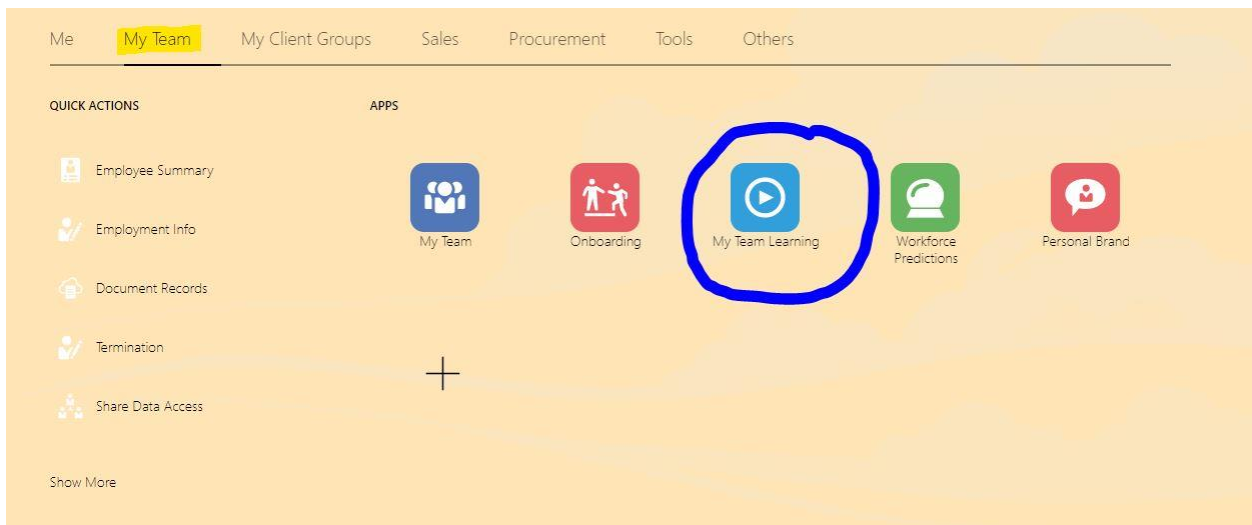
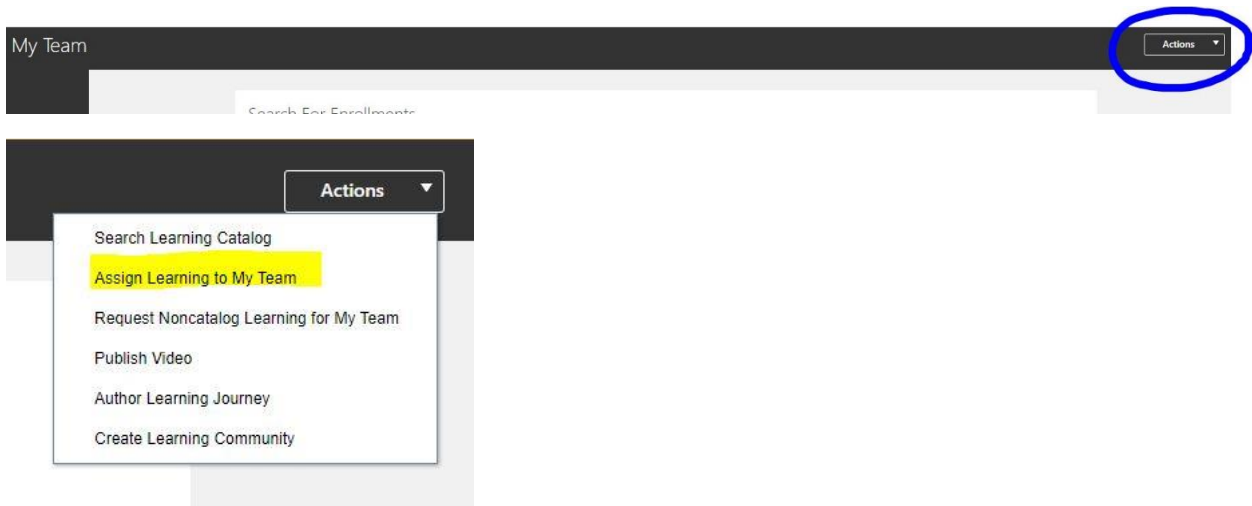


How to Assign Learning to your Team:

1. Navigate to the “My Team” tab from the home screen in Oracle and select “My Team Learning”.




2. Select the “Actions” button in the top right-hand corner and click on “Assign Learning to My Team”.



3. Choose the appropriate assignment type from the drop-down menu. “Required Assignments” need to be completed in a certain timeframe and a due date will need to be assigned. “Voluntary Assignments” do not have due dates.

