

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

1. Introduction

Welcome to the How-To Guide for LEARN!

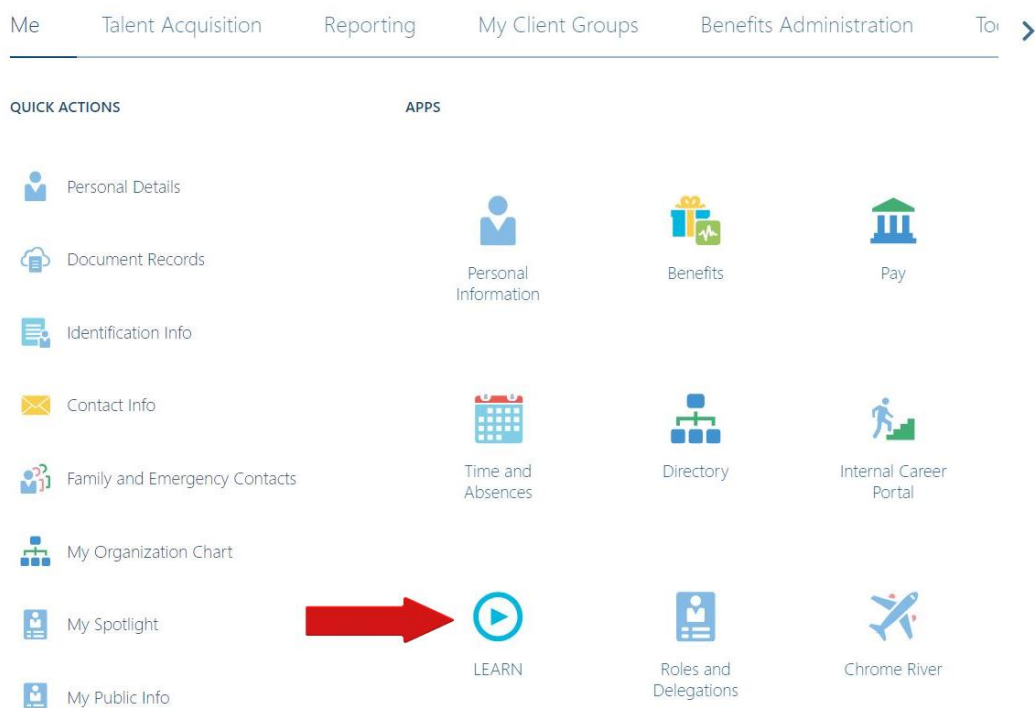
This guide will show you how to assign learning to your direct reports on LEARN. By mastering this skill, you will be able to enroll your team in professional development courses and encourage a culture of continuous learning.

2. Step-by-Step Instructions

Step 1: Access LEARN

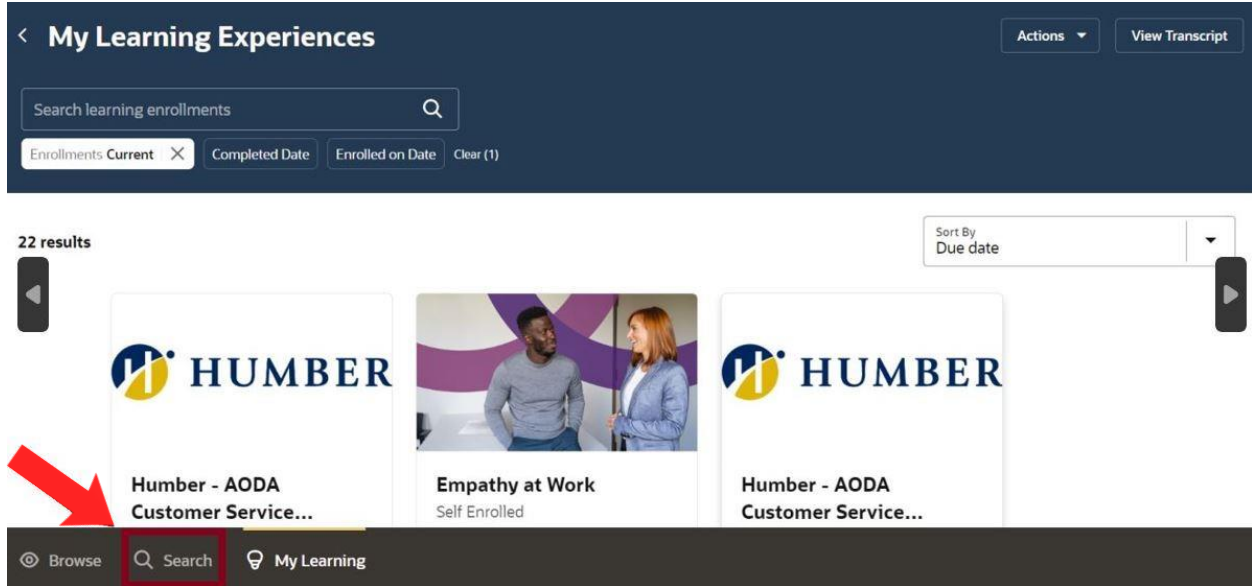
Sign into the HRMS using your single sign-on ID and password and then click on the 'LEARN' icon.

