

The Office of Learning & Organizational Developme



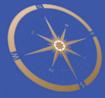


# DBHDD UNIVERSITY Learning Portal (the LMS)





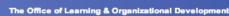




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#### **Viewing Staff Training Information**

Introduction This job aid will provide instructions for you to view the training status of your direct reports. It will guide you through the My Team view, which provides detailed training information on enrolled courses and their completion status.

Steps for Viewing Direct	Step	Action	Visual
Reports Training Information	1	Access the My Team View	My Own Learning My Team Administration
		From the My Own Learning page <b>click</b> on " <b>My Team</b> " in the upper left-hand corner of the screen. <b>Result</b>	DBHDD University L
			DBHDD
		You are in the <b>My Team view</b> .	Training Home My Upcoming Training Transcript Deve
		<b>Note</b> : Under the <i>User Name</i> column you will see a list of your direct reports.	Schwarty (Market (Moder) 46) (get
		The <i>Status column</i> provides you with a snapshot of where your direct report is with their training courses.	DBHDD University Learning Portal
	2	The <i>Pending Items</i> column indicates items that your direct reports have not completed yet.	A solito, kitert         Carter         Carter         Contraction         Contreaction         Contreaction
		View Detailed Training Information	Norwang (Ware Wonton) 😳 Jakhar (Moleki 16) (get
		<b>Click</b> on the "Expand Row" icon on the right side of the screen to view training details.	DBHDD University Learning Portal
		Result You will be able to review additional information on your direct reports	4 torine, hater
		including staff profiles, assigned	DBHDD University Learning Portal
		trainings, pending reports as well as	- Taning Tanhawi Nepons Agened Nepanis.
		their last login time and date stamp.	a Don's Munit Lin Hank Car Paragetoni V 7 19 50 Annu Car Paragetoni V Annu Car Parageton
		<b>Click</b> the <b>"Expand Row</b> " icon again to collapse this view.	MAT         Mat           Name         > Andra Resourt           Name         >>







#### **Running Standard Manager Reports**

Introduction This job aid will provide steps for running Standard Manager Reports on your staff's training progress.

Steps to run a Standard	Step	Action	Visual
Manager Report	1	Access the Reports for Manager Page From the My Own Learning page <b>click</b> on "My Team" in the upper left-hand corner of the screen. <b>Click</b> the "Reports" link to access the Reports for Managers Page.	
		Result You are in the Reports for Managers View. Note: In this view you will see how many reports are available to you next to the header in parentheses. The	(Noticities Water Motorer) (In a Motor Ingent of a spectral Strategy of the spectral Strategy of
		second column <i>Type</i> shows the type of report.	







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#### Running Standard Manager Reports, Continued

Steps to run a Standard	Step	Action	Visual
Manager Report (continued)	2	Select a Manager's Report	(channers Will stronger
		The Manager's Report	DBHDD University Learning Portal
		<b>Click</b> on the name of the Report.	Num )  Manager's Report - Required Training Common Manager's Report - Required Training
		<b>Click</b> the "Select" button to view the Report Criteria.	Ingel
		<u>Result</u>	Non-thermatical addresses of the sequences particle concentration granteship is and when we derive a device many "security" means the state the set of the
		A "Report Criteria" pop-up is displayed.	
		<u>Note</u> : You have the option of selecting content to include in your report by <b>clicking</b> on the box next to the content type.)	Apport Criteria         Re           Use the form below to indicate the parameters for the report you want to run. Then click Run Report.         Centent Type Announcement           Centent Type Announcement         Brande           Contract run announcement         Contraction           Contraction         Contraction           Collaboration Space         Collaboration Space           Contraction         Document           Aq         Aq
		Scroll down to view Report Criteria.	Online Courses Survey Total User Activity Active
		<u>Result</u>	Consistion Status :
	3	A pop-up window appears giving you the option of filtering by user activity, completion status, start and end date, etc You may choose a layout and specify the number of records you would like to see per page in the report.	
		Review the Report	Report Criteria
		<b>Click</b> the "Run Report" button at the bottom of the pop-up window.	User Activity (Attive ()) Completion Status () Straining Period Status () Include Training periods in which the assigned user was Include Inactive Inactive Interview
		<u>Result</u>	Include training periods in which the assigned content Item was inactive Seart Dete Indicate End Date Indicate Indi
		The report will appear in a separate pop- up window.	
		<b>Note:</b> To schedule a report, click on the Schedule button and follow the prompts.	







#### Approving or Denying Training Requests

Introduction This job aid will demonstrate how to approve or deny training requests from your staff.

