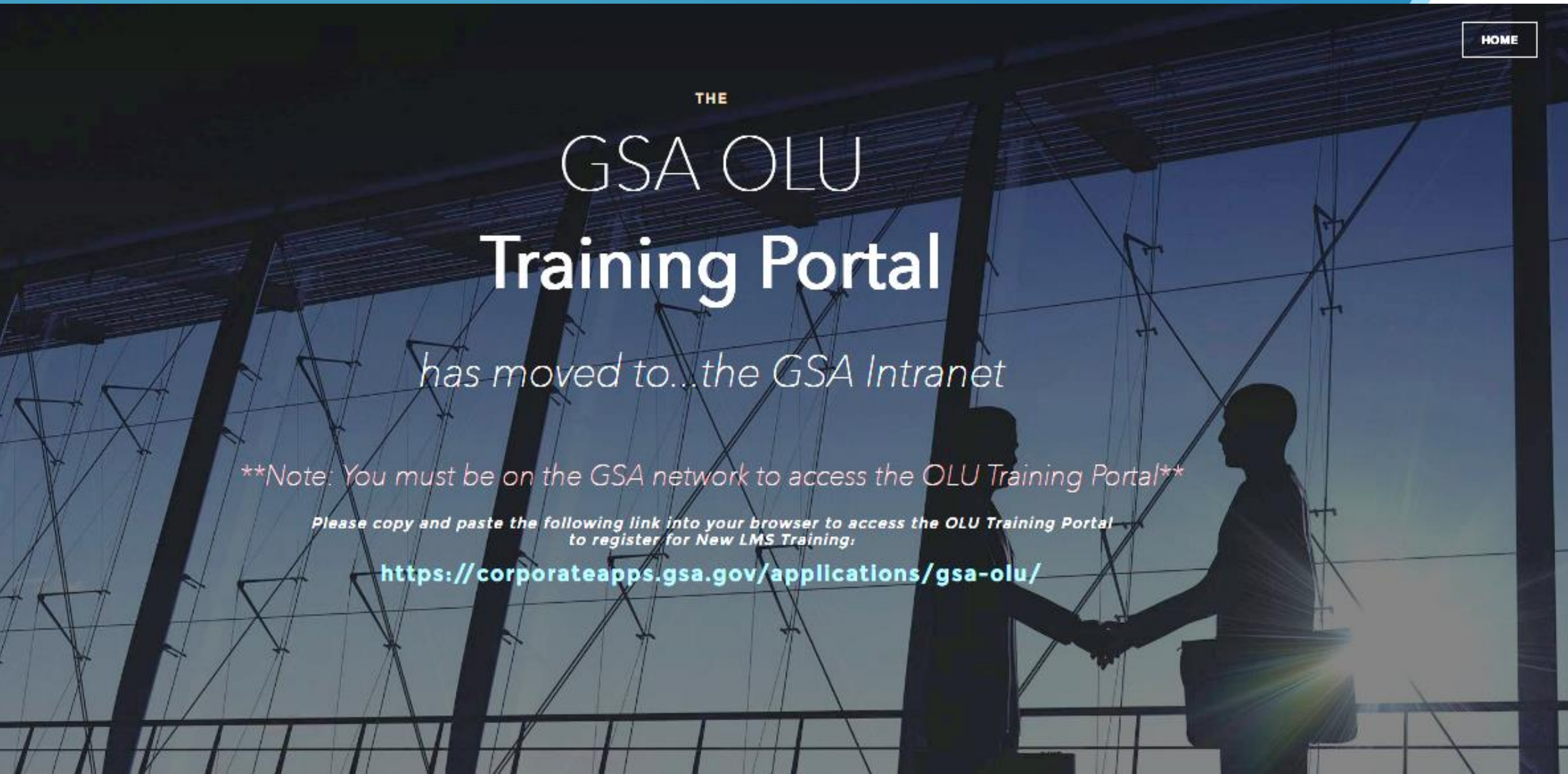
GSA ONLINE UNIVERSITY

# GSA OLU
# Supervisor Training 102

eSKILLZ

# For More Information



# Supervisor Training 101 - RECAP

## 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

GSA ONLINE UNIVERSITY

# GSA OLU
# Supervisor Training 102

eSKILLZ

# Supervisor Training 102

## Training Objectives

- Approvals
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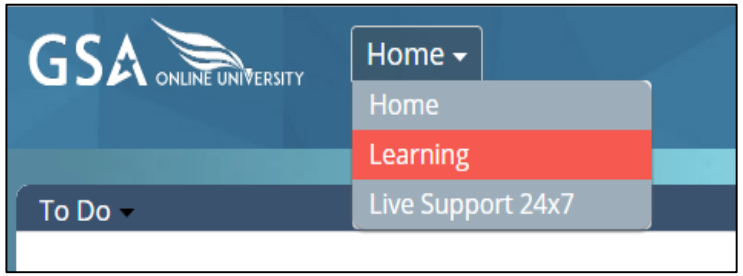
# My Employees Page Navigation

## 1. Main Menu Navigation




## 2. My Learning Page

## 3. My Employees Page

# My Employees Page Overview

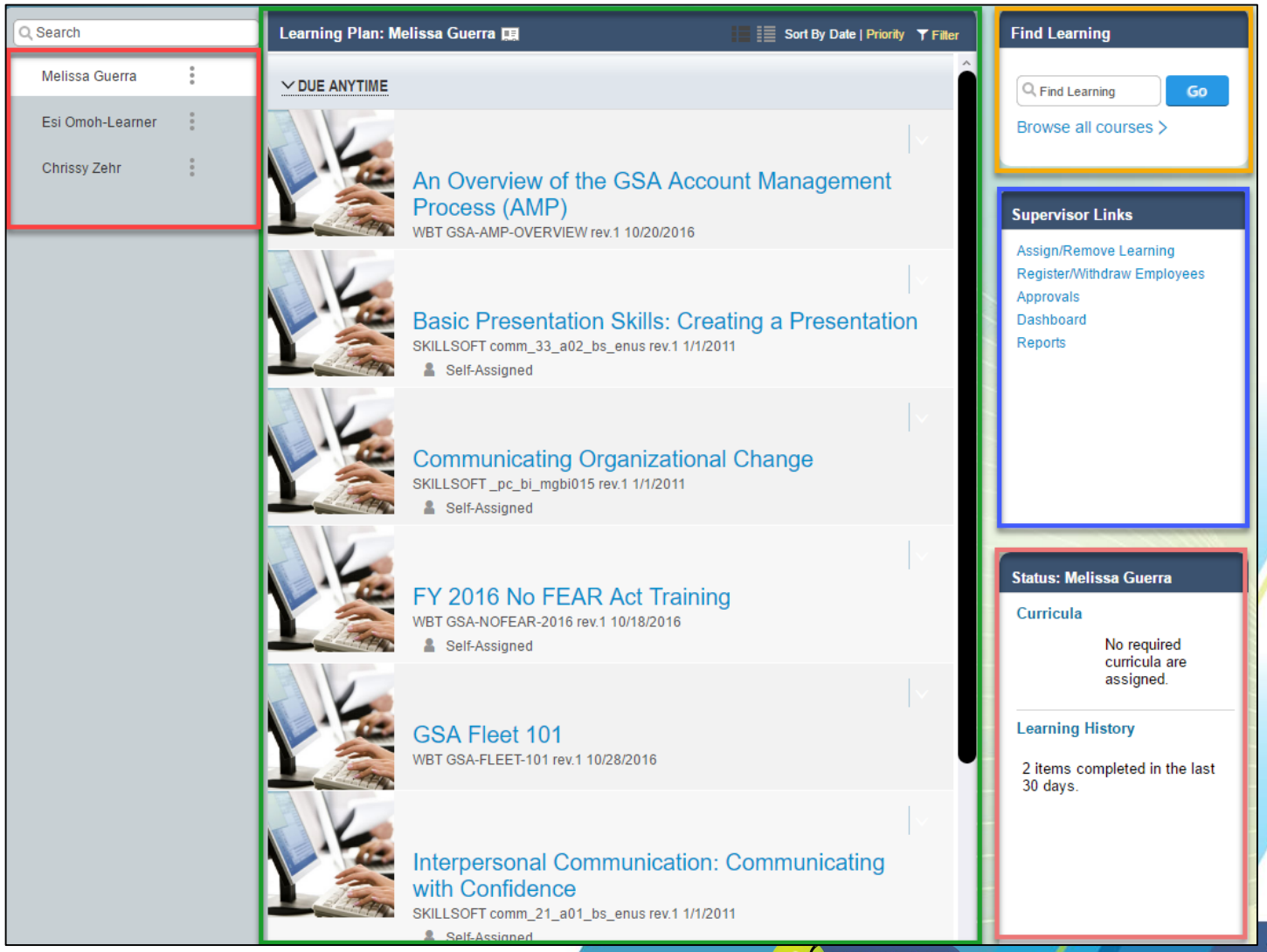
**Employee List** (Hierarchy): Displays a list of your direct and indirect reports.

