Learning Management

Manager Quick Reference Guide

My Manager Homepage

If you have a manager or supervisor role at the state, you will have access to the My Manager Home Page in the Self Service Portal. Managers and supervisors can approve learning requests, view their team members learning records, enroll team members in classes and programs, and create Team Learning Plans.

This guide will cover My Team Learning.

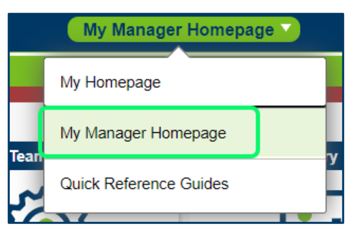
A note about direct reports in ELM:

If you have team member changes that are not reflected in ELM, please contact HR to update SEMA4. ELM is the State of MN training records system. Employee job class and “reports to” information is maintained SEMA4 and downloaded into ELM nightly. If you are in a temporary or work out of class supervisory position you will not see your direct reports in ELM.

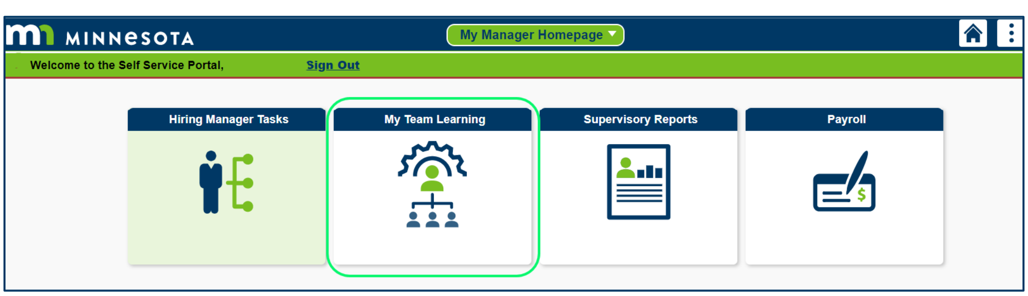
How do I get there?

Sign into Self Service Portal using your Employee ID (User ID) and Password.

On the MN header banner, you will have a drop down menu. Select **My Manager Homepage**



Select My Team Learning tile



My Team Learning tile to view Team Learning, Team Members, Certification Status, and Team Learning Plans.

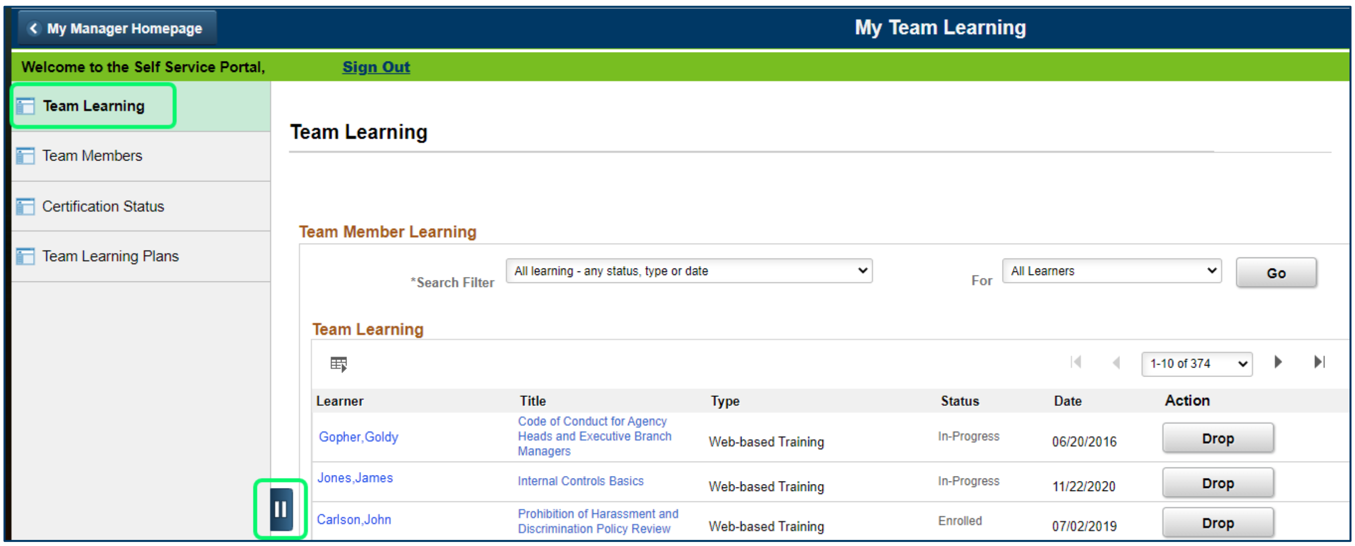
As you navigate, on each page there is a tab option to collapse to create a larger viewing area and workspace. Select the tab to return the Team Learning menu options.

Team Learning

The Team Learning page is for reviewing learning for your team. Managers can use the Search Filter to view details and progress statuses for learning their team members are enrolled, pending approval, completed, or in progress.

There is also a drop down option that lists your team members. You can select one at a time or All Learners.

Once you have selected your filters and learner, select the Go button.



Team Members

Managers can use this page to review a list of team members, oversee team learning, approve, or deny pending approvals.

