myUK Learning
Curricula and Programs

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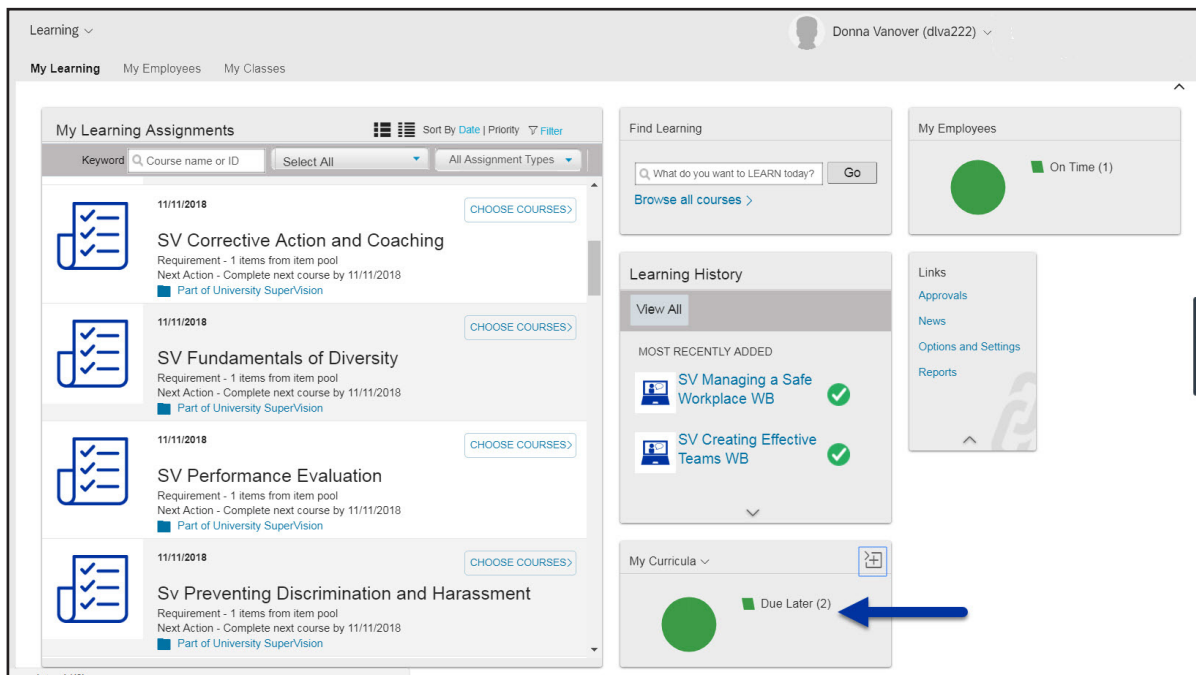
Curricula

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.

2. 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)	

3. 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

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."

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.

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.

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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University SuperVision		N/A	11/11/2018	N/A	Admin (Donna Vanover)	

