MyLearning Admin Portal Guide

Introduction and Important Information

With MyLearning's Administrative Portal access, Mackenzie Health leaders or their delegates can perform important duties such as tracking their staff's mandatory training progress, running completion reports, or approve staff enrollments, etc.

- All managers or leaders with direct reports will have automatic "manager access" assigned to them in MyLearning.
    - Direct reporting relationships between managers and their staff are determined by Human Resources. If you think that there is an error on your staff list in MyLearning, please contact MyLearning@MackenzieHealth.ca.
- Nursing Educators have "delegate access" in MyLearning.
- The MyLearning system contains sensitive staff information such as employee numbers, usernames, etc. It is important that Managers and their delegates keep any details that they see within MyLearning private. This includes printing and sharing of reports containing sensitive information.
- Over time, more and more functionalities and reports will become available to managers and their delegates. Subsequent training and guides will become available too.

> ? For support, please contact **MyLearning@mackenziehealth.ca**

Table of Contents

This guide covers the following topics:

A) Accessing MyLearning

1. How to log in

a. In your web browser, navigate to http://mylearning.mackenziehealth.ca

b. If prompted to log in, use the following:

- **Username:** your Mackenzie Health email address
- **Password:** your Mackenzie Health network password

2. Switching to the Admin Portal

As a manager, you will have two different access types in MyLearning:

Learner access	Admin Portal access
• By default, you will be logged in as a "learner" • As a "learner" you can register for and complete your own training requirements such as the mandatory corporate and/or clinical eLearning modules, etc.. • This is what the "learner" access screen looks like: 	• As a "manager", you can perform additional administrative duties such as tracking your staff's training, running reports, etc. • To switch to your Admin Portal: a. Click on the **Admin** button on the right of your screen: b. You will now see the admin portal access screen:

3. Switching back to "Learner" access

If at any time you need to switch back to your "learner" dashboard to complete your own training etc., do the following:
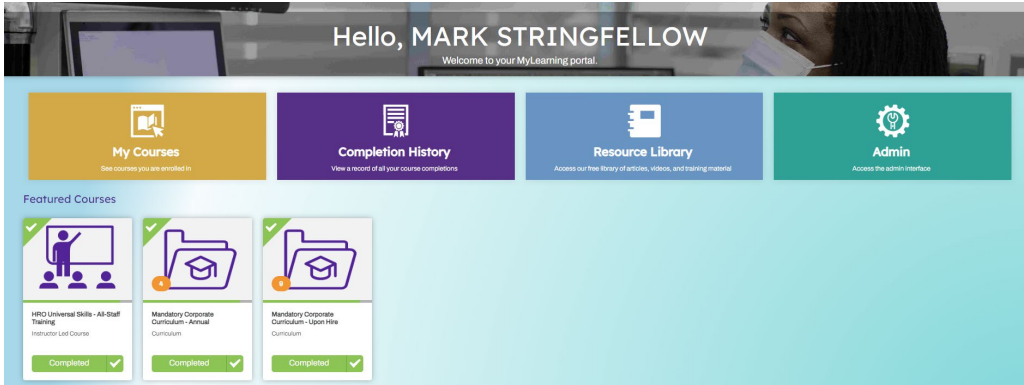
1. Click on the **Settings** icon in the top right corner

2. From the dropdown that appears, click on **Learner Experience**

3. You will now see the "learner" access screen:

B) Accessing Reports under "My Saved Reports"

There are various reports that managers can run on their staff in MyLearning. Different types of reports provide different information such as staff lists, individual staff member progress, completion reports, etc.

Periodically, the L&OD Team will push useful reports to all managers as new ones become available into their "My Saved Reports" dashboard.

1. Running reports

1) Make sure you are viewing the "Manager" Admin access view of MyLearning

2) Click the **Absorb Admin** icon in the top left corner

 or

3) Under the **My Saved Reports** section, you can click on any of the commonly used reports that automatically generate depending on your role/area. Examples of manager reports that may be assigned include:

- *Mandatory Corporate Curriculum* – This report should display all your staff, as all staff are automatically enrolled.

