Enrolling Employees in Training and Viewing Transcripts

Email lctraining@larimer.org 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.
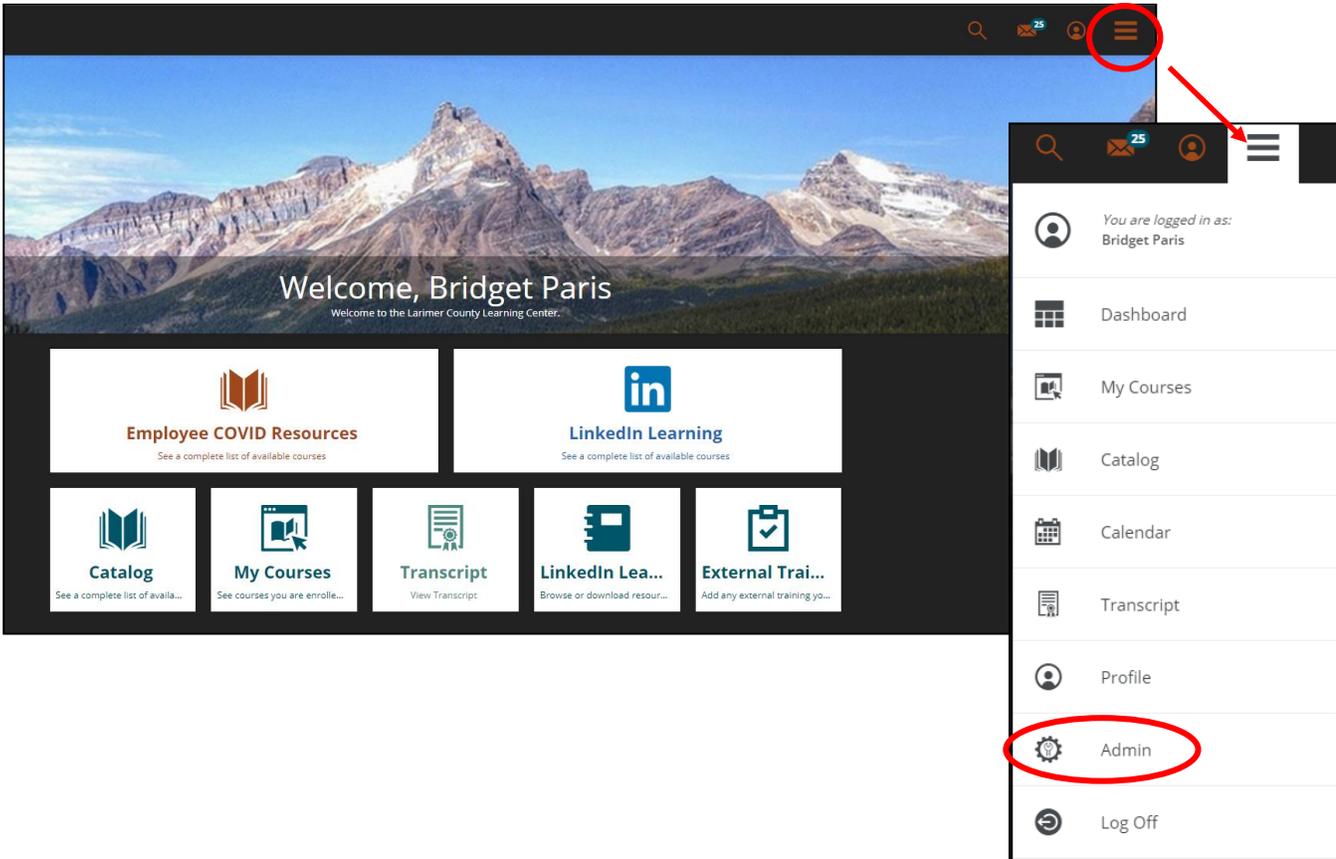
2. On the left side of the page, click on Users from the menu, then select Users again.
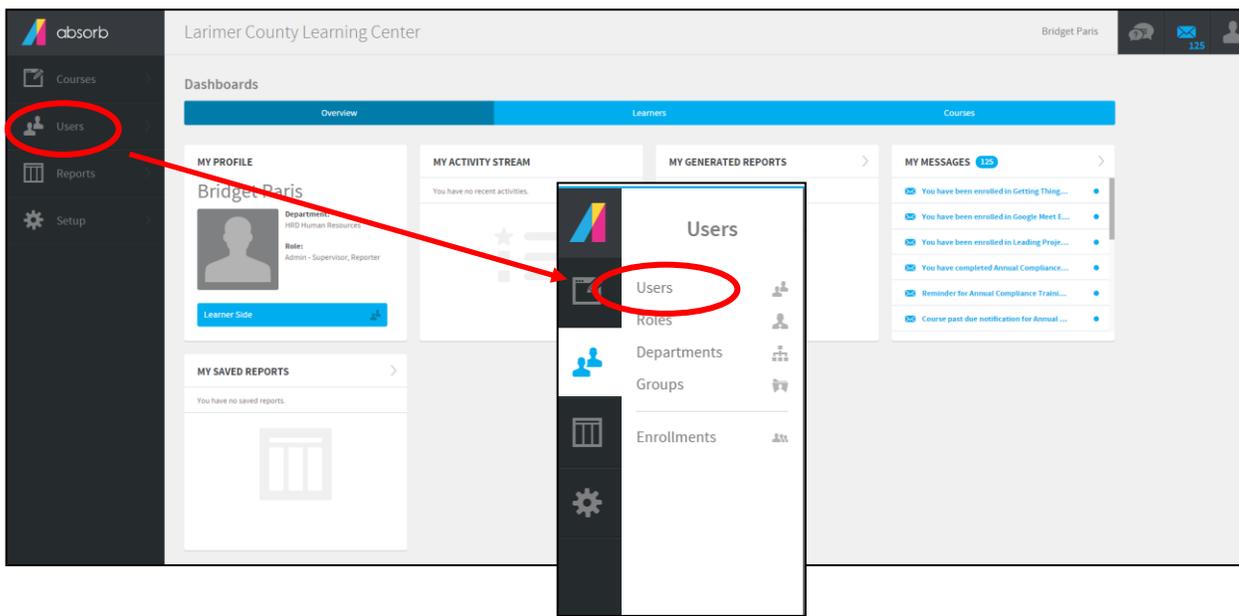
3. All of your direct reports will be visible (depending on your role or your departments org level