

# How-To Guide for LEARN: Check Team’s Learning Progress

## 1. Introduction

Welcome to the How-To Guide for LEARN!

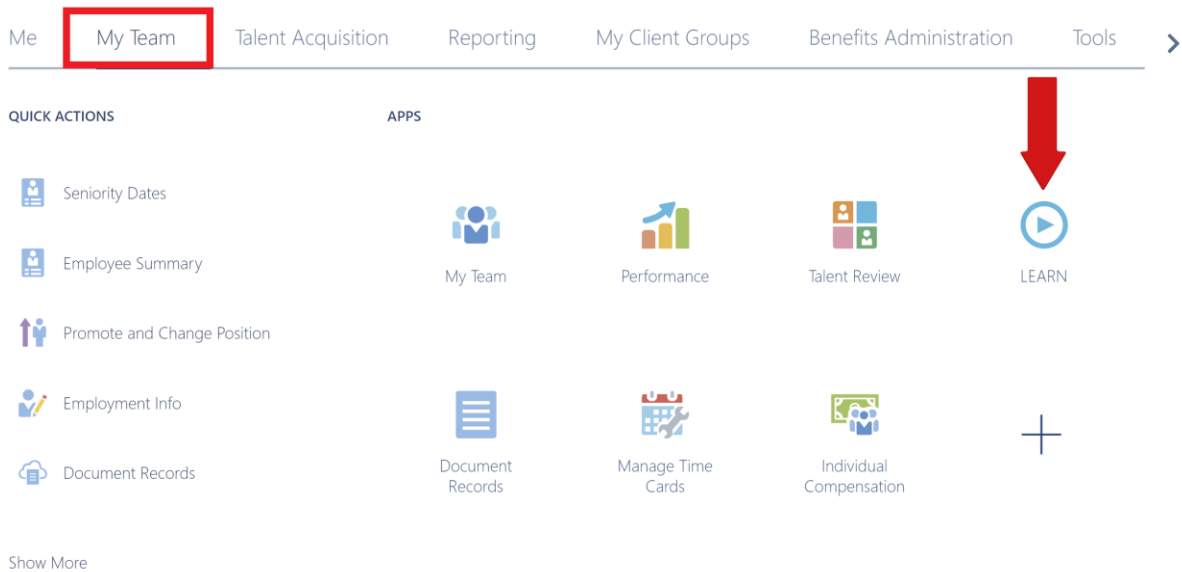
This guide will show you how to check the learning progress of your direct reports on LEARN. By mastering this skill, you will be able to keep track of your team’s professional development and encourage a culture of continuous learning.

## 2. Step-by-Step Instructions

### Step 1: Access LEARN

Sign into the HRMS using your single sign-on ID and password, then navigate to the ‘My Team’ tab and click on the ‘LEARN’ icon.

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



## Step 2: Check Team’s Learning Progress

The ‘Team Learning’ home page will automatically show all your direct reports and their current enrollments and will flag if they have any overdue courses. The header also contains various filters that you can use to view specific learning progress reports.

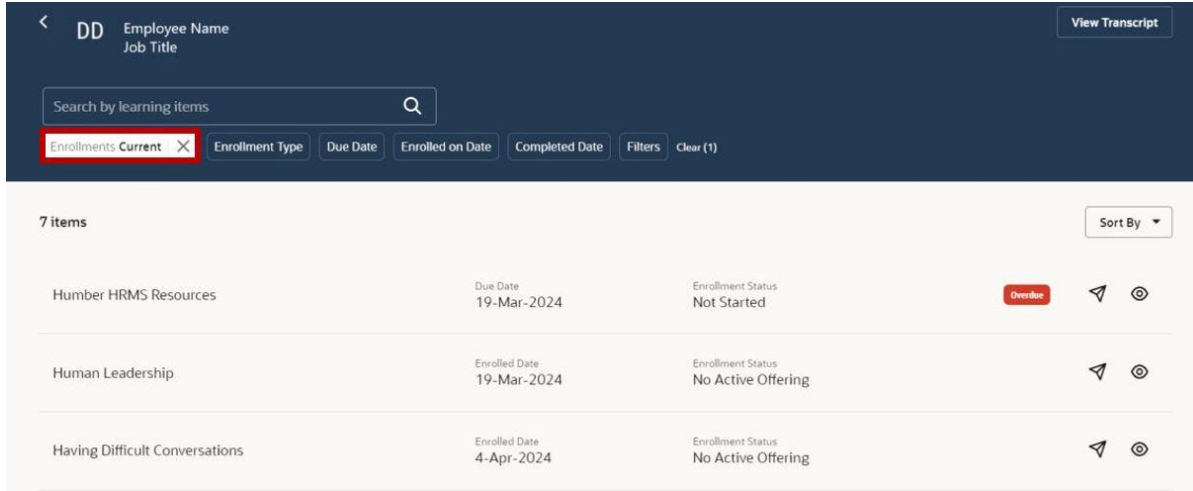
The screenshot shows the 'Team Learning' dashboard. At the top, there is a search bar labeled 'Search by learners' and a 'Switch Team' button. Below the search bar are several filter buttons: 'Reports Direct reports', 'Enrollments Current', 'Enrollment Type', 'Due Date', 'Enrolled on Date', 'Completed Date', and 'Filters Clear (2)'. The main content area shows '1 item' and a table with columns for 'Employee Name Job Title', 'Required', and 'Voluntary'. The 'Required' column shows '4' and the 'Voluntary' column shows '3'. A red 'Overdue' badge is visible on the right side of the table row.

## Step 3: Check Learning Progress of a Direct Report







To get a more detailed view of a direct report’s current enrollments, click on the direct report’s name.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Employee Name Job Title' column header in the table, indicating where to click for more details.

The dashboard will show all current enrollments of your direct report and if any learning items are overdue. In the header, you can update the 'Enrollments' filter to 'Completed' to view their completed enrollments.



The screenshot shows the HRMS dashboard for an employee. At the top, there is a header with a back arrow, the employee's initials 'DD', name, and job title. A 'View Transcript' button is in the top right. Below the header is a search bar labeled 'Search by learning items'. A filter bar contains several buttons: 'Enrollments Current' (highlighted with a red box and an 'X' icon), 'Enrollment Type', 'Due Date', 'Enrolled on Date', 'Completed Date', 'Filters', and 'Clear (1)'. Below the filter bar, it says '7 items' and a 'Sort By' dropdown menu. The main content area displays a table with three rows of enrollment data.

Learning Item	Enrollment Date	Enrollment Status	Actions
Humber HRMS Resources	19-Mar-2024	Not Started	<span>Overdue</span>  
Human Leadership	19-Mar-2024	No Active Offering	 
Having Difficult Conversations	4-Apr-2024	No Active Offering	 

### 3. Troubleshooting

If you are accessing the HRMS for the first time, you might encounter authentication errors. It is essential to confirm the accuracy of your credentials and permissions for the service connection.

**Issue:** Authentication error when accessing the HRMS.

**Solution:** Double-check the entered credentials and ensure that the permissions for the service connection are accurate. Seek guidance from your manager or contact the [HR Support Centre](#).

**Issue:** Unable to access specific features or resources within the HRMS.

**Solution:** Review the permissions assigned to your account and contact the [HR Support Centre](#) for assistance.