- *Mandatory Clinical Curriculum* – This report should contain individual entries for each course within the curriculum that your staff have an automatic enrollment for.

- *HRO Universal Skills* – This report should display all your staff, and distinguishes between those who have enrolled in HRO and those who haven't in the 'Is Enrolled' field.

- ***Program Required Courses*** – These curricula will appear for clinical Managers/Educators/Delegates only and are made up of medical directives and courses required for your program. The report should display all of your nursing staff who are designated as part of the program.
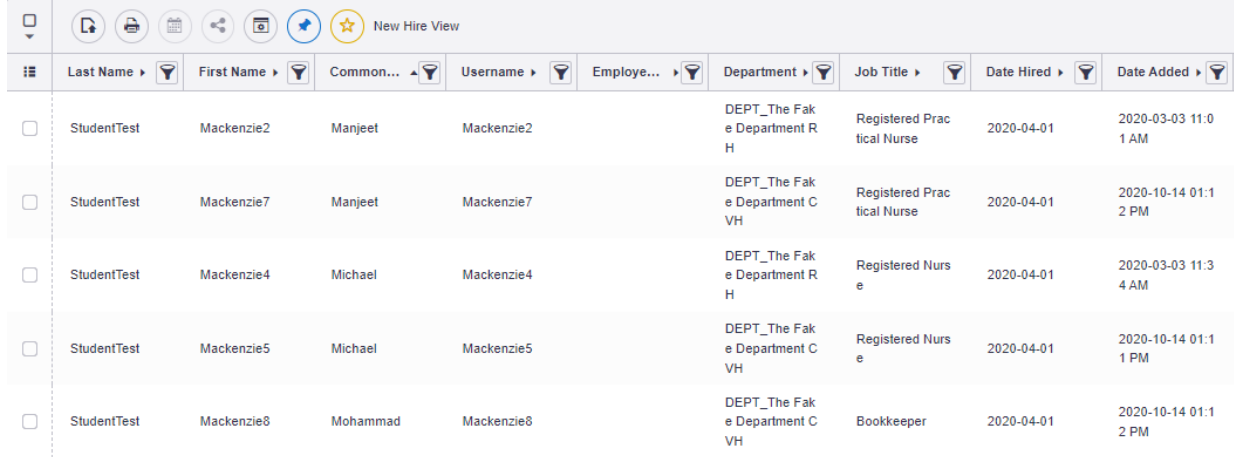
2. How to sort and filter reports

Managers can sort and filter all reports easily within the MyLearning interface.

Sorting

To alphabetically sort any column by ascending (A to Z) or descending order (Z to A), click on the column title until you see your desired sorting order.

1) In the example below, the list is sorted by **Common Name** from A to Z. You can sort by any column title.
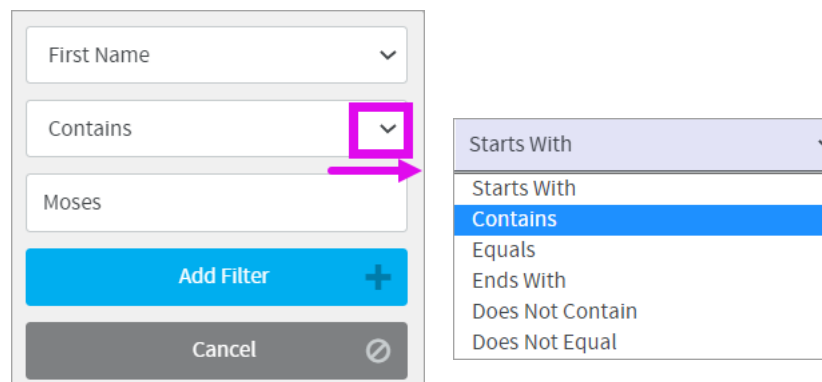

Filtering

To filter a report, click on the filter icon beside any column name and define the parameters that you would like to filter by. Some examples include filtering by last name, job title, department, supervisor, etc..