structure in UKG, you may view additional employees that are not your direct reports). A couple things to note:

   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.
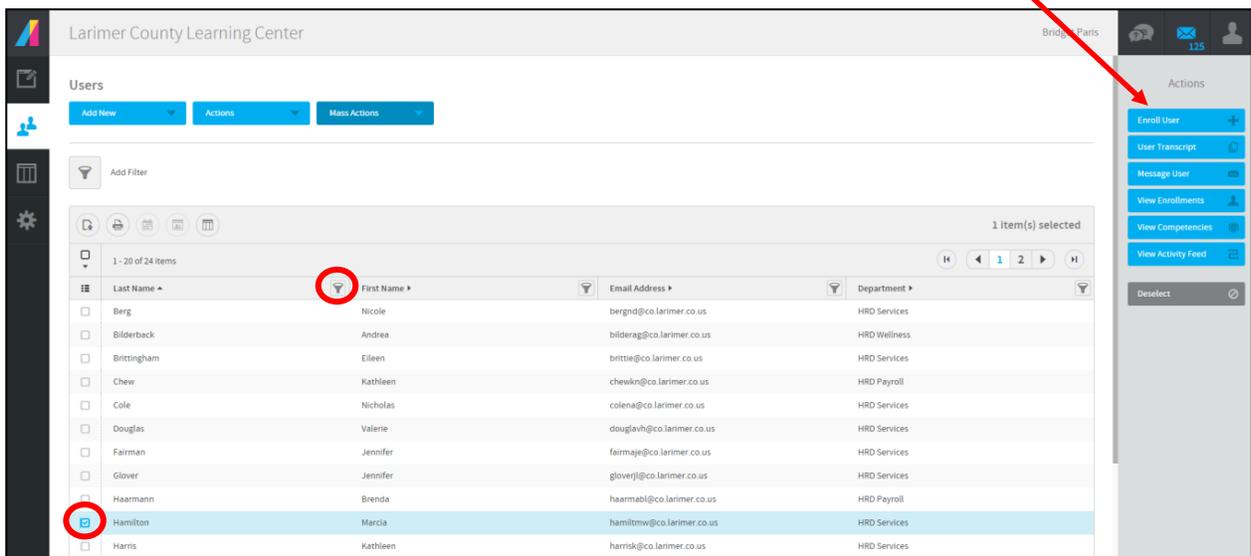
4. Use the blue plus sign to add employees if you forgot someone or click on the X next to the employee to remove them prior to enrolling. Click add courses when you are ready to make your selection.
