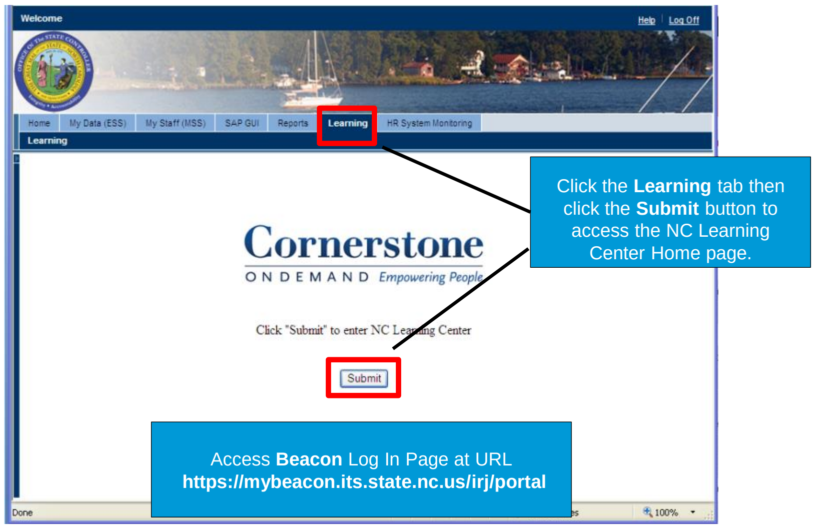
NC Learning Center Manager Orientation

Manager Orientation

The NC Learning Center allows managers to Search for training, Assign training, run Standard Reports, Share Permissions and use the Manage My Team function to approve or deny training requests.