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

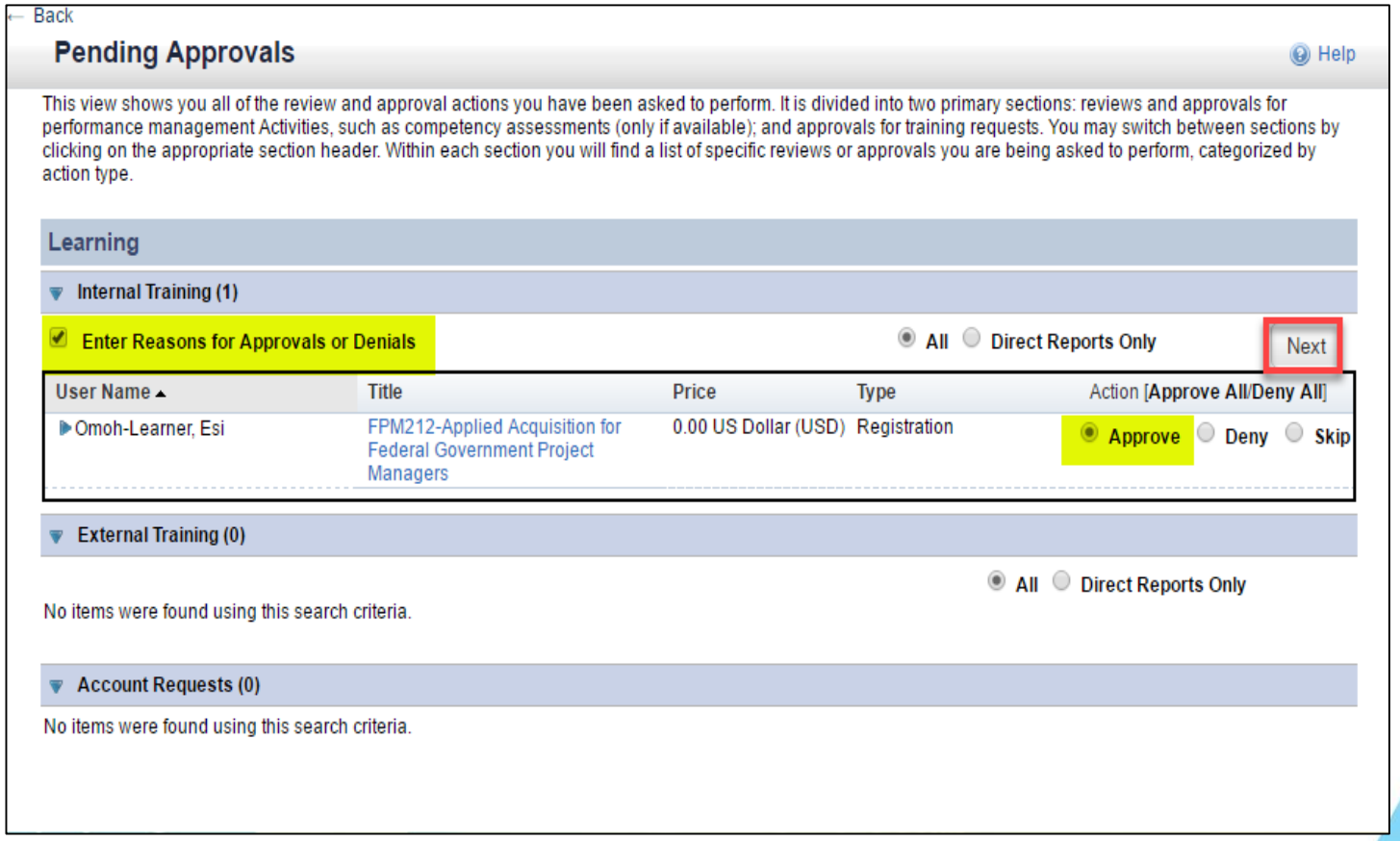
**Find Learning**: Search tool used to find learning items and activities.

