

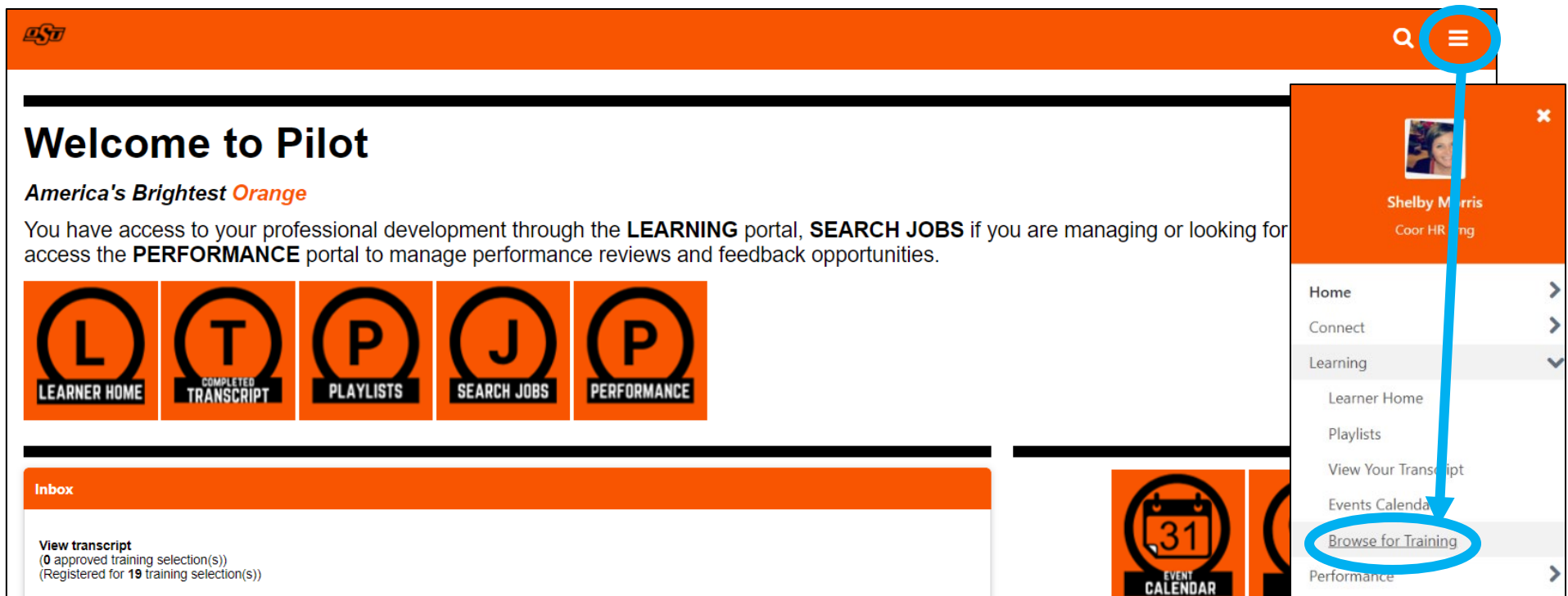
Manager Employee Assigned Training Guide

Contents

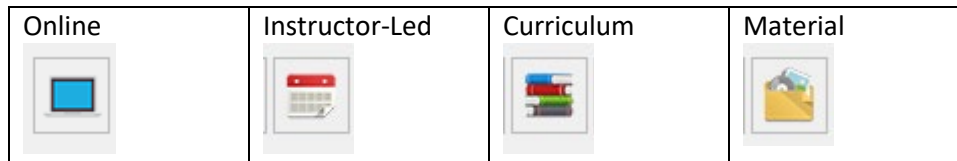
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How to Assign Training

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**.



2) From here you can browse all classes by subject, date range, or type.



The screenshot shows the OSU website's training page. At the top is an orange header with the OSU logo on the left and search and menu icons on the right. Below the header is a large OSU logo. A blue arrow points from the 'Curriculum' button in the top image to the 'Curriculum' icon in the 'Type' filter on the page. The page content includes a search bar, a 'Browse for Training' section with 1792 results, and a list of training items. The 'Type' filter is currently set to 'All'.

