myUA

Learning Library Essentials
Program Outline

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**Quick Reference Guide – Signing into the myUA Dashboard**

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<tr>
<th>What you need to do</th>
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<tbody>
<tr>
<td><strong>STEP 1: Sign-in to myUA</strong> Go to <a href="http://myua.pageuppeople.com">http://myua.pageuppeople.com</a></td>
<td><img src="image" alt="Login to myUA" /></td>
</tr>
<tr>
<td>Sign-in using your UA Single Sign-on credentials.</td>
<td></td>
</tr>
</tbody>
</table>

**Quick Reference Guide – Access Learning Library**

<table>
<thead>
<tr>
<th>What you need to do</th>
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<tbody>
<tr>
<td><strong>STEP 1: View Learning Library</strong> The learning library is viewable from the main dashboard via the top ribbon. Select My community and then Learning library.</td>
<td><img src="image" alt="Dashboard" /></td>
</tr>
</tbody>
</table>
Training

STEP 2: View Learning Objects
Once in the Learning Library, you will be presented with all available learning objects.

NOTE: Your status for the training will be presented in green in the upper left corner of each learning object tile.

Quick Reference Guide – Booking/Starting Training

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<tr>
<th>What you need to do</th>
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<tbody>
<tr>
<td><strong>STEP 1: Select Training</strong></td>
<td><img src="image" alt="Image of Injury and Illness Prevention" /></td>
</tr>
<tr>
<td>Click the title of the training to open.</td>
<td>OSHA workplace health and safety training</td>
</tr>
</tbody>
</table>
Training

STEP 2: Initiate Learning Course
Once inside the learning object, you will be presented with information about the course. Select the **Learn now** button to initiate the course.

**NOTE:** Selecting **Book** will register for the class to take in the future.

STEP 3: Launch Course
To open the training window select the link **Click here to launch the lesson.**

Quick Reference Guide – Certifying Policy Acknowledgement

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<tbody>
<tr>
<td><strong>STEP 1: Review Policy</strong></td>
<td><strong>Read Our Policy</strong></td>
</tr>
<tr>
<td>Within the training you may be asked to review UA’s Board of Regents Policy and Regulation as it regards to the training topic.</td>
<td>Click <strong>OPEN POLICY</strong> to open the policy. Once you’ve reviewed the entire policy, close the policy and sign your name on this page to acknowledge it.</td>
</tr>
<tr>
<td>Click <strong>Open Policy</strong> to view.</td>
<td></td>
</tr>
</tbody>
</table>
# Training

## STEP 2: Review Policy
You will be presented with a .pdf of the UA specific policy.

![Image of policy](image)

## STEP 3: Acknowledge Policy
Once you have read the policy, close the pop-up and you will be presented with a place to acknowledge that you have read and understood what was presented.

You will then type your name into the dialog box. Follow the instructions for entering your name. Entering your name exactly as presented will serve as your electronic signature.

![Image of acknowledgment](image)

## STEP 4: Sign that you have read and understood the policy presented
You will then type your name into the dialog box. Follow the instructions for entering your name. Once you have entered your name, the Submit button will become active.

**NOTE:** Entering your name exactly as presented will serve as your electronic signature.

![Image of signed acknowledgment](image)
# Training

## Quick Reference Guide – Viewing Training Completion

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<tr>
<th>What you need to do</th>
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</tr>
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<tbody>
<tr>
<td><strong>STEP 1: View Training and Development History</strong></td>
<td>- About me</td>
</tr>
<tr>
<td>From the myUA dashboard, select <strong>About me</strong> from the ribbon at the top of the screen.</td>
<td>- My community</td>
</tr>
<tr>
<td>Then click <strong>Training and Development</strong></td>
<td>- Journal</td>
</tr>
<tr>
<td></td>
<td>- Training and Development</td>
</tr>
<tr>
<td></td>
<td>- Tasks</td>
</tr>
<tr>
<td></td>
<td>- Performance reviews</td>
</tr>
</tbody>
</table>

**STEP 2: Access Training History**

From the Development Plan page you will be able to view all training that you have competed, started, requested access to, or which has been recommended to you.