**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 – Approvals



# My Employees Page > Approvals

**My Employees Page**
Approvals

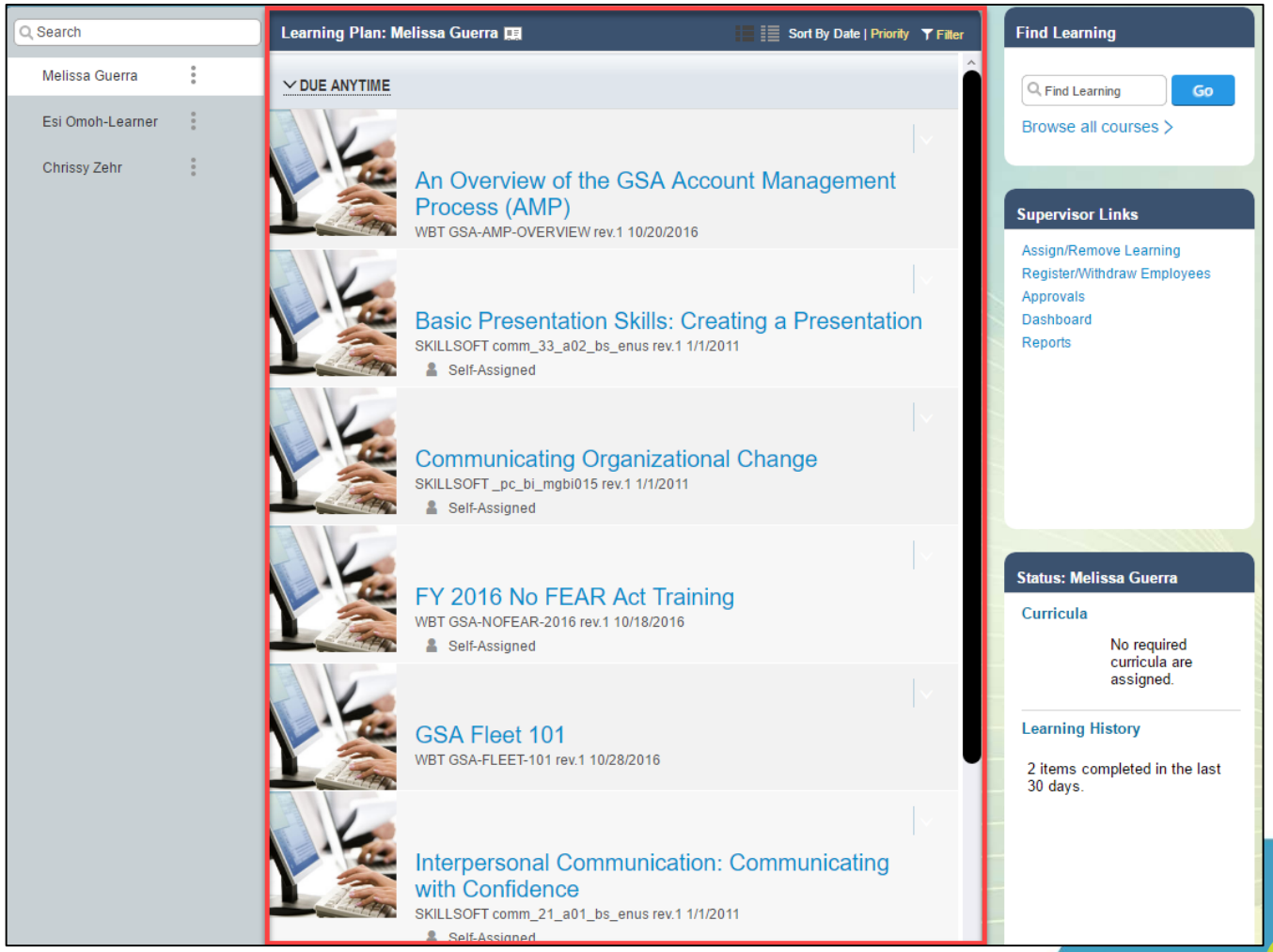
# My Employees Page – Dashboards

# My Employees Page > Dashboards

Dashboards

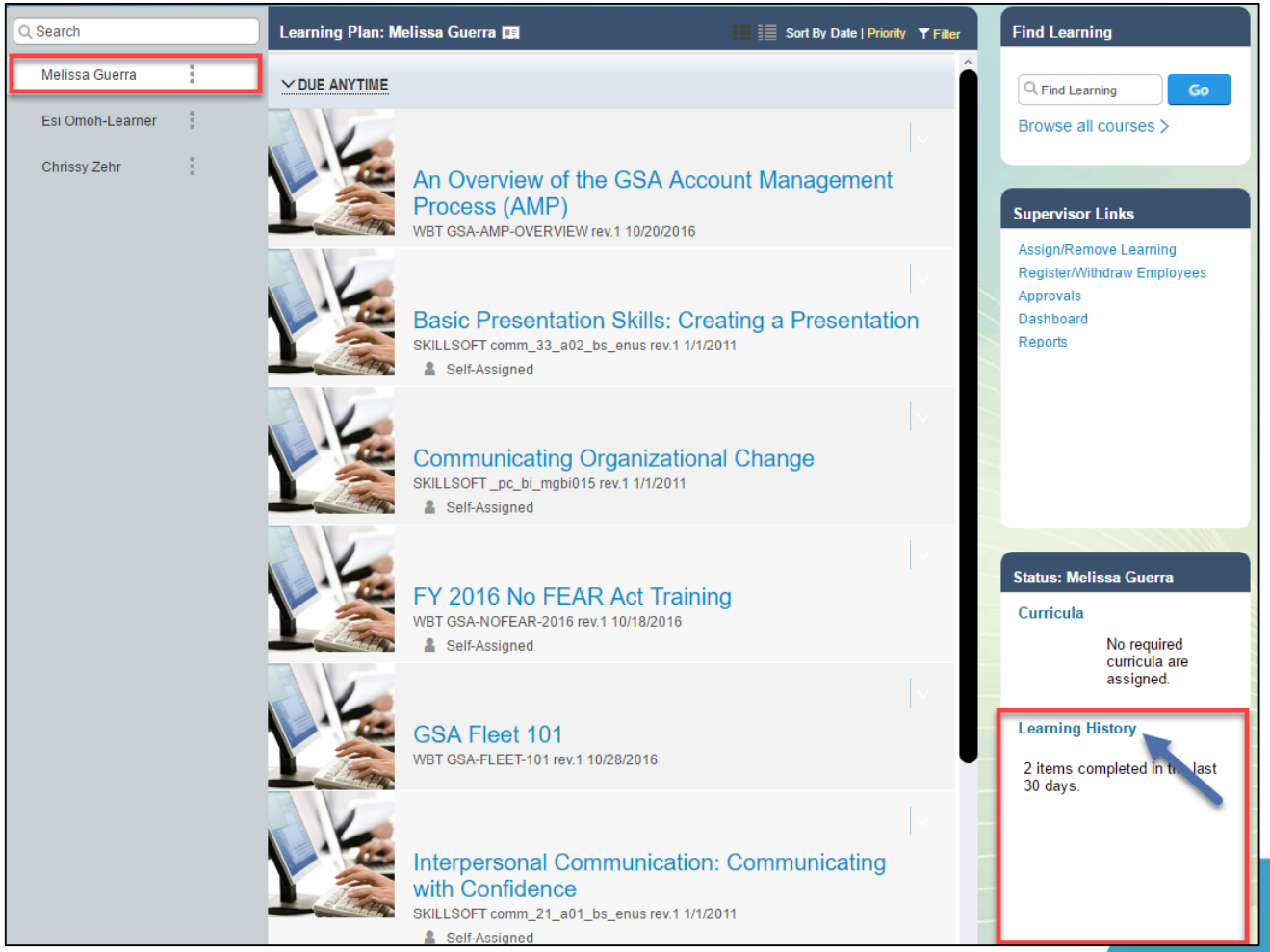
# My Employees Page – Employee Learning History

## Incomplete Learning



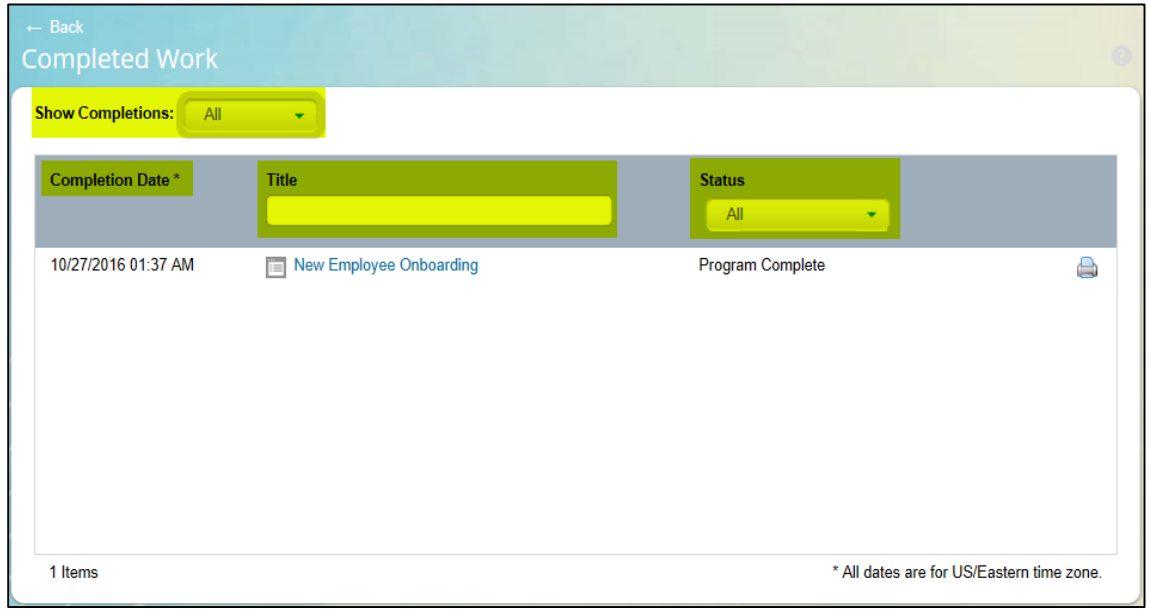
# My Employees Page – Employee Learning History

