## Enrolling Employees in Training and Viewing Transcripts

Email <u>lctraining@larimer.org</u> if you have any questions or need assistance with the LC Learning Center.

1. Log in to the LC Learning Center a click on the 3 lines in the upper right corner to open the menu, then select Admin switch to the Administrator view.



2. On the left side of the page, click on Users from the menu, then select Users again.

| 🖌 absorb    | Larimer County Learning Cente                | er                 |                      |   | Bridget Paris  |  |
|-------------|--|--------------------|----------------------|---|--|--|
| Courses     | Dashboards                                   |                    |                      |   |  |  |
| 🛃 Users     | Overview                                     |                    | Learners             |   | Courses  |  |
| Reports     | MY PROFILE<br>Bridget Baris                  | MY ACTIVITY STREAM | MY GENERATED REPORTS | > | MY MESSAGES 125  |  |
| 🗱 Setup 🔷 👌 | Dregarment:<br>Hild Human Resources<br>Rote: | * - /              | Users                |   | You have been enrolled in Google Meet E You have been enrolled in Leading Proje                                      |  |
|             | Admin - Supervisor, Reporter                 |                    | Users                |   | You have completed Annual Compliance  Reminder for Annual Compliance Traini  Course next due notification for Annual |  |
|             | MY SAVED REPORTS                             | <u>1</u>           | Departments          |   |  |  |
|             | You have no saved reports.                   |                    | Enrollments An       |   |  |  |
|             |  | *                  |                      |   |  |  |
|             |  |                    |                      |   |  |  |

- 3. All of your direct reports will be visible (depending on your role or your departments org level structure in UKG, you may view additional employees that are not your direct reports). A couple things to note:
  - a. Use any the funnels to filter the list or help you search.
  - b. Select as many employees as you wish if you are enrolling them in the same classes, but they all need to be on the same page. You can adjust the number per page at the bottom of the page, the default view is 20 per page.

Once you have selected the employee(s) you wish to enroll, click on Enroll User (this action will not be available until you have at least one employee selected.

|   | Larir | ner County Learning Center |              |                           |              | Bridget Paris      | 🔊 🔀 👗              |
|---|-------|----------------------------|--------------|---------------------------|--------------|--------------------|--------------------|
|   | Users |                            |              |                           |              |                    | Actions            |
| 1 | Add N | New V Actions V Mas        | is Actions 🔍 |                           |              |                    | Enroll User +      |
| _ |       |                            |              |                           |              |                    | User Transcript    |
|   | ¥     | Add Filter                 |              |                           |              |                    | Message User 🛛 🖾   |
|   |       |                            |              |                           |              |                    | View Enrollments   |
| * |       |                            |              |                           |              | 1 item(s) selected | View Competencies  |
|   | Ģ     | 1 - 20 of 24 items         |              |                           | н            | <b>₹ 1 2 ►</b> H   | View Activity Feed |
|   | :=    | Last Name 🔺                | First Name 🕨 | Email Address >           | Pepartment > | 9                  | Deselect Ø         |
|   |       | Berg                       | Nicole       | bergnd@co.larimer.co.us   | HRD Services |                    |                    |
|   |       | Bilderback                 | Andrea       | bilderag@co.larimer.co.us | HRD Wellness |                    |                    |
|   |       | Brittingham                | Eileen       | brittie@co.larimer.co.us  | HRD Services |                    |                    |
|   |       | Chew                       | Kathleen     | chewkn@co.larimer.co.us   | HRD Payroll  |                    |                    |
|   |       | Cole                       | Nicholas     | colena@co.larimer.co.us   | HRD Services |                    |                    |
|   |       | Douglas                    | Valerie      | douglavh@co.larimer.co.us | HRD Services |                    |                    |
|   |       | Fairman                    | Jennifer     | fairmaje@co.larimer.co.us | HRD Services |                    |                    |
|   |       | Glover                     | Jennifer     | gloverjl@co.larimer.co.us | HRD Services |                    |                    |
|   |       | Haarmann                   | Brenda       | haarmabl@co.larimer.co.us | HRD Payroll  |                    |                    |
|   |       | Hamilton                   | Marcia       | hamiltmw@co.larimer.co.us | HRD Services |                    |                    |
|   |       |                            |              |                           |              |                    |                    |

4. Use the blue plus sign to add employees if you forgot someone or click on the X next to the employee to remove them prior to enrolling. Click add courses when you are ready to make your selection.

|            | Larimer County Learning Center | Bridget Paris | A      | ×<br>125 | 1  |
|------------|--------------------------------|---------------|--------|----------|----|
| ľ          | Enroll Users                   |               | Enroll |          | 2. |
| <b>1</b> 2 | Users                          |               | Cancel |          | Ø  |
|            | There are 1 users selected     | <b>A</b>      |        |          | _  |
| *          | Narcia Hamilton O              |               |        |          |    |
|            | Course                         |               |        |          |    |
|            | Ad Course                      | +             |        |          |    |
|            |                                |               |        |          |    |
|            |                                |               |        |          |    |

5. Use the search bar to find the class you are looking for, then check the box. You can add as many as you want before selecting the blue continue button, they do not have to be in the same search. The little grey number above the search icon shows how many total classes you have selected so far. After finding all classes you want to enroll your employee(s) in, click the blue Continue button.



6. Review the employee(s) you have selected and the classes to make sure you have everything you want. You can add additional courses if you missed one or click on the trash can if you accidentally selected the incorrect class.



7. If you are enrolling the employee in an Instructor led class, please select the specific session you want the employee to attend rather than let the employee chose one later. The employee is not considered enrolled until a session is selected and no notifications are sent to the employee until they are enrolled in the session. The date in included in the session name, please be sure you are selecting a future session date as previous sessions will show up in the dropdown.

