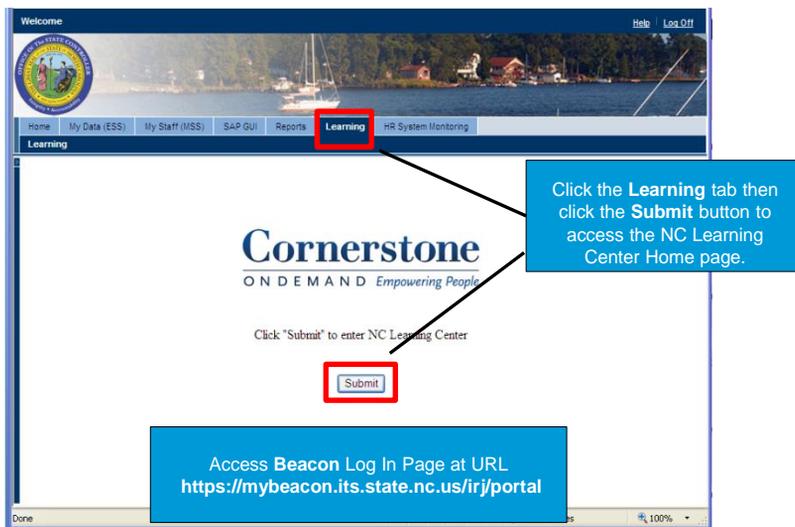


Manager Orientation

The NC Learning Center allows managers to Search for training, Assign training, run Standard Reports, Share Permissions and use the Manage My Team function to approve or deny training requests.

Manager Log In

Managers can access the NC Learning Center by logging into the BEACON system, using your NCID credentials. If you need assistance with NCID, you can contact your agency's NCID administrator.



Navigation

The Home page is a starting point from which you can access your training and your employee's training. This page contains the Home tab, the Learning tab, the My Team tab and the Reports tab.

This section provides a detailed navigation guide for the NC Learning Center home page. It features several callout boxes explaining the functionality of various elements:

- The Learning tab** allows you to view your transcript, see the events calendar, and search for training. The sub links will direct to different areas of the system.
- The My Team tab** is specifically for managers who have direct and indirect reports. Managers can assign and approve training using the My Team functionality.
- The Reports tab** allows managers to run standard reports on their employee's training activity.
- The Search box** allows you to search for training by keywords.
- The My Training and Transcript image** will open your transcript, which displays all of your training activity and gives you an option to add external training to your transcript.
- The Browse for Training image** displays a list of subject areas and all related training or certifications to that subject when clicked. You can search for courses, materials or certifications.
- The My Task List button** will display any required tasks that you must complete.
- The Event Calendar button** provides a snapshot view of upcoming events.

The background image shows the home page with navigation tabs (Home, Learning, My Team, Reports) and a search bar. Below the navigation are several content tiles: 'My Training and Transcript', 'Browse for Training', 'Connect', 'Event Calendar', and 'My Task List'. A news section at the bottom right shows a video player and news headlines.

Search Box

One way to search for training is by entering a key word into the **Search box** on the Home page. The Search results display any training that matches your key word. To filter the results by type of learning, click on the specific training type on the left side of the screen.

The screenshot shows a search interface with a search box containing the word "management". Below the search box, it indicates "6 Training results". On the left, there are filters for "People" and "Training". The "Training" filters include: Online Course, Event, Curriculum, Quick Course, Material, Library, and Video. The main area displays three training results:

- Records Management**: Online Class | Revenue | \$00. Records Management_L_2012.
- Effective Performance Management Course**: Online Class | DEMO State of North Carolina | \$00. Part of the Office of State Personnel's "Effective Supervisor" series of online courses. This satisfies the mandate for performance **management** training for all NC government supervisors and managers. Course covers basics of performance planning and performance discussions.
- Frontline Leadership**: Event | Office of State Personnel | \$00. Frontline Leadership (FL) is a new leadership development program designed for frontline supervisors in North Carolina state government. Frontline Leadership has been piloted statewide, and you can be one of the first to experience this new training program. FL is part of a three-level leadership development process called Certificate in Public Supervision (CPS). To earn a certificate in the program, you must complete FL, two electives and designated

A blue callout box points to the "Records Management" title with the text: "Click on the blue training title to launch details for that training."

Browse for Training

Browse for Training lists all the different subjects or categories of training relevant to your organization.

The screenshot shows the "Browse for Training" interface. On the left, there is a list of subjects: Professional Development, Technology, Compliance & Regulatory, Management & Leadership, Engineering, Human Resources, Healthcare, and Interpersonal Skills. A red box highlights "Compliance & Regulatory". A blue callout box points to this red box with the text: "Click on a subject to see all training associated with that subject." Below the list, there is a "Go to Search" link.

On the right, there is a calendar for April 2013. Below the calendar is a section titled "Your Upcoming Sessions" with a table:

TITLE	STATUS
Conflict in the Workplace (Starts 5/14/2013)	Pending Approval

Below the table is a "View all" link. To the right of the calendar is a "Suggested Training" section with the text "No suggested training".