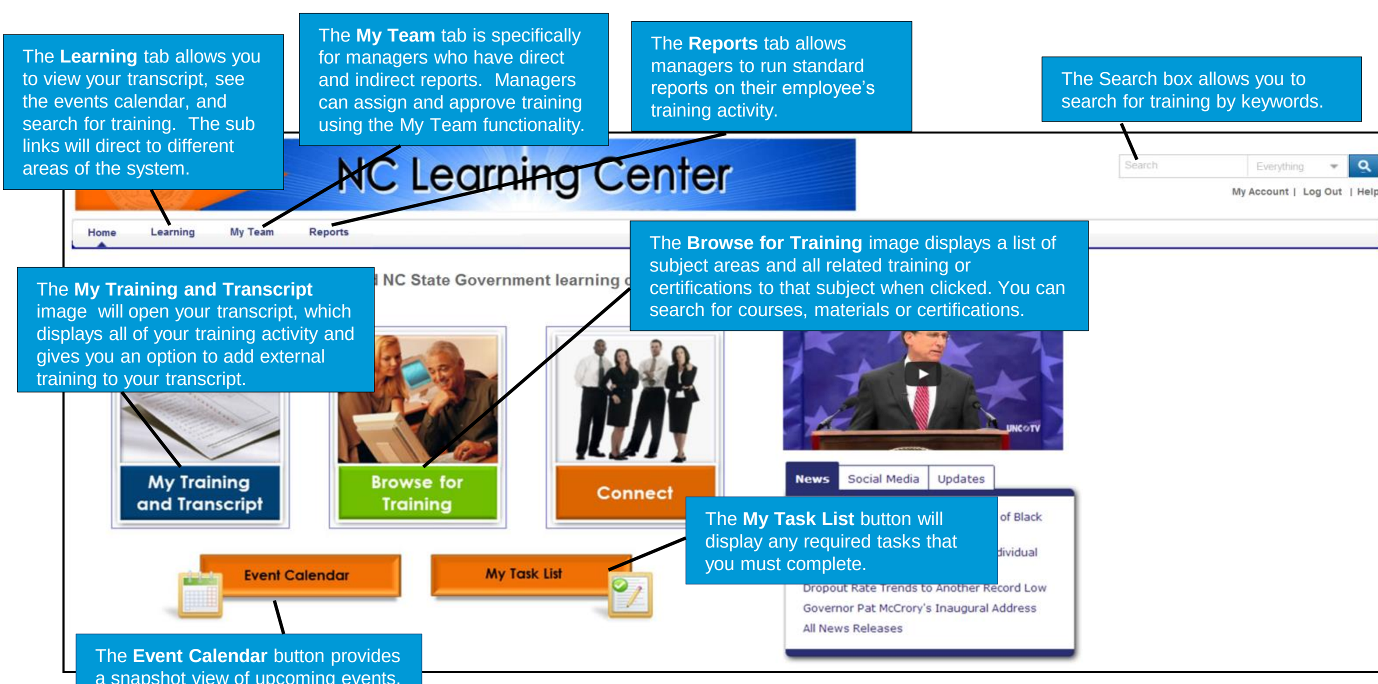
Manager Log In

Managers can access the NC Learning Center by logging into the BEACON system, using your NCID credentials. If you need assistance with NCID, you can contact your agency's NCID administrator.



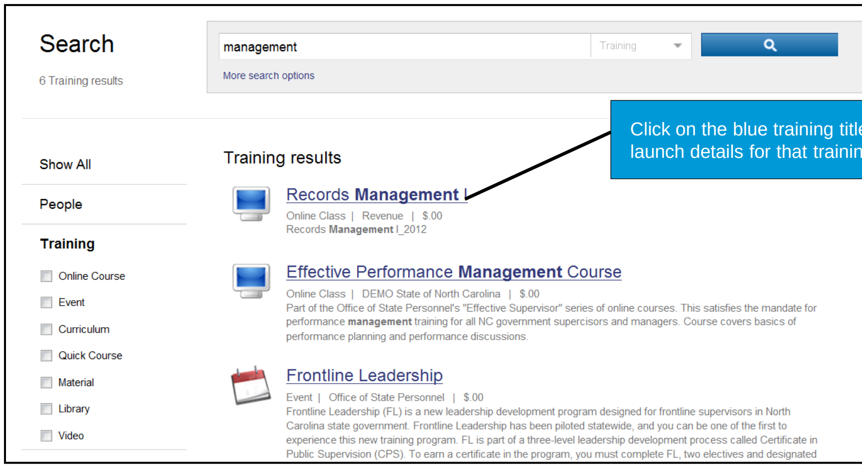
Navigation

The Home page is a starting point from which you can access your training and your employee's training. This page contains the Home tab, the Learning tab, the My Team tab and the Reports tab.



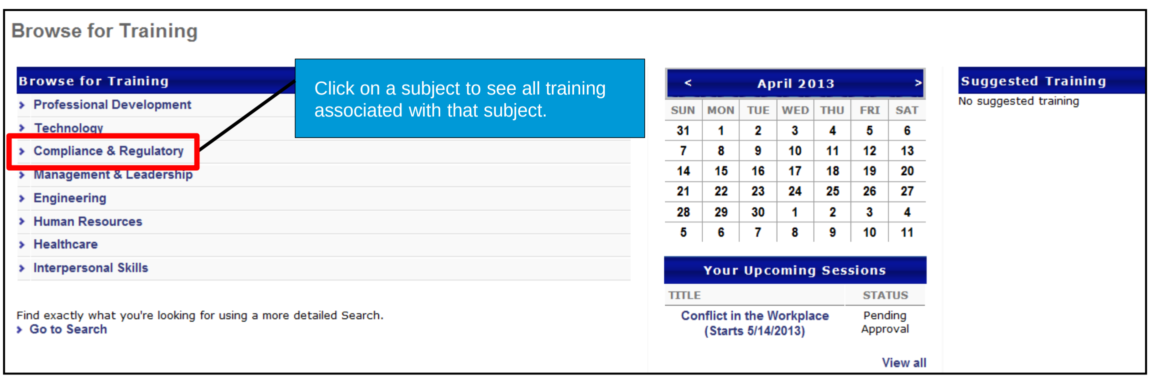
Search Box

One way to search for training is by entering a key word into the **Search box** on the Home page. The Search results display any training that matches your key word. To filter the results by type of learning, click on the specific training type on the left side of the screen.



