


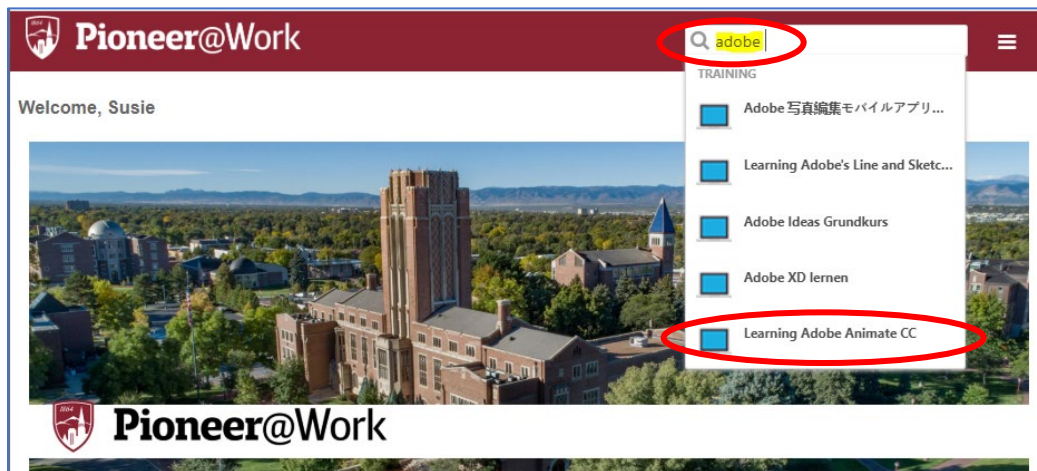


LEARNING AT DU

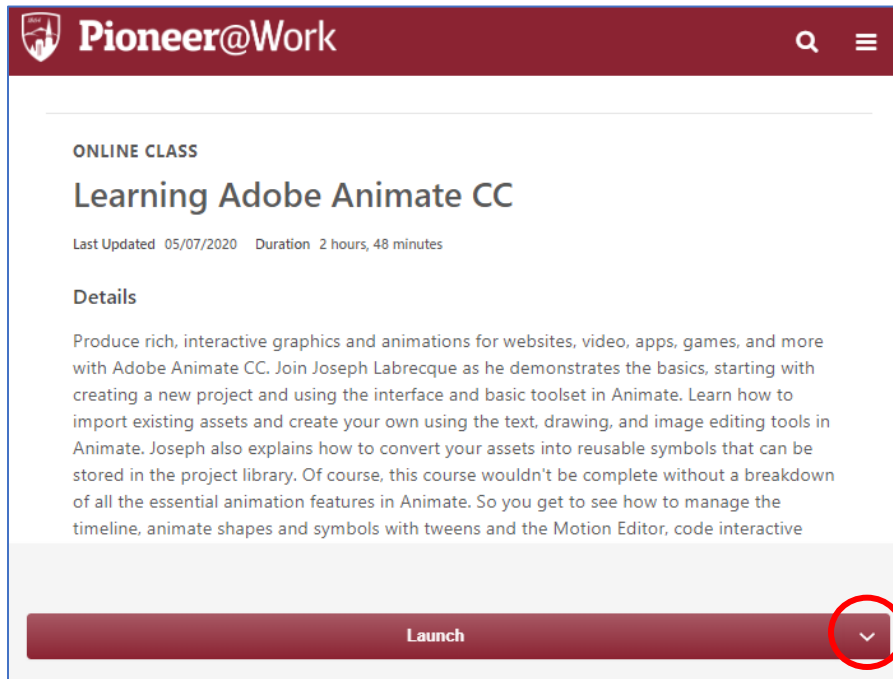
LMS USER GUIDE FOR MANAGERS

How to Assign Training to Your Employee

1. To search for training using the search bar, click on the magnifying glass/search icon  in the top-right corner of the screen.
2. Enter a search term for training you want to assign (in this example, “Adobe...”).



3. The training details will appear. Click on the dropdown arrow next to “Launch.”





4. Choose "Assign" from the options.

Pioneer@Work

ONLINE CLASS

Learning Adobe Animate CC

Last Updated 05/07/2020 Duration 2 hours, 48 minutes

Details

Produce rich, interactive graphics and animations for websites, video, apps, games, and more with Adobe Animate CC. Join Joseph Labrecque as he demonstrates the basics, starting with creating a new project and using the interface and basic toolset in Animate. Learn how to import existing assets and create your own using the text, drawing, and image editing tools in Animate. Joseph also explains how to convert your assets into reusable symbols that can be stored in the project library. Of course, this course wouldn't be complete without a breakdown of all the essential animation features in Animate. So you get to see how to manage the timeline, animate shapes and symbols with tweens and the Motion Editor, code interactive elements such as buttons, and finally publish your final project.

[Show More](#)

Assign

Save for Later

Launch

5. Designate a due date, if any, and add a comment.

Back > Assign Training

Assign Training

Learning Adobe Animate CC
Online Class • LinkedIn Learning • 2 hours, 48 minutes • \$0.00

Due Date

Add a Comment

☐ Automatically register users

Users who have the training already in their transcript are not included in this assignment


	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Lori Learner		0	None	




6. Check the box next to “Automatically register users” AND next to your direct report(s) name(s).

Back > Assign Training


Assign Training




**Learning Adobe Animate CC**
Online Class • LinkedIn Learning • 2 hours, 48 minutes • \$0.00

8/20/2020 


This training will be great for your professional development.


