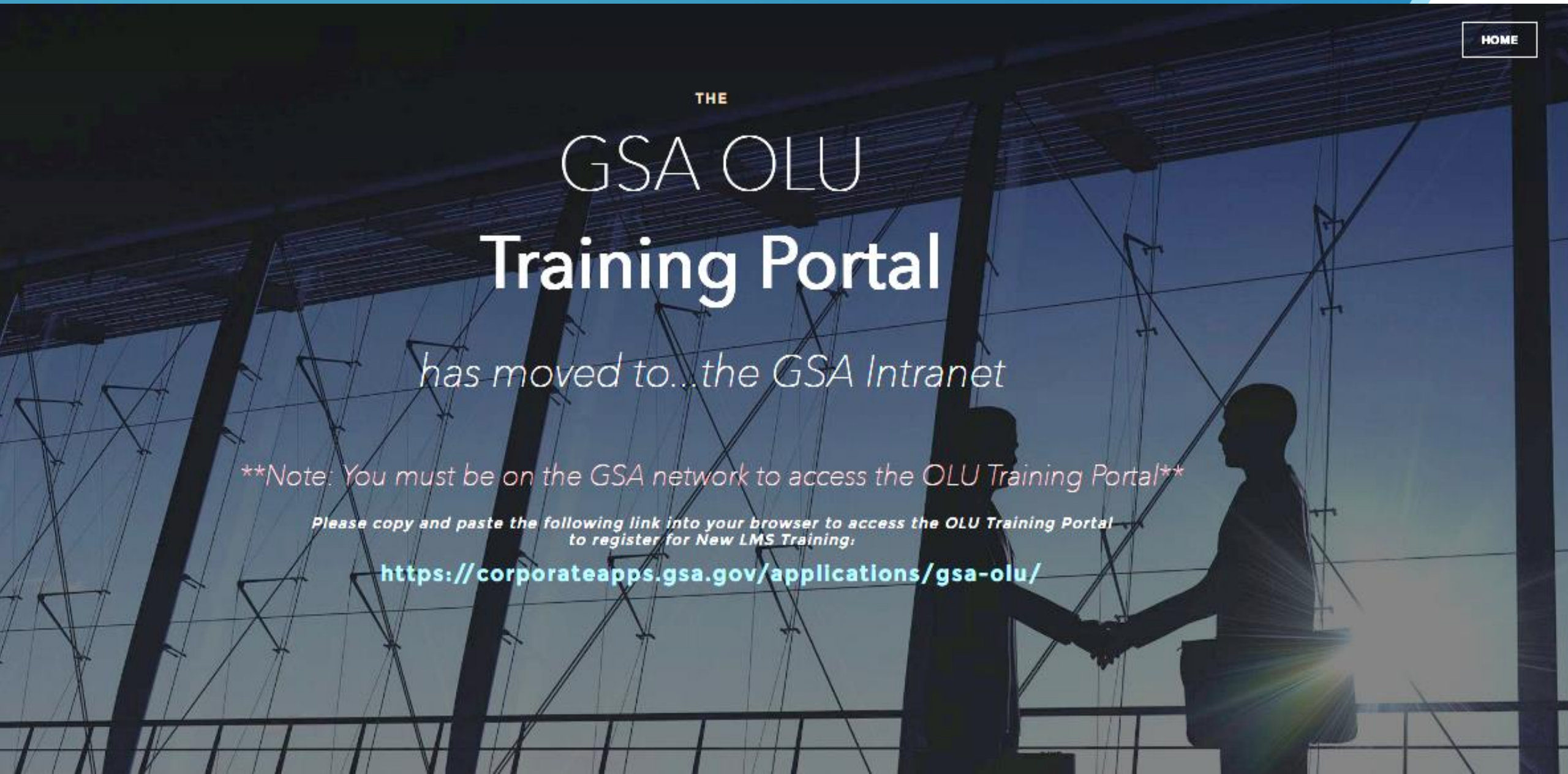
GSA ONLINE UNIVERSITY

GSA OLU
Supervisor Training 101

eSKILLZ

For More Information



Supervisor Training 101

Training Objectives

- GSA OLU Homepage Overview
- My Learning Page Overview
- My Employees Page
  - Navigation
  - Features
  - Team Member Actions Menu
- Online Learning
- Instructor Led Training