* Assignment Type

Due By

A screenshot of a form field labeled '* Assignment Type'. The dropdown menu is open, showing two options: 'Required Assignment' and 'Voluntary Assignment'. Below the dropdown menu, there is a label 'Due By'.

- Next assign a start date and due date if applicable. The “Start on or After” date is not a required field. This is used if you want your team to start the assignment on a future date. If you leave this field blank, your team will have access to the assignment right away.

Start on or After

dd-mmm-yyyy

* Due By

dd-mmm-yyyy

- The “Justification” and “Comments” fields are optional. You may enter the reasoning for assigning the course under the “Justification” and any other information under “Comments” if you choose.

1 Assignment Details

* Assignment Type
Required Assignment

Start on or After
dd-mmm-yyyy

* Due By
01-May-2022

Justification
This course is required on an annual basis.

Comments
Please complete this course by the due date.

Continue

- Select “Continue”.
- Next you will select the learning item. Enter a keyword in the search box to search for the course you would like to assign.

2 Select Learning Item

Search... Hide Filters

Filters

Expand All Collapse All

Learning Item Type

- Course
- Video
- Learning Journey
- Specialization

Rating

- 4 Stars and Up
- 3 Stars and Up
- 2 Stars and Up
- 1 Star and Up

Delivery Mode

- Blended

Enter a keyword to search for learning.

2 Select Learning Item

payment x

Hide Filters

Filters

Expand All Collapse All

Sort Best Match

Learning Item Type

- Course
- Video
- Learning Journey
- Specialization

PCI-DSS Training Course

PCI-DSS Training

8. Select the course by clicking on the circle to the left of the course name.

Select

PCI-DSS Training Course

PCI-DSS Training

9. Scroll down and select "Continue".

Continue

10. Next you will select the "Learners" or the employees you would like to assign the course to. This screen will default to a list of your direct reports. To select the learner(s) click on the box to the left of their name.

3 Select Learners

Search...

Show Filters Display Direct reports x

Add Learners

Sort Name A to Z

<input type="checkbox"/>	CC	Crew Custodian (Crew Custodian) Crew Custodian - Floor	Middlebury, VT - Main Campus
<input type="checkbox"/>	CM	Custodial Mechanic (Custodial Mechanic) Custodial Mechanic	Middlebury, VT - Main Campus
<input type="checkbox"/>	TL	Team Liaison (Team Liaison) Team Liaison, Custodial	Middlebury, VT - Main Campus

Continue

11. Once all learners have been selected, click on “Add Learners”, which appears above the list of names.

3 Select Learners

Search... Show Filters Display Direct reports X

Add Learners Sort Name A to Z

<input checked="" type="checkbox"/>	CC Crew Custodian (Crew Custodian) Crew Custodian - Floor	Middlebury, VT - Main Campus
<input checked="" type="checkbox"/>	CM Custodial Mechanic (Custodial Mechanic) Custodial Mechanic	Middlebury, VT - Main Campus
<input type="checkbox"/>	TL Team Liaison (Team Liaison) Team Liaison, Custodial	Middlebury, VT - Main Campus

Continue

12. The names will now appear with “Added” next to them. Select “Continue”.

3 Select Learners

Search... Show Filters Display Direct reports X

Add Learners Sort Name A to Z

<input type="checkbox"/>	CC Crew Custodian (Crew Custodian) Added Crew Custodian - Floor	Middlebury, VT - Main Campus
<input type="checkbox"/>	CM Custodial Mechanic (Custodial Mechanic) Added Custodial Mechanic	Middlebury, VT - Main Campus
<input type="checkbox"/>	TL Team Liaison (Team Liaison) Team Liaison, Custodial	Middlebury, VT - Main Campus

Continue

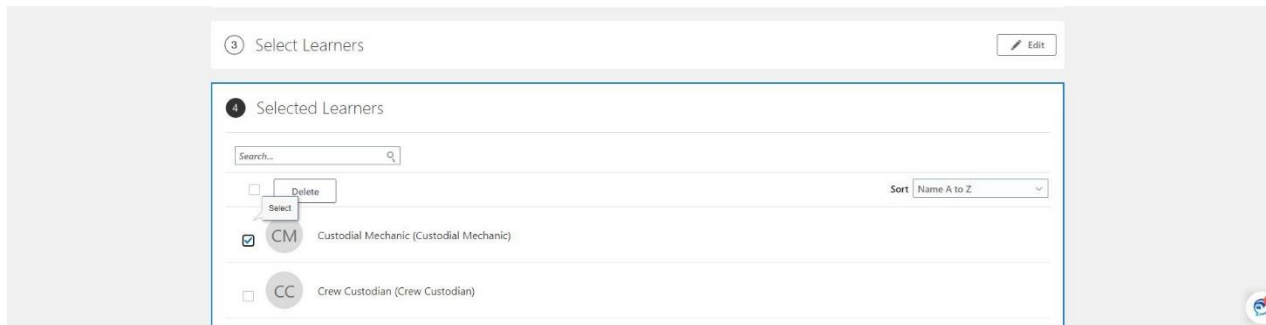
13. The final step is to review the learner(s) that have been selected. If you need to remove anyone from the list, select the box to the left of their name and click on “Delete”.

