

myUK Learning

Curricula and Programs

Administrators may choose to combine various training activities and group them into either Curricula or Programs.

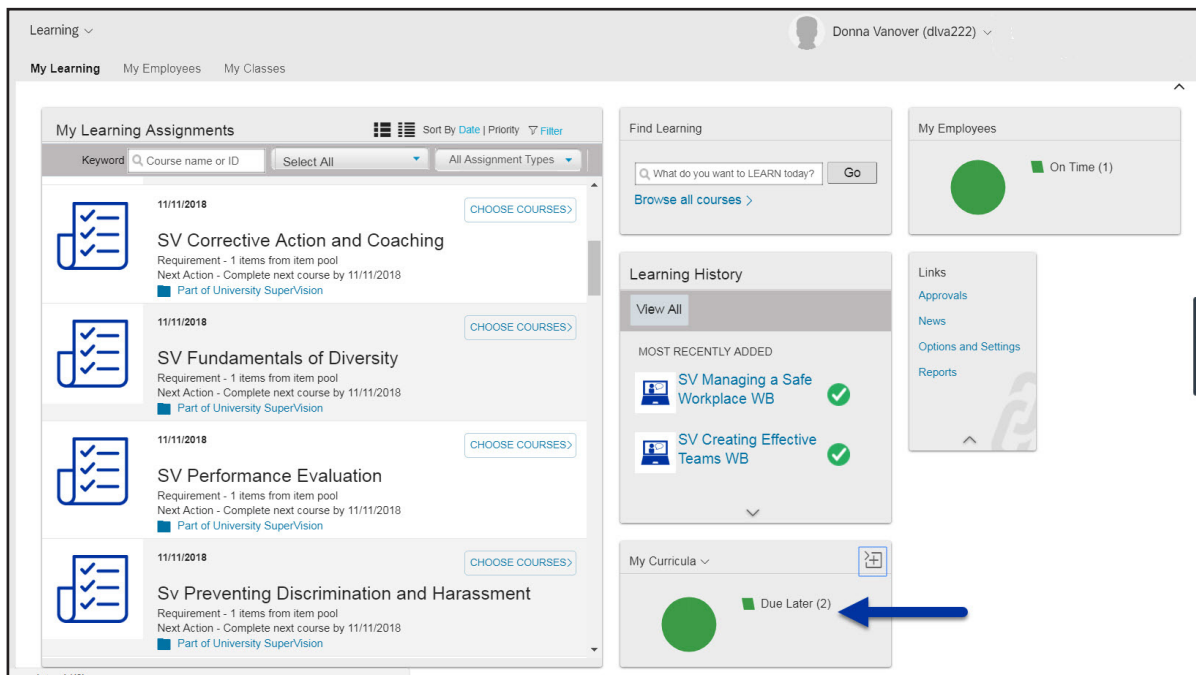
Curricula

When viewing your **My Learning Assignments** tile, the individual items associated with the curricula will be identified by the checklist icon. On other screens, the actual curricula will be represented by the stack of books icon.



A curricula will list all the items, actions available to complete the specific learning, and the required completion date. When you are assigned a curriculum, the system automatically assigns the learning items to your **My Learning Assignments** tile; however, it does **not** register you for the required items.

1. In the screen shot below, we have two curricula assigned to the user. Click on the **My Curricula** tile to obtain more details.

A screenshot of the myUK Learning user interface. The main area is titled "My Learning Assignments" and lists four items, each with a checklist icon and a "CHOOSE COURSES" button. The items are: "SV Corrective Action and Coaching", "SV Fundamentals of Diversity", "SV Performance Evaluation", and "SV Preventing Discrimination and Harassment". To the right, there are several widgets: "Find Learning" with a search bar, "My Employees" showing "On Time (1)", "Learning History" with "View All" and two items marked with green checkmarks, and "My Curricula" showing "Due Later (2)" with a blue arrow pointing to it. The user's name "Donna Vanover (dlva222)" is visible in the top right corner.

- Click on the University SuperVision curriculum link to learn details regarding what is required to complete this curriculum and the current completion status.

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Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Priority	Next Action ... ⌵	Expiration D...	Assigned By	Remove
JP Test Curriculum		N/A	N/A	N/A	Admin (Jennifer Peavler)	
University SuperVision		N/A	11/11/2018	N/A	Admin (Donna Vanover)	

- The curricula **Overview** page appears and provides additional details about the training requirement. Since this information is customized by each curricula owner, the amount of information found here can vary.