Supervisor Training 102

Training Objectives

- Approvals
- Dashboards
- Employee Learning History
  - Incomplete Training
  - Completed Training
- View/ Print Employee Certificates
- Reporting

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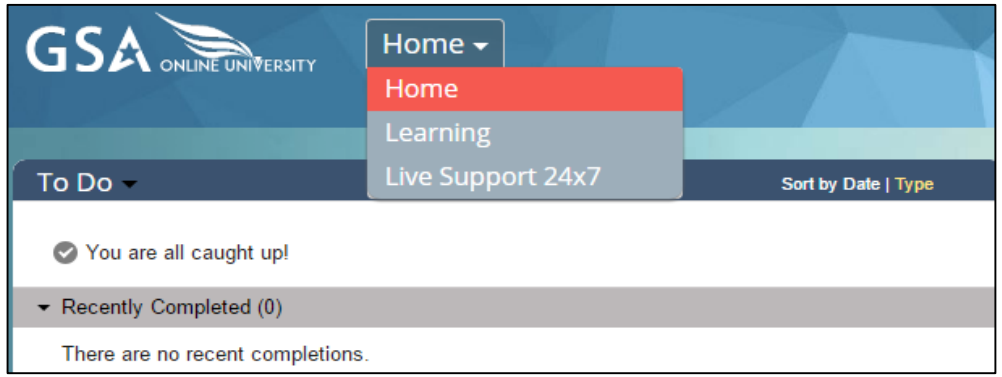
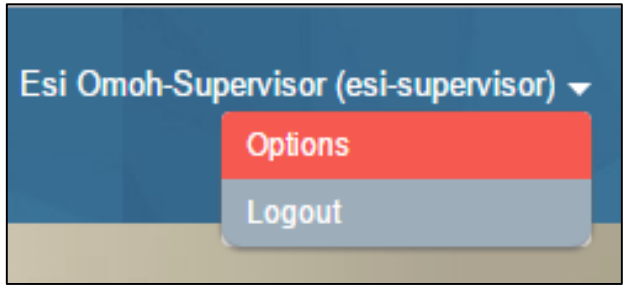
GSA OLU Homepage Overview