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
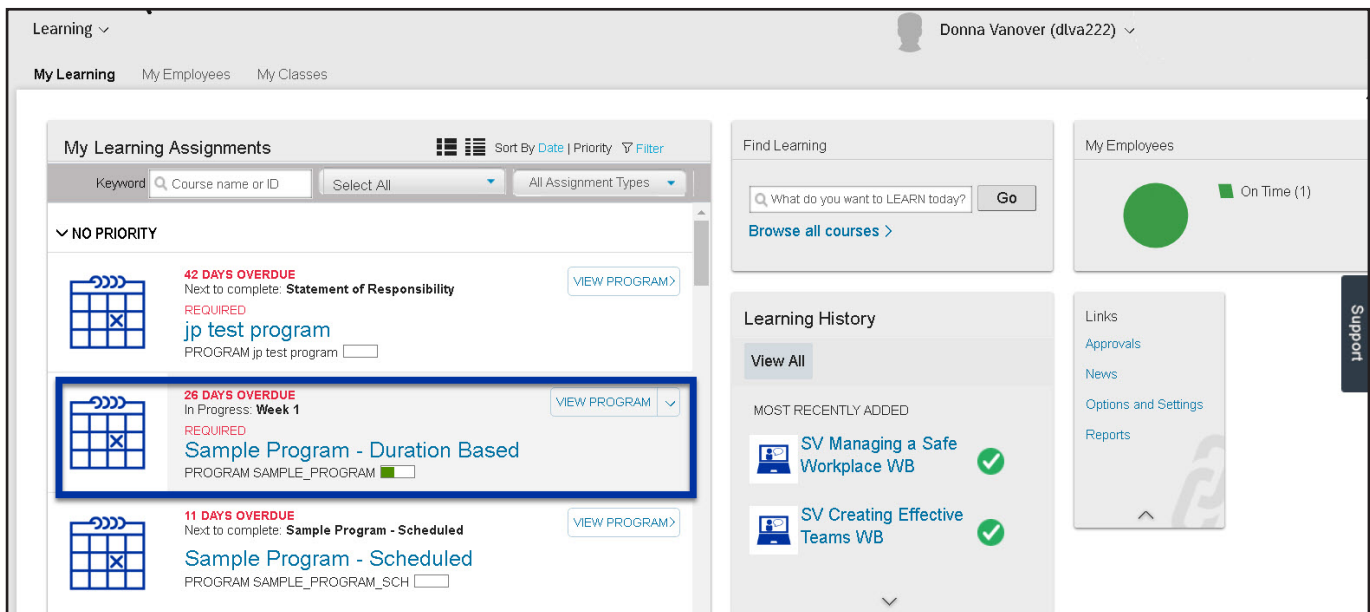
Items completed towards this requirement

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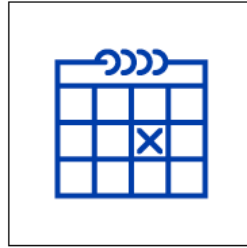
1. Programs will list the following information:
    a. Completion status (this example currently shows Overdue)
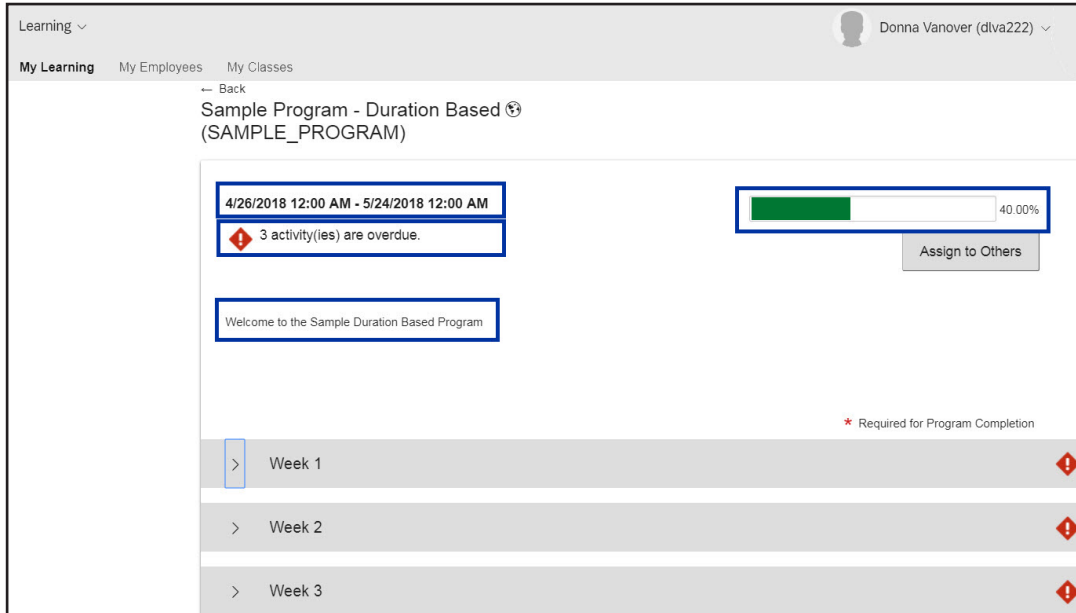
    b. Program name

    c. Program completion status

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.

4. The more items you complete within the program, the more the green progress bar will fill in.