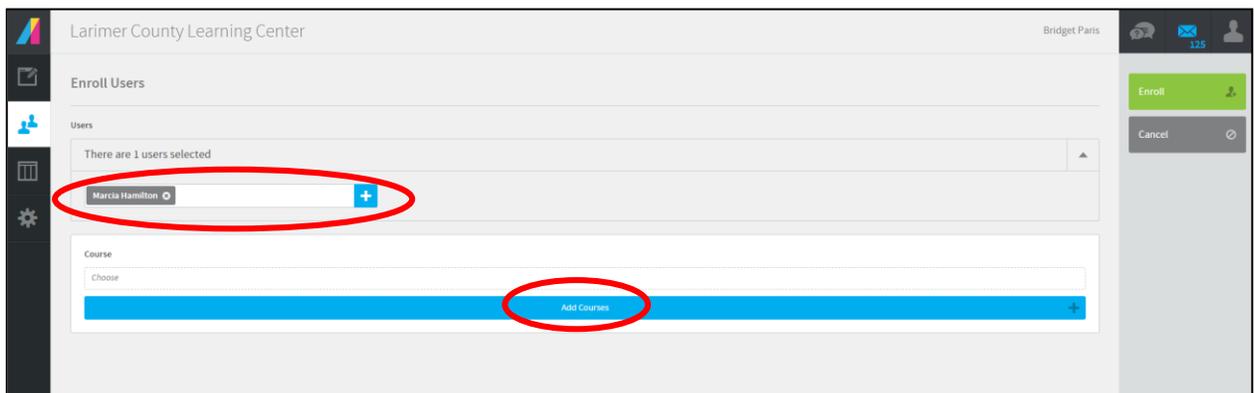
5. Use the search bar to find the class you are looking for, then check the box. You can add as many as you want before selecting the blue continue button, they do not have to be in the same search. The little grey number above the search icon shows how many total classes you have selected so far. After finding all classes you want to enroll your employee(s) in, click the blue Continue button.
