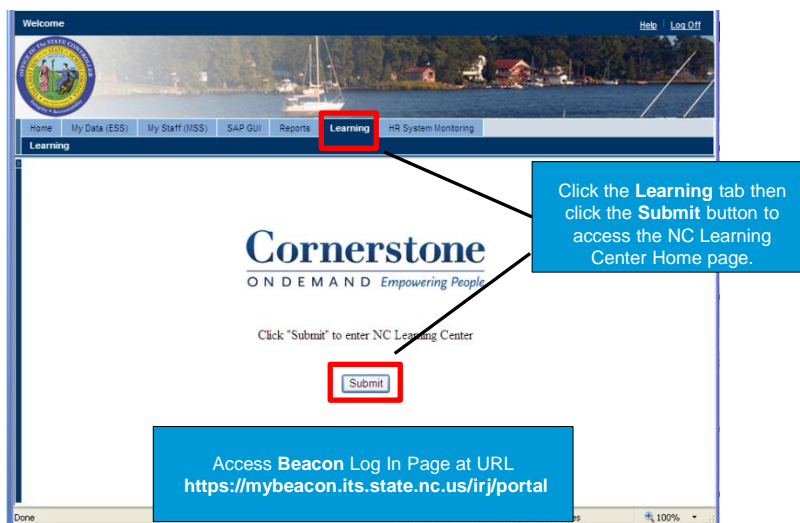


Manager Orientation

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.

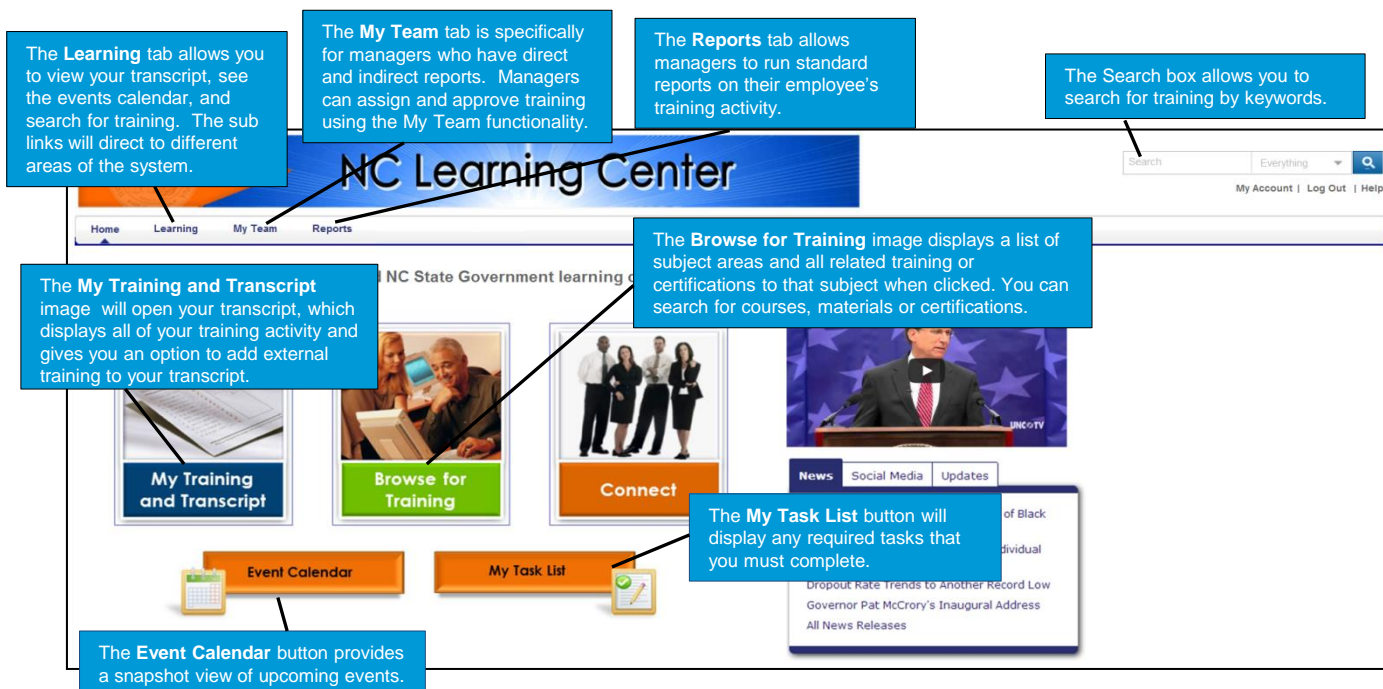
Manager Log In

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.

