User Guide: Create and Subscribe a Learner to a Learning Path – Manager/Supervisor

Purpose

There are a number of paths one can use to create and subscribe to a learning path in Oracle Learning Management (OLM), Montgomery County's learning management system. This guide provides the most efficient path for **Manager/Supervisor** to create and subscribe to his/her employee to learning path . Learning path will help the learner to focus on planning and executing the attainment of your personal skills and knowledge goals.

Learning Path is catalog object that contains one or more virtual groups of courses, helping learners achieve learning goals that a single course cannot address. There are situations when a learner can plan to have a learning strategy which comprises of more than once courses. For example, An IT Professional want to do a PMP as well as Data Warehousing course. Both these course do not have any relation but for a learner, it might be relevant. In such situation, Manager/Suprevisor can create Learning Path for their employees to create a group of courses which you want them to attend.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the User Guide for MCG Contractors and Volunteers for Learning Path instructions.

Additional Information

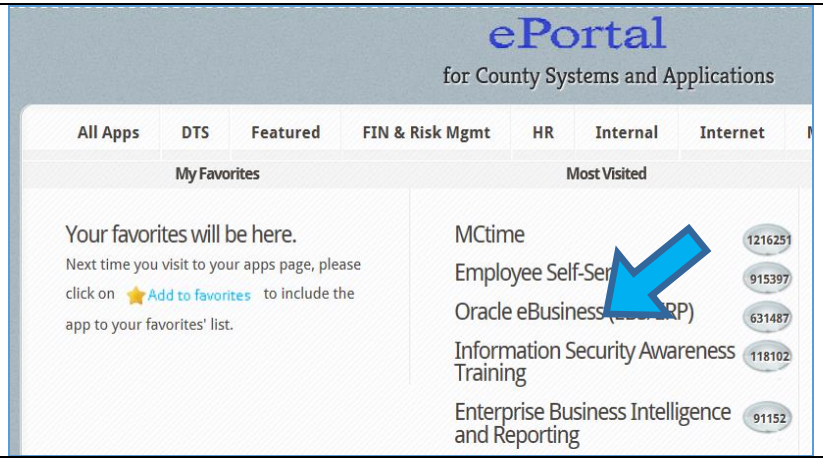
Before logging into OLM, we recommend that you decide which learning paths and classes you want your employees to take. These can be found on the OHR Training and Organizational Development webpage http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html, select Programs and Catalogs to access the two catalogs:.

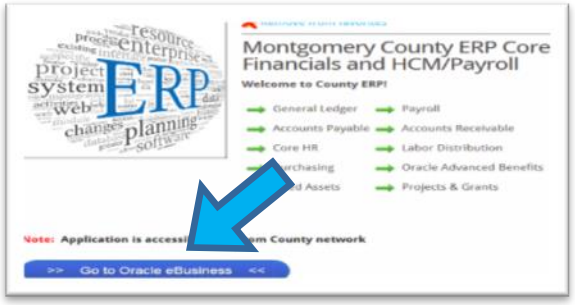
- **Career Development Programs – Training Catalog**: Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **HHS Continuous Learning – Course Catalog (CCL)**: Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

