Manager Employee Assigned Training Guide

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How to Assign Training

1. Log-in to the talent.okstate.edu and click on the pancake menu and select the dropdown menu for Learning and select Browse for Training.

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

**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.
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.

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 the LMS suite and click on the pancake menu and select the dropdown menu for Reports then Standard Reports.

2) Under Standard Reports you have access to Track Employees.
3) For a general status summary of Assigned Training choose the **Training Status Summary** report.

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**.

**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 Quick Status Check

Universal Profile > Manage Employee Learning

You can also view a snapshot of each individual team member by selecting Manage Employee Learning from the Universal Profile drop down menu. Your options on the Manage Employee Learning page allow you to view each individual team members transcript.
How to Remove Assigned Training

Universal Profile > Manage Employee Learning

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

1) Select the view icon under View Transcript to open the team member’s transcript.
2) 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.**

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