



Learning Management System (LMS) User Guide

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.

Let's get started! At this time, the Learning Management System (LMS) remains under construction. While *most* historical employee records have been imported and *most* future Learning Activities are ready for booking, configuration will continue through fall 2025.

To access the OSU Talent System, visit talent.okstate.edu and sign in with your OKEY credentials when prompted. Your Talent System dashboard will populate with your available modules including recruitment, performance and learning.

Based on your role at OSU, available features and menus may be presented differently.

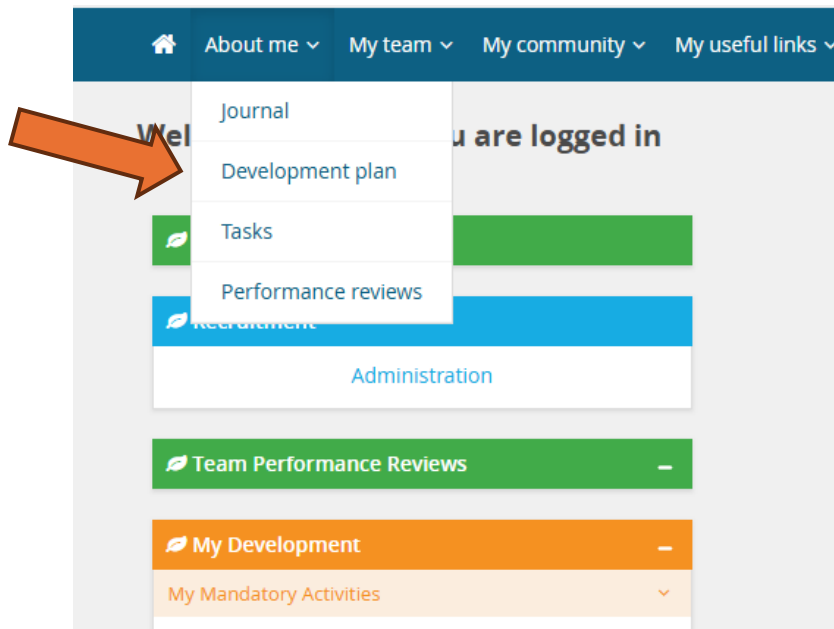
Profile Information:

- Hover over your name on your dashboard on the top right corner of the screen.
- This section offers user information, position details and allows for photo upload.

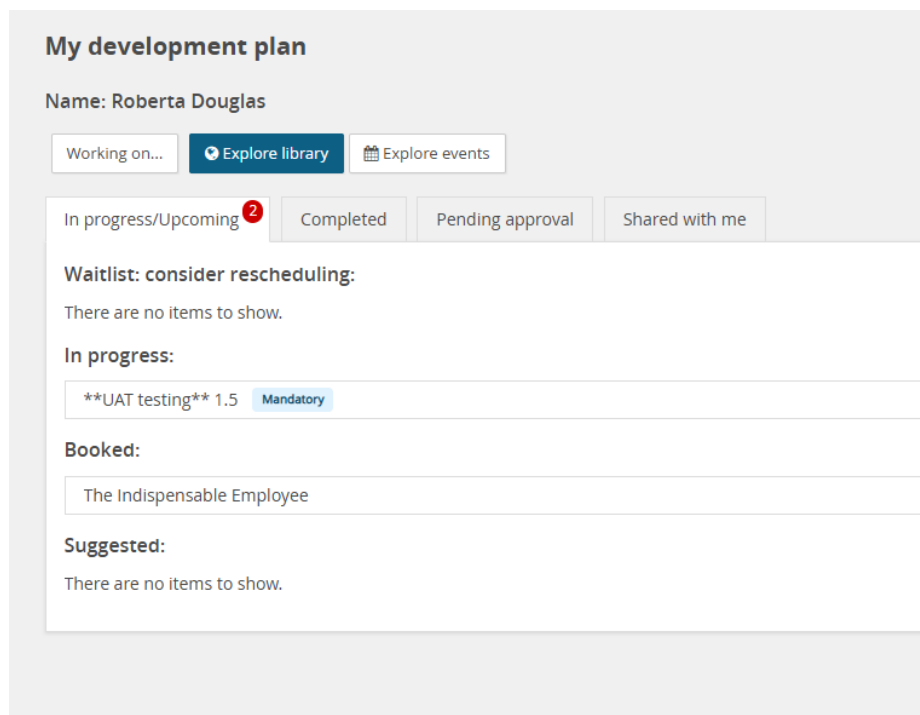
The screenshot shows the OSU Talent System dashboard. At the top, there is a navigation bar with links: About me, My team, My community, My useful links, and Create. On the right side of the navigation bar, there is a 'Journal entry' button and a user profile section for 'Roberta'. Below the navigation bar, the main content area displays 'Welcome Roberta, you are logged in'. The dashboard is organized into several sections: 'My Performance Reviews', 'Recruitment' (with a sub-link for 'Administration'), 'Team Performance Reviews', and 'My Development'. The 'My Development' section is expanded, showing two tables. The first table, 'My Mandatory Activities', has columns for 'Course name' and 'STATUS', with one entry: '**UAT testing** 1.5' with a status of 'In progress'. The second table, 'My Development Activities', also has columns for 'Course name' and 'STATUS', with one entry: 'The Indispensable Employee' with a status of 'Booked'. Below this table, there is a link for 'Learning Management'. A large orange arrow points to the user profile section in the top right corner of the dashboard.

