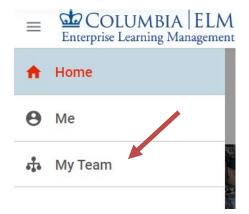
Assigning Courses to Your Team

The **My Team** page provides quick access to common tasks that summarize information about your team. It is accessible to people assigned as a manager in the system.

Access to the "My Team" page requires your reporting relationships to be set up in PAC. If you do not see your team members, speak with your HR Departmental contact to request this change.

Note: The below steps are just one way to assign a course to a team member. However, there a several different ways to assign a course depending on the page you are on.

1. Log in to ELM; navigate to the menu on the top left and click on My Team.



2. Go to the "Team Actions" box on the right, and click the Assign Learning link.

					Ē	Pending Approvals 0
Direct Team 👻	Person			٩	▼ Filters ∨	TEAM ACTIONS
NAME		UPCOMING	OVERDUE	APPROVAL		Meet from My Room
Anita Rishi Anager, HR Initiatives (GMT0500) Eastern Time (US & Canada): 12.44 Go Offline Go to ~	РМ	0	8	0		Enhanced Assign Learning Launch Org Chart Schedule Meeting
Optime Boot v	PM	0	8	0		Add Completed Course Assign Checklist

3. Select Add to Plan option and click NEXT.

Note: If you select the Add to Plan option, a due date can be set.

4. Enter the name of the course in the Search Catalog field and click on the magnifying glass

AVAILABLE LEARNING			
Search catalog: retirement	Q Y Show filters V	0	
TITLE	TYPE	DUEDATE	ACTION
Financial & Retirement Planning	Course	28-Feb-2020	-
Start Young for Your Best Refir	Course	Select date	*
Interping Your Employees Meet Ret	Course	Select date	*
👔 Gioxie Test	Course	Select date	*
Insights from David D. Levine W	Course	Select date	*
Financial Planning Workshop For	Course	Select date	

- 5. To add a due date, click **SELECT DATE.**
- 6. Click the Arrow button under the Action column for the desired course. This will move the course to the **SELECTED LEARNING** box.

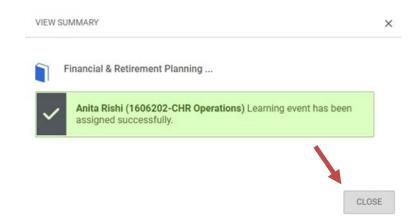
1 2 3 4 Select Learning				Cart capacity: 0 out of 200
AVAILABLE LEARNING				SELECTED LEARNING
earch catalog: retirement	Q ▼ Show filters ∨	0		Financial & Retirement Plan 🔕
TITLE	TYPE	DUE DATE	ACTION	
Financial & Retirement Planning	Course	28-Feb-2020	A 1	
Start Young for Your Best Retir	Course	Select date	>	
Helping Your Employees Meet Ret	Course	Select date	>	
Gisele Test	Course	Select date	>	
Insights from David D. Levine W	Course	Select date	*	
Financial Planning Workshop For	Course	Select date	-	
oad More				

- 7. Click the **NEXT** button.
- 8. Choose/search the desired team member(s) to take the course by clicking the blue arrow button under the **ACTION** column. If the course is mandatory, move the toggle to "YES" under the **MANDATORY** column before adding the team member(s).

COLUMBIA | ELM Enterprise Learning Management

irect team					Anita Rishi	¢
arch for people:	Anita	Q Show f	ilters 🗸	ADD ALL	1606202-CHR Operations	
NAME		MANAGER	MANDATORY	ACTION		
Anita Rishi	HR Operations	Virginia Kaplan	NO YEB			
-						

- 9. Click the **NEXT** button. A confirmation window will display.
- 10. Click the ADD TO PLAN button to finish adding the course.
- 11. Click the **CLOSE** button to return to the Assign Learning window confirmation window.



12. Click the "X" to close and return to the **My Team** page.