Homepage Features

Main Menu Navigation

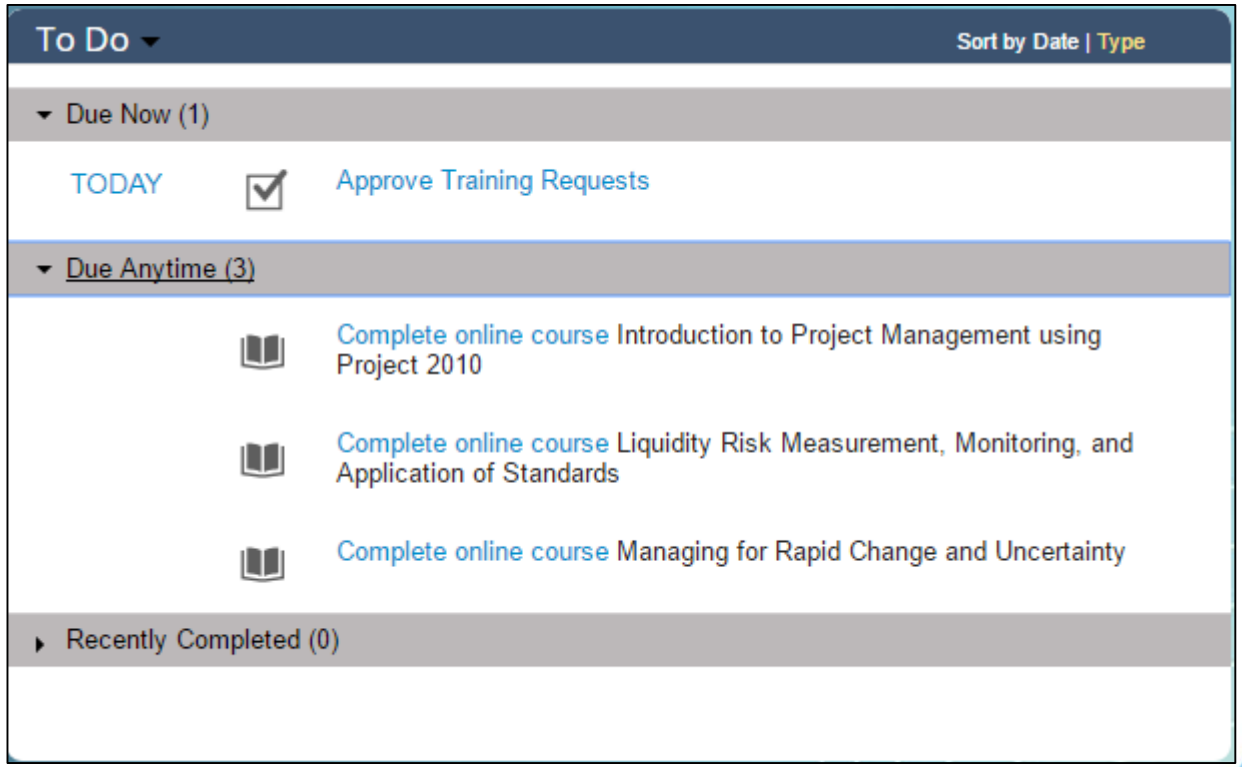


Homepage Options



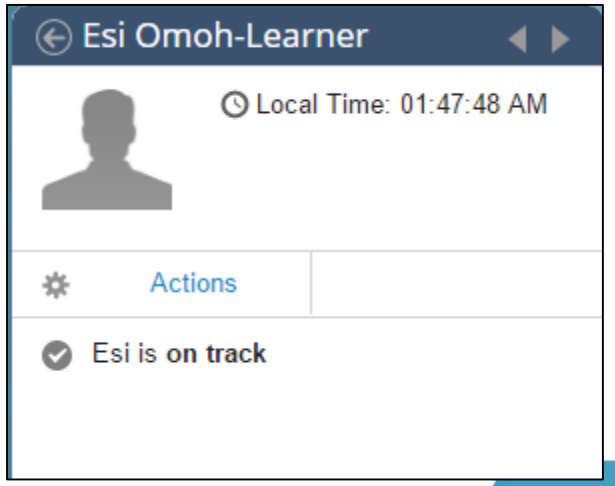
GSA OLU Homepage – To Do List Tile

- Incomplete items
- Completed activities
- Pending approvals
- Tasks assigned to you from all modules within the system.
- Can be sorted by date and/ or type.



GSA OLU Homepage – My Team Tile

- Displays a list of your direct reports.
- Click on employee's name to view pending or overdue tasks.
- Employees with a red number listed by their name have overdue tasks and/or items.