The blue horizontal navigation menu at the top, offers drop-down features for each heading: “About me”, “My team” (if a supervisor), “My community” and “My useful links”.

Access your “Development plan”



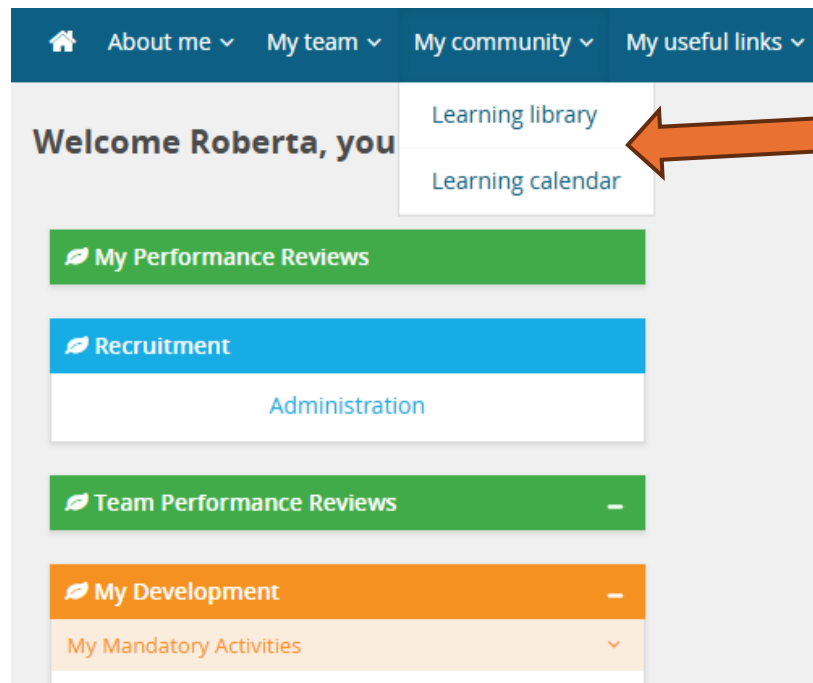
- From the “About me” drop down menu, click on “Development plan”.
- From here, users can explore upcoming, completed, pending and suggested (shared with me) records.



