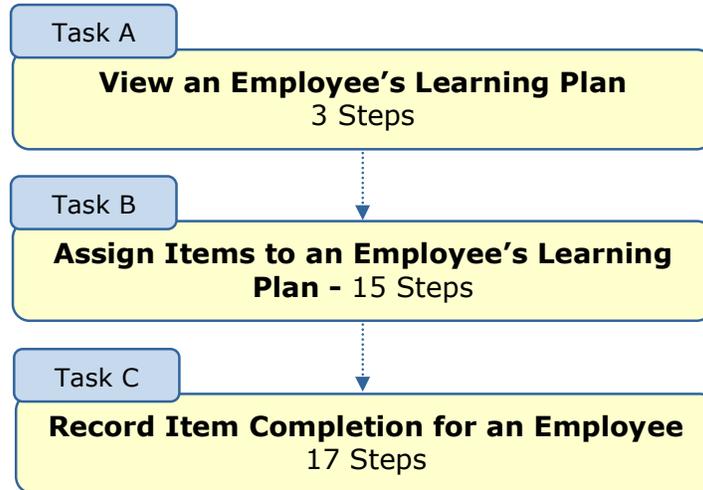


## Job Aid: Managing Learning Activities (Supervisor)

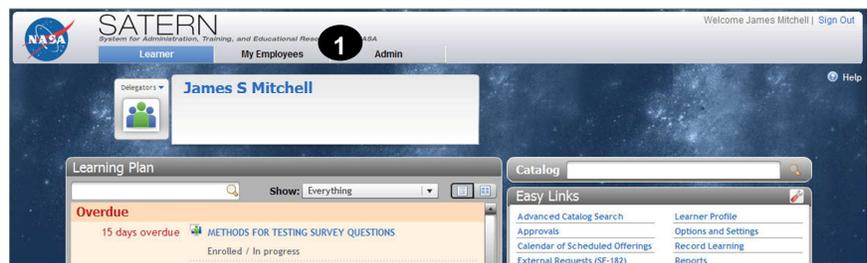
### Purpose

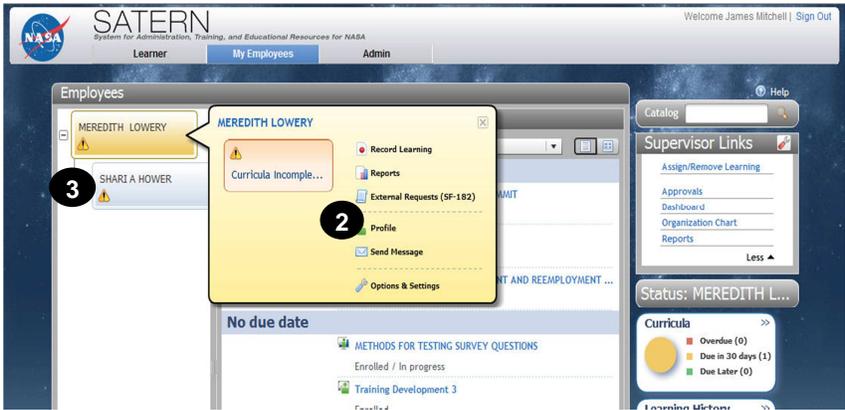
The purpose of this job aid is to guide Supervisors through the step-by-step process of managing Employees' Learning Plans within SATERN.

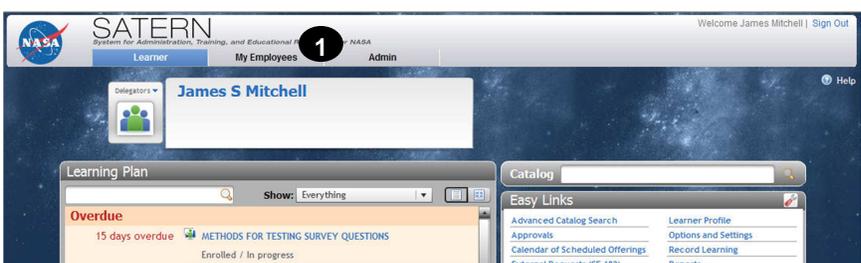
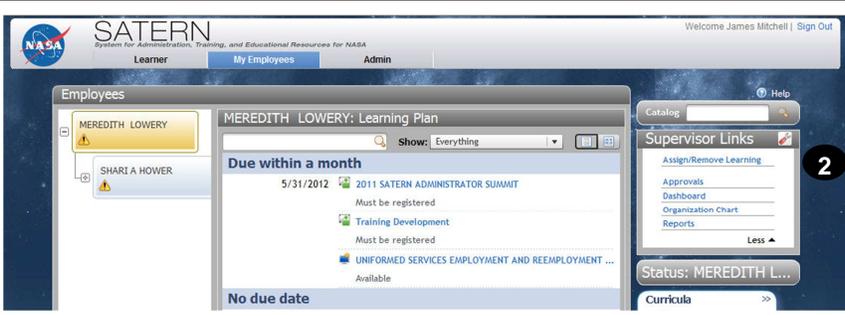
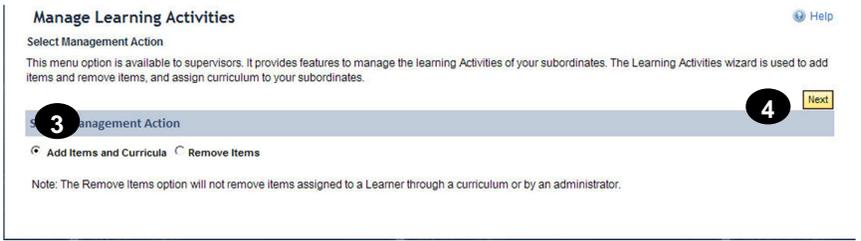


