Deltek

Deltek Talent Management 16.3

Learning User Guide

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Contents

Learning User Overview

Use the Deltek Talent Learning module to perform all tasks related to courses, classes, and certifications.

This guide covers all available modules and features, even those that your firm may not have purchased.

Definition of Terms

Certain terms are used throughout the Deltek Talent Learning module.

Terms

Term	Definition
Curriculum	A curriculum is a set of courses with a common theme or learning objective. For example, the New Managers curriculum may include three courses: Coaching Employees, HR Policies and Procedures, and Scheduling Personnel.
Course	A course is a learning program designed to provide students with a specific set of skills and competencies. It may meet once or multiple times, or may be a self-paced online activity that students do on their own.
Class	A class is a single instance of a course. For example, the New Managers course may be offered four times a year, once per quarter, with classes called New Managers Q1, New Managers Q2, and so on. The same course content is covered in each class.
Waiting List	If you want to attend a class, but the class is currently full, you are automatically placed on a waiting list. When an opening occurs, you are automatically enrolled in the class. For example, you may want to take the New Managers Q1 class, which is currently full. You are on the waiting list in case an opening occurs.
Watch List	If you want to take a course, but there are no classes that are open for enrollment, you can enter your name on a watch list. You will be notified when a class is added. For example, you may want to take the Safety Culture course the next time that it is offered. You are on the watch list in case a new class is offered.

Learning Menu Choices

From the **Learning** menu, you can select any learning-related feature.

My Learning

Menu Choice	Description
Learning Search	This screen displays all courses and curricula available to your user profile. Click **Filter** to find specific items.

Menu Choice	Description
Learning Profile	This screen summarizes all of your learning activities, including: ▪ Curricula and courses that you have taken or are currently taking. ▪ Certifications that you have earned, both internal and external ▪ Classes that you are on the waiting list to take. ▪ Courses that you are on the watch list to take. ▪ Courses that have been recommended to you.
Classes Enrolled In	This screen provides details about the classes in which you are currently enrolled. You can also see classes that you are on the waiting list to attend or courses that you are on the watch list to take.
Classes Instructing	This screen provides details about the classes for which you are the instructor. You can filter the classes by name, date, or status (**Closed**, **Draft**, **Enrolling**, **Inactive**, or **In Progress**).
Class Schedule	This screen displays a monthly calendar of class offerings, which you can filter in multiple different ways.
Learning Requirements	This screen displays filters and a grid that will allow users to manage learning requirements. For Managers, this is how they can see the learning requirements they have created, as well as the learning requirements created by individuals down their organization hierarchy. For Administrators, this is where they can view all learning requirements for their company. For Learning Managers, this is the way to see the learning requirements they have created, or those that have been created for courses they manage.
Training Wish List	This screen allows you submit training wish list items to your Training Wish List Administrator or to specific user groups within your company with access to the Training Wish List Administrator feature.
Tuition Assistance	This screen provides details about tuition assistance you have received, any open tuition assistance requests from you, and any pending requests for reimbursement.
External Training	This screen provides details about the training you have done outside of your organization.

Learning Search Screen

Use this screen to review all of the courses and curricula offered by your organization and find those you might be interested in taking.

By default, this screen displays all available courses and curricula for your company. Click **Filter** to find specific items.

Can't find what you're looking for? Click **Add Training Wish List** to submit training wish list items.

Display the Learning Search Screen

To display the Learning Search screen:

Click **Learning** » **Learning Search** .

Filter the Learning Search Screen

Click **Filter** to search for curricula, courses, and classes based on your search criteria.

Contents

Field	Description
Keywords	Enter keywords to describe the courses you are looking for (for example, **Excel** if you are looking for a course on Microsoft Excel, or **Internet Security** if you are looking for a course on that subject). The search looks in the name and description of courses and curricula to find the keywords.
With All of the Following	Enter one or more keywords in this field. The search looks for only those course names and descriptions that contain all of the keywords that you entered. For example, if you enter **Internet Security**, the search will return only those courses and curricula in which both the words **Internet** and **Security** are in the course name or description.
Without the Following	Enter one or more keywords in this field. The search looks for only those course names and descriptions that do not contain the keywords that you entered. For example, assume that you enter **Internet Security** in the **With All of the Following** field, then enter **Introduction** in the **Without the Following** field. The search will return only those courses in which both the words **Internet** and **Security** are in the course name or description of the course or curriculum and the word **Introduction** is not in the name or description.
Skill Category	Select the area in which you want to improve your skills (for example, **Accounting**, **Management**, or **Organizational Skills**).
Skills Gained	When you select a **Skill Category**, a set of specific skills displays. For example, if you select **Organizational Skills**, you might see **Coordinating Meetings** and **Planning Company Events**. Select a skill from this list to narrow your selection.
Competency Types	Select the competencies that you want to gain (for example, **Job Competencies** or **Leadership Goals**).
Competencies Gained	When you select a **Competency Type**, a set of specific competencies displays. For example, if you select **Job Competencies**, you might see **Adaptability/Flexibility** and **Follow-Up**. Select a competency from this list to narrow your selection.

Field	Description
	Topics Covered Select a topic that you are interested in learning about (for example, **Mentoring** or **Teamwork**) to narrow your selection.
Job Family	Select from the multi-select list to display courses associated with a specific job family or families (for example, **Administrative** or **Sales**).
Job Role	Select from the multi-select list to display courses associated with a specific job role or roles (for example, **Manager** or **Vice President**).
Job Title	Select from the multi-select list to display courses associated with a specific job title or titles (for example, **Contracts Manager** or **Receptionist**).

Field	Description
Course Type	Select **Instructor-Lead**, **E-Learning**, or **Read and Sign** to search based on how the class is offered. You can choose multiple values.
Class Start Date From	Select the first date that you would be available to begin the course.
Class Start Date To	Select the final date that you would be available to begin the course.
Class End Date From	Select the first date that you would be available to finish the course.
Class End Date To	Select the final date that you would be available to finish the course.
Company	If your organization is divided into companies, you can search for a course based on the company with which it is associated.
Division	If your organization is divided into divisions, you can search for a course based on the division with which it is associated.
Department	If your organization is divided into departments, you can search for a course based on the department with which it is associated.
Instructor	Select the instructor that you want to lead the course.
Location	Select the location where you want to attend the course. This criterion is only applied when searching for **Instructor-Led** courses.

Sections of the Learning Search Screen

The Learning Search screen is divided into two main sections: the **Courses** section and the **Curricula** section.

For each section, you can opt to sort the contents by name alphabetically in ascending or descending order.

Courses Section

Use the Courses section to review all of the courses offered by your organization and find those you might be interested in taking.

The Courses section has pull-tabs for each listed course.

For Instructor-Led courses, clicking the pull-tab expands the course to reveal the table of classes associated with the course, along with class schedule, status, and enrollment capacity details. From this expanded view, you can also perform **Actions** such as enrolling yourself or enrolling your direct reports to a specific class.

For E-Learning and Read and Sign courses, the Courses section provides a quick view of the course details.

Find a Course

Use the filter to find the specific course you need.

To find a course:

1. Click **Learning** » **Learning Search**.
2. Click **Filter** at the top of the screen, and select as many search criteria as you wish.
3. Click the **Filter** button to display a list of courses that match your criteria.
4. Click the course name to display the Course Profile and see a list of available classes.
5. To edit your search, complete one of the following steps:
   - Click **Filter** at the top of the screen again to add search criteria and narrow your list of results.
   - Click **Clear Filter — Click Here** to discard your search criteria and start again.

Course Profile Screen

Use the Course Profile screen to see a summary of information about a course, including the course description, competencies and skills gained by taking the course, and classes available.

Display the Course Profile Screen

To display the Course Profile:

Click the course name wherever it appears as a blue hyperlink on a screen.

Contents of the Course Profile Screen

The Course Profile displays the following fields and sections.

Contents

Field	Description
Learning Manager	This is the "owner" of the course, the person who has primary responsibility for it.
Educational Units	This displays the educational unit type, category and number of units that you will earn if you complete the course with a passing grade. The Educational Unit Type displayed may be one of the following: ▪ CEU (Continuing Education Units) ▪ CPD (Continuing Professional Development) ▪ Credits (Continuing Education Credits) ▪ PDH (Professional Development Hours) The Educational Unit Category is enclosed in parentheses, and may be one of the following: ▪ Compliance ▪ General ▪ Professional ▪ Strategic When students receive external certifications, degrees, or titles, they sometimes have to complete continuing education courses to maintain their professional standing. Before granting educational units, your organization must verify that the appropriate accrediting associations will accept them.
Type	This field displays how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it.

Field	Description
URL/Physical Address	The URL or the address of the institution that offers the course. This displays only for Instructor-Led courses.
Curricula	If the course is part of one or more curricula, the curricula names display here.
New Hire Orientation Course	This field indicates whether or not the course is part of your organization's new hire orientation program.
Course May Be Retaken	A **Yes** in this field means that a student can enroll in this course again after completing it. A **No** means that the student cannot enroll in any class for this course again after completing it once.
Course Recurring	This field indicates whether or not the course if offered on a regular basis (for example, once every 12 weeks).
Recurrence	If the course is recurring, this field displays how often it is offered.
Status	This field displays the current status of the course: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: This class is no longer offered. ▪ **Inactive** : The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Equipment	This is the equipment that the instructor needs to deliver the course, such as a white board or a projector.
Topics Covered	These are the topics covered by the course (for example, Leadership, Safety, Cultural Sensitivity).
Approval Types	These are the roles of the people who must approve a student's enrollment in the course (for example, the employee's manager or the course instructor).
Description	This is a description of the course.
Associations	This displays the Job Families, Job Roles, or Job Titles to which the course is associated.
Completion	This indicates the your progress in the E-Learning course registration.
Success	This indicates the result of the E-Learning course.

Field	Description
First Access Date	This is the date when you first accessed the E-Learning course.
Class Name	This is the name of the class that you have completed in the Instructor-Led course.
Completion Date	This is the date that you completed the Instructor-Led course.
Student Class Grade	This is the grade that you received for the Instructor-Led course.
Result	This indicates whether or not the Instructor-Lead class has been completed.
Read and Sign URL	This is the URL where you can access the Read and Sign course.
Status	This is the status of the Read and Sign course.
Start Date	This is the date when the Read and Sign course is scheduled to start.
End Date	This is the date when the Read and Sign course is scheduled to end.
Competencies Gained	These are the competencies a student should gain by taking the course (for example, Adaptability/Flexibility and Follow-Up).
Skills Gained	These are the specific skills a student should gain by taking the course (for example, Coordinating Meetings and Planning Company Events).
Prerequisite Courses	These are any courses that you are required to complete before you can take this course.
Prerequisite Of	These are any courses that you cannot take until you complete this course.
Equivalent Courses	These are any courses that cover the same subject matter as this course.
Watch List	This is a list of students who are interested in taking the course when a new class is offered. These students receive a notification when a class is added.
Class	These are the classes offered now and in the past for this course, with details about each class, such as its instructor, schedule, and capacity.
Class Roster	This contains the list of students for the class, as well as additional information, such as the status, completion date, and whether the students are required to answer questions in order to pass the course.

Classes Section

For Instructor-Led courses, the Classes section displays as a table with the following columns:

Column	Definition
Class	This is the name of the class.
Instructors	This is the name of the person teaching the class. Click the name to open an email in your default email program, addressed to the instructor.
Status	This is the current status of the class.
Public Class	This determines whether the class is visible only to administrators, learning managers, and instructors (**Private**), or whether it is also displayed to employees (**Public**).
Start Date	This is the first day of the class.
End Date	This is the last day of the class.
Time	This is the day of the week and time of day that the class meets.
Capacity (Remote/On Site	This is the total number of remote and on-site students who can be accommodated and have enrolled.
Student Fee	This is the fee that you will be charged to attend the class.
Class Type	This indicates that the class type is Instructor-Led.

