Talent Development: Learning Management System

Employee (Faculty & Staff) User Guide
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Introduction

KU Talent Development Learning Management module allows staff to explore, view and self-register for courses and curriculum geared toward improvement of performance goals and professional growth. Access the Employee Learning Management system to find and complete assigned courses, view your learning progress and learning history.

Getting Started

Access to the Learning Management System (LM) is controlled through Single Sign-On (SSO). Use your valid KU Online ID and password to log in. Faculty and staff can access the LM on both PC and Mac OS. Mobile devices (iPad or Smartphones) can access the LM using their mobile web browser:

1. Using your web browser (Firefox, Safari, Chrome, IE), navigate to https://mytalent.ku.edu or https://humanresources.ku.edu > Learn & Develop and select the login to Talent Development button

2. Enter your KU Online ID and password
3. Click “Sign in”
4. Successful login will present the Talent Development Home page.

All Tiles are movable based on your personal preferences (Drag-and-Drop)

A. Home – Navigation between Talent Development tools (Performance, Learning, Public or Employ
B. To Do – Organizes all actions assigned in both Learning and Performance. To list is filterable and sub-sections are collapsible.
C. Welcome – Brief details introducing new system users of all the different Talent Development tools. Note: Currently only staff reporting through Administration and Finance has access to Performance & Goals.
D. My Info – Basic personal details similar to KU People Search (Public view) and more detailed and editable Employee Profile (Self and supervisor view).
E. Tile Browser – Personalize tiles seen on the Home page. Tiles may be added or removed.
F. Favorites Links – Similar to Tiles, quick links can be customized or reset as desired.
G. My Goals – Related to Performance Management
5. Click “Home” and select “Learning” to access the Learning landing page:

**Learning Management Landing Page**

Learning Management can include Instructor Led Training (ILT), eLearning, Virtual Learning, Online Exams, Learning Certificates and tracking externally provided training. Courses can be self- or supervisor- assigned. Compliance trainings, for example, can be institutionally assigned. The Learning Catalog can be searched and registration for courses can be completed through the LM.

**Navigating the LM Landing Page**

*Note: Navigating to Learning Management for the first time, staff are presented with the “How To Get The Most Out Of Learning” splash screen. After review, this screen can be cleared by selecting Do not show this page every time I sign in. Click “Continue”*

**Landing Page Tiles**

My Learning landing page, similar to the Talent Development Home page, contains movable content tiles.
A. **My Learning** – Select this to always return to the Learning Management landing page.

B. **My Learning Assignments** – Displays your assigned learning activities. You can view your assignments and related details, launch training, register for course offerings, and complete surveys.

C. **Find Learning** – Quick word search of learning opportunities found in the Learning Catalog. Click “Browse all courses” to do a general search of the full Learning Catalog.

D. **How may we help you** – Easy reference tile on how to obtain support and get questions answered from the Human Resources Help Desk.

E. **History** – Completed & Incomplete learning items are recorded here. Course details and completions certificates can be accessed from here.

F. **Links** – System navigation quick-links and links to external learning opportunities available on-campus, outside the Learning Management system.

G. **Featured** – Any training targeted to you or of particular interest to you. This could be a new course, a special training targeted for your unit for example.

H. **Welcome to Learning Management** – Includes two short videos that instruct faculty, staff and supervisors how to navigate and use the Learning Management system.

I. **My Curricula** – Set of one or more items that can be assigned and tracked as a group. Items can be grouped together in order to track them as a single entity.

**My Learning Assignments Tile**

The “My Learning Assignments” tile displays items assigned to you and includes all call-to-action buttons/statuses for each entry. Several navigational and information sections make up the learning assignments tile.

A. **Tile Title** – Courses are organized by time, e.g. overdue, due within a week, due within a month and no due date.

B. **Filter** – Select Filter to display a row of fields. Note that the filter searches the title only for each type of entry.

C. **Call to Action** – Each learning activity is listed with a call-to-action buttons. You can show/hide information, view the course start date, location for enrollment. If Curriculum, will display curriculum requirements.

D. **Action/Details Arrows** – Down or side-pointing arrows indicate there additional commands or functions are available or expandable in a particular window or view.

