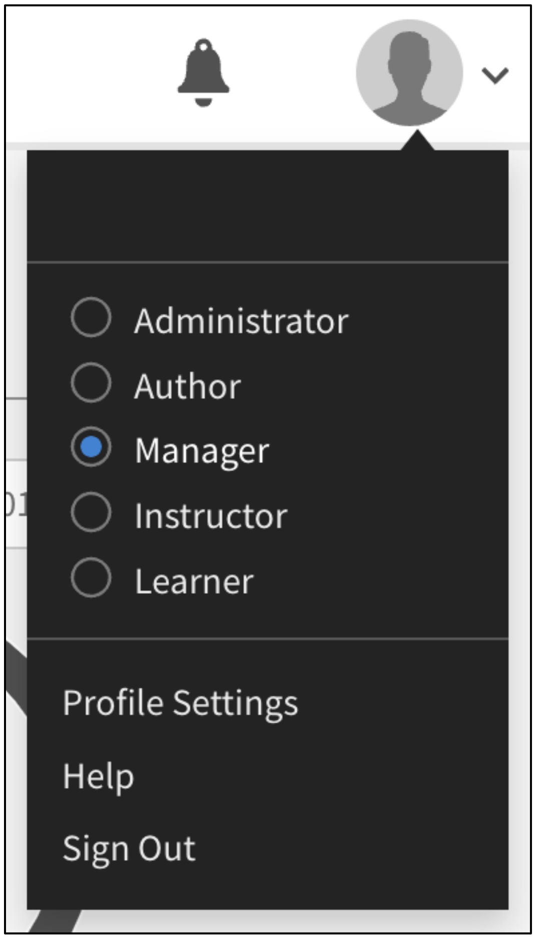
Manager's Guide

Elevate the Learning Experience

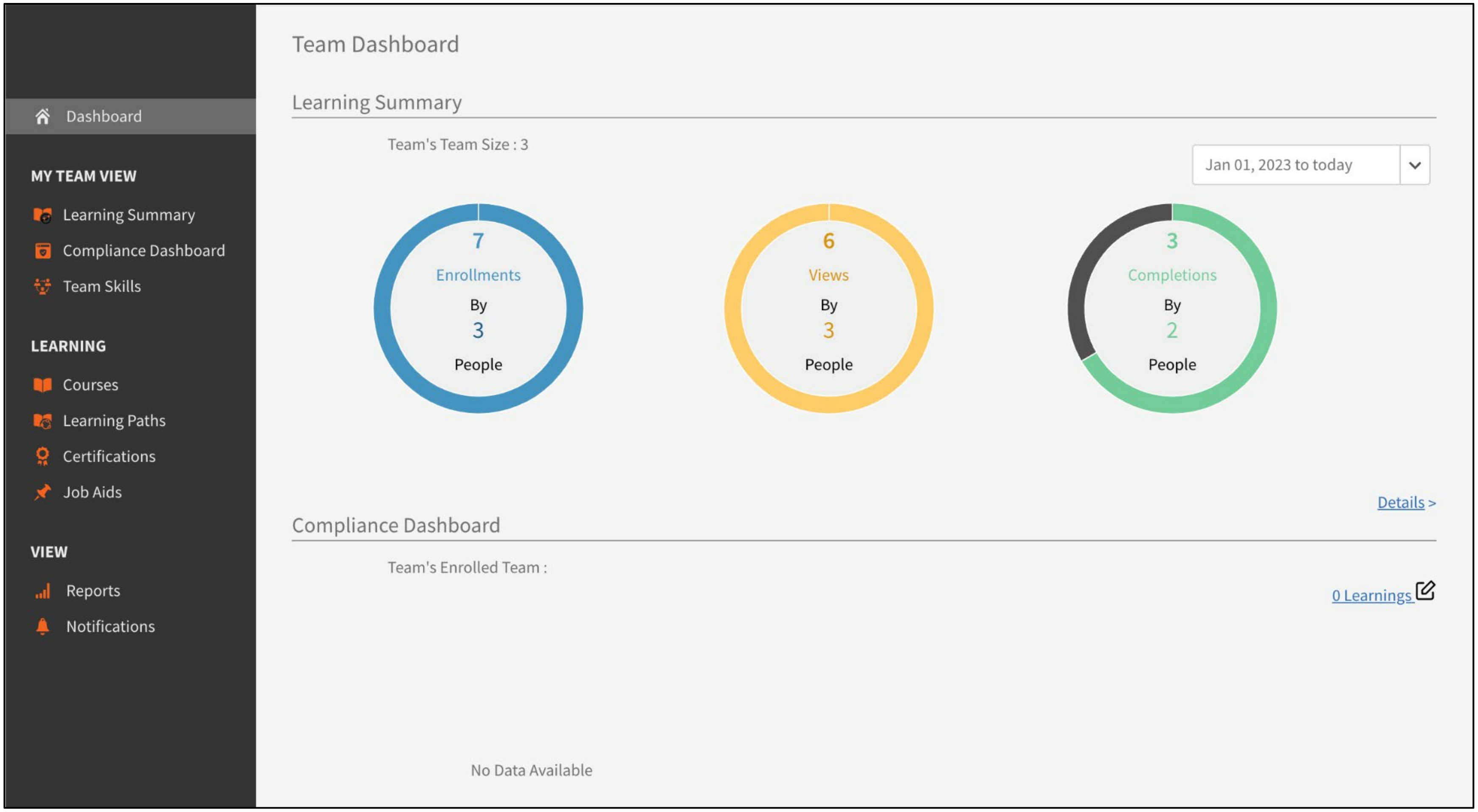
Access Your Manager Dashboard

To access your Manager role, click on the profile icon in the top right of your screen. Select Manager.

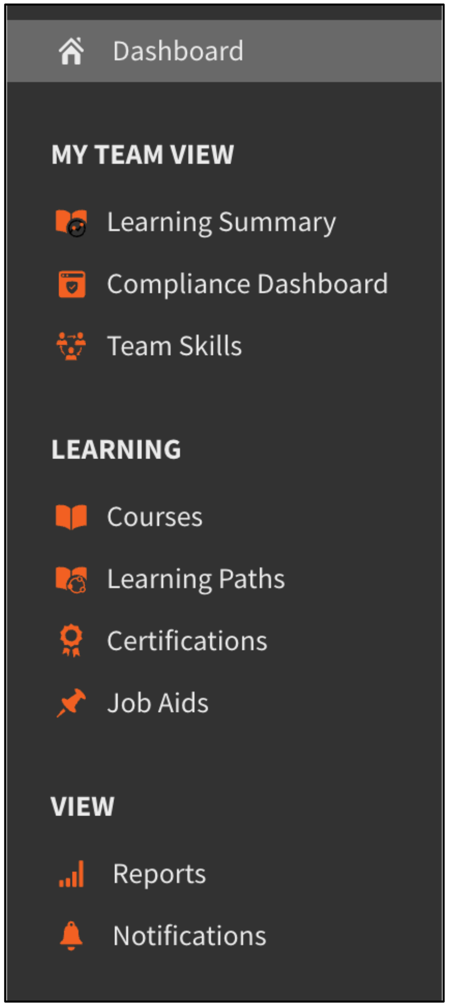


Dashboard

You will be taken to your Dashboard. From here you will be able to see snapshots of your team's progress on learning and skill development.



On the left menu of your Dashboard, you can access each part of the Dashboard overview in detail and drill down, create reports, and enroll your employees in crucial learning opportunities.



The next sections will go through how to use each of the tabs in the Dashboard navigation menu.

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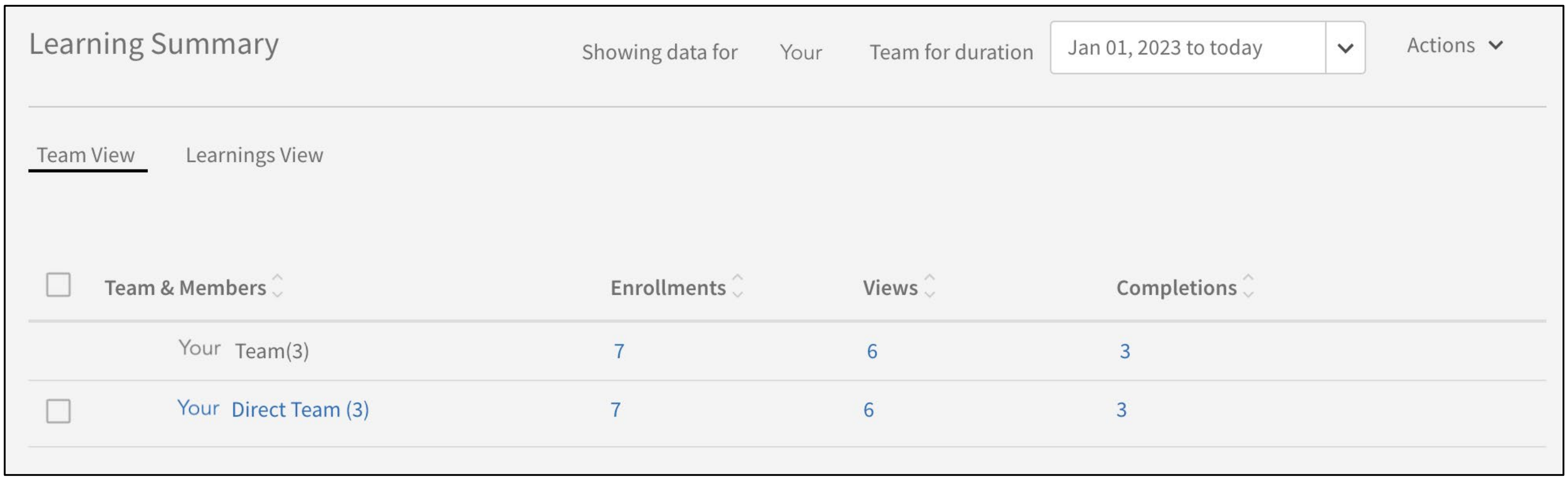
My Team View

Learning Summary

Under My Team View, select Learning Summary. You will see your Team View, which shows an overview of Enrollments, Views, and Completions.

You will see your Direct Team (those who report directly to you) and any teams your Direct Reports manage, as well, if applicable to you.

You can set the date range you would like to see results for in the top right dropdown.



From here, you can select a number under Enrollments, Views, or Completions.

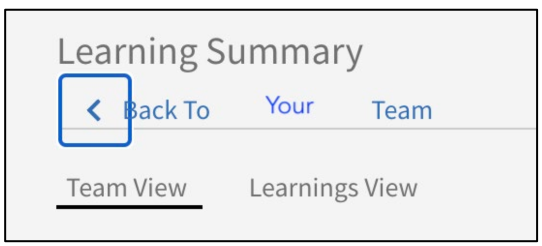
For example, selecting 3 under Completions shows the courses that have been completed and how many of your employees completed them.

Learnings(3)	Completions
HR104C Onboarding: Making Connections And Bridging The Gaps	1
SM504E Having The Tough Conversations	1
CR502E Civil Rights Training	1

Selecting the number across the from course name will show you details about which employee completed the course, their enrollment date, completion date, and their progress (which should be 100% for completion).

People(1)	Enrollment Date	Completion Date	Progress
Your Employee	Jan 06, 2023	Jan 06, 2023	100 %

Clicking the blue arrow that reads "Back To Your Name's Team", in the top left corner will take you back to the Team View.



Next in Learning Summary, select Learnings View.

Learning Summary

Team View | Learnings View

This will show a full list of all the courses your employees have taken, have viewed, or are currently enrolled in.

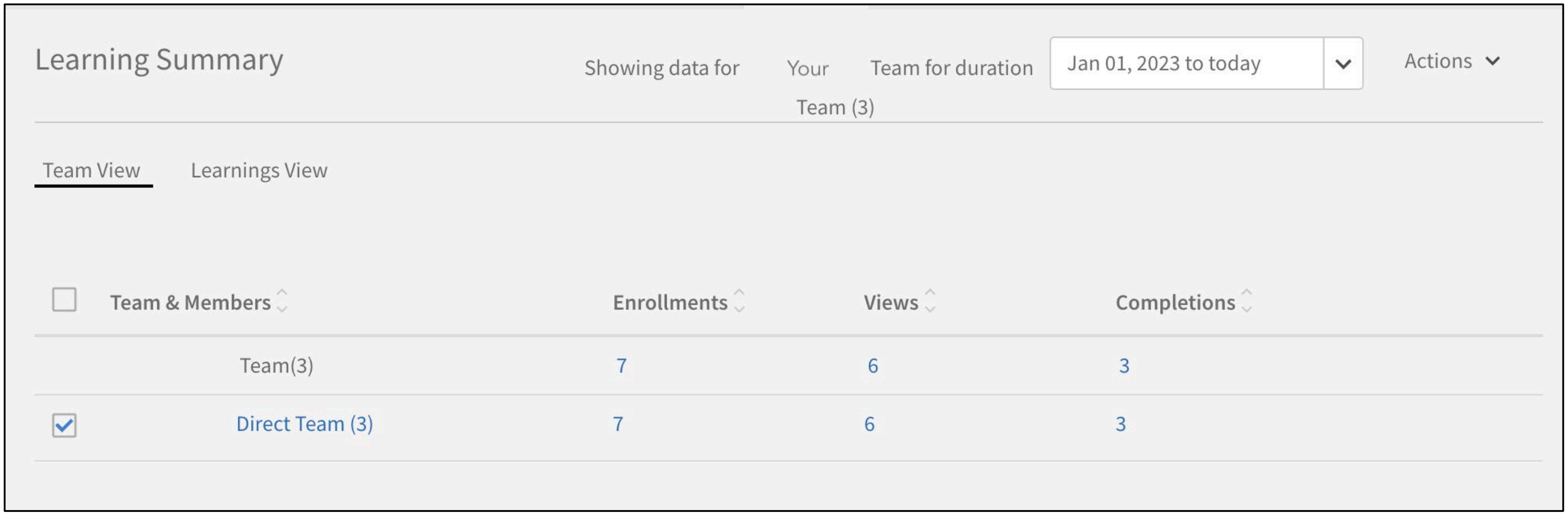
Learnings(8)	Enrollments	Views	Completions
FA100C Every Dollar Has A Name	1	0	0
HR104C Onboarding: Making Connections And Bridging The Gaps	1	1	1
SM504E Having The Tough Conversations	1	1	1
CR502E Civil Rights Training	1	1	1
CR500E Title IX And Discrimination, Identifying And Responding To Sexual Misconduct	1	1	0
RM502E Reasonable Suspicion & Post-Accident Testing	0	1	0
SM500E Management Fundamentals	1	1	0
DI100C Contemporary Issues In Workplace Diversity And Inclusion	1	0	0

Click on the number to show you which employees have enrolled, viewed, or completed a particular training.

Actions Button

At any point, you can download an excel spreadsheet of information from your Dashboard. To download a full report, select the information you would like included in your report by checking the boxes next to the information listed.

Then click the Actions button in the top of your screen. Select Export. An excel spreadsheet report will download to your computer when it is ready. You can also access reports you generate from the Notifications bell in the top left corner next to your personal icon.



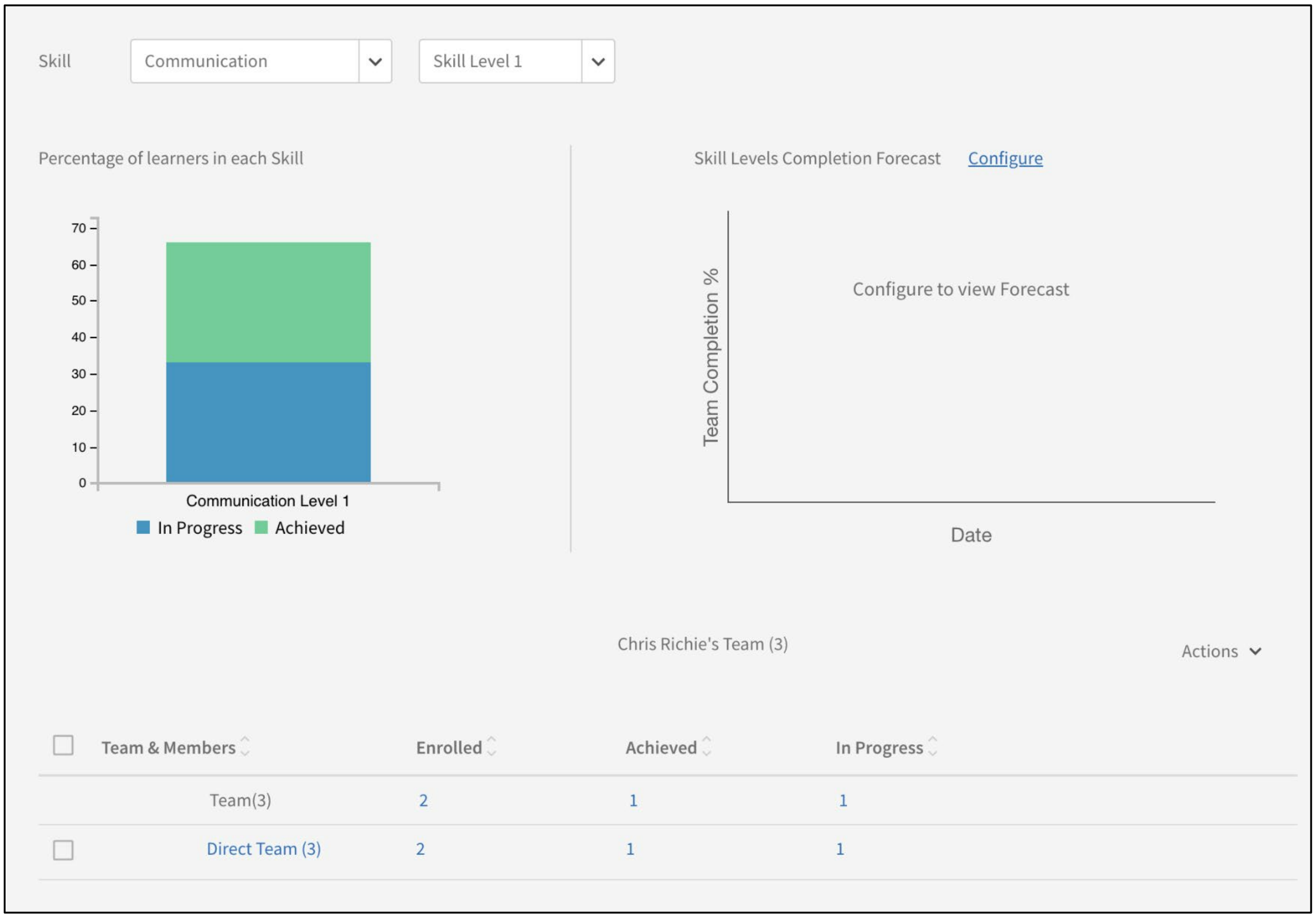
Compliance Dashboard

Under My Team View, select Compliance Dashboard. The Compliance Dashboard will be empty as there are currently no courses using this feature in ElevatED.

