

Manage Employee Learning

(Manager Role)

Introduction

Manage Employee Learning is designed to give managers greater visibility into all their employee's learning activities. Within Employee Learning, managers can access information for learning activities and action items including approval of training courses. Managers can also access reports for their employees.

Step by Step:

Step:	Action:
1	Log on to the CNM Talent Management System via <i>myCNM</i> portal.
2	Select Manage Employee Learning from the Employee Learning drop down tab on the menu across the top of the screen.
3	From here you can browse all information related to your direct reports and all of their training activities. The quick reference guide attached will give you the overview of the process.

If you have questions regarding Training, contact the Employee Training office at 224-4600 or by e-mail at Employeeetraining@cnm.edu.

Manage Employee Learning

The Manage Employee Learning link creates a quick view of Employee and Training information at your finger tips .

After logging into MYCNM portal, click **Manage Employee Learning** under the Employee Learning tab.



Employee Learning

- Manage Employee Learning
- View Your Transcript
- Events Calendar
- Browse for Training

Home Employee Learning Reports

Manage Employee Learning

View the Learning information for your employees.

Manage Pending Requests (Displays a list of pending requests for which you are the approver)

Manage Subordinates

SUBORDINATES		VIEW TRANSCRIPT
NAME		
Smith, John		



Active Completed Archived

To display this information in report form, select Transcript Report

Transcript Report

Title All Training « Previous 1-5 of 5 Next »

Title	Type	Due Date	Status	Options
Writing for the Web (Starts 7/6/2015)	Session	None	Registered	
New Employee Orientation, Phase III (Starts 7/17/2015)	Session	None	Withdrawn	

Manage Employee Learning

Using Transcript Report function creates Excel report to capture data

Active Completed Archived

Select Transcript Report
Printable Version
Transcript Report

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New Employee Orientation, Phase III (Starts 7/17/2015)	Session	None	Withdrawn	



Filters

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

DATE CRITERIA

Select the date criteria type:

- Date training is added to users' transcript
- Training Start Date
- Training End Date - Session and External training will be filtered using end date. For all other training types, completion date will be used

Date Criteria: Select From 8/1/2015 To 8/4/2015

TRAINING CRITERIA

Training Type: Online Class Session Event Quick Course Curriculum Library Test Material External Training Posting Video Cohort

Training Title:

Subject:

ADVANCED CRITERIA

- Include Details (Curriculums Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
- Include Training Detail Information

Click Export to Excel to create report

Export to Excel

Use date criteria to narrow down timeline

Select Training Type, Title or Subject to narrow results further

Click Export to Excel to create report