



## Supervisor Guide: Managing Employee Learning in the OSU Learning Management System (LMS).

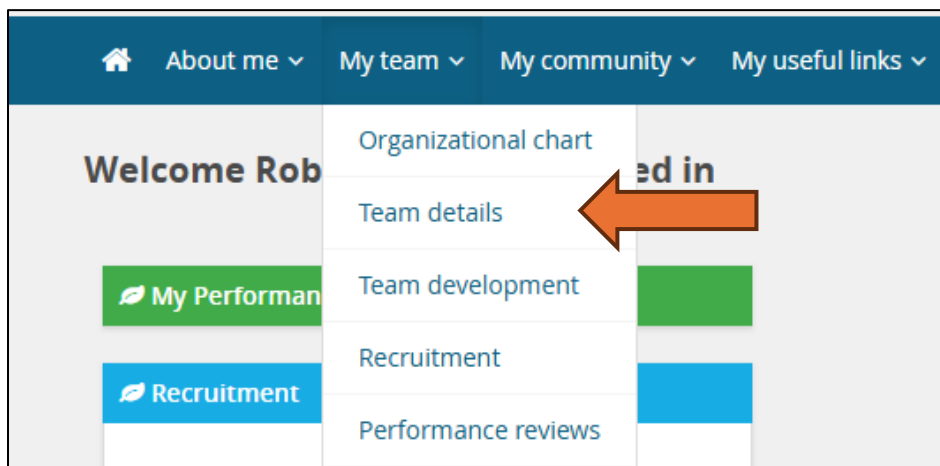
This guide outlines how supervisors can view employee details, manage Development Plans, and assign learning activities within the Learning Management System (LMS).

### Glossary of terms

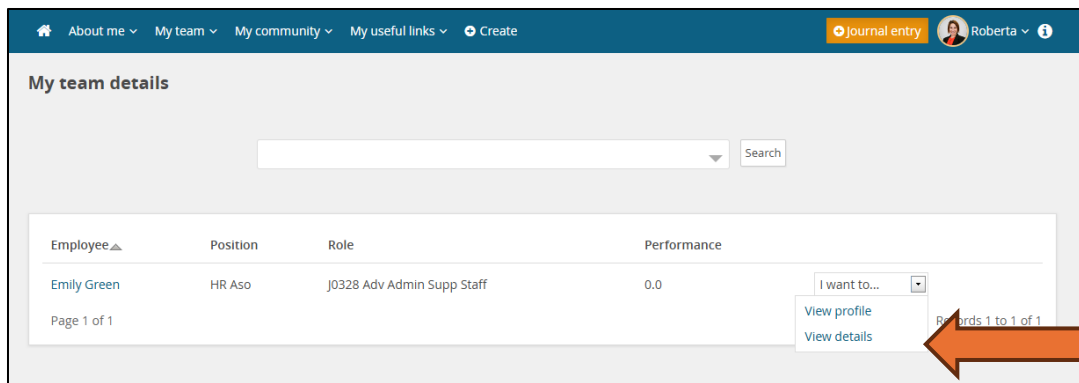
- **Development Plan:** where all employee activities, past, present and future can be accessed. This was formerly known as users' transcript.
- **Learning Activity:** a training, module, series of trainings, certificate program, etc.
- **Learning Library** and **Learning Calendar:** provides the details of available learning activities.
- **Competencies:** skills identified as core to all jobs on OSU campuses. Each available learning activity is tied to at least one of OSU's Core Competencies: Professionalism, Service, Stewardship, Teamwork and, for those who supervise, Supervisory.
- **Book:** used to enroll in a specific learning activity or event.