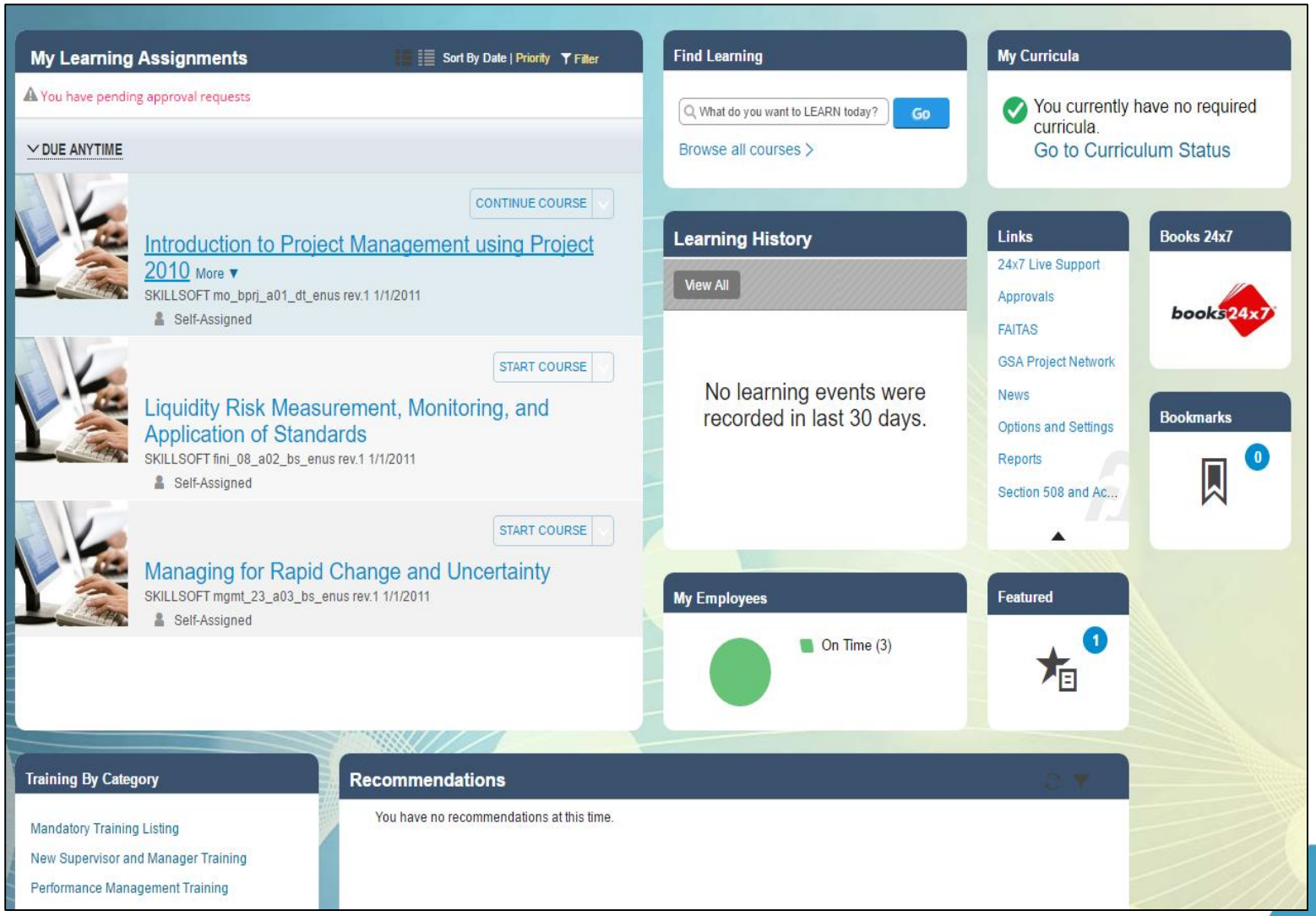
GSA OLU Homepage Overview

OLU Homepage (brief overview)

To Do Tile

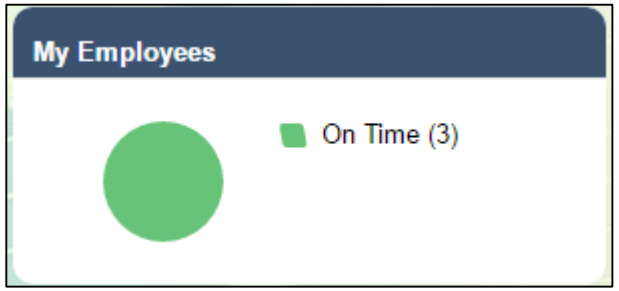
My Team Tile

My Learning Page Overview



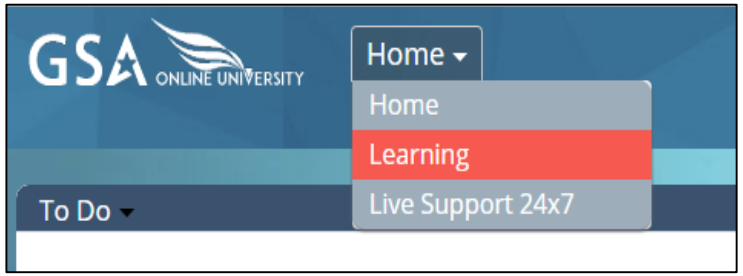
My Learning Page – My Employees Tile

- Displays a visual summary of your teams overall learning status.
- To view a detailed list of completed items, click on the chart to access the My Employees tab.