☒ Automatically register users

 Users who have the training already in their transcript are not included in this assignment

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
	 Lori Learner		0	None	


7. Click “Submit”.



**Learning Adobe Animate CC**
Online Class • LinkedIn Learning • 2 hours, 48 minutes • \$0.00



8/20/2020 

This training will be great for your professional development.

☒ Automatically register users

 Users who have the training already in their transcript are not included in this assignment

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input checked="" type="checkbox"/>	 Lori Learner		0	None	

Select an Indirect Subordinate  Select a User from a Cost Center | Appr... 

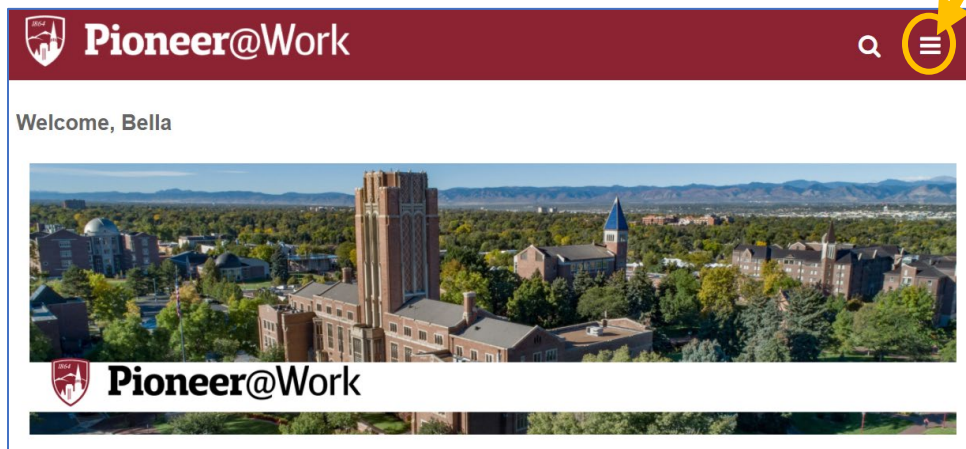
Indirect Subordinates	Language Equivalency	Assignment History	Current Status
-----------------------	----------------------	--------------------	----------------

Cancel **Submit**

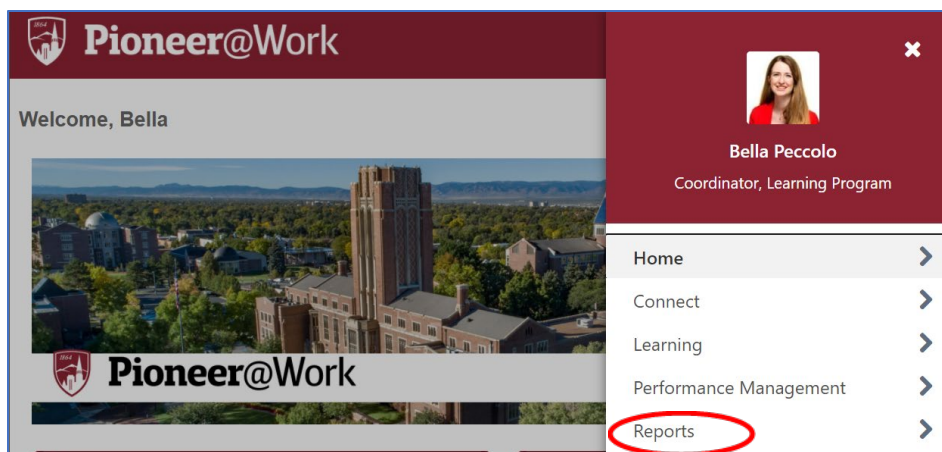


How to Run “Training Progress Pie Chart Summary” Report

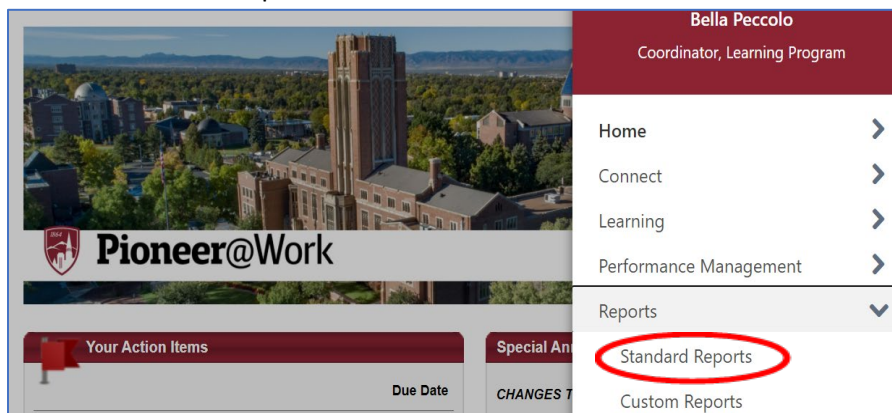
1. Click on the Navigation Menu icon in the upper right-hand corner of the screen.



