

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

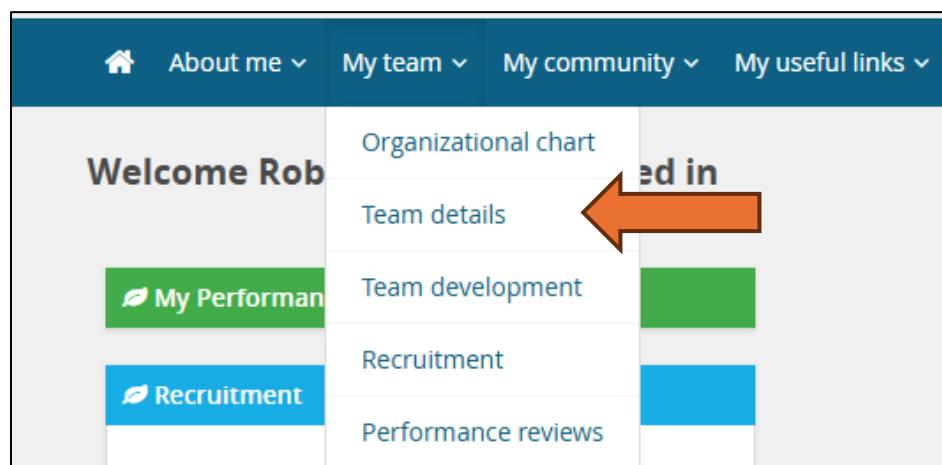
This guide outlines how supervisors can view employee details, manage Development Plans, and assign learning activities within the Learning Management System (LMS).

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.

My team details

Employee	Position	Role	Performance
Emily Green	HR Asst	J0328 Adv Admin Supp Staff	0.0

Page 1 of 1

I want to...

Records 1 to 1 of 1

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

Emily Green Employee

Activity Profile Development and performance

Development plan

Status	Development activity	Intended completion date	Actual completion date
	Complete ALP 2025 Special Opportunity - Central Market Place Tour	13 Feb 2025	13 Feb 2025

[View development plan](#)

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

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

Development plan

Name: Emily Green

Working on...

In progress/Upcoming

Waitlist: consider rescheduling:
There are no items to show.

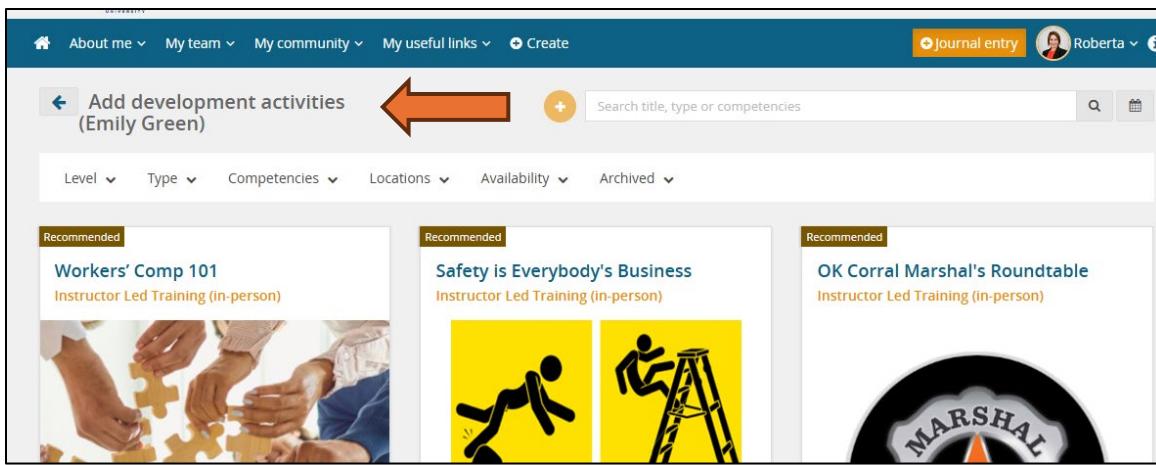
In progress:
There are no items to show.

Booked:
There are no items to show.

Suggested:
There are no items to show.

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]**.