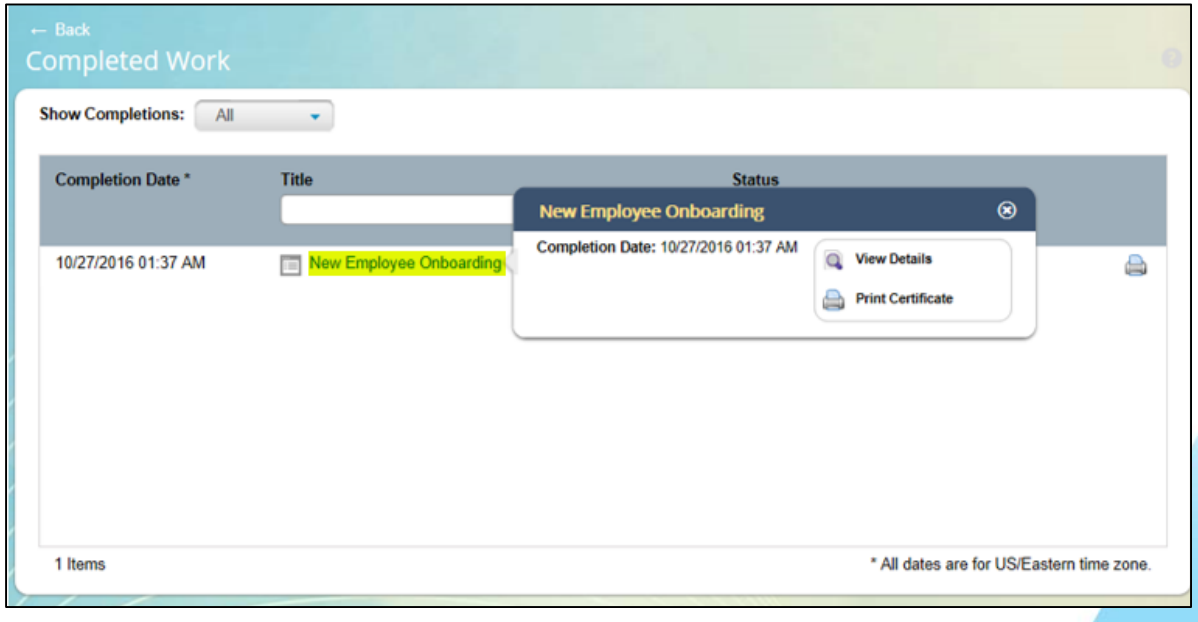
## Completed Learning



# My Employees Page – Employee Learning History

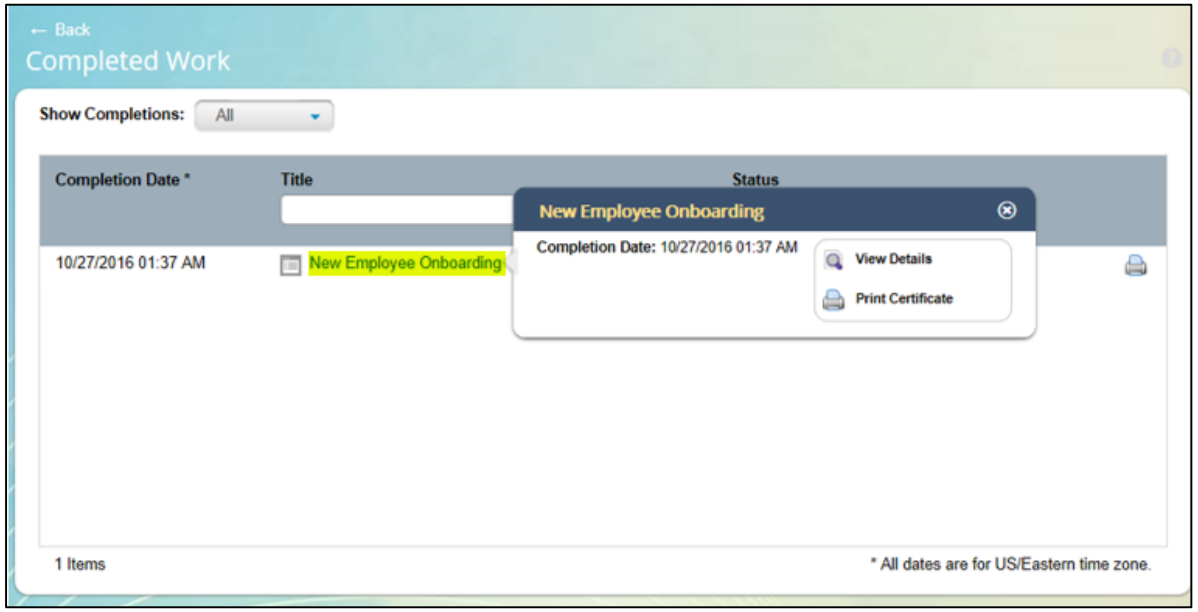
## Learning History > Completed Work Page