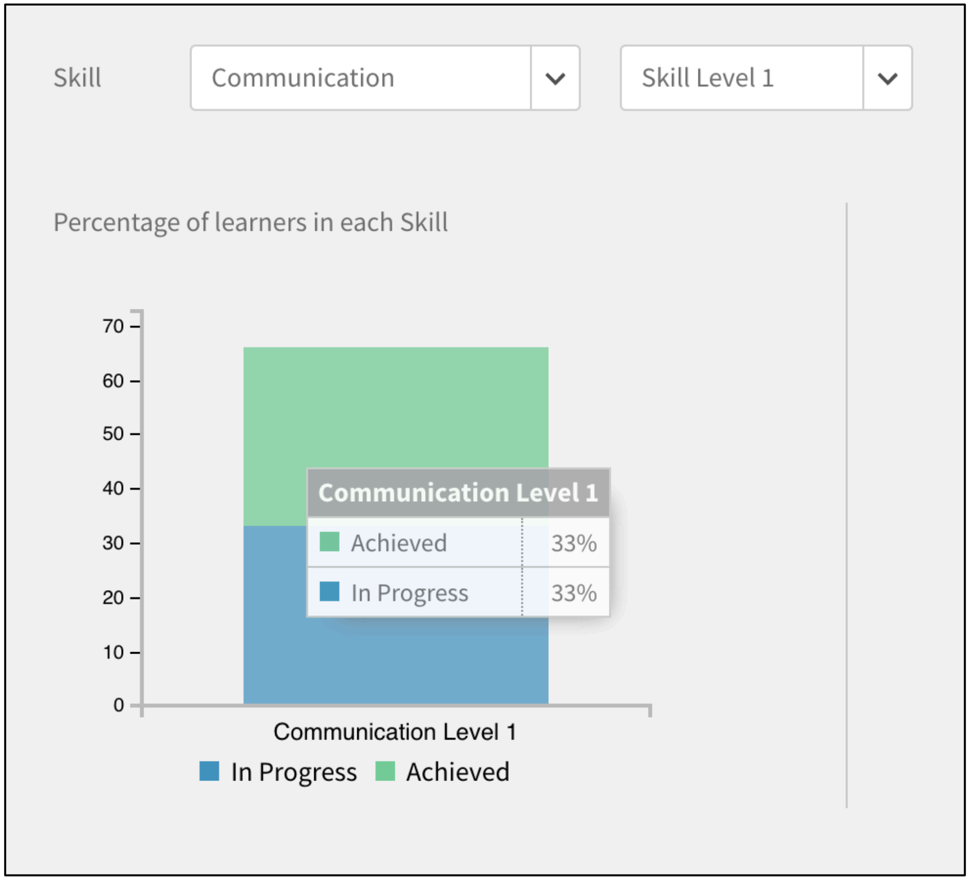
Team Skills

Under My Team View, select Team Skills. Team Skills will give you a detailed Skills Summary for your team as well as the ability to track skill development.

Note you may have to refresh your screen to see updates.



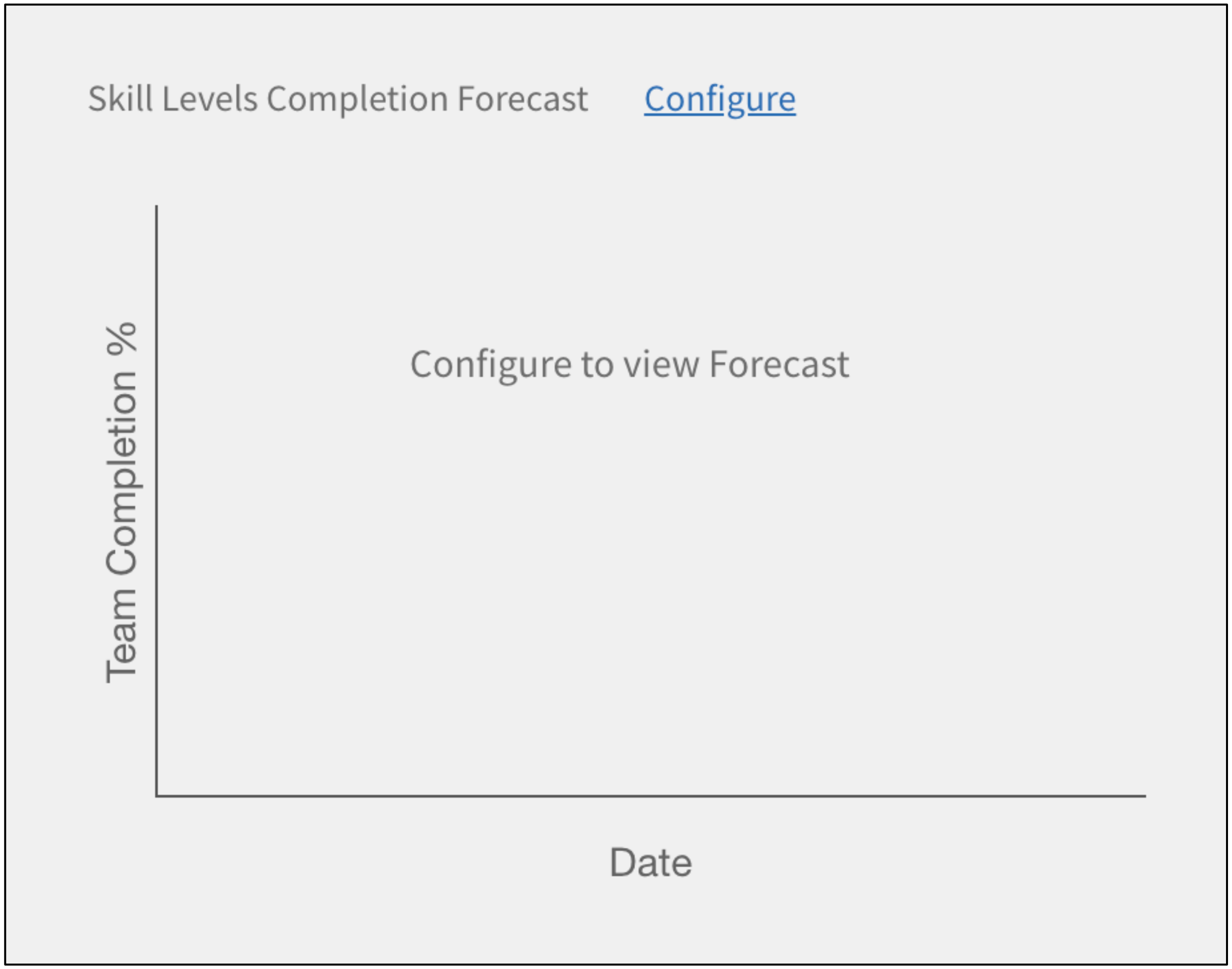
On the left side of the Team Skills page, you can choose a skill from the dropdown and see your team's progress towards that skill. For this example, choose Communication from the dropdown and Skill Level 1. (Most ElevatED courses will have a Skill level 1.)



Hover over the graph to see a breakdown in percentage of how many of your employees have achieved this skill and how many are in progress.

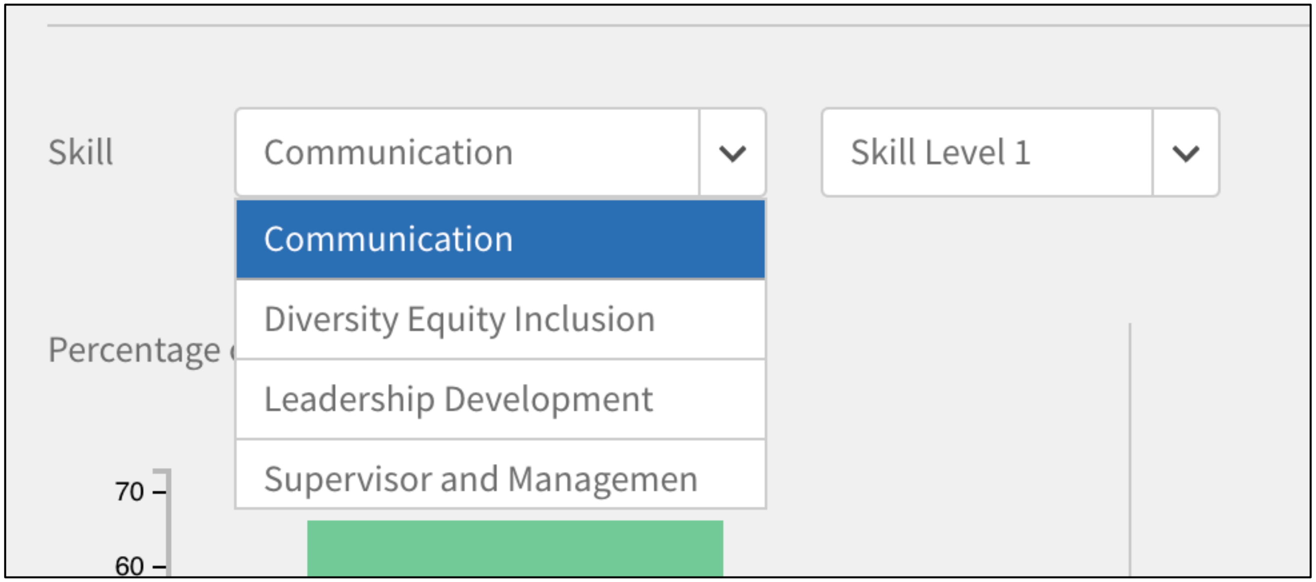
Configure Skill Tracking

You are also able to track and forecast skill development. The Skill Levels Completion Forecast Configure button allows you to drill down on a particular skill that you want your team to develop and forecast how long it will take your take to develop that skill at a particular level.



To configure a skill forecast, select the skill from the dropdown menu in the top right. Most courses will have a Skill Level 1, but you can select another level if available from the dropdown next to Skill.

Note that you will only be able to choose from skills your employees are currently developing. Skills are linked to classes your employees are enrolled in or have already completed.

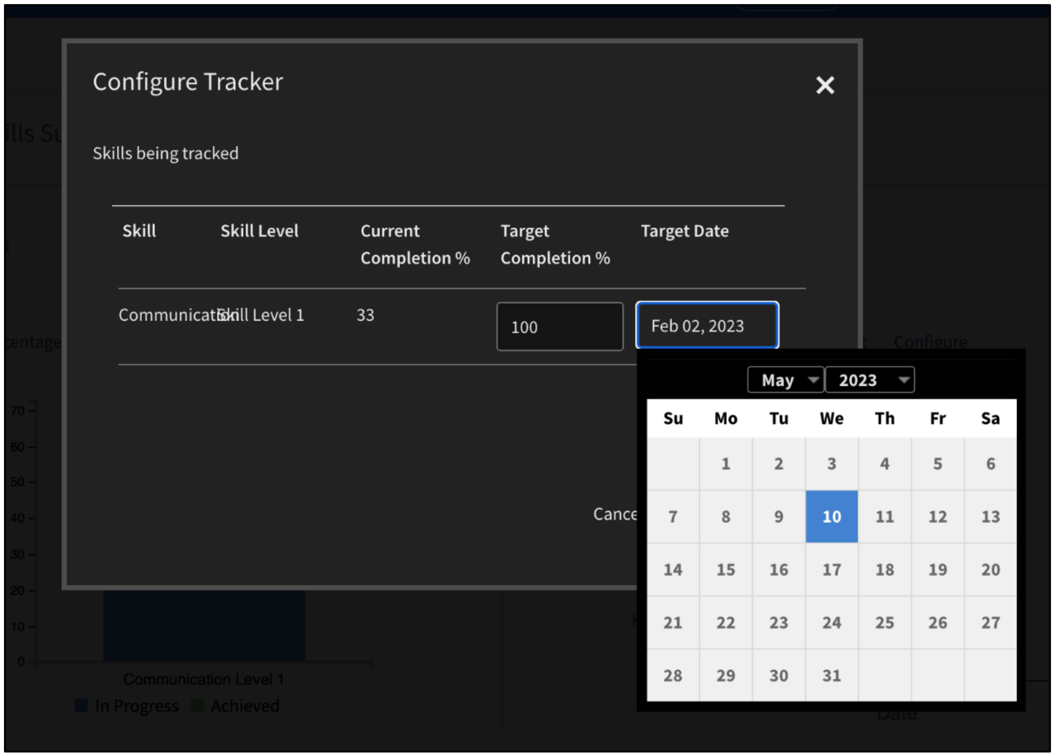


In this example, we've selected Communication at Skill Level 1.

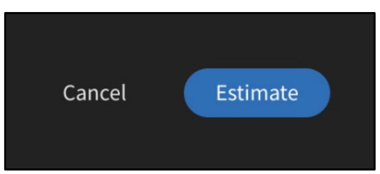
Select the blue Configure button on the right of your screen.

A pop-up will appear.

Enter a Target Completion percentage (%) and adjust the Target Date. For this example, the entire team (100% Target Completion) will develop the skill Communication by May 31, 2023.

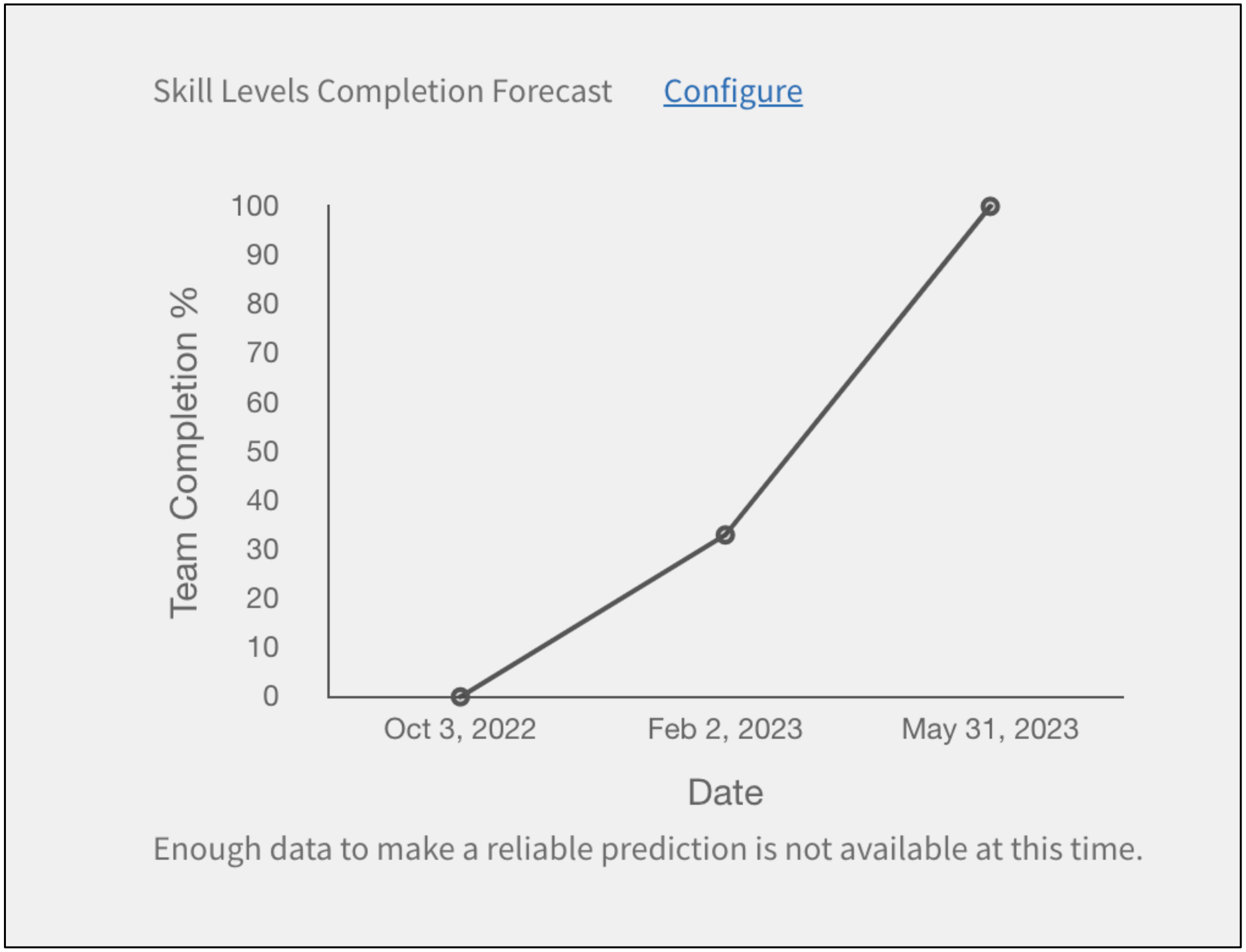


Click the blue Estimate button.



A chart will now appear on your Team Skills dashboard showing you how likely it is that your team will complete this skill goal and when.

Note that enough data to make a reliable prediction may not be available at the time you use the Skill Tracker, however as time passes and ElevatED grows, this will be a powerful tool for you to help develop your employees and track their development.



Under Your Team below the Skill and Forecast graphs, you will see your Direct Reports (and your Direct Report's teams, if applicable).

