University Information Technology Services

What Can I Do as a Manager?

If people report to you in UAccess Employee, you can view and manage their training in UAccess Learning using the **Team Learning** homepage.

You can enroll users in Classes, add learning to plans, drop Classes from learning, or view Certification status. Most of those features work the same way for a manager as they do for a learner, so this document focuses on the differences.

Use the homepage drop-down arrow and select **Team Learning**.
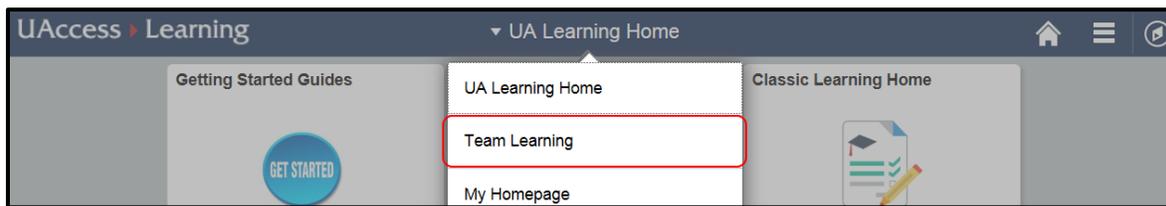
A series of tiles display. Enroll a Team Member in a Class by clicking the **Team Members** tile.
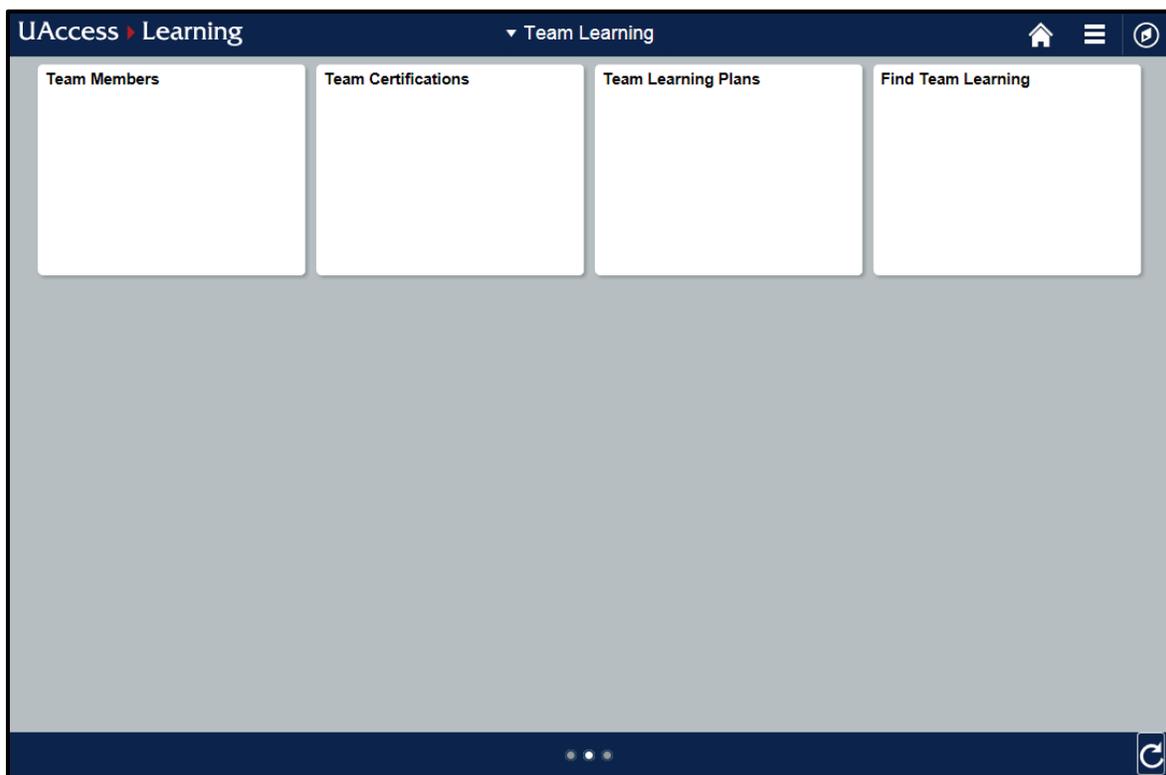
The **Team Members** tile provides details regarding what a Manager can view and generate for Team Learning. The **Team Certifications** tile only allows you to view the status of the Team's certifications. *If you attempt to register a team member from this tile you will register yourself in the Certification instead.*