### Accessing Employee Details and Development Plans

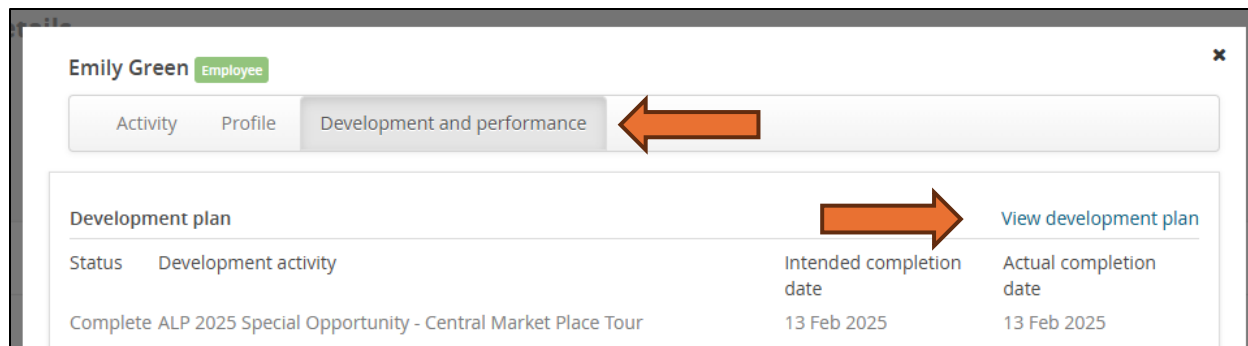
From talent.okstate.edu, Navigate to **My Team > Team Details** from the blue horizontal menu.



Use the **drop-down menu** on the right and select **View Details** for the chosen employee.

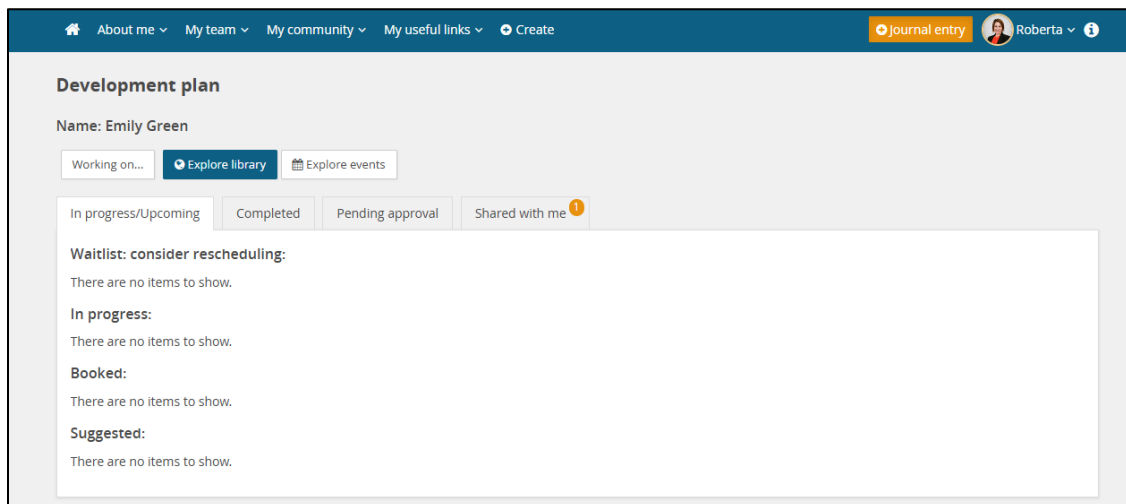


In the pop-up box, select the “**Development and performance**” tab, then click “**View development plan**”.



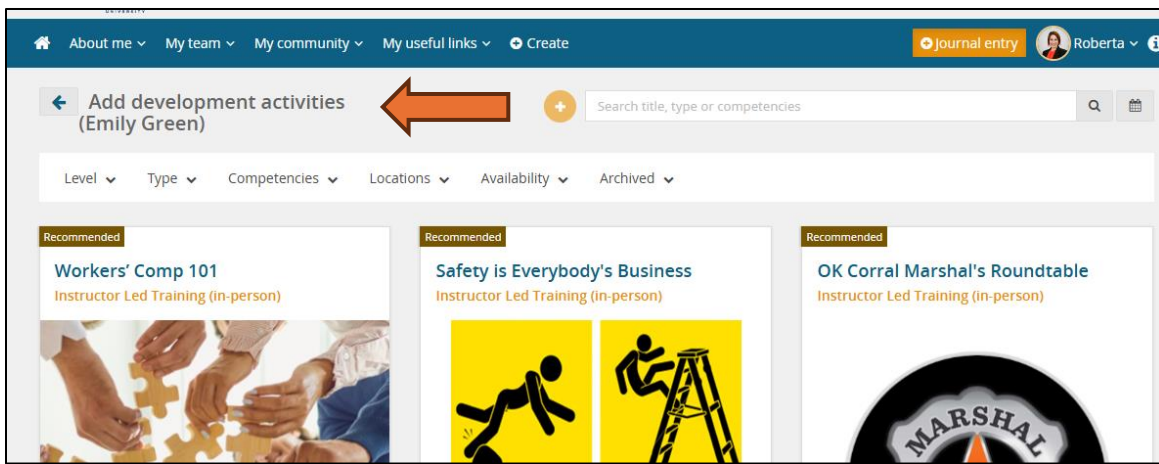
From the Development Plan, supervisors can view the following tabs:

**In Progress / Upcoming, Completed, Pending Approval, Shared with Me**



## Exploring and Assigning Learning Activities

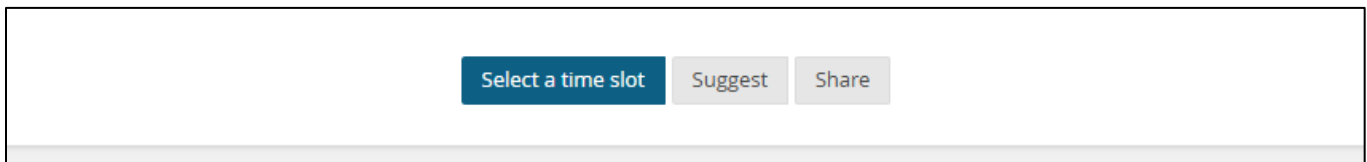
1. From the employee’s Development Plan, click “**Explore library**” or “**Explore events**” to search for learning opportunities.
2. At the top of the page, you will see **Add development activities for [Employee Name]**.



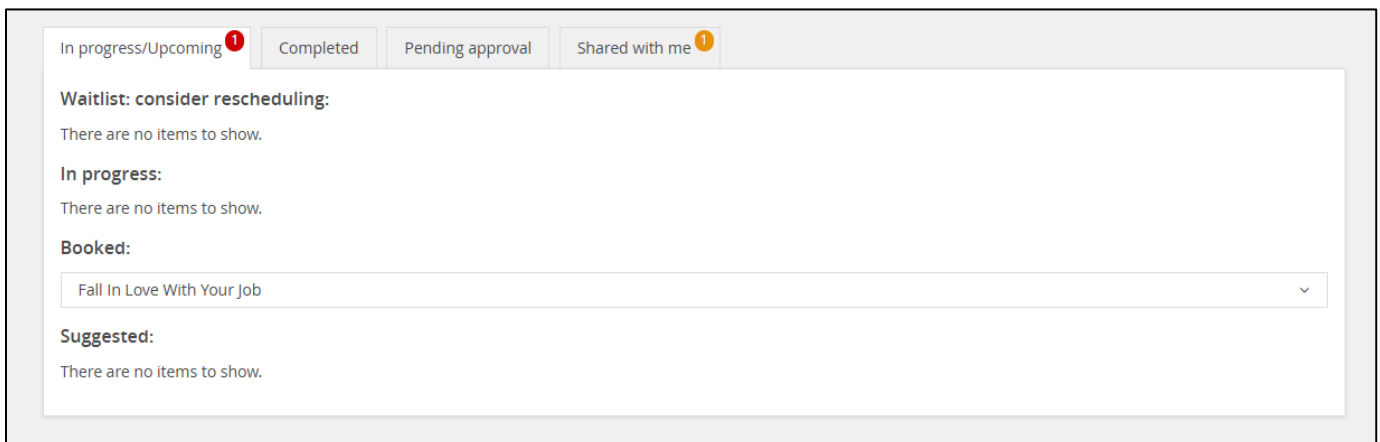
3. Use **filters** or the **search field** to identify a relevant activity.

4. Once identified, you may:

- **Select a time slot** – book the session on behalf of the employee.
- **Suggest** – recommend the session to the employee for consideration.
- **Share** – make the activity available for the employee to review.



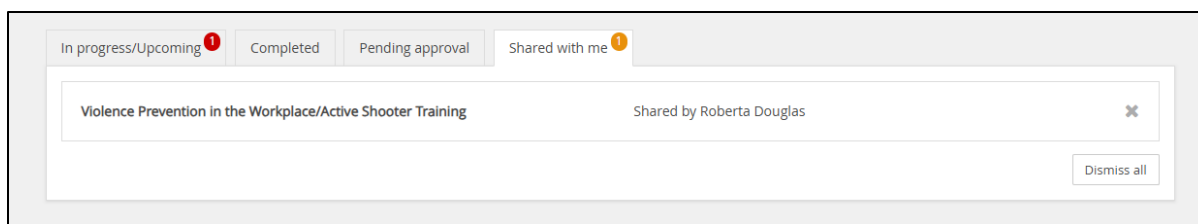
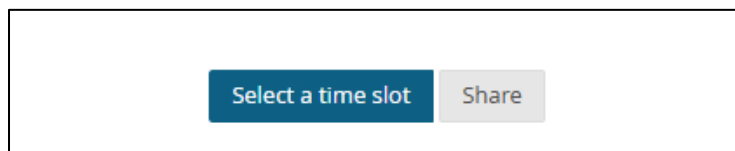
To return to the Development plan, use the back arrow or navigate again via **My Team**. The activity will now appear within the employee's Development plan.