2. Click on the Reports tab.



3. Click on “Standard Reports.”





4. Click on “Training.”

Pioneer@Work

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees **ILT** **Training** **Succession**

No Show Details
Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.

Past Due
Displays employees past due training.

Past Requests
Displays training requests you have already approved, deferred, or denied. You may change your decision for training that an employee has not yet registered for.

Pending Requests
Displays outstanding training requests you must approve, defer, or deny.

Records
Displays user data, transcripts for individual employees.

Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.

Training Status Summary
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

Transcripts
Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

5. Click on “Training Progress Summary Pie Chart.”

Pioneer@Work

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees **ILT** **Training** **Succession**

Certification Summary Report
Displays summary information for certifications.

Certifications Details
Displays users' detailed certification status.

Curriculum
Displays specific curricula data.

Divisional Training
Displays training requested by employees in your division.

Enterprise Past Due Training
Displays past due training.

Enterprise Training
Displays training requested by anyone in your organization.

Exception Training
Displays employees exception training.

Incomplete Divisional Training
Displays training not completed with 30,60,90 or 120 days of registration in your division.

Incomplete Training
Displays training not completed with 30,60,90 or 120 days of registration.

Online Course Attempts Report
Online Course Attempts Report.

Online Training Status
Displays status and progress information for trackable online training.


Training Hours
Displays training hours completed by employees.

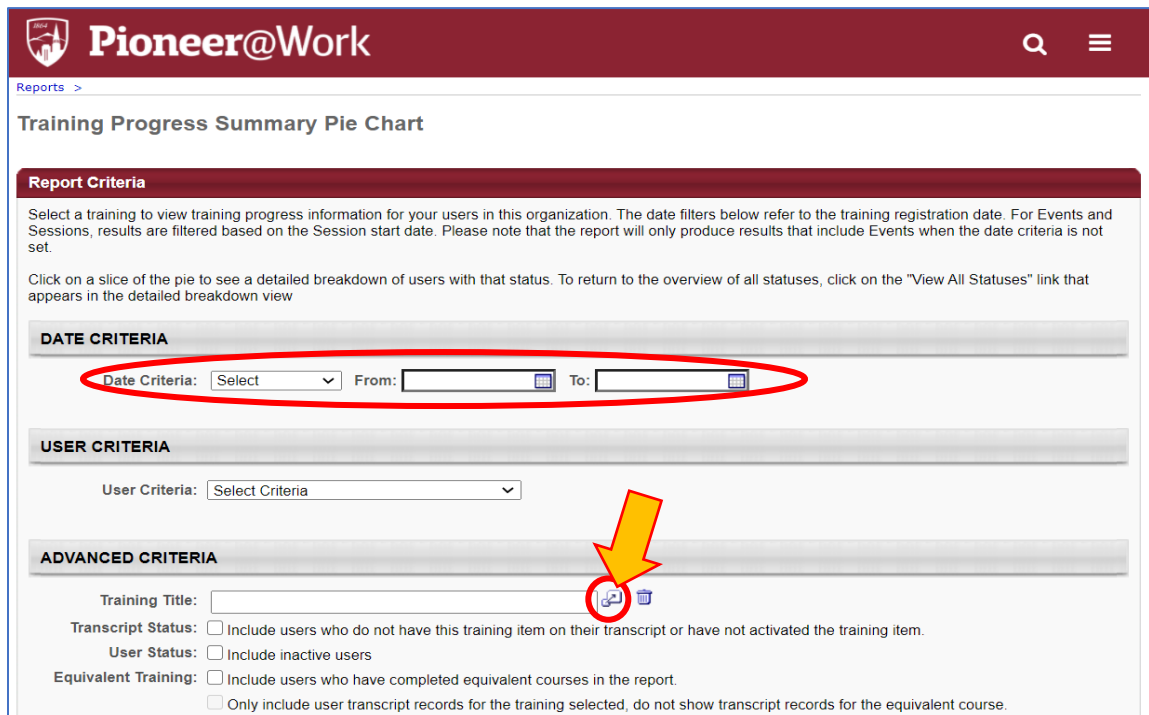
Training Progress Summary Pie Chart
Displays a pie chart summary of users' progress for a specific training item.

Training Registration Details Report
Display detailed user registration information for multiple training types. Incorporates business logic to indicate whether a user needs to register for a training. This report is limited to 100,000 rows.

Transcript Status
Displays the status of training items on a user's transcript.



6. You can enter dates if desired or leave blank. Select a Training Title using the  flyout arrow.



Pioneer@Work

Reports >

Training Progress Summary Pie Chart

Report Criteria

Select a training to view training progress information for your users in this organization. The date filters below refer to the training registration date. For Events and Sessions, results are filtered based on the Session start date. Please note that the report will only produce results that include Events when the date criteria is not set.

Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the detailed breakdown view


DATE CRITERIA

Date Criteria: From: To:

USER CRITERIA

User Criteria:

ADVANCED CRITERIA

Training Title: 

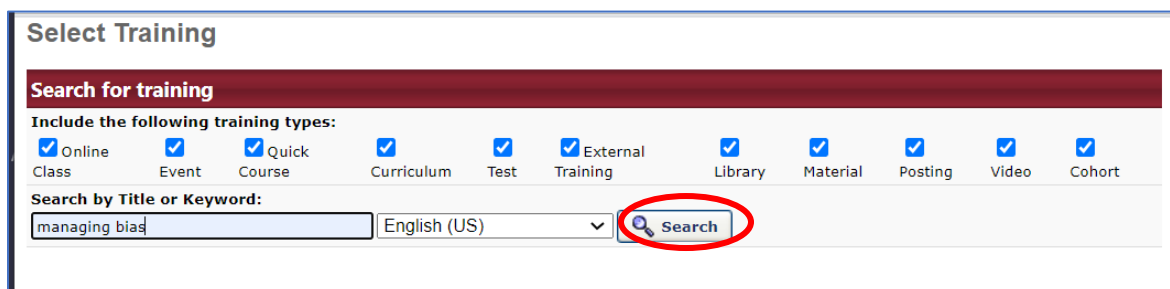
Transcript Status: ☐ Include users who do not have this training item on their transcript or have not activated the training item.

User Status: ☐ Include inactive users

Equivalent Training: ☐ Include users who have completed equivalent courses in the report.

☐ Only include user transcript records for the training selected, do not show transcript records for the equivalent course.

7. In the pop-up window, enter the Training Title. In this example, the training is "Managing Bias". Click "Search."



Select Training

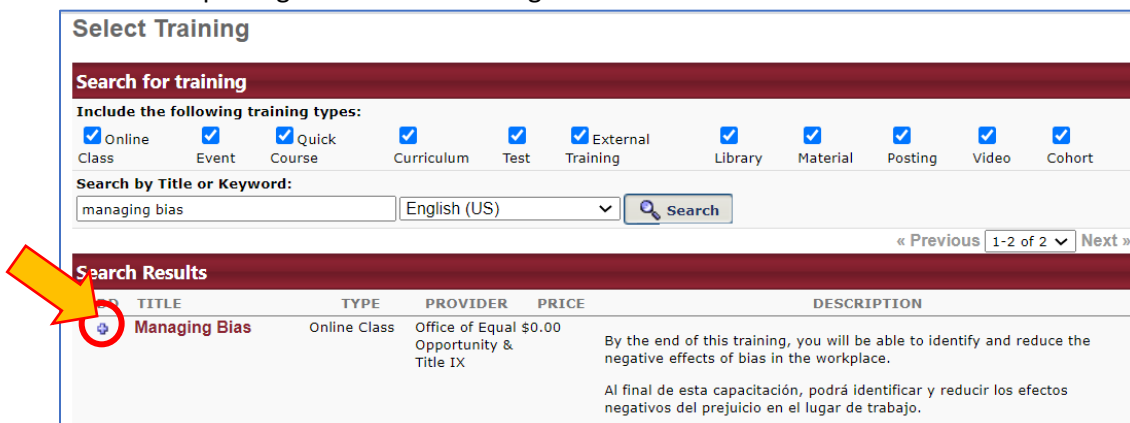
Search for training

Include the following training types:

☒ Online ☒ Event ☒ Quick ☒ Curriculum ☒ Test ☒ External ☒ Library ☒ Material ☒ Posting ☒ Video ☒ Cohort

Search by Title or Keyword:

8. Click on the plus sign next to the training title.



Select Training

Search for training


Include the following training types:

☒ Online ☒ Event ☒ Quick ☒ Curriculum ☒ Test ☒ External ☒ Library ☒ Material ☒ Posting ☒ Video ☒ Cohort

Search by Title or Keyword:

« Previous 1-2 of 2 Next »

Search Results

TITLE	TYPE	PROVIDER	PRICE	DESCRIPTION
 Managing Bias	Online Class	Office of Equal Opportunity & Title IX	\$0.00	By the end of this training, you will be able to identify and reduce the negative effects of bias in the workplace. Al final de esta capacitación, podrá identificar y reducir los efectos negativos del prejuicio en el lugar de trabajo.



9. Click "Search."

Report Criteria

Select a training to view training progress information for your users in this organization. The date filters below refer to the training registration date. For Events and Sessions, results are filtered based on the Session start date. Please note that the report will only produce results that include Events when the date criteria is not set.

Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the detailed breakdown view



DATE CRITERIA

Date Criteria: From: To:

USER CRITERIA

User Criteria:

ADVANCED CRITERIA

Training Title:  

Transcript Status: ☐ Include users who do not have this training item on their transcript or have not activated the training item.