Class Roster Section

For E-Learning and Read & Sign courses, the Class Roster displays as a table with the following columns:

Column	Definition
Name	This is the student's name.
Status	This is the current status of the class.
Completion Date	This is the date when the class must be completed.
Passed?	This indicates whether or not the student passed the class.
Grade/Progress	This displays the grade or the student's progress percentage. This applies to E-Learning courses only.
Actions	This column displays the following actions that can be taken for each item in the table: ▪ **Approve**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals.

Column	Definition
	▪ **Reject**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals. ▪ **Drop**: Click to drop the student from the class of the course. ▪ **Reset Progress**: This action is available only for E-Learning courses and displays only if the student is enrolled to the course. Click **Reset** icon to reset the student's registration progress so that a user can start the course over. ▪ **Send Email**: Click to send an email to the student.

Contents of the Read & Sign Course Profile Screen

Read & Sign courses display the following fields, sections, and actions.

More Information Section

This section is visible to all users

Contents

Field	Description
Start Date	This is the date when the Read and Sign course is scheduled to start.
End Date	This is the date when the Read and Sign course is scheduled to end.
Status	This field displays the current status of the course: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: This class is no longer offered. ▪ **Inactive** : The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Learning Paths	If the course is part of one or more learning paths, the learning paths names display here.
Topics Covered	These are the topics covered by the course (for example, Leadership, Safety, Cultural Sensitivity).

Field	Description
Educational Units	This displays the educational unit type, category and number of units that you will earn if you complete the course with a passing grade. The Educational Unit Type displayed may be one of the following: ▪ CEU (Continuing Education Units) ▪ CPD (Continuing Professional Development) ▪ Credits (Continuing Education Credits) ▪ PDH (Professional Development Hours) The Educational Unit Category is enclosed in parentheses, and may be one of the following: ▪ Compliance ▪ General ▪ Professional ▪ Strategic When students receive external certifications, degrees, or titles, they sometimes have to complete continuing education courses to maintain their professional standing. Before granting educational units, your organization must verify that the appropriate accrediting associations will accept them.
Duration	This field indicates the length of time it takes to complete the course.
New Hire Orientation Course	This field indicates whether or not the course is part of your organization’s new hire orientation program.
Course May Be Retaken	A **Yes** in this field means that a student can enroll in this course again after completing it. A **No** means that the student cannot enroll in any class for this course again after completing it once.
Competencies Gained	These are the competencies a student should gain by taking the course (for example, Adaptability/Flexibility and Follow-Up).
Skills Gained	These are the specific skills a student should gain by taking the course (for example, Coordinating Meetings and Planning Company Events).
Prerequisite Courses	These are any courses that you are required to complete before you can take this course.
Prerequisite Of	These are any courses that you cannot take until you complete this course.
Equivalent Courses	These are any courses that cover the same subject matter as this course.

More Administrative Information Section

This section is visible to Administrators, Learning Managers, and Instructors only.

Field	Description
Learning Manager	This is the "owner" of the course, the person who has primary responsibility for it.
Type	This field displays how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it.
Course Recurring	This field indicates whether or not the course if offered on a regular basis (for example, once every 12 weeks).
Recurrence	If the course is recurring, this field displays how often it is offered.
Equipment	This is the equipment that the instructor needs to deliver the course, such as a white board or a projector.
Approval Types	These are the roles of the people who must approve a student's enrollment in the course (for example, the employee's manager or the course instructor).
Associations	This displays the Job Families, Job Roles, or Job Titles to which the course is associated.

Class Roster Section

The Class Roster displays as a table with the following columns:

Column	Definition
Name	This is the student's name.
Status	This is the current status of the class.
Completion Date	This is the date when the class must be completed.
Passed?	This indicates whether or not the student passed the class.
Grade/Progress	This displays the grade or the student's progress percentage. This applies to E-Learning courses only.

Column	Definition
Actions	This column displays the following actions that can be taken for each item in the table: ▪ **Approve**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals. ▪ **Reject**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals. ▪ **Drop**: Click to drop the student from the class of the course. ▪ **Reset Progress**: This action is available only for E-Learning courses and displays only if the student is enrolled to the course. Click **Reset**to reset the student's registration progress so that a user can start the course over. ▪ **Send Email**: Click to send an email to the student. ▪ **View Course Completion Date/Time**: Click to edit the pre-specified completion date for the course. This displays only if your administrator has enabled the **Update Course Completion Date** setting.

Contents of the Instructor-Led Course Profile Screen

Instructor-led courses display the following fields, sections, and actions.

More Information Section

Field	Description
Status	This field displays the current status of the course: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: This class is no longer offered. ▪ **Inactive** : The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Learning Paths	If the course is part of one or more learning paths, the learning paths names display here.
Topics Covered	These are the topics covered by the course (for example, Leadership, Safety, Cultural Sensitivity).

Field	Description
Educational Units	This displays the educational unit type, category and number of units that you will earn if you complete the course with a passing grade. The Educational Unit Type displayed may be one of the following: ▪ CEU (Continuing Education Units) ▪ CPD (Continuing Professional Development) ▪ Credits (Continuing Education Credits) ▪ PDH (Professional Development Hours) The Educational Unit Category is enclosed in parentheses, and may be one of the following: ▪ Compliance ▪ General ▪ Professional ▪ Strategic When students receive external certifications, degrees, or titles, they sometimes have to complete continuing education courses to maintain their professional standing. Before granting educational units, your organization must verify that the appropriate accrediting associations will accept them.
New Hire Orientation Course	This field indicates whether or not the course is part of your organization's new hire orientation program.
Course May Be Retaken	A **Yes** in this field means that a student can enroll in this course again after completing it. A **No** means that the student cannot enroll in any class for this course again after completing it once.
Competencies Gained	These are the competencies a student should gain by taking the course (for example, Adaptability/Flexibility and Follow-Up).
Skills Gained	These are the specific skills a student should gain by taking the course (for example, Coordinating Meetings and Planning Company Events).
Prerequisite Courses	These are any courses that you are required to complete before you can take this course.
Prerequisite Of	These are any courses that you cannot take until you complete this course.
Attachments	These are course assets, such as digital copies of instructions or manuals used in the course.
Equivalent Courses	These are any courses that cover the same subject matter as this course.

More Administrative Information Section

This section is visible to Administrators, Learning Managers, and Instructors only.

Field	Description
Learning Manager	This is the "owner" of the course, the person who has primary responsibility for it.
Instructors	These are the person who are teaching the course. Click an instructor's name to open a new email in your default email program, addressed to the instructor.
Type	This field displays how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it.
Course Recurring	This field indicates whether or not the course if offered on a regular basis (for example, once every 12 weeks).
Recurrence	If the course is recurring, this field displays how often it is offered.
Equipment	This is the equipment that the instructor needs to deliver the course, such as a white board or a projector.
Approval Types	These are the roles of the people who must approve a student's enrollment in the course (for example, the employee's manager or the course instructor).
Associations	This displays the Job Families, Job Roles, or Job Titles to which the course is associated.

Watch List

This section lists the students who are interested in taking the course when a new class is offered. These students receive a notification when a class is added.

Classes

This section displays as a table with the following columns:

Column	Definition
Class	This is the name of the class.

Column	Definition
Instructors	This is the name of the person teaching the class. Click the name to open an email in your default email program, addressed to the instructor.
Status	This is the current status of the class.
Public Class	This determines whether the class is visible only to administrators, learning managers, and instructors (**Private**), or whether it is also displayed to employees (**Public**).
Start Date	This is the first day of the class.
End Date	This is the last day of the class.
Time	This is the day of the week and time of day that the class meets.
Capacity (Remote/On Site	This is the total number of remote and on-site students who can be accommodated and have enrolled.
Student Fee	This is the fee that you will be charged to attend the class.
Class Type	This indicates that the class type is Instructor-Led.

Contents of the Course Profile Screen - E-Learning

E-Learning courses display the following fields, sections, and actions.

More Information Section

Field	Description
Start Date	This is the date when the Read and Sign course is scheduled to start.
End Date	This is the date when the Read and Sign course is scheduled to end.
Status	This field displays the current status of the course: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: This class is no longer offered. ▪ **Inactive** : The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Learning Paths	If the course is part of one or more learning paths, the learning paths names display here.

Field	Description
Topics Covered	These are the topics covered by the course (for example, Leadership, Safety, Cultural Sensitivity).
Educational Units	This displays the educational unit type, category and number of units that you will earn if you complete the course with a passing grade. The Educational Unit Type displayed may be one of the following: ▪ CEU (Continuing Education Units) ▪ CPD (Continuing Professional Development) ▪ Credits (Continuing Education Credits) ▪ PDH (Professional Development Hours) The Educational Unit Category is enclosed in parentheses, and may be one of the following: ▪ Compliance ▪ General ▪ Professional ▪ Strategic When students receive external certifications, degrees, or titles, they sometimes have to complete continuing education courses to maintain their professional standing. Before granting educational units, your organization must verify that the appropriate accrediting associations will accept them.
Duration	This field indicates the length of time it takes to complete the course.
New Hire Orientation Course	This field indicates whether or not the course is part of your organization's new hire orientation program.
Course May Be Retaken	A **Yes** in this field means that a student can enroll in this course again after completing it. A **No** means that the student cannot enroll in any class for this course again after completing it once.
Competencies Gained	These are the competencies a student should gain by taking the course (for example, Adaptability/Flexibility and Follow-Up).
Skills Gained	These are the specific skills a student should gain by taking the course (for example, Coordinating Meetings and Planning Company Events).
Prerequisite Courses	These are any courses that you are required to complete before you can take this course.
Prerequisite Of	These are any courses that you cannot take until you complete this course.

Field	Description
Equivalent Courses	These are any courses that cover the same subject matter as this course.

More Administrative Information Section

This section is visible to Administrators, Learning Managers, and Instructors only.

Field	Description
Learning Manager	This is the “owner” of the course, the person who has primary responsibility for it.
Instructors	These are the person who are teaching the course. Click an instructor's name to open a new email in your default email program, addressed to the instructor.
Type	This field displays how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it.
Course Recurring	This field indicates whether or not the course if offered on a regular basis (for example, once every 12 weeks).
Recurrence	If the course is recurring, this field displays how often it is offered.
Equipment	This is the equipment that the instructor needs to deliver the course, such as a white board or a projector.
Approval Types	These are the roles of the people who must approve a student’s enrollment in the course (for example, the employee’s manager or the course instructor).
Associations	This displays the Job Families, Job Roles, or Job Titles to which the course is associated.

Class Roster Section

The Class Roster displays as a table with the following columns:

Column	Definition
Name	This is the student’s name.

Column	Definition
Status	This is the current status of the class.
Completion Date	This is the date when the class must be completed.
Passed?	This indicates whether or not the student passed the class.
Grade/Progress	This displays the grade or the student's progress percentage. This applies to E-Learning courses only.
Actions	This column displays the following actions that can be taken for each item in the table: ▪ **Approve**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals. ▪ **Reject**: This displays only if the student is awaiting approval or requires instructor approval, and if the viewer has the access rights to approve or reject approvals. ▪ **Drop**: Click to drop the student from the class of the course. ▪ **Reset Progress**: This action is available only for E-Learning courses and displays only if the student is enrolled to the course. Click **Reset** icon to reset the student's registration progress so that a user can start the course over. ▪ **Send Email**: Click to send an email to the student. ▪ **Modify Course Completion**: Click to update the student's grade and manually mark the course as **Complete**.

Buttons and Icons

The buttons and icons on the Course Profile screen perform the following functions.

Icon	Action	Description
	Add to Watch List	Click this button to add yourself to the course watch list. The watch list is a list of students who are interested in taking the course when a new class is offered. These students receive an email notification when a class is added.
	Recommend This Course	Click this button to recommend this course to another employee.