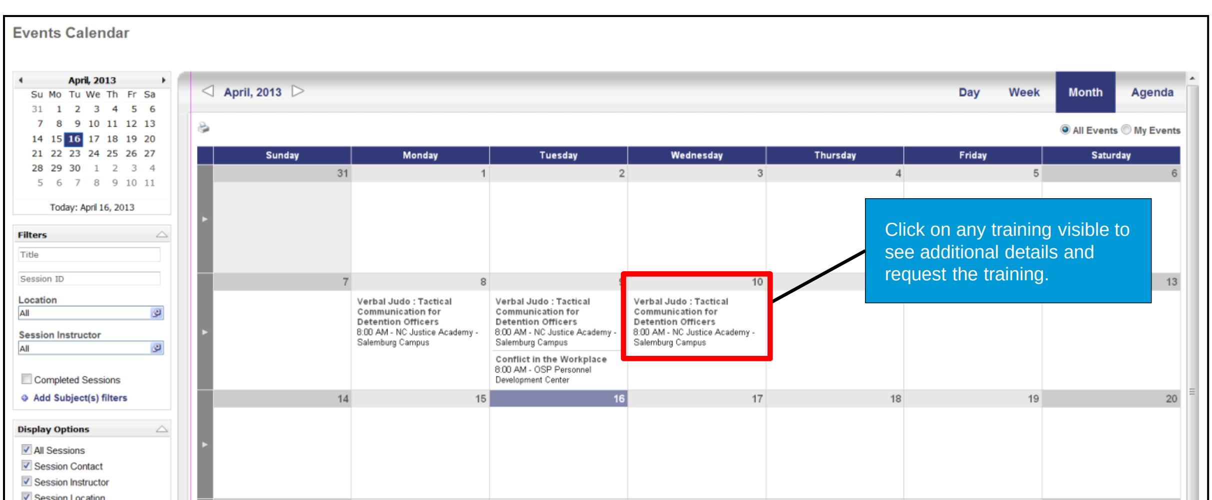
Browse for Training

Browse for Training lists all the different subjects or categories of training relevant to your organization.