### Task A. View an Employee's Learning Plan

**1** From the Home page, click the **My Employees** tab.



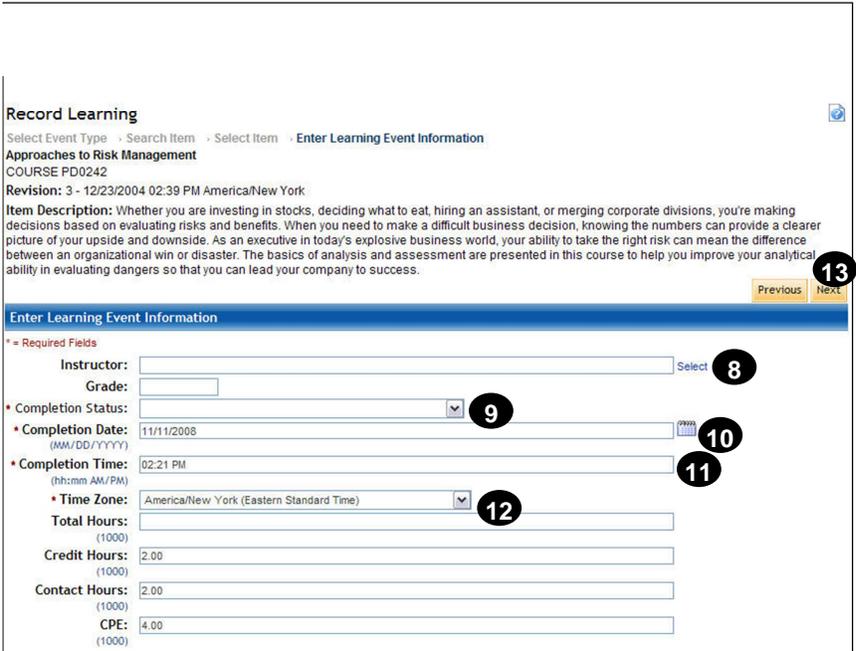
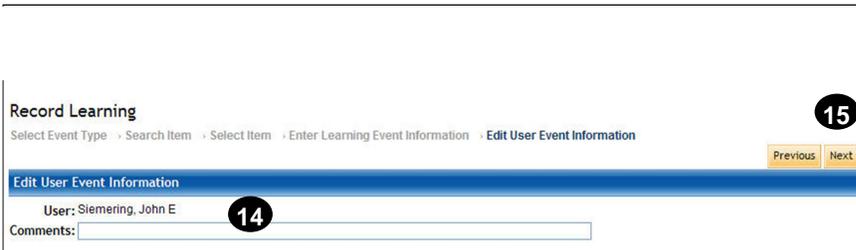
<p>Use the employee tree to view the Learning Plan of direct and indirect reports.</p> <p><b>2</b> Hover over an employee card to perform the available actions without loading the Learner's Learning Plan.</p> <p><b>3</b> When you click an employee card, that Learner's Learning Plan is displayed.</p>	 <p><b>Note:</b> You may customize the view by filtering the Learning Plan to show Learning only, Registrations, etc.</p>
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<h3>Task B. Assign Items to an Employee's Learning Plan</h3>	
<p><b>1</b> From the Home page, click the <b>My Employees</b> tab.</p>	
<p><b>2</b> Click the <b>Assign/Remove Learning</b> link under Supervisor Links.</p>	
<p><b>3</b> Click the <b>Add Items and Curricula</b> radio button.</p> <p><b>4</b> Click <b>Next</b>.</p>	 <p><b>Note:</b> The Remove Items option will not remove items assigned to a Learner through a curriculum or by an administrator.</p>

<p><b>5</b> Click the <b>Select Learner</b> check box next to the appropriate Learner.</p> <p><b>6</b> Click <b>Add Checked</b> and then click <b>Next</b>.</p>		
<p><b>7</b> Enter keywords to search for the Item/Curricula to assign to the Employee.</p> <p><b>8</b> Use the checkboxes to further filter your search.</p> <p><b>9</b> Click <b>Search</b>.</p>		
<p><b>10</b> From the search results list, click the checkbox in the <b>Add</b> column for the title of the item to add to the Employee's Learning Plan.</p> <p><b>11</b> Click <b>Add Checked</b>.</p>		
<p><b>12</b> Modify the <b>Assignment Type</b> and <b>Assigned Date</b> as necessary.</p> <p><b>13</b> Click <b>Next</b>.</p>		