Icon	Action	Description
	More Options » **View All Courses**	Click **More Options** » **View All Courses** to see a list of all courses offered by your organization. Click **Filter** to enter search criteria to narrow the list of courses.
	Edit	Click this icon to change course information. Only instructors and administrators have this option, not students.
	Show Classes for this Course	Click this icon to display the Classes screen, where you can search for classes that are being offered for this course. Only instructors and administrators have this option, not students.
	Add a New Class	Click this icon to add a new class for this course. Only instructors and administrators have this option, not students.
	Manage Test Templates	Click this icon to view and edit the test templates for this course. Instructors can create their own tests for the class or can choose from test templates that are already created for the course. Only administrators have this option, not instructors or students.
	Delete	Click this icon to remove the course from Deltek Talent Learning. You cannot delete a course if any classes have been created for it. Only instructors and administrators have this option, not students.
	Email (in Watch List section)	Click this icon to send an email to the student.
	Delete (in Watch List section)	Click this icon to remove a student from the Course Watch list.
	Enroll Direct Reports	Click this icon to enroll any of your direct reports in one of the classes for this course. The Class Enrollment screen displays, letting you search for and enroll your direct reports.
	Enroll Self	Click this icon to enroll yourself in one of the classes for this course.
	Preview Course	Click this button to receive a preview of the E-Learning course.
	Launch Package Properties Editor	Click this button to modify the configuration values for E-Learning courses that contain SCORM packages. This button displays only if the **SCORM Engine Package Properties Editor** feature is enabled and if you have the necessary access rights to modify SCORM packages.

Icon	Action	Description
	Launch E-Learning Course	Click this button to start and launch the E-Learning course.
	Download Course Certificate	Click this button to print a certificate showing that you have completed the Instructor-Led course.
	Take the Class Evaluation	Click this button to complete a class evaluation for the completed Instructor-Led course. This button is disabled if the class evaluation period has already expired.
	Email Instructor	Click this button to open your default email client and compose and email addressed to the instructor.
	Request Tuition Assistance	Click this button display the Tuition Assistance screen, where you can apply for assistance in paying for the class. Enter the amount that you need and any comments about the request.
	Drop Class	Click this button to withdraw your registration from the class. This button does not display once you have completed the class, or if the class is closed, or if the "drop by" date has already passed.

Class Profile Screen (Student's View)

Use the Class Profile screen to see a summary of information about a class, including the class schedule and location, the class roster, the waiting list, and any messages posted by the instructor or students.

Display the Class Profile Screen (Student's View)

To display the Class Profile:

Click the class name wherever it appears as a blue hyperlink on a screen.

Contents of the Class Profile Screen (Student's View)

The Class Profile displays the following fields and sections.

Contents

Field	Description
Status	This is the current status of the class: ▪ **Enrolling**: Students can search for and enroll in the class.

Field	Description
	▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment. ▪ **Inactive**: The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Instructor	This is the person who is teaching the class. Click an instructor's name to open a new email in your default email program, addressed to the instructor.
Type	This field shows how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it.
Total Maximum Capacity	This is the total number of remote and on-site students who can be accommodated and have enrolled (for example, **12/24**, meaning that 12 openings out of a possible 24 are full).
Remote Capacity	This is the number of remote students (students who are not attending the class in person) who can be accommodated and have enrolled (for example, **8 of 12 remote learners enrolled**).
On-site Capacity	This is the number of on-site students (students who are attending the class in person) who can be accommodated and have enrolled (for example, **4 of 12 onsite learners enrolled**).
Location	This is the site where the class is being held (**N/A** if the class is online).
Dates	This is the range of dates during which classes will be held.
Number of Sessions	This is the total number of times that the class will meet.
Scheduling	This is the day of the week and time of day on which classes are held.

Field	Description
Materials	These are the syllabi, articles, presentations, and other materials that the instructor has uploaded for students to use in the class.
Equipment	This is the equipment that the instructor needs to deliver the class, such as a white board or a projector.
Assignments	This is the number of assignments that the instructor has posted for students to complete and the number of assignments that you have completed (for example, **1 Completed / 3 Total**). Click the blue text to see individual assignments.
Description	This is a description of the course content.
Roster	This is a list of the students who are enrolled in the course. For each student, you can see the student's location preference (**Onsite**, **Remote**, or **Either**.) Click the student's name to display his or her Total Talent Profile.
Waiting List	This is a list of students who are on the waiting list for the class.
Grade	When you complete a class, your final grade displays here.
Syllabus	If the instructor has posted a syllabus for the class, click the syllabus link to download a copy.
Current Headline	An instructor can post a message to the class message board and identify it as a headline, for emphasis. If a headline exists, it displays in the **Current Headline** field.
Messages	These are the messages about the class that have been posted by the instructor and students. You can read, edit, reply to, or delete messages.
Post New Messages	Use this section to post a message to the instructor and other students in the class.

Actions

The icons and buttons on the screen perform the following actions.

Icon/Button	Action	Description
	View All Enrolled Classes	Click this button to display the My Classes screen and see all of the classes in which you are currently enrolled. You can also see courses for which you are on the waiting or watch list.
	Enroll Direct Reports	Click this button to search for employees and enroll them in this class.
	Enroll Self	Click this button to enroll yourself in this class.

Icon/Button	Action	Description
	Email	Click this icon next to a student's name to open an email in your default email program, addressed to the student.
	Edit, Reply, Delete	Use these icons in the Messages section to manage the messages you receive.
	Submit, Reset, Word Filter	Use these icons in the Post New Messages section to manage the messages you create. Click to use the Word Filter feature to analyze the content of your message. The analysis shows the number of words, unique words, inappropriate words, and sentences. It also calculates the search time and lists all of the inappropriate words it identified,

View Class Assignments

Use this screen to view the student profile for the class.

This screen displays the student's **Email** address, the **Type of Class**, **Class Status**, and **Grade** earned.

The Assignments are listed according to assignment name in the table at the bottom half of the screen. View the assignment details by clicking the **Assignment Name** or the **View** icon in the **Actions** column.

The **Turn in Your Assignment** icon will display the screen where assignments can be downloaded and uploaded. Grades, along with comments if applicable, are posted in this column after the instructor views and grades the assignments.

Import Class Enrollee List

Use this screen to enroll students in bulk.

This screen allows you to enroll students in bulk. This is particularly useful when you have to enroll large cross sections of employees from a variety of Job Families, Locations, and Titles.

Display the Import Class Enrollee List Wizard

This screen displays only if you have access permissions to enroll students.

To display the Import Class Enrollee List Wizard:

1. Click **Enroll Students**.
2. In the Enroll Students section, click **Bulk Enroll**.

Complete the Class Enrollee List Wizard

Please use the **Bulk Enroll Student Template File** provided on the screen to ensure that you are using the latest CSV template.

To enroll students in bulk:

1. In the **Step 1: Upload a file** tab, click **Browse** to find the file in your computer.
2. Select the **Administrator Force Enrollment** check box if you want the administrator to force the enrollment of students regardless of class size restrictions or enrollment requirements.
3. Click **Next**.
4. In the **Step 2: Review** tab lists the enrollee information taken from the CSV file. The **Error** column displays an "Unable to Resolve Employee" error message if you have submitted an email address that does not exist in the system.
   - Review the email addresses in the **E-mail** field and edit as necessary. You may need to either check the student's Total Talent Profile (TTP) for the correct email address or update the student's TTP with the correct email address. Please see Total Talent Profile for additional information about the TTP.
   - In the **Learning Location Preference** column, edit the selection as necessary to set whether the location preference is **Remote**, **Onsite**, or **Either (Remote or On-site)**.
5. Click **Finish**.

Class Profile Screen (Instructor's View)

Use the Class Profile screen to see a summary of information about a class, including the class schedule and location, the class roster, the waiting list, and any messages posted by the instructor or students.

If you display the Class Profile from the Classes Instructing screen, you can see information and make changes that you cannot see or do if you display the Class Profile from a screen used by students.

Display the Class Profile Screen (Instructior's View)

To display the instructor's view of the Class Profile:

1. Click **Learning** » **Classes Instructing**.
2. On the Classes Instructing screen, click the class name wherever it appears as a blue hyperlink.
3. To add, modify, or view data, click any of the hyperlinked information (Equipment, Materials, Assignments, and so on).

Contents of the Class Profile Screen (Instructor's View)

The instructor's view of the Class Profile displays the following fields and sections.

Contents

Field	Description
Status	This is the current status of the class: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment. ▪ **Inactive**: The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Instructor	This is your name.
Type	This field displays how the course is offered: ▪ **Internal**: The course is offered by your organization. ▪ **External**: The course is offered by an outside institution, such as a college.
Equipment	This is the equipment that you need to deliver the class, such as a white board or a projector.
Remote Capacity	This is the number of remote students (students who are not attending the class in person) who can be accommodated and have enrolled (for example, **8 of 12 remote learners enrolled**).
On-site Capacity	This is the number of on-site students (students who are attending the class in person) who can be accommodated and have enrolled (for example, **4 of 12 onsite learners enrolled**) .
Total Maximum Capacity	This is the total number of remote and on-site students who can be accommodated and have enrolled (for example, **12/24**, meaning that 12 openings out of a possible 24 are full).
Location	This is the site where the class is being held.
Dates	This is the range of dates during which classes will be held.
Scheduling	This is the days of the week and time of day on which classes are held.

Field	Description
Class Duration	This is the range of dates during which classes will be held (same as the **Dates** field).
Materials	These are the syllabi, articles, presentations, and other materials that you have uploaded for students to use in the class. Click **Add More Materials** to upload additional files.
Assignments	This is the number of assignments that you have posted for students to complete. Click the number to see individual assignments.
Description	This is a description of the course content.
Roster	This is a list of the students who are enrolled in the course. For each student, you can see the student's employee ID (if applicable), location preference, and enrollment status. Click next to the Roster heading to print a copy of the roster. Click the student's name to display his or her Total Talent Profile. Use the Action icons to email the student, view the student's Learning Profile, view the Grade Book for the class, view class attendance, or finalize grades.
Waiting List	This is a list of students who are on the waiting list for the class.
Messages	These are the messages about the class that have been posted by the instructor and students. You can read, edit, reply to, delete, or post new messages.

Import Class Enrollee List

Use this screen to enroll students in bulk.

This screen allows you to enroll students in bulk. This is particularly useful when you have to enroll large cross sections of employees from a variety of Job Families, Locations, and Titles.

Display the Import Class Enrollee List Wizard

This screen displays only if you have access permissions to enroll students.

To display the Import Class Enrollee List Wizard:

1. Click **Enroll Students**.
2. In the Enroll Students section, click **Bulk Enroll**.

Complete the Class Enrollee List Wizard

Please use the **Bulk Enroll Student Template File** provided on the screen to ensure that you are using the latest CSV template.

To enroll students in bulk:

1. In the **Step 1: Upload a file** tab, click **Browse** to find the file in your computer.
2. Select the **Administrator Force Enrollment** check box if you want the administrator to force the enrollment of students regardless of class size restrictions or enrollment requirements.
3. Click **Next**.
4. In the **Step 2: Review** tab lists the enrollee information taken from the CSV file. The **Error** column displays an “Unable to Resolve Employee” error message if you have submitted an email address that does not exist in the system.
   - Review the email addresses in the **E-mail** field and edit as necessary. You may need to either check the student's Total Talent Profile (TTP) for the correct email address or update the student's TTP with the correct email address. Please see Total Talent Profile for additional information about the TTP.
   - In the **Learning Location Preference** column, edit the selection as necessary to set whether the location preference is **Remote**, **Onsite**, or **Either (Remote or On-site)**.
5. Click **Finish**.

Curricula Section

Use the Curricula section to see the curricula in which you are enrolled and request enrollment in additional curricula.

You can view detailed information about the curriculum by clicking the curriculum name. This redirects you to the Curriculum Profile screen.

Each listed curriculum has a collapsible Course subsection where you can view all the courses associated with the curriculum, as well as detailed information about each course. This subsection functions in similar way as the Courses section, with pull-tabs that expand the view for each course and allows you to perform enrollment-related actions.

