MANAGER’S PROXY

User Guide

hr.uconn.edu/learningatwork
Updated: March 2022

UConn
LEARNING @ WORK

learningatwork@uconn.edu
Learning@Work: Act as Proxy

Note: Acting as proxy will take over the person’s instance if both are logged into the system at the same time.

1. Log in using your netID and netID password
2. Click on your name in the upper right corner

3. Select *Proxy Settings*
4. Select the person you would like to proxy for (e.g. Renee Boggis).

   *Note: Only people who have assigned you as their proxy will display.*

5. You are now acting “as proxy”
6. Turn off by clicking on the person’s name in top right corner
7. Click Exit Proxy Mode

Home Menu Overview

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<tbody>
<tr>
<td><strong>Home</strong></td>
<td><strong>Home Page</strong></td>
<td>Lists courses you are registered for as a learner as well as recent courses you completed as a learner.</td>
</tr>
<tr>
<td><strong>ME</strong></td>
<td><strong>My Plan</strong></td>
<td>View Interactive Learner dashboard with filtering options.</td>
</tr>
<tr>
<td><strong>MY TEAM</strong></td>
<td><strong>My Team</strong></td>
<td>List of Direct Team (same as )</td>
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</table>
|   | **Direct Team** | Names of direct reports and number of upcoming and overdue trainings. To view the trainings, click the # in the column.  
To view the employees supervised by your direct report, click # Direct Reports under the employee’s name |
|   | **Dashboards** | Not in use |
|   | **Analytics** | Listing of reports (select category and search by report name) |
My Team – Dashboard Overview
Managers are granted access to the Team Dashboard. The dashboard view provides a high level overview of your team's learning information. Team members with up-to-date training plans will display a green checkmark with a note: On Target. If a team member has any items outstanding or overdue, you will see a red exclamation mark and note which reads: Requires your attention.

Click on the activities to see the specifics (e.g. Upcoming Activities, Overdue Activities, etc.). Unit level managers and above have access to their direct reports as well as the department managers’ teams.

Assign Learning to One Learner
1. Navigate to My Team (top navy blue ribbon)
2. Click the person’s name from the list
3. Click Assign learning under Actions drop down menu
4. Click Add to Plan (assign course and allow learner to select date of session). Note: Register will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
5. Click the Next bottom on bottom right
6. Enter course name in Search catalog field and click the magnify glass
7. Click Select date under Due date column (when adding to plan)
8. Click Yes under Mandatory column
9. Click the right arrow under Action column
10. Click Add to Plan button
11. Confirmation will display and an email is sent to the learner
12. Click the Close button

Assign Course to Multiple Learners
1. Navigate to My Team (top navy blue ribbon)
2. Click Assign learning under Team Actions (top right)
3. Click Add to Plan (assign course and allow learner to select date of session). Note: Register will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
4. Enter course name or course number in Search catalog field and click the magnify glass
5. Click Select date under Due date column (when adding to plan)
6. Click + icon
7. Enter learner’s name in Person Search field and click the magnify glass – or – scroll down to view full list
8. Click Yes under Mandatory column for learners being assigned
9. Click + icon
10. Click Add to Plan button
11. Confirmation will display and an email is sent to the learner
12. Click the Close button
Run Ad-Hoc Reports
1. Navigate to My Team > Analytics
2. Click on the name of the report: UCONN ‘My Team’ Enrollment Report
3. Enter specific criteria (e.g. Course name).
4. View report on screen or click Download in upper right (follow prompts to complete download).
5. Click x in upper right of reports window to close report.

Help Contact
Additional information is available at: http://hr.uconn.edu/learningatwork/

For assistance, contact the Learning@Work admin at learningatwork@uconn.edu