



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 [connect to VPN](#).
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 [HR Service Centre](#) (8313 1111).

Staff Learning Management System	MyLearning Information Guides	Effective Date:	24 August 2023	Version 0.1
Authorised by	Director Organisational Performance	Review Date:	20 June 2024	Page 1 of 4
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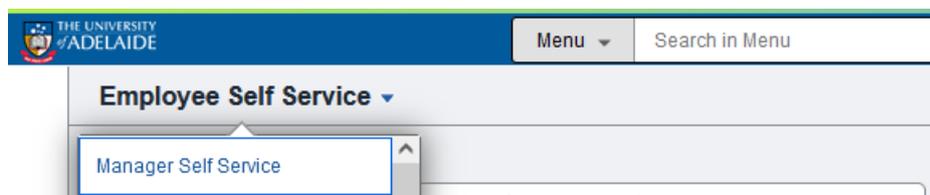


How to view and update a team member progress in MyLearning

Information Guide (visual)

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

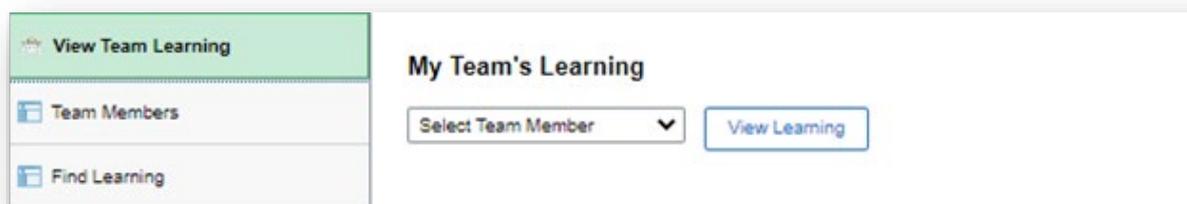
1. If you are not connected to the University network, please [connect to VPN](#).
2. Login to [MyLearning](#).
3. Click **Employee Self Service** dropdown (top left-hand corner) to the **Manager Self Service** view.



4. Select the **Team Learning** tile.



5. Click on **View Team Learning** on the left-hand menu and select the team member.



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

Name / Job Title	Title	Mandatory	Status	Due Date
M Higher Education Officer Lvl	Sexual Harassment and Sexual Assault – What are the drivers and how can sta...	Yes	Completed	21/01/2023
M Higher Education Officer Lvl	Understanding Power Dynamics and Close Personal Relationships	Yes	Completed	21/01/2023
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**
- Training Completed in Last 30 Days.
- Training Dropped in Last 30 Days.

Team Learning

Team Member Learning ?

*Search Filter: **Current Learning** For: All Learners [Go]

Team Learning

1-7 of 7 | View All

Learner	Title	Type	Status	Date	Action
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9. Select **All Learners** in the 'For' drop-down.

Team Member Learning ?

*Search Filter For

Team Learning

1-7 of 7

Learner	Title	Type	Status	Date	Action
P:	Sexual Harassment and Sexual Assault – What are the drivers and how can staff respond	Canvas Learning	In-Progress	20/12/2022	<input type="button" value="Drop"/>
A:	Working with Integrity	Canvas Learning	Enrolled	24/03/2023	<input type="button" value="Drop"/>
A:	Understanding Power Dynamics and Close Personal Relationships	Canvas Learning	Enrolled	20/12/2022	<input type="button" value="Drop"/>
A:	Conflict of Interest	Canvas Learning	Enrolled	20/12/2022	<input type="button" value="Drop"/>
A:	Sexual Harassment and Sexual Assault – What are the drivers and how can staff respond	Canvas Learning	Enrolled	20/12/2022	<input type="button" value="Drop"/>
P:	Understanding Power Dynamics and Close Personal Relationships	Canvas Learning	Enrolled	20/12/2022	<input type="button" value="Drop"/>
P:	Conflict of Interest	Canvas Learning	Enrolled	20/12/2022	<input type="button" value="Drop"/>

10. Click **Go** to view results.

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