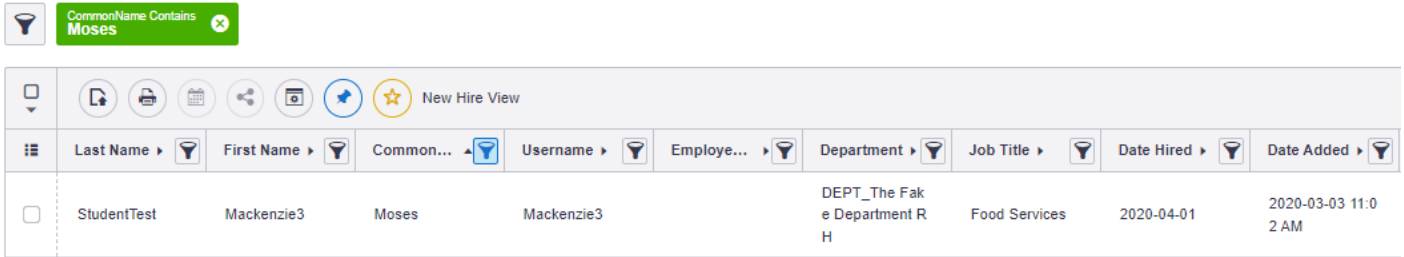1) The following example will filter by **First Name** to find a specific person (i.e Moses)

a. Click on the filter icon to the right of the column that you want to filter by (i.e. First Name)
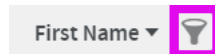
b. In the popup that appears, type in the first name you are looking for (i.e. Moses):
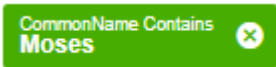
2) The report will now only show a list filtered by that name (i.e. Moses). The green box at the top will show you which parameters the report is filtered by (i.e. First name)
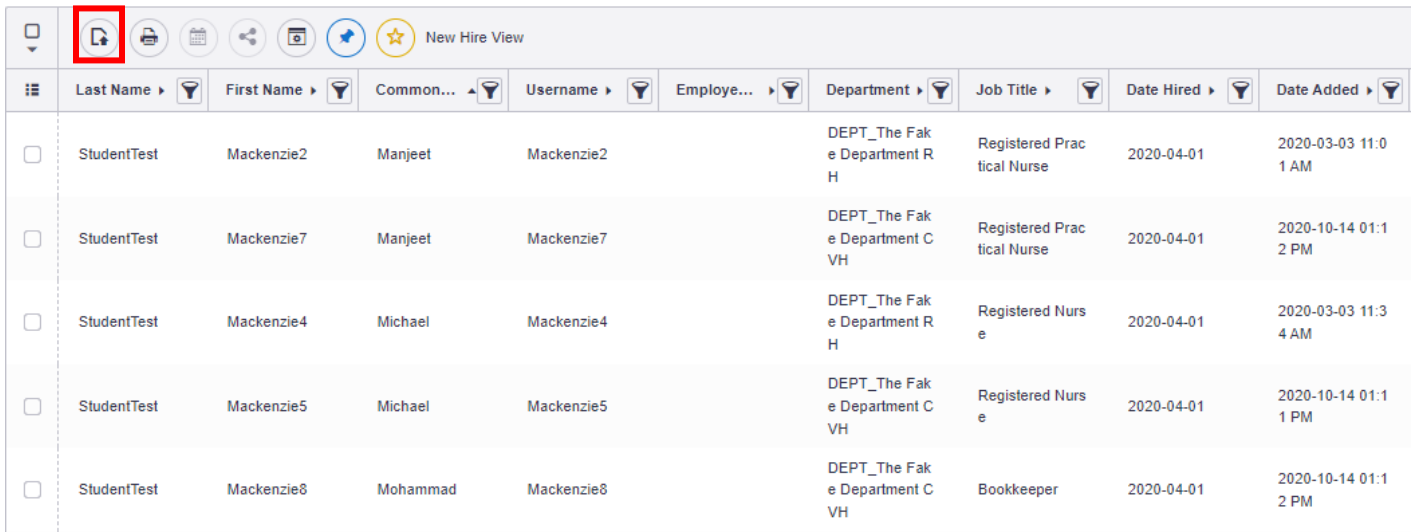

