Talent Development: Learning Management System

Supervisors
User Guide
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Introduction

An important function for supervisors is to improve and enhance the skills of staff and reduce knowledge gaps in their teams. Studies show that engaged employees are better equipped to reach their own personal and organizational goals when supervisors and leadership encourage and promote available learning opportunities. The Talent Development Learning Management (LM) module can aid in these goals.

The KU Talent Development LM offers supervisors many features for viewing and managing the learning and development goals of their staff. Supervisors and Directors are able to view and manage their reporting line. Supervisors may take action and run status reports of staff who report to them.*

*Note: Licensing of the Learning Management system is restricted to KU faculty and staff. Currently no affiliates, student hires, GTAs/GRA’s or non-HR/Pay temporary staff have access or are recognized in the LM.

Getting Started

Access to the Learning Management System (LM) is controlled through Single Sign-On (SSO). Use your valid KU Online ID and password to log in. Faculty and staff can access the LM on both PC and Mac OS. Mobile devices (iPad or Smartphones) can access the LM using their mobile web browser.¹

1. Using your web browser (Firefox, Safari, Chrome, IE), navigate to https://mytalent.ku.edu or https://humanresources.ku.edu > Learn & Develop and select the login to Talent Development button.

2. Enter your KU Online ID and password
3. Click “Sign in”
4. Successful login will present the Talent Development Home page.
5. Click “Home” and select “Learning” to access the Learning landing page.

¹ Please refer to the Learning Management System: Employee (Faculty & Staff) User Guide or LM tutorial videos to learn the basic navigation and functions of the LM. This guide will cover the specific tools and functions associated with the supervisor role in the LM.
Learning: My Employees for Supervisors

Supervisors are configured to view a second landing page in the LM: **My Employees**. My Employees tab will change your page view to a team view. **Team View** shows you the assignments and learning progress of your team(s).

A. **Navigation Drop-Down** – Toggles view between Employee Profile, Org Chart and where applicable, Performance Management. Select **Learning** from the drop-down menu to view your and your teams learning assignments and resources.

B. **My Employees** – Provides a workspace to access team members’ records.

C. **Employee Search** – Search for key terms or words in an individual team member’s learning plan.

D. **Employees** – Displays your direct report team members, and where you see a flag (●), represents additional navigation to view the direct reports’ team members.

E. **Employee Quick Card** – Views employee’s organizational details and quick access of where an employee fits in the institutional Org Chart.

F. **View Filter** – Click the icons to alter employees learning plan view to the larger Card View (viewed above) or the smaller List view. Select **Filter** to display the keyword search feature (Employee Search).

G. **Employee Learning Assignments** – View the learning assignments of direct and indirect reports. Course titles can be selected to review both course details and course assignment.

H. **Search Catalog** – Searches for learning activities in the course catalog. Similar to your personal catalog search, enter keywords in the text field and click **Go** or click the **Browse all courses** link to access the catalog.

I. **Supervisor Links** – Displays a list of manager actions available within the LM. Supervisor Links quickly navigate you to different sections of the LM. Options include Assign/Remove Learning, Register/Withdraw Employees, Approvals and Reports.

J. **Employee Status** – Displays a pie-chart status of a selected employee’s curricula and completed work.
Team Member Actions
Team Member Actions is a way to quickly take action on an individual employee’s learning environment. Similar to Supervisor Links, team member actions can be viewed or modified.

A. **Record Learning** – Enter prior or external learning events into the employee’s learning history.
B. **Assign Learning** – Search the course catalog and assign an item to the employee’s Learning Assignments.
C. **Register Employee** – Locate a scheduled offering and register the employee for a particular course day and time.
D. **Manage Alternate Supervisor** – Assigns alternate manager(s) to the employee. Either alternate or primary managers can complete the manager tasks in the LM.
E. **Reports** – Run reports on data such as learning history, learning needs and curriculum status for the employee.
F. **Send Message** – Launches default email program New Message window (Outlook) and messages can be sent to the employee directly.
G. **Options & Settings** – Read-only view of notification and time settings for the employee. These are set administratively and cannot be altered by employee or supervisor.

Supervisor Links (Tile)
Supervisor Links tile offers many of the same actions found in the Team Member Actions, however supervisors may perform specific actions on all, or a selection of their employees from the Supervisor Links tile selections.

A. **Assign/Remove Learning**
   Select **Assign/Remove Learning** to launch the action window. Select Assign (or Remove) Learning as the action you want to take:
1. Click **Add** on *Items and Curricula*.
2. Use the search window to locate the course to assign to the employee(s). Click “Select”
3. Course will be show it is selected.
4. Click the at the top right to close the Catalog window.
5. Click **Add** on *Employees*.
6. Review the list of employees. Select the checkboxes of those employees you wish to assign the learning item.
7. Click **Add**.
8. Review the assignment information. Enter the *Assignment Type*, *Assignment Date* and *Required Date* of completion, if desired.
   i. **Assignment Type** – Dropdown that includes options such as “optional”, “recommended”, or “required”.
   ii. **Assigned** – Can be assigned on the current day or in the past, not a future date.
   iii. **Required Date** – Indicates to employee when you, as supervisor required completion of the learning item.
9. Click **Continue**. Confirm the information listed and click **Assign Learning** or **Back** to make edits before assigning.

