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# How to view and update a team member in MyLearning

## **Information Guide**

To view and update a team member progress in MyLearning, follow the steps below:

- 1. If you are not connected to the University network, please <u>connect to VPN</u>.
- 2. Login to MyLearning.
- 3. Click Employee Self Service dropdown (top left-hand corner) to the Manager Self Service view.
- 4. Select the **Team Learning** tile.
- 5. Click on View Team Learning on the left-hand menu and select the team member
- 6. Under *My Team's Learning* view the **Enrolment Status column** and **Due Date**.
- 7. Click on **Update Team Learning** on the left-hand menu. This page allows you gain a closer look at your team's recent training and status.
- 8. Select the **filter**. You can filter by:
  - Current Learning
  - Training Completed in Last 30 Days.
  - Training Dropped in Last 30 Days.
- 9. Select **All Learners** in the 'For' drop-down.
- 10. Click Go to view results.

Note:

- You can **Drop a learner** from learning, however please do not drop a learner from mandatory learning. If a course is mandatory, the system will automatically re-enrol the learner the next day.
- When staff enrol to a course, they are provided 28 days to complete mandatory training after which, the course will appear as 'overdue'. Overdue courses can still be accessed and completed.

*Please refer to the following page for a visual representation of the above instructions.* 

### If you continue to encounter an error or issue, please contact the <u>HR Service Centre</u> (8313 1111).

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### Information Guide (visual)

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- 1. If you are not connected to the University network, please <u>connect to VPN</u>.
- 2. Login to MyLearning.
- 3. Click Employee Self Service dropdown (top left-hand corner) to the Manager Self Service view.

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	Employee Self Service -		
	Manager Self Service	·	4]

4. Select the Team Learning tile.

Approvals	Team Learning	Learning Compliance	Manager Reporting
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5. Click on View Team Learning on the left-hand menu and select the team member.

* View Team Learning	My Team's Learning
Team Members	Select Team Member View Learning
Find Learning	

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6. Under *My Team's Learning* view the **Enrolment Status column** and **Due Date**.

View Team Learning Team Members	My Team's Learning Mt View Learning	Mandatory	No			
<ul> <li>Find Learning</li> <li>Update Team Learning</li> </ul>	Name / Job Title	Title	Mandatory	Status	Due Date	†↓
Certification Status	M Higher Education Officer Lvl	Sexual Harassment and Sexual Assault – What are the drivers and how can sta	Yes	Completed	21/01/2023	>
Team Learning Objectives     Supplemental Learning	M: Higher Education Officer Lvl	Understanding Power Dynamics and Close Personal Relationships	Yes	Completed	21/01/2023	>
Team Learning Plans	M Higher Education Officer Lvl	Conflict of Interest	Yes	Completed	21/01/2023	>
	M: Higher Education Officer Lvl	Working with Integrity	Yes	Completed	21/01/2023	>

- 7. Click on **Update Team Learning** on the left-hand menu. This page allows you gain a closer look at your team's recent training and status.
- 8. Select the filter. You can filter by:
  - Current Learning
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  - Training Dropped in Last 30 Days.

Team Members       Team Learning       Team Members       Request New Learning for Learning       Contact Us         Image: Team Learning       Team Members       Image: Team Members       Contact Us         Image: Team Learning       Team Members       Contact Us         Image: Team Learning Objectives       Team Learning Training Completed in Last 30 Days       For All Learners       Go	View Team Learning						
<ul> <li>Find Learning</li> <li>Update Team Learning</li> <li>Certification Status</li> <li>Certification Status</li> <li>Team Learning</li> <li>Team Learning</li> <li>Team Learning</li> <li>Training Completed in Last 30 Days</li> <li>Training Dopped in Last 30 Days</li> </ul>	Team Members	Team Learning		Team Members	🍇 Request Ne	w Learning 🛛 👫 Lear	ning Home
Update Team Learning       Team Member Learning ()         Certification Status       *Search Filter       Current Learning         Team Learning       Training Completed in Last 30 Days       For         Team Learning       Training Dropped in Last 30 Days       Total Completed in Last 30 Days	Find Learning						
Certification Status Current Learning Training Completed in Last 30 Days Training Dopped in Last 30 Days Training Dropped in Last 30	Update Team Learning	Team Member Learning (2)	rrent Learning	<b>v</b>	All Learners	✓ G	io
Team Learning Objectives	Certification Status	*Search Filter Curr Train	rent Learning ining Completed in Last 30 Days	Por			
	Team Learning Objectives	Trair	ning Dropped in Last 30 Days		14	( 1-7 of 7 🗸 )	▶   View All
Supplemental Learning Learner Title Type Status Date Action	Supplemental Learning	Learner T	fitle Type	St	atus Da	te Action	1

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9. Select **All Learners** in the 'For' drop-down.

	*Search Filter	Current Learning	~	For All Learners	; <b>`</b>	Go
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<b>II</b> ;				1	1-7 of 7	View All
Learner		Title	Туре	Status	Date	Action
₽;		Sexual Harassment and Sexual Assault – What are the drivers and how can staff respond	Canvas Learning	In-Progress	20/12/2022	Drop
Ai		Working with Integrity	Canvas Learning	Enrolled	24/03/2023	Drop
Ar - 1		Understanding Power Dynamics and Close Personal Relationships	Canvas Learning	Enrolled	20/12/2022	Drop
Ar j		Conflict of Interest	Canvas Learning	Enrolled	20/12/2022	Drop
Ar ·		Sexual Harassment and Sexual Assault – What are the drivers and how can staff respond	Canvas Learning	Enrolled	20/12/2022	Drop
P. 1		Understanding Power Dynamics and Close Personal Relationships	Canvas Learning	Enrolled	20/12/2022	Drop
P		Conflict of Interest	Canvas Learning	Enrolled	20/12/2022	Drop

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