Curriculum Profile Screen

This screen displays information about the curriculum, including details about the courses and classes created for the curriculum.

On this screen, you can view information, such as the curriculum owner, curriculum description, a table of courses created for the curriculum and the current course status, any instructors attached to classes for the courses within the curriculum, and any students enrolled in those classes.

Details Tab of the Curriculum Profile Screen

This tab displays the following information.

Contents

Field	Description
Curriculum Status	This indicates which of the following states the curriculum currently falls under. ▪ **Archived**: This is the status for courses that are inactive but still visible in User Total Talent Profiles. ▪ **Inactive**: This is the status for courses that must no longer be used. ▪ **Open**: This is the status for courses that are open and available for student enrollment.
Owner	This is the person who has primary responsibility for the curriculum.
Require Manager Approval	This indicates whether students must first receive approval from their managers in order to enroll in this curriculum.
Description	This is a description of the curriculum.
Company/Division	This is the specific organizational unit, such as a company or division, with which the curriculum is associated.
Job Family	This is the job family or families (for example, Administration or Sales) with which the curriculum is associated. The job family is **Global** if the class is for all employees, enterprise-wide.
Locations	This is the location or locations where the curriculum is used.
Job Roles	This is the job role or roles (for example, Manager or Vice President) with which the curriculum is associated.
Job Titles	This is the job title or titles (for example, Contracts Manager or Receptionist) with which the curriculum is associated.
May Be Retaken	This indicates whether or not the curriculum can be retaken.
Auto-Enroll	This indicates whether students are automatically enrolled into this curriculum based on the associated values in the following fields: **Company**, **Job Family**, **Job Role**, **Job Title**, and **Location**.
Recalculate Completed	This indicates one of two options.

Field	Description
Students' Progress on Course Change	▪ **Yes**: Completion percentage is recalculated for both **Enrolled** students and **Completed** students. Students who initially had a **Status** of **Completed**, but have a recalculated progress percentage that is less than 100% will be moved to the **Enrolled** bucket. This indicates that they still have courses to complete for that curriculum. ▪ **No**: Only the completion percentage for **Enrolled** students is recalculated.

Courses Tab of the Curriculum Profile Screen

This tab lists the curriculum's course catalog.

Contents

Field	Description
Course Name	This is the name of the course.
Status	This displays the current status of the course. ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: This class is no longer offered. ▪ **Inactive**: The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.

Instructors Tab of the Curriculum Profile Screen

This tab lists the teachers of the curriculum.

Contents

Field	Description
Instructor Name	This is the name of individual who teaches the class.
Actions	Click **Email Instructor** to open an email in your default email program, addressed to the instructor.

Students Tab of the Curriculum Profile Screen

Use this tab to enroll students to the curriculum.

To enroll students:

1. If you want to enroll yourself into the curriculum, click **Request Enrollment**. If you want to re-enroll to a curriculum you had previously dropped, click **Request Re-Enrollment**. If your enrollment requires your manager's approval, you will see a message stating that your enrollment is pending approval.
2. To add other students, click **Select Students** to display the Select Students window where you can search for and select students from among your direct reports.
   a) Click **Search Filter**, enter the search criteria, and click **Search**.
   b) Select the check box next to each student that you want to enroll, or select the check box in the header to select all students.
   c) Click **Add All Selected**, and click **Confirm Selection**.
   d) Click **Close Window**.
3. Click **Enroll**.
   If instructor approval is required for a student to be enrolled, the instructor receives an email asking for approval. The student’s enrollment is not confirmed until the instructor approves it.

Buttons and Icons of the Curriculum Profile Screen

The buttons and icons on the Curriculum Profile screen perform the following functions.

The visibility of the options listed here depends on the access settings of your user account. Depending on how your user account is configured, some of the options may not display on your screen.

Icon	Action	Description
	Email Owner	Click this icon to send an email to the "owner" of the curriculum, the person who has primary responsibility for it.
	Edit	Click this icon to change course information. Only instructors and administrators have this option, not students.
	Clone Curriculum	Click this icon to create a new curriculum by copying the details of an existing curriculum.
	Add a Course	Click this icon to add a course to the curriculum
	Delete	Click this icon to delete the entire curriculum. You can delete a curriculum only if there are no courses or active classes associated with the curriculum.

Icon	Action	Description
	Unable to Delete	This icon displays if there are courses or active classes associated with the curriculum, meaning that you cannot delete it.

Actions for the Curricula Section

The Curricula section gives you easy access to course and class information as well as enrollment options.

Enroll in a Curriculum

To enroll in a curriculum:

In the Curricula section, click > **Request Enrollment**. If your enrollment requires your manager's approval, you will see a message stating that your enrollment is pending approval.

Enroll Students

To enroll students:

1. In the Curricula section, click > **Enroll Students**.
2. In the Students tab of the Curriculum Profile screen, click **Select Students** to display the Select Students window where you can search for and select students from among your direct reports.
   a) Click **Search Filter**, enter the search criteria, and click **Search**.
   b) Select the check box next to each student that you want to enroll, or select the check box in the header to select all students.
   c) Click **Add All Selected**, and click **Confirm Selection**.
   d) Click **Close Window**.
3. Click **Enroll**.
   If instructor approval is required for a student to be enrolled, the instructor receives an email asking for approval. The student's enrollment is not confirmed until the instructor approves it.

Add Learning Requirements

Use up to 35 words to describe the task. Write complete sentences.

To add learning requirements:

1. In the Curricula section, click > **Add Learning Requirement**.
2. In the Add Learning Requirement screen, complete the following fields:
   - **Effective Date:** Click to select the date when the requirement becomes effective as a policy.
   - **Expiration Date:** If applicable, click to select date when the requirement is no longer in effect as a policy.
   - **Recurrence Frequency:** If this is a recurring requirement, select from the drop-down list, and set how frequently the assigned users will need to complete the course or class.
   - **Task Base Due Date:**If applicable, select the milestone event from which the **Due Date** will be calculated for tasks issued to the user. For example, **Position Start** or **Hire Date**.
   - **Task Due Date:** Click to set the date the date when the learning requirement needs to be completed.
3. Click **Save**.

Drop or Request Re-enrollment to Curriculum

Use this option to cancel your enrollment to a curriculum or request enrollment to a curriculum you had previously dropped.

To drop or re from a curriculum:

1. Click **Learning** » **Learning Search** , and search for the curriculum you need.
2. In the Curricula section, click > **Drop Curriculum** to withdraw your registration from the curriculum.
3. In the Curricula section, click > **Request Re-Enrollment** to request enrollment to a curriculum you had previously dropped.

Learning Profile Screen

Use the Learning Profile screen to see a summary of all of your learning activities, including curricula and courses that you have taken or are currently taking.

You can also see classes that you are on the waiting list to attend, courses that you are on the watch list to take, and courses that have been recommended to you.

Display the Learning Profile Screen

To display the Learning Profile screen:

Click **Learning** » **Learning Profile**.

Contents of the Learning Profile Screen

The Learning Profile screen has multiple sections.

Sections

Section	Description
Learning Paths	This section displays the learning paths in which you are enrolled
Certifications	This section displays the certifications that you have earned, both internally and externally.
Courses	This section displays the courses in which you are enrolled or for which you are the instructor.
Course History	This section displays the courses that you have taken in the past.
External Training Summary	This section displays the training that you took outside your organization; for example, at a university.
Course Watch List/ Class Waiting List	This section displays the courses that you are interested in taking if they are offered in the future. This section also displays the courses that you are interested in taking if they are offered in the future.
Current Recommendations	This section displays the courses that other employees have suggested that you take.

Buttons

Button	Description
Expand All Panels	Click this button to expand all the sections of the Learning Profile screen.
Export to PDF	For employees, click this button to generate a historical report of your own Learning Profile. For Direct and Indirect Managers, click this button to export the Learning Profile data of the individuals under your management line. For Administrators, click this button to export the Learning Profile of any user in your company. You must specify a date range to perform the export. The resulting report generates a PDF file for that date range, which contains Certification, Learning Paths, Current Courses, Course History, External Training, and Education Units Earned information.

Sections of the Learning Profile Screen

Curricula Section of the Learning Profile Screen

The Curricula section of the Learning Profile displays the curricula in which you are enrolled.

Each curriculum is a set of courses with a common theme or learning objective.

Columns
The Curricula section displays the following columns.

Column	Description
Name	This is the name of the curriculum. Click the name to see the Curriculum Profile, which provides details about the set of courses included in the curriculum.
Enrollment Status	This column displays the status of your enrollment in the curriculum: ▪ **Waiting for Manager Approval**: Your enrollemtn is pending approval by your manager. ▪ **Enrolled**: You have already enrolled in the curriculum. ▪ **Completed**: You have already completed the curriculum.
Percent Complete	This is the number of internal credits that you will earn if you complete the course with a passing grade.
Date Enrolled	This is the date and time of your enrollment in a specific curriculum.
Completion Date	This is the date and time that you completed the specific curriculum.

Certifications Section of the Learning Profile Screen

The Certifications section of the Learning Profile displays all of the certifications that you have earned, both internally and externally.

- **Internal** : An internal certificate is one that you earn by completing a company-sponsored course or curriculum that grants a certificate.
- **External** : An external certificate is one that is granted by a non-company source, such as a university.

Columns
The Certification Screen displays the following columns.

Column	Description
Certification Name	For an internal certification, this is the name of the certification that your organization offers.

Column	Description
	For an external certification, this is the name that you supplied when you recorded the certification in Deltek Talent Learning.
Description	For an internal certification, this is the description of the certification that your organization offers. For an external certification, this is the description that you supplied when you recorded the certification in Deltek Talent Learning.
Certification Number	For an external certification, this is the combination of numbers and letters that identifies the certification.
Issued By	For an internal certification, this is the instructor's name. For an external certification, this is the institution that granted the certification.
Effective	This is the date on which the certification became effective.
Expiration	This is the date on which the certification expires.
Required	This column indicates whether or not the certification is required to perform your job duties.
Acknowledged	When you add an external certification to Deltek Talent Learning, your manager must acknowledge the certification. This column displays whether or not the manager has acknowledged the certification.
Reminder	This column indicates whether or not you will receive a notification before the certification expires.
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The icons in the Actions column perform the following functions.

Icon	Action	Description
	View	Click this icon to view the actual certificate, if you uploaded it to Deltek Talent Learning.
	Edit	Click this icon to edit certification information. This button is enabled only on or after the renewal period start date that is specific under the lms_student_cert table.
	Renew Certification	Click this icon to renew the certification. If the certification is associated with a curriculum, clicking the **Renew Certification** button in the Edit Certification screen redirects you to the View Curricula page where you can then process the re-enrollment.

Icon	Action	Description
		If the certification is associated with a course, clicking the **Renew Certification** button in the Edit Certification screen redirects you to the Course Profile page where you can re-enroll to class under the selected course.

External Certifications Section

Use the External Certifications section to view or record any certifications that you earn from an outside source, such as a university or professional organization.

Display the External Certifications Screen

To display the External Certifications screen:

Click **Learning** » **Certifications** » **Add External Certification**.

Contents of the External Certifications Screen

The External Certification screen displays the following fields.

Contents

Field	Description
Acronym (if applicable)	Enter an abbreviation for the certification (for example, CPR for a class on cardiopulmonary resuscitation).
Certification Name	Enter the name of the certification (for example, Certified Public Accountant).
Description	Enter a description for the certification.
Issued By	Enter the name of the institution that granted the certification.
Effective	Enter the date on which the certification became effective.
Expiration Date	Enter the date on which the certification expires.
Required to Perform Job Duties	Select this option if this certification is required to perform your job duties.
Number of Days to Notify Before Expiration	Enter the number of days before the certification expires that you want to receive a reminder of the expiration. For example, enter 30 to start receiving reminders 30 days before the certification expires.

