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.

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Courses	Dashboards					
🛃 Users	Overview		Learners		Courses	
Reports	MY PROFILE Bridget Paris	MY ACTIVITY STREAM	MY GENERATED REPORTS	>	MY MESSAGES 125	
🔆 Setup	Department: HBD Human Resources Role:	* - /	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 past due potification for Annual	
	MY SAVED REPORTS		Departments			
	You have no saved reports.		Enrollments			
		*				

- 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.

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	0	1 - 20 of 24 items				R 4 1 2 F H	View Activity Feed
	18	Last Name +	First Name >	Email Address 🕨	Department >	9	Developt
		Berg	Nicole	bergnd@co.larimer.co.us	HRD Services		Desetect
		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		
		Harris	Kathleen	harrisk@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	Ø	× 125	1
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	There are 1 users selected	^			
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	Course				
	Add Courses	+			

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)									
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	Crucial Conversations - 9/2 and 9/10/2020, 8:00 AM - 4:30 PM, Boyd Lake Room, Fort Collins	5 seats available	Add Courses							
	Crucial Conversations - 02/04/2021 and 02/11/2021, 8:00 AM - 4:30 PM, VIRTUAL 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.

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	Enroll Users	(Enroll	2
1 2	Users		Cancel	ø
m	There are 1 users selected	-		
*	Marcia Hamilton O			
	Course			
	1 How to Use the Adobe Signing Feature Online Course	a		
	2. Finding Your Time Management Style (1 hr 14 mins). Online Course	1		
	3 Building Relationships While Working from Home Online Course	曲		
	Add Courses	+		

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

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		Berg		Nicole		bergnd@co.larimer.co.us		HRD Services		11	
		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			
	0	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.

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÷.	Arcia Hamilton		Back 🔶
⊒ ¥	cd: Ubername: 42857		View Competencies
	Competencies & Badges No Competencies		
	Certificates *Active Listening (6 mins) - UNAVAILABLE TO VIEW Valid From: 10/20/2019 00:16 AM Expiration Never	>	
	Americans with Diabilities Act (203) Valid From 60/24/2019 07:53 AM Expiration Never	>	
	Annual Compliance Training for Supervisors and Managers (2019) Valid From (9/24/2019 12:35 PM Expiration Never	>	
	Annual Compliance Training for Supervisors and Managers (2020) Valid From: 30/13/2020 09.02 AM Expiration Never	>	