MANAGER'S PROXY

User Guide

hr.uconn.edu/learningatwork
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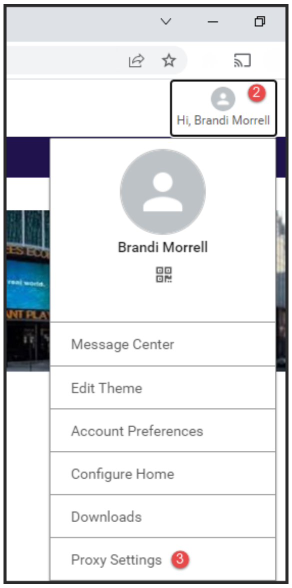
UCONN
LEARNING @ WORK

learningatwork@uconn.edu

Learning@Work: Act as Proxy

Note: Acting as proxy will take over the person's instance if both are logged into the system at the same time.

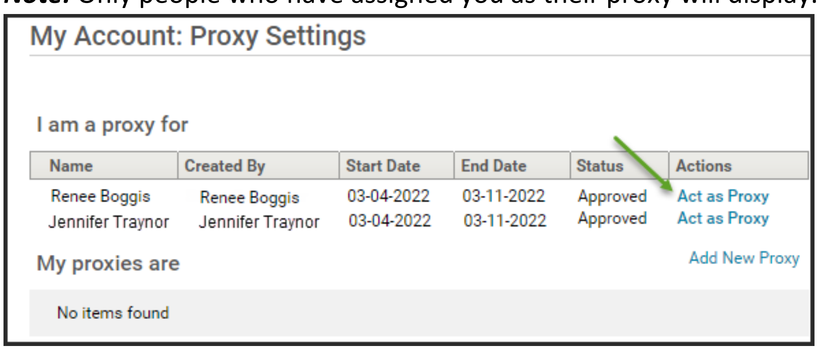
1. Log in using your netID and netID password
2. Click on your name in the upper right corner



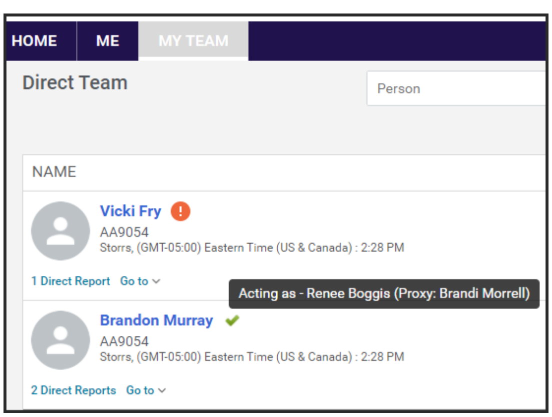
3. Select *Proxy Settings*

4. Select the person you would like to proxy for (e.g. Renee Boggis).

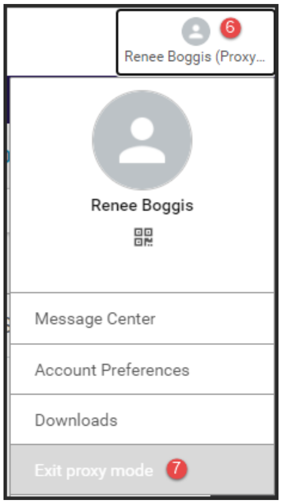
   Note: Only people who have assigned you as their proxy will display.



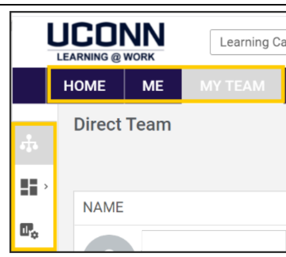
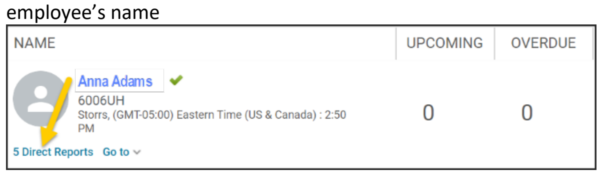
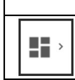
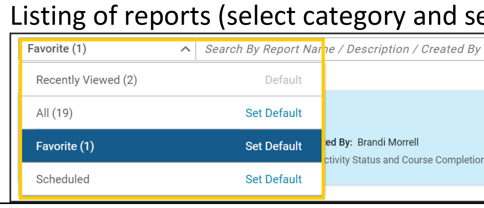
5. You are now acting "as proxy"



