

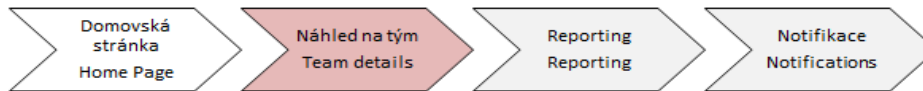
Learning Management System

Instruction Team Detail

In „Learning“ section click on „My Team“ :

1 Learning Plan – Here you can see list of your subordinates, after click on them you will see list of available trainings waiting for absolution. For quick control of invalid courses of your subordinates, you can use orange icon situated under name of current subordinate (it indicates invalid course).

2 Curricula and learning history – If you want to know expiration date of your subordinates courses, you can use „curricula“ area. After this you will see all courses assigned to your subordinate (assigned/absolved) on screen below. Here you can find name of course and expiration date of this course. If you want to know which course it is, its content and parts of current course included, you can click on name of this course and you will get all these information.



Anna jsem Fialová
Assistant / 21000140
CZC001

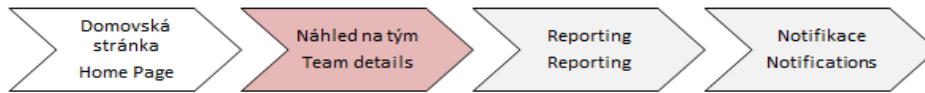
2 – Curricula and Learning history

Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Priority	Next Action ...	Expiration D...	Assigned By	Remove
Hankas_pitchfork		1	11/11/2019	N/A	Admin (System AP)	
OI_EN_CZ_Hadanka		N/A	11/11/2019	N/A	Admin (System AP)	
Surpriseeeeeee		N/A	11/12/2019	N/A	Admin (System AP)	
ZKOUŠKA_3.6.		N/A	1/9/2020	N/A	Admin (System AP)	
The most interesting courses		1	1/16/2020	N/A	Admin (System AP)	
Training of OHS and Fire Prevention for IL Employees - KH		N/A	4/8/2020	N/A	Admin (System AP)	








For team learning history control click on „Learning history“ area.



After that you can see learning history of current subordinate (name of courses, completion date and possibility to print certificate included). It is necessary to **print** certificates when current course is Training by Law and deliver them to HR department – Training and development team.

Completed Work 2 – Curricula and Learning History

Show Completions: All







Completion Date *	Title	Status	Action
4/15/2020 09:29 AM	Online finish 2	Online Course Completed	
4/15/2020 09:26 AM	ILT Finish	Course Completed	
4/7/2020 02:56 PM	Itema pro přepárování	Online Course Completed	
4/7/2020 02:56 PM	Itema pro přepárování - EN	Substitute Course - Substitution	
3/27/2020 12:45 PM	Other item for survey	Other education completed	
3/27/2020 12:45 PM	Program pro pátek	Program Completed	
3/27/2020 12:29 PM	Stres Management	Online Course Completed	

Learning My Team

Learning Plan: Anna Jsem Fialová

Keyword Course name or ID Select All All Assignment Types

OVERDUE

	169 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...
	OI_CZ_Hadanka	
	ONLINE OI_CZ_Hadanka rev.2 6/11/2019	
	Part of OI_EN_CZ_Hadanka	
	169 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...
	OI_CZ_Hančiny_vidle	
	ONLINE OI_EN_Hankas_pitchfork rev.2 6/6/2016	
	Part of Hankas_pitchfork	
	169 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...
	OI_EN_Hadanka	
	ONLINE OI_EN_Hadanka rev.2 6/11/2019	
	Part of OI_EN_CZ_Hadanka	
	169 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...
	OI_EN_Hankas_pitchfork	
	ONLINE OI_CZ_Hančiny_vidle rev.1 6/9/2019	
	Part of Hankas_pitchfork	
	168 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...
	SurpriseCZ, rev.2	
	ONLINE SurpriseCZ rev.2 6/11/2019	
	Part of SurpriseCZ	
	168 DAYS OVERDUE REQUIRED	YOU HAVE UNMET PRE...

Find Learning

Find Learning Go

Browse all courses >

Manager Links

- Assign/Remove Learning
- Register/Withdraw Employees
- Approvals
- Dashboard
- Reports

Status: Anna Jsem Fialová

Curricula

- Over due (0)
- Due in 30 days (0)
- Due Later (0)