My Employees Page Navigation

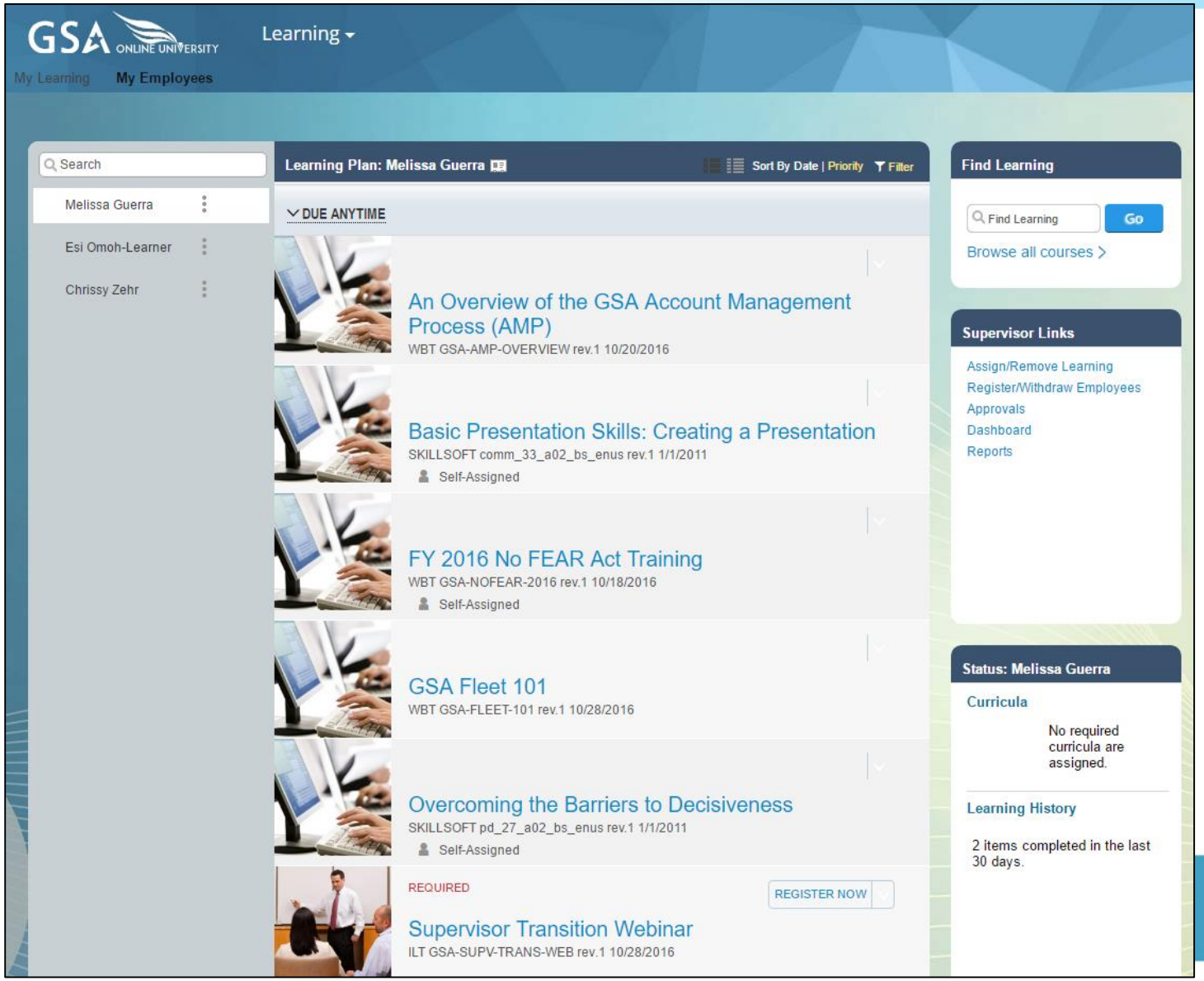
1. Main Menu Navigation



2. My Learning Page

3. My Employees Page

My Employees Page Overview



My Employees Page Overview

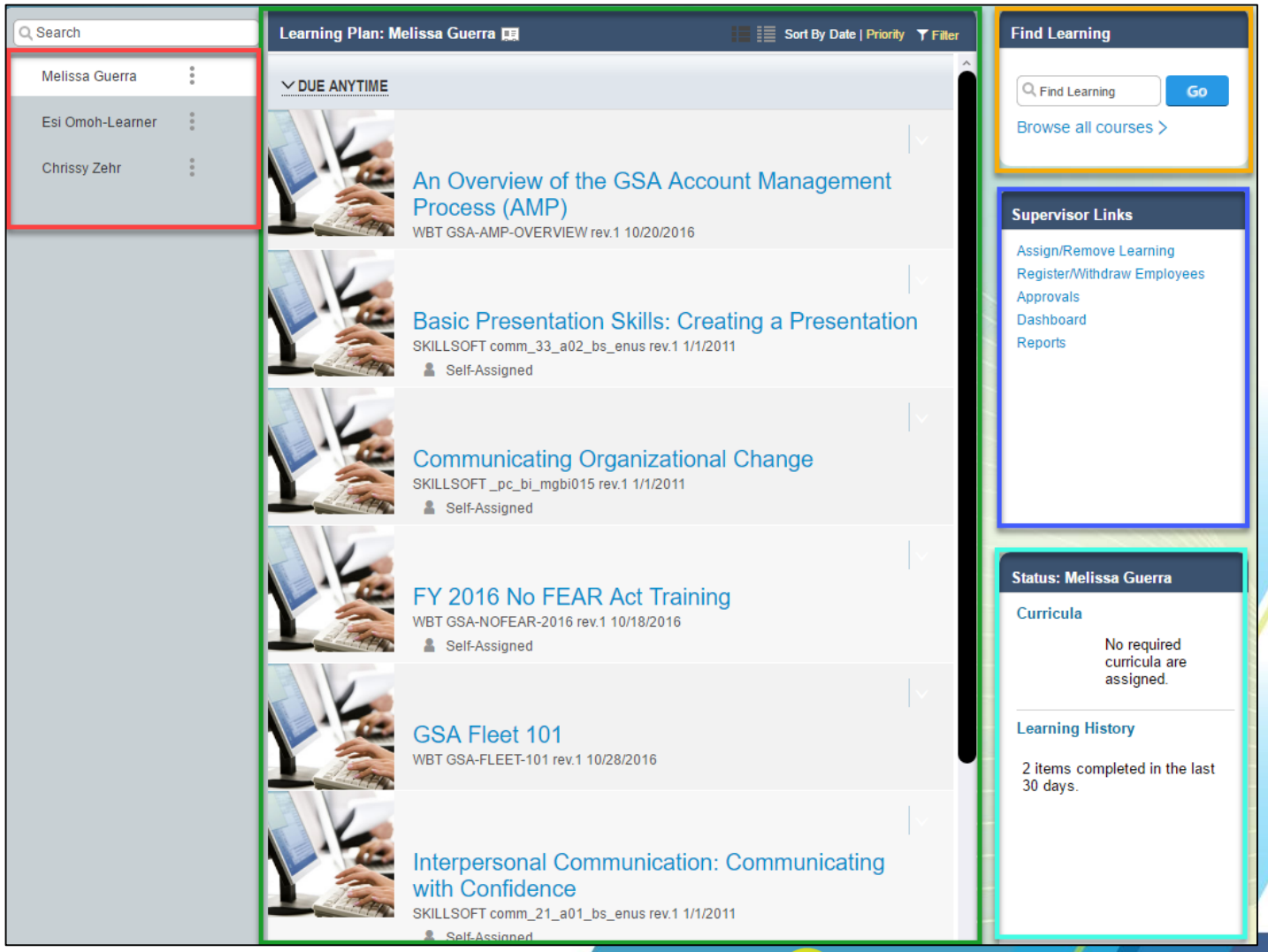
Employee List (Hierarchy): Displays a list of your direct and indirect reports.

Learning Plan *(also called Learning Assignments)*: Displays a list of your employee's pending learning items.