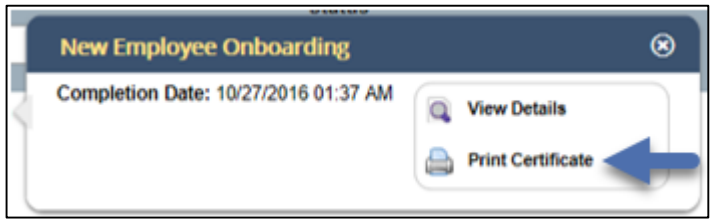


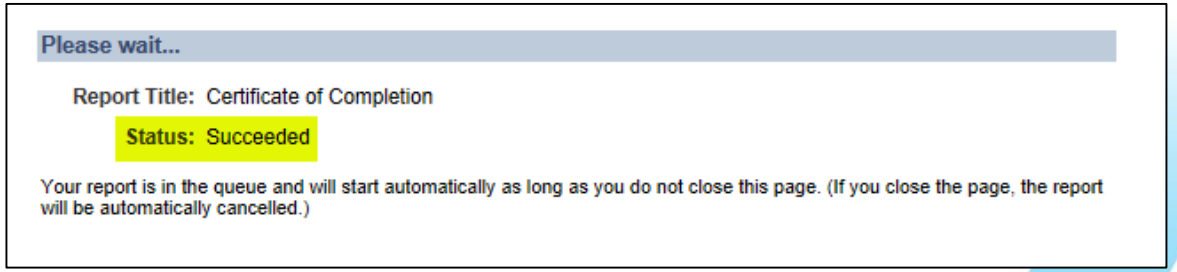



# My Employees Page – Certificates

## Completed Learning History > Print Certificates



# My Employees Page – Certificates

GSA Online University

Certificate of Completion

This certifies that

Esiloza Test5

has successfully completed the

New Employee Onboarding

on

October 27, 2016

# My Employees Page > Learning History

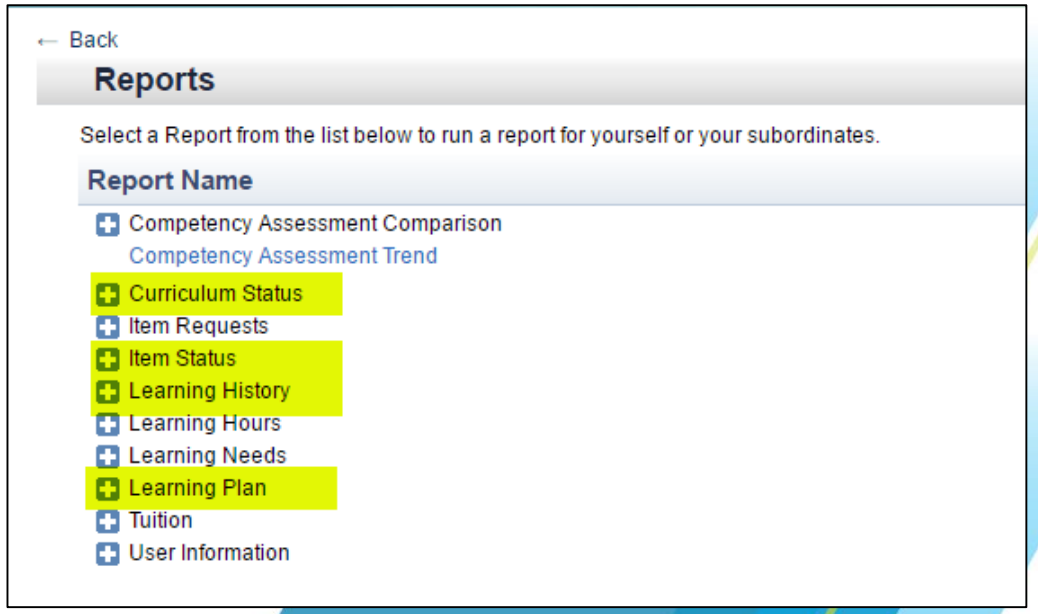
View Incomplete Learning
View Completed Learning
View/ Print Certificates

# My Employees Page – Reports

*10 Report Types Available*

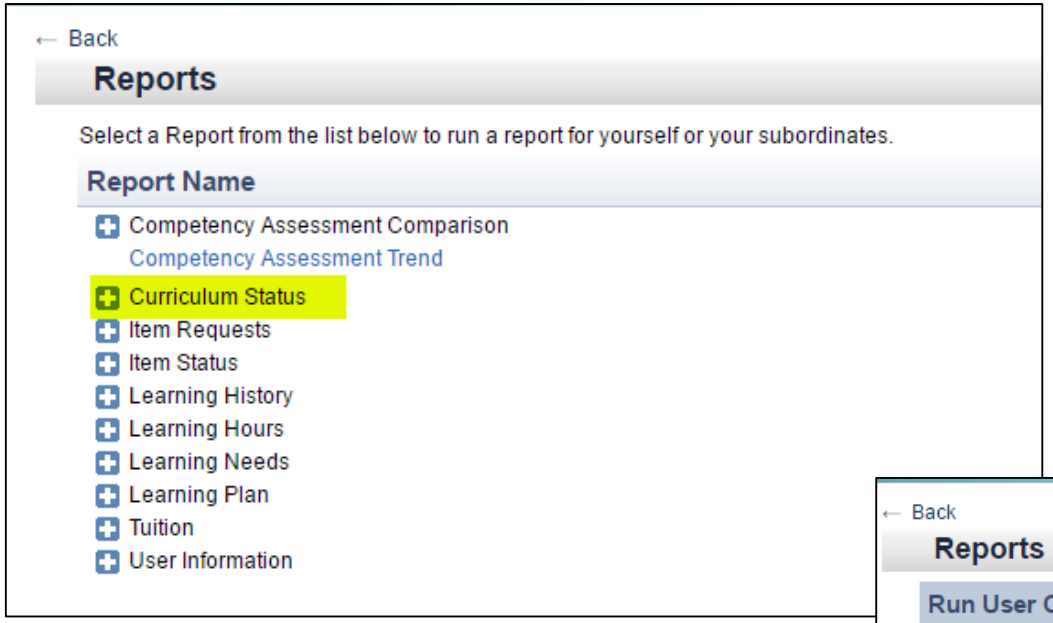
Common Reports

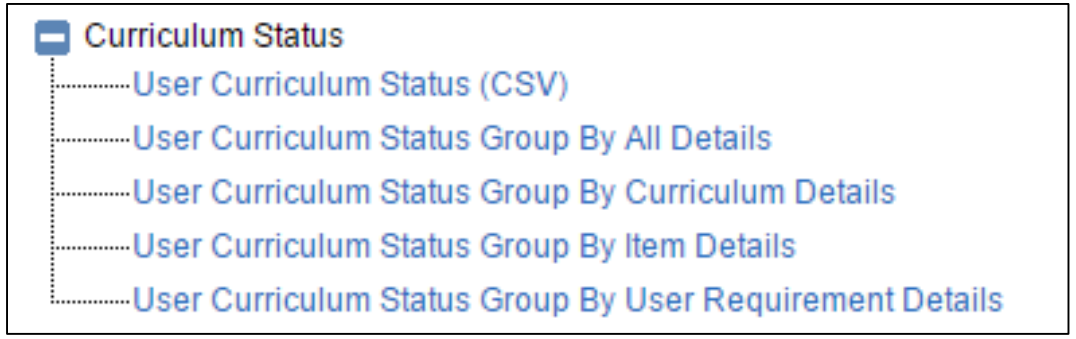
- **Curriculum Status** – Displays *curricula* and completion status.
- **Item Status** – Displays assigned *items* and completion status.
- **Learning History** – Displays entire *completed* learning.
- **Learning Plan** – Displays entire *incomplete* and *completed* learning.