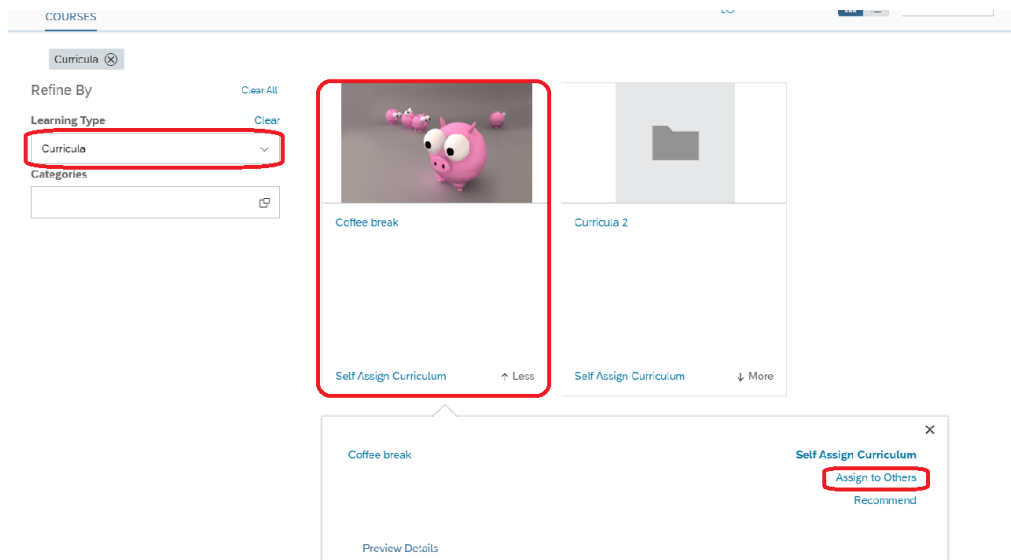
Learning History

No completions in the last 30 days



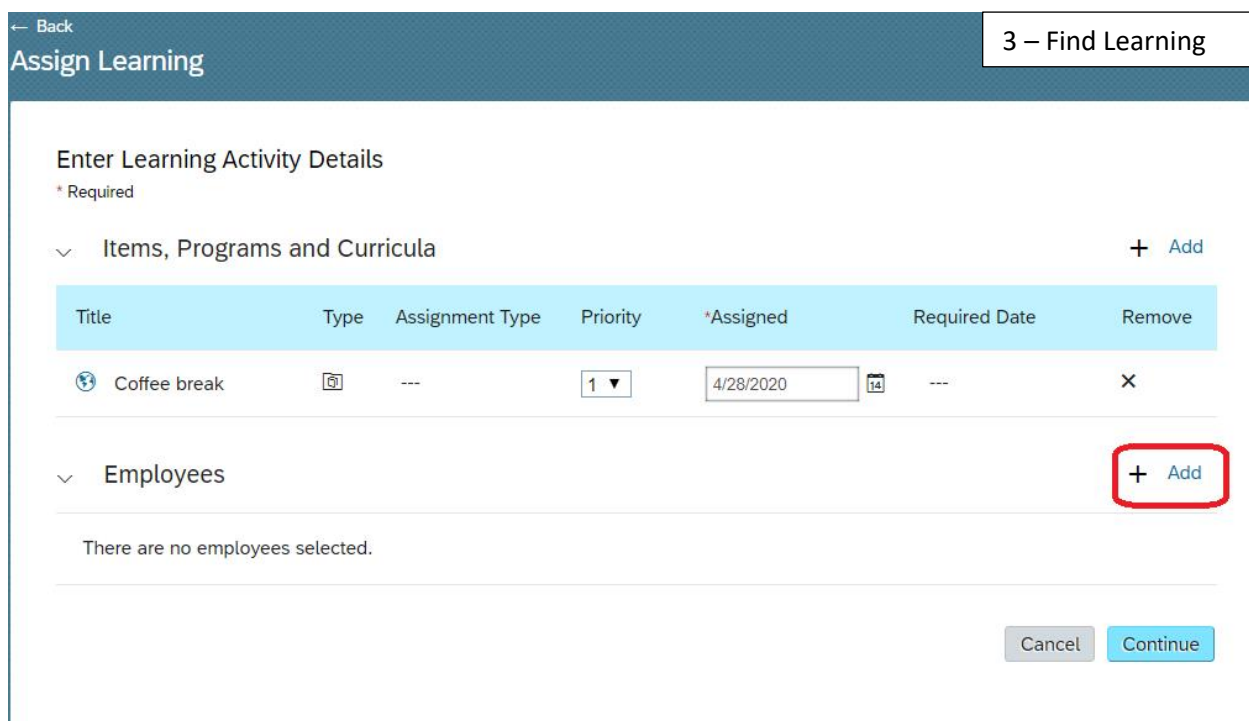
3 Find learning – you can use it to assign courses to your subordinates. After click on „Browse all courses“ you will get to available trainings catalog.

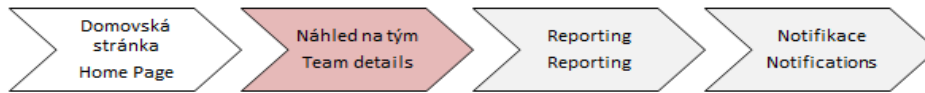
Click on „Learning type“ in menu, choose „Curricula“ line, then click on course detail and click on „Assign to others“.



After that dialog window is displayed. Chosen course will be filled automatically.

It is **necessary** to choose assignment type „required“ and to choose which subordinate to assign (through „Add“ button).





After that you can see list of your subordinates, from which you can choose.

Be careful! You have to tick checkbox situated near subordinate and click on „Add“ button.