Chris Richie's Team (3)

Actions

Team & Members	Enrolled	Achieved	In Progress
Team(3)	3	3	0
Direct Team (3)	3	3	0

Selecting from the numbers under Enrolled, Achieved, and In Progress will show you the members of your team(s) that currently enrolled in courses, completed courses, or are in progress on courses that support the skill you have selected in the top left dropdown.

Actions

People(2)	Enrollment Date
Your Employee	Oct 03, 2022
Your Employee	Jan 06, 2023

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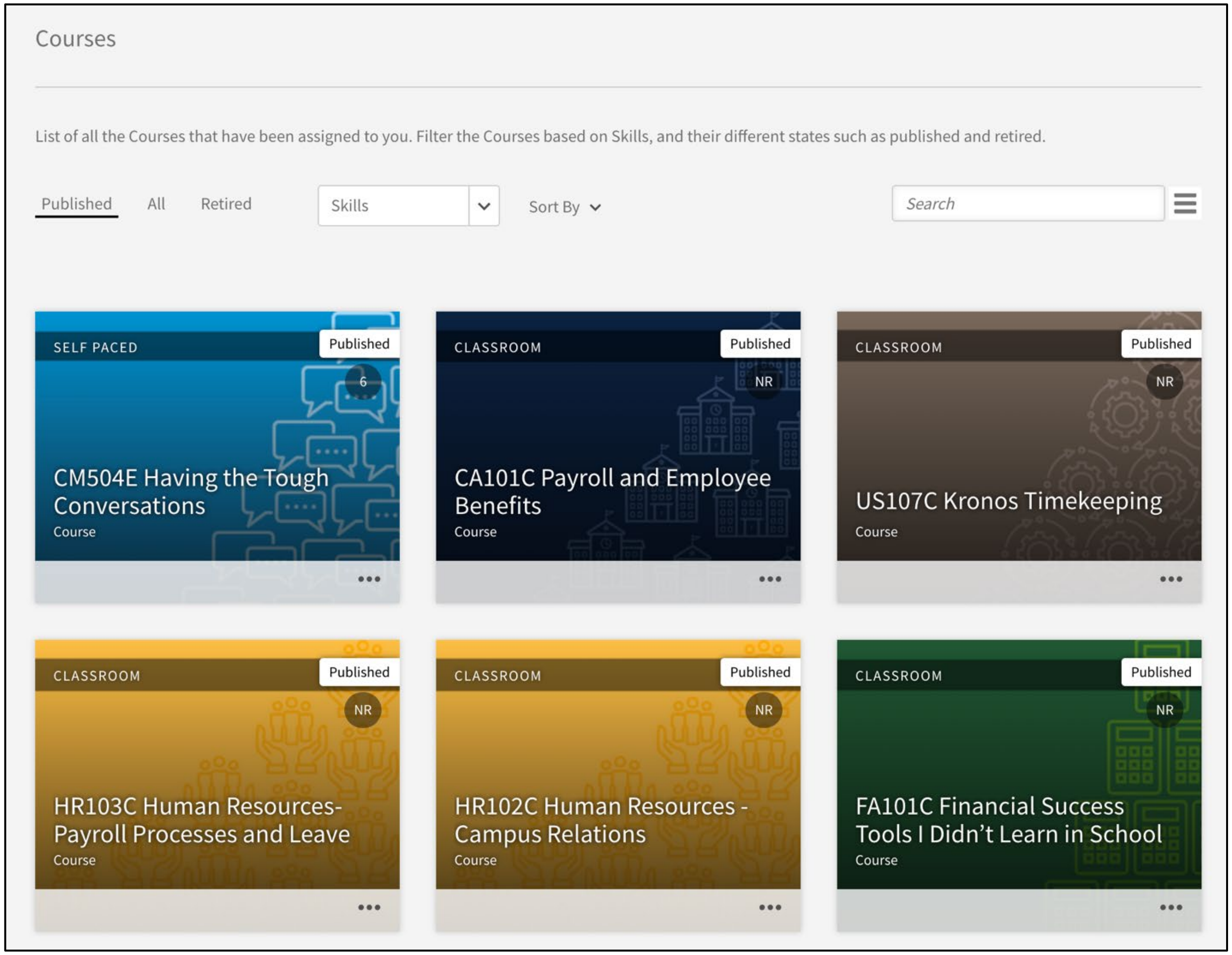
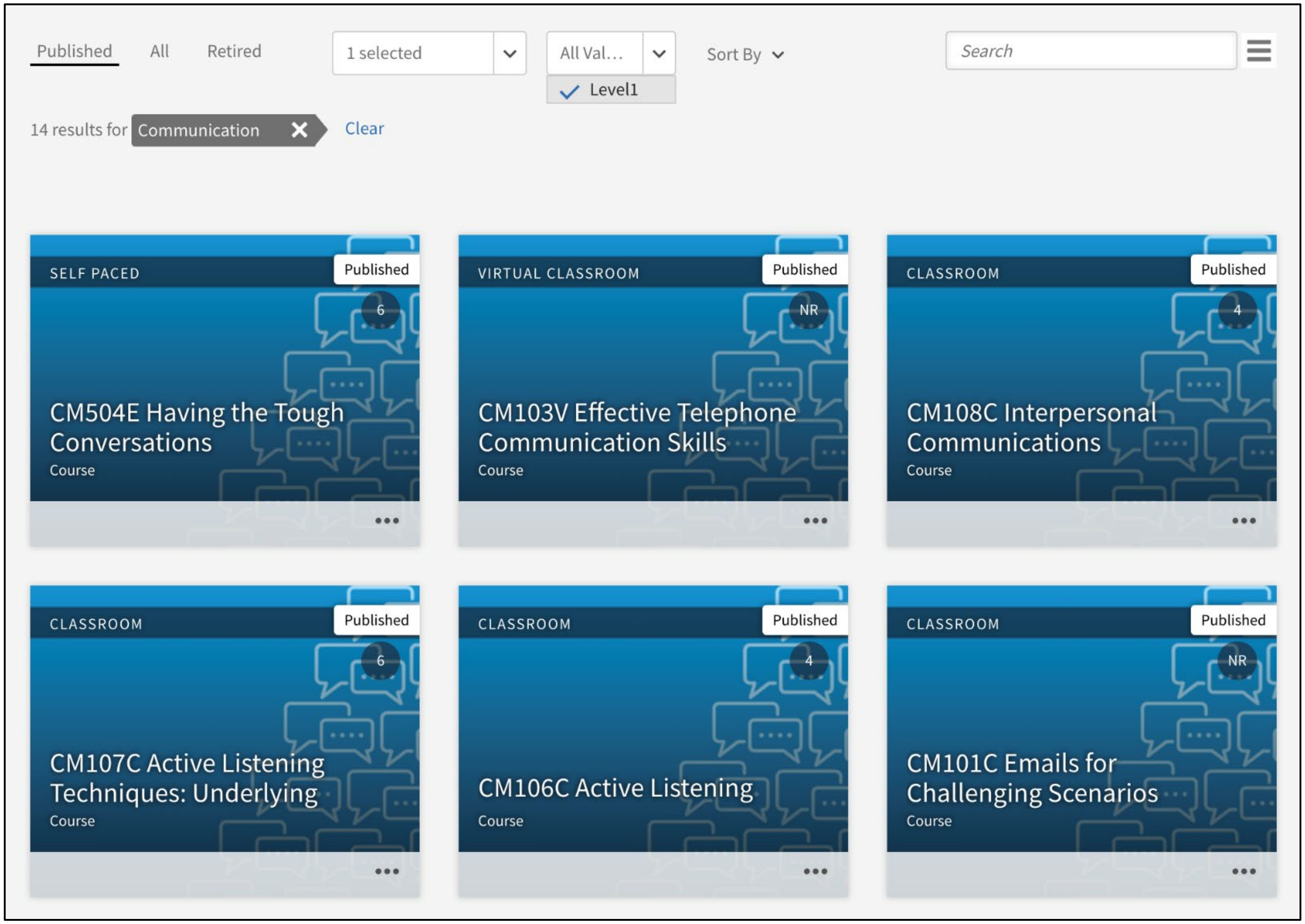
Learning

Under the left navigation menu, you will find Learning. Here, you will be able to do several things including enroll your employees in learning opportunities.

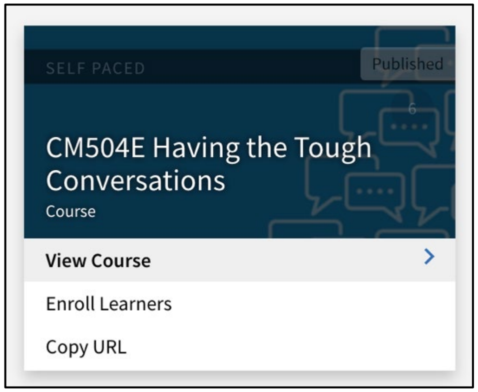


Courses

Selecting Courses will show you a list of all the courses that are available to take within ElevatED. Select Published and sort courses by Skill and Level by selecting from the dropdown across the top. Courses available will populate.



Hover over the three dots at the bottom of a course card for your options.



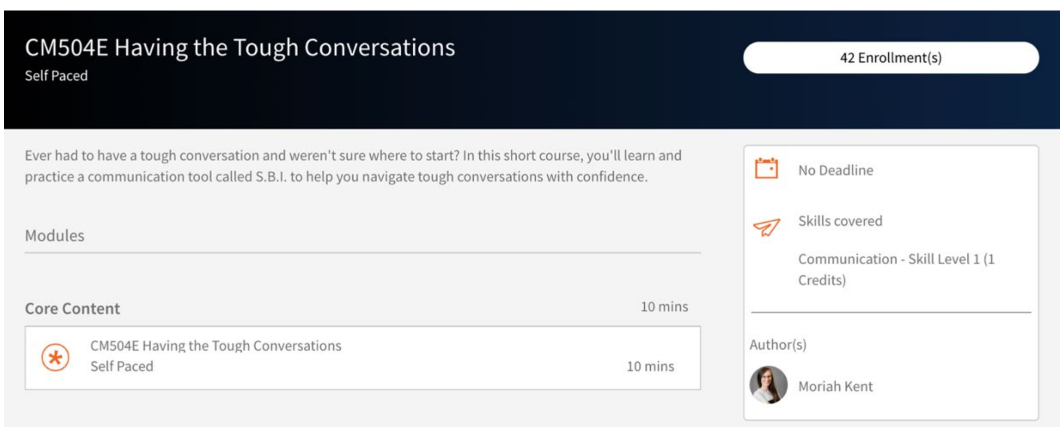
View Course

Selecting View Course will take you to the Preview of the course.

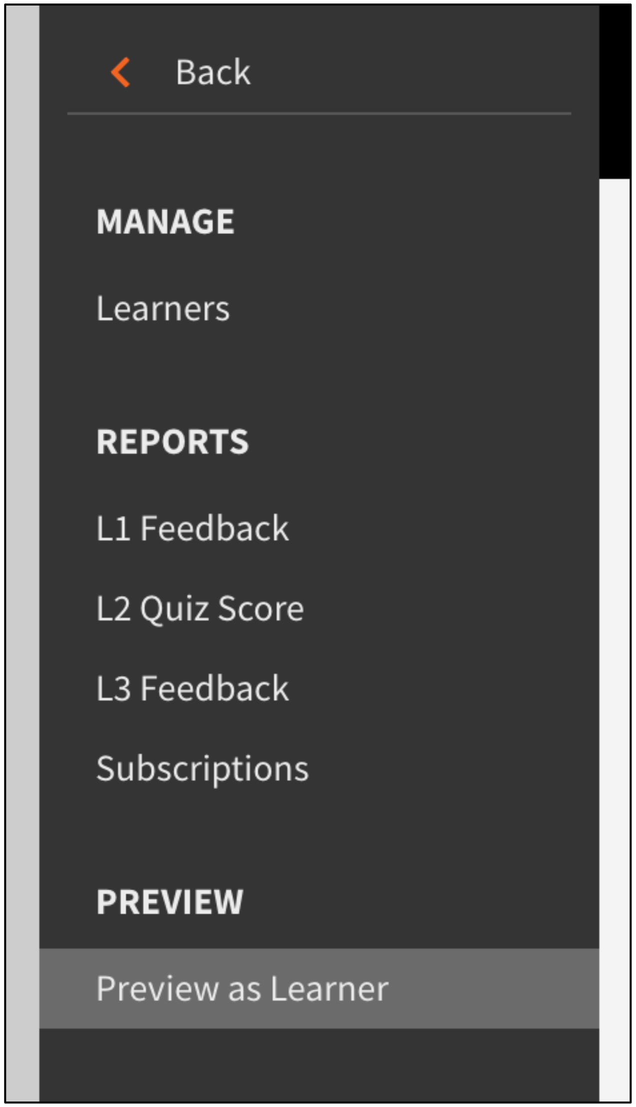
Preview as a Leaner

Preview

This is what learners see before they enroll in a course. It concludes information such a description, current number of total enrollments (popularity), skills, and any content or job aids.



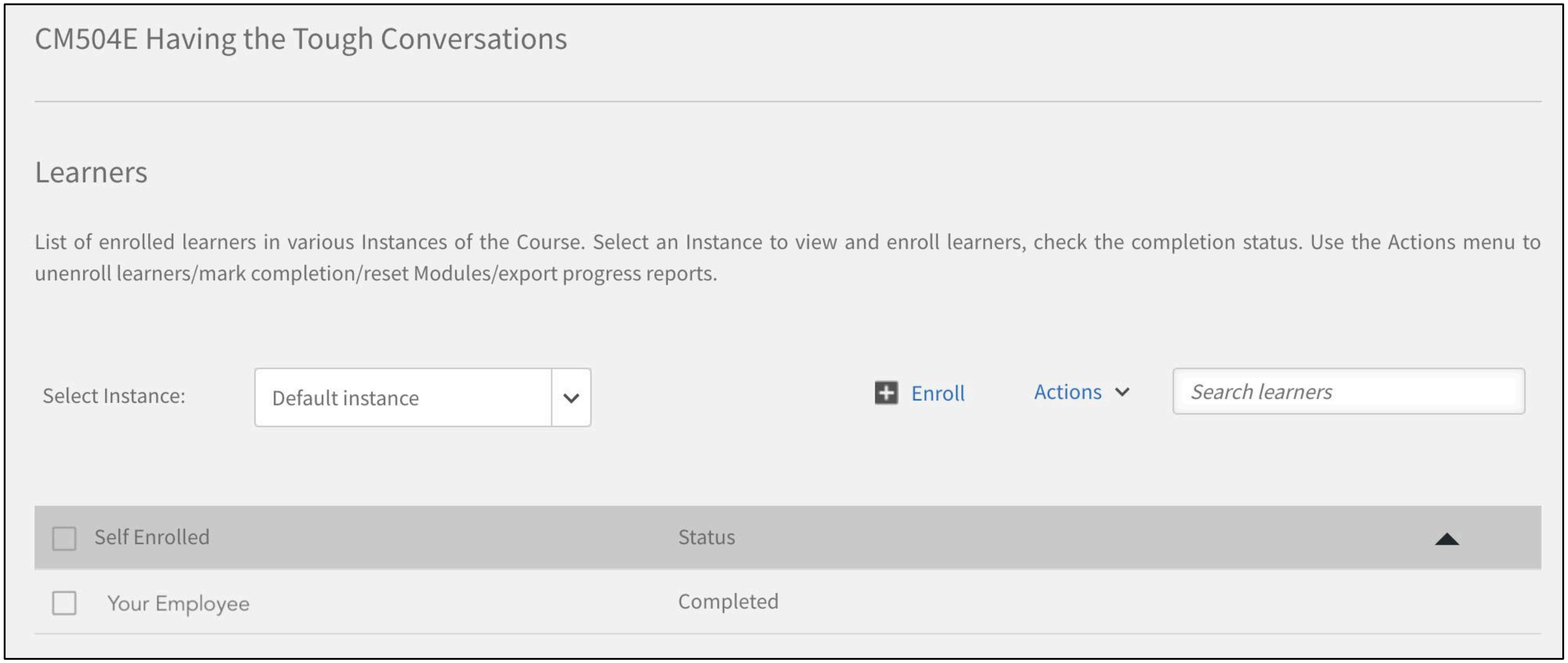
On the left side, you'll see a new navigation menu. As a manager, you can view your team's participation in a course and any feedback that has been given by you or your employee.