Field	Description
Frequency (Days) of Reminders Before Expiration	Enter the number of days between reminders before the certification expires. For example, enter 2 to receive a reminder every other day before the certification expires.
Frequency (Days) of Reminders After Expiration	Enter the number of days between reminders after the certification expires. For example, enter 1 to receive a reminder every day after the certificate expires.
Number of Days to Notify After Expiration	Enter the number of days after the certification expires that you receive reminders. For example, enter 30 to stop sending reminders 30 days after the certification expires.
Reminder Notification Recipient	Select the people who should receive reminders: yourself, your manager, and/or the learning administrator. To select a role, click the role and use the right arrow to move it to the right field.
Upload File	To upload a copy of the certificate or diploma you received, click **Browse** and browse to the file.

Add an External Certification

Use this screen to add external certification information to your Learning Profile.

To add an external certification:

1. Click **Add External Certification**.
2. Enter data about the certification, including if the certification is required to perform your job and if you want to receive reminders about its expiration.
3. Click **Browse** to find and upload the certificate, if you have an electronic copy of it.
4. Click **Submit**.
   Your manager will be asked to acknowledge this addition.

Courses Section of the Learning Profile Screen

The Courses section of the Learning Profile displays the courses in which you are enrolled.

Columns
The Courses section displays the following columns.

Column	Description
Course	This is the name of the course. Click the name to see the Course Profile, which provides details about the course and the classes offered for the course.

Column	Description
Class	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled.
Enrollment Status	This is your current enrollment status in the class: ▪ **Enrolled**: You have already enrolled in the course. ▪ **Waiting for Manager Approval**: Your enrollment is pending approval by your manager. ▪ **Instructor Approval Required**: Your enrollment is pending approval by your instructor.
Class Status	This is the current status of the class: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment.
Actions	This column displays the actions that can be taken for each item in the table, depending on the course type.

Course Watch List of the Learning Profile Screen

The Course Watch List section of the Learning Profile displays the courses that you are interested in taking if a new class opens.

For example, you may want to take the Safety Culture class the next time that a class is available and has an opening.

To enter your name on the Course Watch List, click **Add to Watch List** on the Course Profile screen.

Columns

The Course Watch List section displays the following columns.

Column	Description
Course	This is the name of the course. Click the name to see the Course Profile, which provides details about the course and the classes offered.
Number	This is your position in the watch list (for example, 3 if you are the third person in line for an opening).

Class Waiting List of the Learning Profile Screen

The Class Waiting List section of the Learning Profile displays the classes that you are on the waiting list to attend.

For example, you may want to take the Safety Culture class that is being held in St. Louis in November, but it is currently full. You are on the waiting list in case an opening occurs.

You are automatically placed on a waiting list. When an opening occurs, you are automatically enrolled in the class and notified by email.

Columns

The Class Waiting List section displays the following columns.

Column	Description
Class	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled.
Number	This is your position in the waiting list (for example, 3 if you are the third person in line for an opening).

Course History Section of the Learning Profile Screen

The Course History section of the Learning Profile displays the courses that you have taken or taught in the past.

Columns

The Course History section displays the following columns.

Column	Description
Course	This is the name of the course. Click the name to see the Course Profile, which provides details about the course and the classes offered.
Class	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it was held, how many students could enroll, and which students enrolled.
Date Completed	This is the date that you completed the course.
Grade	This is the grade that you received for the course, in one of these formats: ▪ **Percentage**: The Learning Administrator determines what percentage is considered a passing grade for the course.
Credits	This is the number of internal credits that you earned by completing this course.

Column	Description
CEUs	This is the number of CEUs (Continuing Education Units) that you earned by completing this course. When students receive external certifications, degrees, or titles, they sometimes have to complete CEUs to maintain their professional standing. Before granting CEUs, your organization must verify that the appropriate accrediting associations will accept the CEUs.
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The icons in the Actions column perform the following functions.

Icon	Action	Description
	**Take the Class Evaluation**	Click this icon to complete a class evaluation for the completed course. If the class evaluation period has expired, this icon is disabled and **Unable to take the class evaluation** displays.
	**Download Certificate**	Click this icon to print a certificate showing that you completed the course.

External Training Summary Section of the Learning Profile Screen

The External Training Summary section of the Learning Profile displays the training that you took outside your organization (for example, at a university).

To enter this information, click **Learning** » **My Learning** » **Learning Profile**.

Columns

The External Training Summary section displays the following columns.

Column	Description
Name/Title	This is the name of the external training. Click the name to see details about the training, including the description.
Type	This is the type or medium used to deliver the external training.
School/Organization	This is the university or professional organization that offered the external training.
Completion	This is the date that you completed the external training.
Cost	This is the tuition fee or cost amount of the external training.
Acknowledged	When you enter information about external training at **Learning** » **External Training**, your manager receives an email notice to review

Column	Description
	your entry and acknowledge it. A **Yes** displays here if the manager has acknowledged the entry, a **No** if not.
Acknowledged By	This field displays the name of your manager, or **blank** your manager has not acknowledged your entry.

Current Recommendations Section of the Learning Profile Screen

The Current Recommendations section of the Learning Profile shows the courses that your manager or other employees have recommended that you take.

You can recommend a course at **Learning** » **Search Courses**.

Columns
The Current Recommendations section displays the following columns.

Column	Description
Course	This is the name of the course. Click the name to see the Course Profile, which provides details about the course and the classes offered.
Type	This indicates whether the course is **Instructor-Led**, **E-Learning**, or **Read and Sign**.
Recommended By	This is the name of the manager or other employee who recommended the course. Click the name to see the person’s Total Talent Profile, including contact information.
Recommended On	This is the date on which the recommendation was made.
Required	A **Yes** displays in this field if your manager recommend this course and indicated that you are required to take it.
Actions	This column displays the actions that can be taken for each item in the table.

Actions
The icon in the Actions column performs the following function.

Icon	Action	Description
	**Acknowledge Recommendation**	Click this icon to acknowledge the recommendation, which moves it to the Recommendation History section.

Procedures for the Learning Profile Screen

You can update your learning profile and add information such as internal and external certifications that you have earned.

Add an External Certification

Use this screen to add external certification information to your Learning Profile.

To add an external certification:

1. Click **Add External Certification**.
2. Enter data about the certification, including if the certification is required to perform your job and if you want to receive reminders about its expiration.
3. Click **Browse** to find and upload the certificate, if you have an electronic copy of it.
4. Click **Submit**.
   Your manager will be asked to acknowledge this addition.

Edit an External Certification

Use this screen to edit the external certification details in your Learning Profile.

To edit an external certification:

1. On the **Actions** column, click **Edit**.
2. Edit the fields on the form as needed. However, please pay particular attention to the following fields if you want to receive a reminder prior to or on the date the external certification expires:
   - **Notify Users Before Expiration:** Select this check box if you want the Learning module to send an automatic notification to you and to users you identify before the external certification expires.
   - **Number of Days to Notify Before Expiration:** Enter the number of days before the certification expires that you want to receive a reminder of the expiration. For example, enter 30 to start receiving reminders 30 days before the certification expires.
   - **Frequency (Days) of Reminders Before Expiration:** Enter the number of days between reminders before the certification expires. For example, enter 2 to receive a reminder every other day before the certification expires.
   - **Notify Users After Expiration:** Select this check box if you want the Learning module to send an automatic notification to you and users you identify after the external notification has expired.
   - **Number of Days to Notify After Expiration:** Enter the number of days before the certification expires that you want to receive a reminder of the expiration. For example, enter 30 to start receiving reminders 30 days before the certification expires.
   - **Frequency (Days) of Reminders After Expiration:** Enter the number of days between reminders after the certification expires. For example, enter 2 to receive a reminder every other day after the certification expires.
   - **Reminder Notification Recipient:**

Select the people who should receive reminders: yourself, your manager, and/or the learning administrator.

To select a role, click the role and use the right arrow to move it to the right field.

3. Click **Submit**.

   Your manager will be asked to acknowledge this addition.

Renew an External Certification

Use this screen to renew your expired or expiring external certifications and set certificate expiration reminders.

To renew an external certification:

1. On the **Actions** column, click **Renew**.
2. Edit the fields on the form as needed. However, please pay particular attention to the following fields if you want to receive a reminder prior to or on the date the external certification expires:
   - **Notify Users Before Expiration:** Select this check box if you want the Learning module to send an automatic notification to you and to users you identify before the external certification expires.
   - **Number of Days to Notify Before Expiration:** Enter the number of days before the certification expires that you want to receive a reminder of the expiration. For example, enter 30 to start receiving reminders 30 days before the certification expires.
   - **Frequency (Days) of Reminders Before Expiration:** Enter the number of days between reminders before the certification expires. For example, enter 2 to receive a reminder every other day before the certification expires.
   - **Notify Users After Expiration:** Select this check box if you want the Learning module to send an automatic notification to you and users you identify after the external notification has expired.
   - **Number of Days to Notify After Expiration:** Enter the number of days before the certification expires that you want to receive a reminder of the expiration. For example, enter 30 to start receiving reminders 30 days before the certification expires.
   - **Frequency (Days) of Reminders After Expiration:** Enter the number of days between reminders after the certification expires. For example, enter 2 to receive a reminder every other day after the certification expires.
   - **Reminder Notification Recipient:**

     Select the people who should receive reminders: yourself, your manager, and/or the learning administrator.

     To select a role, click the role and use the right arrow to move it to the right field.
3. Click **Submit**.

   Your manager will be asked to acknowledge this addition.

My Classes Screen

Use the My Classes screen to see the classes in which you are currently enrolled or for which you are the instructor or for which you are on the waiting list or watch list.

You can also complete tests and assignments for the classes.

The My Classes screen has multiple sections.

Display the My Classes Screen

To display the My Classes screen:

Click **Learning** » **Classes Enrolled In**.

Sections of the My Classes Screen

Classes Section of the My Classes Screen

The Classes section of the My Classes screen displays the courses in which you are enrolled or for which you are the instructor.

Columns

The Classes section displays the following columns.

Column	Description
Class	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled.
Next Class Date	This is the next day and time that the class meets. Click the information to display your calendar.
Tests	This is the number of tests that the instructor has created and posted for the class. Click the number to display a list of the tests or to take a test. You will also receive an email notification of any test that your instructor posts.
Assignments	This is the number of assignments that the instructor has created and posted for the class. Click the number to display descriptions of the assignments and to complete and turn in assignments. You will also receive an email notification of any assignment that your instructor posts.
Location	This is the site where the class is being held. If the location displays in blue, as a hyperlink, you can click it for more information.

Column	Description
Instructor	This is the name of the person teaching the class. Click the name to open an email in your default email program, addressed to the instructor.
Messages	This is the number of messages about the class that have been posted by the instructor and students and have not yet been deleted. Click the number to display the Class Profile and read or reply to messages.
Student Learning Location Preference	This is the location preference that you chose when you enrolled in the course: **Onsite**, **Remote**, or **Either**.
Type	This column indicates how the course is offered: ▪ **E-Learning**: The course uses the computer as the key component to the learning environment. It is also referred to as Computer Based Training (CBT). This course type includes AICC and SCORM courses. ▪ **Instructor-Led**: This course is facilitated by an instructor, either in a formal classroom format or an interactive virtual workshop. This course type includes internal, external, and non-CBT online courses. ▪ **Read and Sign**: The course only requires reading a document and electronically signing it. If the class is **E-Learning**, click the link to launch the course in a new browser window.
Enrollment Status	This column displays the status of your enrollment in the class: ▪ **Enrolled**: You are fully enrolled in the class. ▪ **Waiting for Manager Approval**: Your enrollment is pending approval by your manager. ▪ **Instructor Approval Required**: Your enrollment is pending approval by the class instructor.
Actions	Click  for a list of actions that can be taken for each item in the table.

Actions

The icons in the Actions column perform the following functions.

