

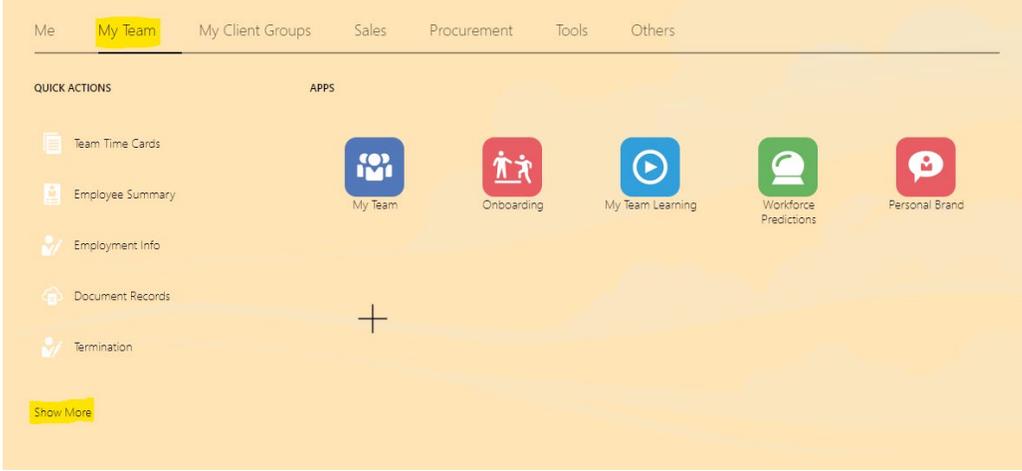
Assign Learning to Your Team

This process walks you through how to complete required trainings in Oracle.

Audience: Managers

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Assign Learning to Your Team

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>➤ Navigation Path My Team > Quick Actions > Show More > Assign Learning to My Team</p> <p>From the home screen:</p> <ul style="list-style-type: none"> • Click on “My Team” to see Manager Self-Service applications • Click on “Show More” under “Quick Actions”. • Under “Learning” click on “Assign Learning to My Team”  <p>The screenshot shows the Oracle Home screen with a navigation bar at the top containing 'Me', 'My Team', 'My Client Groups', 'Sales', 'Procurement', 'Tools', and 'Others'. Below the navigation bar, there are two sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists 'Team Time Cards', 'Employee Summary', 'Employment Info', 'Document Records', and 'Termination'. The 'APPS' section shows icons for 'My Team', 'Onboarding', 'My Team Learning', 'Workforce Predictions', and 'Personal Brand'. A 'Show More' button is located at the bottom left of the 'QUICK ACTIONS' section.</p>

Learning

- Assign Learning to My Team
- Author Learning Journey
- Create Learning Community
- Diagnostics
- Publish Video
- Request Noncatalog Learning for My Team
- Search Learning Catalog