User Status: ☐ Include inactive users

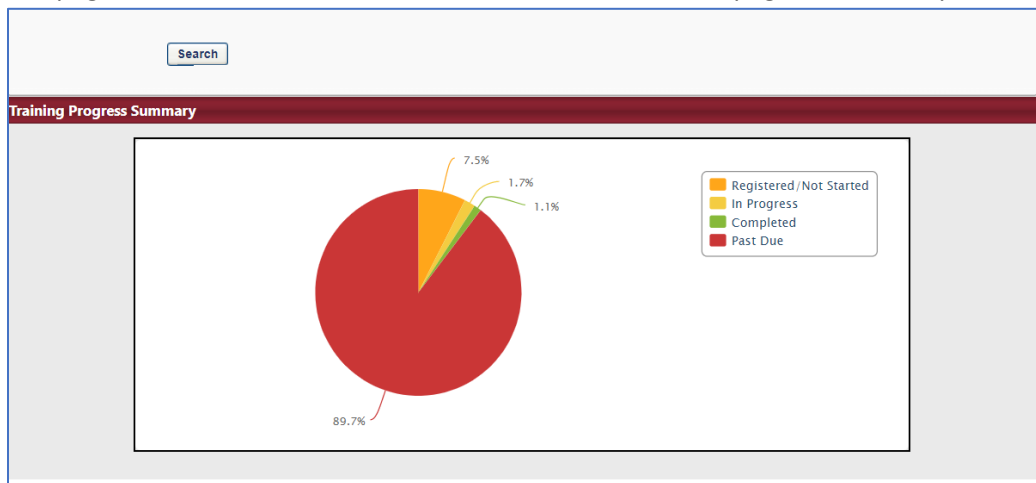
Equivalent Training: ☐ Include users who have completed equivalent courses in the report.
☐ Only include user transcript records for the training selected, do not show transcript records for the equivalent course.

Include Removed Training: ☐ Include training that was removed from user transcript

ILT Training: Include user transcript records for:
☒ Events and Sessions
☐ Events Only
☐ Sessions Only

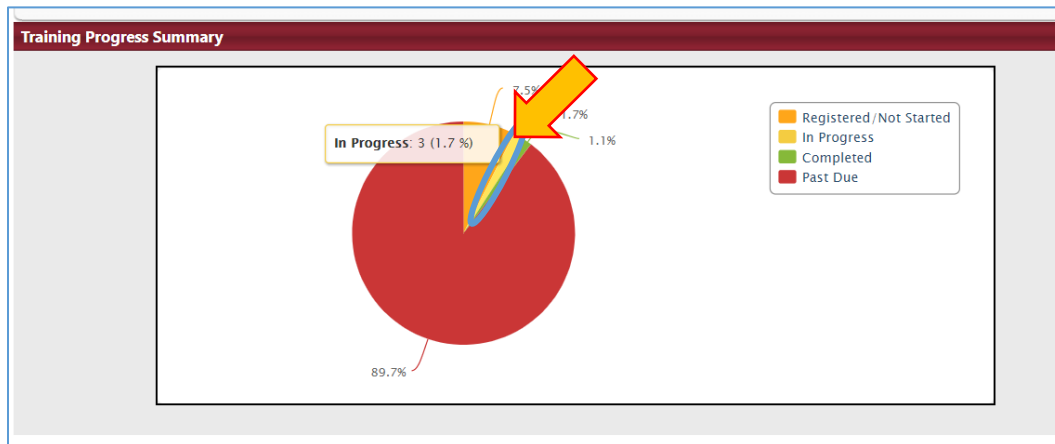
Search

10. The page will refresh. Next, scroll down to the bottom of the page to view the pie chart.

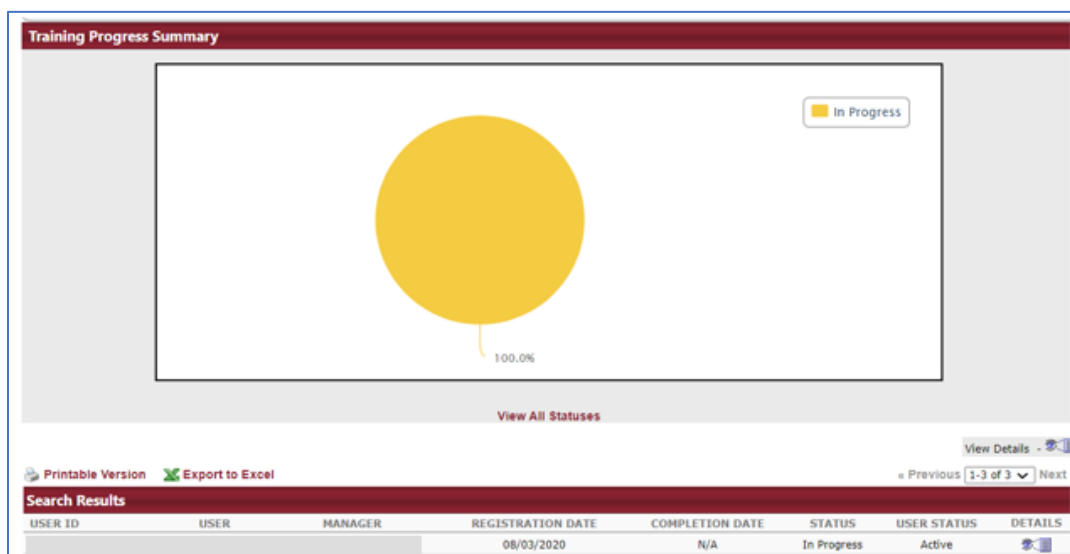


11. If you hover over different sections of the pie chart, you can view who is in each training status.
Note: depending on the training, the pie chart may look different.

