

# Manager Employee Assigned Training Guide

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


## How to Assign Training

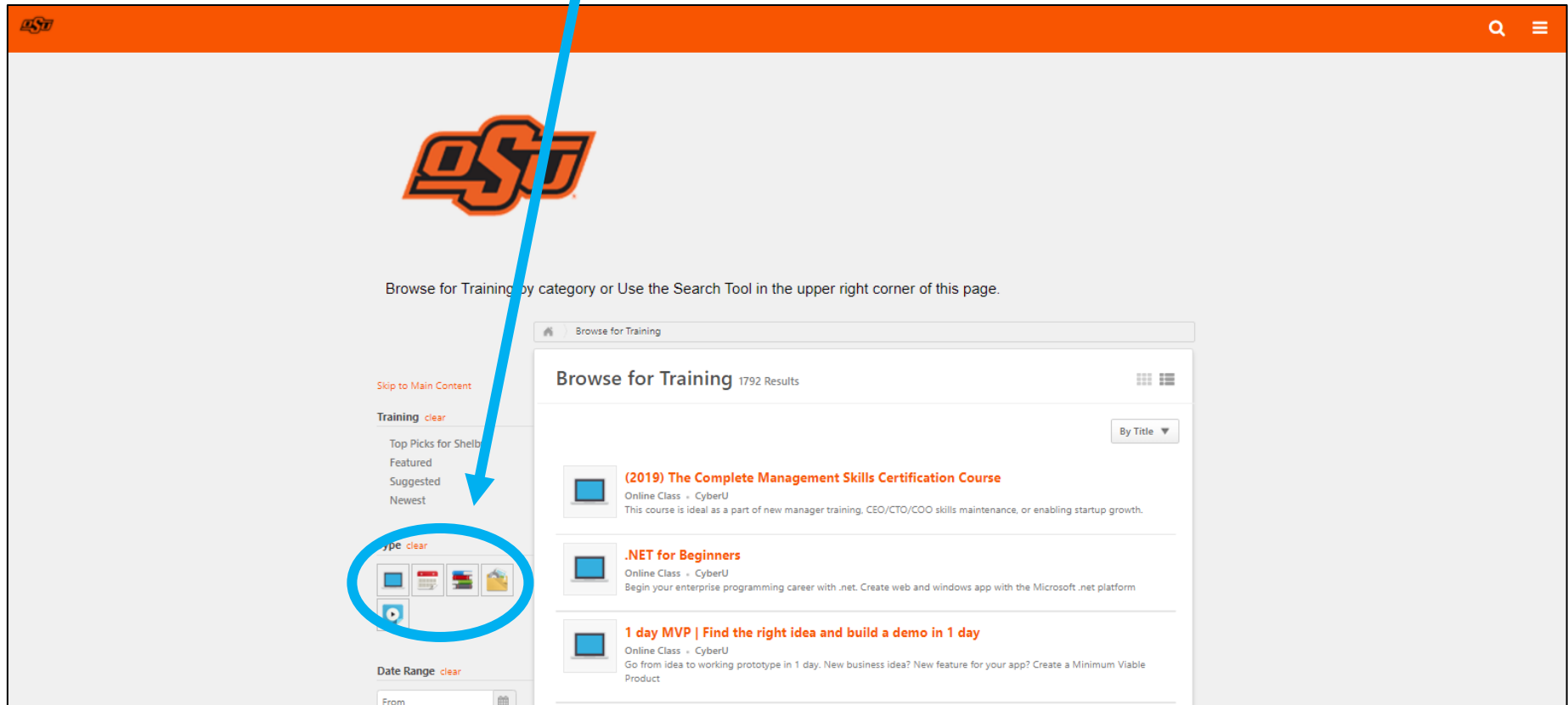
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1. Log-in to talent.okstate.edu and click the pancake menu to select the drop-down menu for **Learning** and select **Browse for Training**.

The screenshot displays the user interface of the Learning portal. At the top, there is an orange header with the OSU logo on the left, a search icon, and a 'pancake menu' icon (three horizontal lines) on the right. Below the header, the main content area features a 'Welcome to Pilot' section with the tagline 'America's Brightest Orange'. A row of five circular icons represents different portal functions: 'LEARNER HOME' (L), 'COMPLETED TRANSCRIPT' (T), 'PLAYLISTS' (P), 'SEARCH JOBS' (J), and 'PERFORMANCE' (P). Below this is an 'Inbox' section showing 'View transcript' with 0 approved and 19 registered training selections. On the right side, a user profile for Shelby Morris is visible. A dropdown menu is open from the 'pancake menu', listing various options: Home, Learning (selected), Learner Home, Playlists, View Your Transcript, Events Calendar, Browse for Training (circled in blue), Connect, Performance, Reports, ILT, Admin, and Help Resources Center. A blue arrow points from the 'pancake menu' icon to the 'Browse for Training' option.