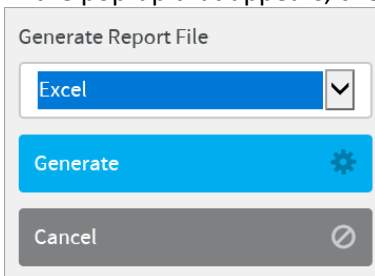You can remove the filter at any time by clicking on the X beside the filter parameter you just set:

3. How to export a report to Excel and/or print it

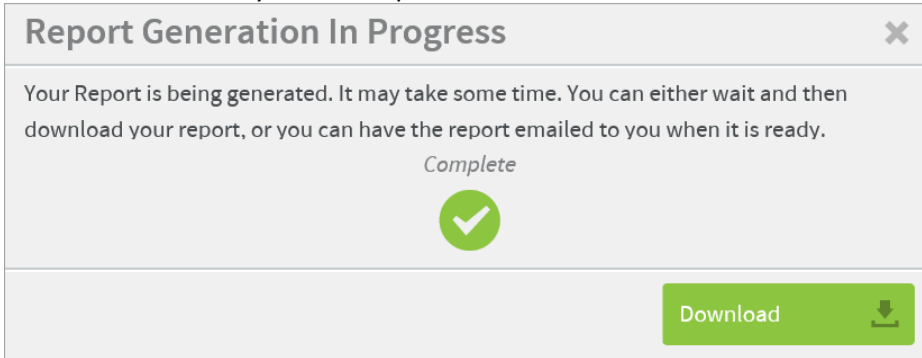1. After you have run your report, click on the **Generate Report File** button

2. In the pop-up that appears, choose **Excel** as your file type and click on the **generate** button

3. Once the file has been generated, click on the **Download** button and then follow the prompts to open and save the Excel file to your desktop

4. To print or save the report, click on the **File** menu in Excel to click **Save As** or **Print**

C) Manually enrolling staff into instructor led classes

1. Viewing a class enrollment report

You can view a class enrollment report for any course before you enroll or un-enroll a staff, to confirm who has already enrolled, not enrolled, completed, etc. It is very important to take this step before proceeding with any enrollments.

1) Make sure you are viewing the "Manager" Admin access view of MyLearning

2) Click on the **Courses** button from the panel along the left

3) Click on the **Courses** sub menu
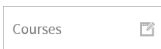
4) Search for the course you're looking for by clicking on the filter button to the right of the **Name** column

5) In the menu that appears, enter a keyword found in the course title (i.e. CVH) and then click on **Update filter**

6) Your search results will now appear. Select the checkbox beside the course that you want to view a class list for

| ☑ | CVH - NICU Department Training (Day 1) RDPC5 | CVH Orientation and Training | Instructor Led Course |

7) Click on the **View Activity Report** button in the Actions panel on the right side of the screen.

View Activity Report 📊

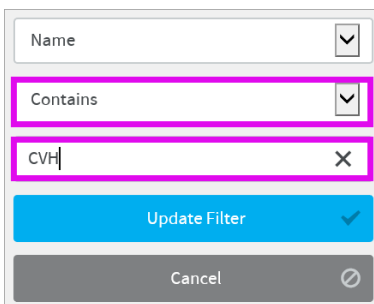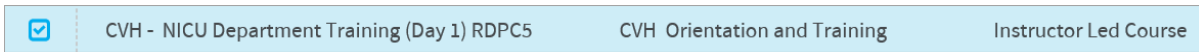8) You will now see a listing of anyone enrolled into the class.

    a. If they do not appear on this list, that means that they have not been enrolled yet

    b. Under the **Status** column, if they have a status of "Not Started" that means that they are enrolled

    c. Under the **Status** column, if they have a status of **Completed** then that means that the course instructor has marked them as completed. Only course instructors can mark participants as completed.