Steps for Approving Training Requests

Step	Action	Visua	al	
1	Locate Approve Console or the Approval			
	Important: As a DBHDD manager, it will be your role to assist in the	Team Training Dashboard Reports Approval Kayvest	is	
	management of your direct report(s) training activities. You will have the ability to enroll them in upcoming	🛔 Jack Reacher		
	classroom, virtual or eLearning	User Name	Status	Pending Iter
	courses. You will also have the capability to assign a document, such	🛓 Deniro , Robert	Ů₽	10
	as a read & sign, for them to review	🛓 Henry, John	<u>^</u> p	2018
	and sign. You will also approve training requests	🛓 Statham , Jacon	<b>Å</b> 1	10
	On the My Team page, click on Approval Requests <u>Note</u> : The My Action and Final Action fields have a default setting of "Pending." Leave as-is and click "Search."			
2	<u>Review a Request</u>	Approval Requests		
	<b>Click</b> the Expand icon in front of your direct report's name.	Awaiting My Approval (1) Awaiting Approval from Others (0) Finalized R	lequests (0)	
		Anating My Approal (1)         Availing Approal from Others (0)         Finalized R           Vien: By Date         By Requestration         By Person           Image: Comparison of the system         By Person           Image: Comparison of the system         By Person	equests (0)	Actions





#### Approving or Deny Training Requests, continued

Steps for Approving	Step	Action	Visual
Requests (continued)	3	Note: If approving or denying multiple user requests at once, with the same reason for the approval or denial, select the checkbox in front of each applicable request then click the "Approve" or "Deny" button at the bottom of the pending approvals results table. Review the Reason for Request. Approve or Deny the Reguest	Approval Requests Near ting My Approval (1) Avaiting Approval from Others (1) Finalized Requests (1) Viear: Sy Date   By Requested team   By Resco Viear: Sy Date   By R
		Note: If you wish to approve their request, <b>click</b> the radio button for " <b>Approve</b> " If you wish to deny their request, <b>click</b> the radio button for "Deny" then enter why you are denying the request in the "Reason for Action" text box.	Tes this is required.
		ResultYou have taken action on a course enrollment request.If you select Approve, your staff will automatically be enrolled in the training	Staff Training Page My Upcoming Training (2) Title Type Date Status Action Medical Emergency Response System: instructor Led-initial (499) User 7/74/2113
			O         Pilot Group Testing         Curriculum         Due 7/24/2013         Started           All My Upcoming Training         O         Required Training         O Overdue         C Due Scon         E Recurring Assignment





### Assigning Training to Staff

Introduction This job aid will provide steps for assigning training to your staff.

Steps for	Step	Action	Visual
Assigning Training to Staff	1	Click on the Administration tab at the top left hand side of the Training Home page	My Own Learning My Team Administration DBHDD University L Training Home My Upcoming Training Transcript Deve
	2	Click on the <b>Required Training Console</b> under the <b>Training tab</b>	Administration Console Warage care, seten conforcing offers, and geten behavior. Administration Console Bourthe Sealem Warage Users Manage Users Man
	3	Type the name of the Training you wish to assign in the <b>Search text</b> field <b>OR</b> Click the <b>Search</b> button to find the required	Required Training Console Search for content and then assign required baning (i.e., select a training profile and entities to which the braining w Face: Drugsie Search ( <u>Journeed Bearch</u> ) To perform a search, select colours them the menus, enter layers and the second them to the second them Search Tear Search Tear Search Tear
		training <b>Note:</b> The search text field will filter the training you need. Use this option.	
	4	Locate the training you need to assign, the click GO next to the required training drop down bar	Ramés band 88     Tát     Tát     Tát       0     0     14% Energi Verice Question Rendel Training     Casonam     France Training       0     0     A Hafter Sfelde     Casonam     France Training



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#### Assigning Training to Staff, Continued

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5	Enter the name of your direct report, then click <b>Search</b> to locate the name of your staff, then click <b>Assign</b>	FIND THE OF SAVENT Find users that have already been assigned this content as training. Use the Page menu to se     Required Training     Perform a search to find users to which training has already been assigned. Use the check     Page menu, and the Action menu for each user, to participate on the fasts.     Last Name     First Name     Search
6	Select <b>Profile</b> on the right of the screen to specify how the training is to be assigned	A Profile of SWSH Internet holders and been serged bit under a being Use for Age reach a shell spelle and surge being to spelle Projekt Ages Projekt Ages Internet specific bit care to each track to be the bit associated and the age reach age of the age



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