Manage

Learners

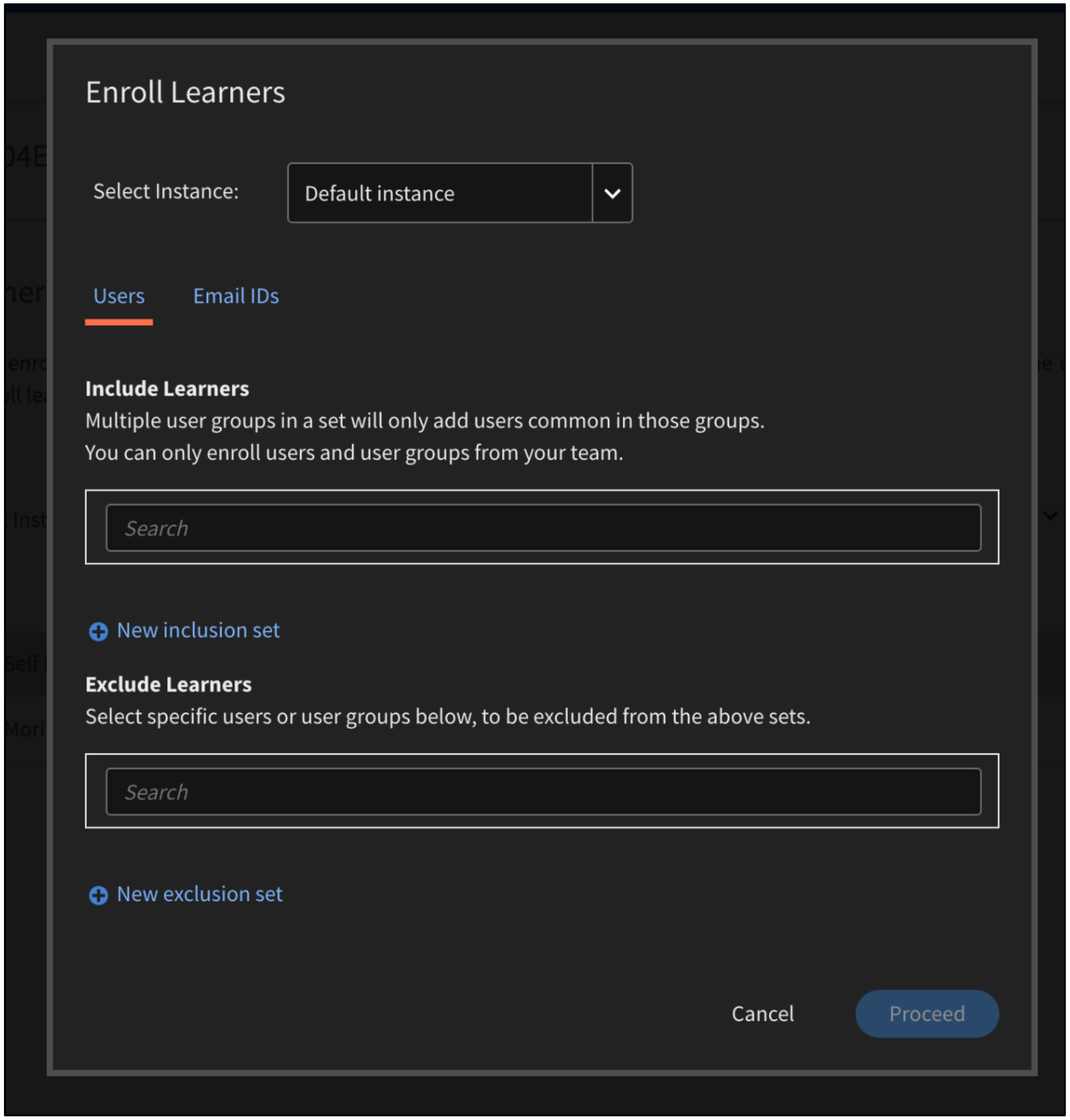
Under Manage, you will see Learners. Select Learners to see who on your team has taken this course already.



You may need to select the arrow on the far right to see a dropdown of your employees who have Self-Enrolled. If you have enrolled an employee, you'll have another option to dropdown called Individuals. Click its arrow to see the employees you have enrolled and their status.

Enroll Learners

You can enroll an employee in a course by selecting the plus and Enroll button. A pop-up called Enroll Learners will appear.



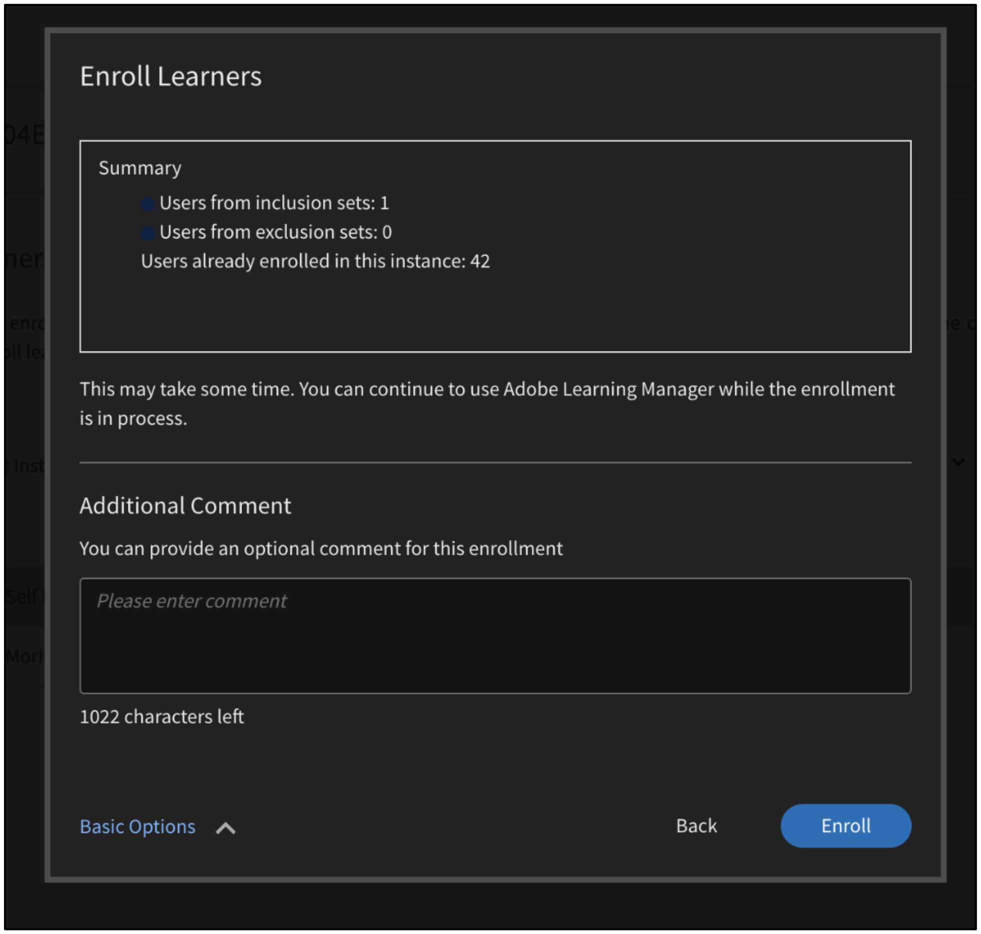
If the course is self-paced, you can leave the Default Instance. If the course is classroom or virtual, you will want to select the instance from the dropdown Select Instance.

You can add users by user ID (Auburn ID) or emails. You will only be able to enroll your employees.

If you wish to exclude some users from enrollment, you can specify them by their user ID (Auburn ID).

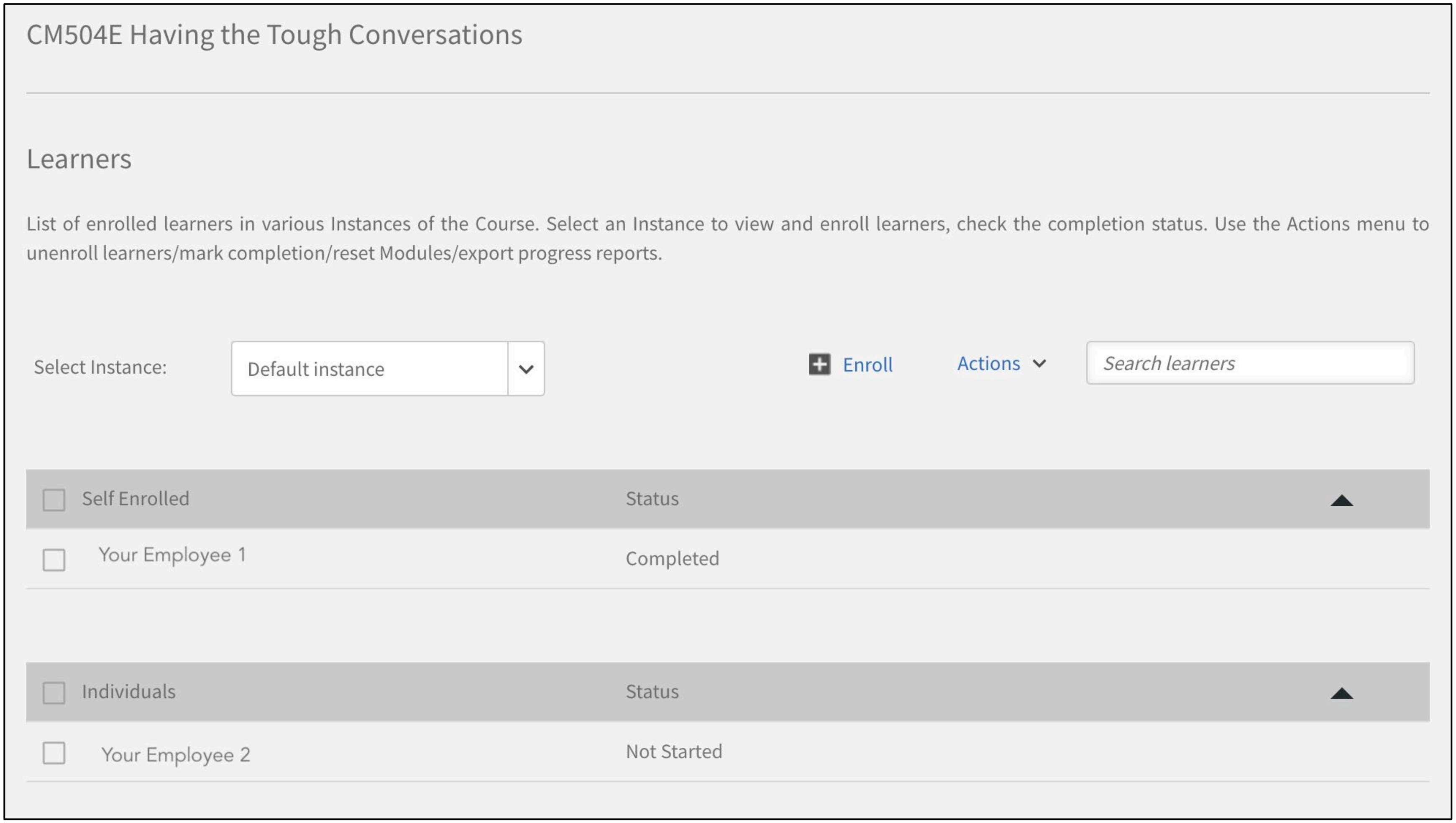
Select the blue Proceed button when you have finished your selection.

Another pop-up will appear. From here, you can finalize enrollment of your employee. Clicking on Advanced Options will also allow you to leave a comment for your employee. Select the blue Enroll button.



Note: When you enroll your employee in a class, they will receive an email from ElevatED and if it is a Classroom or Virtual offering, a calendar invitation will be sent, as well. ***Please be sure to talk with your employees <u>before enrolling</u> them in any course so they know what to expect.***

You will now see the employees you have enrolled under the dropdown for Individuals.



Reports

Under Reports, you will be able to see all feedback and subscribe to notifications.

L1 Feedback

Selecting L1 Feedback shows you any feedback your employees have given after completing a course.

CM504E Having the Tough Conversations

L1 Feedback

L1 Feedback is learner feedback on the Course after completion. As Admin, configure feedback settings when you add/modify an Instance.

Select Instance: Default instance

Export Feedback Scores

Learner	How likely is it that you would recommend this course to a colleague?	The training subject matter was relevant to me.	I found the training materials easy to navigate.	The time required to complete the training was as expected.	I was appropriately challenged by the training.	I will be able to immediately apply what I have learnec
Your Employee	10	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree

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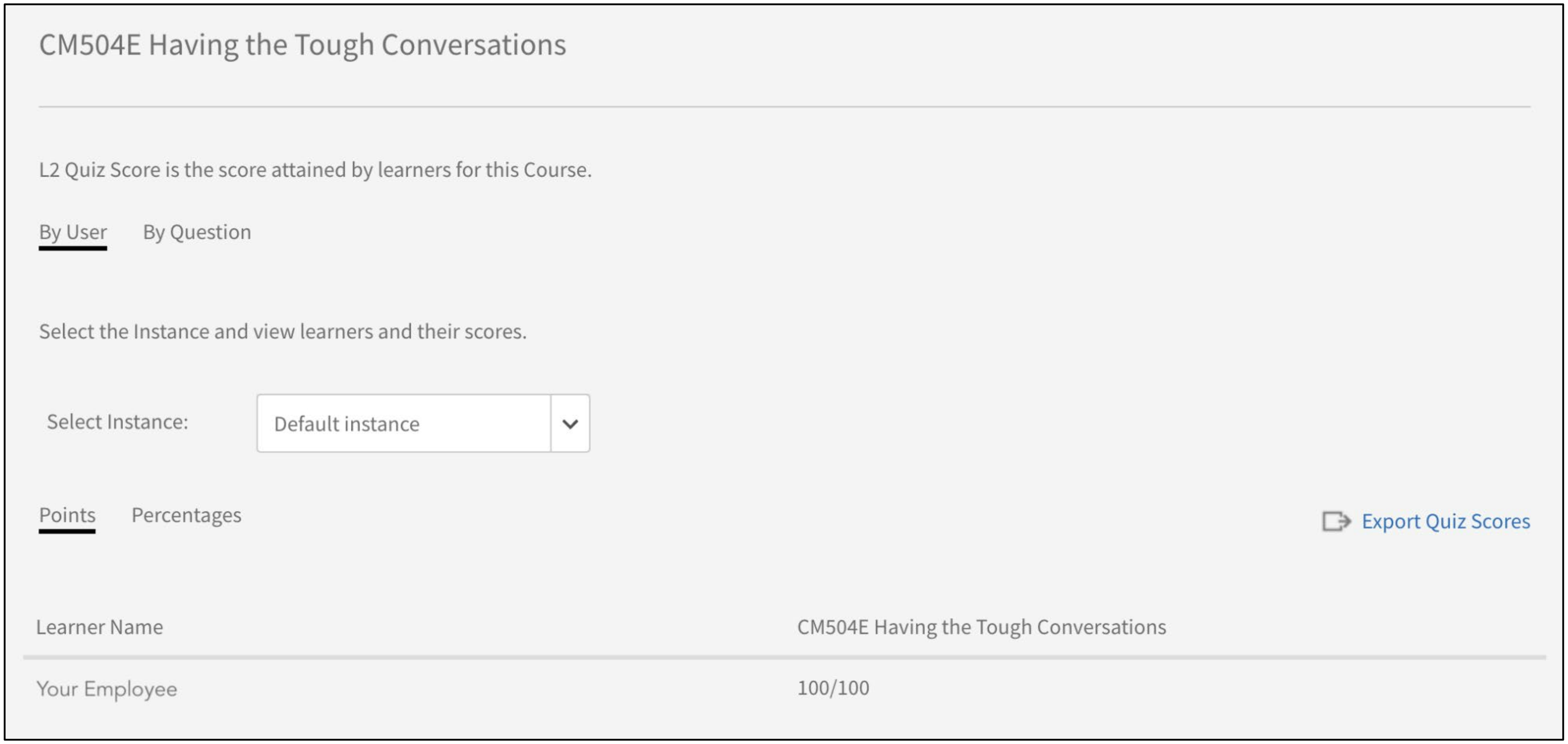
L2 Feedback

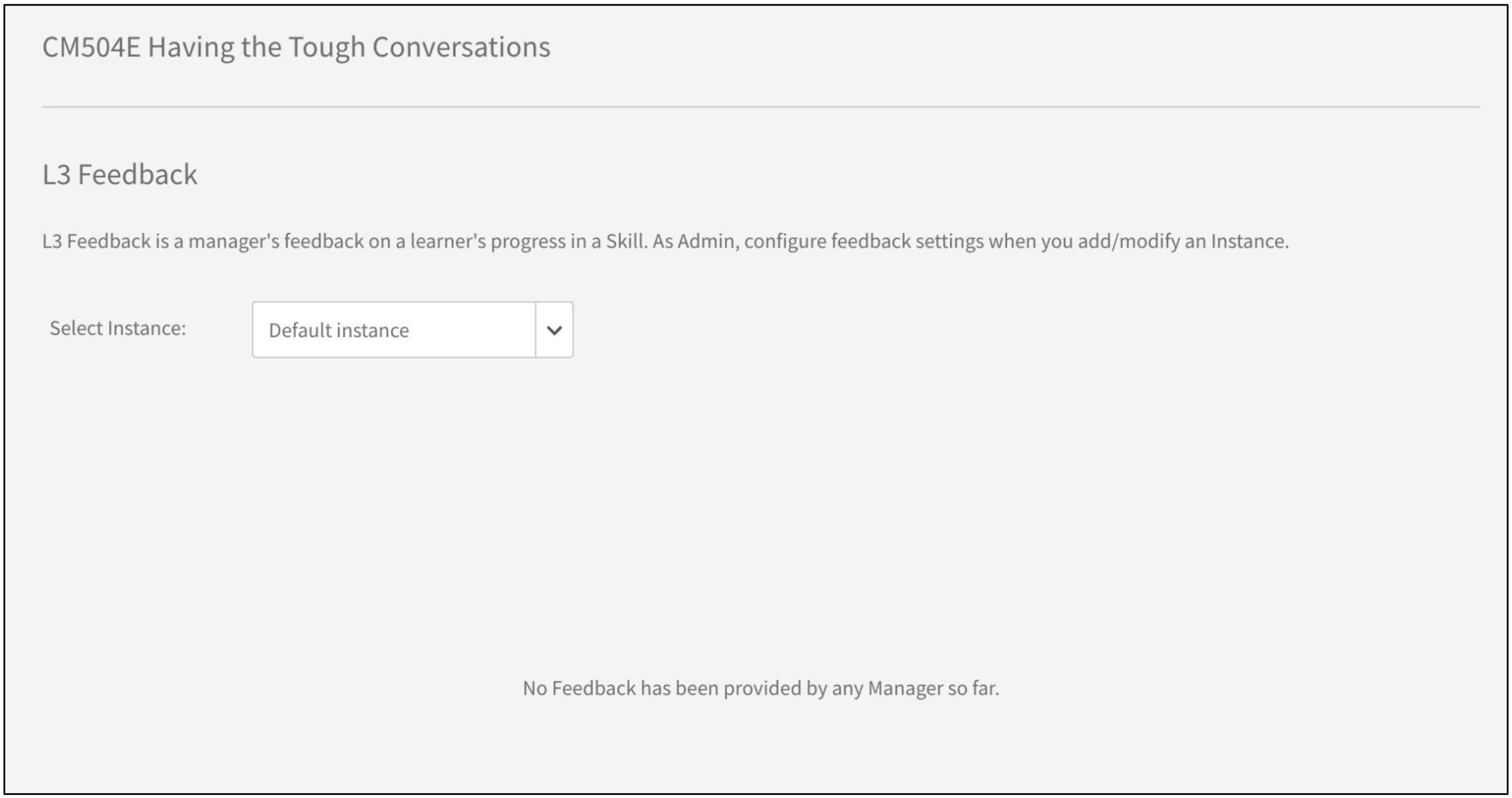
If a course had a quiz, you may be able to see your employee's score.