4 Selected Learners

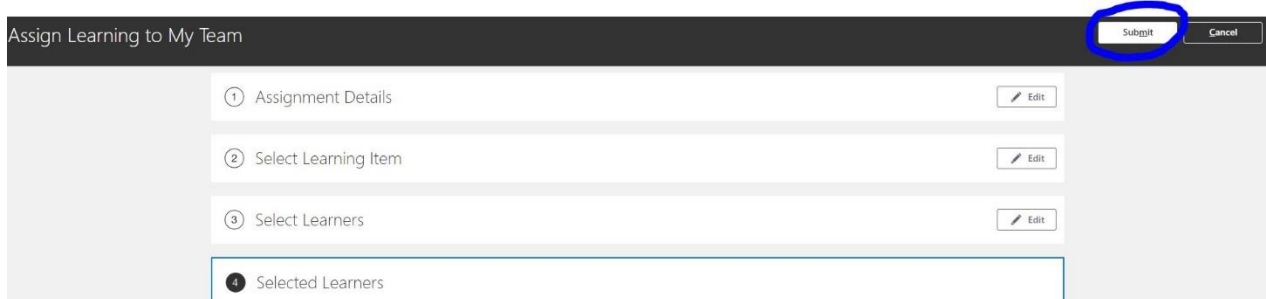
Search...

Delete Sort Name A to Z

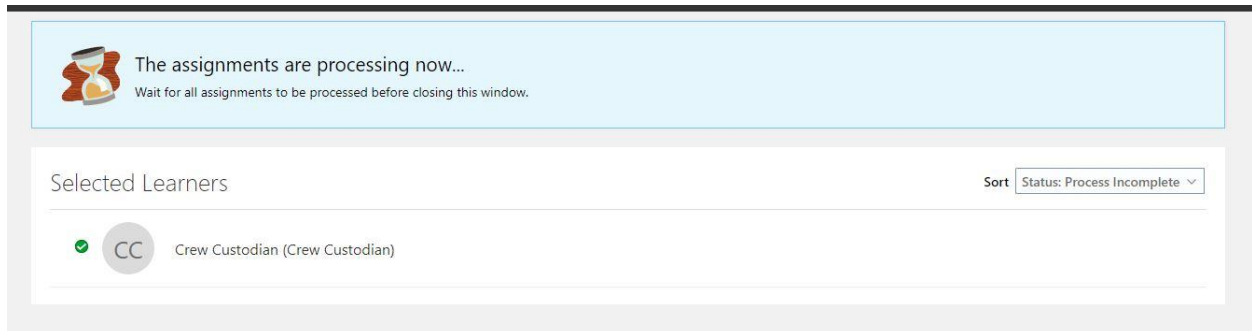
<input type="checkbox"/>	CM Custodial Mechanic (Custodial Mechanic)
<input type="checkbox"/>	CC Crew Custodian (Crew Custodian)



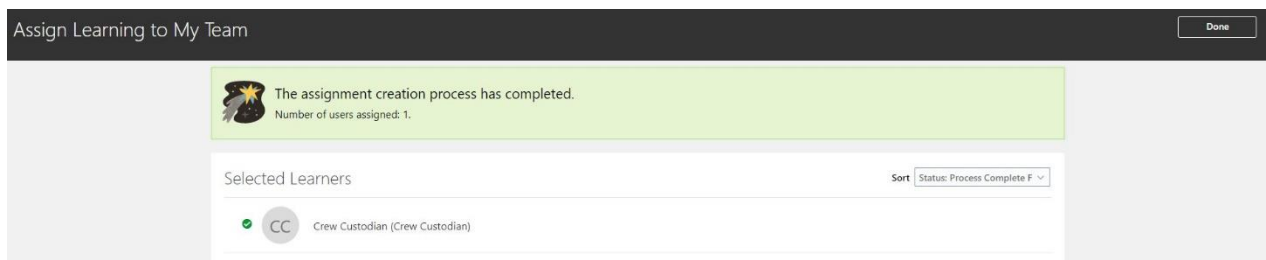
14. Once you have confirmed that your list is correct, click “Submit” in the top right corner.



15. A message at the top of the screen will appear saying, “The assignments are processing now...”. As the assignment is sent to each learner a green check mark will appear next to their name.



16. Once the process is complete, you may select “Done” in the top right corner.



17. If the assignment of a course fails, it may mean that the employee is already enrolled in the course. For further assistance, please email hcm@gmhec.org.