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

Type [clear](#)

- All
- Instructor-Led
- Curriculum
- Material
- Online

Date Range [clear](#)

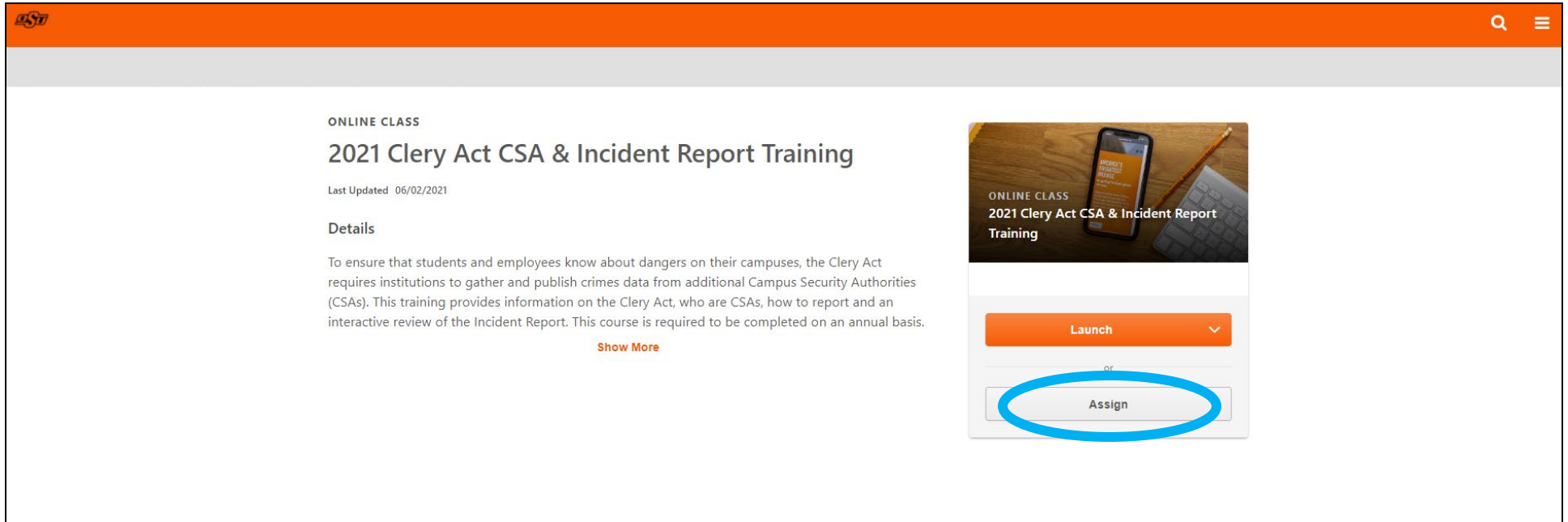
From

Browse for Training 1792 Results

By Title ▼

- (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 are searching to assign an online course, click on the title and on the next page you will click the **Assign** button to assign the training to an employee.



The screenshot shows a web interface for an online course. At the top left is the logo for the institution. At the top right are search and menu icons. The main content area features the following elements:

- ONLINE CLASS** (header)
- 2021 Clery Act CSA & Incident Report Training** (main title)
- Last Updated 06/02/2021 (date)
- Details** (section header)
- Text description: "To ensure that students and employees know about dangers on their campuses, the Clery Act requires institutions to gather and publish crimes data from additional Campus Security Authorities (CSAs). This training provides information on the Clery Act, who are CSAs, how to report and an interactive review of the Incident Report. This course is required to be completed on an annual basis."
- [Show More](#) (link)

On the right side, there is a course card with a thumbnail image of a smartphone and a laptop. Below the card are two buttons: an orange "Launch" button with a dropdown arrow, and a grey "Assign" button which is circled in blue.

- 4) Scroll down until you find 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 subordinates transcript.****
- **It is also recommended to not select the *Automatically register user* option. If there are multiple options for an instructor-led course this may limit the users capability of registering for a convenient session.****

The screenshot shows the 'Assign Training' interface for the course '2021 Clery Act CSA & Incident Report Training'. It includes a 'Due Date' field, a comment box, and a checkbox for 'Automatically register users'. Below this is a table with columns for 'Direct Subordinates', 'Language Equivalency', 'Assignment History', 'Current Status', and 'Include Subordinates'. Two rows are visible in the 'Direct Subordinates' table, each with a selection checkbox. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in blue.

Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/> [User Icon] K...		0	None	
<input type="checkbox"/> [User Icon] S...		0	None	<input type="checkbox"/>

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.
- 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
 - 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
Title VII & Title IX Training
 Last Updated 06/15/2021 Duration 1 hour

Details

*Presented by Office of Equal Opportunity and Affirmative Action
 Does not apply to certificate programs*

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education programs and activities that receive federal funds. Sex discrimination includes sexual violence and gender-based harassment. Title VII prohibits an employer from discriminating against an employee not only on the basis of sex, but also race, color, national origin, and religion. Like Title IX, this includes prohibition of same-sex harassment. Recently, the U.S. Department of Education's Office for Civil Rights (OCR) conducted extensive reviews of Title IX compliance that resulted in settlements in several campus sexual-harassment cases.

In the wake of those settlements, OCR issued a "Dear Colleague" letter to remind schools of their responsibilities in handling sexual-harassment claims — and particularly allegations of sexual violence — under Title IX. Those responsibilities include adopting and publishing Title IX sexual-



Completed
 Training was successfully completed and recorded to [your transcript](#).

Select a Session

or

Assign

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)	46 seats available	View Details
OCT	5259	21	Thu, Oct 21, 2021, 2:00 PM - 3:00 PM 417 Student Union, Student Union, OSU-Stillwater, OKLAHOMA STATE	English (US)	50 seats available	View Details
NOV	5260	18	Thu, Nov 18, 2021, 10:00 AM - 11:00 AM 417 Student Union, Student Union, OSU-Stillwater, OKLAHOMA STATE	English (US)	50 seats available	View Details

[Show More](#)

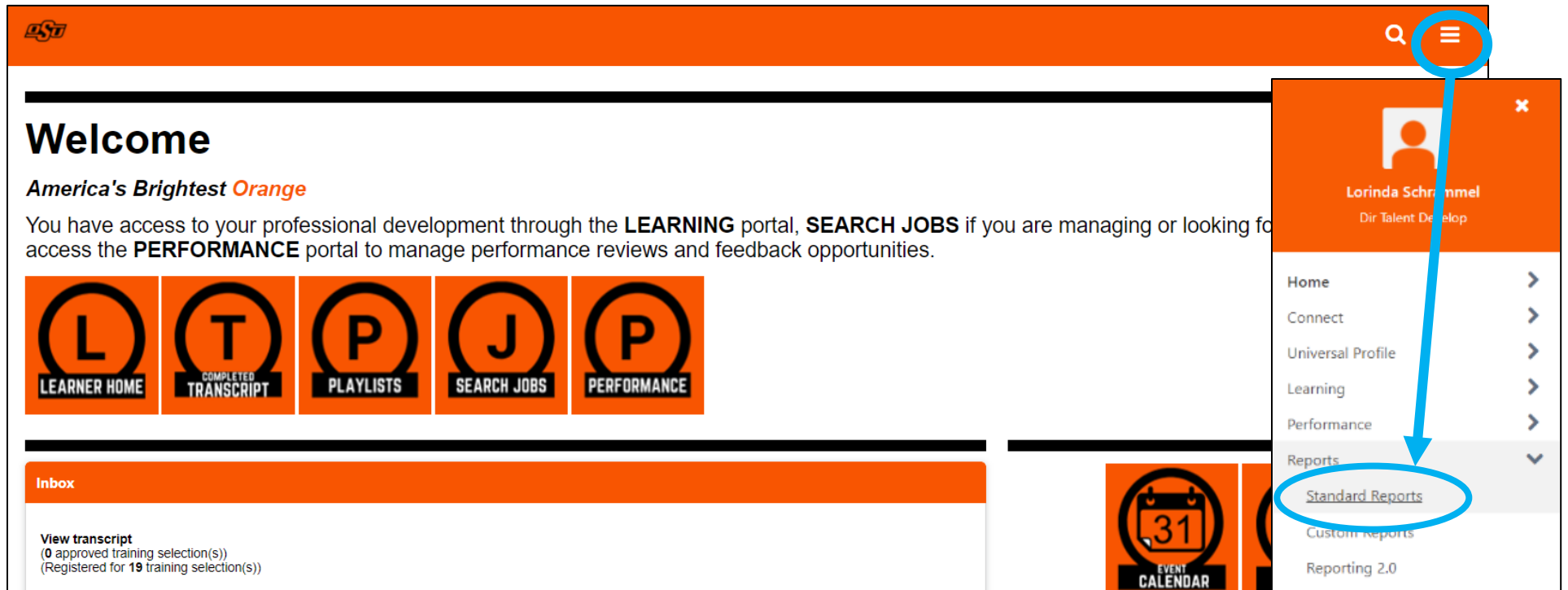
Request
 Assign
 Edit Training
 Save for Later
 Add Analyst
View Details