Icon	Action	Description
	**Email Instructor**	Click this icon to open an email in your default email program, addressed to the instructor.
	**Request Tuition Assistance**	Click this icon to display the Tuition Assistance screen, where you can apply for assistance in paying for the

Icon	Action	Description
		class. Enter the amount that you need and any comments about the request.
	**Launch E-Learning Course**	This icon displays if the class is offered online. Click it to launch the online class.
	**Drop Class**	Click this icon to withdraw your registration in the class. This icon does not display once you complete the class, the class is closed, or the “drop by” date passes.

Course Watch List Section of the My Classes Screen

The Course Watch List section of the My Classes screen displays the courses that you are interested in taking if a new class opens.

For example, you may want to take the Safety Culture class the next time that it is offered. When classes are added for the course, you receive an email notification.

Columns

The Course Watch List section displays the following column.

Column	Description
Course	This is the name of the course. Click the name to see details about the course, including the course description.
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The icon in the Actions column performs the following function.

Icon	Action	Description
	**Delete**	Click this icon to remove your name from the watch list.

Class Waiting List Section of the My Classes Screen

The Class Waiting List section of the My Classes screen displays the classes that you are on the waiting list to attend.

For example, you may want to take the Safety Culture/New York class, which is currently full. You are on the waiting list in case an opening occurs.
When an opening occurs, you are automatically enrolled in the class and receive an email notification about the enrollment.

Columns

The Class Waiting List section displays the following columns.

Column	Description
Class	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled.
Total Wait Listed	This is the number of students on the waiting list.
Your Position	This is your position in the waiting list (for example, 3 if you were the third person to sign up for the waiting list for this class).
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The icon in the Actions column performs the following function.

Icon	Action	Description
✖	**Delete**	Click this icon to remove your name from the waiting list.

Procedures for the My Classes Screen

Complete and Upload an Assignment

In the Assignments column of the My Classes screen, you can see the number of assignments that have been posted for your class.

To complete and upload an assignment:

1. Click the number of assignments to display descriptions of the assignments.
2. Complete the assignment, and save it as a file.
3. Click ✔ next to an assignment to display the Assignment Details screen.
4. Click **Browse** to browse to your completed assignment file.
5. Double-click the filename to enter it in the **Upload File** field.
6. Optional: Enter a description.
7. Click **Save**.

After the assignment is uploaded, the instructor can review and grade it.

Take a Test

In the Tests column of the My Classes screen, you can see the number of tests that have been posted for your class.

To take a test:

1. Click the number of tests to display the Tests screen, which lists all tests for the course.
   For each test, you can see the name of the test, the date on which you can start taking it, and the date by which you must take it. The **Used for Grade** column displays **Yes** or **No** to show whether or not the test grade will be averaged into the class grade.
2. Click the icon next to a test to open the test.
3. Select the number of **Questions Per Page** from the drop-down list to control how many questions display per screen.
4. Click **Begin**.
   If a time limit was set up for the test, timing starts when you click **Begin**.
5. Click **End Test** when you finish all questions.
   The Tests screen displays.
6. Click the test name to view your score.

Classes Instructing Screen

Use the Classes Instructing screen to see all of the classes that you are currently teaching or co-teaching.

You can search for classes by name, date, or status (**Closed**, **Draft**, **Enrolling**, **Inactive**, or **In Progress**).

Display the Classes Instructing Screen

To display the Classes Instructing screen:

Click **Learning** » **Classes Instructing**.

Contents of the Classes Instructing Screen

Columns

The Classes Instructing screen displays the following columns.

Column	Description
Name	This is the name of the class. Click the name to see the Class Profile, which provides details about the class, including when and where it is

Column	Description
	held, how many students can enroll, and which students are currently enrolled.
Status	This is the current status of the class: ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed. ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment. ▪ **Inactive**: The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it.
Start Date	This is the first day of the class.
End Date	This is the last day of the class.
Times	This is the day of the week and time of day that the class meets.
Next Class Date	This is the next day and time that the class meets. Click the information to display your calendar.
Assignment	This is the number of assignments that you have created and posted for the class. Click the number to display descriptions of the assignments, edit information about them, and assign weights to them.
Location	This is the site where the class is being held (**N/A** if the class is online). If the location displays in blue, as a hyperlink, you can click it for more information.
No of Students	This is the number of students in the class. This information displays as a ratio (for example, 12/30, meaning that 12 people of a maximum of 30 have registered for the class).
Messages	This is the number of messages about the class that have been posted by the instructor and students and have not been deleted. Click the number to display the Class Profile and read or reply to messages.
Needing Approval	This is the number of students who have registered for the class, but need your approval to attend. Click the number to review pending approvals and approve student registrations.
Actions	Click for a list of actions that can be taken for each item in the table.

Actions

The buttons and icons on the Classes Instructing screen perform the following actions.

Icon/Button	Action	Description
	Filter	After you enter search criteria, click this button to run the search
	Reset Filter	Click this button to return the search criteria to their default values.
	**Change Class Status**	Click this icon to change the status of the class (**Closed**, **Enrolling**, **Inactive**, or **In Progress**). Pick a different status from the drop-down list.
	**Manage Assignments**	Click this icon to display descriptions of the assignments for this class, edit information about them, and assign weights to them. Click this icon, and click: ▪ **Add Assignment**, to give your students a new assignment to complete. ▪ **View Class Profile**, to see details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled. ▪ **More Options** » **View All Classes,** to see all of the classes for which you are the instructor.
	**Manage Tests**	Click this icon to display descriptions of the tests for this class, edit information about them, and assign weights to them. Click this icon, and click: ▪ **Create a New Test**, to create a new test from scratch. ▪ **Copy Test**, to create a new test based on an existing text. ▪ **More Options** » **View Classes,** to see all of the classes for which you are the instructor.
	**Grade Book**	Click this icon to display, record, or update the test, assignment, and final grades of each student. Click this icon, and click: ▪ **Finalize Grades**, to make the final grades that are recorded for each student permanent, so that they cannot be changed in Deltek Talent Learning.

Icon/Button	Action	Description
		▪ **View Class Profile**, to see details about the class, including when and where it is held, how many students can enroll, and which students are currently enrolled.
	Attendance	Click this icon to display a roster of current students and record attendance for a class session. You can mark a student as **Present**, **Tardy**, **Absent**, or **Excused**.
	Finalize Grades	Click this icon to display a roster of current students and make the final grades that are recorded for each student permanent, so that they cannot be changed in Deltek Talent Learning.
	Enroll Students	Click this icon to display a list of the students currently enrolled in the class and add more students to the class list or to the waiting list.

Filter the Classes Shown

To find specific classes, enter search criteria in the Search section and click **Filter**.

Contents

Field	Description
Class Name	Enter all or part of the class name.
Start Date	Enter the first day of the class.
End Date	Enter the last day of the class.
Filter Classes by Status	Search based on the current status of the class. You can choose multiple values. ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment. ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **Inactive** : The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed.

Procedures of the Classes Instructing Screen

Create and Post Assignments

You can create and post as many assignments for a class as you wish.

To post a new assignment for a class:

1. On the Class Instructing screen, click » **Manage Assignment** next to the class name.
2. On the Class Assignments screen, click **Add Assignment**.
3. Enter a name and description for the assignment, and assign a percentage weight to the assignment.
   For example, enter 40 if this assignment will account for 40% of the total assignment score for the class. This percentage does **not** represent the percentage that **all** assignments contribute to the final grade.
4. Use the calendars to select a **Date/Time** when the assignment will be posted for students to see and an **Expiration Date/Time**, after which students cannot submit the assignment.
5. Click **Select Files** if you want to upload any materials related to the assignment.
6. Click **Submit**.
   An email is sent to all students in the class, notifying them of the assignment.

Create and Post Tests

You can create and post as many tests for a class as you wish.

Create a New Test

To create a new test:

1. On the Classes Instructing screen, click » **Manage Tests** next to the class name.
2. On the Manage Tests screen, click **Create New Test** and enter a name for the test.
3. On the Create New Test screen, enter a name for the test, and select **Pre-Test** if this test will be used to screen or evaluate potential students before they take the class.
   If you select **Pre-Test**, two additional options display:
   - **Deny Enrollment**: If you select this option, students who do not pass the Pre-Test will be denied enrollment in the class.
   - **Test Score as Grade**: If you select this option:
     - Students who pass the test are not enrolled in the class, get credit for taking the class, and see the class in their class history with a passing grade.

  - Students who fail the test are enrolled in the class, and the pre-test score has no weight in their class grade.

4. Enter the **Total Time** in minutes, which students will have to complete the test.
5. Enter the **Minimum Passing Grade** that they will need to pass the class and receive credits and CEUs for taking it.
6. Use the calendars to select a **Start Date** and **End Date** during which students can take the test.
7. Enter the following:
   - **Start Message**: Enter a message that students will see when they launch the test, including how long students will have to complete the test and any other special instructions.
   - **Final Message**: Enter a message that students will see when they finish the test.
   - **Test Instructions**: Enter any additional instructions that students might need to complete the test.
8. Click **Save & Continue**.

Add Questions and Answers to a Test

To add questions and answers to a test:

1. Create a new test, and click **Save & Continue**.
2. For each question, select a format (**True/False**, **Essay**, and so on) from the **Question Type** drop-down list.
3. Select the **Number of Answers** you will provide for students to select from.

   This field is not displayed for **True/False** and **Essay** questions.
4. Click **Add Question**.
5. Enter the question and possible answers, using the following fields:
   - **Test Question**: Enter the question that students will see.
   - **Special instructions for this question**: Enter any information that the student needs to understand the question.
   - **Maximum Choices** : Enter the maximum number of answers the student can select. For example, if a multiple choice question has 10 possible answers, the student may be allowed to select three of the 10 answers.
   - **Label/Keyword** : Enter the possible responses that students can select.
   - **Correct Answer** : Identify the correct responses to the question.
   - **Answer Value** : Enter the value of this question. For example, you may have four questions, each with a value of 3 points, so that a perfect score is 12.
6. Click **Save Question**.
7. Click **Launch Test** when you have finished entering all questions.

An email is sent to all students in the class, notifying them of the test.

Types of Test Questions

You can add questions of the following types to your test.

Question Type	Description
True/False	The only possible answers are **True** and **False**.
Multiple Choice, Single Answer	Students select one answer from a list of choices.
Multiple Choice, Multiple Answer	Students select one or more answers from a list of choices.
Essay	Students enter their answers in paragraph form. These questions are not automatically scored.
Keyword	Students enter specific words in response to the question. You can weigh each keyword with a different value.

Assign a Weight to the Test

When you finish creating a test, the test displays on the Manage Tests screen with all of the other tests for the same class.

You must assign each test a percentage weight, with the total of all test weights equal to 100%.

To assign weights to tests:

1. On the Classes Instructing screen, click » **Manage Tests** next to the class name.
2. Complete one of the following actions:
   - Enter a percentage in the **Weight** field for each test.
   - Click **Distribute Weight Evenly** to spread 100% evenly across all tests.
3. Click **Save Weights** when you are finished.

Copy an Existing Test to Create a New One

You can base a new test on a copy of an existing test.

To copy an existing test to create a new test:

1. On the Classes Instructing screen, click » **Manage Tests** next to the class name.
2. Click **Copy Test** to display a list of courses that have tests.
3. Optional: Use the Filter function to quickly search for the course whose test you want to copy:

a) Click **Filter** to expand the search criteria pane.

b) In the **Search Courses** field, and enter all or part of the name of the course.

c) Click the **Filter** button.

4. After you locate the course, click next to the test that you want to copy.

   The Copy Test screen displays where the test is created and named COPY OF [Test Name].

5. Make any changes to the general test information (name, date, and so on), and click **Save & Continue**.

6. To add a new question, enter a question type and a number of answers, and click **Add Question** to set up the question.

   If you add new questions that affect the Minimum or Maximum Scores, adjust those values.