E. **Item or Curricula Title** – Select a title to view the complete details of a course or learning activity. Review information about the course, your registration or course requirements.

F. **Less/More** – Click the Less or More link to alter the view. Will limit or display additional information such as description, type, length, and contact details.

G. **Expanded item or curricula details** – expansion window outlining the additional details available with a specific course.
H. **Curriculum** – Example of a grouping of courses that are tracked as one. In this example, curriculum indicates that one from a group of items offered is required to successfully complete the curriculum. This shows what curriculum the specific item is associated and what user actions are required toward completion.

I. **Assignment Type (optional)** – If provided, will indicate to the employee if a course is optional, required (compliance or manager/supervisor), recommended. This could be blank.

**Find Learning Tile**

Find Learning tile offers a powerful search box and navigation to courses both current offered or those available upon request or request threshold.

A. **Global Course Search** – Enter keywords in the text box to perform a quick search for related items in the catalog.

B. **Go** – After entering text in search box, click “Go” to initiate the search.

C. **Browse all courses** – Navigates you to the complete Learning Catalog which lists all courses, including featured and recommended courses.

**Learning History Tile**

The Learning History tile will highlight completed learning events recorded in the last 30 days. Complete learning history is also available when you select “View all”.

A. **Expand Tile** – Selecting this icon will expand the History tile to allow you to quickly view all recently added complete/incomplete items.

B. **Recently Added Talley** – Newly completed work, in last 30 days, is indicated here. Selecting the number will expand the tile to show all recently completed items.

C. **View All** – Selecting “View all” will open you full Learning History. This is your permanent record of all courses complete or incomplete after January 05, 2015.

*Note: Human Resources is not importing employee learning histories prior to January 05, 2015. Employees should refer to their historical learning records to access prior learning. Certain HR training is available for view in HR/Pay [https://hr.ku.edu](https://hr.ku.edu)*.

Launching the Learning History tile will allow employees to view their complete professional development and staff training.

D. **Show Completions** – Use this to filter the completed work displayed.

E. **Title** – Use this to search and filter course work by keywords in the title.

F. **Status** – Status can filter by status type to narrow view of completed learning.

G. **Completed Work** – This table lists the courses by Completion Date, Title and Status.

H. **Course Details** – Hover over a course to view the details of the course.
I. **Course Detail Course Name** – When learning is expanded, identifies the specific course details under review.

J. **View Details** – view the complete registration information for the course. *Print Certificate* allows you to reprint certificate of successfully completed events.

**Links**

Links access some of the most commonly used functions. Links are designed to access both Learning Management tools quickly and easily but also link employees out to KU training opportunities not part of the LM.

A. **Approvals** – If courses require supervisor approval before registration is processed, employees may review and respond to approval actions asked to perform.

B. **External Links** – Access KU training opportunities outside the LM. Departments may track learning externally or load completed learning to your current learning history.

C. **News** – Displays the *How To Get The Most Out Of Learning* splash screen.

D. **Options and Settings** – Update your learning preferences with respect to notifications. By default, Learning Notifications are enabled for the following:

   - Notify me when an item is added to my Learning Plan
   - Notify me when an item is modified in my Learning Plan
   - Notify me when an item is removed from my Learning Plan

E. **Reports** – Run reports based on your personal learning records.

**My Curricula Tile**

Displays a pie-chart status of items within assigned curricula.

A. Click **My Curricula** to view curricula and their member items under the Curriculum Status page. This status page also displays your completion status of the assigned curricula.

Dashboard showing curricula items outstanding, but on-target.

Dashboard showing assigned curricula overdue or do soon.
Learning Details and Course Registration

Course information can be quickly viewed under My Learning Assignments. If you want to look at course information for curricula or items not assigned, you will use the Find Learning tile. Search and filter options make it easy to find courses of interest.

Find Learning

Use the Find Learning search tile to enter keywords related to the topic of the course, title, or other relevant information in the Search field. Browse all if you want to see a list of all available courses.

NOTE: Course catalog data is be configured to show items associated with your learner ID. This means that which courses one person sees may or may not include courses available to you. Course catalogs can be restricted to job function, departments or position code, for example.

