myUK Learning

Overview and Navigation
myUK Learning

myUK Learning is the new learning management system for the University of Kentucky.

myUK Learning allows users to manage their learning process by:

- Searching for items
- Registering for a scheduled offering
- Launching online self-paced learning
- Reviewing learning history
- Reviewing curricula or program status
- Monitoring staff’s progress in assigned learning
Login to myUK Learning

Access myUK Learning via the myUK portal

- Login using your linkblue ID and password
- Select Employee Self Service tab
- Select myUK Learning
- Select Learning from the Home drop down menu
The Learning home page is the starting point within myUK Learning. The information found on this page is based on your position at the university.

Tiles provide quick access to information:
- My Learning Assignments
- Find Learning
- My Curricula
- Learning History
- Links
- My Employees (supervisor/manager only)
Tiles on the Learning home page can be customized.

Move:
- Click in top border of tile
- Drag and drop in new location

Expand or shrink:
- Left click in top right corner
- Left click again to return to original size
Learning Home Page:
My Learning Assignments

My Learning Assignments displays assigned learning activities grouped by due dates. Optional trainings don’t have a due date.

By default, learning assignments are sorted by date. Click Priority to change the view.

Click Filter to narrow the list by entering a Keyword (Course Name or ID).

Further narrow the search by choosing Select All and Assignment Types.

Customize this tile by clicking:
- Card View
- List View
Each learning activity is listed with status update and action buttons.

Actions include:

- View Program
- Start or Continue WBT
- Register for a scheduled offering of an item assigned to you
- Withdraw from scheduled offering
- View registration
  - Start date and end time
  - Location
Find Learning allows you to search for content within myUK Learning in one of two ways:

- Enter keywords into the text field and click Go
- Click Browse all courses to access the catalog
Learning Home Page: My Curriculums

The My Curriculums tile shows curricula assigned to you.

Each curriculum title links to the curriculum details page that includes:

- Items required to complete the curriculum
- Action drop down menus
- Sub-curriculums associated

Curricula can have numeric priority levels assigned to them.
Access your completed items by selecting the Learning History tile.

Click Learning History or click View All to view the Completed Work page.

Completed items can be sorted:
- By Date
  - After
  - Before
  - Between
- By Title
The Links tile shows additional options available to you within myUK Learning.

- Approvals
  - Training requests
- News
- Options and Settings
  - Default settings
  - Supervisors can assign delegates
- Reports
Learning Home Page: My Employees

The My Employees tile and the My Employees tab shows an overview of your employee’s training status.

- Select an employee
  - Learning plan
    - Due within a month
    - Due later
    - Due anytime
  - Supervisor links
    - Assign/Remove training
    - Register/Withdraw
  - Status
  - Learning History
# Course Types and Icons

<table>
<thead>
<tr>
<th>Instructor Led Classroom &amp; Virtual</th>
<th>External Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>External Links</td>
</tr>
<tr>
<td>Blended</td>
<td>Questionnaire Survey</td>
</tr>
<tr>
<td>Program</td>
<td>Quick Guide</td>
</tr>
<tr>
<td>Curricula</td>
<td>Task Checklist</td>
</tr>
<tr>
<td>Curricula Requirements</td>
<td>Other</td>
</tr>
</tbody>
</table>