[\(https://hdqb.login.ca2.oraclecloud.com/\)](https://hdqb.login.ca2.oraclecloud.com/)



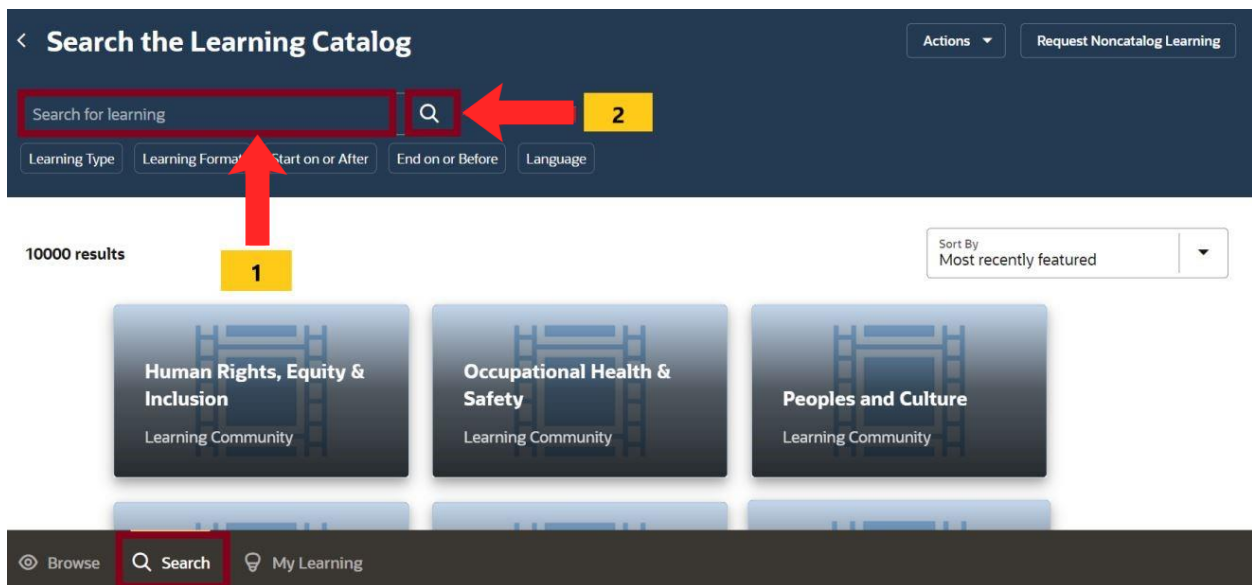
Step 2: Access the Learning Catalog

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

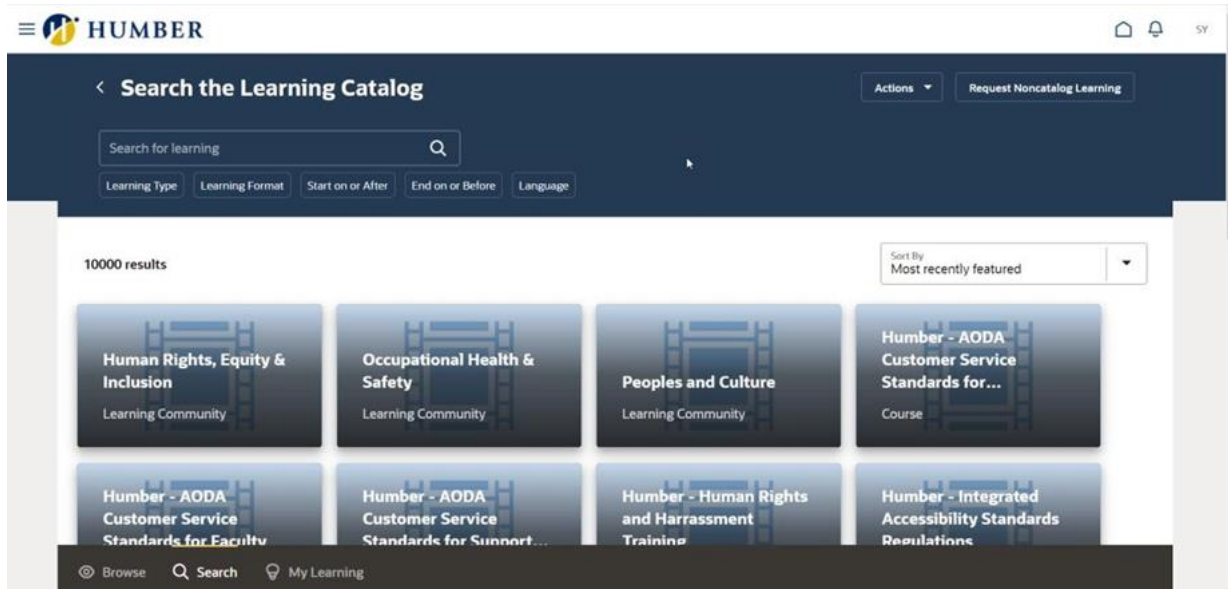


Step 3: Search for a Course

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.

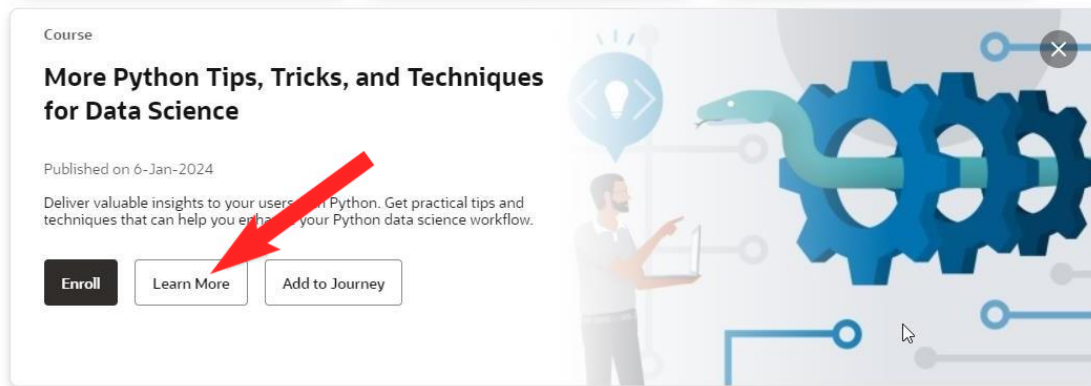


Alternatively, you can scroll through the entire Learning Catalog within the ‘Search’ tab.



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.