7. To modify or delete a question, click or , respectively.

8. Click **Complete Test**.

   When you finish creating a test, the test displays on the Manage Tests list and an email alert goes out to all students enrolled in the class.

Grade Tests

To grade students' tests:

1. On or after the test due date, on the Classes Instructing screen, click the **Manage Tests** icon next to the class name.

2. From the Actions column next to the test, click to see who took the test.

3. Click the **View** icon to see each student's answers and score the student's test.

   Deltek Talent Learning automatically grades any questions for which you provided correct answers and scoring information when you created the test. The score displays in the **Score** column.

   For essay questions where no points have been pre-determined, read the student's answer and enter a score in the **Points** column.

4. Click **Grade Test** to save the grade and enter it in the Grade Book.

   The student's test summary is updated with the current score.

5. To calculate the class grade, including the current test, click **Recently Viewed** to return to the Manage Test screen, and click the **Set Test for Grade** icon.

6. To allow a student to retake the test, click **Recently Viewed** to return to the Manage Test screen, and click the **Retake** icon.

   A student cannot retake a test after its due date has passed.

Use Grade Book

The Grade Book displays the grades earned by students in your class on their assignments and tests and lets you enter new grades.

Any test results are highlighted in red. Other assignments are not color-coded.

Review a Class and Record Grades

To review a class Grade Book and record grades:

1. On the Classes Instructing screen, click ⚙▾ » **Grade Book** next to the class name.
2. To record a grade for a test or assignment, click the **View** icon in the appropriate column.
   A popup window displays, showing information about the test or assignment.
3. Enter the grade and any comments, then click **Submit**.
   The **Class Grade** column displays the automatically calculated class grade, based on the scores and weighting of all tests and assignments.

Override Automatically Calculated Class Grade

To override the automatically calculated Class Grade:

1. On the Classes Instructing screen, click ⚙▾ » **Grade Book** next to the class name.
2. Select **Override Grade** next to a student's name.
3. Enter a new value in the **Class Grade field**.
4. Click 💾.

Finalize Grades

Finalized grades are the grades that are recorded for each student. They cannot be changed in Deltek Talent Learning.

If the class is a Show/No Show type of class, also called a Pass/Fail or Attendance-based class, you must enter final attendance information before you can finalize grades.

To finalize class grades:

1. On the Classes Instructing screen, click ⚙▾ » **Grade Book** next to the class name.
2. Click **Finalize Grades**.
3. Review student grades and make any changes.
4. In the Finalized column, take one of the following actions.
   - Select the check box for each student whose grades are ready to finalize.

- Select the check box at the top of the column to finalize all students' grades.

5. Click **Save**.

Record Class Attendance

The Attendance screen displays information for the last seven days of attendance and lets you enter new attendance information.

To record class attendance:

1. On the Classes Instructing screen, click » **Attendance** next to the class name.
2. On the Attendance screen, click **Take Attendance**.
3. Select the date and time of the class.
4. For each student, take one of the following actions:
   - Select the appropriate check box to indicate if the student was present, tardy, absent, or excused.
   - Select the check box at the top of the column to mark all students as having the same status.
5. Click **Save**.
6. To change already recorded attendance, click **View Attendance Records**, click , and select the date and time of the class.

Class Schedule Screen

Use the Class Schedule screen to see when and where classes are offered.

The screen includes a one-month calendar, displaying all of the classes scheduled for the month. The calendar only displays classes that have actual dates and times scheduled, meaning that it does not display online classes or read and sign classes that can be taken at any time. Go to **Learning** » **Learning Search** to see all classes.

Display the Class Schedule Screen

The permissions in your user profile may limit what you can see. For example, you may only have permission to see class listings for your own location.

To display the Class Schedule screen, complete the following steps:

Click **Learning** » **Class Schedule**.

Use the **<<Prev** and **Next >>** buttons to move among months.

Filter the Classes Shown

Click **Filter** to display the fields that you can use to enter search criteria to find classes quickly.

Contents

Field	Description
Location	Select a location from the drop-down list.
Class Status	Select one or more class statuses: ▪ **Closed**: Students can search for and find the class, but it is not open to enrollment. ▪ **Enrolling**: Students can search for and enroll in the class. ▪ **Inactive**: The class is not currently offered. It is listed in the course catalog, but classes cannot be created for it, and students cannot enroll in it. ▪ **In Progress**: The class is in session and students can search for and find the class, but cannot enroll if the add/drop date for the class has passed.

Procedures for the Class Schedule Screen

Find a Class

The calendar displays all the classes scheduled for the month. The calendar does not display open courses that have no scheduled classes. This includes classes for E-Learning, Read & Sign, and Instructor-led courses that are 'Enrolling' or 'In Progress' but have no scheduled classes.

To find a class on the schedule:

1. Click **Learning** » **Class Schedule**.
2. On the Class Schedule screen, click **Filter**, and enter search criteria to limit the classes displayed.
3. Click the **Filter** button to run the search.
   By default, you see the calendar for the current month.
4. Use the **<<Prev** and **Next >>** buttons to move to other months.
5. Click a class name to display more information about the class.

Enroll in a Class

The Class Enrollment screen displays information about the class and the enrolled students.

To enroll in a class:

1. Click **Learning** » **Class Schedule**.
2. On the Class Schedule screen, click a class name in the calendar.
3. On the Class Profile screen, click **Enroll Self**.
4. On the Class Enrollment screen click **Confirm Enroll**.

   The Class Profile displays, you receive an email confirmation, and the class displays under **Learning** » **Classes Enrolled In**.

Enroll Your Direct Reports in a Class

Managers can enroll their direct reports in classes.

To enroll your direct reports in a class:

1. Click **Learning** » **Class Schedule**.
2. On the Class Schedule screen, click a class name in the calendar.
3. On the Class Profile screen, click **Enroll Direct Reports**.
4. On the Class Enrollment screen, click **Select Students** to display the Select Students window where you can search for and select students from among your direct reports.
   a) Click **Search Filter**, enter the search criteria, and click **Search**.
   b) Select the check box next to each student that you want to enroll, or select the check box in the header to select all students.
   c) Click **Add All Selected**, and click **Confirm Selection**.
   d) Click **Close Window**.
5. For each student, specify whether the student wants to attend the class onsite, remotely, or has no preference.
6. Select **Override Prerequisites** if you want to enroll students regardless of whether or not they have completed the prerequisites for taking this class.
7. Click **Enroll**.

   If instructor approval is required for a student to be enrolled, the instructor receives an email asking for approval. The student’s enrollment is not confirmed until the instructor approves it.

Save a Class to Your Outlook Calendar

To save the class time as an event in your Microsoft Outlook calendar:

1. Click **Learning** » **Class Schedule**.
2. On the Class Schedule screen, locate the class you want, and move the cursor over the day in which it displays.
3. Click the drop-down arrow that displays to expand the details for each class offered that day.

   Alternatively, you can click the empty space within a calendar day to display the class details.
4. Click next to the class name to create an ICS file for the class.
5. Click **Open** to see the Outlook entry.
6. Click **Save & Close** to enter it on your calendar.

Learning Requirements Screen

This screen allows Managers, Learning Managers, and Administrators to assign ad-hoc learning requirements to employees.

Once assigned, the Learning module generates related tasks, such as classes, courses, and curricula for the employee to complete. Due dates are also automatically calculated and assigned to the matching employee.

The Learning Requirements functionality helps to ensure that required curricula and courses are completed by a given deadline, and that alerts are in place if necessary. This is especially useful in instances where having specific training credits may affect an employee's eligibility to be assigned to work projects with specific needs.

For Managers, this is how you can see the ad-hoc learning requirements you have created, as well as the learning requirements created by individuals down your organization hierarchy.

For Administrators, this is where you can view all learning requirements for their company.

For Learning Managers, this is the way to see the learning requirements you have created, or those that have been created for courses you manage.

Display the Manage Learning Requirements Screen

If you are a Manager, Learning Manager, or Administrators, use this screen to view, add, and edit Learning Requirements.

To display the Manage Learning Requirements screen:

Click **Learning** » **Learning Requirements**.

Contents of the Manage Learning Requirements Screen

The Manage Learning Requirements screen displays the following fields and columns.

Contents

Field	Description
Add New Learning Requirement	Click this button to create a new learning requirement.

Columns

The Manage Learning Requirements screen displays the following columns.

Column	Description
Objective Name	This names the required course or curriculum.
Objective Type	This indicates whether the learning requirement is a **Course** or a **Curriculum**.
Effective Date	This is the date that the requirement becomes effective as a policy.
Expiration Date	The date when the requirement is no longer in effect as a policy.
Created By	This is the name of the user who created the learning requirement.
Actions	Click ⋮ for a list of actions that can be taken for each item in the table.

Actions

The buttons and icons on the Classes Instructing screen perform the following actions.

Column	Description
View	Click this to view the learning requirement details.
Edit	Click this to edit the learning requirement details.
Process	Click this to generate tasks for users according to the selections specified for the task.
Assign Learning Requirement Users	Click this to select .
Cancel	Click this to discontinue this learning requirement. This sets the expiration date to today's date and the requirement issuing new tasks to its users. All Incomplete tasks associated with this learning requirement will be set to Cancelled.

Procedures for the Learning Requirements Screen

Procedures for the Learning Requirements screen.

Add Learning Requirements

Use this screen to create learning requirements.

To add learning requirements:

1. On the Manage Learning Requirements screen, click **Add New Learning Requirement**.
2. Complete the following fields:
   - **Effective Date:** Click to select the date when the requirement becomes effective as a policy.
   - **Expiration Date:** If applicable, click to select date when the requirement is no longer in effect as a policy.
   - **Recurrence Frequency:** If this is a recurring requirement, select from the drop-down list, and set how frequently the assigned users will need to complete the course or class.
   - **Task Base Due Date:**If applicable, select the milestone event from which the **Due Date** will be calculated for tasks issued to the user. For example, **Position Start** or **Hire Date**.
   - **Task Due Date:** Click to set the date the date when the learning requirement needs to be completed.
   - **Objective Type:** Select whether the requirement is a **Course** or a **Curriculum**.
3. If you selected **Course** in the **Objective Type** field, then click **Select a Course** to search for courses to add to the learning requirement.
4. If you selected **Curriculum** in the **Objective Type** field, then select the name of the curriculum from the drop-down list.
5. Click **Save**.

View Learning Requirement Details

This screen displays the details of the learning requirement captured during creation, in addition to who created it and when it was last changed.

This screen also includes information regarding how many tasks have been created, the percentage of incomplete vs completed tasks, as well as a list of related tasks with their assignees, status, and due dates.

To view learning requirement details:

1. From the Manage Learning Requirements screen, locate the task that you want to view.
2. In the **Actions** column, click .

Tuition Assistance Screen

Use the Tuition Assistance screen to review your tuition assistance information and request tuition assistance.

The screen includes a summary of any tuition assistance that you have requested and your tuition dollars spent to date, if any.

The options **Request Tuition Assistance for Internal Classes** and **Request Assistance for External Training** are available only if the current date falls within your organization's tuition assistance cycle.

Display the Tuition Assistance Screen

To display the Tuition Assistance screen:

Click **Learning** » **Tuition Assistance**.

Contents of the Tuition Assistance Screen

The Tuition Assistance screen displays the following fields, columns, and sections.

Contents

Field	Description
Total Eligibility	This field displays the total amount of assistance that you can receive in the current tuition assistance cycle.
Assistance Amount Approved	This field displays the total amount of assistance that you have been approved to receive in the current tuition assistance cycle.
Assistance Amount Remaining	This field displays the remaining amount of assistance that you are eligible to receive in the current tuition assistance cycle.
Assistance Amount Requested	This field displays the total amount of assistance that you have requested in the current tuition assistance cycle.
Open Tuition Assistance Requests	Use this section to see your pending requests.
Request Date	This is the date on which you submitted the request.
Class	This is the class for which you submitted the request. Click the class name to see details about the class.
Student Fee	This is the fee that you will be charged to attend the class.