6. Turn off by clicking on the person's name in top right corner
7. Click *Exit Proxy Mode*



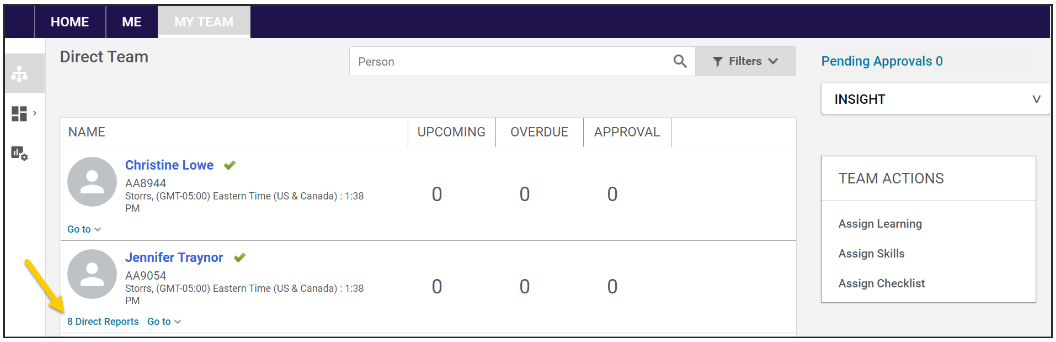
Home Menu Overview

		
Home	Home Page	Lists courses you are registered for as a learner as well as recent courses you completed as a learner.
ME	My Plan	View Interactive Learner dashboard with filtering options.
MY TEAM	My Team	List of Direct Team (same as )
	Direct Team	Names of direct reports and number of upcoming and overdue trainings. To view the trainings, click the # in the column. To view the employees supervised by your direct report, click # Direct Reports under the employee's name 
	Dashboards	*Not in use*
	Analytics	Listing of reports (select category and search by report name) 

My Team – Dashboard Overview

Managers are granted access to the *Team Dashboard*. The dashboard view provides a high level overview of your teams learning information. Team members with up-to-date training plans will display a green checkmark with a note: *On Target*. If a team member has any items outstanding or overdue, you will see a red exclamation mark and note which reads: *Requires your attention*.

Click on the activities to see the specifics (e.g. Upcoming Activities, Overdue Activities, etc.). Unit level managers and above have access to their direct reports as well as the department managers' teams.



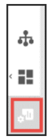
Assign Learning to **One Learner**

1. Navigate to *My Team (top navy blue ribbon)*
2. Click the person's name from the list
3. Click *Assign learning* under ***Actions*** drop down menu
4. Click Add to Plan (assign course and allow learner to select date of session). Note: Register will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
5. Click the ***Next*** bottom on bottom right
6. Enter course name in ***Search catalog*** field and click the magnify glass
7. Click *Select date* under ***Due date*** column (when adding to plan)
8. Click *Yes* under ***Mandatory*** column
9. Click the right arrow under ***Action*** column
10. Click *Add to Plan* button
11. Confirmation will display and an email is sent to the learner
12. Click the *Close* button

Assign Course to **Multiple Learners**

1. Navigate to *My Team (top navy blue ribbon)*
2. Click *Assign learning* under ***Team Actions*** (*top right)*
3. Click Add to Plan (assign course and allow learner to select date of session). Note: Register will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
4. Enter course name or course number in ***Search catalog*** field and click the magnify glass
5. Click *Select date* under ***Due date*** column (when adding to plan).
6. Click ***+*** icon
7. Enter learner's name in ***Person Search*** field and click the magnify glass – or – scroll down to view full list
8. Click *Yes* under ***Mandatory*** column for learners being assigned
9. Click ***+*** icon
10. Click *Add to Plan* button
11. Confirmation will display and an email is sent to the learner
12. Click the *Close* button

Run Ad-Hoc Reports

1. Navigate to My Team > Analytics 
2. Click on the name of the report: **UCONN 'My Team' Enrollment Report**
3. Enter specific criteria (e.g. Course name).
4. View report on screen or click *Download* in upper right (follow prompts to complete download).
5. Click x in upper right of reports window to close report.

Help Contact

Additional information is available at: http://hr.uconn.edu/learningatwork/

For assistance, contact the Learning@Work admin at learningatwork@uconn.edu