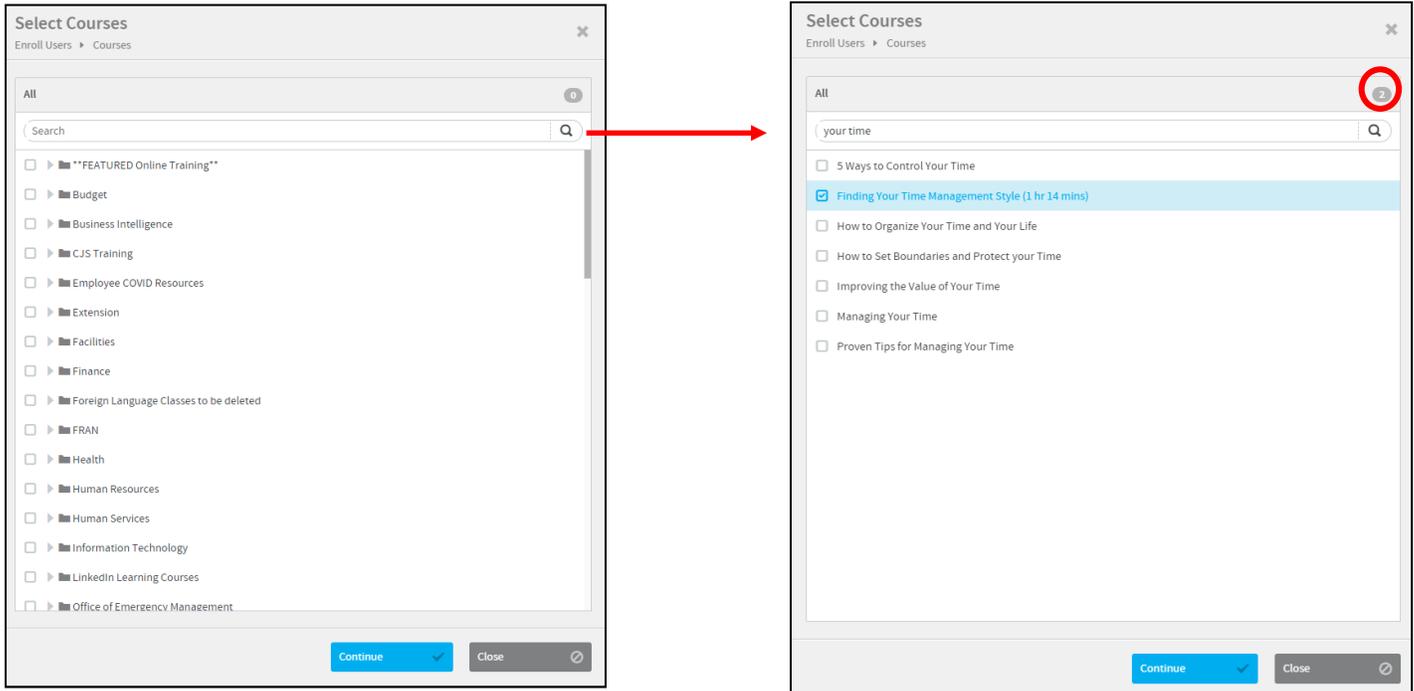
6. Review the employee(s) you have selected and the classes to make sure you have everything you want. You can add additional courses if you missed one or click on the trash can if you accidentally selected the incorrect class.
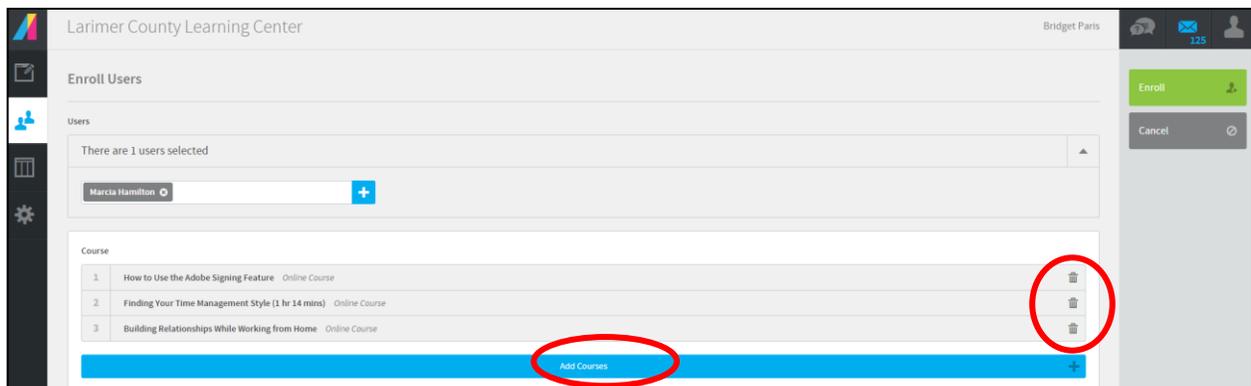
7. If you are enrolling the employee in an Instructor led class, please select the specific session you want the employee to attend rather than let the employee chose one later. The employee is not considered enrolled until a session is selected and no notifications are sent to the employee until they 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.