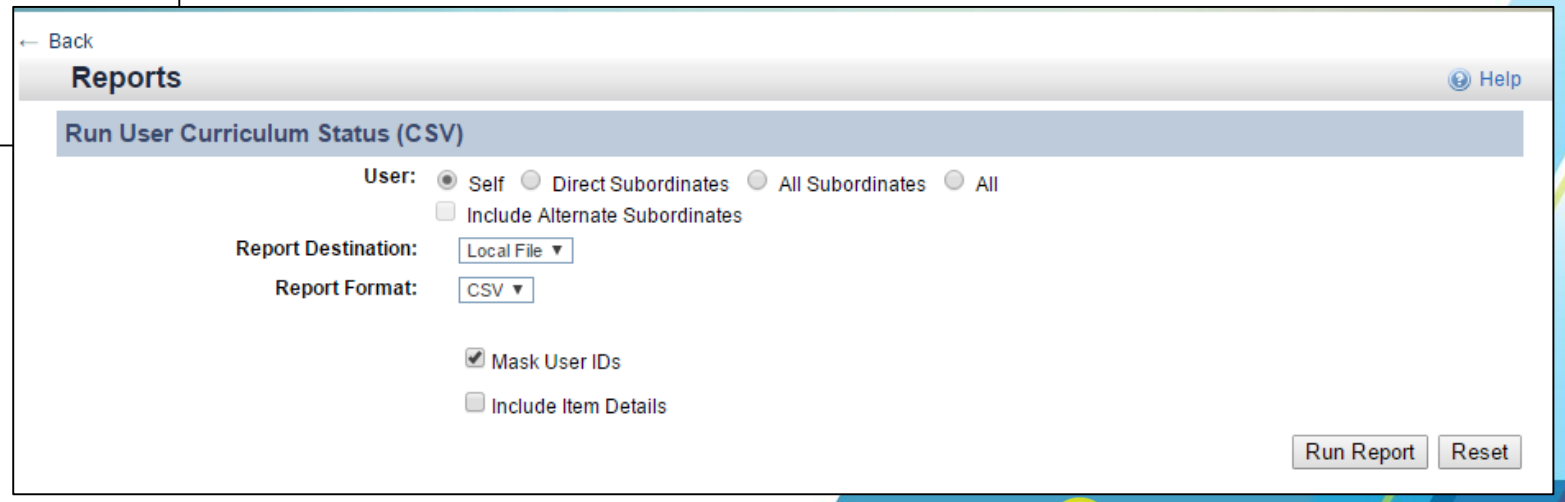


# My Employees Page – Reports

## Curriculum Status Report

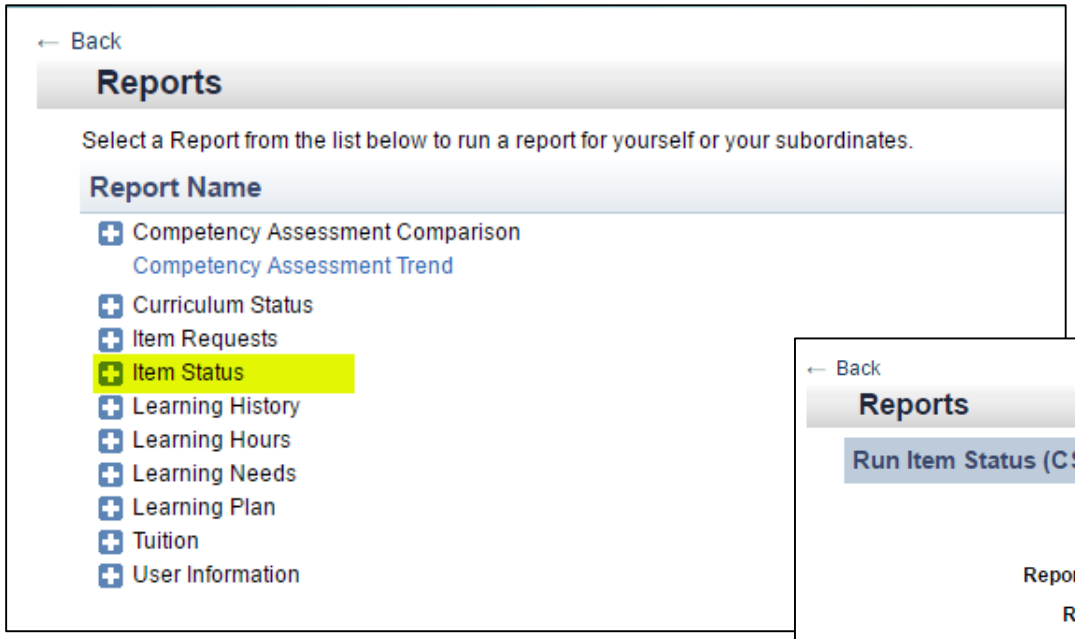


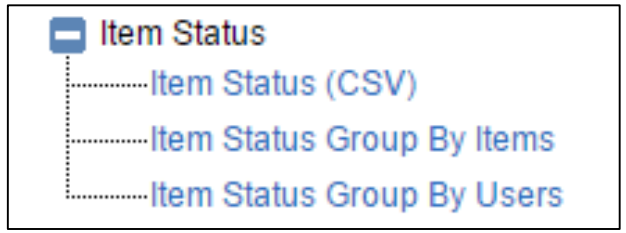



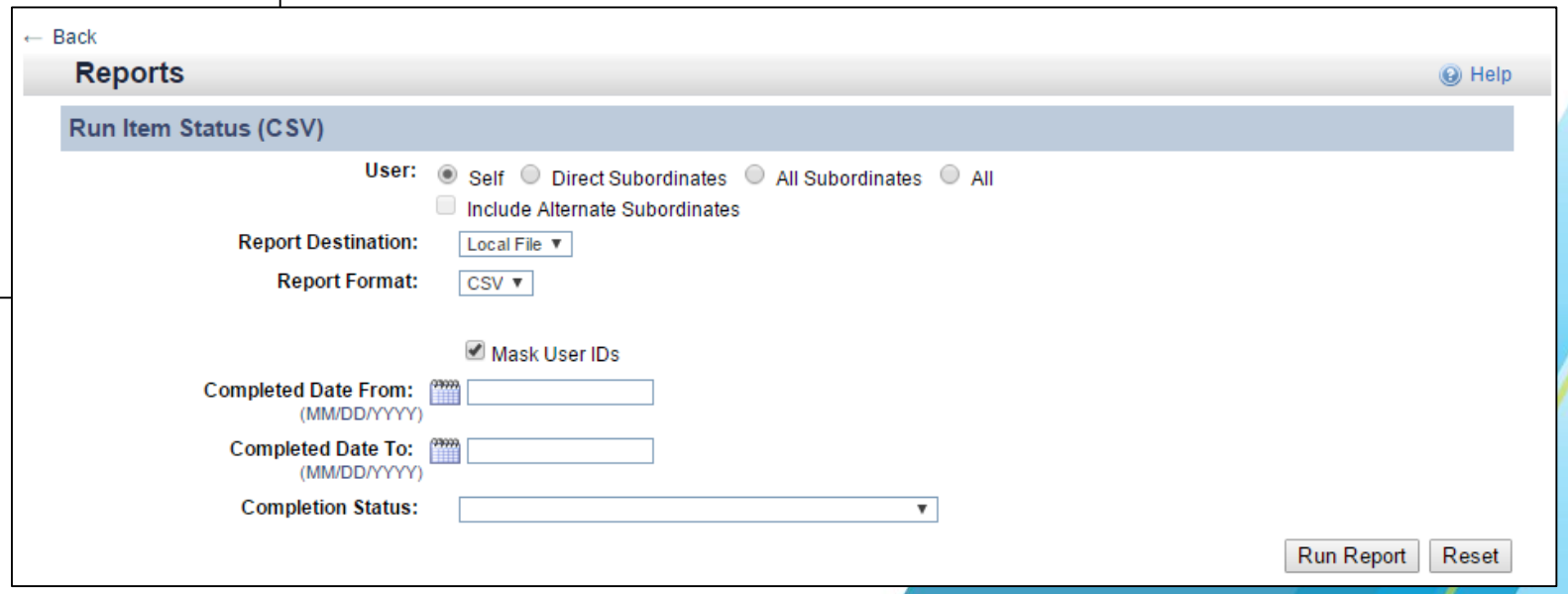



# My Employees Page – Reports

## Item Status Report

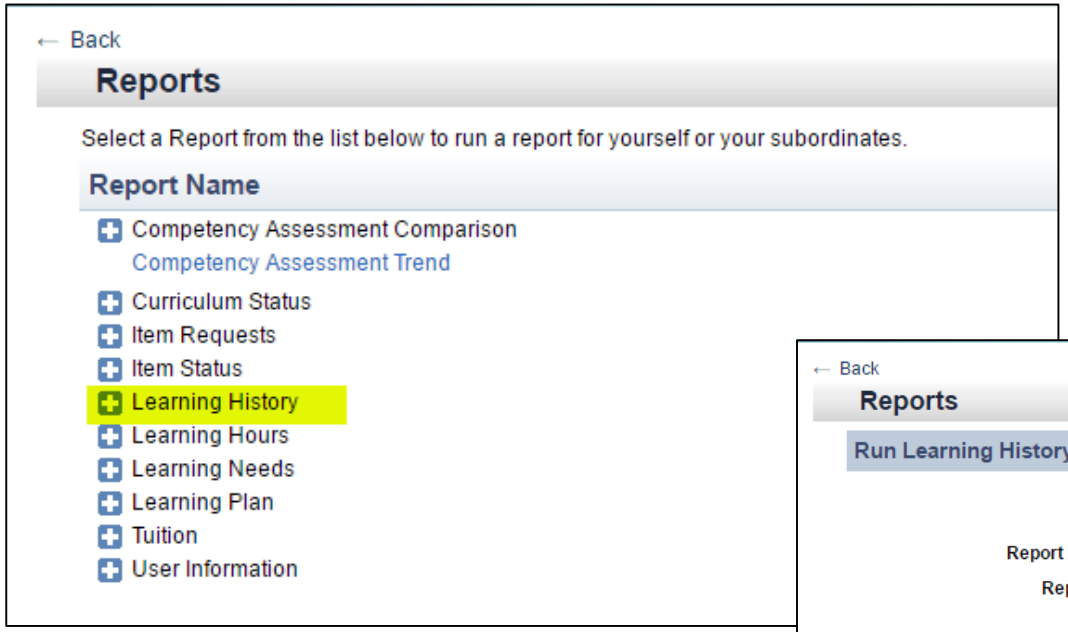