Field	Description
Request Amount	This is the amount of assistance that you requested.
Pending Final Payment Assistance Requests	Use this section to see your requests that have been approved but not paid out to you in full.
Tuition Assistance Request History	Use this section to see all of your requests that have been reviewed by the Tuition Administrator.
Request Date	This is the date on which you submitted the request.
Class	This is the class for which you submitted the request. Click the class name to see details about the class.
Request Amount	This is the amount of assistance that you requested.
Amount Approved	This is the amount of assistance that the Tuition Administrator approved.
Disposition	This is the Tuition Administrator's decision on your request: ▪ **Approved**: Your request is approved for the amount shown. ▪ **Denied**: Your request is rejected. ▪ **Cancelled**: You withdrew the request before or after it was approved.
Disposition Date	This is the date on which the disposition decision was made.
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The icons in the Actions column perform the following functions.

Icon	Action	Description
	**Print View**	Click this icon to print a report showing all open tuition assistance requests.
	**View**	Click this icon to see details about your tuition assistance request.

Procedures for the Tuition Assistance Screen

You can request tuition assistance for internal and external classes. The options **Request Tuition Assistance for Internal Classes**and **Request Assistance for External Training**are available only if the current date falls within your organization's tuition assistance cycle.

Request Tuition Assistance for Internal Classes

Use this screen to request tuition assistance for an internal class.

To request tuition assistance for an internal class in which you are enrolled:

1. Click **Request Tuition Assistance for Internal Classes**.
   Your My Classes list displays.
2. Click » **Request Tuition Assistance** in the Actions column next to the class.
3. On the Tuition Assistance screen, enter the **Request Amount**, select the **Request Date**, and enter any comments.
   For example, enter the reason that you need to take the class.
4. If you wish to attach a file to the request:
   a) Enter an **Attachment Name** and **Attachment Description**.
   b) Click **Browse** to find and upload the file.
   c) Click **Add Attachment**.
5. Click **Submit** to send your request to the Tuition Administrator.

Request Tuition Assistance for External Training

Use this screen to request tuition assistance for external training.

To request tuition assistance for external training in which you are enrolled, complete the following steps:

1. 1. Click **Request Tuition Assistance for External Training** .
2. If the class you want to request tuition assistance for is already on External Training table, click in the **Actions** column next to the class, then proceed to Step 3.
   If the class you want to request tuition assistance for is not yet on the External Training table, then you must first add it. Please see Add External Training Information Manually, then proceed to Step 3.
3. On the Request Tuition Assistance form, the **Actual Cost** field may be pre-populated with the **Student Fee** defined for the class. If the field is pre-populated, either leave the value as is or change it if necessary. If the field is not pre-populated, enter a value.
4. Select the **Request Date**, and enter any comments (for example, the reason that you need to take the class).

5. There may be instances where the budget needed to send you through training includes not only the fee for the training session itself. If you want to break down the cost of travel or miscellaneous costs that your company needs to consider, enter the **Travel Cost** and **Miscellaneous Cost**.
   The sum of the costs you entered in the **Actual Cost**, **Travel Cost**, and **Miscellaneous Cost** fields display in the **Total Cost** field.
6. If you wish to attach a file to the request:
   a) Enter an **Attachment Name** and **Attachment Description**.
   b) Click **Browse** to find and upload the file.
   c) Click **Add Attachment**.
7. Click **Submit** to send your request to the Tuition Administrator.

Training Wish List Screen

Use this screen to display and submit training wish list items to your Training Wish List Administrator or to specific user groups within your company with access to the Training Wish List Administrator feature.

By raising a training wish list item, you let the group responsible for your company's training program know of your need for specific training that is either offered externally or not found in the list of courses currently available to you in the Learning module.

External Training Screen

Use the External Training screen to add and update information about any external training that you are taking or have completed.

These are courses offered by a non-company source, such as a university or professional organization. You can add information manually or import it from a CSV file.

Display the External Training Screen

To display the External Training screen:

Click **Learning** » **External Training**.

Contents of the External Training Screen

The External Training screen displays the following columns and actions.

Columns

Column	Description
Name/Title	This is the name of the external training. Click the name to see details about the training, including the description.

Column	Description
Type	This is the type or medium used to deliver the external training.
School/Organization	This is the university or professional organization that offered the external training.
Completion Date	This is the date that you completed the external training.
Cost	This is the tuition fee or cost amount of the external training.
Acknowledged	When you enter information about external training at **Learning** » **External Training**, your manager receives an email notice to review your entry and acknowledge it. A **Yes** displays here if the manager has acknowledged the entry, a **No** if not.
Acknowledged By	This field displays the name of your manager, or **blank** your manager has not acknowledged your entry.

Actions

The icons in the Actions column perform the following functions.

Icon	Action	Description
✎	**Edit**	Click this option to edit the course details.
✖	**Delete**	Click this option to delete the course from your list of outside courses.
	Request Tuition Assistance	Click this option to request tuition assistance for external training.
	View/Manage Tuition Assistance Request	This option displays only if a tuition assistance request has already been made. Click this option to view the details of the request.

Procedures for the External Training Screen

Add External Training Information Manually

The Add External Training screen allows you to add external training information one at a time.

To add external training information manually:

1. Click **Learning** » **External Training**.
2. On the External Training screen, click **Add External Training**.
3. On the Add External Training screen, enter the training name and information.
4. Click **Save**.

Import External Training Information

The Import External Training screen allows Learning Managers and Administrators to upload external training in bulk using a configured CSV file.

Learning Managers also have the ability to perform bulk import for their own external training data. However, this functionality is not available to other user profiles.

A sample CSV file is provided for Learning Managers and Administratros on the Import External Training screen.

Using the sample CSV file as a template, you can either add your own data to the sample file, or create a new file from scratch by following the instructions below.

Add External Training Using Existing CSV File

To add external training using an existing CSV file:

1. Click **Learning** » **External Training**.
2. On the External Training screen, click **Import External Training**.
3. On the Import External Training screen, click **Browse** to find and upload the file.

Add External Training Using New CSV File

To add external training by creating and uploading a new CSV file:

1. Use a spreadsheet application, such as Microsoft Excel® to create a CSV file.

   The file should contain the following headings in the top row:

   - **employee**: If you are a manager and are importing your own external training, leave this column blank. Or, enter your direct report's email address if importing for your employees. If you are an Administrator and are importing external training for other users, enter the employee's email address in this column.
   - **title**: You must enter data in this column.
   - **type**: You must enter data in this column.
   - **start_date**
   - **completion_date**
   - **description**
   - **url**
   - **organization**
   - **address**
   - **cost**
   - **credits**

- **ceus**
- **grade**
- **degree_type**
- **comments**

2. Save the file as a **CSV** file type in your computer where it can be retrieved.
3. Click the **External Training title** on the screen to find links to return to the External Training or the Import External Training screen.
4. On the External Training screen, click **Import External Training**.
5. On the Import External Training screen, click **Browse** to find and upload the file.

Learning Library

Use the Learning Library screen to borrow resources, such as books and videos, from your organization's learning library.

Search through the library to find resources that meet your needs, then reserve these resources.

Display the Learning Library Screen

The Student Library displays the list of items that you have checked out using the Learning Management System library.

To use the Learning Library:

1. Click  » **Learning Library** on the toolbar.

   The Requested/Checked Out Items screen displays, showing the resources that you have already checked out or have asked to borrow.
2. Click **Library Search** to look for additional resources.

Requested/Checked Out Items Screen

The Requested/Checked Out Items screen displays the following columns and buttons.

When you request to check out an item by clicking the Library Administrator receives and finalizes the request. The Library Administrator will enter a Tracking Number, and contact you for its distribution. You will have a specific amount of time for the checkout period and the item will be due back to the library at that time.

Columns

Column	Description
Name	This is the name of the resource, such as a book or video title. Click the name to see additional information about the resource, including a description.

Column	Description
Type	This is the medium used to deliver the resource (audio book, book, and so on).
Author	This is the author’s name.
Publisher/Year	This is the publisher and the year of publication.
Check-Out Date	This is the date that you requested the resource.
Date Sent	This is the date that the Learning Administrator gave the resource to you: by mail, in person, or in another way.
Expiration Date	This is the date that you are expected to return the resource.
Tracking Number	This is the tracking number that the Learning Administrator assigned to the check-out transaction.

Buttons

The buttons on the Requested/Checked Out Items screen perform the following functions.

Button	Description
Library Search	Click this button to search through your organization’s learning library for resources that you might want to borrow.
Retract Resource Request	If you requested resources that you no longer want, select the resources, then click this button. Your requests are cancelled.

Search Library Screen

Use the Search Library screen to search through your organization’s learning library for resources that you might want to borrow.

Display the Search Library Screen

To display the Search Library screen:

1. Click  » **Learning Library** on the toolbar.
2. On the Requested/Checked Out Items screen, click **Library Search** to look for additional resources.

Contents of the Search Library Screen

The Search Library screen displays the following fields and columns.

Contents

Field	Description
Library Search	Use this section to enter as many search criteria as you wish. Then click **Search**.
Resource Name	Enter all or part of the name of the resource, such as the book or video title.
Description	Enter words or phrases that might be found in the description of the resource. The search looks for an exact match.
Author	Enter all or part of the author's name.
Co-Author	Enter all or part of the co-author's name, if any.
ISBN	Enter all or part of the book's ISBN (International Standards Book Number). Each edition and publication type (e-book, paperback, hardcover, and so on) has a unique ISBN.
Publisher (Publication Year)	Enter all or part of the publisher's name and/or the year of publication.
Resource Type	Select the medium used to deliver the resource (audio book, book, and so on).
Presentation Method	Select the mode of delivery (instructor led, self-paced, and so on).
Competency	Select the competency (communication skills, adaptability, and so on) that you want to gain from using this resource.

Search Results

When you click **Search**, the search results display in the grid at the bottom of the screen.

Columns

The grid displays the following columns.

Column	Description
Name	This is the name of the resource, such as a book or video title. Click the name to see additional information about the resource, including a description.
Type	This is the medium used to deliver the resource (audio book, book, and so on).

Column	Description
Description	This is a description of the resource.
Author	This is the author's name.
Publisher/Year	This is the publisher and the year of publication.
ISBN	This is the book's ISBN (International Standards Book Number). Each edition and publication type (e-book, paperback, hardcover, and so on) has a unique ISBN.
Copies	This is the number of copies of this resource in the library.
Available	This is the number of copies of this resource that are not checked out.
Waiting	This is the number of people who are on the waiting list for this resource.
Actions	This column displays the actions that can be taken for each item in the table.

Actions

The buttons and icons on the Search Library screen perform the following actions.

Icon/Button	Action	Description
	Show All Library Items	Click this button to display all of the resources in the library.
	View Requests & Checked Out Items	Click this button to see a list of the resources that you have already checked out or have asked to borrow.
	Reserve	Click this icon to send a request to the Learning Administrator, asking to borrow the resource. The Learning Administrator monitors incoming requests and manages the process of checking out and distributing library resources.

Search for an Item in the Library

To search for a resource in your organization's learning library:

1. Click » **Learning Library** on the toolbar.
2. On the Requested/Checked Out Items screen, click **Library Search**.
3. On the Search Library screen, enter as many search criteria as you wish.
4. Click **Search**.

Request an Item from the Library

When you reserve a resource in the learning library, you send a request to the Learning Administrator, asking to borrow the resource.

The Learning Administrator monitors incoming requests and manages the process of checking out and distributing library resources.

To reserve a resource in your organization’s learning library:

1. Click » **Learning Library** on the toolbar.
2. On the Requested/Checked Out Items screen, click **Library Search**.
3. On the Search Library screen, enter as many search criteria as you wish.
4. Click **Search**.
5. When you identify a resource that you want to borrow, click next to the resource.

   This action prevents any other user from checking out the resource.

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