

## iLearnOregon Manager's Job Aid

iLearnOregon is a role-based system. Depending on your role, you may have any number of specific permissions to perform functions within the system. A manager is an automatic role. Users are automatically added to this role when they are specified as a manager of another user. They are automatically removed from this role when they are removed as a manager from all users. Once you are designated as a manager, the "My Team" area displays. This job aid will show you the functions that are available to managers.

On the top menu bar you will see a button for My Team. Click on the *My Team* button.



From the My Team screen you will be able to view training information about your direct employees and indirect employees (if you manage managers).

- The Status column contains icons that indicate whether users are current with their training requirements, or if there is a problem. Hover over the icons to see what they mean.
- The Pending Items column indicates training items that users have not completed.



User Name	Status	Pending Items
Administrator (user) , iLearn	 	 
Information , HRSD  Team	 	2  2   

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To view detailed information for each user, click the *Expand/Collapse icon*. This will provide you information about the user and their status on any assigned training items not complete.

 **Brandy Meng**

User Name	Status	Pending Items	
 Administrator (user) , iLearn			
 Doe , Jane		1 	
 Information , HRSD  Team		3  2 	

   HRSD.information@state.or.us

**ABOUT**

Role(s):  
Administrator

Login ID:  
ehrs.info

User ID:  
CT0000472

Organization(s):  
Other, Non State Employees

Manager(s):  
Brandy Meng

Job Title(s):  
Operations & Policy Analyst 4 - X0873

**STATUS**

Pending Requests: 2

 Assigned Training: 3

Last Login Date and Time:  
4/18/2014 9:20 AM

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The **Training Dashboard** allows you to:

- View training assignments by completion status for both your direct and indirect employees (i.e., users who report directly to you, and users who are subordinate to your direct employees).
- Edit Filter displays on the left side of the page. You can edit the filter criteria to choose which employee training assignments will be included in the Employee Training by Completion Status display.
- Now Viewing displays the name of the manager whose dashboard you are currently viewing.
- Employee Training by Completion Status has a pie chart that shows training completion status information.
- A table listing completed and incomplete assignments displays below the graph.

**Edit Filter**

Show training assignments due no later than:

Include training assignments with no due dates

Include indirect employees

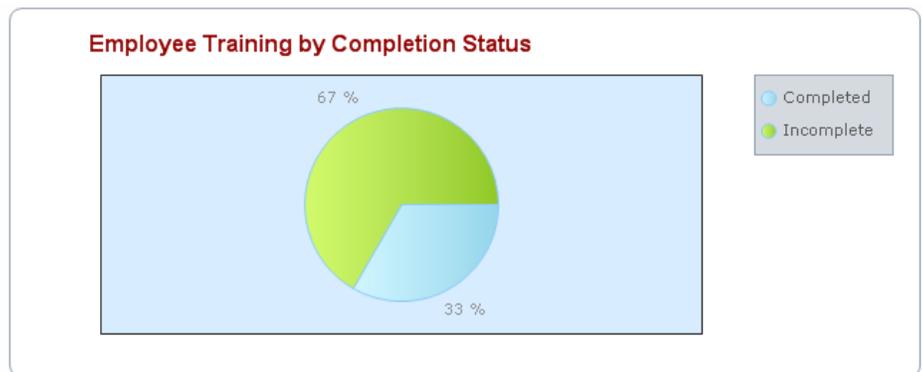
Show chart values as:

Percentage

Number of Training Assignments

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**Now viewing:**  
 Employees of Brandy Meng  
[Drill-down](#)



Name	Title	Assignment Date	Period Due Date
<b>Completed</b>			
HRSD Information	DAS - Safer Driver Program by NTSI	3/11/2014 1:03 PM	N/A
<b>Incomplete</b>			
HRSD Information	Information Security - When You're Out of the Office	3/11/2014 1:09 PM	N/A
HRSD Information	2009 Launching Your Leadership Application: Manager/Supervisor Section	4/1/2014 11:00 AM	N/A
Jane Doe	2009 Launching Your Leadership Application: Manager/Supervisor Section	4/1/2014 11:00 AM	N/A

# iLearnOregon Manager's Job Aid

The Reports console allows you to view and generate manager specific reports.

TEAM TRAINING DASHBOARD **REPORTS** 

### Reports for Managers (8)

Click the title of a report to access the Details page and view your options. To generate a report, click Select Criteria and follow the steps.

Title	Type	
<a href="#">Manager's Report - Content Access</a> View information about content items that users accessed, including completion information for users...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - External Learning</a> View external learning information for users whom you directly manage.	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - Purchases</a> View a list of users whom you directly manage, and the purchases that each user made. Purchase histo...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - Required Training</a> View information about Required Training assignments (past and current training periods) for users w...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - Required Training Exemptions</a> This report is available to User Managers and only displays users in which a user has selected the M...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - Training Progress</a> View training progress information for users whom you directly manage, including score (if available...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - Transaction History</a> View information about orders placed by users whom you directly manage. Click an order number within...	Standard	<a href="#">Select Criteria</a>
<a href="#">Manager's Report - User Costs and Expenses</a> View expense-per-user information for enrolled users whom you directly manage, and the total cost to...	Standard	<a href="#">Select Criteria</a>

## iLearnOregon Manager's Job Aid

1. To run a report, click **Select Criteria** next to the report you want to run. The Report Criteria window opens. Select the criteria for the report.

**Report Criteria** [X]

Use the form below to indicate the parameters for the report you want to run. Then click Run Report.

**Content Type**

- Announcement
- Blog
- Bundle
- Certification
- Classroom
- Collaboration Space
- Curriculum
- Document
- FAQ
- Online
- On-the-Job Training
- Survey
- Test

**User Activity** Active [v]

**Start Date** [ ] [calendar icon]

**End Date** [ ] [calendar icon]

**# of Records (per page)** 25 [v]

**Layout** Default [v]

Cancel [Run Report]



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2. Click **Run Report**. A pop-up window will display. For there you can export the report to Excel, PDF, or XML. You also have the options to display the data using different filtering and sorting options.

**Manager's Report - Content Access**

Print | Save New | View Layouts | Refresh | Close Window

[Export to Excel](#)  
[Export to PDF](#)  
[Export to XML](#)

**Selected Report Criteria**

**Report Date:** Tuesday, May 13, 2014  
**User Activity:** Active  
**Content Type:** Classroom, Curriculum, Online  
**Date Range:** 1/1/1997 - 5/13/2014  
**Report Layout:** Default  
**Report Layout:** Julie

**Report Results**

**Total Records:** 13  
**Total Users:** 3  
**Content Items:** 13

Formula | Layout | Sort | Filter | Group | Aggregate | Chart | Crosstab | Paging

#	Last Name	First Name	Content Title	Content Type	Start Date	Complete Date	Last Launch	Total Launches	Report
1	Administrator (user)	iLearn	Brandy Test AICC	Online	3/15/2012		3/15/2012	1	User Access Go
2	Administrator (user)	iLearn	Brandy Test AICC 2	Online	3/15/2012		3/15/2012	1	User Access Go
3	Administrator (user)	iLearn	Brandy Test AICC with quiz	Online	3/15/2012		3/15/2012	1	User Access Go
4	Doe	Jane	DAS - How to Attach a Document in LINUX	Online	3/19/2014	3/19/2014	3/19/2014	1	User Access Go