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University SuperVision ⓘ

Overview Course List

Program Overview

University SuperVision is a mandatory training program designed by HR Training & Development to equip supervisors with the skills and knowledge to manage people and functions effectively at the University of Kentucky. Completion of the SuperVision program is mandated by [Human Resources Policy and Procedure Number 50.0: Staff Development / Training](#). This policy dictates "All newly hired or promoted supervisory employees shall complete SuperVision, a supervisory training program, within 180 days of supervisory assignment."

At times, supervisors come into positions having already developed strong skills through formal education or experience. University SuperVision will build on that knowledge base by providing insight to the unique policies and procedures used at the University of Kentucky.

Program Goals

The following are the goals of the University SuperVision Program:

- To develop a staff of highly skilled and competent supervisors who understand and manage human and capital resources in a strategic rather than reactive fashion
- To assist supervisors in the recognition and proper application of University policies and procedures
- To provide supervisors with some of the basic supervisory skills in order to build more confident and self-motivated employees
- To contribute to the University's overall mission of providing excellent instruction, modern research, and meaningful service

Program Compliance

To help ensure newly hired University supervisors receive required training on a timely basis, HR Training & Development provides quarterly training compliance reports to all senior leaders. By providing greater transparency regarding compliance with required SuperVision training, we hope to dramatically increase completion/compliance rates.

4. Click on the “Course List” tab to see additional details and the individual requirements in the curriculum.
 - a. Curriculum ID
 - b. Assigned by
 - c. Curriculum status

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University SuperVision ⓘ

Overview Course List

ID: HR-TD-SV-UNIVERSITYSUPERVISION

PRIORITY N/A
Assigned by Admin

University SuperVision is a mandatory training program designed by HR Training & Development to equip supervisors with the skills and knowledge to manage people and functions effectively at the University of Kentucky.

Completion of the SuperVision program is mandated by [Human Resources Policy and Procedure Number 50.0: Staff Development / Training](#). This policy dictates "All newly hired or promoted supervisory employees shall complete SuperVision, a supervisory training program, within 180 days of supervisory assignment."

If you have questions about University SuperVision, contact Donna Vanover (859) 257-5996 or Tommy Leach (859) 257-9624.

Incomplete

less

5. If you scroll down the page, you will see the specific requirements associated with the curriculum.
 - a. If the item has only one option available to satisfy the requirement, you will see that item listed with the phrase “required.”

Assignments By Due Date ▾

▼ Due later

	11/11/2018 REQUIRED SV Test Virtual VC VIRTUAL HR-TD-SV-SVTVC rev.1 5/10/2018	▼
	11/11/2018 REQUIRED SV UK Overview WB More ▾ WBT HR-TD-SV--SVUKOverviewWB rev.1 5/8/2018	START COURSE ▾
	11/11/2018 SV Corrective Action and Coaching Requirement - 1 items from item pool Next Action - Complete next course by 11/11/2018	CHOOSE COURSES ▾
	11/11/2018 SV Performance Evaluation Requirement - 1 items from item pool Next Action - Complete next course by 11/11/2018	CHOOSE COURSES ▾

- b. If the item has multiple options available to satisfy the requirement, you will see the topic name and an indication regarding how many items are needed to satisfy the requirement. Clicking on “Choose Courses” allows you to select the item to complete.

The screenshot shows a list of assignments under the heading "Assignments" with a "By Due Date" dropdown. The first item is "SV Test Virtual VC" due 11/11/2018, marked as "REQUIRED". The second item is "SV UK Overview WB" due 11/11/2018, marked as "REQUIRED", with a "START COURSE" button. The third item is "SV Corrective Action and Coaching" due 11/11/2018, with a "CHOOSE COURSES" button. The fourth item is "SV Performance Evaluation" due 11/11/2018, with a "CHOOSE COURSES" button. The fourth item and its button are highlighted with blue boxes.

6. While there are two options listed, the requirement is that you only need to complete one item from the pool. Click on “Register Now” for the option you prefer.