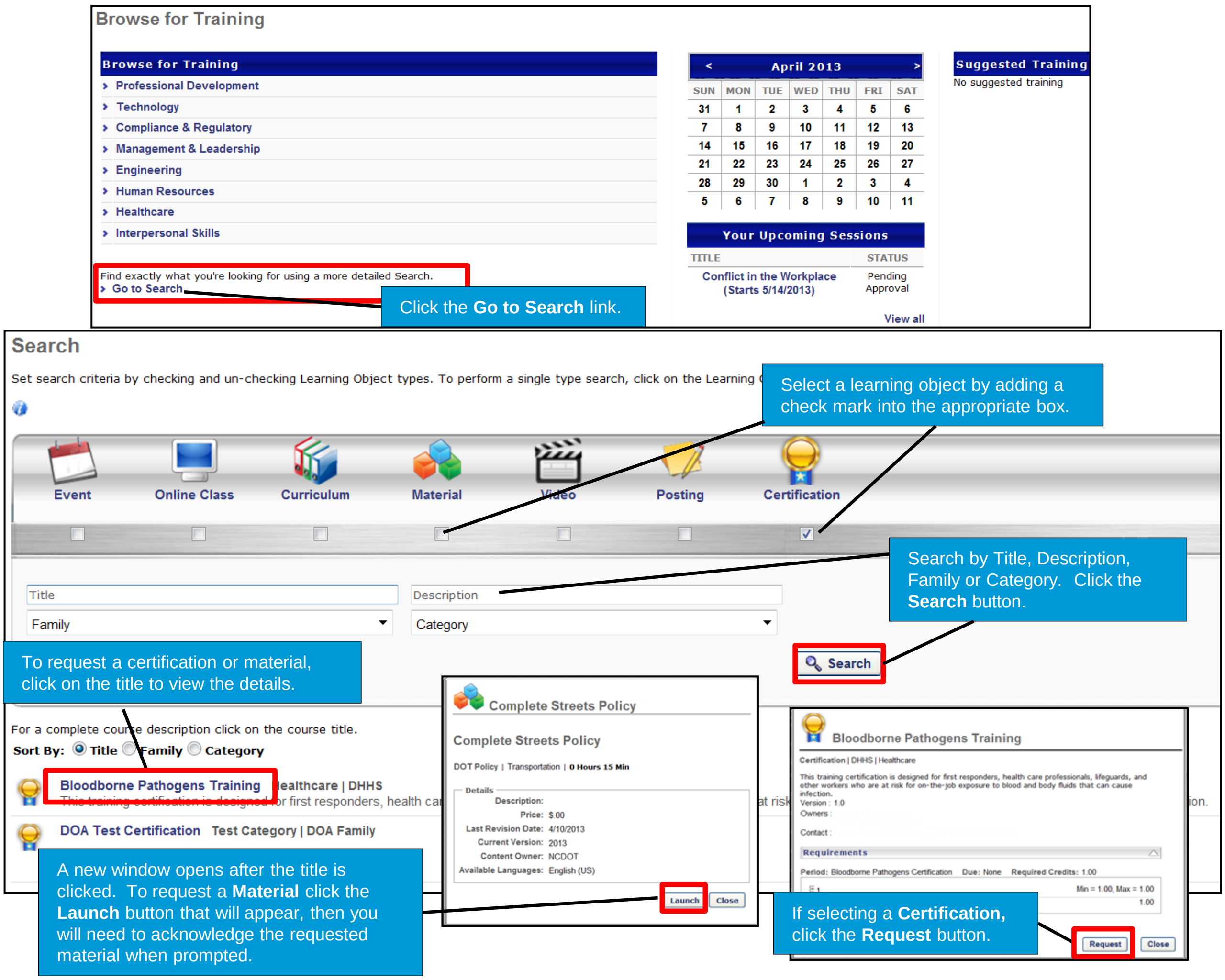
Events Calendar

The **Events Calendar** will display training that is date-driven; i.e., training being conducted in person or via live webcast which are called sessions in the system.



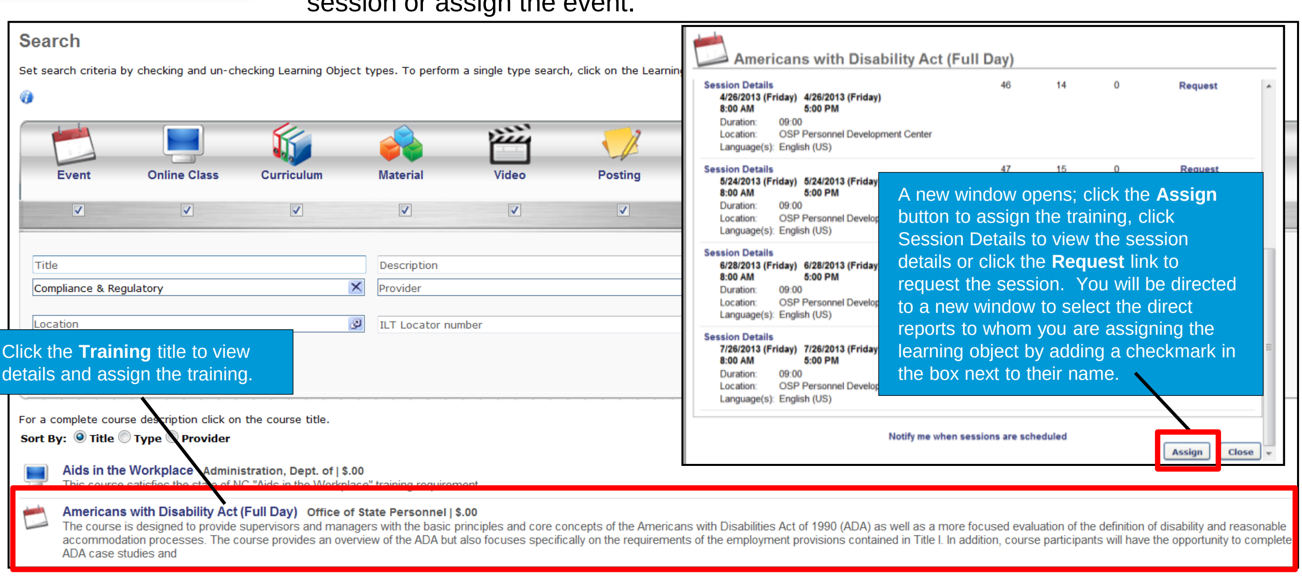
Searching for Certifications and Materials

Search for certifications or materials from the Home page using the **Browse for Training** image or by clicking on the **Browse for Training** sub link on the **Learning** tab. The Browse for Training page opens and displays a **Go to Search** link.