![Development Plan Screenshot](image)
Training

Quick Reference Guide – Supervisor View of Training Completion

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</thead>
<tbody>
<tr>
<td><strong>STEP 1: Access Training History for your Team</strong></td>
<td><img src="image1" alt="Organizational chart" /></td>
</tr>
</tbody>
</table>
| As a supervisor, you can access your team’s training history by selecting **My team** from the homepage ribbon, then clicking **Organizational chart**. | ![My team](image2)  

| **STEP 2: Select Training History for an Individual**    | ![Employee record](image3)  

   - Within the organizational chart for your team you will are presented with the details of each employee you supervise (as designated in Banner).
   - Click **Training and Development** within each employee’s record to view their training status page.
Quick Reference Guide – Supervisor View to Assign Training

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</table>
| **STEP 1: Access Employee List**  
As a supervisor, Select **My community** from the homepage ribbon, then click **For an employee.** | ![Home page ribbon with options](image) |
| **STEP 2: Select filter to search for employee(s)**  
From the Employee Search page, you can enter an employee’s name. You can also select the triangle next to the search button to expand the advanced search options, which include:  
Classification Title  
Division  
Employee  
Job Location  
Manager Name  
Manager Position  
MAU  
Organization Start Date  
Position  
Position Start Date  
School | ![Employee search page](image) |
| **STEP 3: Select employee(s) to assign training**  
From the results list tick the check box next to each employee you wish to assign to a particular training. | ![Employee selection](image) |
Training

STEP 4: Assign learning
Once you have selected the employee(s), click the Assign learning button.

STEP 5: Select learning object
You will be brought to the Learning Library. Click the title of the learning object you wish to assign.

STEP 5: Select learning object
Select whether you are assigning (booking) the training for the employee(s) or suggesting it.

STEP 6: Confirm training
Select whether training is mandatory and if you would like a notification sent to the employee. Then click Confirm.

NOTE: If you select Send notification, an automated email will be sent to the employee(s) with a link directly to the training object.
## Training

### Quick Reference Guide – Creating Training

<table>
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</table>
| **STEP 1: Create Learning Activity**  
If you have access to create training, you will be able to do so from the myUA homepage dashboard.  
From the homepage ribbon, select + Create. Then click Learning activity. | ![Create](image)  
Job  
Performance review  
Team member's performance review  
Learning activity |
| **STEP 2: Select Training Audience**  
Select the tile for the audience you want to create training for: Organization-wide (all employees can see), Public (it can be shared with employees), or Private (only you can see the training). | ![Select Audience](image)  
Organization-wide  
Public  
Private |
| **STEP 3: Create Activity**  
For both Private and Public learning activities you can set up the training via the WYSIWYG (what you see if what you get) editor boxes.  
The activity title, image, and description will be shown on the learning object tile in the learning library.  
**NOTE:** If you need to create an Organization-wide training, contact ua-careers@alaska.edu for further assistance. | ![Create Activity](image)  
Activity title:  
Activity type:  
Select activity title  
Description  
Content  
Add to plan  
Cancel |
Quick Reference Guide – Viewing the Learning Calendar

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<tr>
<td><strong>STEP 1: View Learning Calendar</strong> &lt;br&gt;The learning calendar is viewable from the main dashboard via the top ribbon. &lt;br&gt;Select <strong>My community</strong> and then <strong>Learning calendar</strong>.</td>
<td><img src="image" alt="Learning calendar interface" /></td>
</tr>
<tr>
<td><strong>STEP 2: View events</strong> &lt;br&gt;Organization-wide events can be set-up on the learning calendar. These events include webinars, seminars, in-person training events, etc. &lt;br&gt;A link for the training will appear on the date it is available. Select the hyperlink to open the learning event page to register.</td>
<td><img src="image" alt="Calendar example" /></td>
</tr>
</tbody>
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Quick Reference Guide – Providing Feedback

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<tbody>
<tr>
<td><strong>STEP 1: Complete Training</strong> &lt;br&gt;Once you have completed a learning activity myUA will send you an email inviting you to provide feedback on the training. &lt;br&gt;Select the training hyperlink to bring up the feedback survey in an internet browser. &lt;br&gt;<strong>NOTE:</strong> The feedback survey is entirely optional and will not affect the completion status of your training.</td>
<td><img src="image" alt="Feedback survey interface" /></td>
</tr>
</tbody>
</table>

STEP 2: Begin Survey
Click Begin to initiate the survey form for the referenced training.

STEP 3: Fill Out Feedback Survey
Provide your opinion on the effectiveness of the training you received. None of the questions are required, so you may complete as many or as few as you like.

Once you have finished providing feedback, click Continue.

STEP 4: Submit Feedback Survey
Click Submit to complete the feedback survey.

NOTE: Employee feedback for learning activities is reviewed by training coordinators across UA in order to improve the learning experience.