



Enterprise
Learning
Management

STATE OF OHIO

ELM Supplemental Learning

Manager Job Aid

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This guide has been developed to assist in helping the OAKS Employee enter an In-Progress, Planned or Submit for Approval OAKS Supplemental Learning in ELM.

Approving Employee Supplemental Learning Training

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ELM Supplemental Learning - Manager

This job aid is intended to illustrate how to Approve or Deny Supplemental Learning and how to enter OAKS Supplemental Learning for Managers report to employees in ELM

Supplemental learning Training can be added to ELM as a way to track training and enable credit for job-related courses taken outside those offered by a State agency.

Approving and Denying Supplemental Learning

An employee does not receive credit for any supplemental learning until it has been approved by his or her manager. When an employee adds supplemental learning to ELM, his or her manager receives notification from the system that approval has been requested.

Approving Employee Supplemental Learning Training

OAKS Supplemental Learning – Pending Approval:

To sign in to ELM:

1. Go to <http://myohio.gov>



2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.

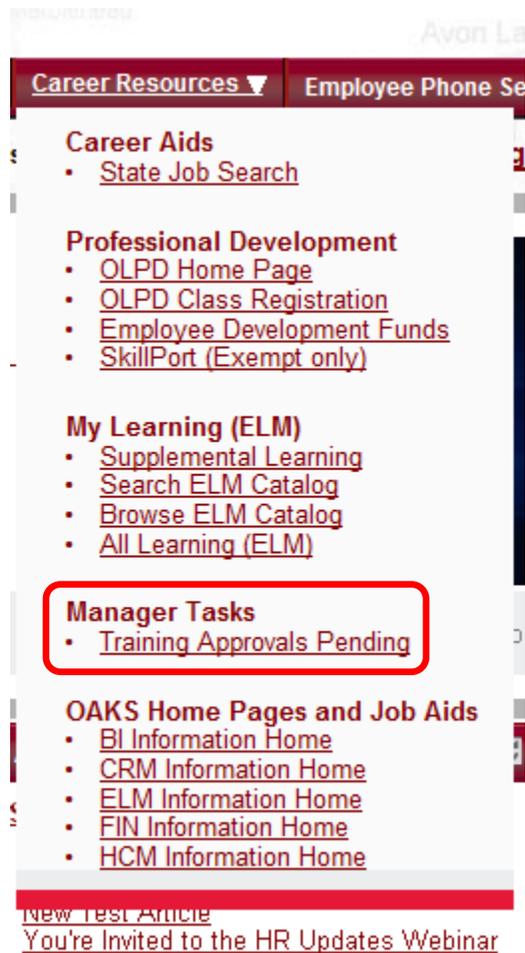
NOTE: This is also your ePay Password.

4. Click the **Sign In** button.

NOTE: For password resets, contact the OAKS Help Desk at oaks.helpdesk@oaks.state.oh.us, or call 1-888-OhioOAKS (1-888-644-6625) or 614-644-6625.

Approving Employee Supplemental Learning Training

5. Navigate to: Career Resources > Manager Tasks > Training Approvals Pending:



Approving Employee Supplemental Learning Training

1. The **Team Members** page lists all your direct reports. The **Pending Approval** requests appear at the top of the page:

Team Members

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

<u>Team Member</u>	<u>Type</u>	<u>Name</u>	<u>Price</u>	<u>Approval Details</u>
<input type="checkbox"/> Katherine Vanhooose	Supplemental	Introduction to Query	0 USD	Details

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

Team Members

View Team Members Reporting To:

Direct Reports -- RUSTY MARTIN [Customize](#) | [Find](#) | [View All](#) First Last

<u>Name</u>	<u>Job Title</u>	<u>Hire Date</u>	<u>*Action</u>
<input type="checkbox"/> Katherine Vanhooose	Business T	10/11/2011	<input type="text" value="Go To..."/> <input type="button" value="Go"/>

[Select All](#) [Clear All](#) *Group Actions:

[Team Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)

[Contact Us](#)

2. **NOTE:** If you are aware of the OAKS Supplemental Learning Pending Approval request, you can Approve or Deny the request from this screen. In Approving or Denying this request from this screen, you have completed this process. The employee will received a notification that the Supplemental Learning request was either Approved or Denied.