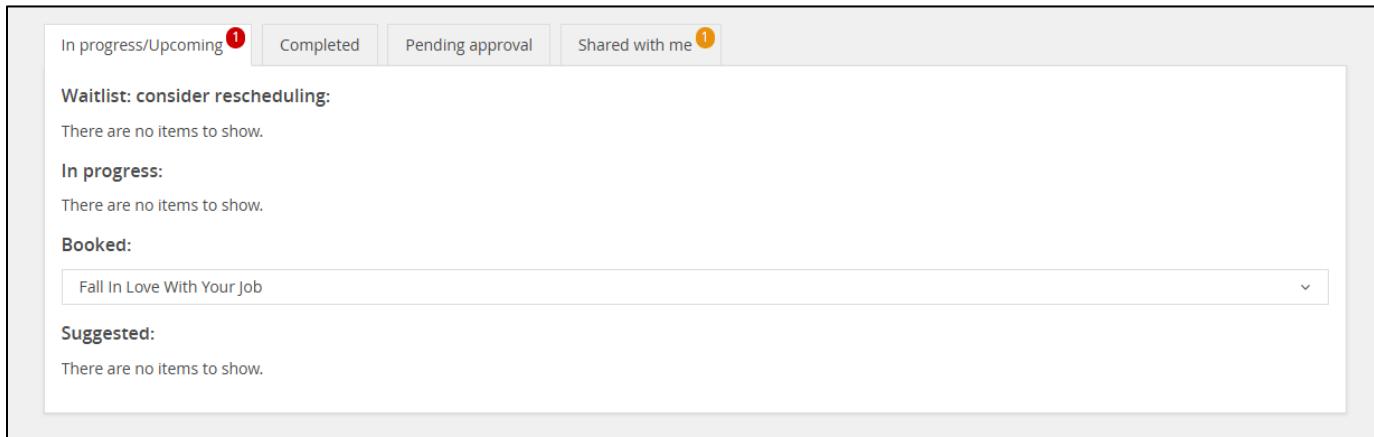
3. Use **filters** or the **search field** to identify a relevant activity.

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.

Select a time slot **Suggest** **Share**

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.

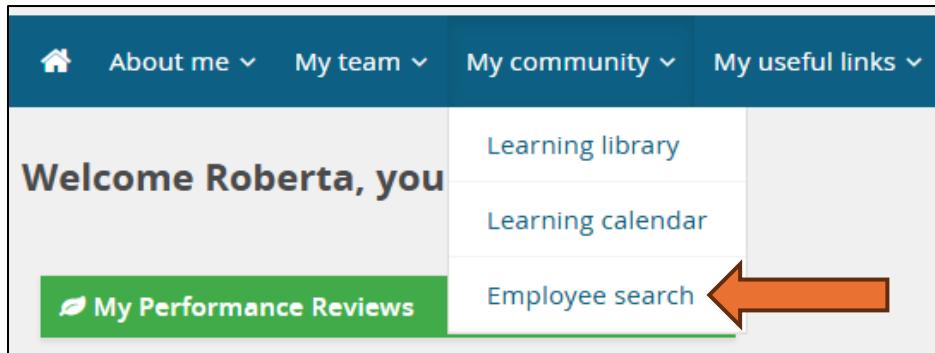


To Bulk Assign Learning Activities

LMS Administrators and Key Administrators can bulk assign learning activities. Supervisors may bulk assign learning to their direct reports only.

- Requests for bulk assignment permissions for other staff should be submitted to the [PERMISSIONS REQUEST FORM](#) for review and potential addition to the individual's LMS profile.
- Requests for University HR to bulk assign a Learning Activity to staff in a specific area should be submitted to OSU-TRNG@okstate.edu

From talent.okstate.edu, Navigate to **My community > Employee search** from the blue horizontal menu.

