

# How-To Guide for LEARN: Assign Learning to Direct Report(s)

# 1. Introduction

Welcome to the How-To Guide for LEARN!

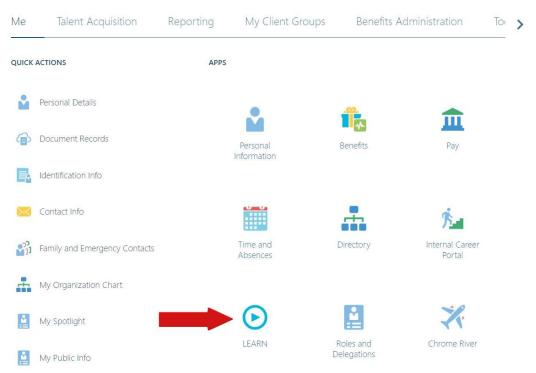
This guide will show you how to assign learning to your direct reports on LEARN. By mastering this skill, you will be able to enroll your team in professional development courses and encourage a culture of continuous learning.

# 2. Step-by-Step Instructions

#### Step 1: Access LEARN

Sign into the HRMS using your single sign-on ID and password and then click on the **'LEARN'** icon.

(https://hdqb.login.ca2.oraclecloud.com/)

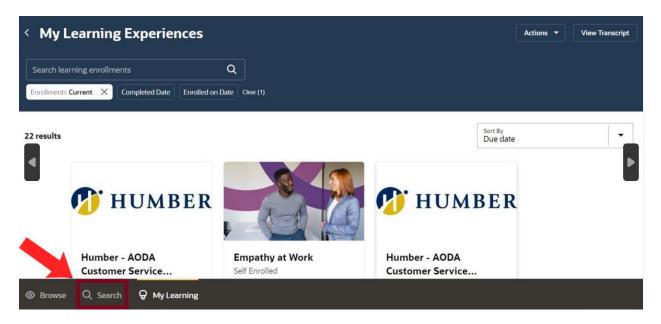






#### Step 2: Access the Learning Catalog

From the LEARN home page, click on the 'Search' tab located at the bottom of the screen to access the Learning Catalog.



#### Step 3: Search for a Course

In the **'Search'** tab, type in the course name, or keywords related to a specific topic in the search bar and then click on the **'Search'** icon.

< Search the Learning Cata	og	Actions   Request Noncatalog Learning
Search for learning	Q 2	
Learning Type Learning Formation Start on or After	End on or Before Language	
10000 results		Sort By Most recently featured
Human Rights, Equity &	Occupational Health &	
Inclusion Learning Community	Safety Learning Community	Peoples and Culture Learning Community
Browse     Q Search      G My Learning		

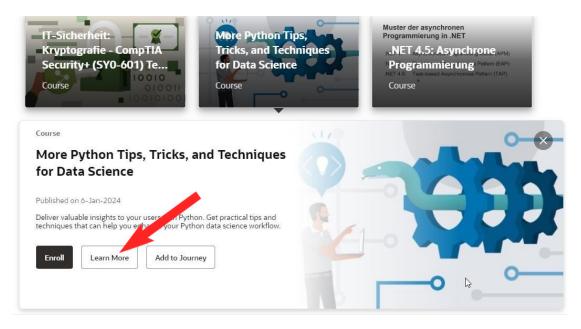


Alternatively, you can scroll through the entire **Learning Catalog** within the 'Search' tab.

Search for learning	Q		
Learning Type Learning Format	Start on or After End on or Before Language	*	
10000 results			Sort By Most recently featured
Human Rights, Equity &	Occupational Health &		Humber - AODA Customer Service
Human Rights, Equity & Inclusion Learning Community	Occupational Health & Safety Learning Community	Peoples and Culture Learning Community	

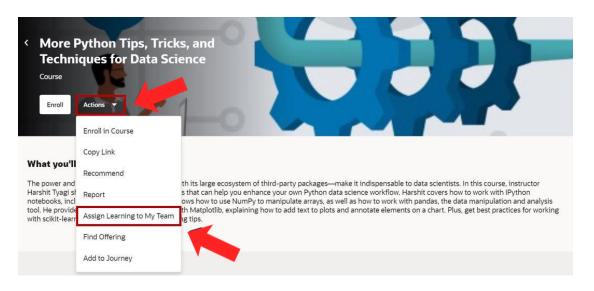
#### Step 4: Select a Course to Assign

4.1 Click on the course you'd like to assign and then click on the 'Learn More' icon.





4.2 Click on the 'Actions' drop-down and then select 'Assign Learning to My Team'.



#### Step 5: Complete the Assign Learning Details

In the 'Assignment details' section, select the 'Assignment Type' and then select the 'Due Date'. In the 'Learners' section, type in and select the names of your direct reports that you wish to assign the learning to and then provide a brief explanation in the 'Notes to Learners'. Once finished, click 'Assign'.

Assignment details				
Assignment Type		Start Date 11-Apr-2024	i	
	Required			
Due Date	Ē	Context Segment		
ontext Segment				
Context Segment				
Context Segment				
earners				
earners	▼ Required			
earners Select a person	Required			
earners Select a person	Required			
Context Segment earners Select a person Note to Learners	Required			



Alternatively, you can assign learning in the 'My Team's Learning' home page which can be accessed in the HRMS under the 'My Team' tab.

Me	My Team	Talent Acquisition	Reporting	My Client Groups	Benefits Administration	Tools	>
QUICK /	ACTIONS	APPS					
Ě	Seniority Dates						
Ň	Employee Summary		My Team	Performance	Talent Review	LEARN	
1¥	Promote and Change	Position					
2	Employment Info					+	
¢	Document Records		Document Records	Manage Time Cards	Individual Compensation	I	
Show N	fore						

Click on the 'Actions' drop-down in the header of the home page and then select 'Assign Learning'.

< Team Learning			Actions 🔻	Switch Team
			Assign Learning	
Search by learners	Q		Record External Learning	
Reports Direct reports X Enroll	Iments Current X Enrollment Type Due Date	Enrolled on Date Co	Publish Video	
			Author Learning Journey	
1 item			Create Learning Community	earning Items
Employee Name	Required	Voluntary		·
DD Job Title	4	4		Overdue



The 'Assign Learning' details that you will need to complete are the same with the addition of the 'Learning items' drop-down where you need to search and select the learning that you would like to assign. Once finished, click 'Assign'.

Assign Learning		Cancel	Assign
Assignment details			1
Assignment Type Required	Start Date 12-Apr-2024		
Due Date	Context Segment	]	
Context Segment			
Learning items			
Select a learning item 🔹 🔻			
Learners			
Select a person			
Note to Learners		]	

If you're not sure which learning item you would like to assign, you can browse the entire **Learning Catalog**. Navigate to the **'Search'** tab from the **'My Team'** home page. Then select a specific course and click on the **'Assign to My Team'** icon.

Search for learning	Q			
Learning Type Learning Format City Start of	on or After End on or Before Lan	guage		
00 items				Sort B
	umber HRMS	Humber - Office	Safety Awareness	
Resources	esources	Ergonomics Training	Training for Humber	
	ourse	Course	Course	
2				
Course Featured				
Humber Employee Resources				
Published on 31-Dec-2023				
Access Humber College's Knowledge Base for all infor	mation pertaining to the role of the			
Employee in interaction with the HRMS Human Capita	I Management System			
Assign to My Team				



# 3. Troubleshooting

Issue: Error message is shown when submitting the request.

**Solution:** Double-check the information entered for any errors or missing fields. If the issue persists, contact the <u>HR Support Centre</u> for assistance.