Approving Employee Supplemental Learning Training

3. In the **Pending Approval Section**, click the **Details** link next to the learning event you wish to view.

Pending Approvals

View All First 1 of 1 Last

<u>Team Member</u>	<u>Type</u>	<u>Name</u>	<u>Price</u>	<u>Approval Details</u>
<input type="checkbox"/> Katherine Vanhoose	Supplemental	Introduction to Query	0 USD	Details

Select All Clear All

Approve Deny

4. The Supplemental Learning page for the employee's learning event appears for you to review the data:

Supplemental Learning Details

Title: Introduction to Query

Description: A basic introduction to the Query functions and the conceptual information behind running and building a query.

Status: Pending Approval

Type: OAKS Supplemental Learning

Start Date: 03/15/2012

End Date: 03/16/2012

Location: The Computer Workshop

Price:

Education Units: 16.00

Provided By: The Computer Workshop

Start Time: 8 am

End Time: 4pm

Certification Credit (Y/N): y

Approving Employee Supplemental Learning Training

5. Stage 1 shows you as the Manager to approve this request. As the Manager, you can add your comments to the **Comment** section. Click either the **Approve** or **Deny** button

Stage 1

The screenshot displays the 'Stage 1' approval interface. At the top, a header bar shows the request ID 'LM_ADHC_LRN_ID=1075080' followed by the status 'Pending' (highlighted with a red box) and a '+ Start New Path' link. Below this, the 'Internal Learner' section features a 'Pending' status box with a clock icon, the name 'Rusty Martin', and the title 'Learner's Manager' (highlighted with a red box). A '+ Start New Path' link is also present next to the name. Below the learner information is a large, empty 'Comment' text area. At the bottom, there are three buttons: 'Submit', 'Approve' (highlighted with a red box), and 'Deny'.

[Return To Previous Page](#)

6. The employee will received a notification that the Supplemental Learning request was either Approved or Denied.

Approving Employee Supplemental Learning Training

7. A success message displays. The Stage 1 Approver has changed from Pending to Approved.

✓ Your transaction is successfully processed.

Supplemental Learning Details	
Title:	Introduction to Query
Description:	A basic introduction tot he Query functions and th conceptual information behind running and building a query.
Status:	Completed
Type:	OAKS Supplemental Learning
Start Date:	03/15/2012
End Date:	03/16/2012
Location:	The Computer Workshop
Price:	
Education Units:	16.00
Provided By:	The Computer Workshop
Start Time:	8 AM
End Time:	4 PM
Certification Credit (Y/N):	Y

Stage 1

▷ LM_ADHC_LRN_ID=1075080: **Approved**

[Return To Previous Page](#)

Approving Employee Supplemental Learning Training

8. Click the **Return to Previous Page** link to return to the Team Members page. The Pending Approvals has been removed from your Pending Approval request list:

Team Members

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

You currently do not have any pending learning approvals to approve or deny.

Team Members

View Team Members Reporting To:

Direct Reports -- RUSTY MARTIN [Customize](#) | [Find](#) | [View All](#) First Last

Name	Job Title	Hire Date	*Action
<input type="checkbox"/> Katherine Vanhoose	Business T	10/11/2011	<input type="text" value="Go To..."/> <input type="button" value="Go"/>

[Select All](#)

[Clear All](#)

*Group Actions:

[Team Learning](#)

[Search Catalog](#)

[Browse Catalog](#)

[Request New Learning](#)

[Contact Us](#)

Approving Employee Supplemental Learning Training

Adding Supplemental Learning for Employees

To sign in to ELM:

1. Go to <http://myohio.gov>

Employee Signon

User ID:

Password:

Sign In

myOhio and OAKS are a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

[Forgot Password](#) [Contact Info](#)