Find Learning: Search tool used to find learning items and activities.

Supervisor Links: "Task Menu".

Learning Status: Displays the selected employee's curriculum status or progress and learning history (within the last 30 days).



My Employees Page – Team Member Actions Menu

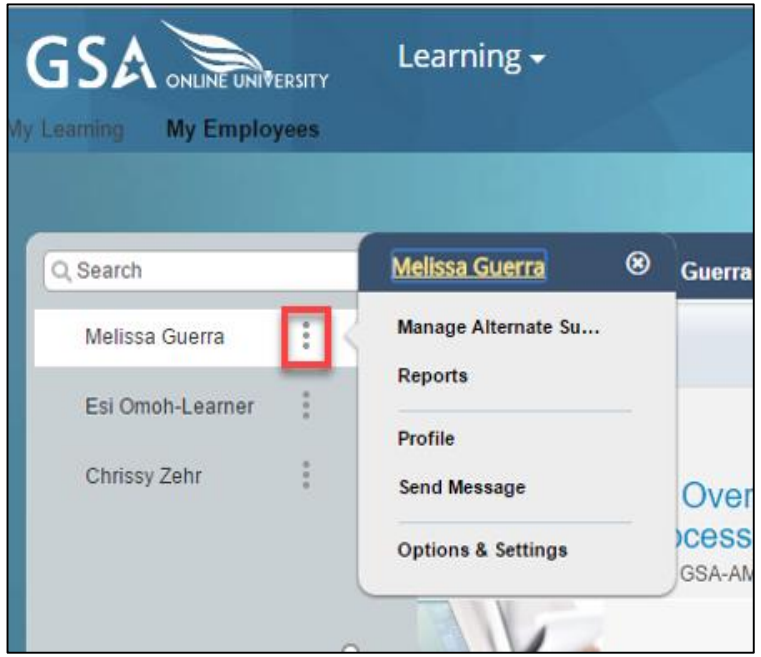
Manage Alternate Supervisor: Assign alternate manager(s) to your employees.