Search
6 Training results

management [Training] [Q]
More search options

Show All

People

Training

- ☐ Online Course
- ☐ Event
- ☐ Curriculum
- ☐ Quick Course
- ☐ Material
- ☐ Library
- ☐ Video

Training results

Records Management
Online Class | Revenue | \$00
Records Management L_2012

Effective Performance Management Course
Online Class | DEMO State of North Carolina | \$00
Part of the Office of State Personnel's "Effective Supervisor" series of online courses. This satisfies the mandate for performance **management** training for all NC government supervisors and managers. Course covers basics of performance planning and performance discussions.

Frontline Leadership
Event | Office of State Personnel | \$00
Frontline Leadership (FL) is a new leadership development program designed for frontline supervisors in North Carolina state government. Frontline Leadership has been piloted statewide, and you can be one of the first to experience this new training program. FL is part of a three-level leadership development process called Certificate in Public Supervision (CPS). To earn a certificate in the program, you must complete FL, two electives and designated

Click on the blue training title to launch details for that training.

Browse for Training

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

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
> Go to Search

Click on a subject to see all training associated with that subject.

April 2013

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Your Upcoming Sessions

TITLE	STATUS
Conflict in the Workplace (Starts 5/14/2013)	Pending Approval

[View all](#)

Suggested Training
No suggested training

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.

Events Calendar

April 2013

Today: April 16, 2013

Filters

Title

Session ID

Location

Session Instructor

☐ Completed Sessions

☒ Add Subject(s) filters

Display Options

- ☒ All Sessions
- ☒ Session Contact
- ☒ Session Instructor
- ☒ Session Location

Day Week Month Agenda

Click on any training visible to see additional details and request the training.

Verbal Judo : Tactical Communication for Detention Officers
8:00 AM - NC Justice Academy - Salem Campus

Conflict in the Workplace
8:00 AM - OSP Personnel Development Center

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.

Browse for Training

Browse for Training

- > Professional Development
- > Technology
- > Compliance & Regulatory
- > Management & Leadership
- > Engineering
- > Human Resources
- > Healthcare
- > Interpersonal Skills

Find exactly what you're looking for using a more detailed Search.
[Go to Search](#)

Click the **Go to Search** link.

April 2013

SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11

Your Upcoming Sessions

TITLE	STATUS
Conflict in the Workplace (Starts 5/14/2013)	Pending Approval

[View all](#)

Suggested Training
No suggested training

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Select a learning object by adding a check mark into the appropriate box.

Search by Title, Description, Family or Category. Click the Search button.

To request a certification or material, click on the title to view the details.

A new window opens after the title is clicked. To request a **Material** click the **Launch** button that will appear, then you will need to acknowledge the requested material when prompted.

If selecting a **Certification**, click the **Request** button.

Event **Online Class** **Curriculum** **Material** **Video** **Posting** **Certification**

Title: _____ Description: _____
 Family: _____ Category: _____

Search

For a complete course description click on the course title.
Sort By: ☒ Title ☐ Family ☐ Category

Bloodborne Pathogens Training | Healthcare | DHHS
 This training certification is designed for first responders, health care workers, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.

Complete Streets Policy
 DOT Policy | Transportation | 0 Hours 15 Min
 Details: Description: _____ Price: \$0.00
 Last Revision Date: 4/10/2013
 Current Version: 2013
 Content Owner: NCDOT
 Available Languages: English (US)

Bloodborne Pathogens Training
 Certification | DHHS | Healthcare
 This training certification is designed for first responders, health care professionals, lifeguards, and other workers who are at risk for on-the-job exposure to blood and body fluids that can cause infection.
 Version: 1.0
 Owners: _____
 Contact: _____
 Requirements: _____
 Period: Bloodborne Pathogens Certification Due: None Required Credits: 1.00
 Min = 1.00, Max = 1.00

Launch **Close** **Request** **Close**

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.

Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning

Event **Online Class** **Curriculum** **Material** **Video** **Posting**

Title: _____ Description: _____
 Compliance & Regulatory Provider: _____
 Location: _____ ILT Locator number: _____

Click the **Training** title to view details and assign the training.

For a complete course description click on the course title.
Sort By: ☒ Title ☐ Type ☐ Provider

Aids in the Workplace Administration, Dept. of | \$0.00
 This course satisfies the requirement of NC "Aids in the Workplace" training requirement.