Assign Learning to Your Team

- 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

Required Assignment

Voluntary Assignment

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

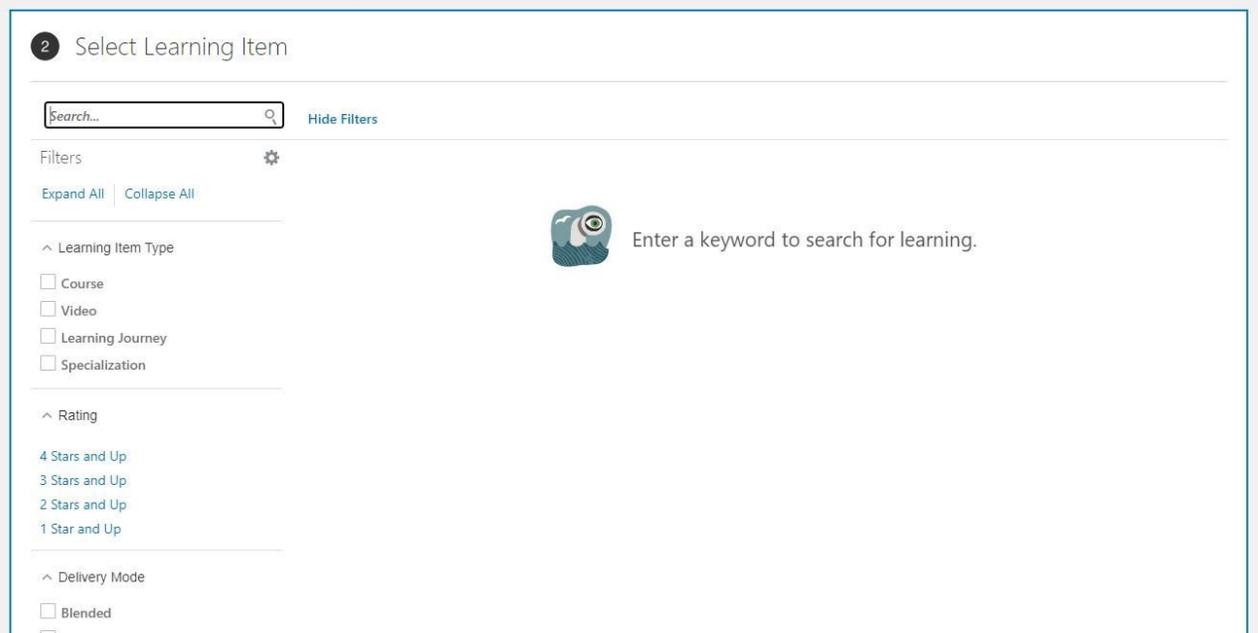
<p>* Assignment Type</p> <p>Required Assignment</p> <p>Start on or After</p> <p>dd-mmm-yyyy</p> <p>* Due By</p> <p>01-May-2022</p>	<p>Justification</p> <p>This course is required on an annual basis.</p> <p>Comments</p> <p>Please complete this course by the due date.</p>
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[Continue](#)

- Select “Continue”.

2.0 Assign Learning to Your Team

- 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

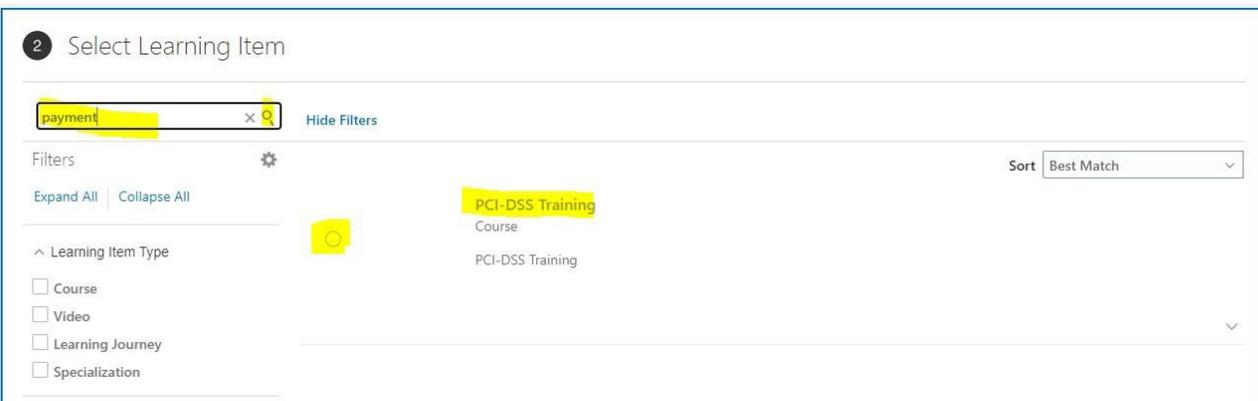
Rating

- 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 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