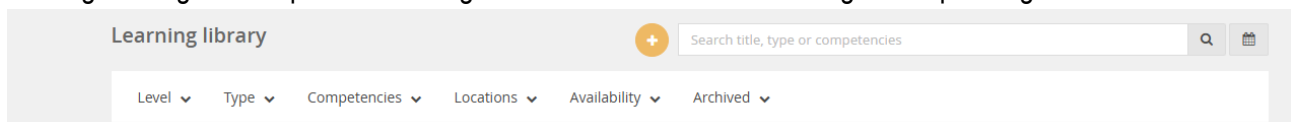
- Users can also explore the Learning Library and events from this location.
- To navigate back to the Dashboard, click the home icon on the top left of the screen.

To find and book an upcoming event

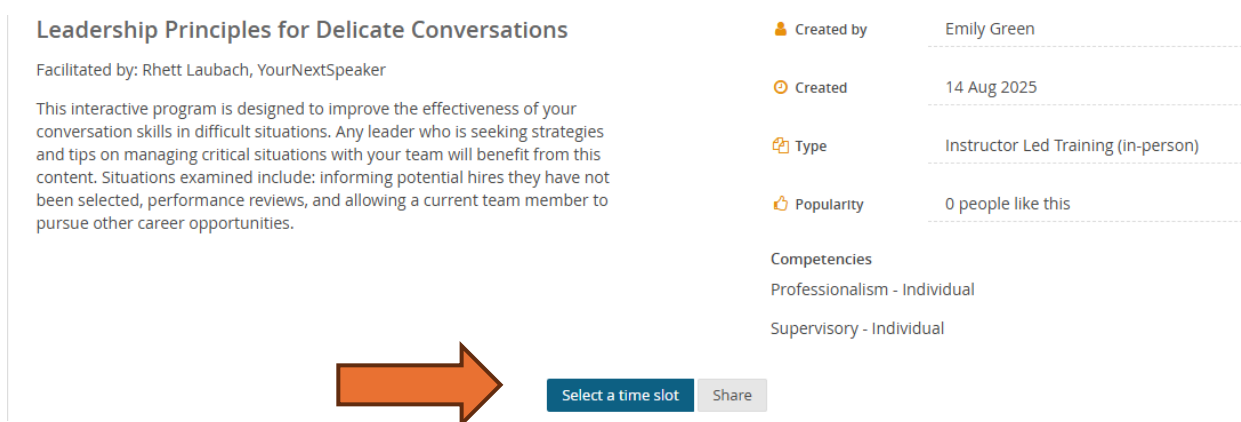
- From the home page, use “My community” drop down menu to access the “Learning Library” or “Learning calendar.” Both offer the same content, in different formats.



- Once in the “Learning library” or “Learning calendar”, the horizontal navigation bar offers available filters. Each filter is designed to guide to specific Learning Activities that best suits learning development goals.



- Note the open search bar at the top right for additional search functionality.
- After a Learning Activity is selected, the details and opportunities to select a time slot are offered.




- Users can enter any additional details for “Planned action steps” or “Desired outcomes” (this is optional) and will then click the link to “Book”

Leadership Principles for Delicate Conversations

Do you have anything to add before we change the activity to 'Booked'?

Planned action steps	List the actions you will take to achieve your objective. Ensure that these actions are specific, measurable, achievable, realistic and timebound.
	<div></div>
Desired outcomes	What outcomes do you hope to achieve as a result of your planned action steps? Set a timeline for completion. Also consider how you will track ongoing progress, and by which measures you will assess your development.
	<div></div>
Supporting documents	<div>Upload document</div>

Local time (show in venue time)	Venue	Available positions
19 Nov 2025 1:30 PM - 4:30 PM (-06:00)	OSU Stillwater Student Union - 408 Case Study 1 100 South Hester Street, Stillwater, Oklahoma, United States, 74078	40



Book

Cancel

- An automated email confirmation will be sent to the user.
- Selected upcoming sessions/activities will now appear in user's "Development plan" located in the "About me" menu.
- Users are able to "Remove activity" as needed from here as well.

Access LinkedIn Learning

- Utilizing the Single Sign On feature, full-time faculty and staff have access to LinkedIn Learning, an on-demand video platform with more than 17,000 online courses and videos.
- Hover over "My useful links" in the blue horizontal navigation menu.