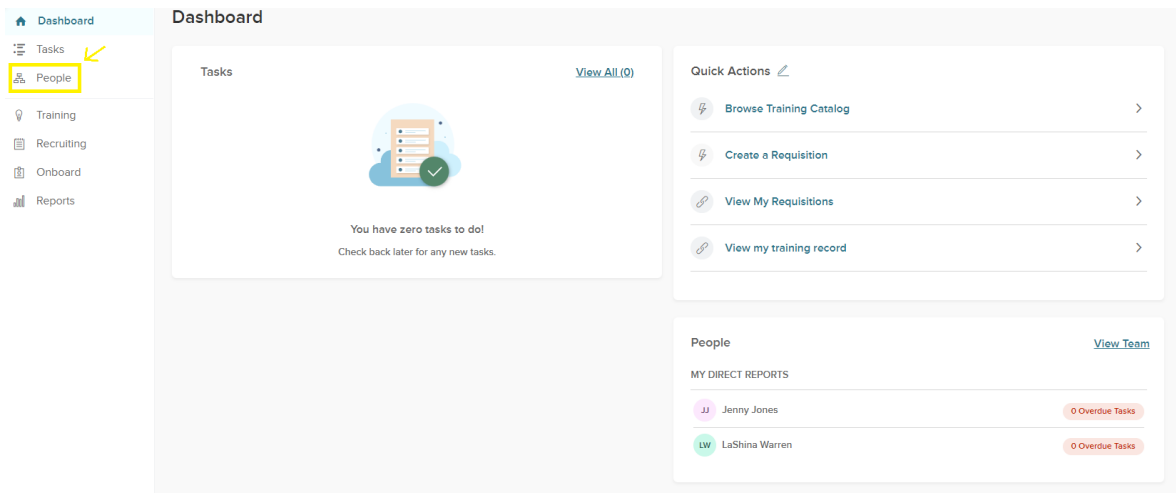


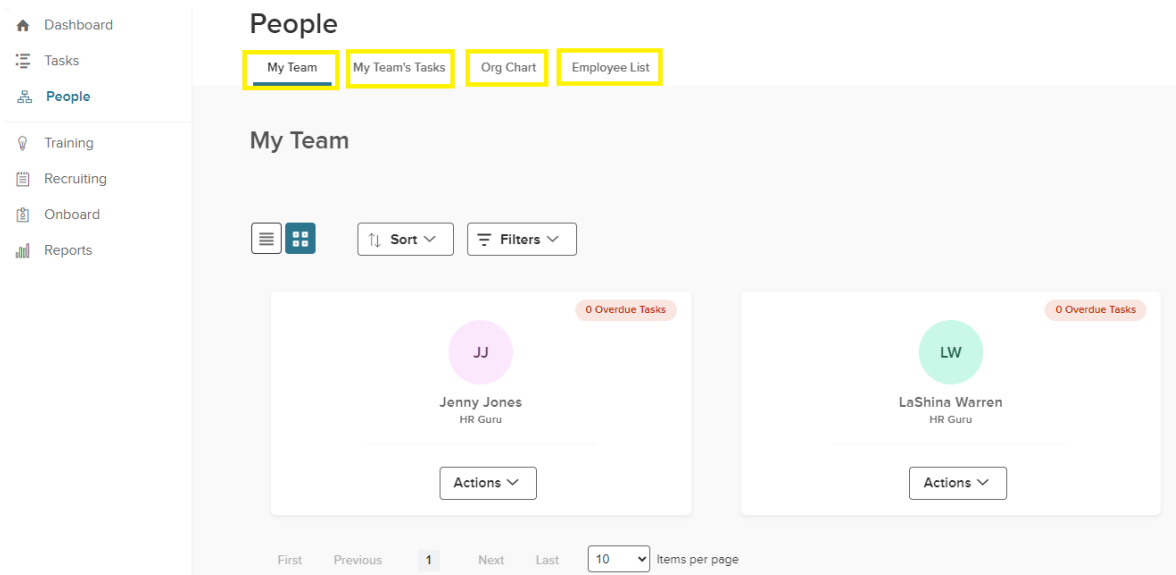
NEOED LEARN ULM'S EMPLOYEE TRAINING SYSTEM SUPERVISOR GUIDE

*This guide provides steps on how to monitor your employee's progress
for completing mandatory training.*