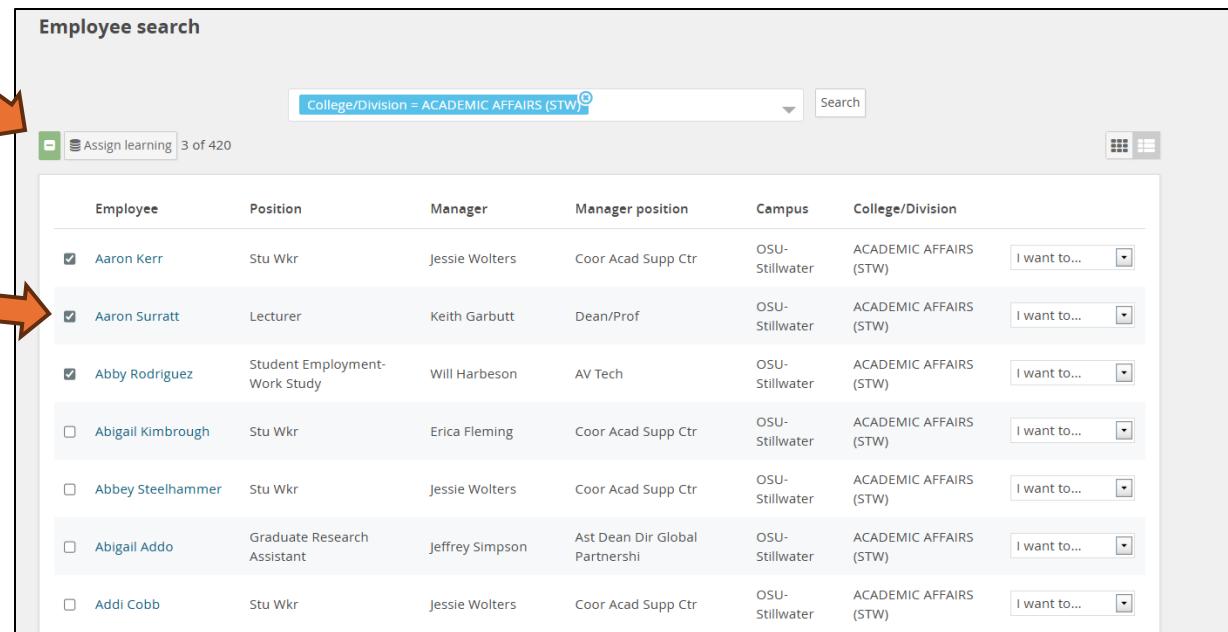


Using the available filter options or open text search bar, you will need to narrow results to the intended staff.

NOTE: it is vital that filter options are utilized as specifically as possible to ensure that the correct recipients are assigned.

The screenshot shows the 'Employee search' interface. At the top, there is a search bar with a dropdown for 'College/Division' set to 'Select', an 'Is equal to' dropdown set to 'ACADEMIC AFFAIRS ...', and a 'Search' button. An orange arrow points to the search bar. Below the search bar is a table listing staff members. The columns are 'Employee', 'Position', 'Manager', 'Manager position', 'Campus', and 'College/Division'. Each staff member has a checkbox on the left. The table shows four staff members: Aaron Kerr, Aaron Surratt, Abby Rodriguez, and Abbey Steelhammer, all assigned to the 'ACADEMIC AFFAIRS (STW)' college/division.

Check the boxes on the left of the selected staff person's name **or** use the green box at the top to select all, then click "Assign learning" to the intended staff. Next, use the "Learning library" to browse available Learning Activities.



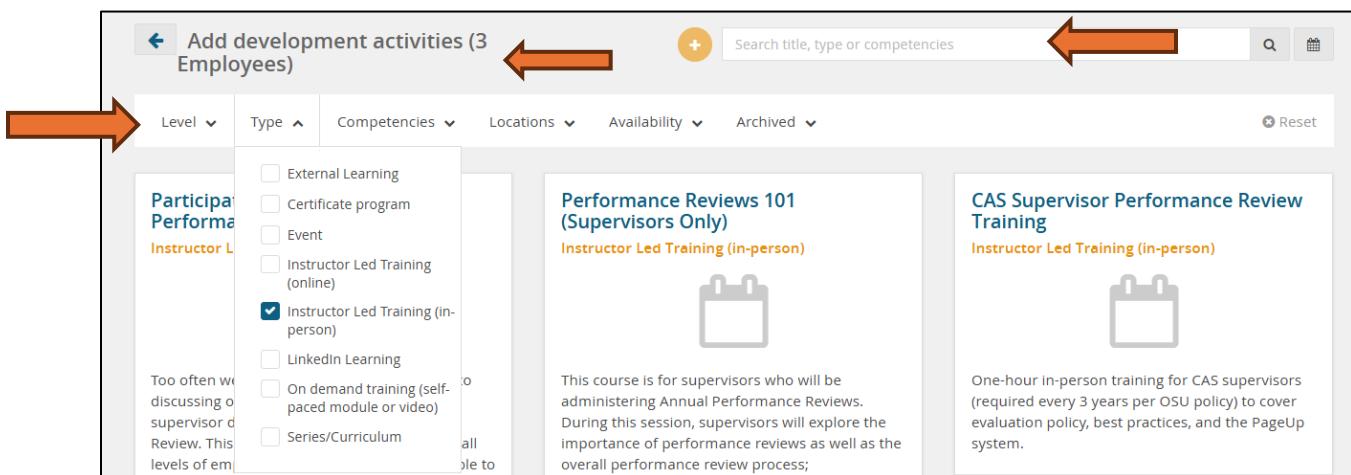
Employee search

College/Division = ACADEMIC AFFAIRS (STW)

