Leadership Functions

In the Online Learning Center

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View Your Training

1. Click on the Notification icon in the header bar

2. Your Timeline (formerly To-Do list) has a list of Tasks, which are activities you are teaching, and Learn, which is all activities you have been assigned or have registered for.

3. Click on the Header to navigate from Tasks to Learn.

4. You can click on Start to begin your Online Training Activities or for Instructor Led Classes you can easily click Cancel Registration.
Search for a Team Member

1. Click on the **Search** icon in the header bar

![Image of search icon]

2. Type the team members name you’re searching for in the **search** box.

3. When the team member appears, you can click on the arrow next to **Preview** button and see the list of functions you have access to for that team member.

![Image of search results]

Profile
Administrator Profile
CE Requirement Analysis
Learner Approvals
My Observation Checklist
Observer Checklist
Self-Reported Training
Training Analysis
Training Schedule
Training Transcript
View your Team Member transcript

1. After searching for your Team Member and clicking on the button for Preview functions, you will then click on Training Transcript.

2. Your Team Members transcript will now show.
   a. You may filter by year by clicking on the dropdown and choosing a year.
   b. You can sort by clicking on the header of each row.
   c. You can print or export the transcript to a PDF.
   d. You can view the Continuing Education Transcript by clicking on the View dropdown.
**View your Manager Reports**

*You must be on the Leadership page to receive the quick link buttons to Advanced Reporting, Exception Reports, and Completion Reports.*

1. From the Main page at log in, click on Team Member.

2. Click on Leadership.

3. Now on the Leadership dashboard, you have quick links to access the Exception Reports, Completion Reports, and the Advanced Reporting page.
Complete your Team Member in Dept Unit Role Specific

Your Direct Reports are to be completed in both Corp Responsibility DURS and Dept Unit Role Specific. The dates to “attend” your team members are the same dates that correlate with the Corporate Responsibility Form.

1. To receive a copy of the Corporate Responsibility Form, scroll down and click on the Form link from the Leadership page under the “Department Unit Role Specific Orientation” section.

2. Click on the Instructor Schedule link provided to access your list of trainings including the Corporate Responsibility – Dept Unit Role Specific and the Department Unit Role Specific.
Complete your Team Member in Dept Unit Role Specific Cont.

3. Within the Instructor Schedule, click on the people icon to view the Roster and make changes. *If you do not have this icon, you will need to contact workforcedevelopment@baycare.org and request Instructor Access.*

4. To attend your team member:
   a. Search for your team member by last name or team member number without the prefix.
   b. Select the team member by checking the box next to their name.
   c. Change the Username Status to Attended.
   d. Change the Status Date by clicking on the calendar and choosing the date they completed. *Click on the red X to close and save your chosen date.*
   e. Change Completed to Yes
   f. Click Apply to apply the changes to your team member.

   ![Instructor Schedule](image1)
   ![Activity Roster](image2)
Search for an Activity

1. To search for training, click on the search icon in the header bar on the right-hand side.

2. Type in the search box the name of the activity you’re looking for. (Ex: Basic Life Support)
   a. While typing, there is predictive text that will appear and you can click on that as well.
   b. You can narrow your search by clicking on Activity and begin to filter.
      The search feature will pull up people, reports, and activities that are in line with what you are searching for. The filter function can help you remove the additional things that appear.
Register for an Instructor Led Activity

Once you have searched and found an activity, you can register for it from the search-function.

1. Click on the arrow on the Select button next to the training you would like to register for.
2. In the dropdown menu, select Register.

3. To choose an offering you can either scroll down the page to find your date, time, and location that works best for you or you may use the filter function at the top.
4. To choose an offering, click on the radio button to select.
Register for an Instructor Led Activity Cont.

5. Review the information and click **Submit** to submit your registration.

6. Click **Done** to complete.

7. You may cancel your registration immediately by clicking on the **Options arrow** and choose **Cancel Registration**.
**Access the Library**

1. Click on the icon for the **Library** in the header bar.

2. The library pane will open on the left-hand side of your page. You may choose a category by clicking on the name or arrow next to the name of the Category.

3. To select a sub-category, click on the name.

4. The Activities will appear that are in relation to the category you selected.
   a. If you found the training you were looking for, you may Register for the training by clicking on the Select Arrow and choosing Register.
Access the Library Cont.

There are some categories that contain a lot of activities. The category for Clinical, for example, contains over 360 activities.

5. To filter for a training, click on the filter button at the top.
6. You can choose to filter by activity type, delivery method, content type, etc. To choose a filter, check the box by clicking on it.
How to sign out

1. On the header bar, click on the self icon.

2. Click SignOut from the menu options.

You are now signed out of the OLC.