L3 Feedback

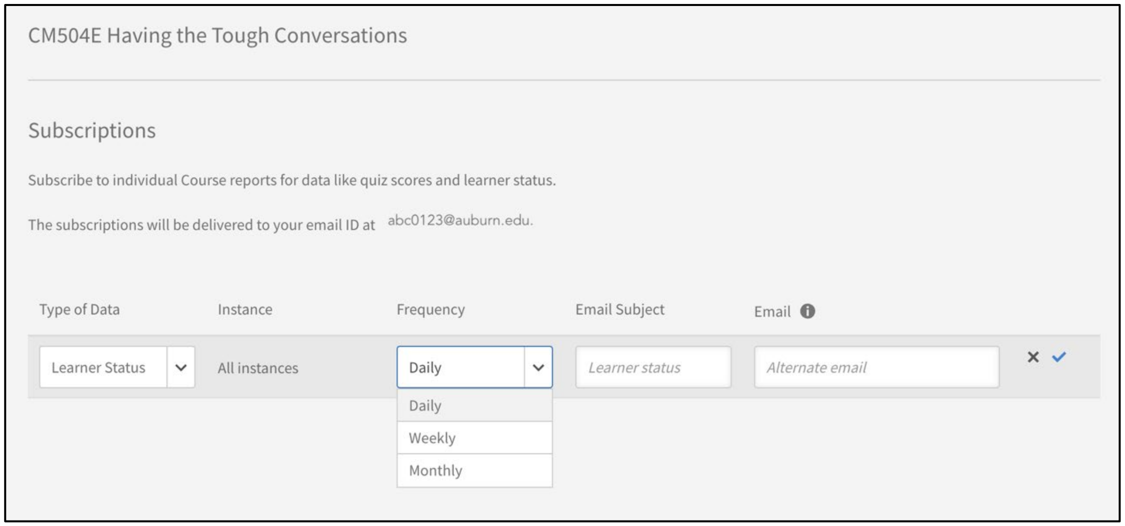
L3 Feedback is feedback ElevatED will prompt you, the Manager, for a few weeks after your employee completes a course. You will be asked if you have noticed any changes in your employee due to taking a particular course. You'll be able to review any feedback you provide here.

Note: Since ElevatED is so new, you may not have been prompted to provide any feedback, yet.

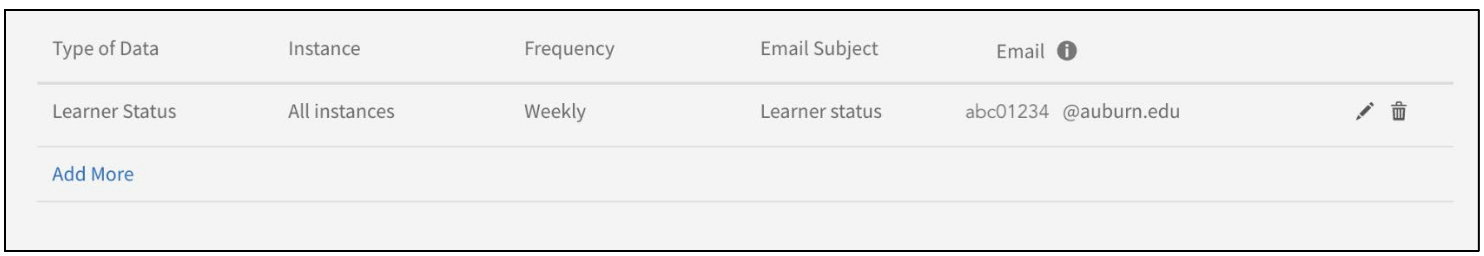


Subscriptions

As a manager you can subscribe to daily, weekly, or monthly emails letting you know the status or quiz scores of your employee(s) enrolled in a particular class. Select the type of data and frequency of emails from the dropdown. Provide the subject line you would like to receive in your Outlook Inbox. Leave email blank and it will come to your Auburn email. Select the check mark to complete your subscription.



To unsubscribe, click the trashcan on the left side.

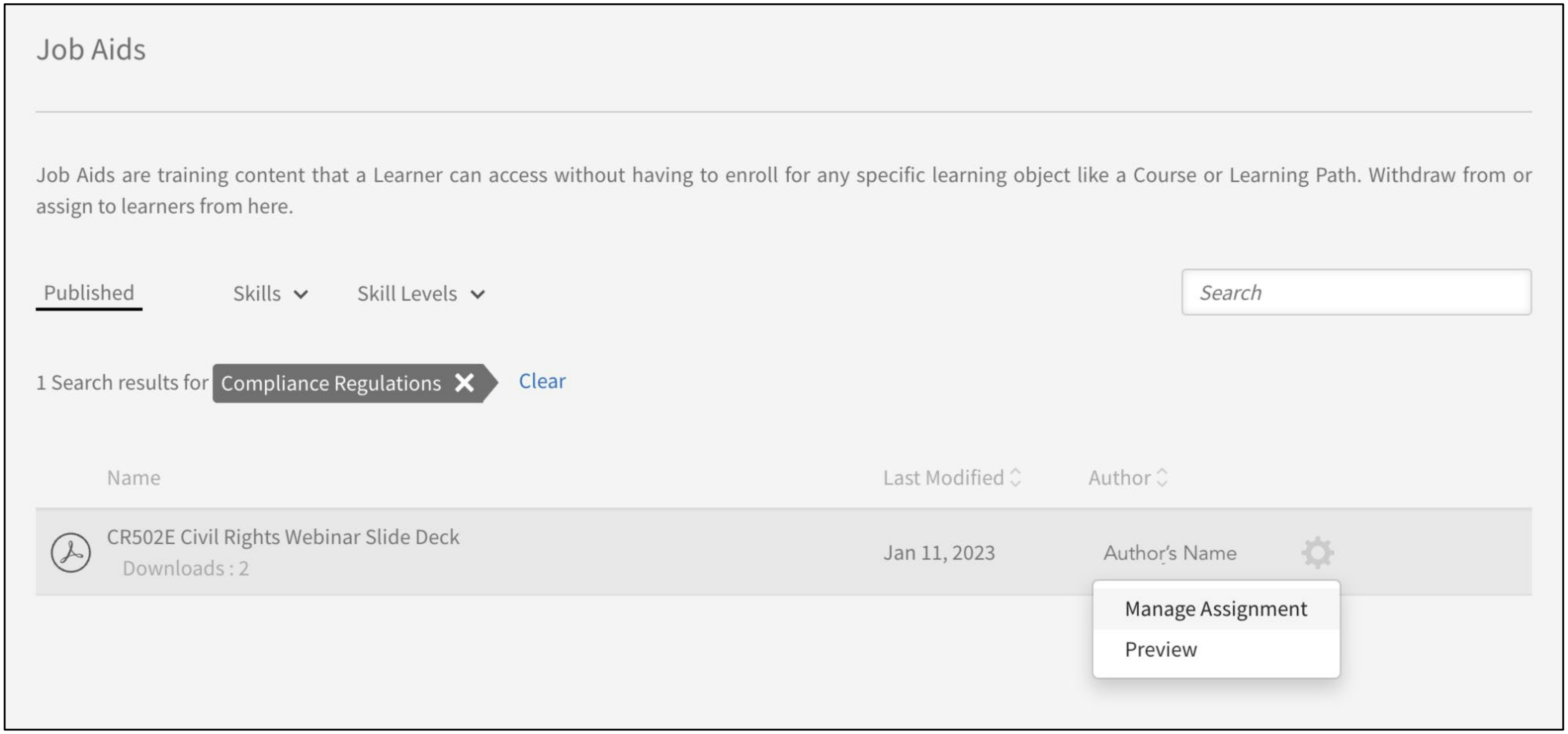


Learning Paths & Certifications

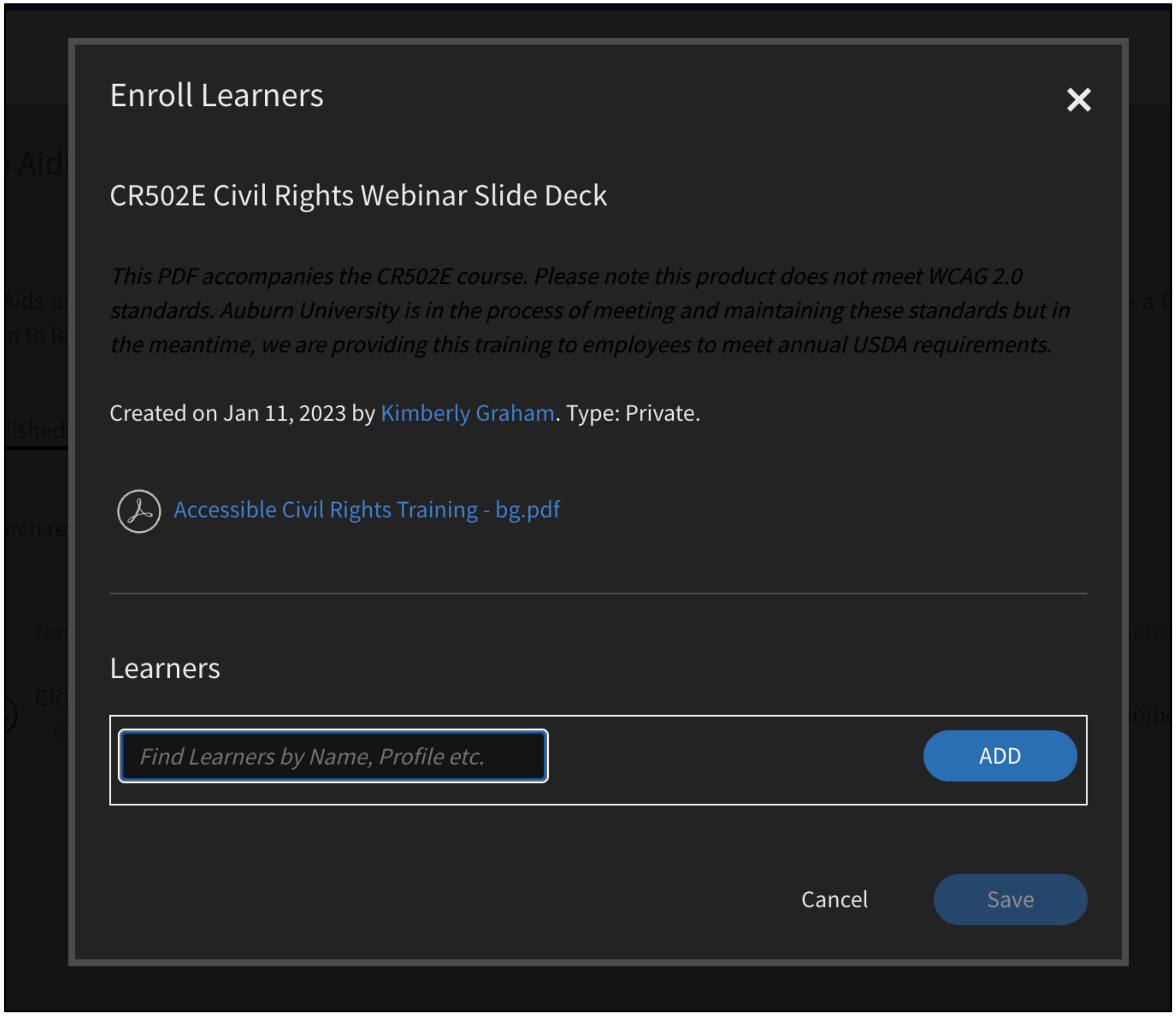
These sections will be empty as there are currently no Learning Paths or Certifications in ElevatED. Check back for information later. From here, you can return to your Dashboard.

Job Aids

Job Aids are training content that a Learner can access without having to be enrolled in a course. You can select job aids by skills and share job aids available with your employees by selecting the gear icon to the right and clicking Manage Assignment.



A pop-up will appear. Type in the Learner's name or Auburn ID to add them. Select the blue Add button. When you are finished adding the names of your employees you would like to share a job aid with, select the blue Save button.



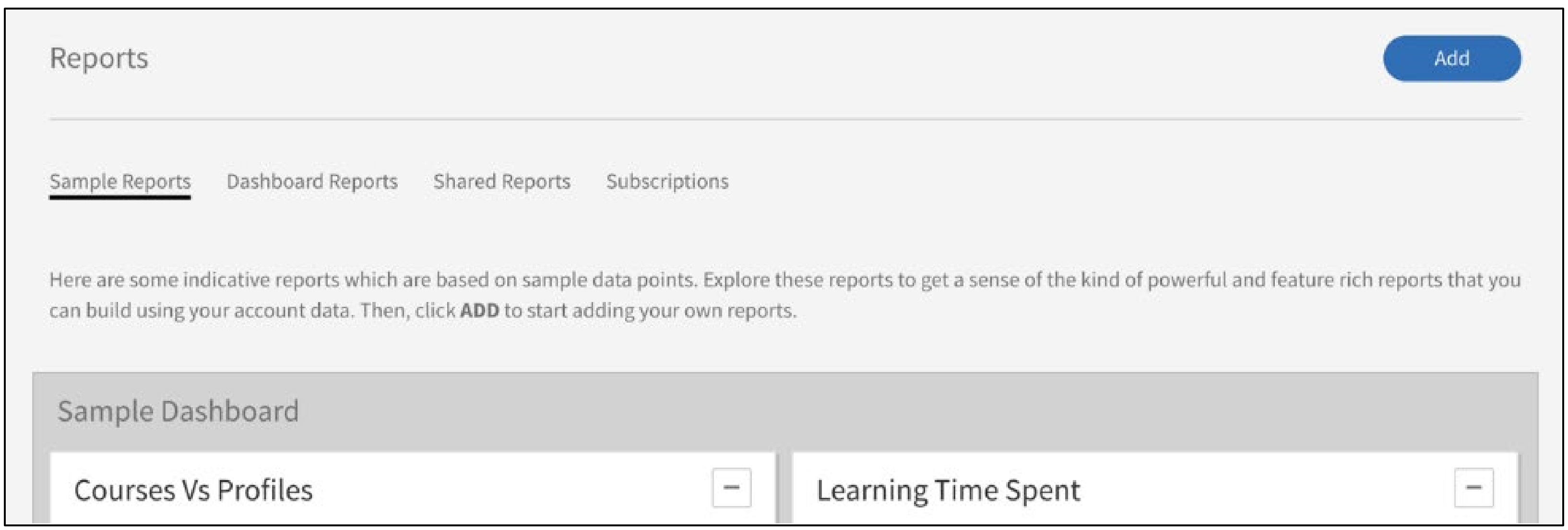
View

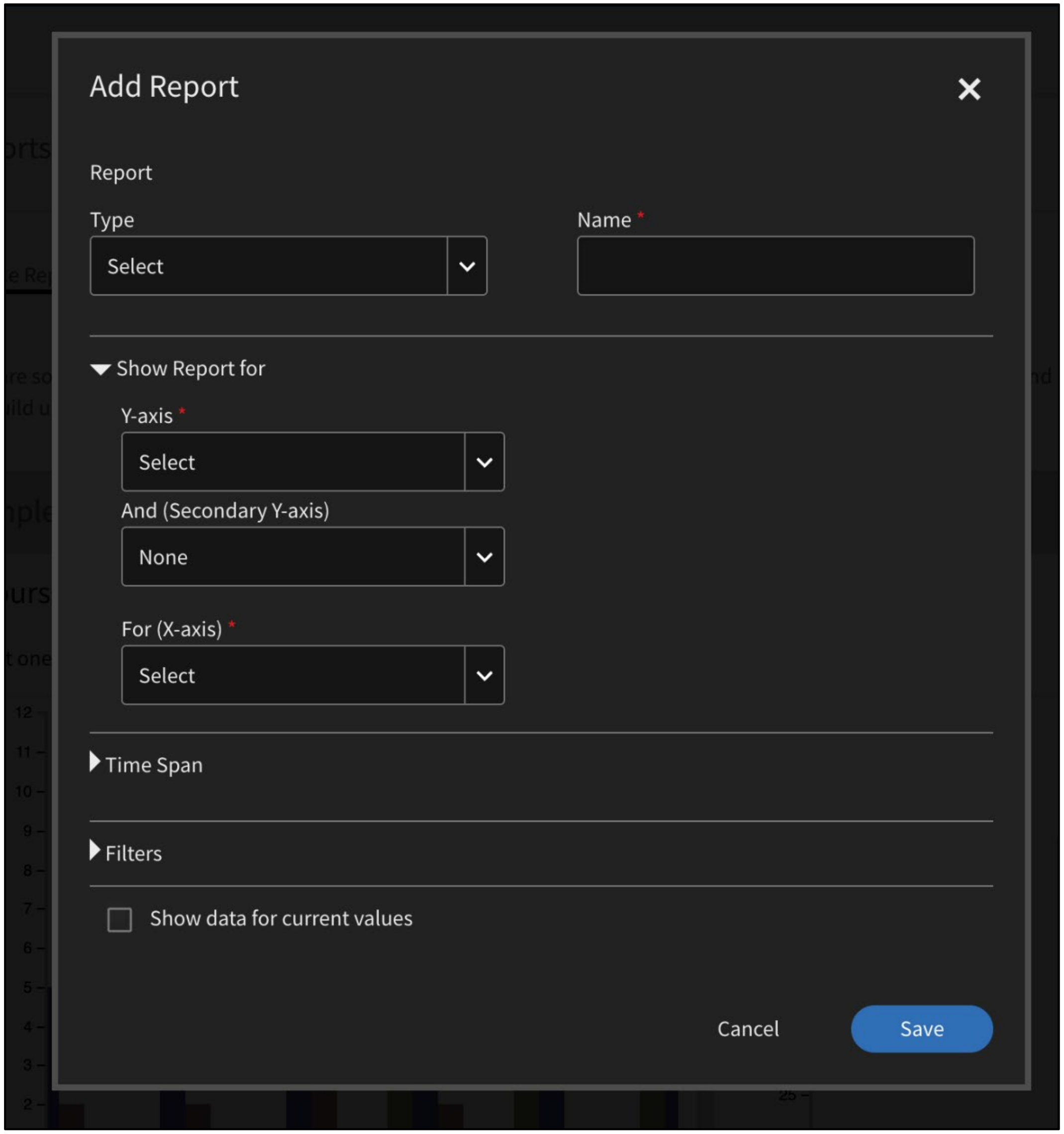
Reports

Under reports you will many options for reporting, starting with Sample Reports which use sample data to show you what is possible. However, from the options across the top of the Reports page, you'll be able to build your own reports by selecting the blue Add button in the top right of the screen. You can create the following types of reports:

- Courses Enrolled and Completed
- Effectiveness for Courses
- Learning Paths Enrolled and Completed
- Learning Time Spent per Course
- Learning Time Spent per Quarter
- Skills Assigned and Achieved
- Custom

When you select the blue Add button, a pop-up will appear.