Instructor Led classes typically have a charge associated with them. The department is responsible for the cost of the instructor led class (not visible from this admin view), so please either look this up on the course description in the catalog on the learner side or double check the email confirmation you will receive. Departments are billed the month following the training.

| Enroll U | lsers   |                    |             |
|----------|---|--------------------|-------------|
| Users    |   |                    |             |
| There a  | are 1 users selected  |                    |             |
| Marcia   | a Hamilton 🛛  | +                  |             |
| Course   |   |                    |             |
| 1        | Crucial Conversations Instructor Led Course   |                    |             |
|          | No Session (allows learner to choose)   |                    |             |
|          |   | ٩                  |             |
|          | Crucial Conversations - 9/2 and 9/10/2020, 8:00<br>AM - 4:30 PM, Boyd Lake Room, Fort Collins | 5 seats available  | Add Courses |
|          | Crucial Conversations - 02/04/2021 and<br>02/11/2021, 8:00 AM - 4:30 PM, VIRTUAL<br>TRAINING  | 14 seats available |             |
|          | Crucial Conversations - 03/24/2021 and 03/31/2021, 8:00 AM - 4:30 PM, VIRTUAL                 | 22 seats available |             |

8. Once you have confirmed the course(s) and employee(s) you wish to enroll, click the green enroll button on the right side of the page.

|           | Larimer County Learning Center                                    | Bridget Paris   | <b>A</b> | <b>3</b><br>125 |
|-----------|---|---|----------|-----------------|
|           | Enroll Users  | (   | Enroll   | ł.              |
| <u>22</u> | Users   |   | Cancel   | 0               |
|           | There are 1 users selected  | <b>^</b>  |          |                 |
| *         | Marcia Hamilton O +   |   |          |                 |
|           | Course  |   |          |                 |
|           | 1 How to Use the Adobe Signing Feature Online Course              | <b>±</b>  |          |                 |
|           | 2. Finding Your Time Management Style (1 hr 14 mim) Online Course | <b>1</b>  |          |                 |
|           | 3 Building Relationships While Working from Home Online Course    | the second se |          |                 |
|           | Add Courses   | +   |          |                 |

 You access an employee's transcript by selecting the employee and clicking on the blue User Transcript button.

|          | Larin | ner County Learning Center |        |              |          |                           |   |              | Bridget Paris      | ø   | 2 25                |
|----------|-------|----------------------------|--------|--------------|----------|---------------------------|---|--------------|--------------------|-----|---------------------|
| ľ        | Users |                            |        |              |          |                           |   |              |                    |     | Actions             |
| <u>1</u> | Add N | ew 🔻 Actions 👻             | Mass / | Actions 🔍    |          |                           |   |              |                    | En  | roll User 🕂 🕂       |
|          | Ŷ     | Add Filter                 |        |              |          |                           |   |              |                    | Use | er Transcript       |
| *        |       |                            |        |              |          |                           |   |              | 1 item(s) selected | Vie | w Enrollments       |
|          | ô     | 1 - 20 of 24 items         |        |              |          |                           |   | Ю            | <b>4 1 2 </b> H    | Vie | w Activity Feed 🛛 🔁 |
|          | :=    | Last Name 🔺                | ¥      | First Name 🕨 | <b>Y</b> | Email Address >           | ¥ | Department > | Ŷ                  | De  | select 🖉            |
|          |       | Berg                       |        | Nicole       |          | bergnd@co.larimer.co.us   |   | HRD Services |                    |     |                     |
|          |       | Bilderback                 |        | Andrea       |          | bilderag@co.larimer.co.us |   | HRD Wellness |                    |     |                     |
|          |       | Brittingham                |        | Eileen       |          | brittie@co.larimer.co.us  |   | HRD Services |                    |     |                     |
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|          |       | Fairman                    |        | Jennifer     |          | fairmaje@co.larimer.co.us |   | HRD Services |                    |     |                     |
|          |       | Glover                     |        | Jennifer     |          | gloverjl@co.larimer.co.us |   | HRD Services |                    |     |                     |
|          |       | Haarmann                   |        | Brenda       |          | haarmabl@co.larimer.co.us |   | HRD Payroll  |                    |     |                     |
|          |       | Hamilton                   |        | Marcia       |          | hamiltmw@co.larimer.co.us |   | HRD Services |                    |     |                     |
|          |       | Harris                     |        | Kathleen     |          | harrisk@co.larimer.co.us  |   | HRD Services |                    |     |                     |

10. Once the employee's transcript is open, you can use the scroll bar to view classes and their completion status and use the green Print Transcript to print or save the transcript to a PDF.

|               | Larimer County Learning Center   | Bridget Paris | 🔊 🔀 👗              |
|---------------|--|---------------|--------------------|
| 3             | User Transcript  | (             | Print Transcript 🔒 |
| ÷             | L Marcia Hamilton  |               | Back 🔶             |
| □<br><b>*</b> | Index Construction     Image: Section of the section of |               | View Competencies  |
|               | Competencies & Badges No Competencies  |               |                    |
|               | **Crive Listening (# mins) - UNAVAILABLE TO VIEW       **Crive Listening (# mins) - UNAVAILABLE TO VIEW       **Link From: 10(10)(2019 08:16.4M  | >             |                    |
|               | Americans with Disabilities Act (2019)<br>Valid From 04(24/2019 07:53 AM Expiration Never  | >             |                    |
|               | Annual Compliance Training for Supervisors and Hanagers (2038)<br>Valid From: 00/24/2019 12:35 FM Exploration Never  | >             |                    |
|               | Annual Compliance Training for Supervisors and Hanagers (2020)<br>Valid From: 30:19:2020 09:02:AM Exploration: Never   | >             |                    |