*Note: To remove an assigned learning, follow the steps above and select the course and employee assigned to be removed.*
B. Record Learning

In some instances, supervisors may add recorded learning items listed in the KU course catalog to their employee’s Learning History. Course managers, not KU HRM, make the determination if a catalog course may be recorded by the supervisor. External events can be added to employee’s Learning History with few restrictions. For example, supervisors can record external workshops, departmental ad-hoc training or conference participations their employees successfully complete.

From the **Supervisor Links** tile, select **Record Learning**, then:

1. Select **External Event** to begin the process

2. On the **Record Learning – Event Details** screen enter **Description**

Note: Both **Completion Date** and **Completion time** can be edited. Completion Date can be posted as either day-of or post-dated only. No future dates can be entered. If course completion time is not critical, you should leave this field as-is.
   a. **Instructor ID**: Value only lists instructors listed in the LM and not applicable for external events.
   b. **Instructor Name**: Is a free-form field for external events and can have any desired name entered.
   c. **Total Hours, Contact Hours, Credit Hours & CPE**: are optional fields which may be used when relevant to your employee’s training.

3. Click **+** to add associated employees
4. **My Team** window will appear. Review the list of employees and select the checkboxes of the employees to be assigned.

5. Choosing **Quick Select** will offer you additional methods of selecting employees. If you have sub-reporting lines (you are a supervisor of supervisors with employees), you can use the Quick Select option to easily select those within the different structures.

6. Click **Add**

7. Once the **External Event** and **Employees** have been captured, supervisors have the option to include comments that are stored and viewed within the specific learning event.

8. **Comments** can be entered as desired. Click “OK” to close. If comments are entered, the Employee **Comments** icon will change to:

9. Click **Continue**.

10. On the **Confirm Learning Details** screen, review all the details to ensure accuracy. Select either **Back** to revise your details or **Record Learning** to complete the recording process.

Note: Recorded Learning can only be edited or removed by Learning Management administrator.
11. **Recording Status** will indicate “Learning Recorded Successfully” for the associated employees.

![Recording Status](image)

12. You have the option to include file attachments with the recorded learning event. Click **File Attachments** to launch the file browser. You may select one, or multiple, attachments.

13. Click **Close** to complete the **Record Learning** process.

14. Employees will receive automatic email notification that an event has been added to their Learning History. Supervisors may confirm this learning event by selecting **Learning History**.

**Note:** To record an **Item** based learning event, follow the steps above and select the course from the course catalog and employee assignment(s) to be recorded.

C. **Register/Withdraw Employees**

Supervisors may register or withdraw employees from scheduled offerings. It should be noted that as a best practice, a supervisor should have clear communication with the employee before registering or withdrawing that individual from an offering. From the **Supervisor Links** tile, select **Register/Withdraw Employees**, then:

1. Select **Register Employee** and click **Continue**.

![Register Employees](image)

2. Click **+** to add the desired Scheduled Offering(s).
3. Use the Catalog Search window to locate the course you want to assign. Select the item. If necessary, click the [x] at the top right of the catalog.

4. Click + to select the employees

5. Review list of employees. Select the checkboxes of the employees needing registered.

6. Click Add

7. Click Continue
8. On the Registration confirmation panel, review all the details to ensure accuracy. Select either Back to revise your details or Register Employee to complete the recording process.

![Register Employees for Scheduled Offering](image)

Note: You have the option to alter who receives notifications of the registration using the Notify checkboxes shown.

9. The confirmation screen appears showing that the individuals are successfully registered. Click Close to complete the registration/withdraw event. Employees and if applicable, instructors and supervisors will receive notification of the learning event. Event notification includes an Outlook calendar attachment that can be saved as a scheduled meeting reminder.

![Register Employees for Scheduled Offering](image)

Note: To withdraw employees from a scheduled event, follow the stages above and select the course and employee registration to be withdrawn.
D. Approvals

Courses may be configured in the catalog to require supervisory approval before staff complete the registration process or receive registration confirmation. The Approval process is completely optional and up to the discretion of the course instructor or department responsible for the listing. As a supervisor you may approve (or deny) employee requests for learning events where the approval workflow is in place. Approval notifications will be sent to your KU email account from the LM. Approvals are also listed in your MyTalent To Do list when you log in to the system. Approvals are also listed in My Learning Assignments:

1. Review the list of Pending Approvals. Click the to expand either Internal Training, External Training or E-Signature Verification.
2. Review the list of approvals and select Approve, Deny or Skip for the approval.
   i. Approve -- allows the requestor to attend/complete registration for the course.
   ii. Deny -- excludes the requestor from attending/completing the registration for the course.
   iii. Skip -- neither approves nor denies the request, but submits the approval to next approval step (if secondary level approval is configured). MyTalent only recognizes direct supervisor for the approval process and should not be selected!
3. Click Next
4. If desired, enter the justification in the comments field
5. Click Next
6. Review the information entered to register the learning item. Click Confirm to approve and complete the request.

7. On the confirmation page, click Start Over... to return to the main approvals page or navigate back to My Learning to exit the process.