Events Calendar

The **Events Calendar** will display training that is date-driven; i.e., training being conducted in person or via live webcast which are called sessions in the system.

The screenshot shows the "Events Calendar" interface. On the left, there is a calendar for April 2013. Below the calendar are filters for Title, Session ID, Location, and Session Instructor. There are also checkboxes for "Completed Sessions" and "Add Subject(s) filters". Below the filters are "Display Options" including "All Sessions", "Session Contact", "Session Instructor", and "Session Location".

The main area is a calendar grid for April 2013. A red box highlights a session on Wednesday, April 10th: "Verbal Judo : Tactical Communication for Detention Officers 8:00 AM - NC Justice Academy - Salemburg Campus". A blue callout box points to this red box with the text: "Click on any training visible to see additional details and request the training." Below the calendar grid, there is a "Conflict in the Workplace 8:00 AM - OSP Personnel Development Center" session on Friday, April 12th.

Searching for Certifications and Materials

Search for certifications or materials from the Home page using the **Browse for Training** image or by clicking on the **Browse for Training** sub link on the **Learning** tab. The Browse for Training page opens and displays a **Go to Search** link.

Browse for Training

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
 > **Go to Search**

Click the **Go to Search** link.

April 2013

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Your Upcoming Sessions

TITLE	STATUS
Conflict in the Workplace (Starts 5/14/2013)	Pending Approval

Suggested Training
No suggested training

View all

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Select a learning object by adding a check mark into the appropriate box.

Search by Title, Description, Family or Category. Click the Search button.

To request a certification or material, click on the title to view the details.

A new window opens after the title is clicked. To request a Material click the Launch button that will appear, then you will need to acknowledge the requested material when prompted.

If selecting a Certification, click the Request button.

Event **Online Class** **Curriculum** **Material** **Video** **Posting** **Certification**

Title: _____ Description: _____
 Family: _____ Category: _____

Search

Sort By: Title Family Category

Bloodborne Pathogens Training Healthcare | DHHS
 This training certification is designed for first responders, health care professionals, lifeguards, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.

Complete Streets Policy
 DOT Policy | Transportation | 0 Hours 15 Min

Bloodborne Pathogens Training
 Certification | DHHS | Healthcare
 This training certification is designed for first responders, health care professionals, lifeguards, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.

Requirements: Period: Bloodborne Pathogens Certification Due: None Required Credits: 1.00
 Min = 1.00, Max = 1.00

Launch **Close** **Request** **Close**

Assign Training

Managers can assign training to their employee by searching for the training then selecting the training by clicking on the training title. The manager can request a session or assign the event.

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Click the **Training** title to view details and assign the training.

A new window opens; click the Assign button to assign the training, click Session Details to view the session details or click the Request link to request the session. You will be directed to a new window to select the direct reports to whom you are assigning the learning object by adding a checkmark in the box next to their name.

Event **Online Class** **Curriculum** **Material** **Video** **Posting**

Title: _____ Description: _____
 Compliance & Regulatory Provider: _____
 Location: _____ ILT Locator number: _____

Sort By: Title Type Provider

Aids in the Workplace Administration, Dept. of | \$ 00
 This course satisfies the requirement of NC "Aids in the Workplace" training requirement.

Americans with Disability Act (Full Day) Office of State Personnel | \$ 00
 The course is designed to provide supervisors and managers with the basic principles and core concepts of the Americans with Disabilities Act of 1990 (ADA) as well as a more focused evaluation of the definition of disability and reasonable accommodation processes. The course provides an overview of the ADA but also focuses specifically on the requirements of the employment provisions contained in Title I. In addition, course participants will have the opportunity to complete ADA case studies and

Americans with Disability Act (Full Day)

Session Details	4/26/2013 (Friday)	4/26/2013 (Friday)	46	14	0	Request
Duration:	8:00 AM	5:00 PM				
Location:	OSP Personnel Development Center					
Language(s):	English (US)					

Assign **Close**

My Team

My Team permissions are associated to those in the manager role and the My Team tab is added to their navigation options. To access the My Team features, click the **My Team** tab and My Team sub link on the Home page. Managers have the ability to manage the learning of their direct reports. My Team also allows the manager access to quick links to run standard reports, share permissions and assign training.

My Team
My Team: Andrew Clark

The managers and employees are given ID cards as placeholders. They show the user's picture, position and subordinates. The **Manager ID card** is the first in the list.

Action Items
My Team opens to the **Action Items** page – action items are approvals the manager must take action on.

John Bender
Conflict in the Workplace

Claire Standish

Clicking the **Approve/Deny** link allows managers to approve or deny training requests.

Click on the **Employee ID card** of the employee to view their My Team data. Click on the blue **Search** icon to search for direct or indirect reports.

Approve / Deny

My Team
My Team: Andrew Clark

For each employee, there are four tabs: Profile, Calendar, Activities and Comments, each with sub links beneath them. These tabs appear once the employee ID card has been clicked.