Find Learning: Example

1. In the Find Learning tile type “strengths”.
2. Click “Go”.

Search Results

The Catalog Search Results lists all of the courses that are available in the Learning Catalog that contains a match to your search criteria. In our example, we see four courses that match our search term.
Catalog Search screen lists the applicable learning activities for the individual offerings:

A. **Course Details** – includes course title, type, cost and schedule.
B. **Course Title** – Click the course title to view additional details about the learning activity.
C. **Learning Actions** – Hover your mouse over a course to display available actions. Common actions include:
   - Request Schedule
   - Register
   - Assign to me
   - Start Course (online)
D. **Sort By** – Organizes the search results by different options like title or price.

Narrowing the results when search terms return many matches is flexible with the **Narrow Courses** feature.

E. **Narrow Courses** -- Click the links and check boxes to filter results by criteria such as:
   - Category
   - Course Dates
   - Subject Area
   - Source
F. **Clear / Clear All** -- Removes filter details in either a specific section (Clear) or all sections (Clear All)
G. **Course Calendar** – Displays the scheduled offerings for all (or filtered) area for a specific or series of days.

**Expanded Course Details**

When you click a course title in the catalog or search results, **Course Details** appear. Here you can review details about the course, registration process, special requirements and contact details.

Using the “Strengths” example, Course Details present the specific information about the selected course:
A. **Course Basics** — Basics include:
   - Type of course is shown (ILT, ONLINE)
   - Course ID number (HRM-HRM-830)
   - When the course was last revised (rev 1 10/30/2014)
   - Contact details if you have more questions about the course or registration details (Questions? Contact hrdept@ku.edu)

B. **Course Description** — Provides full course description and includes the length of the course in hours (7 HRS LENGTH)

C. **Subject Areas** — Course are sorted in the catalog by subject area. Click more to view the subject area(s) associated with the course.

D. **Course Actions** — Actions employees can initiate:
   - Assigning the course to yourself (Assign to Me)
   - If the course is not offered you can (Request Schedule).
   - If the course is currently offered you can also (Register now).

E. **Back** — Returns browser page to the last page viewed in the LM

F. **Translate** — This feature is not in use. If alternate languages were used in the LM, employees can click here and receive an alternate language translation:

G. **People Search** — Internal search tool to quickly locate and navigate to other learners’ Public Profile.

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**Course Catalog Calendar**

In the Catalog Search view you can select “Course Calendar” to see a calendar-based view of courses:
By default, Course Calendar will show the Month view. This can be changed selecting one of the optional views above the calendar:

Course Calendar also allows you to perform keyword search. Click Calendar Search or click \(\text{Calendar Options}\) to expand the Search Bar. Calendar Options provides basic functions to change the view of the calendar:

Click Apply Changes or Reset after you have completed desired changes.

Calendar of Offerings
Calendar of Offerings will display all scheduled offerings available for you to register. Courses are organized by start time. Calendar will expand to show approximately 3 scheduled offerings in the default month-view. The ... represents that there are additional courses in the extended view. Click ... to change to day view to see all the scheduled offerings.

Any course can be selected from the Calendar of Offerings view to view or complete registration. Likewise, the expanded Day or Week view presents the “Register Now” action. Select the desired offering to complete the registration process.
Registrations

Employee’s may request a schedule for a course in the search results or catalog item for courses not currently offered. For courses currently offered, employees may self-register.

Request a Schedule

To request a schedule, on the course item hover over item and select Request Schedule in the Course Actions section.

A. Assignment Information -- Includes 6 informational blocks about the course

- Required Date: If course requires attendance or completion by a certain due date, this will be listed.
• **Completion Date**: If the specific course has already been completed and is part of your personal Learning History the date completed will be reflected here.
• **Days Remaining**: Counter to quickly view how much time employee has to complete a course if a completion due date is tied to the course.
• **Assignment Type**: Optional field. Courses can be classified by the type of assignment they are associated such as OPTIONAL, NEW HIRE, SUPERVISOR REQUIRED, COMPLIANCE, etc.
• **Assignment Date**: Identifies when or if a specific course is either self-assigned by employee, by supervisor or system.
• **Assigned By**: Identifies who assigned the course. This will show the KU ID number and name of the employee if self-assigned. It will show the supervisor’s name or “admin” if assigned by someone other than yourself.