Select the type of report you would like to receive from the dropdown menu under Type, such as Learning Time Spent per Course.

The name will auto populate. Edit the name of this report to something unique that you will recognize, such as “My Employee’s Learning Time Spent Per Course”.

If you choose one of the options from the dropdown, the Y-axis and X-axis will auto-populate.

Select the arrow next to time span to choose the time span for this information. (Reminder that at this time, Fast-Train data may not be available in reporting.)

You can leave the filters as is or select one such as User Group, to narrow reporting to just your Direct Team or Content to narrow reporting for a single course or course catalog.

Select the blue Save button when you have finished selecting your report parameters.

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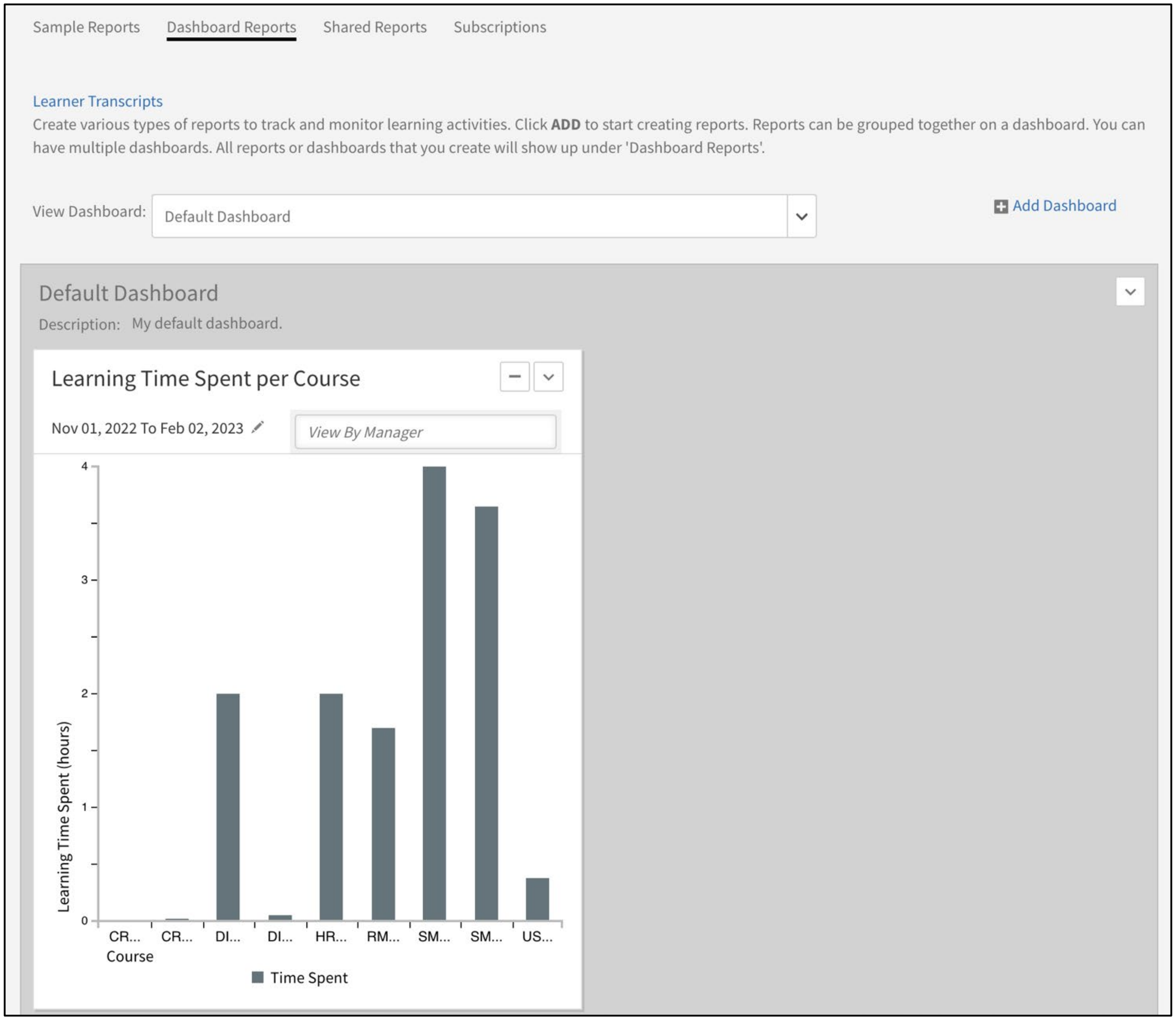
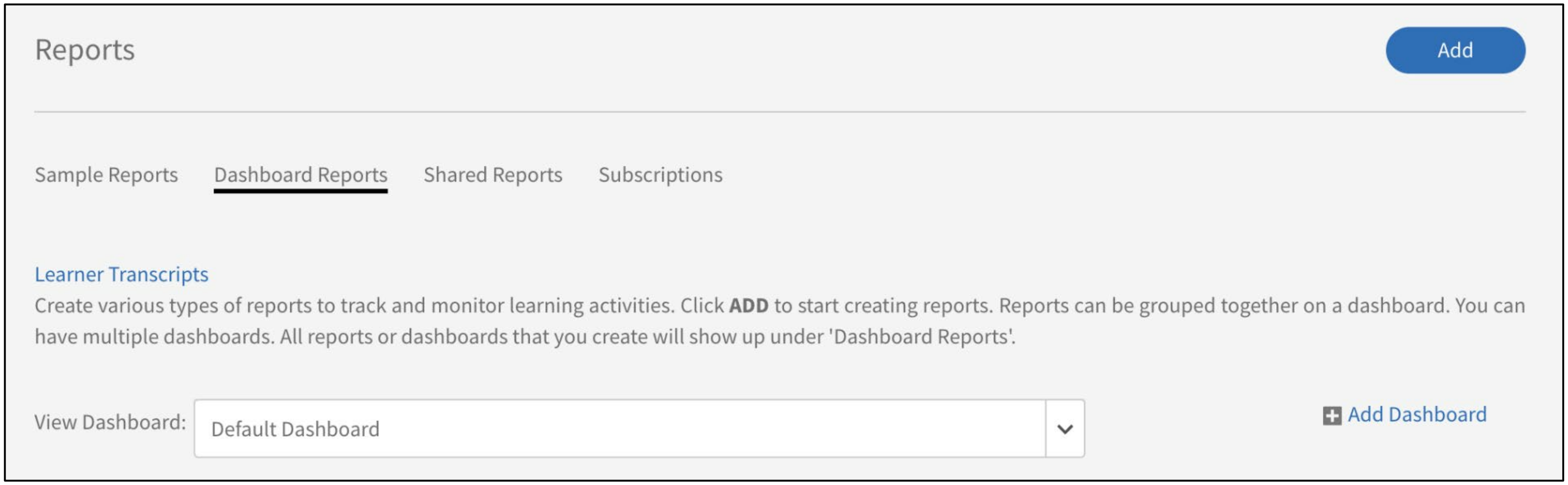
Your new report will now appear under your Dashboard Reports.

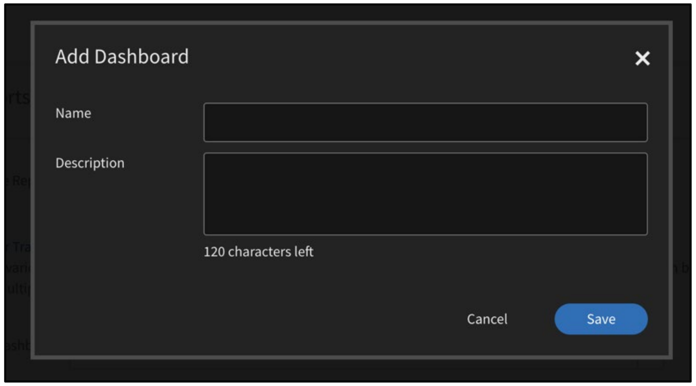


Dashboard Reports

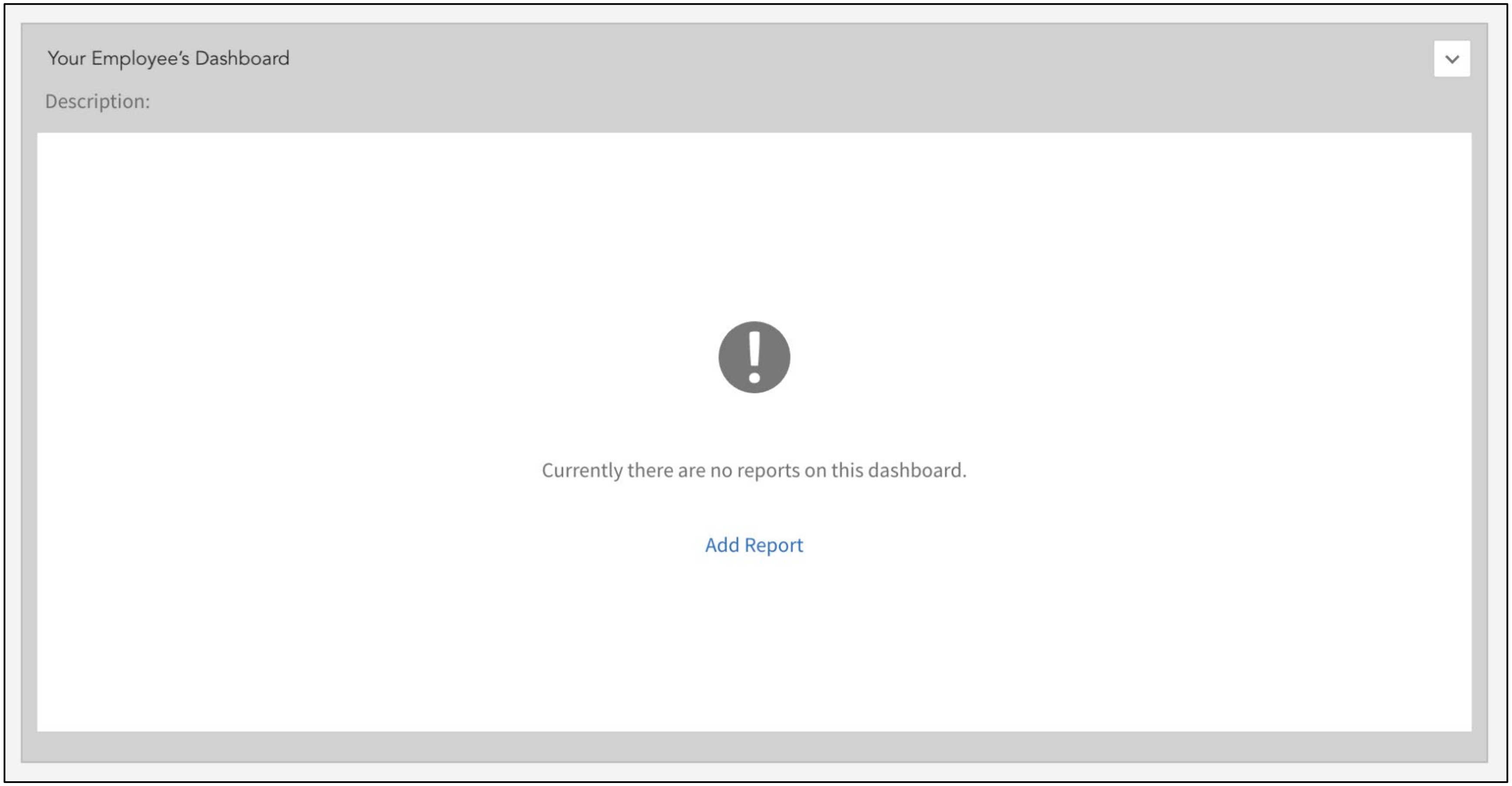
Under Dashboard Reports, you can create more reports by clicking the same blue Add button in the top left of your screen and repeating the process, you can add an entirely new dashboard by selecting the plus icon next to the blue Add Dashboard button.



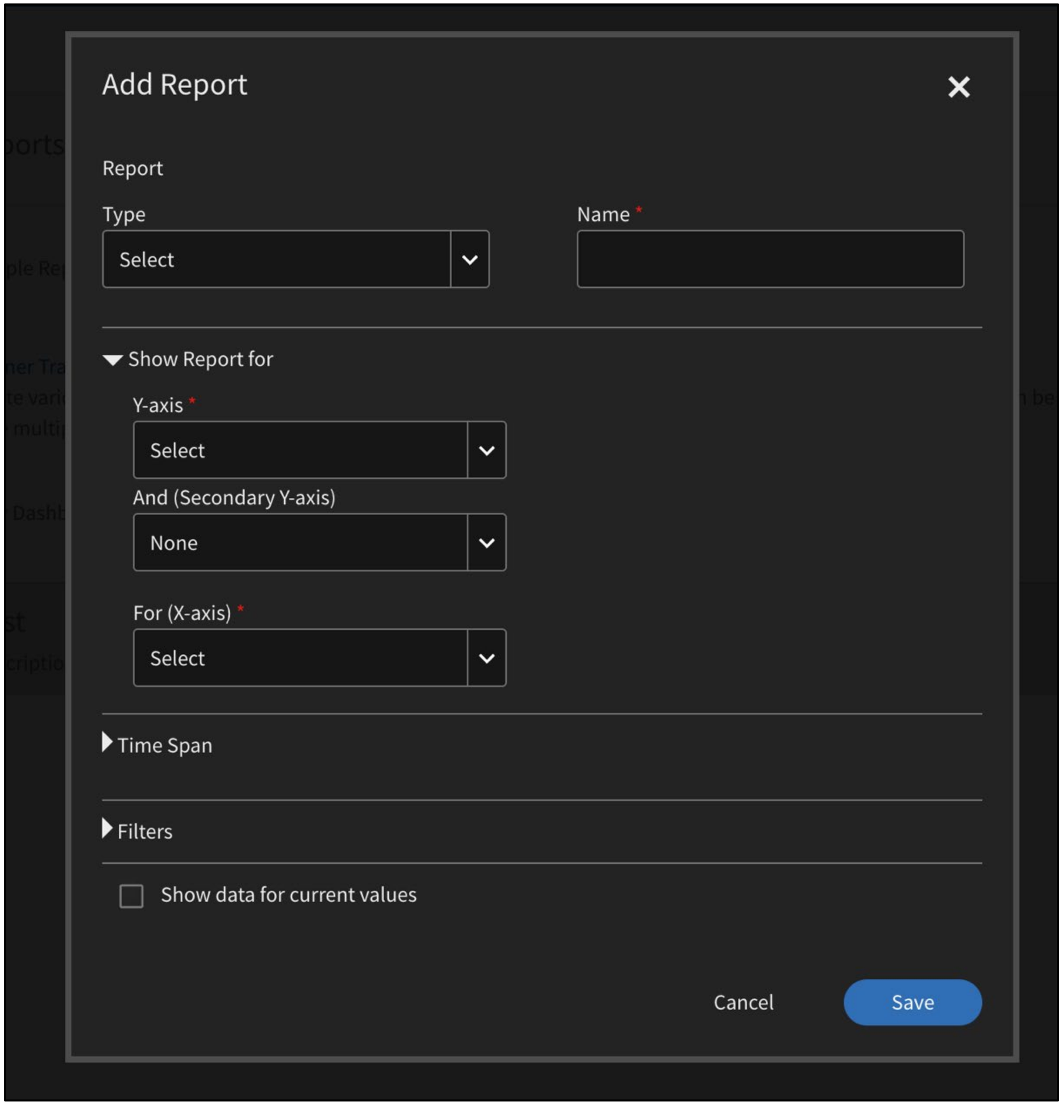
To add a dashboard, click the blue Add button. A pop-up will appear. Give your dashboard a name. For example, you could create a report for each of your employees to track skills they are acquiring using the naming convention “Your Employee’s Dashboard”. Select the blue Save button when you have a name you like. A description is optional.



Select the blue Add Report button to create the report you would like to see.



Another pop-up will appear.



Select the type of report you would like to receive from the dropdown menu under Type, such as Skills Assigned and Achieved.

The name will auto populate. Edit the name of this report to something unique that you will recognize, such as “Your Employee’s Skills Assigned and Achieved”.