- 2) Browse all classes by subject, date range, or by even viewing the calendar for upcoming events to make your selection to assign.

<p>Online</p> 	<p>Instructor-Led</p> 	<p>Curriculum</p> 	<p>Material</p> 
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OSU

Browse for Training by category or Use the Search Tool in the upper right corner of this page.

Skip to Main Content

Training [clear](#)

- Top Picks for Shelb
- Featured
- Suggested
- Newest


**Online** [clear](#)


Date Range [clear](#)


From

Browse for Training 1792 Results

By Title ▼

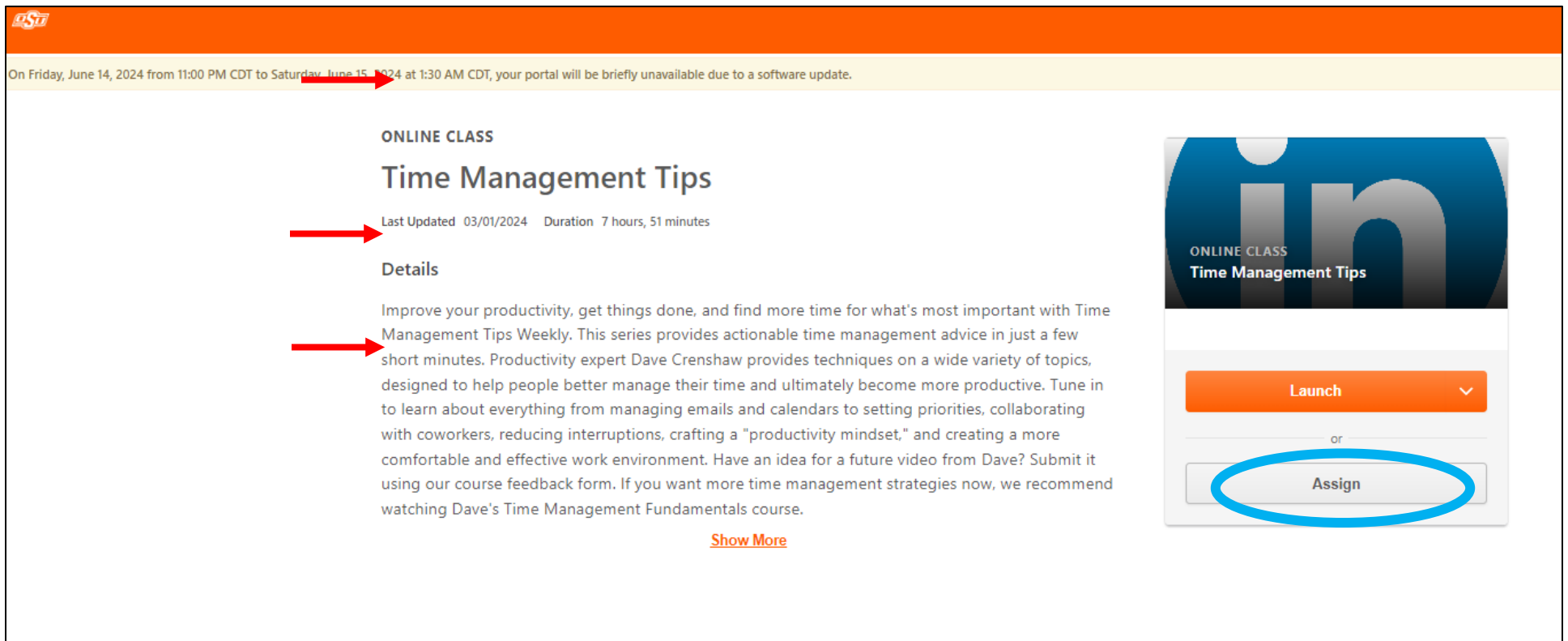
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**(2019) The Complete Management Skills Certification Course**  
 Online Class - CyberU  
 This course is ideal as a part of new manager training, CEO/CTO/COO skills maintenance, or enabling startup growth.
- 

**.NET for Beginners**  
 Online Class - CyberU  
 Begin your enterprise programming career with .net. Create web and windows app with the Microsoft .net platform
- 

**1 day MVP | Find the right idea and build a demo in 1 day**  
 Online Class - CyberU  
 Go from idea to working prototype in 1 day. New business idea? New feature for your app? Create a Minimum Viable Product

- 3) When you find a training course to assign, click on the title. If the course is an online course you will select the **Assign** button and follow the steps on the next page to choose who should receive the assignment.
- a. Instructions for assigning instructor-led training are below in step 6.



