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.

In essence, anything you can do as a Learner, you can do with the learning of those you manage: enroll them in classes, register them for certifications and curricula, add learning to their plans, drop them from learning, or view their certification status.

Most of those features work exactly the same way for a manager that they do for a learner, so this handout only focuses on the differences.

You can access your team’s information through the Manager Quick Links section.

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.
If you want to take action on just one Learner’s record, use 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.

![Action drop-down](image)

If you want to take an action on 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** takes you to a screen where you can add learning to multiple Learners’ plans simultaneously. **Enroll** allows you to simultaneously enroll multiple Learners for a class. **Register** allows you to simultaneously register multiple Learners for a curriculum or certification.

![Group Actions drop-down](image)

**Note**: When you choose Enroll, you see only courses and classes. When you choose Register, you see only curricula and certifications.
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 Default 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 you selected. So unless there is a plan that you want everyone to have, choose Default Learning Plan.

In the image below, all the selected Learners have Default 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 is that what you actually intend to do, erring on the side of selecting Default Learning Plan is a good idea.

A Note about Enrolling Learners

If you are enrolling learners for a class or registering them for a program, make sure that you do so from the main Find Learning screen. If you navigate to View Details, you may encounter a situation where you are enrolled instead of the Learners you are attempting to enroll. This is a known issue and we are expecting that the maker of UAccess Learning will correct it in the near future.

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.