	Session ▸ ▼	Session Start Date ▸ ▼	Last Name ▲ ▼	First Name ▸ ▼	Username ▸ ▼	Departmen... ▼	Status ▸ ▼	Score (%) ▸ ▼
☐	July 30, 2020, 7:30am-11:45am	2020-07-23 12:00 PM	StudentTest	Mackenzie3	Mackenzie3	DEPT_LEARNING ORG DEVELOPMENT RH	Not Started	
☐	July 30, 2020, 7:30am-11:45am	2020-07-23 12:00 PM	StudentTest	Mackenzie4	Mackenzie4	DEPT_LEARNING ORG DEVELOPMENT RH	Not Started	
☐	July 30, 2020, 7:30am-11:45am	2020-07-23 12:00 PM	StudentTest	Mackenzie1	Mackenzie1	DEPT_HUMAN RESOURCES SERVICES	Complete	100.00
☐	July 30, 2020, 7:30am-11:45am	2020-07-23 12:00 PM	StudentTest	Mackenzie2	Mackenzie2	DEPT_HUMAN RESOURCES SERVICES	Complete	100.00

2. Enrolling users

Staff can self-register for courses on their own in MyLearning. However, there may be cases where managers want to enrol their staff into classroom courses themselves. To do so:

1) Make sure you are viewing the "Manager" Admin access view of MyLearning

2) Click on the **Courses** button from the panel along the left

3) Click on the **Courses** sub menu

| Courses | 📝 |

4) Search for the course you're looking for by clicking on the filter button to the right of the **Name** column

Name ▲ ▼

5) In the menu that appears, enter keyword(s) found in the course title (i.e. HRO Universal Skills) and then click on **Update filter**
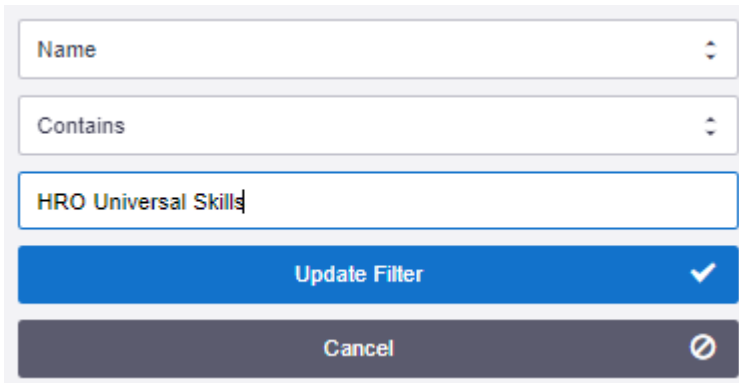
> Name
>
> Contains
>
> HRO Universal Skills
>
> **Update Filter** ✔
>
> Cancel ⊘

6) Your search results will now appear. Select the checkbox beside the course that you want to enrol your staff into, and it will become highlighted in blue

☑ HRO Universal Skills - All-Staff Training   Instructor Led Course

7) Click on the **Enroll Users** button in the Actions panel on the right side of the screen

Enroll Users 👤+

8) In the **Enroll Users** screen that appears:

   a. Under the **Users** section, search for the learner(s) by name that you would like to add to the course

   b. Under the **Course** section, select the class date. Please pay attention to how many seats are available. If there are not enough seats available, please don't complete the enrollment.

   c. Double-check your staff and class selection and then click the **Enroll** button

