myUK Learning

Assign Training to Direct Reports

As a supervisor, you will be able assign training to your employees. When you assign training, it lets the employee know these are items you want them to attend. However, they will be able to select the date and time they want to attend.

If you want them to attend a session on a specific date, then you want to register them for the session.

1. From the myUK Learning home page, click on the Find Learning tile to locate the items you want to assign to your direct reports.

2. Search the Catalog by Source, Delivery Method, Topic, etc.

3. Once you have found the item, click on the item name.
4. The details screen appears. Click on “Assign to Others.”

5. The Enter Learning Activity Details screen appears. Make sure to complete the following fields:
   - Assignment Type
     » Required
     » Optional
   - Required Date
   - Employees

6. Click Continue.
7. The **Confirm Details** screen appears.
   a. If the data is correct, click “Assign Learning” and proceed to Step 8.
   b. If the data isn’t correct, click “Cancel” and start the process over.

8. The **Successfully Assigned** learning page appears. Select “Close.”

If you want to confirm the item was assigned to your employee, select the **My Employees Tab** to or **My Employees** tile view their Learning Plan.

Another method for Assigning Learning to an employee is to start by selecting the **My Employees** tab or **My Employees** tile.

1. Select the employee you want to assign learning to and click on the three dots next to their name.
2. When the pop up box appears, select “Assign Learning.”

**Note:** If you want them to attend a specific session, select “Register Employee.”
3. The **Assign Learning** screen appears. Since you selected the specific employee, you will need to add the activity you are assigning. Click “Add.”

4. The select **Desired Courses from Catalog** screen appears. Use the various search fields and criteria to find the item.

5. Click “Select” on the item you want to assign.
6. Once the item has been chosen, the word changes to Selected. Click the “X” in the top right of this screen to close.

7. Complete the necessary fields on the Enter Learning Activity Details page, then click “Continue.”
   a. Assignment type
   b. Required date
8. If the course you selected has any prerequisites, you may receive a warning message.
   • Click Yes to continue
   • Click No if you want to select another course

   **Note:** If the course does NOT have a prerequisite, this screen would not appear and you would proceed to Step 9.

9. When the Assign Learning screen appears, confirm the details and click “Assign Learning.”
10. The Successfully Assigned Learning page appears. Click “Close.”

11. When your employee’s Learning Plan page appears, you will see the training has been assigned. The employee will also be able to see:
   a. Due date
   b. Training is required
   c. Prerequisites have not been met
   d. Who assigned the training