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



Select

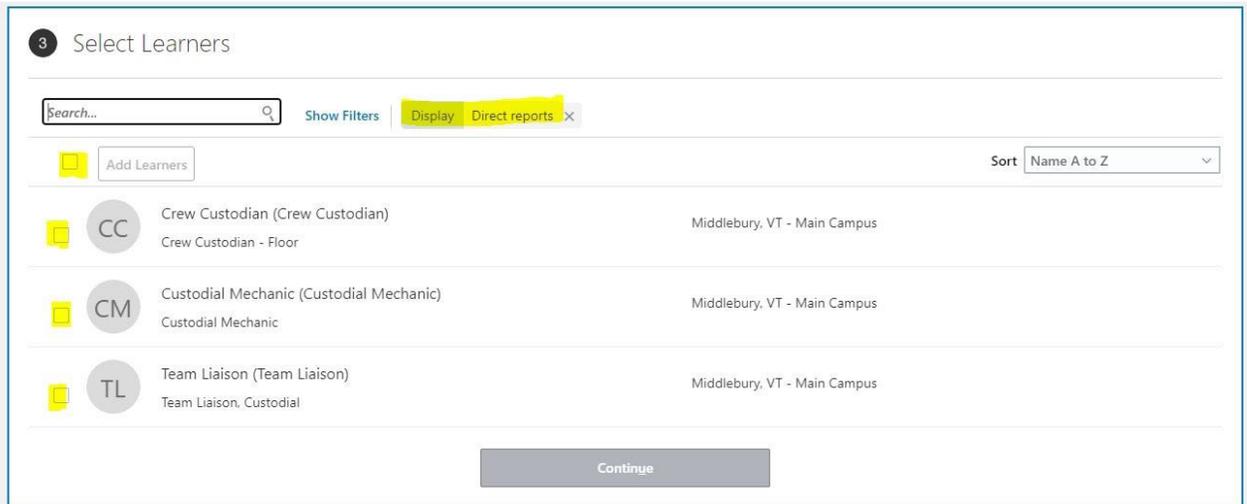
PCI-DSS Training Course

PCI-DSS Training

1. Scroll down and select "Continue".

Continue

- 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

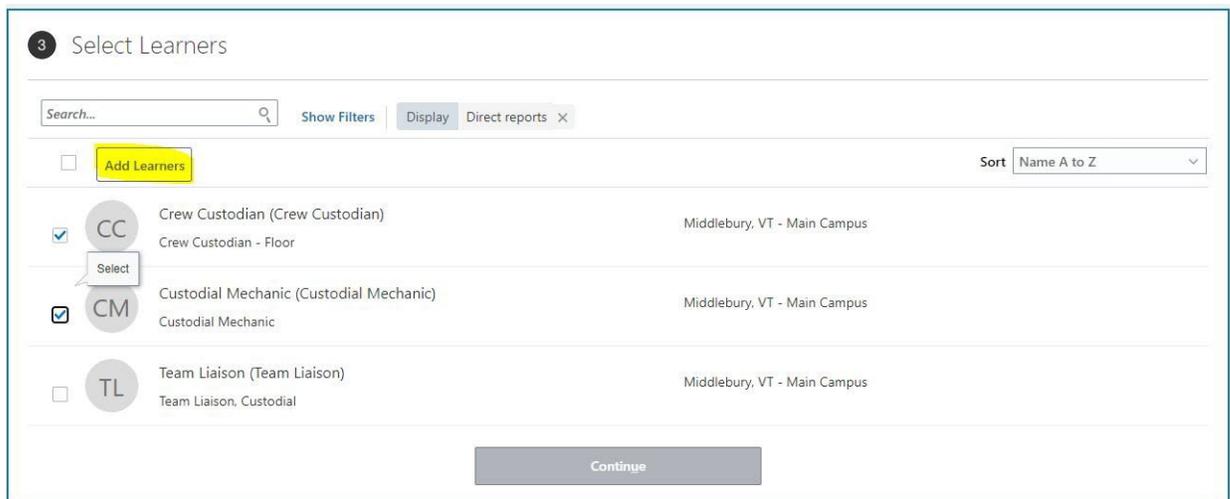
Search... Show Filters Display Direct reports X

