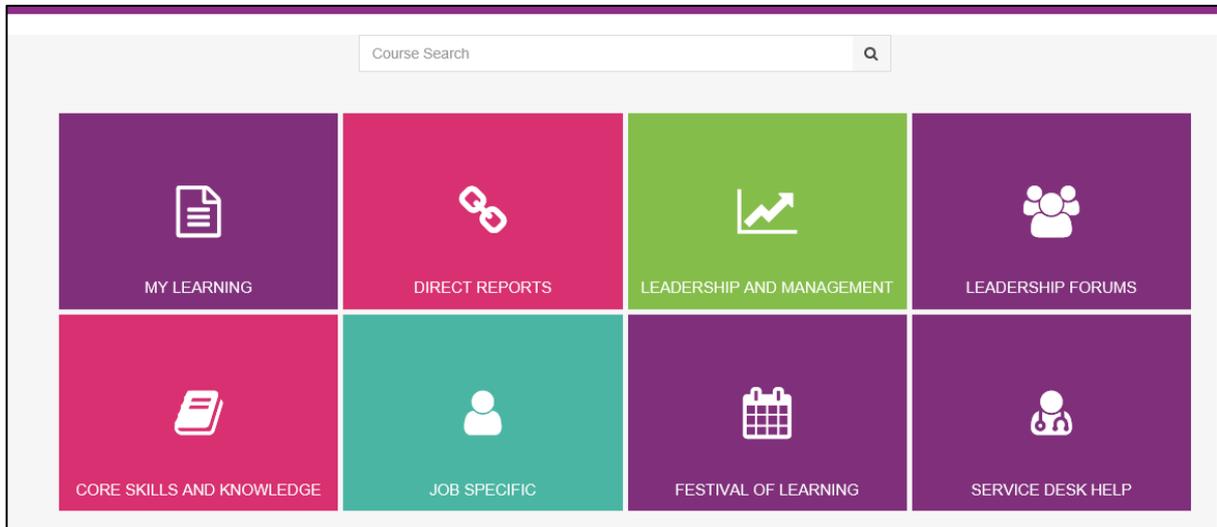


Manager guide – DLO navigation

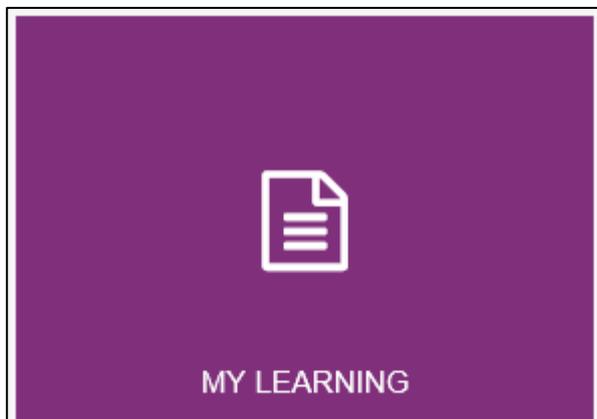
Once you have logged in to Derbyshire Learning on line, managers should see a home page as shown. There are two additional buttons from the user, Reports and Direct reports.



Each box is known as a tile. Different information can be found by clicking on each tile as follows:

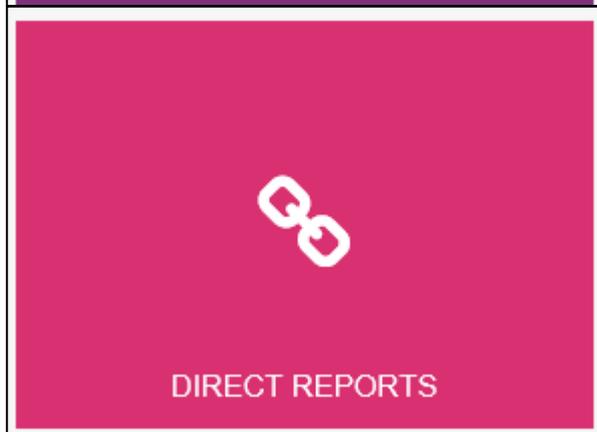
MY LEARNING

When you select the My Learning tile you will be able to access your learning record and any bookings that you have made for yourself.