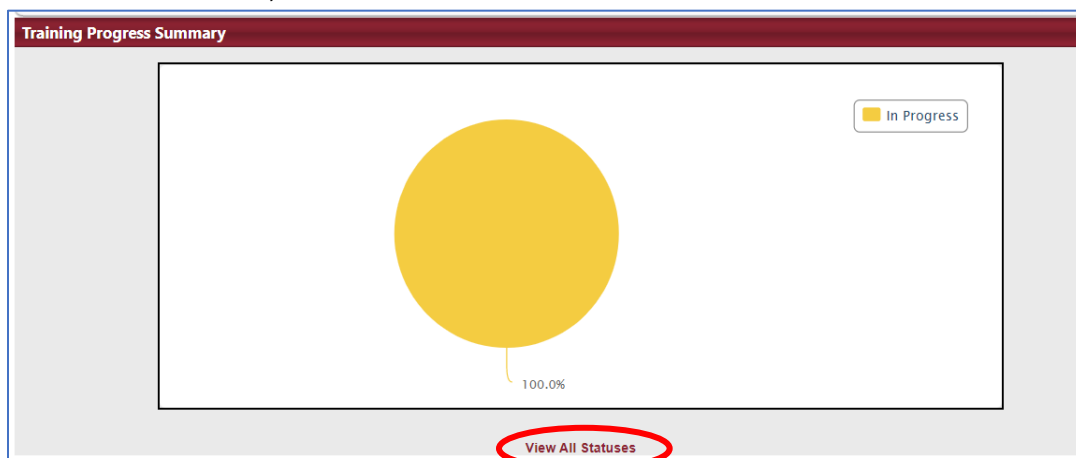
Click on the training status you would like to review.



12. You will be able to see a list of all employees in that training category.

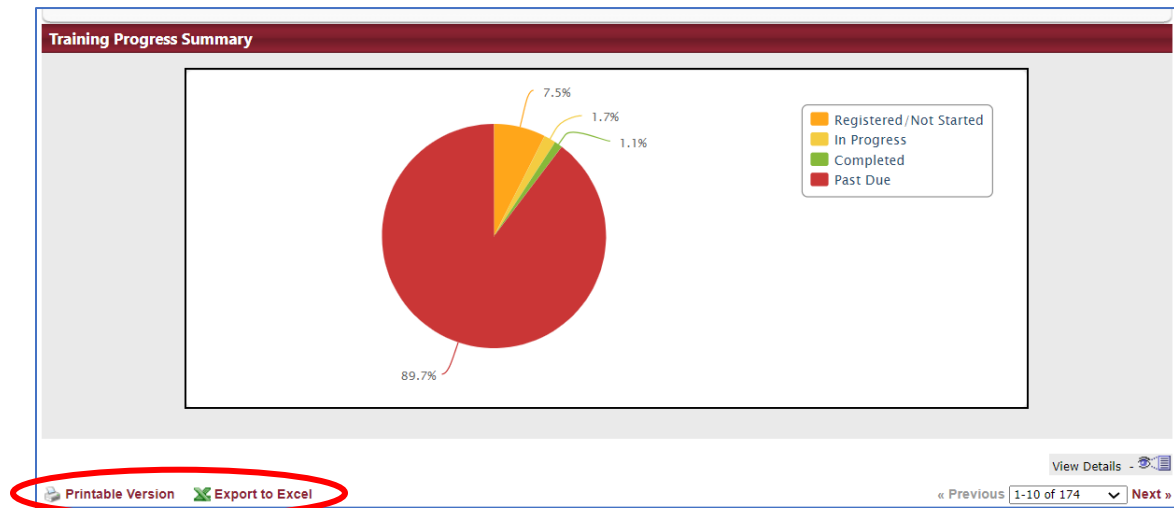


13. To return to all results, click on “View All Statuses.”





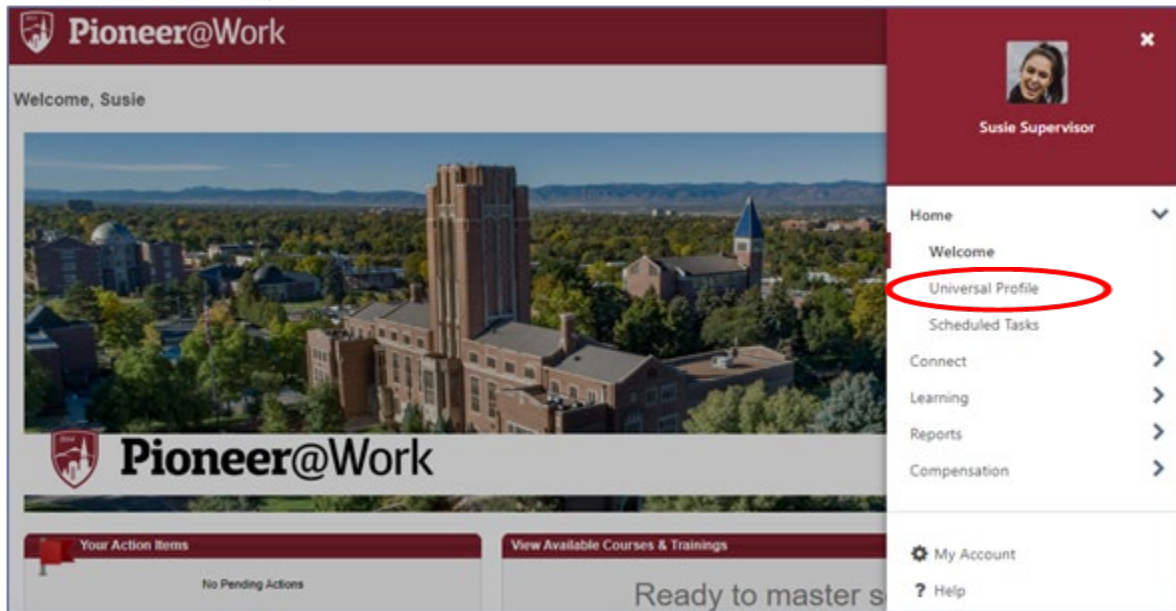
14. You also have the option to view printable results or export the results to Excel.