University Information
Technology Services

Managing Learning for Team Members

Clicking on **Team Members** opens a list of everyone who reports to you.
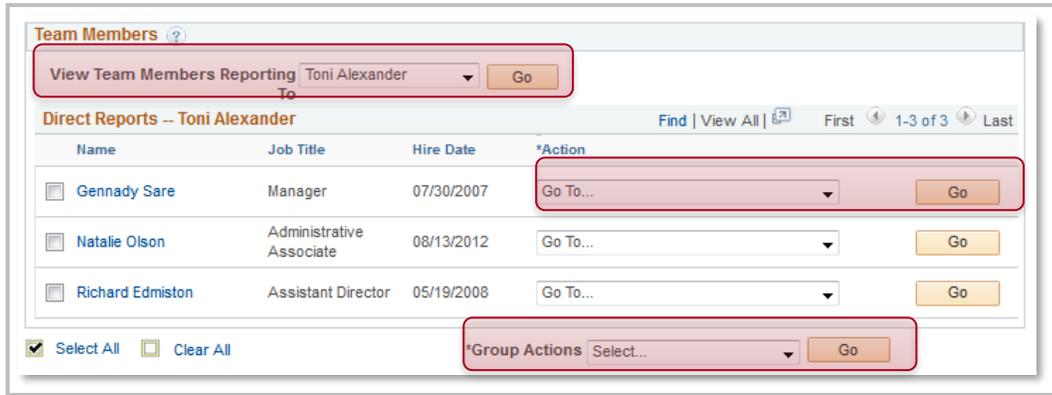
If someone who reports to you supervises others, use the **View Team Members Reporting To** menu to view the people who your direct report supervises.

Take action on just one Learner's record using the **Action** drop-down on the row with their name. Once you navigate into *Certification Status*, *Learning Plans*, or *Team Learning* (the equivalent of My Learning), the pages and steps will look very familiar to managing your own learning pages.
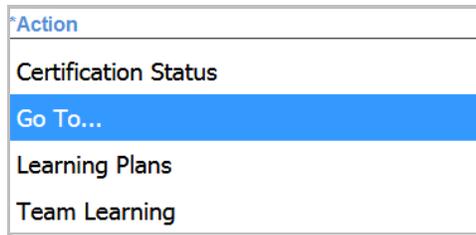
For multiple Learners' records, select the ones you want and then use the **Group Actions** drop-down at the bottom of the page.
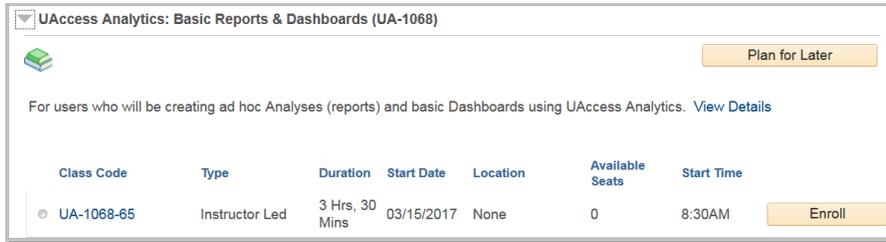
- *Add to Plan*: Add learning to multiple Learners' plans simultaneously
- *Enroll*: Simultaneously enroll multiple Learners for a specific Class
    - o You will only be able to search/see Courses and Classes
- *Register*: Simultaneously register multiple Learners for a Curriculum or Certification
    - o You will only be to search/see Curricula and Certifications
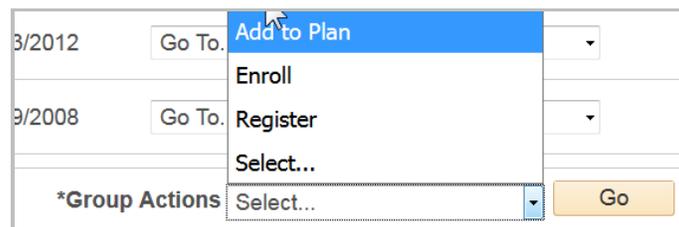
Use Find Learning to Enroll Learners

If you are enrolling learners for a Class or registering them for a Curriculum or Certification, make sure that you do so from the main Find Learning screen. If you navigate to View Details, you will likely enroll yourself instead of the Learners you are attempting to enroll.

If you enroll your Learners from the screen pictured below, you will be fine. If you click **View Details** and then attempt to enroll Learners, you will encounter the issue.

A Note about Learning Plans

When you add learning to multiple Learners' learning plans, you may see that you have multiple plans to choose from. The list includes the *My Learning Plan* and any other plans that you have created to assign to Learners in the past.

Choosing a plan other than the default plan will add that plan to everyone's Learning Plans. So, unless there is a plan that you want everyone to have, choose *My Learning Plan*.

In the image below, all the selected Learners have *My Learning Plan*. But only one of the Learners selected has the *Job Advancement* plan. Selecting *Job Advancement* will add that plan to the records of all the Learners selected (but will not add any Courses associated with the plan). Unless that is what you intend to do, it is recommended to err on the side of selecting *My Learning Plan*.