The screenshot shows a web interface for an online class. At the top, there is an orange header with the 'OST' logo. Below the header is a yellow banner with a software update notice: "On Friday, June 14, 2024 from 11:00 PM CDT to Saturday, June 15, 2024 at 1:30 AM CDT, your portal will be briefly unavailable due to a software update." A red arrow points to the date "June 15, 2024".

The main content area features the following elements:

- ONLINE CLASS** header.
- Time Management Tips** title.
- Metadata: "Last Updated 03/01/2024 Duration 7 hours, 51 minutes". A red arrow points to "Last Updated".
- Details** section header.
- Course description: "Improve your productivity, get things done, and find more time for what's most important with Time Management Tips Weekly. This series provides actionable time management advice in just a few short minutes. Productivity expert Dave Crenshaw provides techniques on a wide variety of topics, designed to help people better manage their time and ultimately become more productive. Tune in to learn about everything from managing emails and calendars to setting priorities, collaborating with coworkers, reducing interruptions, crafting a 'productivity mindset,' and creating a more comfortable and effective work environment. Have an idea for a future video from Dave? Submit it using our course feedback form. If you want more time management strategies now, we recommend watching Dave's Time Management Fundamentals course." A red arrow points to the start of the description.
- [Show More](#) link.

On the right side, there is a course card with a LinkedIn logo and the text "ONLINE CLASS Time Management Tips". Below the card are two buttons: an orange "Launch" button and a grey "Assign" button. The "Assign" button is circled in blue.

4) Scroll to the **Direct Subordinates** section and select which employees you would like to enroll by clicking the box next to their name. Click **Submit** when finished.

**\*\*You cannot Assign training if there is an instance of the assigned training on the subordinate's transcript. This is a common issue with assigning an annual pre-assigned training like Title VII & Title IX training.\*\***

**\*\*It is also recommended to not select the *Automatically register user* option. If there are multiple sessions for an instructor-led course this may limit the users capability of registering for a convenient session.\*\***

Back > Assign Training

## Assign Training

**Time Management Tips**  
Online Class - LinkedIn Learning - 7 hours, 51 minutes

Due Date

Add a Comment

Automatically register users

**Users who have the training already in their transcript are not included in this assignment**

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Em [redacted]		0	None	
<input type="checkbox"/>	OS [redacted]		0	None	

Select an Indirect Subordinate | Select a User from a Cost Center | Appr...

Indirect Subordinates	Language Equivalency	Assignment History	Current Status
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Cancel Submit

**NOTE:** In the Direct Subordinates section, a list of the manager’s direct reports and any users for whom they are the approver display. By default, no users are displayed in the Indirect Subordinates table.

- 5) An email notification will be sent to the Learners notifying them to register for the class.
- 6) When searching for an instructor-led class or a session to assign to an employee, you will have options.
  - a. You can Assign directly and allow your subordinate to choose their date and time while setting a due date for them to complete the selected training, or
  - b. You can Select a Session for your subordinate, but keep in mind the date/time you choose may not be convenient for the employee.

EVENT

### Building a Better Bid

Last Updated 03/21/2022 Duration 3 hours

**Details**

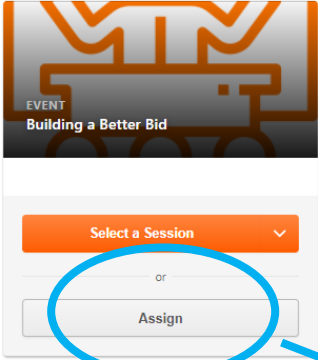
This hands-on, interactive, small group style workshop will focus on how to purchase high-quality goods or services by using the Best Value RFP bid solicitation process. The Best Value bid allows you to conduct a bid based on QUALITY and not solely on the lowest price. We will discuss the Best Value bid process, how to write the specifications, the evaluation criteria, terms and conditions, and what it takes to conduct a successful bid.

This session is designed for Departmental Staff and Faculty involved in submitting bids, writing grants, purchasing roles, etc.