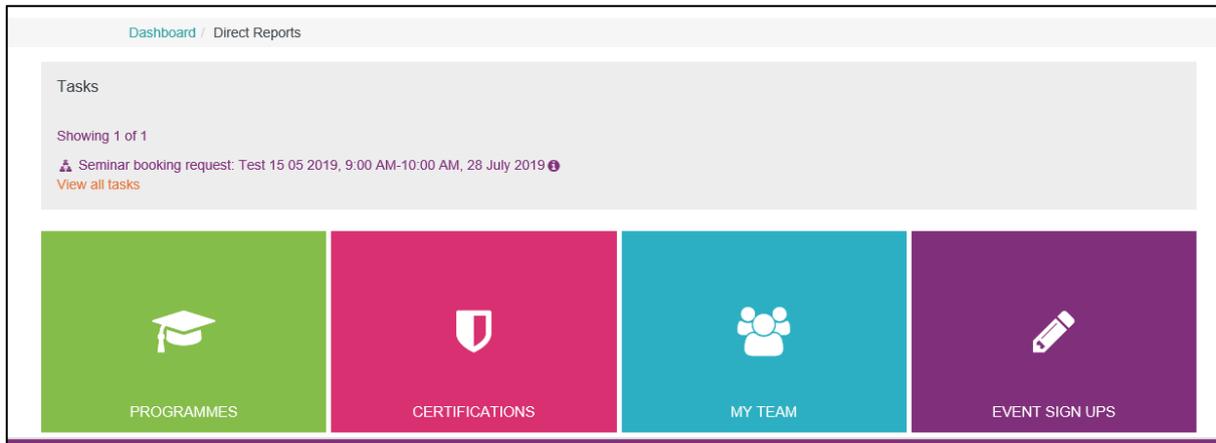


DIRECT REPORTS

Relates to any direct reports that you have. The hierarchy information is taken from a daily download from SAP. If the people in your team is not correct then SAP is not correct and SSC need to be contacted to amend.



When you select the Direct reports tile you will have access to some management reports.



Tasks

If there are any Tasks, these could be approving a booking request, these will be highlighted on the task bar. View all tasks to see more detail or click on the . For more information see **How to approve enrolment requests**.

Programmes

Programmes are courses, or sets of courses that have been grouped together within a programme. Users can be enrolled onto Programmes.

If you select the Programme tile and select the relevant programme, this will bring up a report that will show all direct reports that are enrolled in programme.

Program Short Name	User First Name	User Last Name	Due Date	Program Status	Progress	Final Grade	Program Summary	Course Full Name	Date Completed
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Certifications

Certifications are courses that need to be repeated. There will be a set time scale for the course to be repeated. With each certification there is a window for recertification that opens, this is a set time period and will be dependent on the certification.

The report will highlight if direct reports are

Within their Status

- Certified, within their certification period
- Expired, Certification has expired
- Not Certified, the user has never completed the course and not certified

It will also include when the window opens for recertification or Due or Expired.

The report is set to show Expired or Overdue and Due or Expiring status.

If you would like more information you can use the filters on the report to expand your search. This will only include your direct reports.

Certification Name	Username	First Name	Last Name	Position	Manager	Workbase Location	Status	Date completed	Date due	Status	Depart
Information Governance						County Hall - South Block	Window opens 4 Oct 2019	4 Apr 2019	4 Apr 2020 at 00:00	Certified	Comm. Commu.
Information Governance						County Hall - South Block	Window opens 24 Jan 2020	24 Jul 2019	24 Jul 2020 at 09:07	Certified	Comm. Commu.
Information Governance						County Hall - South Block	Due 25 Aug 2019		26 Aug 2019 at 10:46	Not certified	Comm. Commu.
Information Governance						County Hall - South Block	Window opens 11 Dec 2019	11 Jun 2019	11 Jun 2020 at 09:26	Certified	Comm. Commu.

MY TEAM

My Team displays a list of your direct reports.

Team Members: 5 records shown

All members of your team are shown below.

Name	Last Login	Courses Started	Courses Completed
Name Plans Profile Bookings Records Appraisals 360° Feedback Goals Required	4 Jul 2019	54	49
Name Plans Profile Bookings Records Appraisals 360° Feedback Goals Required	28 Jun 2019	6	6
Name Plans Profile Bookings Records Appraisals 360° Feedback Goals Required	24 Jul 2019	16	6
Name Plans Profile Bookings Records Appraisals 360° Feedback Goals Required	24 Jul 2019	5	5
Name Plans Profile Bookings Records Appraisals 360° Feedback Goals Required	8 Jul 2019	3	3

For each direct report you will be able to view their:

- profiles
- Bookings – Any bookings the user has
- Records – Record of learning for the user, this includes all course completions and Other learning
- Appraisals – My Plan for user
- 360 Feedback
- Goals
- Required – required learning for an individual

EVENT SIGN UPS

Event sign ups, this report shows any courses that the managers direct reports have booked onto in the next two weeks.

You can also search via a user's full name to see any future bookings.

Username	User First Name	User Last Name	Workbaselocation	User's Position Name (s)	Course Name	Session Start	Status	User's Manager Name (s)
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Other tiles

LEADERSHIP AND MANAGEMENT

Under development

LEADERSHIP FORUMS

Under development

CORE SKILLS AND KNOWLEDGE

This is a course category search facility. Courses are categorised on DLO into Core skills and knowledge and job specific, then sub divided by job family. You are able to browse for courses or search by key word in the search boxes.

JOB SPECIFIC

Course category by job family

FESTIVAL OF LEARNING

Links for more learning and development resources

SERVICE DESK HELP

If you are on a DCC network computer, there is a link to Service Desk Help.

Please complete the form and support will be provided.