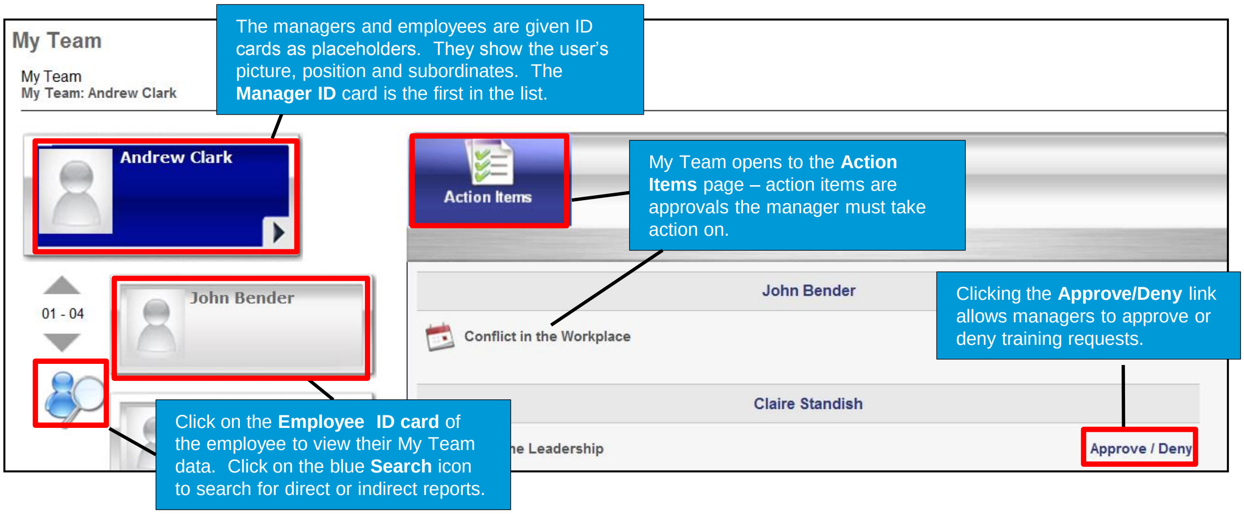
Assign Training

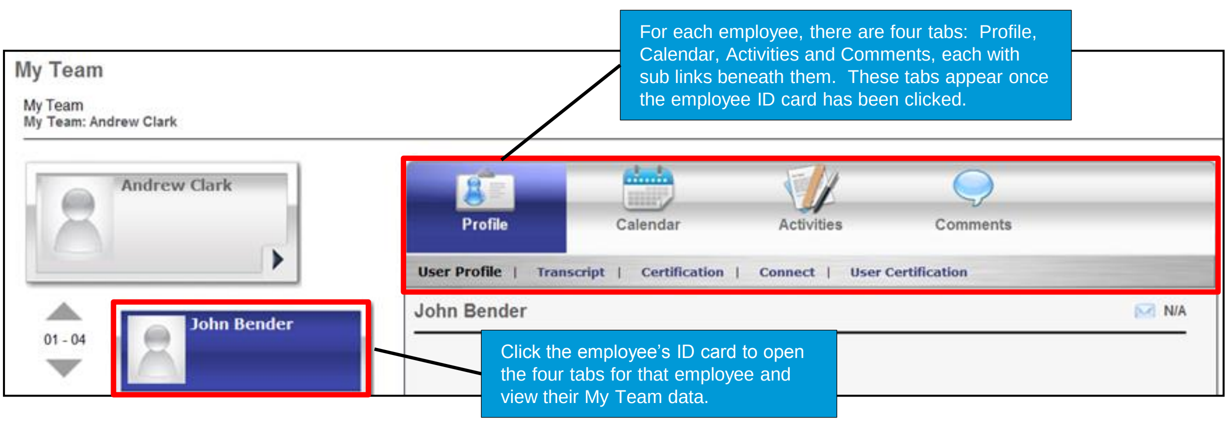
Managers can assign training to their employee by searching for the training then selecting the training by clicking on the training title. The manager can request a session or assign the event.