**B. Current Registration** – Displays the dates, location and status of the course if you have registered.

**C. Available Offerings** – If currently offered, current course schedule is listed.

**D. Request Schedule** – Allows you to request the course schedule when the information is not listed. All Items are optional:

• **Need By Date**: Use the pop-out calendar or manually type the due date training is needed.
• **Preferred Region**: NA
• **Preferred Location**: If you want to see if training can be brought in-house to your department, using the drop-down window, select your campus building.
• **Comments**: Provide any additional details that would be useful for the course Contact or Instructor.

**Register for a Course**
A scheduled offering is a course or instructor-led item offered at a specific date and time. Registering through the LM reserves a seat for the course you select.

**Register for a Course: Example**
1. In the Find Learning tile type “Communication”.
2. Click “Go”.
3. In the Course Catalog the course “Electronic Communication in the Workplace” is found.
4. Click “View Course Dates”

5. Expanding course dates will show all currently scheduled offerings. Click “Register Now”

   NOTE: In this view you may also select “Assign to Me”. This will add the course to your Learning Plan for easy access but will not register you for the course.

6. Registration basics are shown. This provides you with additional details about the specific course you are registering:

   A. Course Name
   B. Course Type
   C. Course Number
   D. Current Revision Number
   E. Start Date & Time Zone
   F. End Date & Time Zone
   G. Capacity
   H. Price
      NOTE: Price may list Free, but check course details if there is a cost associated.
   I. User Name – Registered Participant
   J. Registration Status – Enrolled, Waitlist or Withdraw will be processed when clicking “Confirm”.
   K. Comments – Any details the employee would like to include or communicated to the course contact or instructor.

   Confirm – Click “Confirm” to complete the registration or withdraw process.
Withdraw from a course

If you find it necessary to withdraw from a scheduled course, staff may self-withdraw any courses that were self-assigned. **NOTE: If a course is Supervisor registered, the supervisor will need to withdraw you from the course.**

1. On the learning landing page, in the *My Learning Assignments* tile, find the course which you want to withdraw.
2. Locate the courses Call to Action function.
3. Click the arrow. Select “Withdraw”.
4. Confirmation will appear asking you to affirm you want to withdraw from the course.

5. **Remove from Learning Plan?** You can opt to keep a course on your personal Learning Plan when withdrawing from the course. Select your preference.

6. **Registration review page.** If you choose to re-register or register for alternate scheduled offering, this can be done on the final registration review page.
Curriculum
A curriculum is a grouping of one or more items for the purpose of assigning and tracking as a single entity. Curriculum allows each related item to have a required date and if necessary, a retraining date for items that must be repeated on a recurring basis. When an employee, supervisor or administrator assigns a curriculum, the LM automatically assigns the learning items to the employee’s to-do list (and Learning Assignments) with the curriculum assignment.

Curriculum: Example
1. In the Find Learning tile type “STEP”.
2. Click “Go”.
3. Course Catalog should show one or more of the following:

4. Notice the Course Type in the listings above:
   - Curriculum: Represented in the catalog as a folder
   - Instructor-led Course (Item): This is a learning Item (scheduled course offering)
   - Other Learning (Item): In this example, the Other Learning Item is tracking the STEP training project required for successful completion of the STEP Curriculum.

   NOTE: When a curriculum is assigned (added to My Learning Assignments), the associated items are assigned and also added to My Learning Assignments.
When viewing assigned curriculum in your *My Learning Assignments* tile, you will see several pieces of information:

A. **Due Date** -- Curriculum items can have differing due dates. Here, you see that enrolling in the STEP courses is due earlier than completing the STEP project.

B. **Due in 30 days** – When a particular assignment is coming due in the upcoming 30 days, this will be reflected on the assigned items.

C. **Assignment Type** – Optional field. If listed, this area will show the type of assignment a particular curriculum or item is set (Optional, Recommended, Required...)

