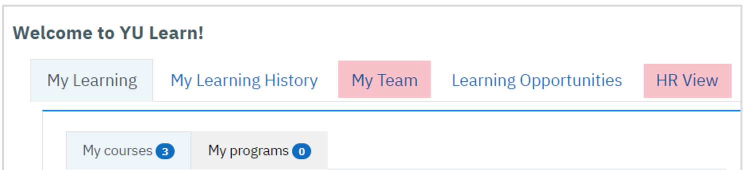
Manager & People Partner Quick Guide to YU Learn

Please first review the Employee Quick Guide to YU Learn.

YU Learn Dashboard



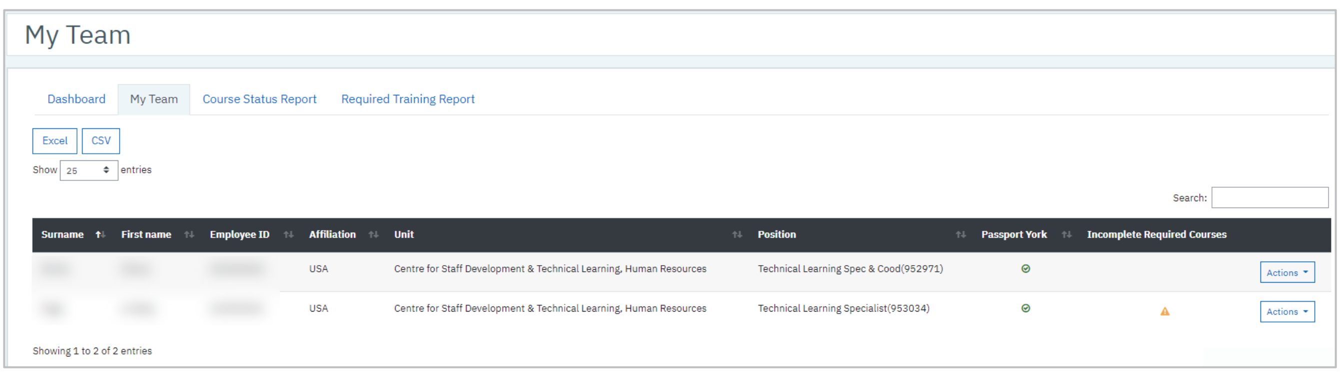
The [YU Learn Dashboard]() is your personalized home page.

As a manager with direct reports, you will find a **My Team** tab, where you can view your direct reports, assign learning, view learning histories and monitor your team's required training. People Partners will find a similar **HR View**.

Want to Learn More?

This is a Quick Reference Guide only. For full user documentation, please visit *yorku.ca/yulearn*

If your employee has incomplete required courses, you'll see a warning icon ⚠. Click the icon to view more, or click the Actions button and select **View Learning History**.



Recommend Learning Opportunities to Employees

From the [Learning Opportunities]() page:

1. Click the **plus +** sign next to the course or program title
2. Click the Sharing link icon
3. Paste the link into an email or chat message

Your employee will see the full course or program description with an option to self-register if they are eligible.

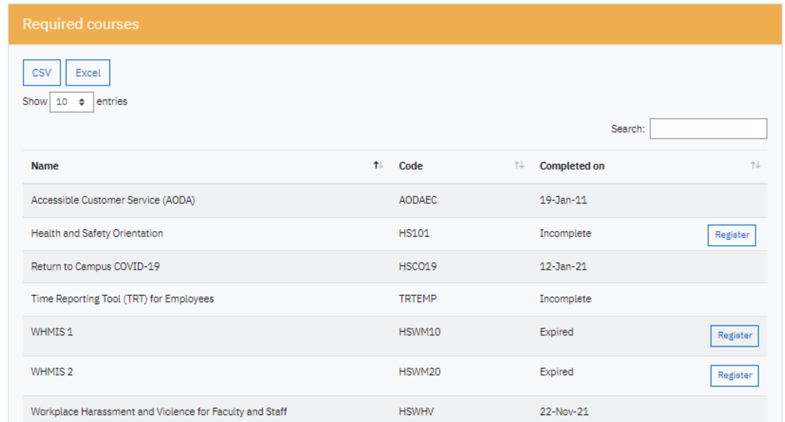
You can also directly register your employees into courses, when appropriate. From your My Team page, click the Actions button for that employee, and select Assign Learning.

If a scheduled session is fully enrolled, employees can join an automated waitlist. When a registered learner cancels, the first person on the waitlist is enrolled and notified.

View Employee Learning History

To view the complete learning history for an individual employee, select **View Learning History** from the employee's **Actions** button. *Learning History* includes:

- **Required courses:** Status of courses required for compliance with government legislation or University policies. For expired or incomplete courses, you'll see a Register button, if the employee is not already registered.
- **Certificates:** Certificates awarded, including expiry date if applicable
- **Registered courses:** Sessions employee has registered for but hasn't attended or completed yet
- **Completed courses:** Sessions employee completed successfully
- **Incomplete courses:** Sessions employee registered in but didn't complete



Sort the learning history report by column within each section, filter it using the Search field, or export it to Excel for filtering and analysis.

An incomplete course could be a session where attendance hasn't been marked by the learning provider yet, or the employee may have been marked Absent or Incomplete.

Team Reports

Monitor your entire team's compliance with legislated or University-mandated courses such as WHMIS or Time Reporting Tool (TRT) with the **Required Training Report**. For other courses you require employees to complete, use the **Course Status Report**. Both are available under your My Team tab.