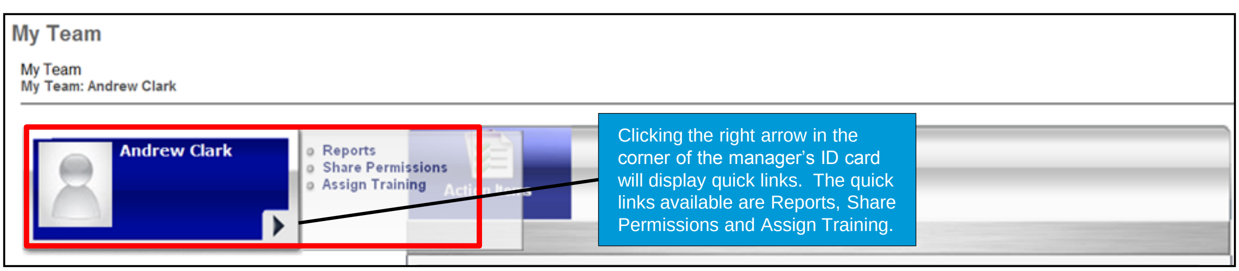


My Team

My Team permissions are associated to those in the manager role and the My Team tab is added to their navigation options. To access the My Team features, click the **My Team** tab and My Team sub link on the Home page. Managers have the ability to manage the learning of their direct reports. My Team also allows the manager access to quick links to run standard reports, share permissions and assign training.



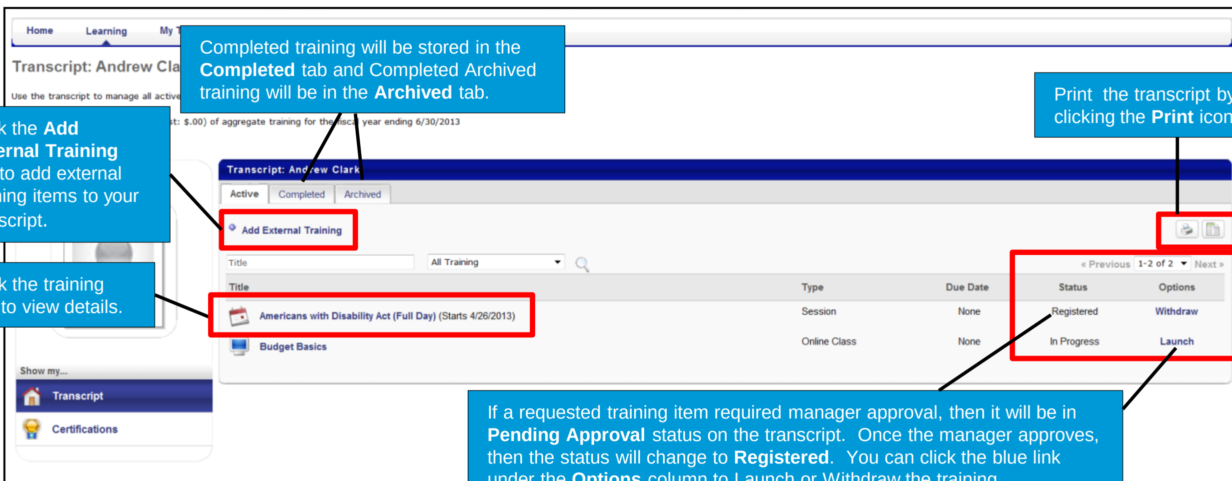




Transcript

Your **Transcript** contains all the training you have requested or that has been assigned to you. The Title, Type, and Due Date of each item is displayed. The Status and Options columns display items depending on the type of learning and stage in the workflow process. You can also Add External Training.

Open your transcript by clicking the **View Your Transcript** sub link on the **Learning** tab or by clicking the **My Training and Transcript** image on the **Home** page.