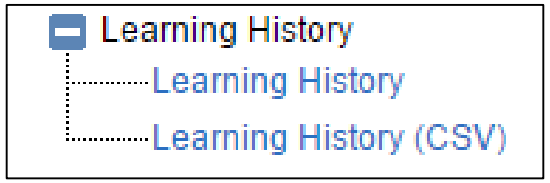



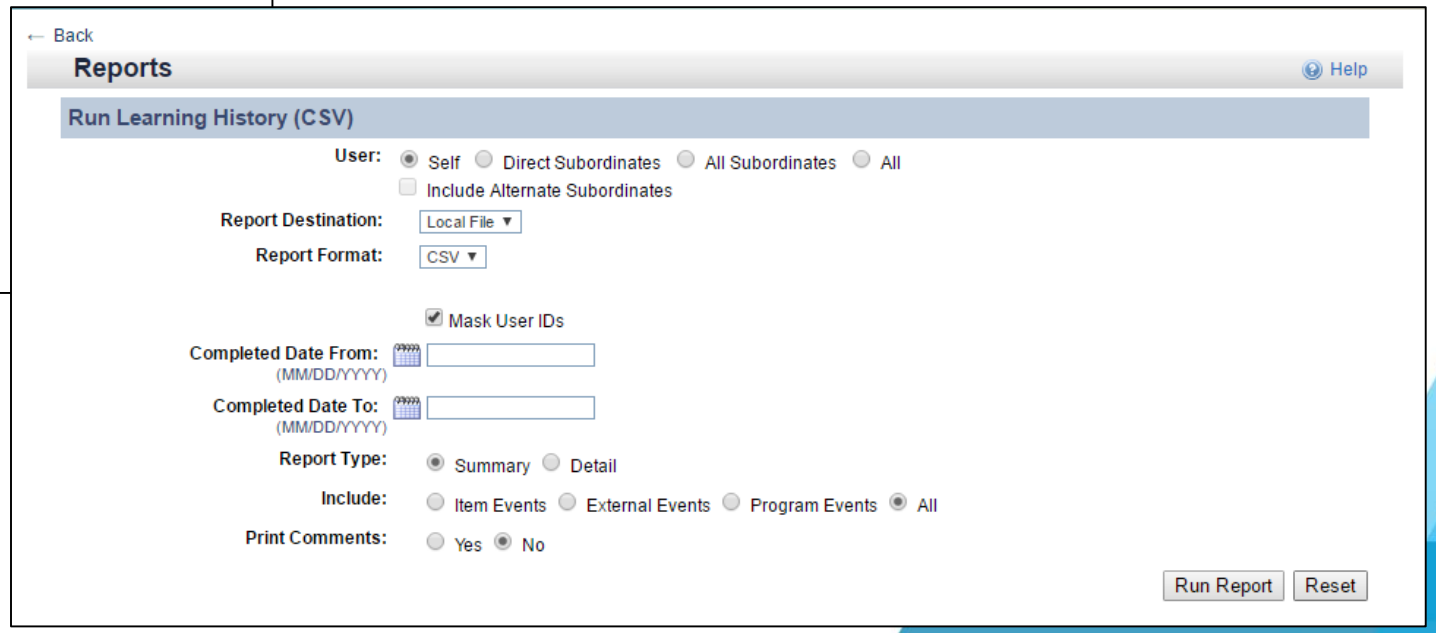



# My Employees Page – Reports

## Learning History Report

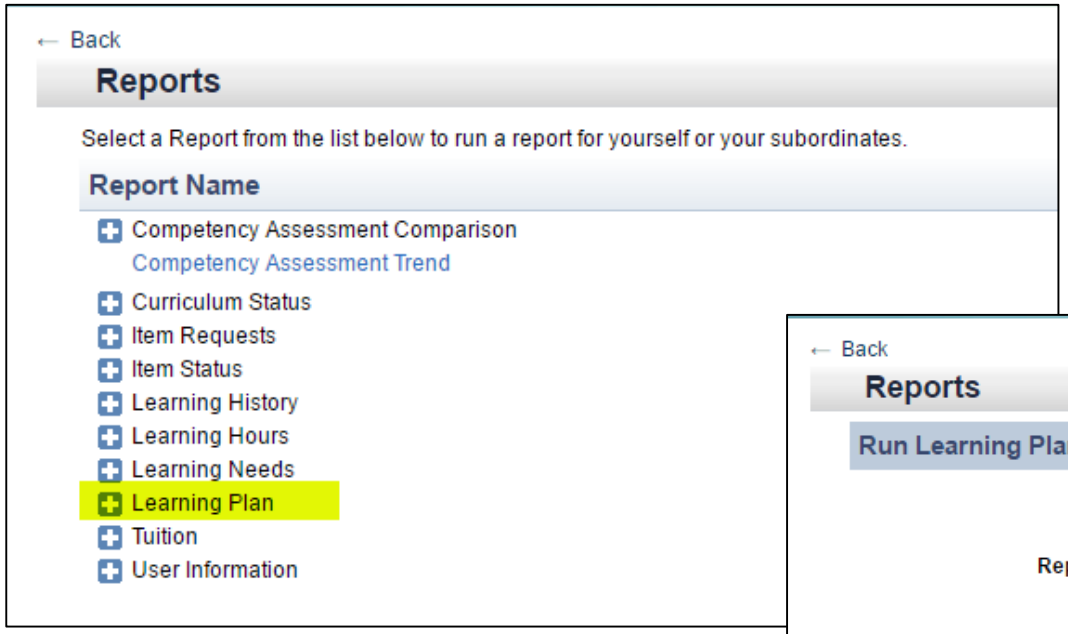


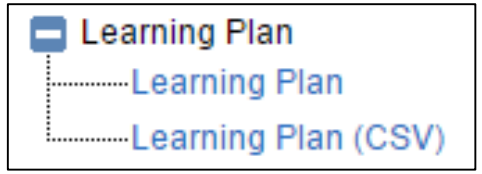



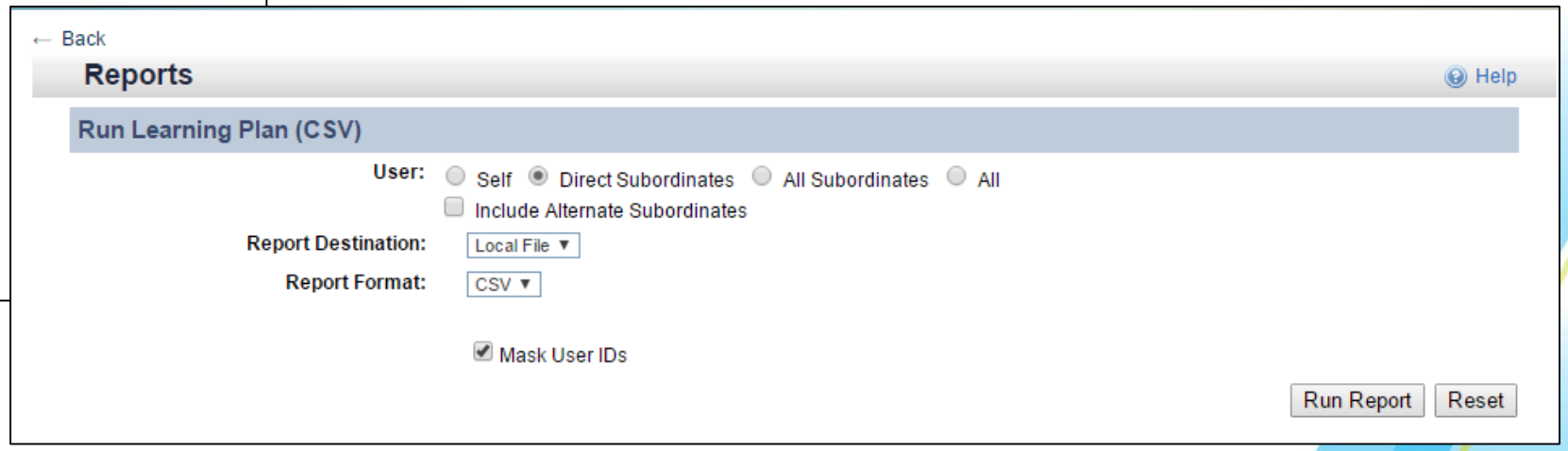