Reports: Run reports specific to the selected employee.

Profile: View employee demographic information.

Send Message: Send messages directly to the selected employee.

Options and Settings: View notifications and system settings unique to the selected employee.



Learning > My Employees Page

My Learning Page (brief overview)

My Employees Page

Navigation

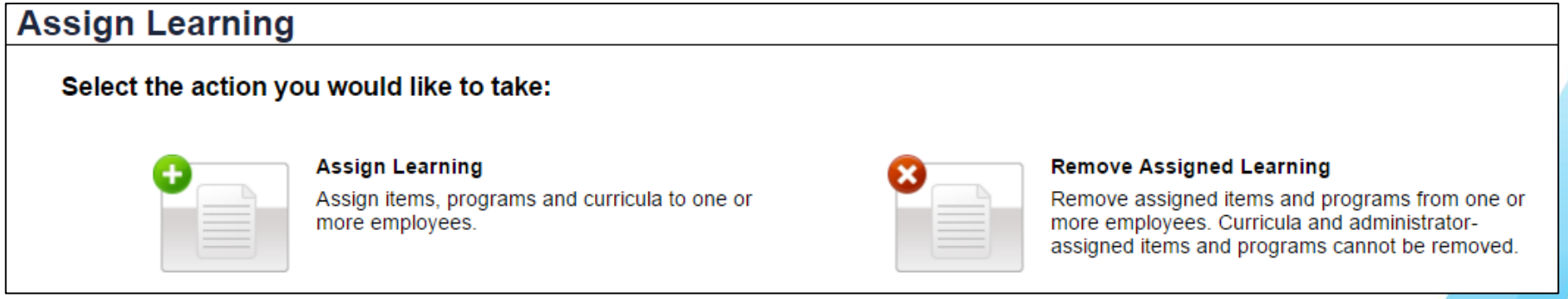
Overview

Team Member Actions Menu

My Employees – Online Training

Online Training

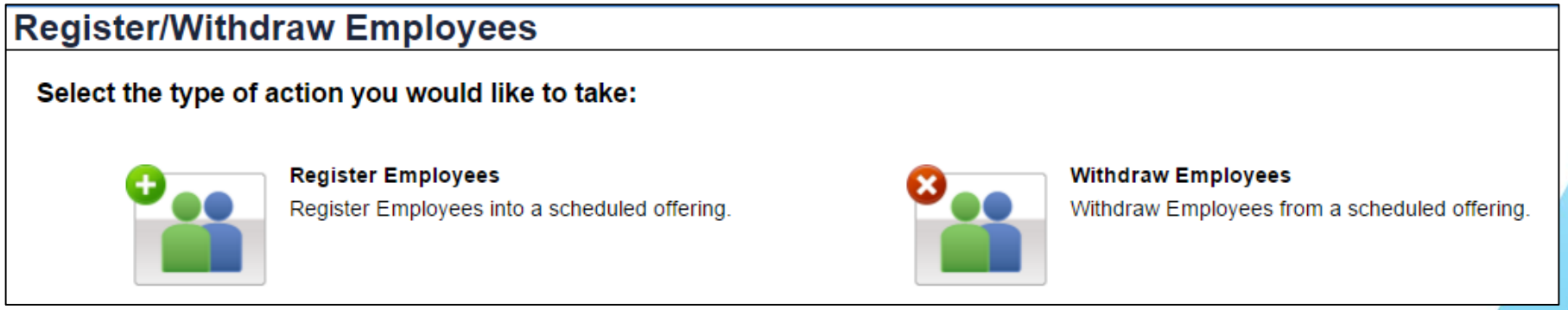
- Enroll/ Assign Online Training
- Remove Online Training