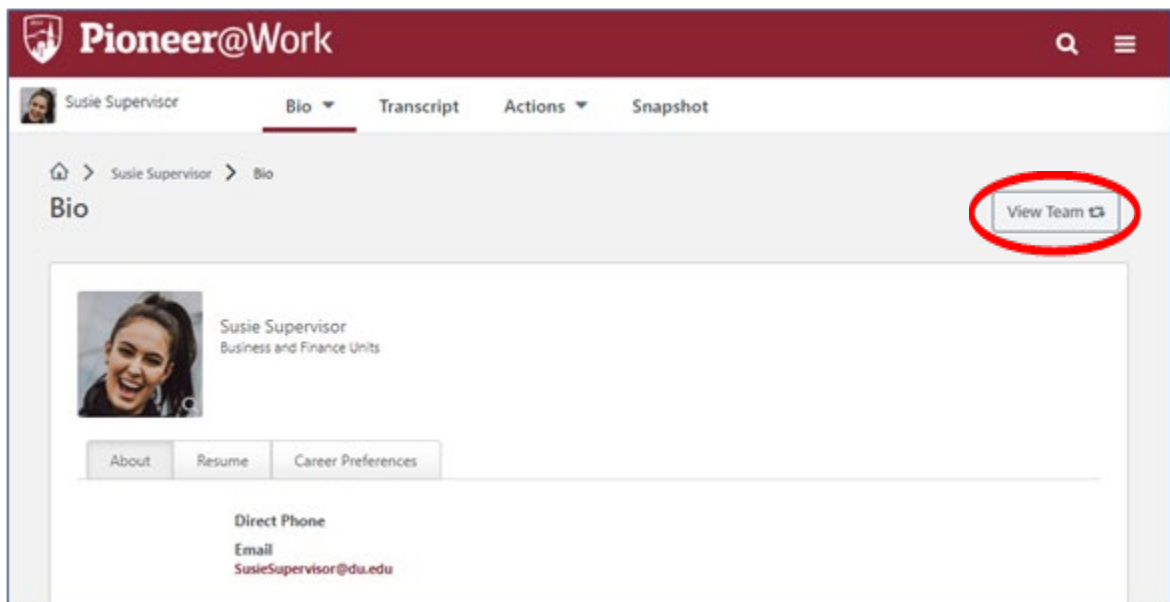


How to View Your Employee's Completed Transcript

1. Click on the Navigation Menu icon  in the upper right-hand corner of the screen.
2. Click on the Home tab, then click on "Universal Profile."

