Across Cut VIEW PROGRAMD Recurrence Essential Leader PROGRAM IN-TO-F0-EL Assgned Donal L-knover (T) | Status: Test Learner17 Curricula No required |
| | Maxwell Experienced Leader Series CLASSROOM HR:TD-PD-PD1 rev 1 4/4/2018 & Assigned by Donna L. Vanover (E) | curricula are assigned. Learning History 1 item completed in the last 30 days. |



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.

| | Learning \lor | Donna Vanover (dlva222) ~ |
|---------------------------------------|---|----------------------------|
| Status: Test Learner17 | My Learning My Employees My Classes | |
| Curricula | Test Learner17 Ent Appl Group Team Member Level II Human Resources Business Systems | |
| No required | Completed Work | |
| curricula are assigned. | Show Completions: All | |
| | Completion Date * Title Status All | Action |
| Learning History | 5/1/2018 12:30 PM 8 Principles of Effective Writing test Passed | 큡 |
| | 4/9/2018 11:30 AM & SV HR Policies and Procedures Passed | 쿱 |
| 1 item completed in the last 30 days. | | |

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

| Remove Assigned Learning Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and |
|---|
| |

b. Register or Withdraw Employees

| uster/Withdraw Employees | |
|---|-------------------------------------|
| Select the type of action you would like to take: | |
| ♂ Register Employees | |
| | Withdraw Employees from a scheduled |





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

| ← Back Pending Approvals | 0 |
|--|---------------------------|
| 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 O 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 | <u></u> | Show: All | Due Date: Next 60 Days 🔻 | |
| Employee 🔺 | Туре | 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.

| ← D | Back |
|--------|--|
| К | epoits |
| | |
| | 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 |

