Manager Employee Assigned Training Guide

Contents
How to Assign Training ........................................................................................................................................... 1
How to Run Reports .................................................................................................................................................. 6
How to Do a Quick Status Check .............................................................................................................................. 8
How to Remove Assigned Training ......................................................................................................................... 9

How to Assign Training

1. Log-in to the LMS Suite and hover of the Learning tab and select Browse for Training.
2) From here you can browse all classes by subject, date range, or type.

<table>
<thead>
<tr>
<th>Online</th>
<th>Instructor-Led</th>
<th>Curriculum</th>
<th>Material</th>
</tr>
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![Image of the Oklahoma State University website showing a section for browsing training with options for Online, Instructor-Led, Curriculum, and Material categories.]
3) When you are searching for 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.
6) When searching for an instructor-led class or a session to assign to an employee, click the drop down menu, on the right, that defaults to Request to select Assign.

7) Follow steps 5-6 to complete the assigning process.
How to Run Reports

1) Hover over the Reports tab in the menu bar. Select 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

My Team > My Team

You can also view a snapshot of each individual team member by selecting **My Team** from the My Team drop down menu.

1) Select the team member by clicking on their name.

2) The report defaults to Archived Activities. Select **Current Activities** to review the status of activities not yet completed.
How to Remove Assigned Training

Learning > 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 Learning 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.**

3) The system will trigger an email notice to the team member notifying them of next steps. Team members may need to select a date/time for an instructor-led training or may need to Launch online training when it is convenient.