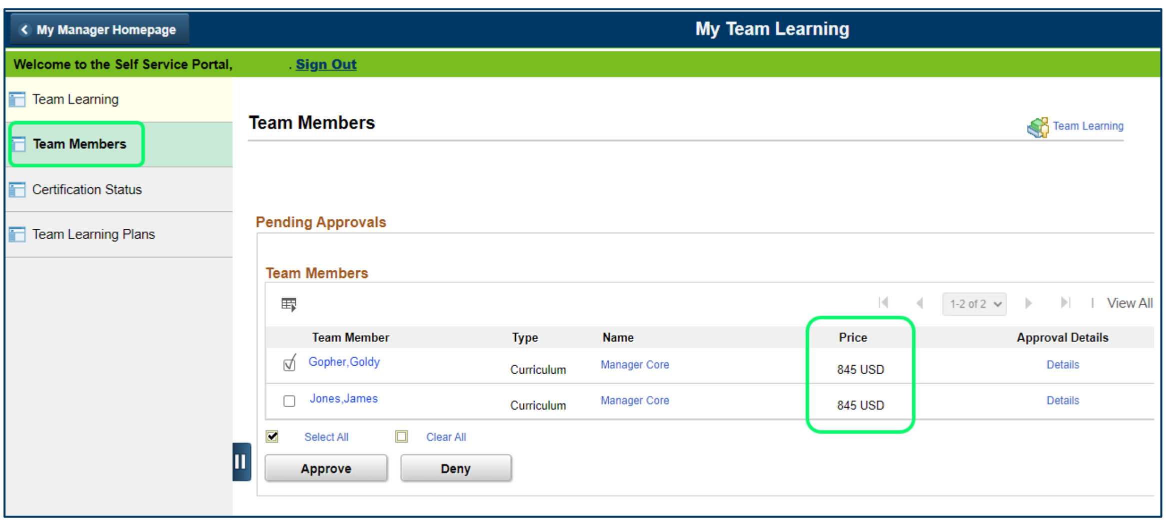
Pending Approvals

Pending Approvals are listed on the **Team Members** page. This will be a list of your team members who have learning items that require approval.

The message “You currently do not have any pending learning approvals to approve or deny” will display if there are no pending approvals for your team.

If you have pending approvals:

- If there is a Price listed, please be sure to comply with your agency’s procedures and policies regarding encumbering funds prior to approving your team member’s request
- To review class information, select the Details link
- Select the check box next to the Team Member’s class that has a pending approval
- Select the Approve or the Deny button located below the list of Pending Approval

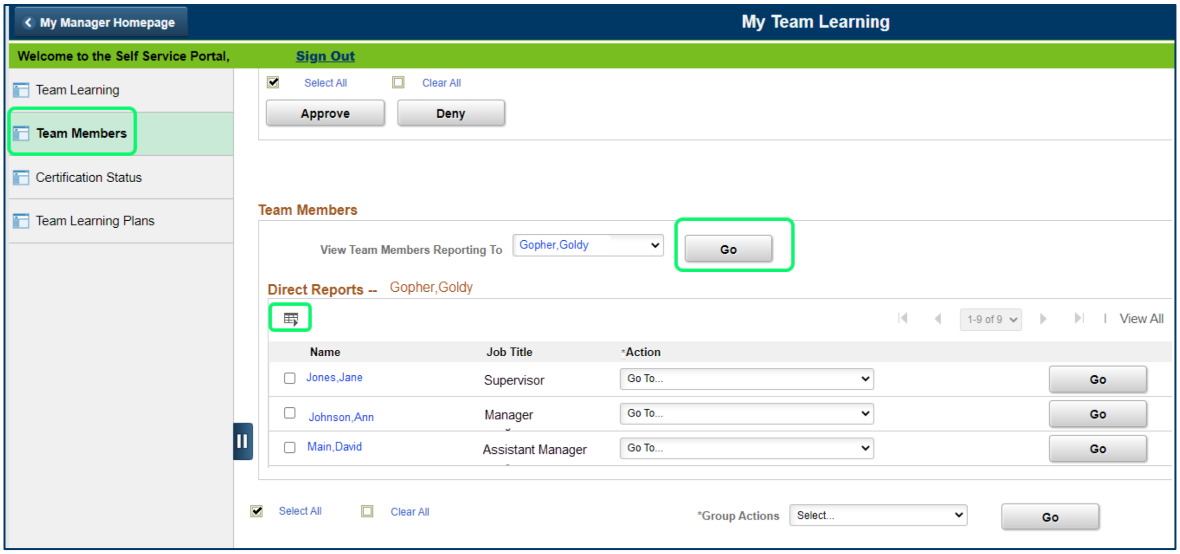


Team Members – Direct Reports and Indirect Reports

In the **Team Members** section, the default will display your direct reports. In the **Action** drop down, select Team Learning to open the transcript.

If you have indirect reports, they will be listed in the **View Team Members Reporting To** drop down list. Select the team member and the Go button to see their team learning record.

There is a download icon if you would like to export the transcript to excel.



Am I able to enroll my team in a class in ELM?

Yes, on the **Team Members** page.

- Select the check box next to the team member or members you would like to enroll.
- In the **Group Actions** box at the bottom of the page, choose **Enroll** and select the **Go** button.
- This will open the **Find Learning** page where you are able to search for the class that you would like to enroll your team member(s) in.
- Once you have found the course, select the **Enroll** button. If there is not an Enroll button then there is not a class session available.
- On the **Enroll In Class** page, select **Submit Enrollment.**
- Once the enrollment is processed there will be a Message that indicates a successful enrollment.

To drop team members from a class, select the Drop button in the Action column.

Certification Status

Certifications are not widely used by the state at this time so there may not be information here to review. If your agency enters Certification or curriculum programs in ELM, managers and supervisors can use this page to review certifications statuses for their team.

Team Learning Plans

Managers and supervisors can use this page to view the current learning plans of their team members, update existing plans, or to create new learning plans.

If you have added a learning plan for your team members, you can review their plan on the Current Learning Plans page. This is also where you can update learning plans.

For ELM questions, contact your agency ELM administrator or elm.admin@mmb.state.mn.us