My Employees – Instructor Led Training (ILT)

Instructor Led Training

- Register Employees
- Withdraw Employees



My Employees

Assign Online Training

Remove Online Training

Register Employees (ILT)

Withdraw Employees (ILT)

Supervisor Training 101

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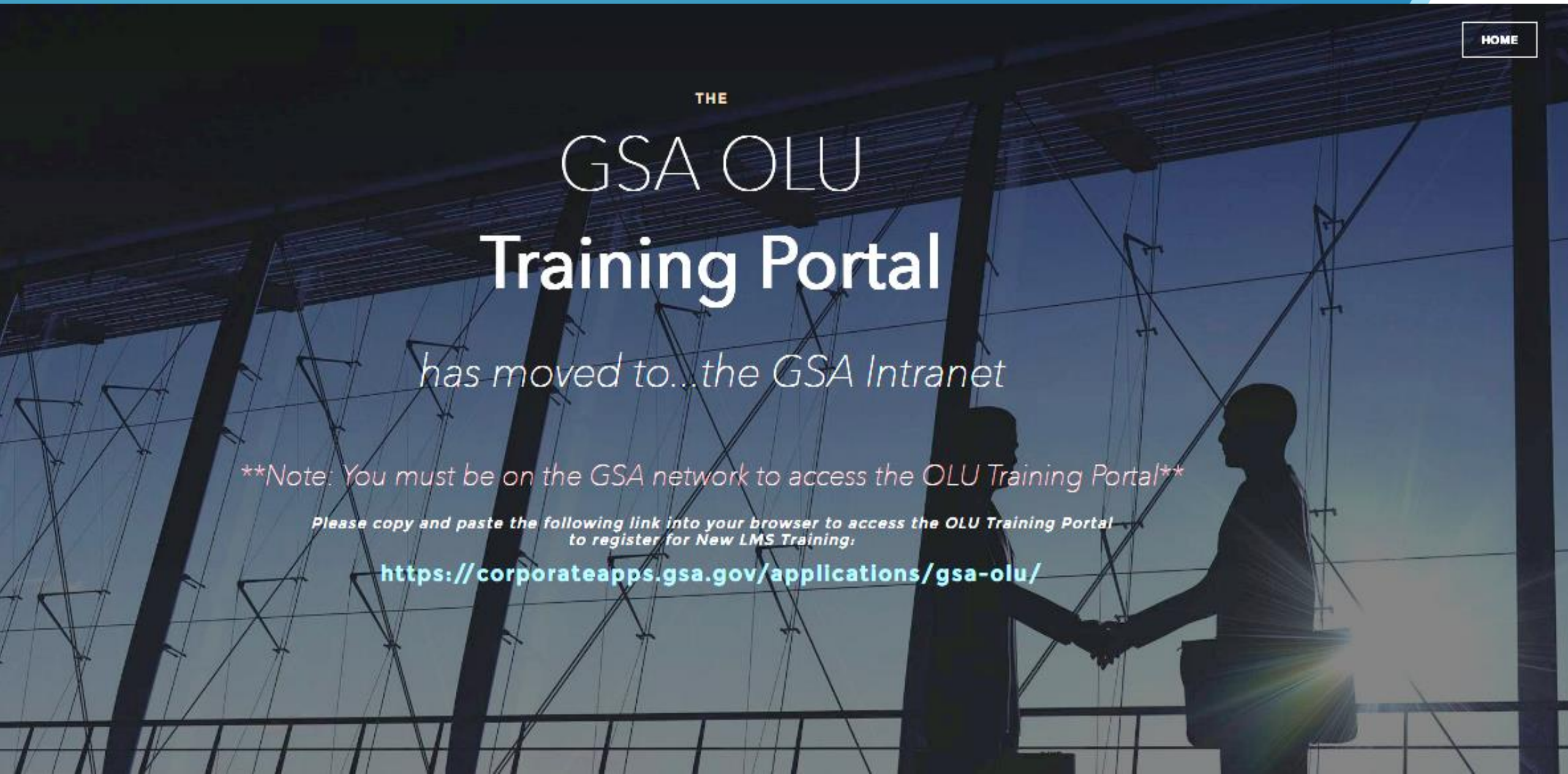

Thank You!

The Support You Need, When You Need It.

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