

ELM Give Assignment Completion Credit (Manager)



Learners can launch and point to external websites for web based training from ELM as an assignment. For example learners can launch to the external FEMA training websites for training from Enterprise Learning Management, take the FEMA exam and notify their Manager that they have completed the training.

The Manager can then give their direct report completion credit for completing the assignment. This job-aid directs Managers on how to give completion credit to their direct report for completing an assignment.

1. Sign into ELM through the My Ohio portal. From the main portal page select **Career Resources > Manager Tasks > Training Approvals Pending**.

A screenshot of a web application interface showing a navigation menu. The menu is titled "Career Resources" and "Employee Phone". Under "Career Resources", there are four main categories: "Career Aids", "Professional Development", "My Learning (ELM)", and "Manager Tasks". Each category has a list of links. The "Manager Tasks" category is highlighted with a red rectangular box, and it contains a single link: "Training Approvals Pending".

Career Resources ▼	Employee Phone
Career Aids <ul style="list-style-type: none">• State Job Search	
Professional Development <ul style="list-style-type: none">• OLPD Home Page• OLPD Class Registration• Employee Development Funds• SkillPort (Exempt & IT only)	
My Learning (ELM) <ul style="list-style-type: none">• Supplemental Learning• Search ELM Catalog• Browse ELM Catalog• All Learning (ELM)• Query ELM	
Manager Tasks <ul style="list-style-type: none">• Training Approvals Pending	

Approving Supplemental Learning (Manager)

- The **Team Members** page lists all your direct reports. The **Direct Reports** component appears towards the bottom of the page.

Team Members is a list of all your direct reports. You can view details about each member's learning by selecting from the Go To pull-down and clicking the Go button. If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button. Learning Approvals is a list of your team's pending learning requests. You can also approve or decline requests on this page. If you would like to see more information about a request click the name of the learning activity or program.

Pending Approvals

Team Member	Type	Name	Price	Approval Details
<input type="checkbox"/> Katherine Vanhooose	Supplemental	Supplemental Learning Attachments	0 USD	Details

[Select All](#)
 [Clear All](#)

Team Members

View Team Members Reporting To: RUSTY MARTIN

Direct Reports -- RUSTY MARTIN			
Name	Job Title	Hire Date	*Action
<input type="checkbox"/> Katherine Vanhooose	Business T	10/11/2011	Team Learning <input type="button" value="Go"/>

[Select All](#)
 [Clear All](#)

*Group Actions: Select...

- To see the assignment on your direct reports transcript that needs completion credit, navigate to the **Action** column and choose **Team Learning** from the dropdown, then hit **GO**.

Team Learning

Team Learning is a list of the Learning your team members are enrolled in and curricula and certifications for which they are registered. You can view the details, progress status, and schedules for their learning by clicking on the name of the activity or program. To filter the results select a filter and/or a Learner and click on the 'Go' button.

Team Member Learning						
*Search Filter: All learning - any status, type or date			For: Katherine Vanhoo:	Go		
Learner	Title	Type	Status	Date		
Katherine Vanhoo	IS-700 ICS	Assignment	Enrolled	11/19/13	Drop	
Katherine Vanhoo	IS-700 ICS	Assignment	Dropped	11/14/13		
Katherine Vanhoo	Introduction to Query	External Learning	Completed	03/16/12	Modify	
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	05/16/13		
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	11/29/12		
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	11/29/12		
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	06/13/13		
Katherine Vanhoo	ePerformance - Performance Management Tool for Everyone (ILT)	Instructor Led	Dropped	02/08/13		
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	05/16/13		
Katherine Vanhoo	Activity Reminder test	Instructor Led	Dropped	07/01/13		

- To find your direct reports assignment that needs completion credit, filter their training by **Type** and click on the **Type** column header. Continue clicking the Type header until the assignment types are displayed and you see the assignment course that needs completion credit given. The assignment course that does not have completion credit will have a status of **Enrolled**.
- Next click on the Title of the assignment course that you need to give your direct report completion credit for.

Approving Supplemental Learning (Manager)



Activity Progress

IS-700 ICS

Katherine Vanhooose, Business T, OAKS Management

Activity Name:	IS-700 ICS	Type:	Assignment
Activity Code:	DOH-IS-700DOHASSIGN20131114189	Contact:	=
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	1624982
Start Date:	11/14/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary

Progress:	Enrolled	Grade:	Not Marked
Passing Status:	Pending	Comments:	

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

- 1 [IS-700 ICS](#)
Short Name Assignment
Progress: Not Attempted

Drop

6. The **Activity Progress** page is displayed, now click on the Activity Component Title (see under the red border).

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Team Member Learning					
*Search Filter: All learning - any status, type or date		For: Katherine Vanhoo	Go		
Learner	Title	Type	Status	Date	
Katherine Vanhoo	IS-700 ICS	Assignment	<input checked="" type="checkbox"/> Completed	11/19/13	
Katherine Vanhoo	IS-700 ICS	Assignment	<input type="checkbox"/> Dropped	11/14/13	
Katherine Vanhoo	Introduction to Query	External Learning	<input checked="" type="checkbox"/> Completed	03/16/12	Modify
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	05/16/13	
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	05/16/13	
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	11/29/12	
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	11/29/12	
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	06/13/13	
Katherine Vanhoo	ePerformance - Performance Management Tool for Everyone (ILT)	Instructor Led	<input type="checkbox"/> Dropped	02/08/13	
Katherine Vanhoo	Activity Reminder test	Instructor Led	<input type="checkbox"/> Dropped	07/01/13	