2. Enter your Employee ID in **User ID**.
3. Enter your OAKS password in **Password**.

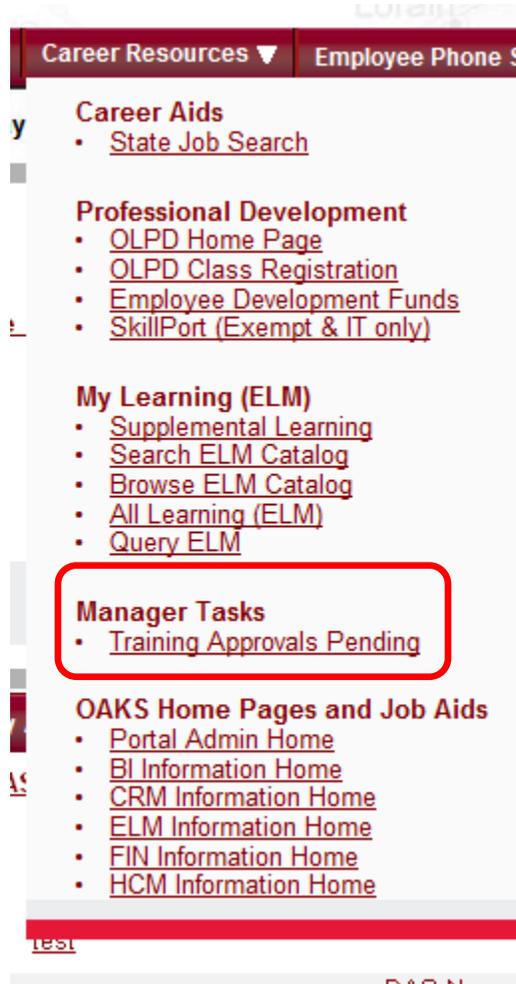
NOTE: This is also your ePay Password.

4. Click the **Sign In** button.

NOTE: For password resets, contact the OAKS Help Desk at oaks.helpdesk@oaks.state.oh.us, or call 1-888-OhioOAKS (1-888-644-6625) or 614-644-6625.

Approving Employee Supplemental Learning Training

5. Navigate to: Career Resources > Manager Tasks > Training Approvals Pending:



Approving Employee Supplemental Learning Training

- The **Team Members** page lists all your direct reports. The **Pending Approvals** appear at the top of the page. The Team Members (the employees that report to you) list is displayed. You can choose one at a time or check the box next to each name and click the Action Drop Down for Supplemental Learning and click the “Go” button.

Team Members

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

You currently do not have any pending learning approvals to approve or deny.

Team Members

View Team Members Reporting To: RUSTY MARTIN

Direct Reports -- RUSTY MARTIN [Customize](#) | [Find](#) | [View All](#) | First | Last

Name	Job Title	Hire Date	*Action
<input type="checkbox"/> Katherine Vanhooose	Business T	10/11/2011	<input type="button" value="Supplemental Learning"/> <input type="button" value="Go"/> Certification Status Go To... Learning Objectives Supplemental Learning Team Learning

[Select All](#) [Clear All](#) *Group Actions:

[Team Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)

[Contact Us](#)

Approving Employee Supplemental Learning Training

7. This will take you to the Supplemental Learning page. To choose the type of Supplemental Learning, use the drop down arrow to choose OAKS Supplemental Learning:

Supplemental Learning

Katherine Vanhose, Business T, OAKS Management

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to a team member's Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.



The screenshot shows a form titled "Select Supplemental Learning Type". It contains a dropdown menu labeled "*Type:" with a list of options: "Select...", "Conference", "External Learning", "OAKS Supplemental Learning" (highlighted in blue), "Seminar", and "Select...". A red box highlights the dropdown menu. Below the dropdown, there is a label "* Required" and a button labeled "Continue".

8. Once you have made your choice, click the Continue button:

Supplemental Learning

Katherine Vanhose, Business T, OAKS Management

Supplemental Learning is learning that is not listed in the standard learning catalog. To add supplemental learning to a team member's Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.



The screenshot shows the same form as above, but now the dropdown menu is closed and "OAKS Supplemental Learning" is selected. A red box highlights the "Continue" button. Above the button, there is a label "* Required Field".

9. This will take you to the Supplemental Learning page to enter the Course Information for the Supplemental Learning. Fields with an "*" are required fields.

Approving Employee Supplemental Learning Training

Supplemental Learning

Katherine Vanhose, Business T, OAKS Management

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text"/>
*Description:	<input type="text"/>
*Status:	Select... ▼
Type:	OAKS Supplemental Learning
*Start Date:	11/30/2012 
*End Date:	11/30/2012 
*Location:	<input type="text"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text"/>
*Provided By:	<input type="text"/>
*Start Time:	<input type="text"/>
*End Time:	<input type="text"/>
*Certification Credit (Y/N):	<input type="text"/>