**Facilitated by: Joe Teel, OSU Purchasing**

*This session will be held in-person*

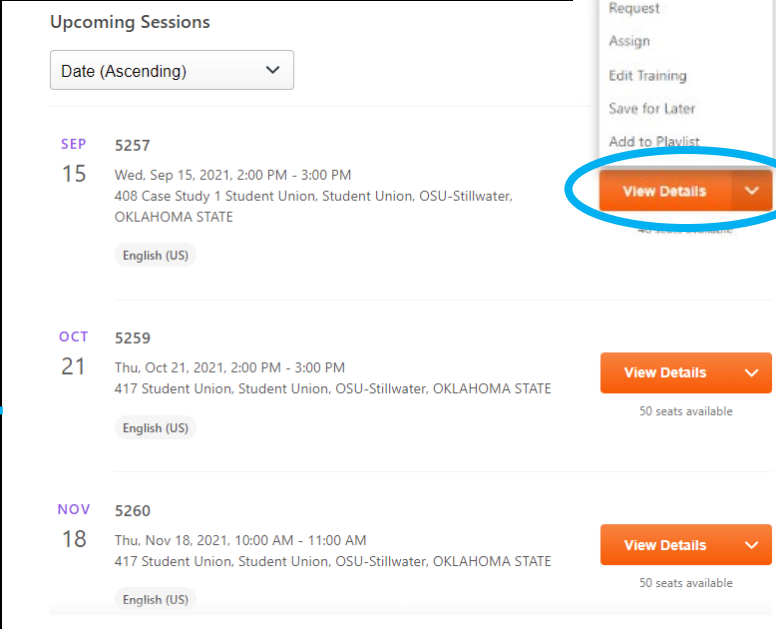
*This course counts as credit for the Procurement Professionals Program*



#### Upcoming Sessions

Date (Ascending) ▾

SEP	5257	15	Wed, Sep 15, 2021, 2:00 PM - 3:00 PM	408 Case Study 1 Student Union, Student Union, OSU-Stillwater, OKLAHOMA STATE	English (US)	<a href="#">View Details</a> ▾
OCT	5259	21	Thu, Oct 21, 2021, 2:00 PM - 3:00 PM	417 Student Union, Student Union, OSU-Stillwater, OKLAHOMA STATE	English (US)	<a href="#">View Details</a> ▾ 50 seats available
NOV	5260	18	Thu, Nov 18, 2021, 10:00 AM - 11:00 AM	417 Student Union, Student Union, OSU-Stillwater, OKLAHOMA STATE	English (US)	<a href="#">View Details</a> ▾ 50 seats available



Select View Details and Assign if this date/time is available. You will then have the option to choose the subordinate(s) you wish to receive registration notice. Those selected will receive an email notice to either choose a session or that a session has been chosen for them.

(Refer to step 4 to complete the assignment.)

# How to Run Reports

1) Log-in to talent.okstate.edu and click the pancake menu to select the drop-down menu for **Reports** then **Standard Reports**.

The screenshot shows the top navigation bar of the talent.okstate.edu portal. The 'pancake menu' (hamburger icon) is circled in blue. A dropdown menu is open, showing options like Home, Learning, Connect, Performance, Reports, and Reporting. The 'Reports' option is expanded, and 'Standard Reports' is circled in blue. A blue arrow points from the 'Standard Reports' option to the 'Reports' option in the main menu. The user's profile 'Shelby Morris, Mgr Talent Dvlp' is visible in the top right corner. Below the navigation bar, there is a 'Welcome' message and a row of five circular icons: LEARNER HOME, COMPLETED TRANSCRIPT, PLAYLISTS, SEARCH JOBS, and PERFORMANCE. An 'Inbox' section shows 'View transcript' with 0 approved training selections and 19 registered training selections. An 'EVENT CALENDAR' icon with the number 31 is also visible.

2)

Under **Standard Reports** you have access to **Track Employees**.

The screenshot shows the 'Reports' section of the portal. It includes a heading 'Reports' and a sub-heading 'Click on a report category to view those reports. You may search for any reports by title or de'. Below this, there are two report categories: 'Track Employees' (with a blue person icon) and 'ILT' (with a green book icon). The 'Track Employees' option is circled in blue.

3) For a general status summary of Assigned Training choose the **Training Status Summary** report.

**Session Withdrawal**  
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

**Training Progress Pie Chart**  
Displays a pie chart summary of subordinates' training progress.

**Training Status Summary**  
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

**Transcripts**  
Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

4) To build your report, first choose your **Date Criteria**. Then use your filters in the Advanced Criteria section. You can choose the Training Type or a specific Training Title. Once you have included all filters, select **Search**.

**Training Status Summary**  
View training progress information for your subordinates. The date filters below refer to the date the training was requested/assigned.

