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".

Me	My Team	My Client Groups	Sales	Procurement	Tools	Others			
QUICK A	ACTIONS	APPS							
	Employee Summary			A tta	1				
	Employment Info		My Team	Onboarding		My Team Learning	Workforce Predictions	Personal Brand	
	Document Records								
	Termination		+						
	Share Data Access		1						
Show M	fore								

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

im				Acti
	Coards Ear Er	arallmants		
	Ac	tions 🔻		
Search Lea	rning Catalog	_		
Assign Lear	ming to My Team			
Request No	oncatalog Learning for N	/ly Team		
Publish Vide	eo			
Author Lear	ning Journey			
Create Lear	ming Community			

 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.

	~
Required Assignment	
Voluntary Assignment	

4. 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	to
*Due By	
dd-mmm-yyyy	Ťò

5. 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.

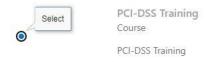
*Assignment Type		Justification	
Required Assignment	~	This course is required on an annual basis.	
Start on or After			
dd-mmm-yyyy	te		1
*Due By			Comments
01-May-2022	te	Comments	Comments
<u></u>		Please complete this course by the due date.	

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

Search	۹. Hide Filters	
ilters	\$	
Expand All Collapse All		
		Enter a keyword to search for learning
 Learning Item Type 		Enter a keyword to search for learning.
Course		
Video		
Learning Journey		
Specialization		
∧ Rating		
4 Stars and Up		
8 Stars and Up		
2 Stars and Up		
1 Star and Up		
 Delivery Mode 		
Blended		

2 Select Learning Item		
payment × Q H	de Filters	
Filters 🌣		Sort Best Match 🗸
Expand All Collapse All	PCI-DSS Training	
	Course	
 Learning Item Type 	PCI-DSS Training	
Course		
Video		
Learning Journey		
Specialization		

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



9. Scroll down and select "Continue".

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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.

iearch Q Show Filters Display Direct reports	×	
Add Learners		Sort Name A to Z
Crew Custodian (Crew Custodian) Crew Custodian - Floor	Middlebury, VT - Main Campus	
CM Custodial Mechanic (Custodial Mechanic) Custodial Mechanic	Middlebury, VT - Main Campus	
Team Liaison (Team Liaison) Team Liaison, Custodial	Middlebury, VT - Main Campus	

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

earch	i	Q Show Filters Display Direct reports X			
	Add Lo	earners		Sort	Name A to Z v
~	СС	Crew Custodian (Crew Custodian) Crew Custodian - Floor	Middlebury, VT - Main Campus		
2	CM	Custodial Mechanic (Custodial Mechanic) Custodial Mechanic	Middlebury, VT - Main Campus		
	TL	Team Liaison (Team Liaison) Team Liaison, Custodial	Middlebury, VT - Main Campus		

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

earch	O Show Filters Display Direction	ct reports X	
Add Learners			Sort Name A to Z
	Custodian (Crew Custodian) Added	Middlebury, VT - Main Campus	
	odial Mechanic (Custodial Mechanic) Added	Middlebury, VT - Main Campus	
	i Liaison (Team Liaison) Liaison, Custodial	Middlebury, VT - Main Campus	

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
CM Custodial Mechanic (Custodial Mechanic)	
CC Crew Custodian (Crew Custodian)	

(3) Select Learners
Selected Learners Serench

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

Assign Learning to My T	eam		Submit	Cancel
	(1) Assignment Details	🖌 Edit		
	② Select Learning Item	🖉 Edit		
	③ Select Learners	🖉 Edit		
	Selected Learners			

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.

The assignments are processing now Wait for all assignments to be processed before closing this window.	
elected Learners	Sort Status: Process Incomplete
CC Crew Custodian (Crew Custodian)	

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

Assign Learning to My ⁻	Team		Done
	The assignment creation process has completed. Number of users assigned: 1.		
	Selected Learners CC Crew Custodian (Crew Custodian)	Sort Status: Process Complete F \checkmark	

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 <u>hcm@gmhec.org</u>.