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.)

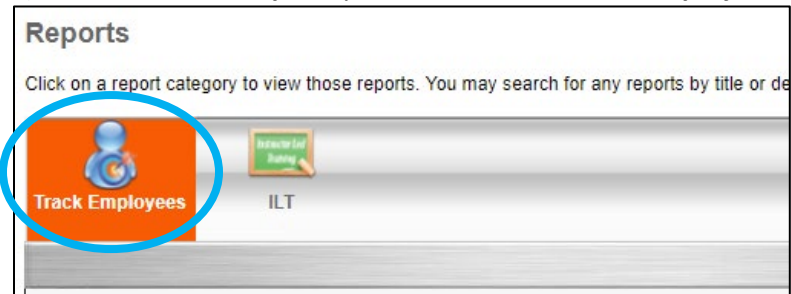
How to Run Reports

- 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 user is logged in as Lorinda Schrammel, Director of Talent Development. The navigation menu is open, and the 'Reports' option is selected, with 'Standard Reports' highlighted. The main content area displays a 'Welcome' message and several quick links: LEARNER HOME, COMPLETED TRANSCRIPT, PLAYLISTS, SEARCH JOBS, and PERFORMANCE. An 'Inbox' section shows 0 approved training selections and 19 registered training selections. An 'EVENT CALENDAR' widget is also visible.

- 2) Under **Standard Reports** you have access to **Track Employees**.



The screenshot shows the 'Reports' page. The user is prompted to click on a report category to view those reports. The 'Track Employees' option is highlighted with a blue circle. Other options visible include 'ILT'.

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.

Welcome
America's Brightest Orange

You have access to your professional development through the **LEARNING** portal, **SEARCH JOBS** if you are managing or looking for jobs, or you can also access the **PERFORMANCE** portal to manage performance reviews and feedback opportunities.

L LEARNER HOME **T COMPLETED TRANSCRIPT** **P PLAYLISTS** **J SEARCH JOBS** **P PERFORMANCE**

Inbox

View transcript
(0 approved training selection(s))
(Registered for 19 training selection(s))

EVENT CALENDAR
31

Lorinda Schrammel
Dir Talent Development

- Home
- Home
- Learning
- Universal Profile**
- Universal Profile
- Connect
- Performance
- Reports
- Recruit
- Help Resources Center
- My Account
- Help
- Log Out

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

Team

- Dir Talent Develop
- Mgr Talent Dvlp
- HR Tech I
- OSU Talent Development**
Coor HR Trng

Universal Profile Bio

Feedback Transcript Actions User Record

osulr/learning/development/Bio

OSU Talent Development
Human Resources
Coor HR Trng

Direct Phone
Mobile Phone
Email
www-trng@okstate.edu
Location
OKLAHOMA STATE

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 LSI 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 brief overview of the portal's capabilities. 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.

LSI

Search [Q] [☰]

Welcome

America's Brightest Orange

You have access to your professional development through the **LEARNING** portal, **SEARCH JOBS** if you are managing or looking for jobs, or access the **PERFORMANCE** portal to manage performance reviews and feedback opportunities.

L LEARNER HOME **T** COMPLETED TRANSCRIPT **P** PLAYLISTS **J** SEARCH JOBS **P** PERFORMANCE

Inbox

View transcript
(0 approved training selection(s))
(Registered for 19 training selection(s))

EVENT CALENDAR 31

Lorinda Schramme
Dir Talent Development

- Home >
- Learning >
- Universal Profile** ▾
- Universal Profile
- Completed >
- 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' 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 of these filters is a search box labeled 'Search for training' with a magnifying glass icon. Below the search box 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 open)

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