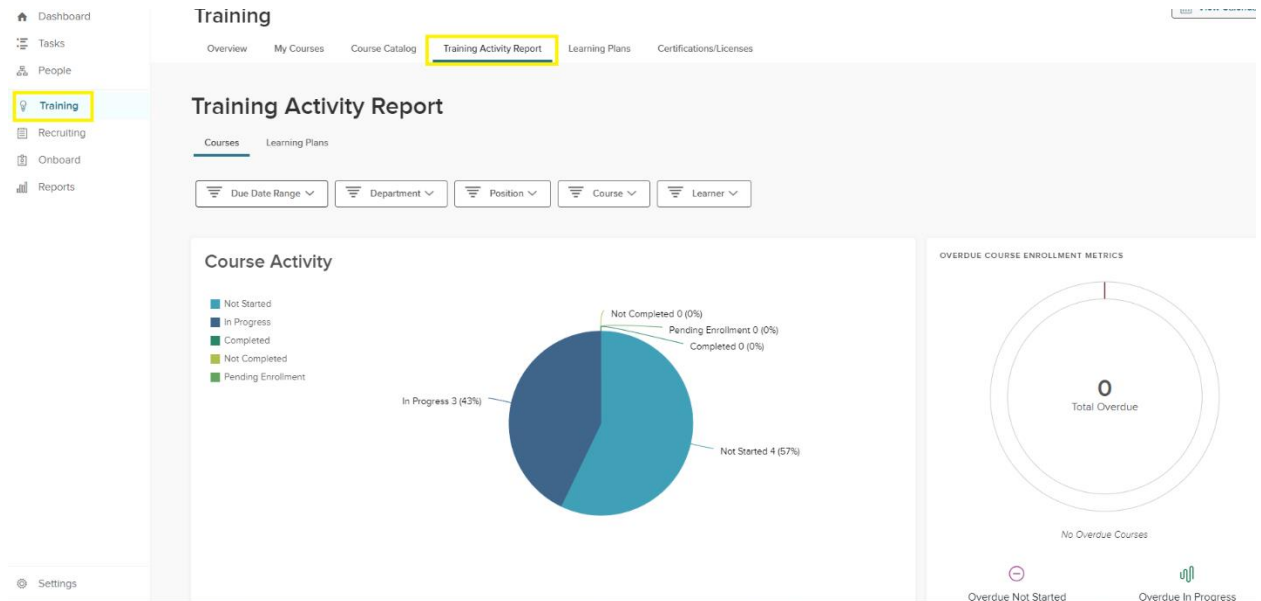
1. Log into the new employee training system and it will bring you to your Dashboard. Click on “People” to review your direct reports.



2. You will be able to review your direct reports, their tasks, and an organizational chart of your department.



- To review your direct reports training progress, go back to “Training” and view the “Training Activity Report”. You will be able to view a chart of the completion progress of your direct reports.



You can scroll down and review a list of your employees and their progress of each assigned training course.

Training

Overview My Courses Course Catalog **Training Activity Report** Learning Plans Certifications/Licenses

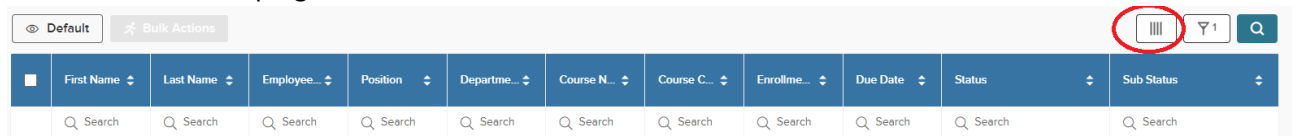
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Default Bulk Actions

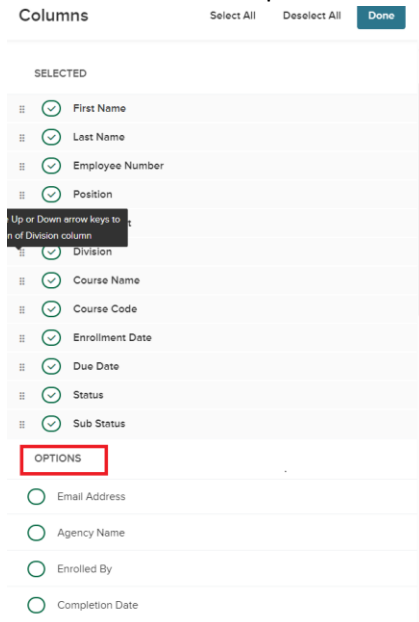
Name	Employee Number	Position	Department	Course Name	Course Code	Enrollment Date	Due Date	Status
Search	Q Search	Q Search	Q Search	Q Search	Q Search	Q Search	Q Search	Q Search
ote	12	Director of Human Resources	Business Affairs	2024 Ethics Training For Public Servants	2024 Ethics	01/23/2024		Enrolled
ble	00001	Learning Guru	Information Services and Student Success	2024 Ethics Training For Public Servants	2024 Ethics	01/23/2024		Enrolled
ble	00001	Learning Guru	Information Services and Student Success	2024 Reporting Power-Based Violence Tr...	2024PBV	01/23/2024	12/31/2024	In Progress
ble	00001	Learning Guru	Information Services and Student Success	2024 Code of Ethics Training for Public S...	2024ETHICS	02/06/2024	12/31/2024	In Progress
ble	00001	Learning Guru	Information Services and Student Success	2024 ADA Training for Supervisors	2024ADA	02/08/2024	12/31/2024	In Progress
es	12345	HR Guru	Business Affairs	2024 Code of Ethics Training for Public S...	2024ETHICS	02/15/2024	12/31/2024	Enrolled
ren	00004	HR Guru	Business Affairs	2024 Code of Ethics Training for Public S...	2024ETHICS	02/15/2024	12/31/2024	Enrolled

First Previous 1 Next Last -10 Items per page Showing 1-7 of 7 items

- To sort by each Division in your area, you will need to customize your columns by selecting the column box at the top right.



-add Division under Options



-you can also remove or move the columns on how you want to view it

-You can click on Division to sort and review

-to export into an Excel document, you will check one of the blank boxes and then click on Select All records, then click on Bulk Actions. This will then prompt you to Export the data to Excel.