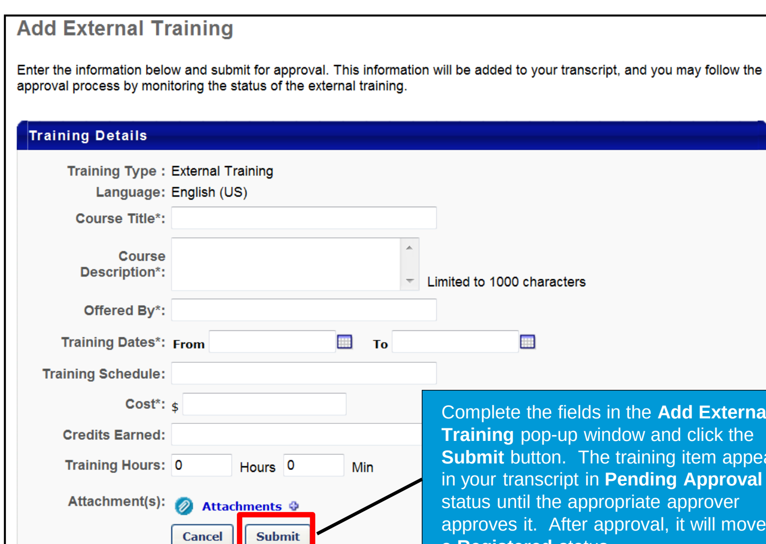
Completed training will be stored in the **Completed** tab and Completed Archived training will be in the **Archived** tab.

Print the transcript by clicking the **Print** icon.

Click the **Add External Training** link to add external training items to your transcript.

Click the training title to view details.

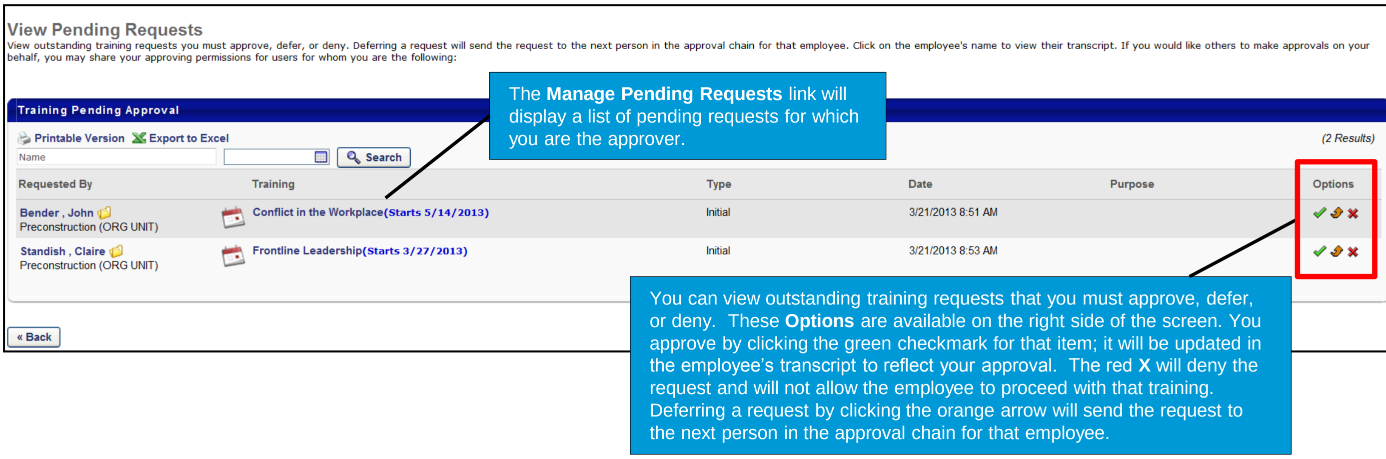
If a requested training item required manager approval, then it will be in **Pending Approval** status on the transcript. Once the manager approves, then the status will change to **Registered**. You can click the blue link under the **Options** column to Launch or Withdraw the training.



Complete the fields in the **Add External Training** pop-up window and click the **Submit** button. The training item appears in your transcript in **Pending Approval** status until the appropriate approver approves it. After approval, it will move to a **Registered** status.

Manage Pending Requests

Access the **Manage My Team** feature by clicking the **Learning** tab then clicking **Manage My Team** sub link from the Home page. This feature allows you to manage your subordinates' learning by accessing pending requests for training and sharing your learning permissions.



Reports

In addition to using the **My Team** tab to access reports, you can also click on the **Reports** tab then click the **Standard Reports** sub link found on the Home page. The Reports menu page is displayed with all available training reports.