Americans with Disability Act (Full Day) Office of State Personnel | \$0.00
 The course is designed to provide supervisors and managers with the basic principles and core concepts of the Americans with Disabilities Act of 1990 (ADA) as well as a more focused evaluation of the definition of disability and reasonable accommodation processes. The course provides an overview of the ADA but also focuses specifically on the requirements of the employment provisions contained in Title I. In addition, course participants will have the opportunity to complete ADA case studies and

Americans with Disability Act (Full Day)

Session Details

Session Details	4/26/2013 (Friday)	4/26/2013 (Friday)	46	14	0	Request
Duration:	8:00 AM	5:00 PM				
Location:	OSP Personnel Development Center					
Language(s):	English (US)					

Session Details

Session Details	5/24/2013 (Friday)	5/24/2013 (Friday)	47	15	0	Request
Duration:	8:00 AM	5:00 PM				
Location:	OSP Personnel Development Center					
Language(s):	English (US)					

Session Details

Session Details	6/28/2013 (Friday)	6/28/2013 (Friday)				
Duration:	8:00 AM	5:00 PM				
Location:	OSP Personnel Development Center					
Language(s):	English (US)					

Session Details

Session Details	7/26/2013 (Friday)	7/26/2013 (Friday)				
Duration:	8:00 AM	5:00 PM				
Location:	OSP Personnel Development Center					
Language(s):	English (US)					

Notify me when sessions are scheduled

Assign **Close**

A new window opens; click the **Assign** button to assign the training, click **Session Details** to view the session details or click the **Request** link to request the session. You will be directed to a new window to select the direct reports to whom you are assigning the learning object by adding a checkmark in the box next to their name.

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.

My Team
My Team
My Team: Andrew Clark

The managers and employees are given ID cards as placeholders. They show the user's picture, position and subordinates. The **Manager ID card** is the first in the list.

My Team opens to the **Action Items** page – action items are approvals the manager must take action on.

Clicking the **Approve/Deny** link allows managers to approve or deny training requests.

Click on the **Employee ID card** of the employee to view their My Team data. Click on the blue **Search** icon to search for direct or indirect reports.

01 - 04

Andrew Clark

John Bender

Claire Standish

Conflict in the Workplace

Approve / Deny

My Team
My Team
My Team: Andrew Clark

For each employee, there are four tabs: Profile, Calendar, Activities and Comments, each with sub links beneath them. These tabs appear once the employee ID card has been clicked.

Profile | Calendar | Activities | Comments

User Profile | Transcript | Certification | Connect | User Certification

John Bender

N/A

Click the employee's ID card to open the four tabs for that employee and view their My Team data.

01 - 04

Andrew Clark

John Bender

My Team
My Team
My Team: Andrew Clark

Clicking the right arrow in the corner of the manager's ID card will display quick links. The quick links available are Reports, Share Permissions and Assign Training.

Reports
Share Permissions
Assign Training

Andrew Clark

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.

Annotations for the NC Learning Center homepage:

- View Your Transcript**: Click the "View Your Transcript" sub link on the Learning tab or by clicking the My Training and Transcript image on the Home page.
- My Training and Transcript**: Click the "My Training and Transcript" button on the Home page.
- Event Calendar**: Click the "Event Calendar" button on the Home page.
- My Task List**: Click the "My Task List" button on the Home page.
- Print icon**: Click the "Print" icon to print the transcript.

Annotations for the Transcript: Andrew Clark page:

- Add External Training**: Click the "Add External Training" link to add external training items to your transcript.
- Completed training**: Completed training will be stored in the **Completed** tab and Completed Archived training will be in the **Archived** tab.
- Training Title**: Click the training title to view details.
- Status and Options**: 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.

Title	Type	Due Date	Status	Options
Americans with Disability Act (Full Day) (Starts 4/26/2013)	Session	None	Registered	Withdraw
Budget Basics	Online Class	None	In Progress	Launch

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type : External Training
 Language: English (US)
 Course Title*:
 Course Description*: Limited to 1000 characters
 Offered By*:
 Training Dates*: From To
 Training Schedule:
 Cost*: \$
 Credits Earned:
 Training Hours: 0 Hours 0 Min
 Attachment(s): Attachments

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.

View Pending Requests
View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

Training Pending Approval

Printable Version Export to Excel

Name Search

Requested By	Training	Type	Date	Purpose	Options
Bender, John Preconstruction (ORG UNIT)	Conflict in the Workplace(Starts 5/14/2013)	Initial	3/21/2013 8:51 AM		Options ✓ ↗ ✗
Standish, Claire Preconstruction (ORG UNIT)	Frontline Leadership(Starts 3/27/2013)	Initial	3/21/2013 8:53 AM		Options ✓ ↗ ✗

Back

The **Manage Pending Requests** link will display a list of pending requests for which you are the approver.

You can view outstanding training requests that you must approve, defer, or deny. These **Options** are available on the right side of the screen. You approve by clicking the green checkmark for that item; it will be updated in the employee's transcript to reflect your approval. The red X will deny the request and will not allow the employee to proceed with that training. Deferring a request by clicking the orange arrow will send the request to the next person in the approval chain for that employee.

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.

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

Track Employees

Click the blue report title to launch that report and select the report criteria.

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 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.