← Back

3 – Find Learning

Select Employees

<input type="checkbox"/>	Employees	Region	Job Code	Manager	Organization
	<input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Manager"/>	<input type="text" value="Organization"/>
				<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input checked="" type="checkbox"/>	Fialová, Anna		21000140	Marný, Tomáš	CZC001
<input type="checkbox"/>	Nemůžu, Zato		21000315	Marný, Tomáš	CZC001
<input type="checkbox"/>	Včerejší, Jana		21000067	Marný, Tomáš	DCH010
<input type="checkbox"/>	Žluté, Vajříčko		21000140	Marný, Tomáš	CZC001

Employees selected: 1

Cancel
Add



Next click on „Continue“ and „Assign learning“.

← Back

3 – Find Learning

Assign Learning

Enter Learning Activity Details
* Required

∨ Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove	
☎ Coffee break	📅	---	1 ▼	4/28/2020	📅	---	✕

∨ Employees + Add

Name	Remove
Anna jsem Fialová	✕

Cancel Continue

After these steps, dialog window is displayed. It confirms learning activity assignement.

Assign Learning

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close



How to remove learning activity?

As supervisor cannot remove courses, that are assigned with „**System AP**“ mark (they are assigned based on automatical rules via system).

If you want to remove this type of course, please contact us on e-mail group **.pce elearning**. Courses, that you assigned to your subordinates, can be removed whenever you want.

The screenshot shows the 'My Team' view for user 'Anna Jsem Fialová'. The main content area displays a list of overdue courses under the heading 'OVERDUE'. The courses listed are:

- OI_CZ_Hadanka**: ONLINE OI_CZ_Hadanka rev.2 6/11/2019. Part of OI_EN_CZ_Hadanka. 169 DAYS OVERDUE | REQUIRED. YOU HAVE UNMET PRE...
- OI_CZ_Hančiny_vidle**: ONLINE OI_EN_Hankas_pitchfork rev.2 6/9/2019. Part of Hankas_pitchfork. 169 DAYS OVERDUE | REQUIRED. YOU HAVE UNMET PRE...
- OI_EN_Hadanka**: ONLINE OI_EN_Hadanka rev.2 6/11/2019. Part of OI_EN_CZ_Hadanka. 169 DAYS OVERDUE | REQUIRED. YOU HAVE UNMET PRE...
- OI_EN_Hankas_pitchfork**: ONLINE OI_CZ_Ilančiny_vidle rev.1 6/9/2019. Part of Hankas_pitchfork. 169 DAYS OVERDUE | REQUIRED. YOU HAVE UNMET PRE...
- SurpriseCZ, rev.2**: ONLINE SurpriseCZ rev.2 6/11/2019. Part of Surpriseeeeeee. 168 DAYS OVERDUE | REQUIRED. YOU HAVE UNMET PRE...

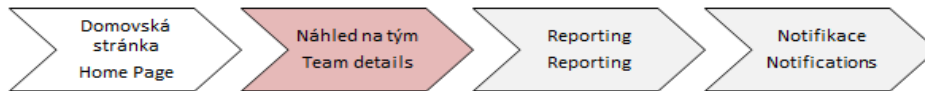
On the right side, the 'Curricula' status chart shows:

- Overdue (6)
- Due in 30 days (0)
- Due Later (0)

Numbered callouts in the image point to:

- The 'My Team' tab and the search bar area.
- The 'Curricula' status chart.
- The 'Find Learning' search box.
- The 'Manager Links' menu.

For learning activity removal, it is necessary to go to „**My Team**“, click on chart in „**Curricula**“ area (no. 2 in screen).



Dialog window is displayed.

Anna jsem Fialová
 Assistant / 21000140
 CZC001

2 – Curricula and Learning History

Curriculum Status

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Curriculum Title	Status	Priority	Next Action ...	Expiration D...	Assigned By	Remove
Coffee break	1	N/A	N/A	N/A	Manager (Tomáš Marrý)	⊖
Hankas_pitchfork	1	⚠ 11/11/2019	N/A	N/A	Admin (System AP)	
Ol_EN_CZ_Hadanka	N/A	⚠ 11/11/2019	N/A	N/A	Admin (System AP)	
Surpriseeeeeeee	N/A	⚠ 11/12/2019	N/A	N/A	Admin (System AP)	
ZKOUŠKA_3.6.	N/A	⚠ 1/9/2020	N/A	N/A	Admin (System AP)	
The most interesting courses	1	⚠ 1/16/2020	N/A	N/A	Admin (System AP)	
Training of OHS and Fire Prevention for IL Employees - KH	N/A	⚠ 4/8/2020	N/A	N/A	Admin (System AP)	

Click on **(-) icon** to remove current course (as on screen over).

After these steps, curricula will be removed from assigned learning list of your subordinate.



„Three points“ function

Using „Three points“ icon, you can e.g. assign learning activity to your subordinate or make report of his/her learning history.

In „My Team“ section click on three points:

After click on „Assign learning“ or „reports“ you will see the same screen as already mentioned.

You can find more information about Reporting in next manual.