# My Employees Page – Reports

## Learning Plan Report



# My Employees Page > Reports

Learning History Report

Learning Plan Report

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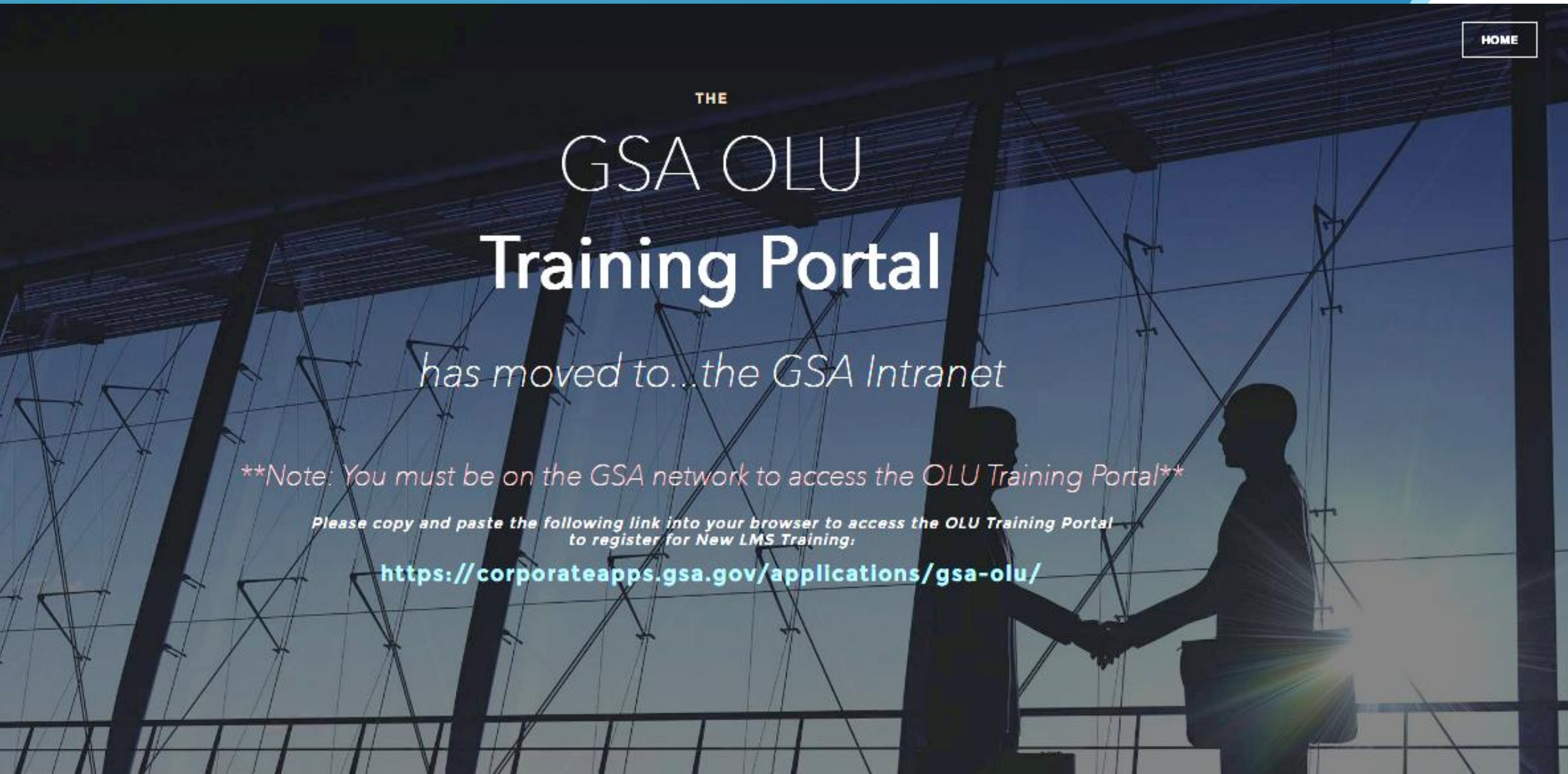

# Thank You!

The Support You Need, When You Need It.

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