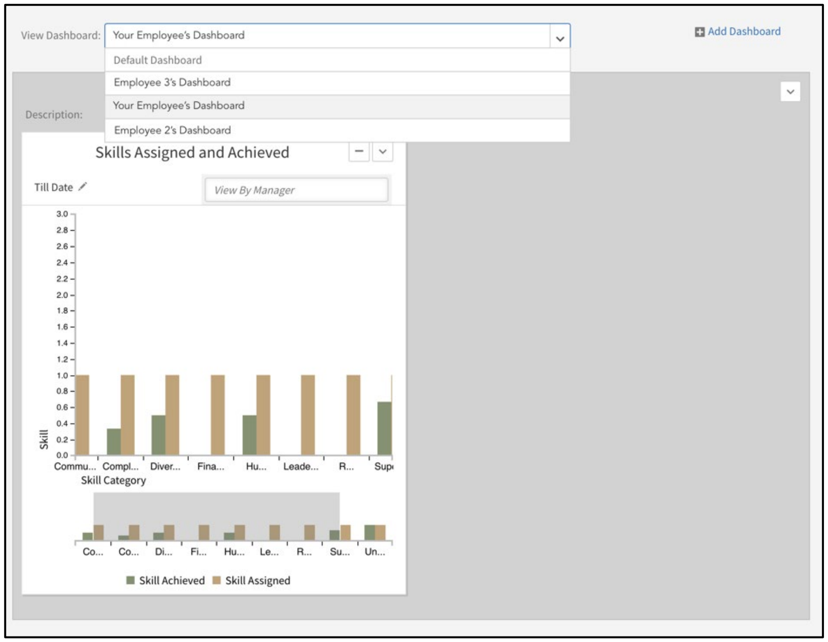
If you choose one of the options from the dropdown, the Y-axis and X-axis will auto-populate.

Select the arrow next to time span to choose the time span for this information. (Reminder that at this time, Fast-Train data may not be available in reporting.)

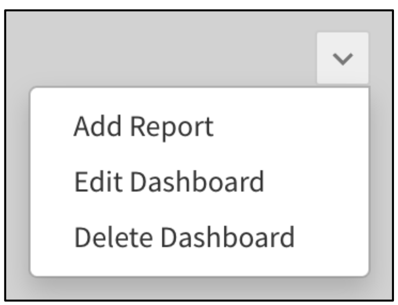
You can leave the filters as is or select one such as User Group, to narrow reporting to just your your Direct Team or Content to narrow reporting for a single course or course catalog.

Select the blue Save button when you have finished selecting your report parameters.

Your new Dashboards can be viewed from selecting from the View Dashboard dropdown.

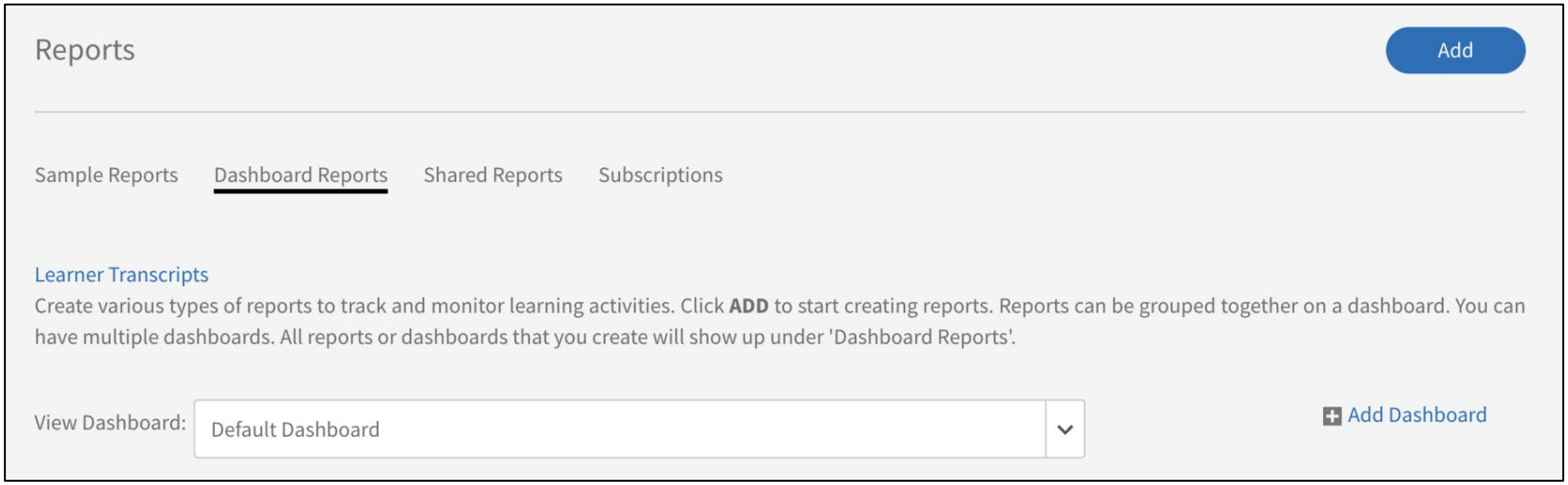


To edit, delete or add a new report to a dashboard, select the arrow dropdown on the right of the new dashboard and choose what you would like to do from Add Report, Edit Dashboard, or Delete Dashboard.

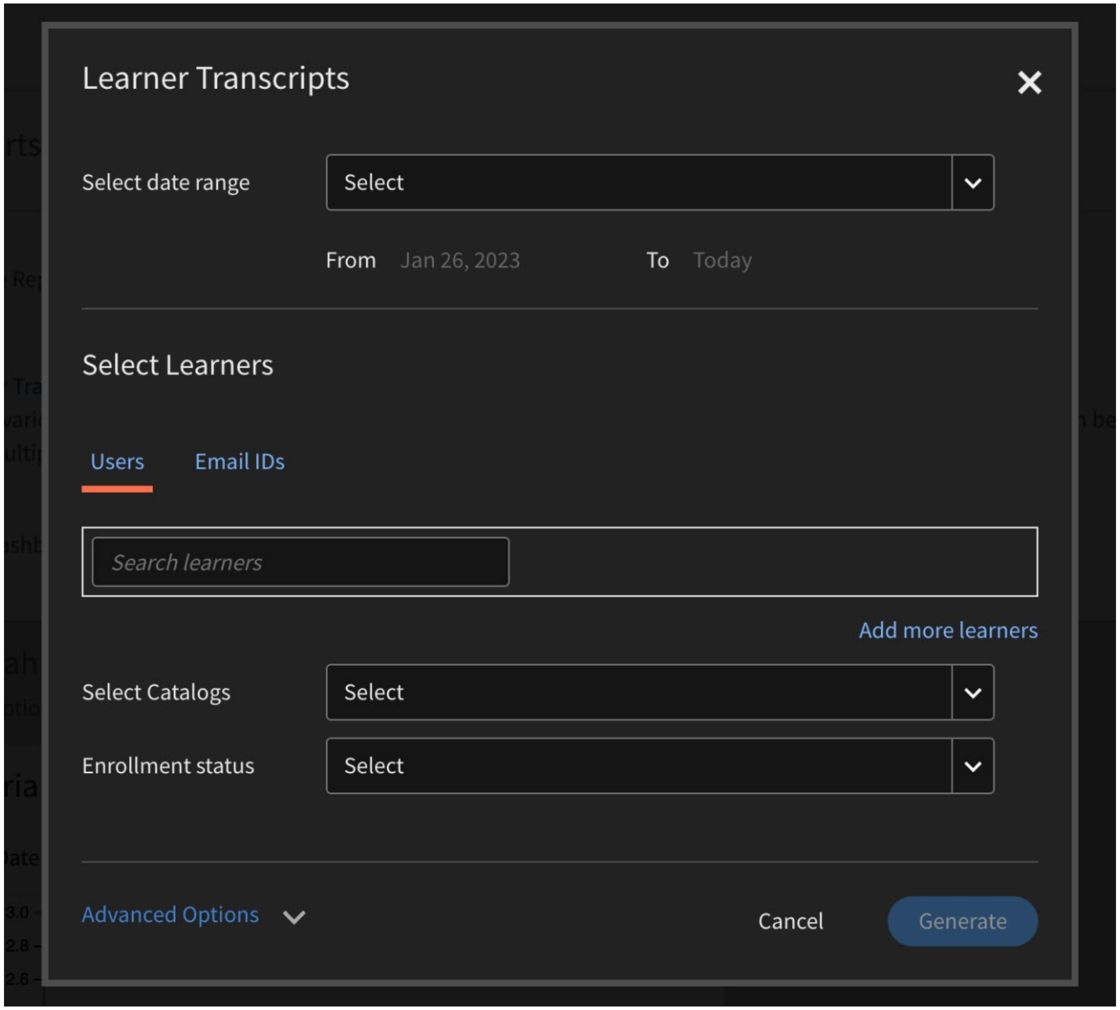


Learner Transcripts

From Dashboard Reports, you can also access your employee's transcripts.



Select the blue Learner Transcripts button. A pop-up will appear.



Select your desired date range from the dropdown.

Input your employee's Auburn ID or toggle to Email IDs and input their Auburn email address. You can add more than one employee.

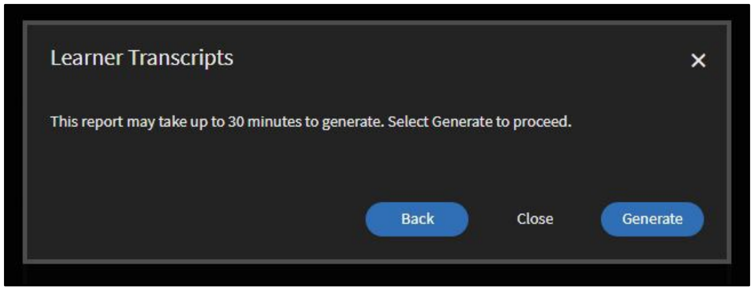
Select which catalogs you'd like to see transcripts for. You can select more than one, if you have access to more than one.

Select the enrollment status you'd like to view. You can select more than one.

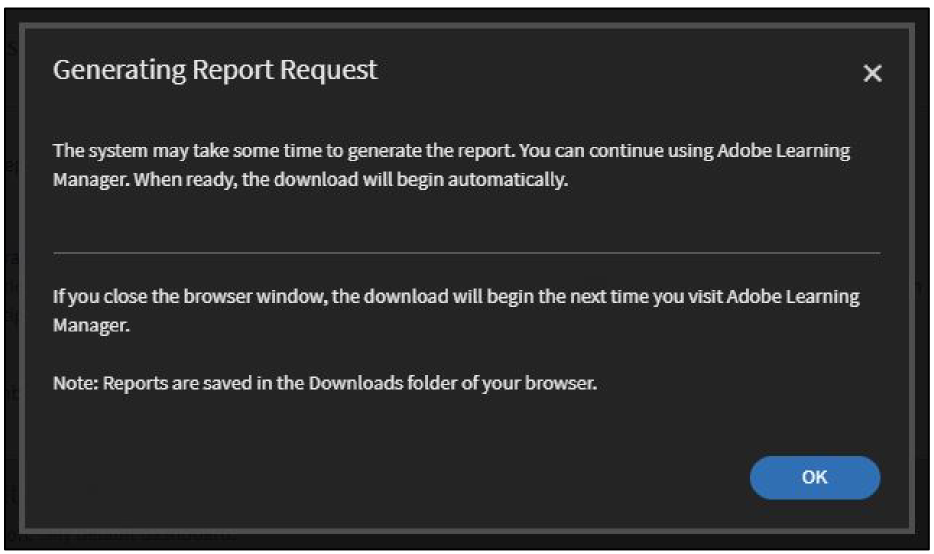
Selecting Advance options will provide further options for you to drill down.

Select the blue Generate button when you have made all your selections.

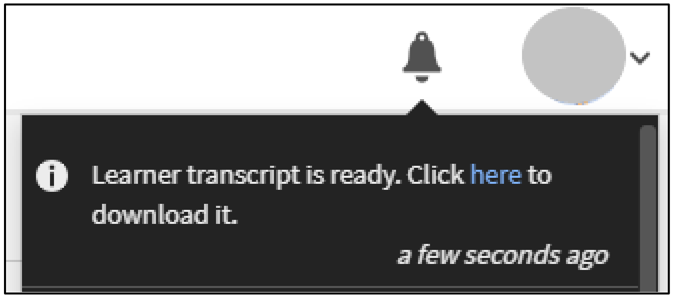
A pop-up will appear. Select the blue Generate button.



Another pop-up will appear letting you know that it may take some time to generate this report, but you can continue using ElevatED. When ready, the report will automatically download. If you navigate away from your browser window, the download will begin the next time you log into ElevatED.

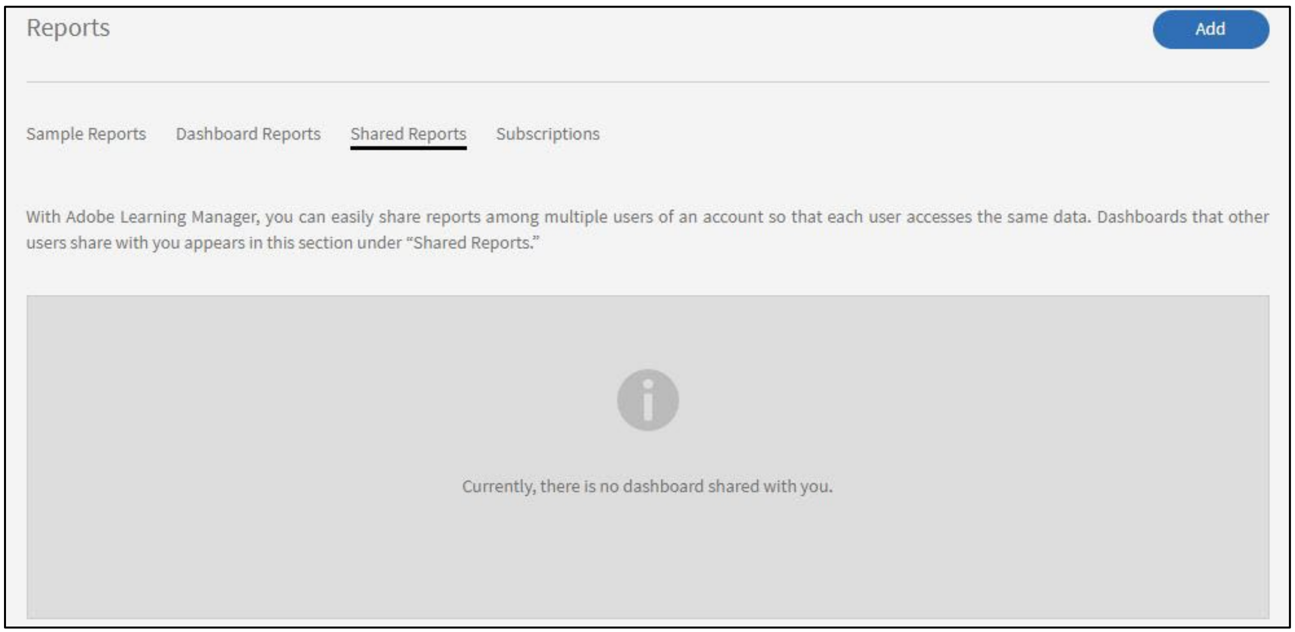


You can also access any reports you generate from the bell icon next your profile picture icon in the top left of your screen.



Shared Reports

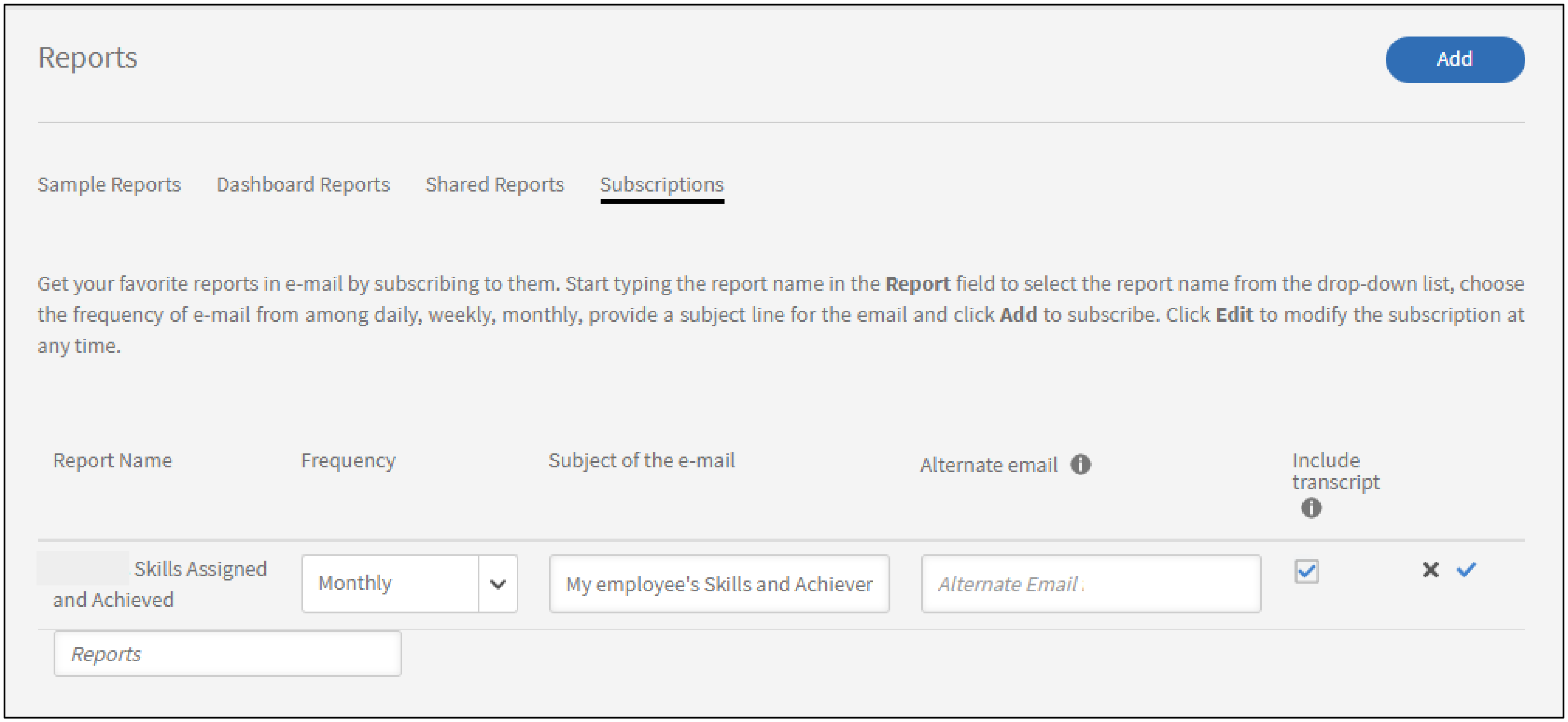
Your Shared Reports tab will most likely be empty. Shared reports are specialized reports that have been shared with you by an ElevatED Administrator. Please contact hrddept@auburn.edu if you require a report to be shared with you.



