ELM – Manager Features

Manager Quick Links

If you have a manager or supervisor role at the state you will have access to the Manager Quick links in ELM. Managers and supervisors are able to view their team members learning records, enroll team members in classes and programs, approve learning requests and create Team Learning Plans.

A note about direct reports in ELM:

If you have team member changes that are not reflected in ELM, please contact HR to update SEMA4. ELM is a training records system. Employee job class and “reports to” information is maintained SEMA4 and is downloaded into ELM nightly. If you are in a temporary or work out of class supervisory position you will not see your direct reports in ELM.

How do I get there?

Sign into Self Service using your Employee ID and Password. Select the Enterprise Learning Mgmt (ELM) link. Select Team Members in the Manager Quick Links menu.

How do I approve a team member’s learning request?

On the Team Members page you will first see the Pending Approvals section. This will be a list of your team member’s learning requests. If you would like to review class information, select the Details link. The message “You currently do not have any pending learning approvals to approve or deny.” Will be displayed if there are no pending approvals for your team.

If you have pending approvals:

- Select the check box next to the Team Member’s class that has a pending approval
- Select the Approve or the Deny button located below the list of Pending Approvals
**Helpful Reminder:** Before you approve a learning request that has a fee, please be sure to comply with your agency’s procedures and policies regarding encumbering funds.

**Team Members – Pending Approvals**

![Pending Approvals](image)

**What is Supplemental Learning?**

Supplemental Learning is a class, training, or seminar that is not managed or maintained in ELM by one of our agencies. All active state employees have access to enter their own supplemental learning information if they would like that class to be part of their learning history record in ELM. After the record is added it is routed to their direct supervisor for approval. Examples would be classes taken at the U of MN, the Science Museum, or a Webinar.

**Where can I see my team member’s learning record?**

The **Team Member** page also displays a list of your direct reports. To see their learning records select the **Team Learning** link.

![Team Learning](image)

To see indirect reports, select a team member from the **View Team Members Reporting To** drop down menu and select **Go**. This will also bring you to the **Team Learning** page.
On the **Team Learning** page, there is a Search Filter drop down that will provide options such as All learning, Completed, Completed this calendar year, and others. There is also a drop down option for your team members. You can select one at a time or All Learners.

![Image of Team Learning page](image.png)

Once you have selected your filters and learner, select the Go button.

The Learners records will display in the Team Learning Section. You can further sort the list by selecting one of the column headings under Team Learning. For example, if you wanted to verify completion of a particular course by your team members, select Title. Results will be sorted alphabetically, and doing this can allow you to quickly search for the information you’re seeking.

![Image of Team Learning results](image.png)

The record may be exported into an Excel Spreadsheet by selecting the download icon.

![Image of download icon](image.png)

The option to Open or Save will be at the bottom of your screen. You need to select one to view the data in Excel.
Am I able to enroll my team in a class in ELM?

Yes, on the Team Members page;

- Select the check box next to the team member or members you would like to enroll.
- In the Group Actions box at the bottom of the page, choose Enroll and select the Go button.
- This will open the Find Learning page where you are able to search for the class that you would like to enroll your team member(s) in.
- Once you have found the course, select the Enroll button. If there is not an Enroll button then there is not a class available in ELM at this time.
- On the Enroll In Class page, select Submit Enrollment.
- Once the enrollment is processed there will be a Message that indicates a successful enrollment.

To drop team members from a class, select the Drop button in the Action column.

Team Certifications

Certifications are not widely used in ELM by the state at this time so there may not be information here to review. If your agency enters Certification or curriculum programs in ELM, managers and supervisors can use this page to review certifications statuses for their entire team.

Team Learning Plans

Managers and supervisors can use this page to view the current learning plans of their team members, update existing plans, or to create new learning plans.

If you have added a learning plan for your team members, you can review their plan on the Current Learning Plans page. This is also where you are able to update learning plans.

Find Team Learning

Use the Find Team Learning page to search for classes, add items to learning plans, and enroll your team members. This will take you to the Find Learning page that is also accessed on the Quick Links menu on the Learning Home page.

For ELM questions, contact elm.admin@mmb.state.mn.us