<p><b>14</b> Enter a Required Date.</p> <p><b>15</b> Click Finish.</p>	
<p>A confirmation message displays indicating successful assignment.</p>	

<h3>Task C. Record Item Completion for an Employee</h3>	
<p><i>Note: Not every item has the option of allowing a Supervisor to record the completion.</i></p> <p><b>1</b> From the Home page, click the <b>My Employees</b> tab.</p>	
<p><b>2</b> Hover over an employee in the employee tree.</p> <p><b>3</b> Navigate to and click the <b>Record Learning</b> link.</p>	
<p><b>4</b> Search for the item. Enter keywords in the <b>Keywords</b> text field.</p> <p><b>5</b> Click <b>Next</b>.</p>	

<p><b>6</b> Click the <b>Select</b> radio button to select the item.</p> <p><b>7</b> Click <b>Next</b>.</p>	 <p>Record Learning          Select Event Type &gt; Search Item &gt; Select Item          Keywords: Management          Exact Phrase: No          Previous Next          Select          Title NSSC-FEDTRAVEL TUTORIAL Revision Date 6/10/2008          Select</p>
<p>Enter learning event information.</p> <p><b>8</b> Select an instructor.</p> <p><b>9</b> Select a completion status.</p> <p><b>10</b> Enter/change the learning completion date.</p> <p><b>11</b> Enter/change the learning completion time.</p> <p><b>12</b> Select the time zone from the drop-down menu.</p> <p><b>13</b> Click <b>Next</b>.</p>	 <p>Record Learning          Select Event Type &gt; Search Item &gt; Select Item &gt; Enter Learning Event Information          Approaches to Risk Management          COURSE PD0242          Revision: 3 - 12/23/2004 02:39 PM America/New York          Item Description: Whether you are investing in stocks, deciding what to eat, hiring an assistant, or merging corporate divisions, you're making decisions based on evaluating risks and benefits. When you need to make a difficult business decision, knowing the numbers can provide a clearer picture of your upside and downside. As an executive in today's explosive business world, your ability to take the right risk can mean the difference between an organizational win or disaster. The basics of analysis and assessment are presented in this course to help you improve your analytical ability in evaluating dangers so that you can lead your company to success.          Previous Next          Enter Learning Event Information          * = Required Fields          Instructor: [Select] 8          Grade: [ ]          * Completion Status: [ ] 9          * Completion Date: 11/11/2008 10          (MM/DD/YYYY)          * Completion Time: 02:21 PM 11          (hh:mm AM/PM)          * Time Zone: America/New York (Eastern Standard Time) 12          Total Hours: [ ]          (1000)          Credit Hours: 2.00          (1000)          Contact Hours: 2.00          (1000)          CPE: 4.00          (1000)</p>
<p><b>14</b> Enter comments in the text box, if applicable.</p> <p><b>15</b> Click <b>Next</b>.</p>	 <p>Record Learning          Select Event Type &gt; Search Item &gt; Select Item &gt; Enter Learning Event Information &gt; Edit User Event Information          Previous Next          Edit User Event Information          User: Siemering, John E          Comments: [ ] 14</p>

**16** Verify the information.

**17** Click Finish.

**Record Learning** 

Select Event Type > Search Item > Select Item > Enter Learning Event Information > Edit User Event Information > **Record Learning**

**Approaches to Risk Management**  
COURSE PD0242

Revision: 3 - 12/23/2004 02:39 PM America/New York

**Item Description:** Whether you are investing in stocks, deciding what to eat, hiring an assistant, or merging corporate divisions, you're making decisions based on evaluating risks and benefits. When you need to make a difficult business decision, knowing the numbers can provide a clearer picture of your upside and downside. As an executive in today's explosive business world, your ability to take the right risk can mean the difference between an organizational win or disaster. The basics of analysis and assessment are presented in this course to help you improve your analytical ability in evaluating dangers so that you can lead your company to success.

[Previous](#) [Finish](#) **17**

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**Record Learning**

Instructor:

Completion Date: 11/11/2008 02:21 PM America/New York

Total Hours:

Credit Hours: 2.00 **16**

Contact Hours: 2.00

CPE: 4.00

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**Record Learning**

User	Grade	Status	Comments
		Cost Name	Amount (1000)
Siemering, John E		CRS-ATND	

A status message displays indicating the learning event has been successfully recorded.

**Record Learning**

Select Event Type > Search Item > Select Item > Enter Learning Event Information > Edit User Event Information > Record Learning > **Success**

**Success**

**Status:**

- The learning event has been successfully recorded.
- You can go to the Learning Event History page to print out the Completion Certificate if this event provides credit for the item.