* Required Field

Approving Employee Supplemental Learning Training

10. Enter the Title and Description of the Supplemental Learning Course.

Supplemental Learning

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Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Foundation V3"/>
*Description:	<input type="text" value="To understand ITIL's role in providing a service management framework, and to understand the stages, value, scopoe, goals, and objectives of the Service Lifecycle."/>
*Status:	<input type="text" value="Select..."/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="11/30/2012"/> 
*End Date:	<input type="text" value="11/30/2012"/> 
*Location:	<input type="text" value="office"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text"/>
*Provided By:	<input type="text"/>
*Start Time:	<input type="text"/>
*End Time:	<input type="text"/>
*Certification Credit (Y/N):	<input type="text"/>

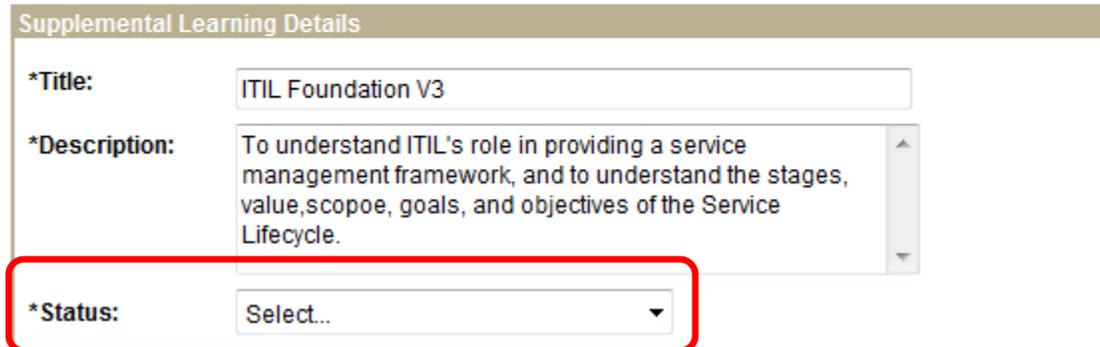
Approving Employee Supplemental Learning Training

11. Click the drop down arrow and choose the Status of the Supplemental Learning

Supplemental Learning

Katherine Vanhooose, Business T, OAKS Management

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

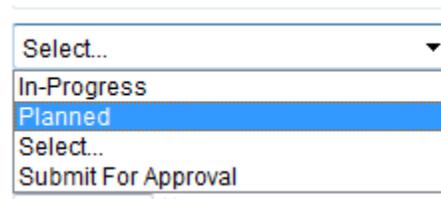


Supplemental Learning Details

*Title: ITIL Foundation V3

*Description: To understand ITIL's role in providing a service management framework, and to understand the stages, value, scopoe, goals, and objectives of the Service Lifecycle.

*Status: Select..



Select..

In-Progress

Planned

Select..

Submit For Approval

In-Progress: Select status if your employee is currently attending the supplemental training. The supplemental learning training will show as "In-Progress" on your Employees ELM transcript until they modify the training details to be submitted to you for completion approval.

Planned: Select status if your Employee is planning to attend supplemental training during a future date. The supplemental learning training will show as "Planned" on your Employees ELM transcript until your Employee modifies the training details to be submitted to you for completion approval.

Submit For Approval: Select status if your Employee has already completed the supplemental training and is needing your completion approval for attending the course.

Approving Employee Supplemental Learning Training

12. Complete the Start Date, End Date, Provided by, Start Time and End Time fields for the OAKS Supplemental Learning type. Click the Save Button.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details

*Title:	<input type="text" value="ITIL Foundation V3"/>
*Description:	<input type="text" value="To understand ITIL's role in providing a service management framework, and to understand the stages, value, scopoe, goals, and objectives of the Service Lifecycle."/>
*Status:	<input type="text" value="Planned"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/03/2012"/>
*End Date:	<input type="text" value="12/07/2012"/>
*Location:	<input type="text" value="The Computer Workshop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="40"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="8 AM"/>
*End Time:	<input type="text" value="4 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

* Required Field

[Team Learning](#)

[Contact Us](#)

Approving Employee Supplemental Learning Training

13. You will receive a message stating: You have successfully added the supplemental learning **NAME OF COURSE** for **EMPLOYEE NAME** with Planned status. Click the Team Learning Link.

You have successfully added the supplemental learning ITIL Foundation V3 for Katherine Vanhooose with Planned status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Foundation V3"/>
*Description:	<input type="text" value="To understand ITIL's role in providing a service management framework, and to understand the stages, value, scopoe, goals, and objectives of the Service Lifecycle."/>
*Status:	<input type="text" value="Planned"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/03/2012"/>
*End Date:	<input type="text" value="12/07/2012"/>
*Location:	<input type="text" value="The Computer Workshop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="40.00"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="8 AM"/>
*End Time:	<input type="text" value="4 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

You have successfully added the supplemental learning ITIL Foundation V3 for Katherine Vanhooose with Planned status.