Profile | Calendar | Activities | Comments

User Profile | Transcript | Certification | Connect | User Certification

John Bender

Click the employee's ID card to open the four tabs for that employee and view their My Team data.

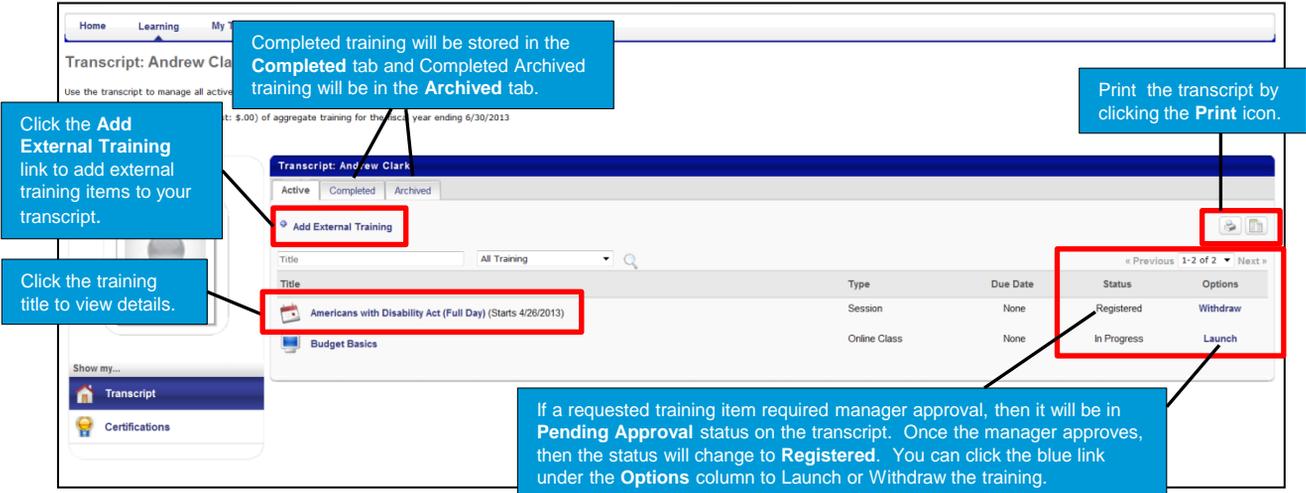
My Team
My Team: Andrew Clark

Reports
Share Permissions
Assign Training

Clicking the right arrow in the corner of the manager's ID card will display quick links. The quick links available are Reports, Share Permissions and Assign Training.

Transcript

Your **Transcript** contains all the training you have requested or that has been assigned to you. The Title, Type, and Due Date of each item is displayed. The Status and Options columns display items depending on the type of learning and stage in the workflow process. You can also Add External Training.



Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type : External Training
 Language: English (US)

Course Title*:

Course Description*: Limited to 1000 characters

Offered By*:

Training Dates*: From To

Training Schedule:

Cost*: \$

Credits Earned:

Training Hours: 0 Hours 0 Min

Attachment(s):

Complete the fields in the **Add External Training** pop-up window and click the **Submit** button. The training item appears in your transcript in **Pending Approval** status until the appropriate approver approves it. After approval, it will move to a **Registered** status.

Manage Pending Requests

Access the **Manage My Team** feature by clicking the **Learning** tab then clicking **Manage My Team** sub link from the Home page. This feature allows you to manage your subordinates' learning by accessing pending requests for training and sharing your learning permissions.

View Pending Requests
View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

Training Pending Approval

Printable Version Export to Excel

Name Search

Requested By	Training	Type	Date	Purpose	Options
Bender, John Preconstruction (ORG UNIT)	Conflict in the Workplace(Starts 5/14/2013)	Initial	3/21/2013 8:51 AM		Options ✔ ⚡ ✖
Standish, Claire Preconstruction (ORG UNIT)	Frontline Leadership(Starts 3/27/2013)	Initial	3/21/2013 8:53 AM		Options ✔ ⚡ ✖

« Back

(2 Results)

The Manage Pending Requests link will display a list of pending requests for which you are the approver.

You can view outstanding training requests that you must approve, defer, or deny. These **Options** are available on the right side of the screen. You approve by clicking the green checkmark for that item; it will be updated in the employee's transcript to reflect your approval. The red X will deny the request and will not allow the employee to proceed with that training. Deferring a request by clicking the orange arrow will send the request to the next person in the approval chain for that employee.

Reports

In addition to using the **My Team** tab to access reports, you can also click on the **Reports** tab then click the **Standard Reports** sub link found on the Home page. The Reports menu page is displayed with all available training reports.

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees

No Show Details
Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.

Past Requests
Displays training requests you have already approved, deferred, or denied. You may change your decision for training that an employee has not yet registered for.

Pending Requests
Displays outstanding training requests you must approve, defer, or deny.

Records
Displays user data, transcripts for individual employees.

Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.

Training Status Summary
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

Transcripts
Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

Click the blue report title to launch that report and select the report criteria.