D. **Call to Action** – Drop-down arrow shows the functions (actions) available for a particular learning item. Typically you will see “Request Schedule”, “Register Now”, or “Withdraw” for example.

E. **Details expander** – Click “More” to view course or curriculum description, course type and length of the curriculum.

F. **Course details** – Shows the course type (ILT, ONLINE, OTHER...), course number and revision date.

G. **Curriculum** – Specifies the curriculum to which the learning item is associated.

**My Curricula: Status**

On My Learning, you can get additional details on the status of curricula you have assigned or completed. Click *My Curricula* tile to view the status.

**NOTE:** Clicking the ‘down’ arrow to the right of *My Curricula* will allow you to view curricula by Priorities. This is an optional setting by the course developer.

Details of the Curriculum Status window includes:

A. **Curriculum Title** – Click the tile to view course details.

B. **Curriculum Progress** – Yellow file folder indicates course is still assigned/in-progress. Check indicates curriculum was successfully completed.

C. **Priority** – If used, will show the priority a particular curriculum was assigned by course owner or system.

D. **Next Action Date** – If milestones for certain curriculum requirements is upcoming, date of next action will appear here.

E. **Expiration Date** – Typically will be set to “N/A”. If compliance or curriculum closes by a certain date, this date will be listed here. Expiration dates operate independent of Complete or Incomplete statuses.
F. **Assigned By** – Shows if the curriculum assignment was self-assigned (User), supervisor-assigned (Supervisor) or if Learning system administrator (Admin) assigned.

*NOTE: Generally, learning system administrator will only assign courses that meet a compliance requirement or a curriculum that is assigned based on HR job title, job family or department association.*

G. **Remove** – If a curriculum is self-assigned, learners have the option to remove it from their Learning Plan. If available, a red action button will be presented.

**Launching Online Content**

Each learning activity is listed with a call-to-action button and status update. You are able to launch online course directly from Learning. The Online Content Structure window will launch once the page is loaded.

*NOTE: Do not close the Online Content Structure windows after you launch content.* The window must stay open because it needs to record when you completed a content object.

When online content is made available, you can search the Course Catalog and filter for the Category “Online”

**Online Content: Example**

1. In the *Find Learning* tile type “New Employee”.
2. Click “Go”.
3. Course Catalog should show one or more of the following:

![Screenshot of Search for New Employee Orientation Online]

Similar to instructor led items and curricula, you can view course details, assign course to add to your learning plan or expand the course description to see full details. Note that you also have a new command available – **Start Course**

4. Click “Start Course”. Review the outline of content objects and instructions:

![Screenshot of Online Content Structure]
5. The content window will appear and launch the presentation, document or video.

Note the disclaimer message at the bottom “Upon completion of this course material, please specify that you have reviewed and understood all the material presented. Do not make confirmation selection until the conclusion of the course material. Affirmation will be documented in your Learning History”. By clicking “Agree” before the conclusion of material, online content will close and automatically move to your Learning History.

Continuing a course
Some courses can be paused or suspended. If possible, you can continue an online course on the specific Learning Assignments title and choose “Continue Course”, or clicking the call-to-action arrow, “Remove” courses that were self-assigned.

Troubleshooting Online Content
The online content is produced and developed by staff and faculty across the University. As such, content may look different from course to course. Should you encounter problems with a specific course, please contact the course developer or the Human Resources Help Desk. Items that can impact the delivery of online content can include:

- Pop-Up blockers -- ensure pop-ups are allowed or configure browser to allow pop-ups from the following Domains:
  - Learningdocs.ku.edu
  - https://[*].performancemanager8.successfactors.com:443
  - https://[*].ku.plateau.com:443
- Cookies – if your browser is set to block cookies, add the sites above to your cookie manager exceptions list.
• Trusted sites – If trusted sites are set too high, ensure the websites above are added to your trusted zones.

How to get help?
If you are experiencing problems with the Learning Management system, there are several ways we can provide assistance:

• Email: hrdept@ku.edu with any questions you have
• Call: 785-864-4946 to speak with our help desk staff and log an incident
• Website: http://humanresources.ku.edu/talent-development provides full details about the Talent Development project, its phases and implementation timeline.