3. Un-enrolling users

1) Make sure you are viewing the "Manager" Admin access view of MyLearning

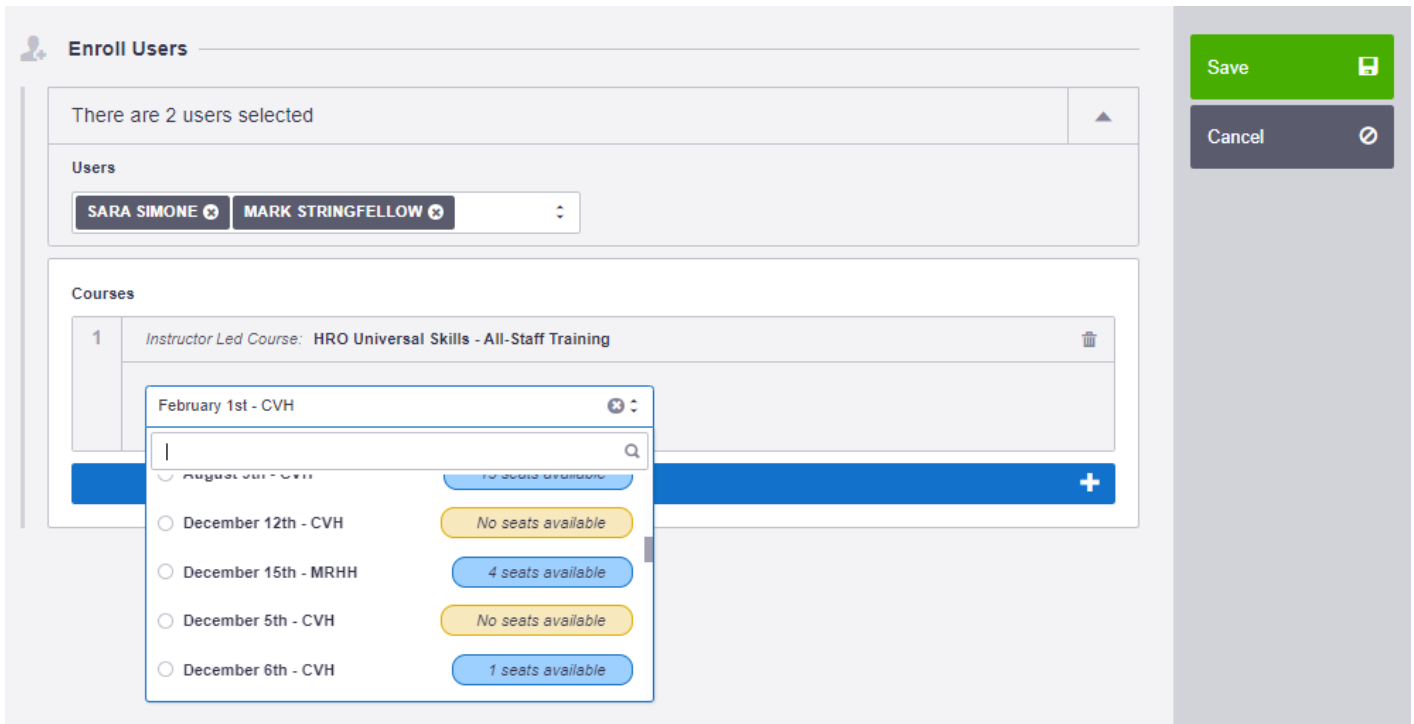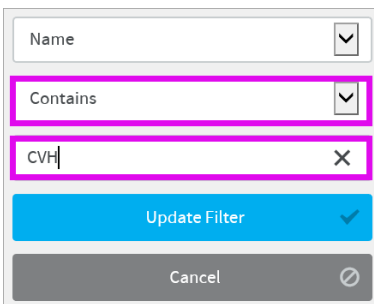2) Click on the **Courses** button from the panel along the left

3) Click on the **Courses** sub menu

4) Search for the course you're looking for by clicking on the filter button to the right of the **Name** column

5) In the menu that appears, enter a keyword found in the course title (i.e. CVH) and then click on **Update filter**

6) Your search results will now appear. Select the checkbox beside the course that you want to enrol your staff into, and it will become highlighted in blue

| ☑ | CVH - NICU Department Training (Day 1) RDPC5 | CVH Orientation and Training | Instructor Led Course |

7) Click on the **View Activity Report** button

8) Select the checkbox beside the staff member(s) that you would like to un-enroll

☰	Session Name ▸ ▼	Session Star... ▸ ▼	Last Name ▲ ▼	First Name ▸ ▼	Username ▸ ▼	Department ▸ ▼	Status ▸ ▼
☑	January 11, 2021 - 8:00 AM - 4:00 PM	2021-01-11 08:00 AM	STRINGFELLOW	MARK	MSTRINGFELLOW	LEARNING ORG DEVELOPMENT RH	NotStarted

9) Click on the **Un-enroll User button**

10) In the **Un-enroll** pop-up appears, confirm to delete the enrollment by clicking the **OK** button