* Required Field

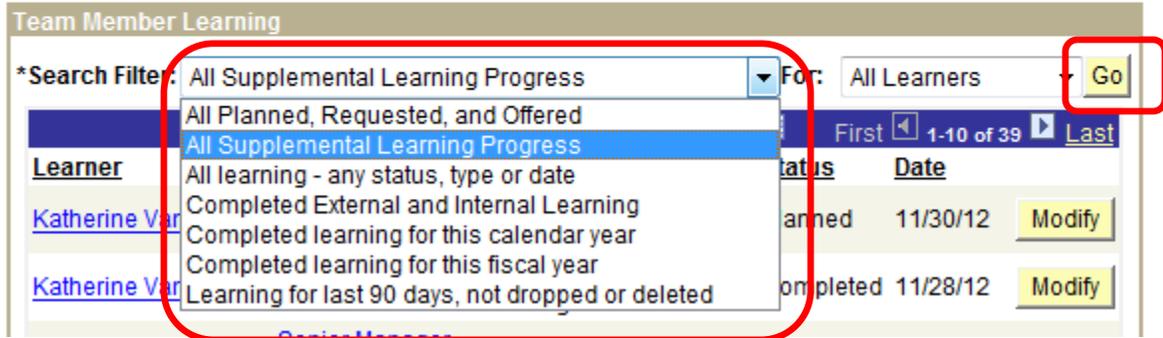
[Team Learning](#)

Approving Employee Supplemental Learning Training

- This will take you to the Team Learning Transcript for the Employee. Use the Search Filter to filter by All Supplemental Learning Progress. Click the "Go" button.

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.



- This will show the Supplemental Learning you entered for the Employee shows in Planned Status:

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.



Approving Employee Supplemental Learning Training

16. This will also show on the Employees All Learning Transcript as in Planned status:

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

My Learning				
		Customize	Find	View All
				First 1 of 1 Last
Title	Type	Status	Date	Action
ITIL Foundation V3	OAKS Supplemental Learning	<input type="checkbox"/> Planned	11/30/12	<input type="button" value="Modify"/>

[My Learning](#) [Search Catalog](#) [Browse Catalog](#) [Request New Learning](#)

[Contact Us](#)

Approving Employee Supplemental Learning Training

17. After the employee has completed the Planned or In-Progress OAKS Supplemental Learning. The employee can access their All Learning Transcript by logging into myohio.gov > Career Resources > My Learning (ELM). Once the employee has located the OAKS Supplemental Learning Course, they will click the Modify button and changed the Status to Complete. This will change the status to Pending Approval.

You have successfully updated the supplemental learning ITIL Foundation V3 with Pending Approval status.

Supplemental learning tracks training in addition to your agency's curriculum. Ex: offsite training providers, other agencies. Enter the basic information and click Save. The "Education Units" field is for Training Hours.

Supplemental Learning Details	
*Title:	<input type="text" value="ITIL Foundation V3"/>
*Description:	<input type="text" value="To understand ITIL's role in providing a service management framework, and to understand the stages, value, scopoe, goals, and objectives of the Service Lifecycle."/>
*Status:	<input type="text" value="Pending Approval"/>
Type:	OAKS Supplemental Learning
*Start Date:	<input type="text" value="12/03/2012"/>
*End Date:	<input type="text" value="12/07/2012"/>
*Location:	<input type="text" value="The Computer Workshop"/>
Price:	<input type="text" value="0.00"/>
*Education Units:	<input type="text" value="40.00"/>
*Provided By:	<input type="text" value="The Computer Workshop"/>
*Start Time:	<input type="text" value="8 AM"/>
*End Time:	<input type="text" value="4 PM"/>
*Certification Credit (Y/N):	<input type="text" value="Y"/>

You have successfully updated the supplemental learning ITIL Foundation V3 with Pending Approval status.

* Required Field

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18. Once this is done, you as the manager will receive a notification email of pending approval. You can log into myohio.gov and navigate to Career Resources > Manager Tasks > Training Approvals Pending and Approve or Deny the training.
19. See page 4 for instructions on how to Approve or Deny the OAKS Supplemental Learning Training request.