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

- 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

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

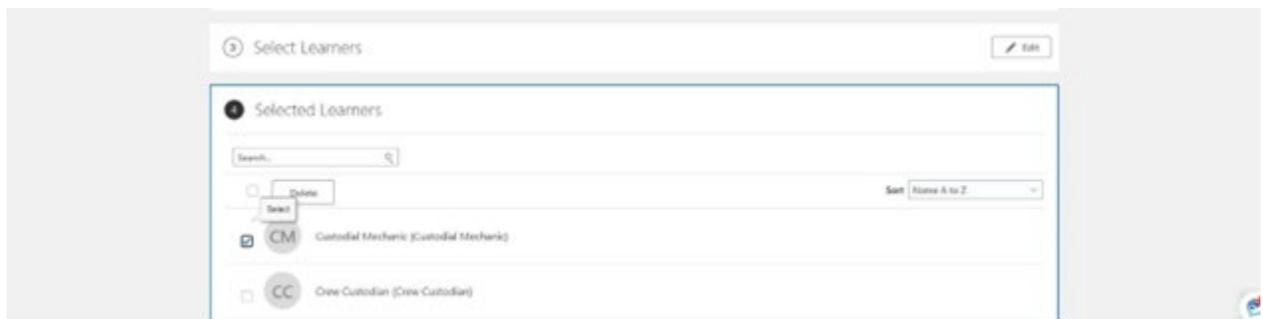
- The final step is to review the learner(s) that have been selected. If you need to remove anyone from the list, select the box to the left of their name and click on "Delete".

4 Selected Learners

Search...

Delete Sort Name A to Z

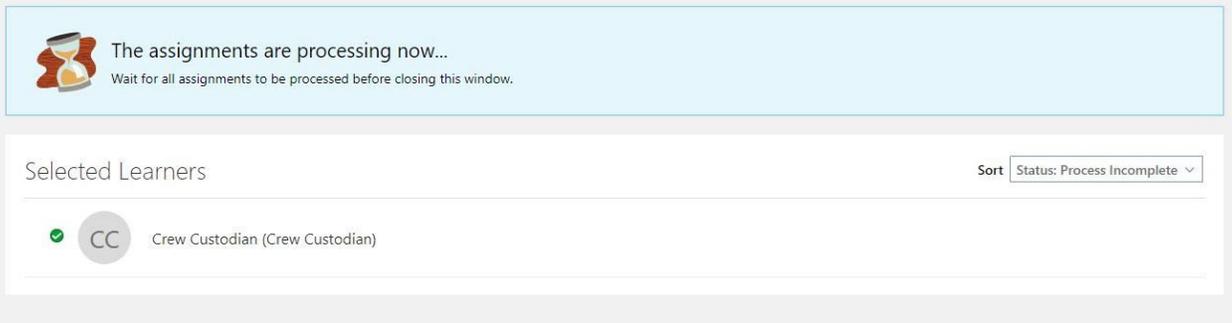
<input type="checkbox"/>	CM Custodial Mechanic (Custodial Mechanic)
<input type="checkbox"/>	CC Crew Custodian (Crew Custodian)



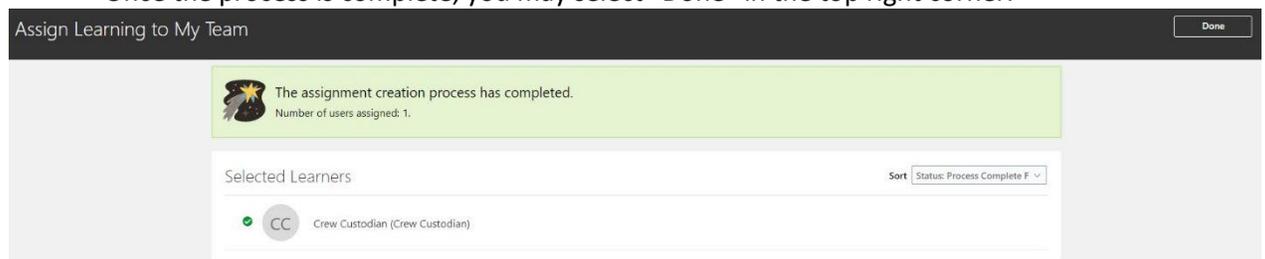
- Once you have confirmed that your list is correct, click "Submit" in the top right corner.



- 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.



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



- 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.