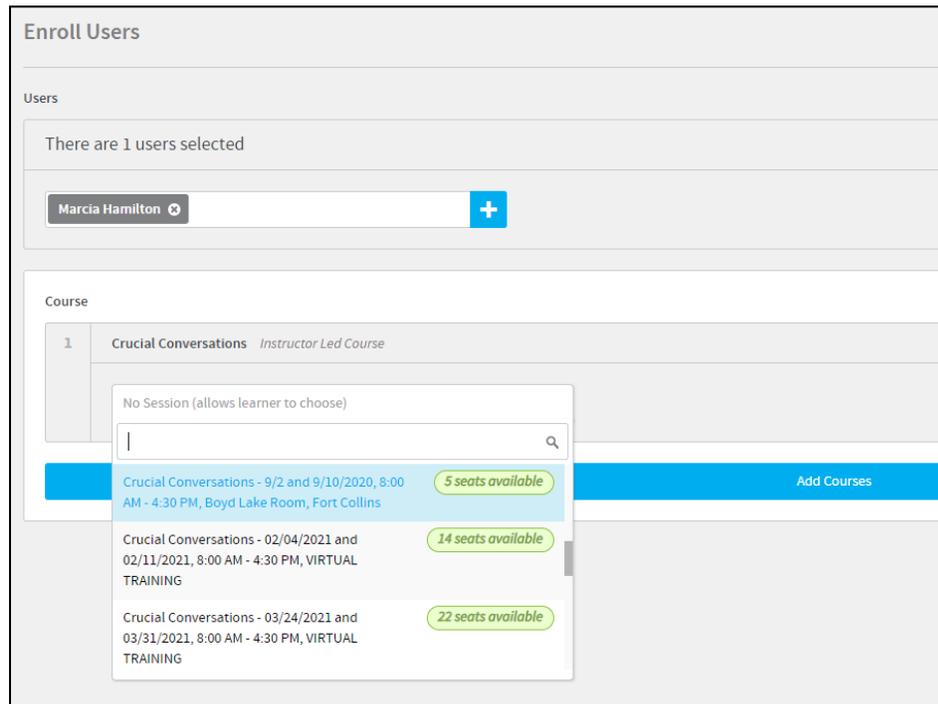
8. Once you have confirmed the course(s) and employee(s) you wish to enroll, click the green enroll button on the right side of the page.
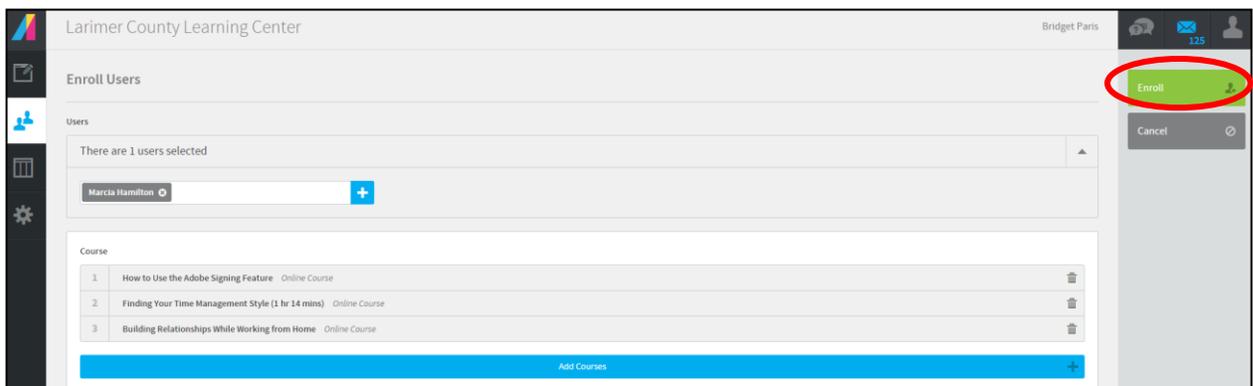
9. You access an employee's transcript by selecting the employee and clicking on the blue User Transcript button.

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.