**Date Filters**

Date Criteria : Select   From:   To:

**Advanced Filters**

Training Type :  Online Class  Quick Course  Event  Curriculum  Library  Session  External Training  Test  Material  Video

Options :  Hide Archived Training  Include Indirect Subordinates

Display :  All Training  Assigned Training

Include Removed Training :  Include training that was removed from user transcript

Search

**All Training** will generate all courses completed by each team member.

**Assigned Training** will generate only what you have assigned in the

We recommend selecting the **Include Indirect Subordinates** to give you a better snapshot of the status of your assigned Training.

**NOTE:** If you have 20 or more direct/indirect reports, you may consider using the **Export to Excel** option to sort your view and determine the status of their Assigned Training.

# How to Do a Transcript Check

## Learning > Universal Profile

You can also view transcripts for your direct reports by selecting **Universal Profile** from the Learning drop-down menu.

The screenshot shows the OSU Learning portal home page. At the top right, a search icon and a hamburger menu icon are circled in blue. The hamburger menu is open, showing a list of navigation options: Home, Welcome, Universal Profile (circled in blue), Services & Tools, Learning, Connect, Performance, Reports, ILT, Admin, and Help Resources Center. Below the menu, the main content area features a 'Welcome' message and a row of five icons: 'L' for Learner Home, 'T' for Completed Transcript, 'P' for Playlists, 'J' for Search Jobs, and 'P' for Performance. An 'Inbox' section is visible on the left, and an 'Event Calendar' is on the right.

The **Universal Profile** page will default to your profile. Scroll to see your team and select the team member you want to view.

This screenshot shows the 'Team' view of the Universal Profile. It lists four team members: Philip Goodwin (Dir Talent Develop), Shelby Morris (Mgr Talent Dvlp), Emily Green (HR Tech I), and OSU Talent Development (Coor HR Trng). A blue arrow points from the text box to the 'OSU Talent Development' team member.

This screenshot shows the 'Bio' page for the OSU Talent Development team member. The page includes a header with 'OSU Talent Development' and 'Coor HR Trng', along with 'Connect' and 'Follow' buttons. Below the header, there are sections for 'About' and 'Address', with fields for Direct Phone, Mobile Phone, Email, and Location.



# How to Remove Assigned Training

## Learning > Universal Profile > Transcript

If you inadvertently assigned training to a direct or indirect subordinate, you have access to view the user transcript and remove the training. Select **Universal Profile** from the drop-down menu.

The screenshot displays the L&ST Learning portal interface. At the top right, there is a search icon and a hamburger menu icon. The main content area features a 'Welcome' message with the tagline 'America's Brightest Orange' and a paragraph explaining the portal's purpose. Below this are five circular icons representing different sections: Learner Home, Completed Transcript, Playlists, Search Jobs, and Performance. An 'Inbox' section is visible at the bottom left, showing a 'View transcript' notification. On the right side, a user profile card for Lorinda Schramme is shown, with a dropdown menu open. The dropdown menu lists various navigation options, with 'Universal Profile' highlighted by a blue circle and an arrow pointing to it from the hamburger menu icon.

**Navigation Menu:**

- Home
- Learning
- Universal Profile
- Universal Profile
- Completed Transcript
- Performance
- Reports
- Recruit
- Help Resources Center
- My Account
- Help
- Log Out

Locate the assigned training to be removed and select **Remove** from the drop-down menu.

**\*\*You will be asked to provide a reason for removal. Please provide a brief description and select submit.\*\***

The screenshot shows a user interface for viewing a transcript. At the top, there is a breadcrumb trail: Home > Kaylie Tollett > VIEW YOUR TRANSCRIPT Kaylie Tollett. The main heading is 'VIEW YOUR TRANSCRIPT Kaylie Tollett'. To the right of the heading are two buttons: 'View Team' with a refresh icon and a three-dot menu icon. Below the heading is a sub-heading: 'USE THE DROP DOWN MENU, DEFAULTED TO ACTIVE, TO VIEW YOUR COMPLETED LEARNING.' Below this are three filter buttons: 'Active', 'By Date Added', and 'All Types'. To the right is a search bar labeled 'Search for training' with a magnifying glass icon. Below the filters is the text 'Search Results (3)'. There are three training items listed:

- Title VII & Title IX Training (Starts 9/15/2021)**  
Due: 8/31/2021 Status: Registered  
Action: View Training D... (dropdown menu open)
- Procurement Professional Certification**  
Due: No Due Date Status: Registered  
Action: Remove (highlighted with a blue circle), View Training Details
- Ambassador Program Curricula**  
Due: 11/30/2022 Status: In Progress  
Action: Open Curriculum (dropdown menu)

NOTE: In most cases, an email notice will trigger to your employee notifying them of registrations or cancellations.