The screenshot shows a window titled "SV Performance Evaluation" with a close button. It displays the requirement: "Requirement: 1 items from item pool" (highlighted with a blue box) and "0 of 1 Items Complete". Below this, it says "Next Action | Complete next course by 11/11/2018". Under the heading "Course Options", two options are listed: "SV Performance Evaluation (CLASSROOM HR-TD-SV-SV2)" and "SV Performance Evaluation VC (VIRTUAL HR-TD-SV-SVPEVC)". Each option has a "REGISTER NOW" button with a dropdown arrow, both of which are highlighted with blue boxes. The text "On Learning Plan" is visible to the right of each option.

Checking Curricula Status

1. To see items you have completed within the curriculum, click on the **My Curricula** tile from the myUK Learning home page.
2. From the **Curriculum Status** page, you will see the Status and Next Action Date (due date). Select the specific curriculum for more details.

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Curriculum Status

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Curriculum Title	Status	Priority	Next Action	Expiration D...	Assigned By	Remove
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3. Scroll to the bottom of the **Course List** page and you will see the topics that have been completed.
4. For items in a pool, click on the drop down arrow next to Completed and click "Choose Courses" to see the specific item you completed and the completion date.

Completed Items




REQUIRED
[SV Managing a Safe Workplace WB](#)
WBT HR-TD-SV-SVMSWWB rev.1 5/10/2018

✔ Completed 5/21/2018



REQUIRED
[SV Creating Effective Teams WB](#)
WBT HR-TD-SV-SVCETWB rev.1 5/4/2018

✔ Completed 5/15/2018



SV Supervisor Toolkit
Requirement - 1 items from item pool

✔ Completed

SV Supervisor Toolkit

✕

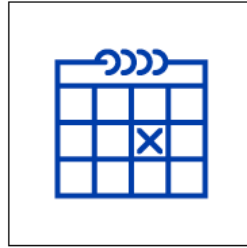
Requirement: 1 items from item pool Complete

Items completed towards this requirement

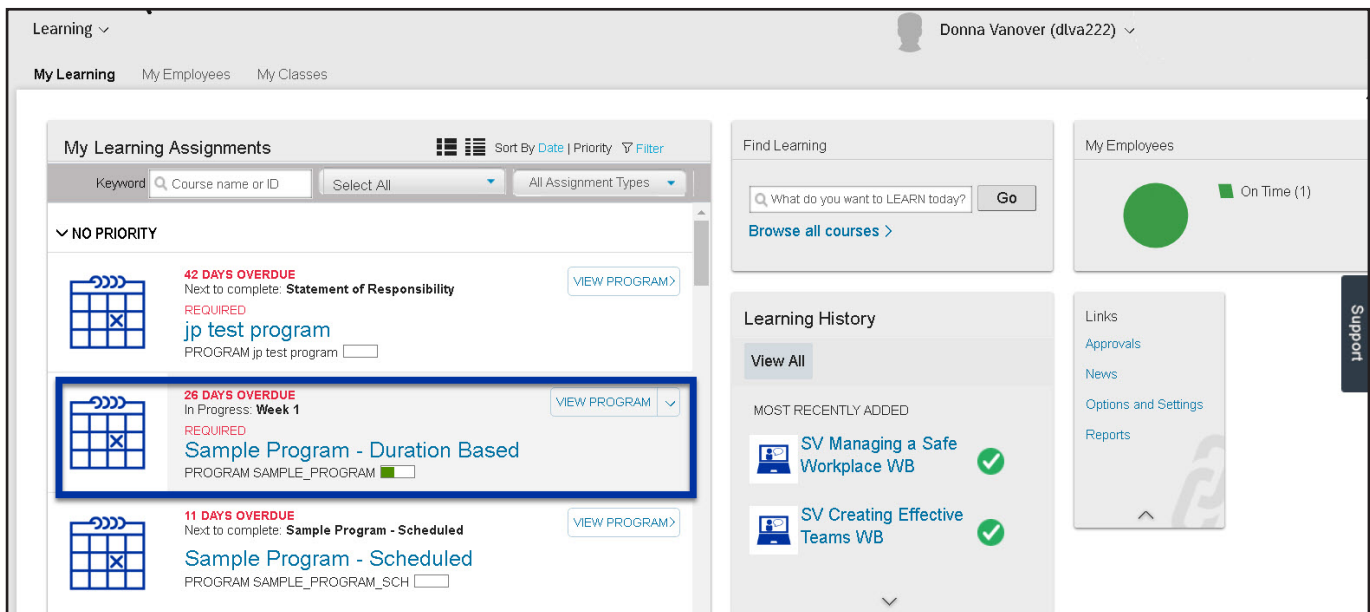
[SV Supervisor Toolkit WB](#) (WBT HR-TD-SV-SV6) ✔ Completed 4/4/2018

Programs

When viewing your **My Learning Assignments** tile, programs will be identified by the calendar with a specific date selected icon. Programs don't have a unique tile on the myUK Learning home page. You will only see program information in the **My Learning Assignments** tile.