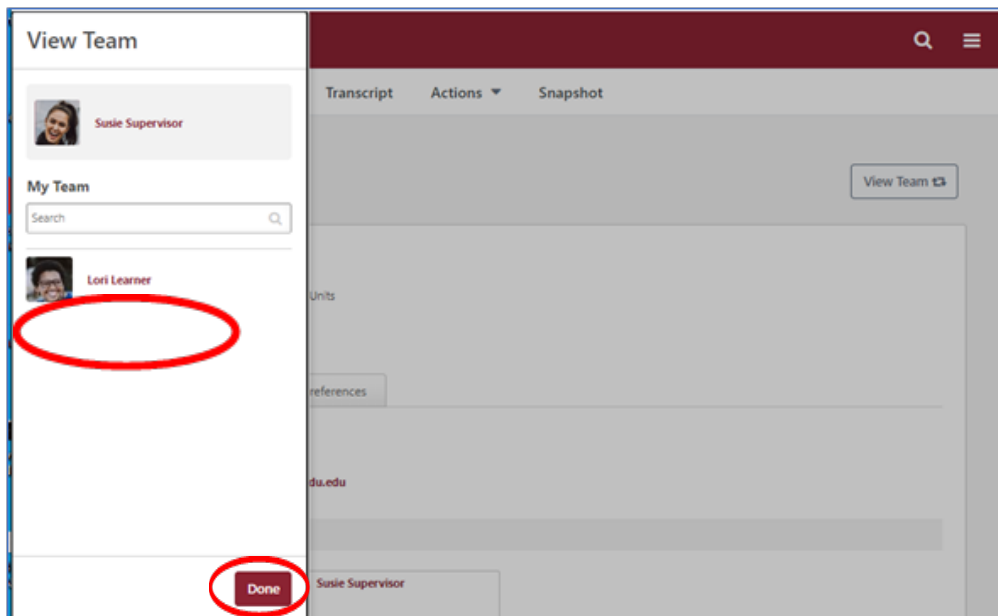


3. Click on "View Team."

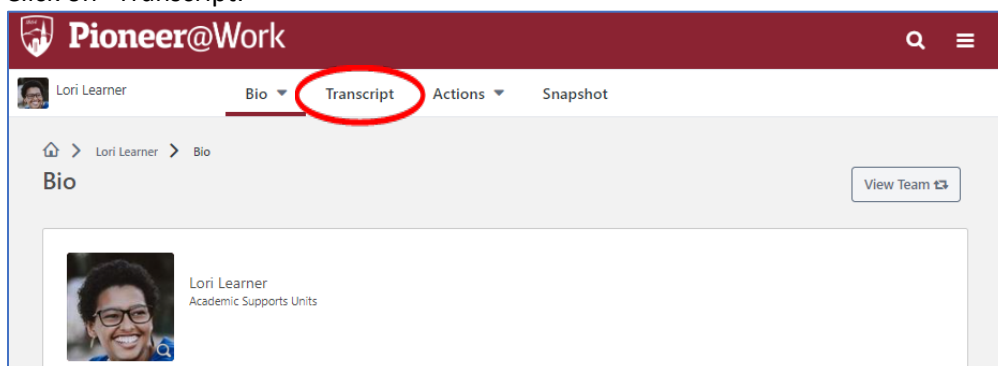




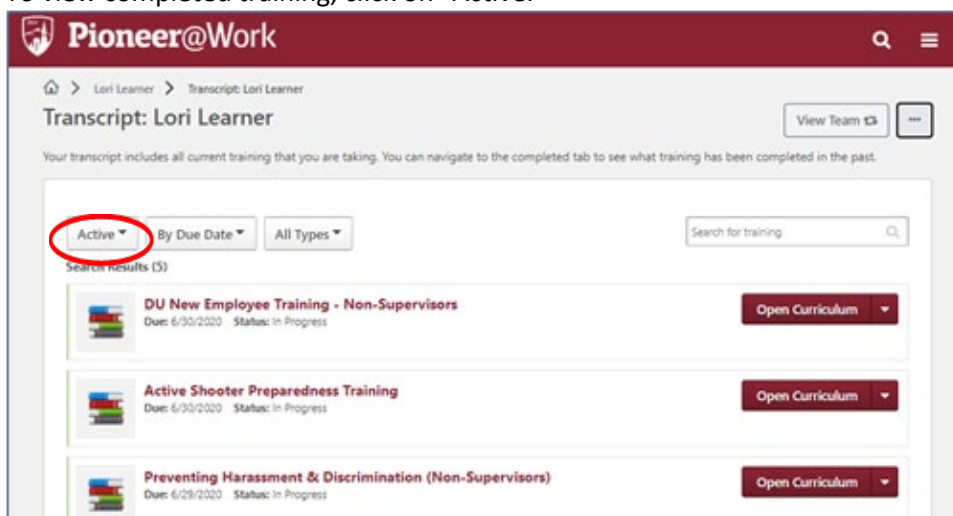
- Click on one of your team members, then click “Done”.



- Click on “Transcript.”

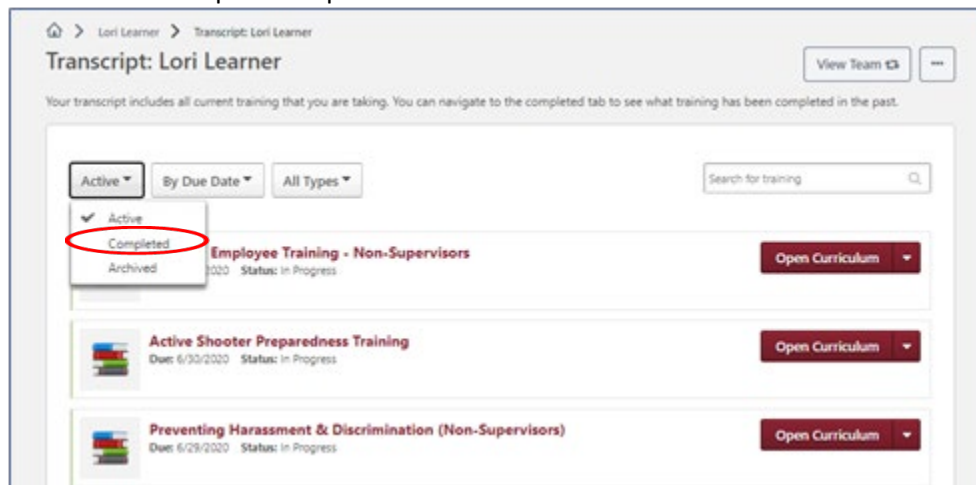


- To view completed training, click on “Active.”





7. Choose the “Completed” option.



8. The employee's completed training will appear.