Assign learning | 3 of 420

Employee	Position	Manager	Manager position	Campus	College/Division	
<input checked="" type="checkbox"/> Aaron Kerr	Stu Wkr	Jessie Wolters	Coor Acad Supp Ctr	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input checked="" type="checkbox"/> Aaron Surratt	Lecturer	Keith Garbutt	Dean/Prof	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input checked="" type="checkbox"/> Abby Rodriguez	Student Employment-Work Study	Will Harbeson	AV Tech	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input type="checkbox"/> Abigail Kimbrough	Stu Wkr	Erica Fleming	Coor Acad Supp Ctr	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input type="checkbox"/> Abbey Steelhammer	Stu Wkr	Jessie Wolters	Coor Acad Supp Ctr	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input type="checkbox"/> Abigail Addo	Graduate Research Assistant	Jeffrey Simpson	Ast Dean Dir Global Partnershi	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>
<input type="checkbox"/> Addi Cobb	Stu Wkr	Jessie Wolters	Coor Acad Supp Ctr	OSU-Stillwater	ACADEMIC AFFAIRS (STW)	<input type="button" value="I want to..."/>

Use the open search field on the top right or the available search filters to identify the intended Learning Activity to assign. (note: this page displays the number of employees selected at the top left).



Add development activities (3 Employees)

Search title, type or competencies

←

→

Level	Type	Competencies	Locations	Availability	Archived	Reset
Participate	<input type="checkbox"/> External Learning					
Performance	<input type="checkbox"/> Certificate program					
Instructor L	<input type="checkbox"/> Event					
	<input type="checkbox"/> Instructor Led Training (online)					
	<input checked="" type="checkbox"/> Instructor Led Training (in-person)					
	<input type="checkbox"/> LinkedIn Learning					
	<input type="checkbox"/> On demand training (self-paced module or video)					
	<input type="checkbox"/> Series/Curriculum					

Performance Reviews 101 (Supervisors Only)
Instructor Led Training (in-person)

This course is for supervisors who will be administering Annual Performance Reviews. During this session, supervisors will explore the importance of performance reviews as well as the overall performance review process;

CAS Supervisor Performance Review Training
Instructor Led Training (in-person)

One-hour in-person training for CAS supervisors (required every 3 years per OSU policy) to cover evaluation policy, best practices, and the PageUp system.

After selecting the intended learning activity, click “Select a time slot” and “Book”. Again, note the prompt at the top of this page denoting the number of employees being bulk assigned.



You are selecting learning activities to bulk add to employees 3 Employees

Cowboy Code in Action: Ethics, Compliance & Fraud Prevention



Created by Emily Green
Created 17 Oct 2025
Type Instructor Led Training (in-person)
Popularity 0 people like this

Competencies
Stewardship - Individual
Professionalism - Individual
Supervisory - Individual

Facilitated by the Office of Internal Audit

This interactive training promotes ethical awareness and integrity in the workplace by connecting principles of the Cowboy Code to real-world compliance and fraud prevention practices. Participants will learn how to recognize, prevent and report unethical or fraudulent behavior while cultivating accountability and trust across the system. This session also equips employees and management with tools to strengthen ethical decision-making, protect institutional resources and support the University's commitment to public trust.

This training qualifies as in-house CPE credit for members of the Association of Certified Fraud Examiners (ACFE).

Select a time slot (3) Suggest (3)



After booking the Learning Activity, a completed screen will display.

Assign attendees

Completed



An automated email will be sent directly to the selected attendees.

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.
3. Recipients may choose to Book by "Selecting a time slot" or "Dismiss" the suggestion.

Select a time slot Share

In progress/Upcoming 1 Completed Pending approval Shared with me 1

Violence Prevention in the Workplace/Active Shooter Training Shared by Roberta Douglas 



Approve learning

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

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

Local time (show in venue time)	Venue	Available positions
24 Sep 2025 1:30 PM - 4:30 PM (-05:00)	OSU Stillwater Student Union - 417 Exhibit Room 100 South Hester Street, Stillwater, Oklahoma, United States, 74078	22
Request approval Cancel		

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

Approval required for requested employee learning

 noreply@pageuppeople.com <noreply-1216@mail.pageuppeople.com>
To ● Douglas, Roberta

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Roberta,

Emily Green has requested learning.

Clicking the link below will allow you to login and take you directly to the learning object to approve or decline this request.

[Supervisor Academy](#)

- 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.