1. Programs will list the following information:
 - a. Completion status (this example currently shows Overdue)
 - b. Program name
 - c. Program completion status

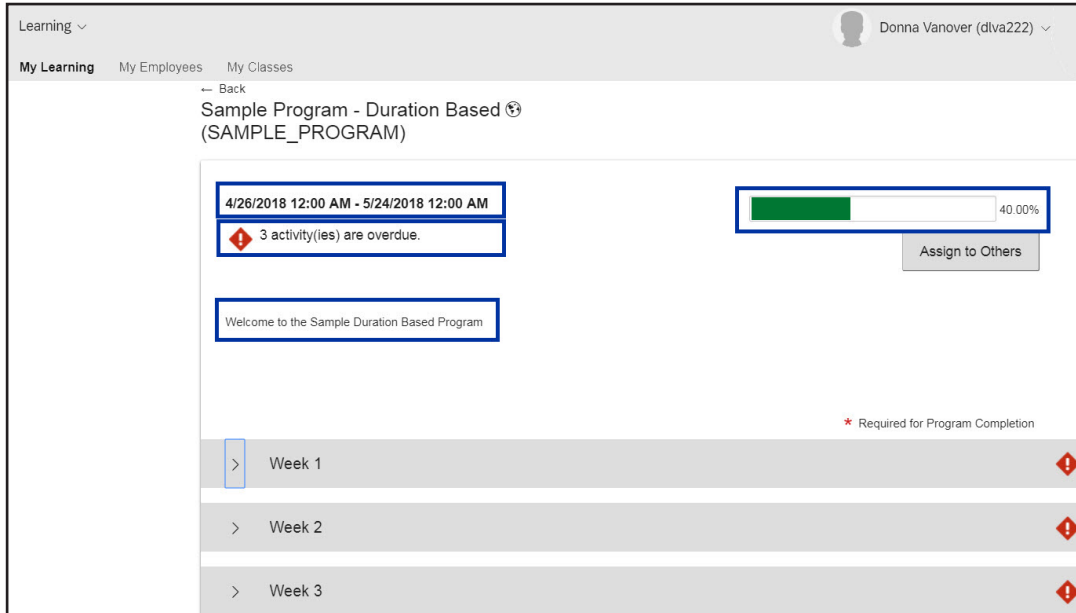


The screenshot shows the 'My Learning Assignments' section of the myUK Learning interface. It features a search bar for 'Course name or ID' and a 'Sort By' dropdown menu. The main content area lists three programs under the 'NO PRIORITY' category:

- 42 DAYS OVERDUE**
Next to complete: **Statement of Responsibility**
REQUIRED
jp test program
PROGRAM jp test program
- 26 DAYS OVERDUE**
In Progress: **Week 1**
REQUIRED
Sample Program - Duration Based
PROGRAM SAMPLE_PROGRAM
- 11 DAYS OVERDUE**
Next to complete: **Sample Program - Scheduled**
Sample Program - Scheduled
PROGRAM SAMPLE_PROGRAM_SCH

Each program entry includes a calendar icon with a date selected and a 'VIEW PROGRAM' button. The second program is highlighted with a blue border. The interface also includes a 'Find Learning' search bar, 'My Employees' status (On Time (1)), and a 'Learning History' section with 'View All' and 'MOST RECENTLY ADDED' items.

2. By selecting the “View Program” button, you will obtain more detail about the program.
 - a. Assigned Date and Due Date
 - b. Number of activities that are overdue
 - c. Program description
 - d. Program status



3. By clicking on the arrow to expand each week’s assignments, you will see two of the three assignments for week one have been completed. The Sample Online Course has not been started. If you continue scrolling down the page, you will see the assignments in weeks two and three have also not been completed.