## Share learning

1. Any employee can use the **Share** link at the bottom of a learning activity to recommend it to colleagues.
2. Shared activities appear in the recipient's **Shared with Me** tab.

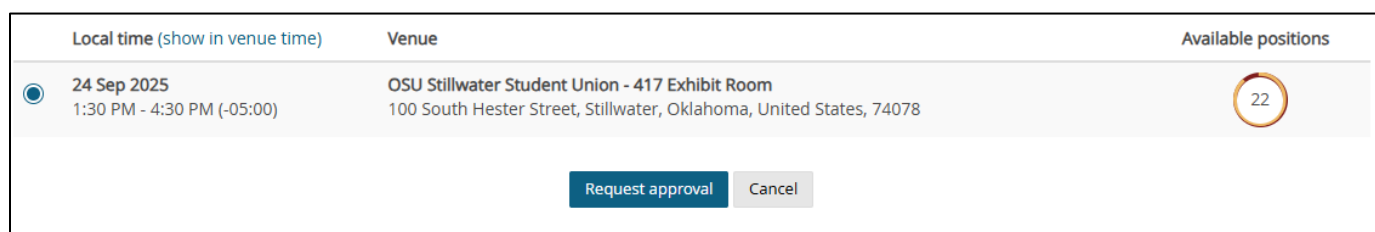
- Recipients may choose to Book by “Selecting a time slot” or “Dismiss” the suggestion.



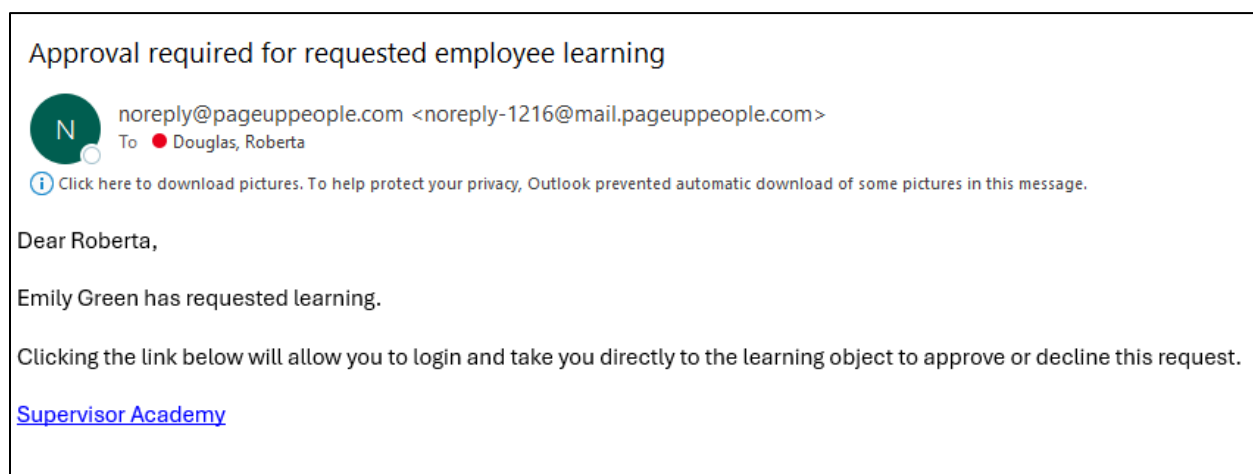
## Approve learning

Some programs (e.g., **Supervisor Academy**, **Leadership Development Program**) require supervisor approval.

- Instead of “Book,” employees will see “Request Approval”.



- Once “Request approval” is selected, supervisors receive an **automated email** from PageUp with a prompt into PageUp to **Approve** or **Decline** the request.



- After action is taken, the activity automatically appears in the appropriate section of the employee’s Development Plan.

**Tip:** Regularly review employee Development Plans to monitor progress, support growth, and ensure alignment with OSU, departmental and employee’s learning goals.

Do not hesitate to contact us with questions.



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