Subscriptions

You can subscribe to all the reports you have created and select the frequency with which you receive them to your Outlook inbox. Type in the report name, choose the frequency from the dropdown, give your report a unique name you will recognize, select to include your employee's transcript (if desired), and click the blue check mark when finished.

You can subscribe to as many reports as you would like.



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Notifications

Under Notifications, you will be able to see all the same alerts you get on your bell icon, such as when reports are ready for download, course completions, skill achievements, etc.

Notifications

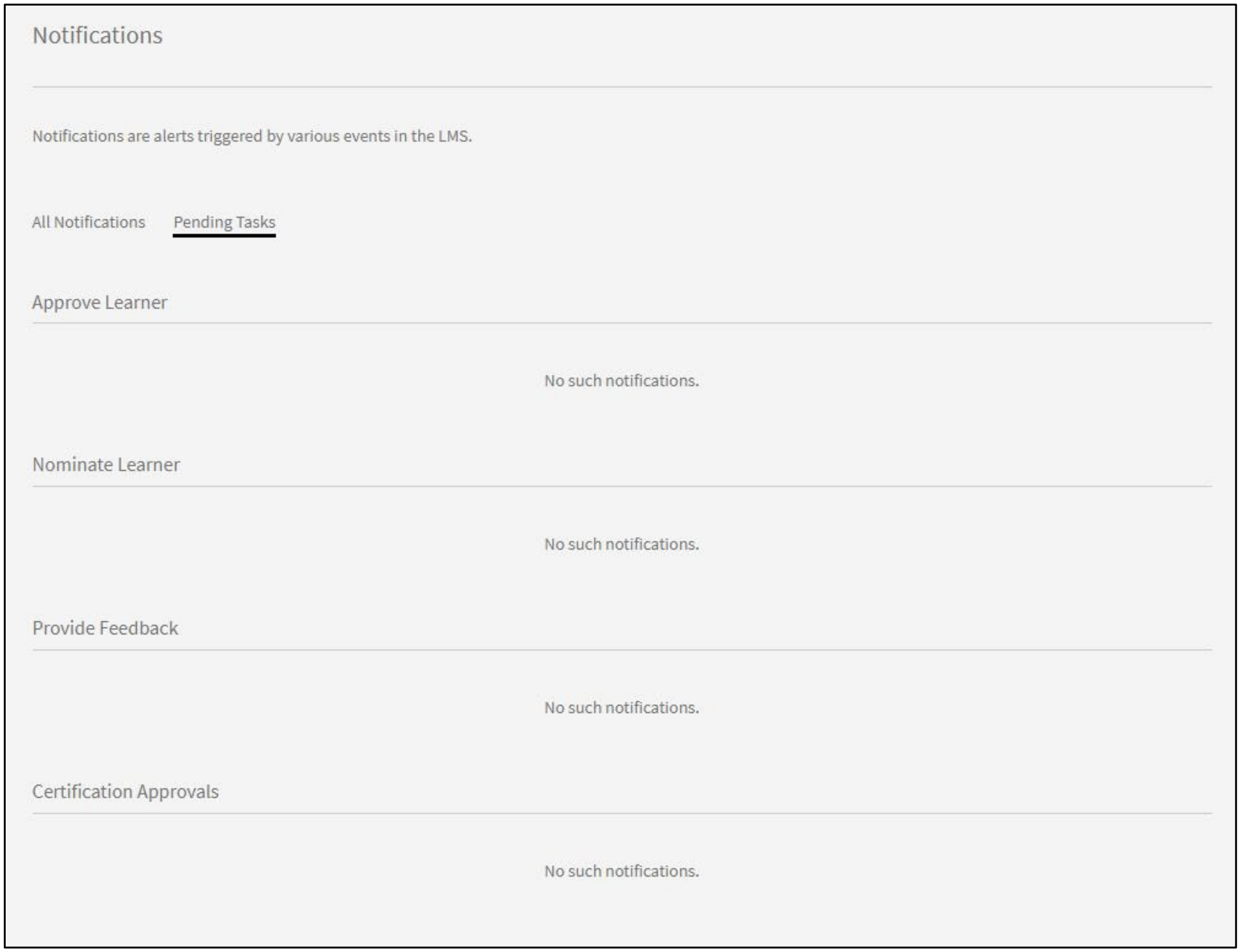
Notifications are alerts triggered by various events in the LMS.

All Notifications   Pending Tasks

Recent (Last 7 days)

- Learner transcript is ready. Click here to download it. — *an hour ago*
- You have completed the Course SM501E An Introduction to Performance Management. — *a day ago*
- You have completed the Course SM501E An Introduction to Performance Management Switch to Learner Application to provide your L1 feedback. — *a day ago*
- You have achieved Skill Level 1 in Compliance Regulations Skill. — *2 days ago*
- You have completed the Course CR500E Title IX and Discrimination, Identifying and Responding to Sexual Misconduct Switch to Learner Application to provide your L1 feedback. — *2 days ago*
- You have completed the Course CR500E Title IX and Discrimination, Identifying and Responding to Sexual Misconduct. — *2 days ago*

Under the Pending Tasks, you will see tasks for you to complete. Most frequently, you will be prompted to provide feedback either for a course you completed or a course your employee completed.

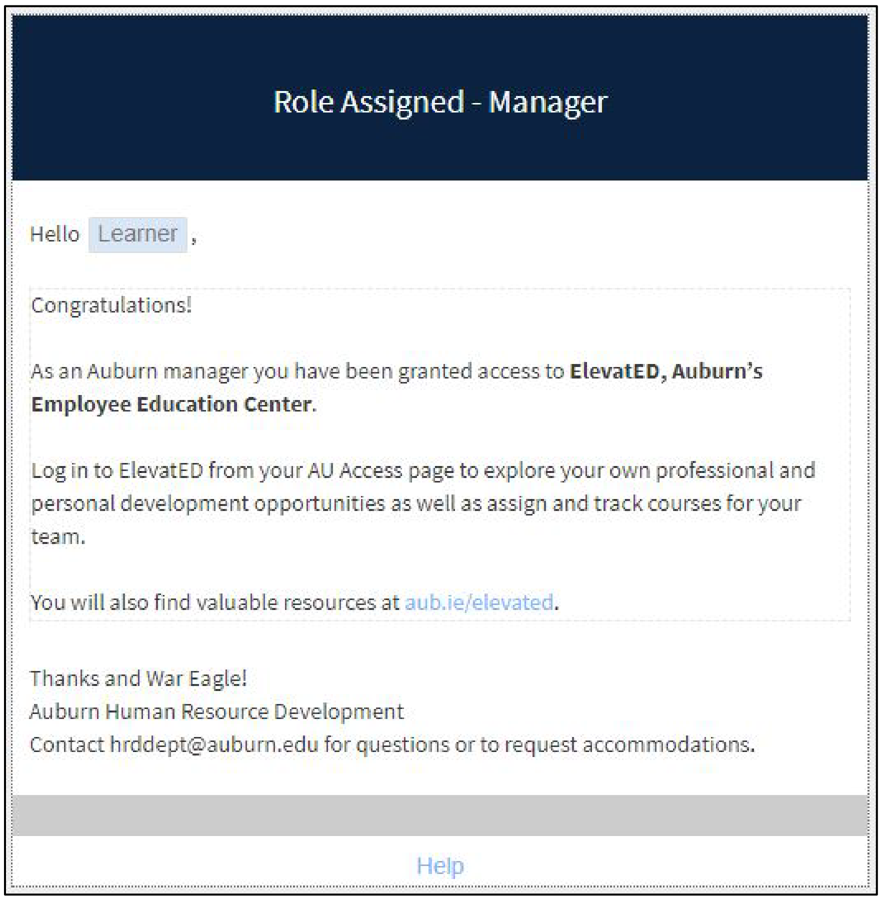


Email Notifications from ElevatED

Email Notifications

You are Assigned a Manager Role

As a manager, you will receive notifications for certain actions relating to your role as a manager or your employees. If you become a manager, you will receive an email welcoming you to ElevatED with Manager permissions. As a Manager, you will now have a dashboard to assign and track courses for your team.



Role Assigned - Manager

Hello Learner ,

Congratulations!

As an Auburn manager you have been granted access to **ElevatED, Auburn's Employee Education Center.**

Log in to ElevatED from your AU Access page to explore your own professional and personal development opportunities as well as assign and track courses for your team.

You will also find valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

Employee Enrolls in a Course

When your employee enrolls in a course, you'll get an email letting you know which of your employees is enrolled in which course. You'll be able to track the learning activity of your direct reports by accessing you Manager role.

Course Enrollment

Hello Manager ,

Your team member LearnerName has self-enrolled to the course CourseName

.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

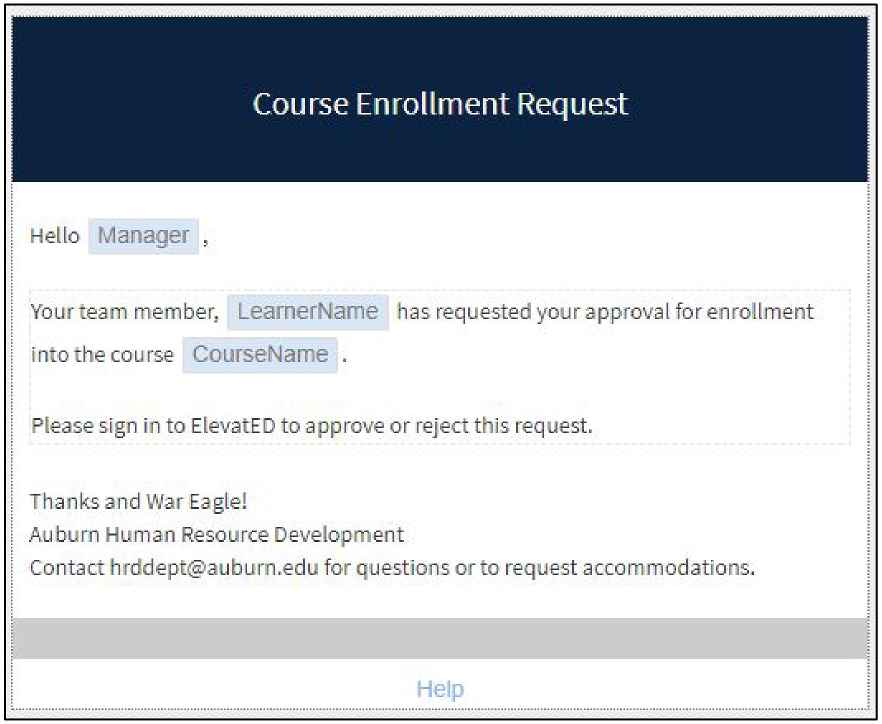
You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

Manager Accepts Enrollment Request

For a limited number of courses, you may be required to approve their enrollment. You will receive an email instructing you to log into ElevatED to approve your employee's enrollment.



Course Enrollment Request

Hello Manager ,

Your team member, LearnerName has requested your approval for enrollment into the course CourseName .

Please sign in to ElevatED to approve or reject this request.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

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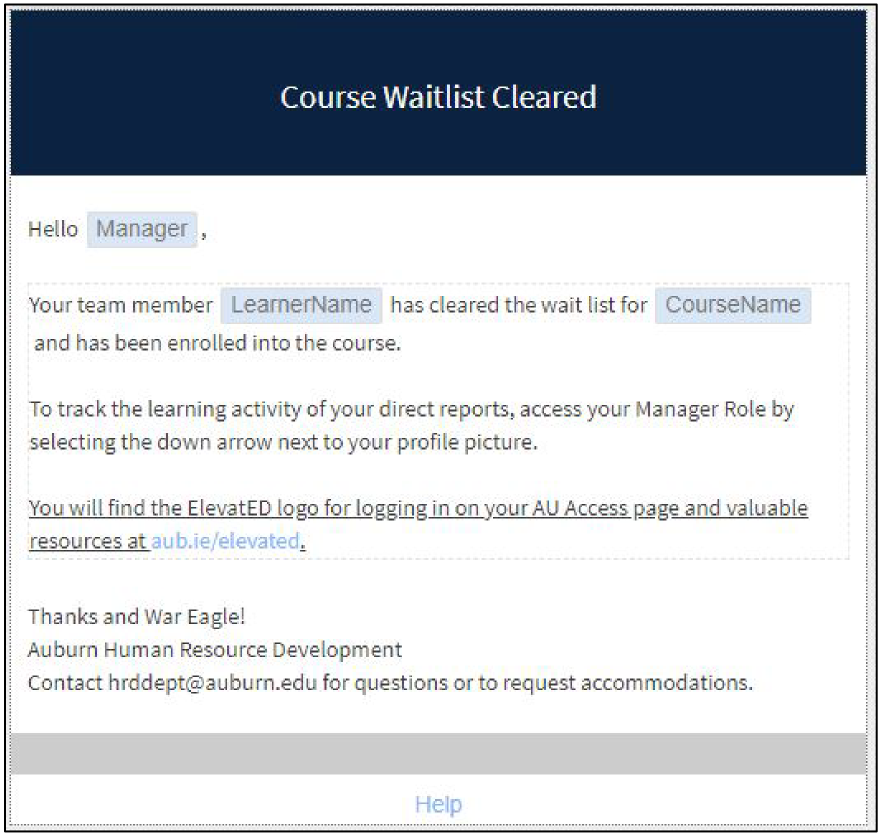
Learner Clears Waitlist

If your employee clears the waitlist for a course, you'll get an email letting you know which of your employees is enrolled in which course.


Course Waitlist Cleared

Hello Manager ,

Your team member LearnerName has cleared the wait list for CourseName and has been enrolled into the course.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

Manager Assigns a Course

If you enroll your employee in a course, you'll get an email letting you know which of your employees you enrolled in which course and to track their learning activity in your Manager dashboard.

Course Enrollment

Hello Manager ,

Your team member(s), LearnerName has been enrolled into the course CourseName by Admin/Manager.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

When Your Employee Unenrolls in a Course

If your employee unenrolls from a course, you'll be notified.

Course Unenrollment

Hello Manager ,

Your team member LearnerName has been unenrolled from the course CourseName .

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

Your Employee Completes a Course

You'll receive notification that your employee has completed a course.

Course completed

Hello Manager ,

Your team member LearnerName has successfully completed the course CourseName on CourseCompletionDate .

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

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Escalation for Course Completion - Before Deadline and/or Missed Deadline

If a course has a deadline for completion, you will receive email notifications before a deadline and/or if the deadline has been missed by your employee.

Course deadline missed

Hello Manager ,

Your team member, LearnerName has not yet completed the course CourseName . The deadline for course completion was CourseCompletionDeadline , DeadlineDuration day(s) ago.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

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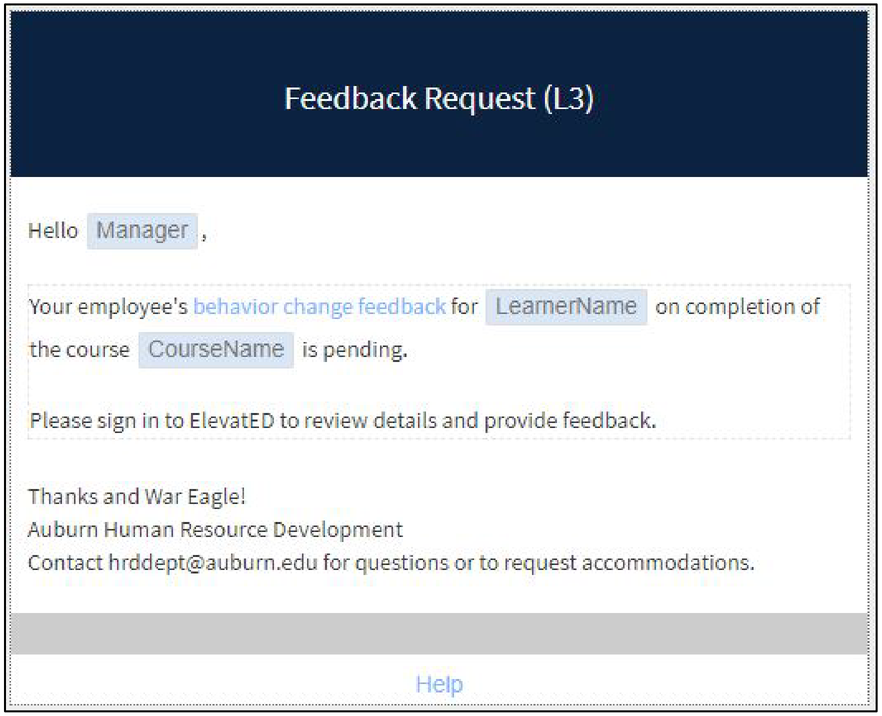
Request for Manager Feedback

Thirty days after your employee completes a course, you'll be asked to provide brief behavior change feedback. Click on the Behavior Change Feedback hyperlink in the email. The hyperlink should take you to a one question survey asking if your employee's performance has shown distinct improvement since taking a particular training.



Feedback Request (L3)

Hello Manager ,

Your employee's behavior change feedback for LearnerName on completion of the course CourseName is pending.

Please sign in to ElevatED to review details and provide feedback.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

H R D appreciates and values your feedback because it is important to continuing assessment of training and development needs.

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Questions or Concerns

Visit aub.ie/elevated for more quick tips and ElevatED updates.

For any questions or issues with course content, navigating ElevatED, or accessing H R D websites, reach out to H R D at hrddept@auburn.edu.

Accessibility Accommodations

H R D is committed to creating a learning environment that meets the needs of its diverse employee population and we will work with all H R D Instructors to ensure Learner accommodations are honored. If you require an accommodation, please fill out this Accommodations Request form at least one week prior to the course you would like to take.

***As ElevatED grows and we receive your feedback, the platform is subject to change.**