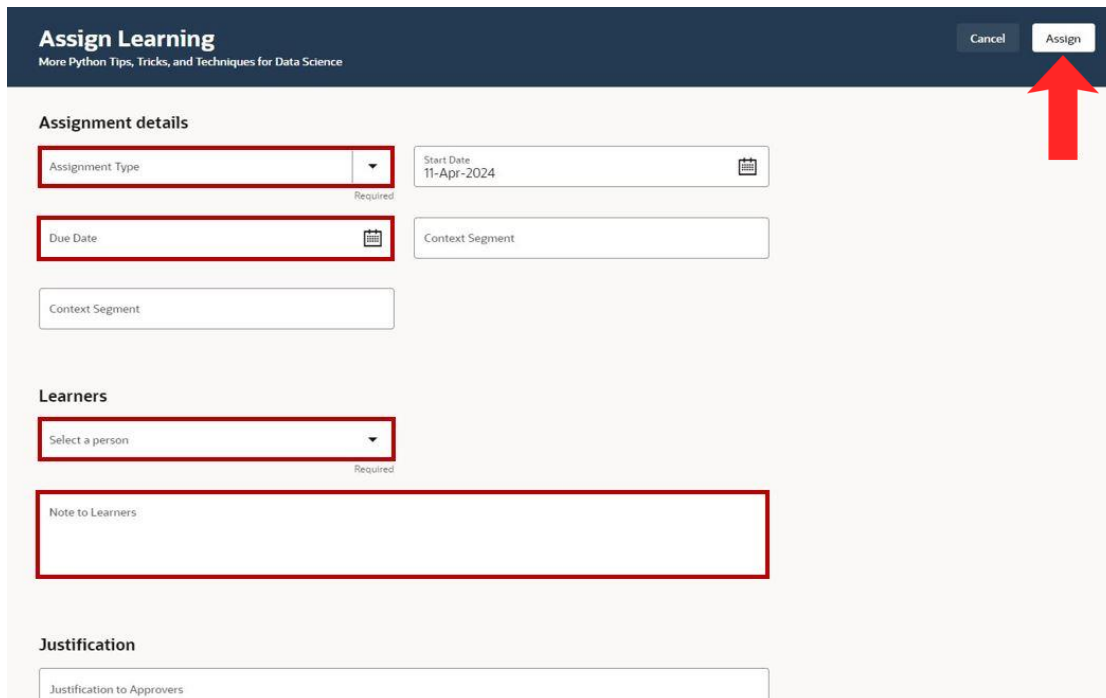


4.2 Click on the ‘Actions’ drop-down and then select ‘Assign Learning to My Team’.

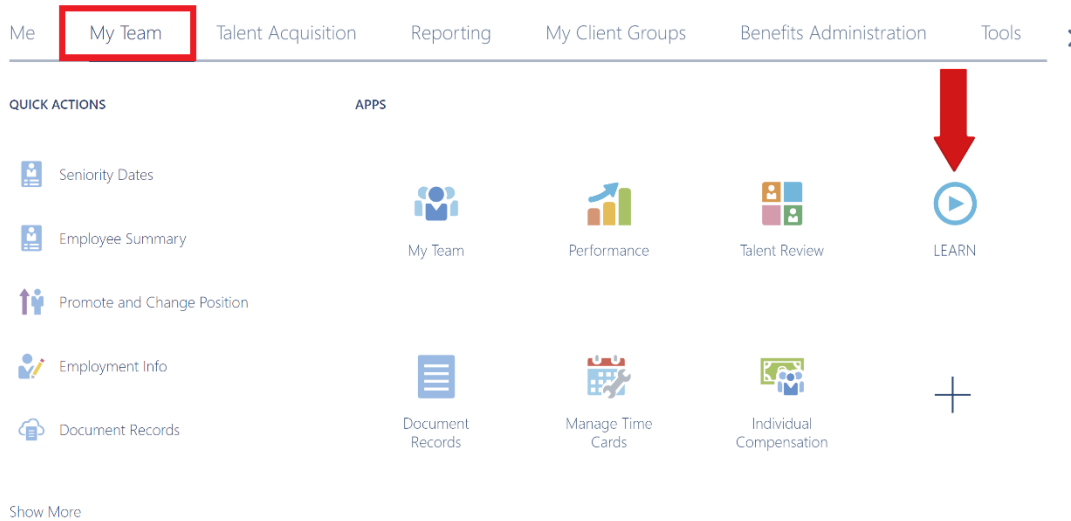


Step 5: Complete the Assign Learning Details

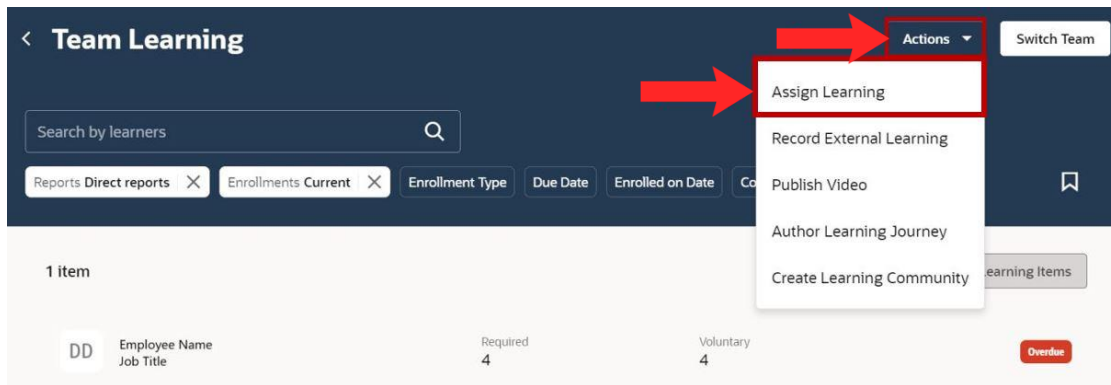
In the ‘Assignment details’ section, select the ‘Assignment Type’ and then select the ‘Due Date’. In the ‘Learners’ section, type in and select the names of your direct reports that you wish to assign the learning to and then provide a brief explanation in the ‘Notes to Learners’. Once finished, click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



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.



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



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'.

The 'Assign Learning' form is shown with several fields highlighted by red boxes and a red arrow pointing to the 'Assign' button. The fields include: 'Assignment Type' (dropdown), 'Start Date' (calendar icon, value: 12-Apr-2024), 'Due Date' (calendar icon), 'Context Segment' (text input), 'Select a learning Item' (dropdown), 'Select a person' (dropdown), and 'Note to Learners' (text input). The 'Assign' button is located in the top right corner.

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.

The 'Search the Learning Catalog' interface is shown with three numbered callouts. Callout 1 points to the 'Search' button in the bottom navigation bar. Callout 2 points to the 'Humber Employee Resources' course card in the search results. Callout 3 points to the 'Assign to My Team' button on the course detail page for 'Humber Employee Resources'.

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 [HR Support Centre](#) for assistance.