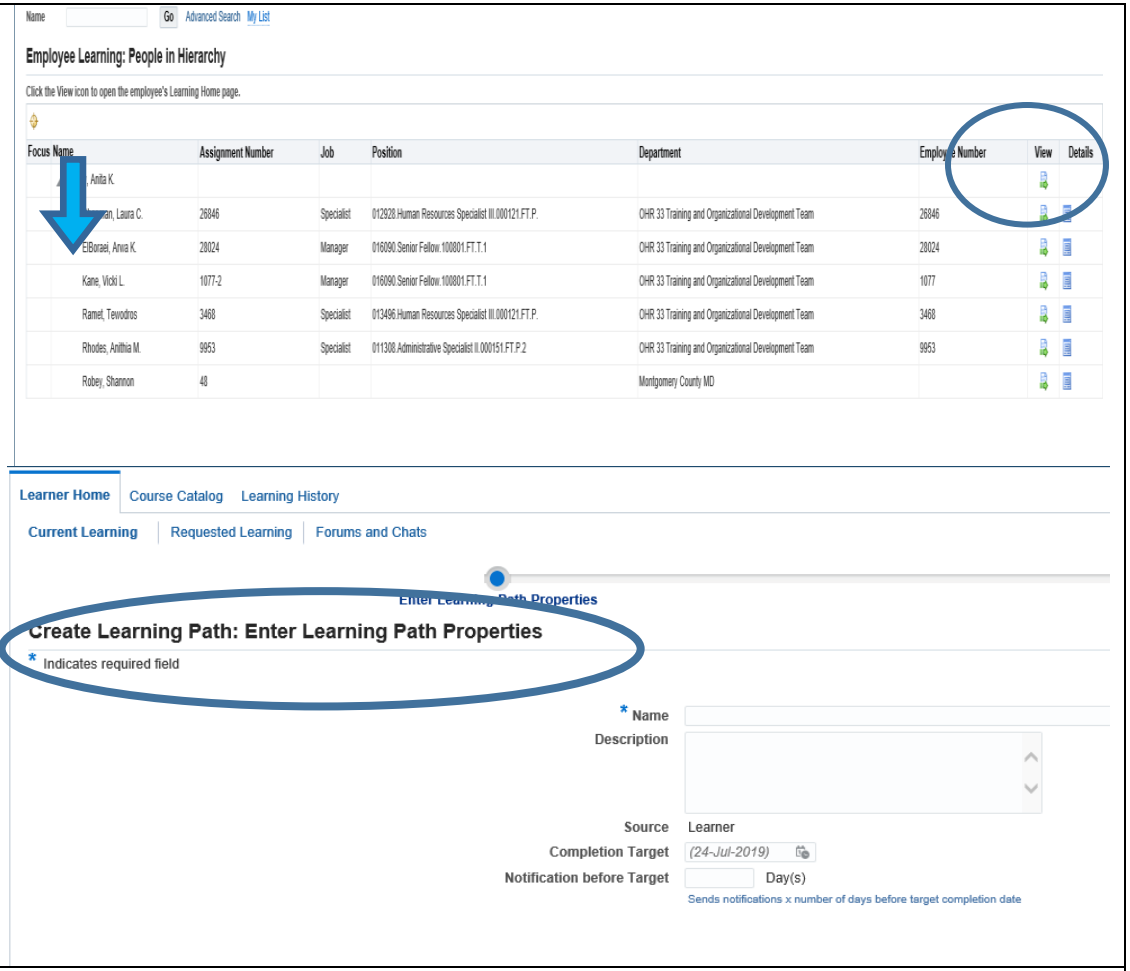
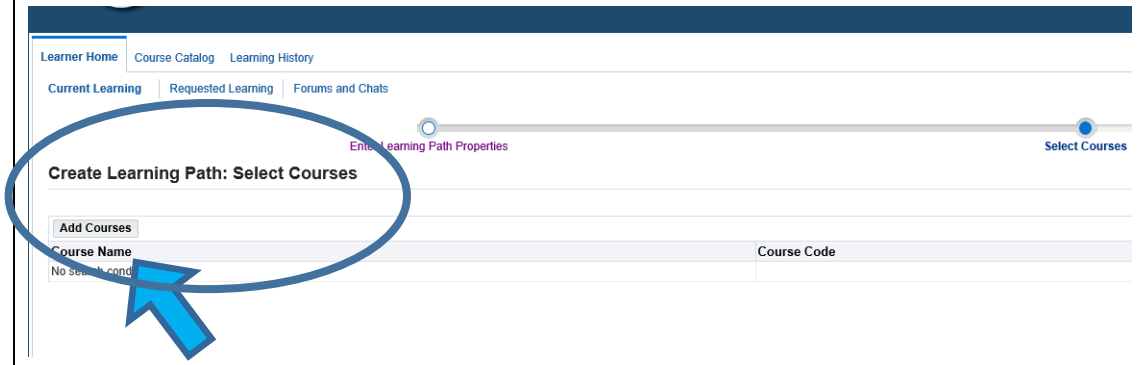
Once you have decided what learning path you want to create and the class(s) you want to your employees to take through the learning path, go to OLM to create, subscribe and enroll them.

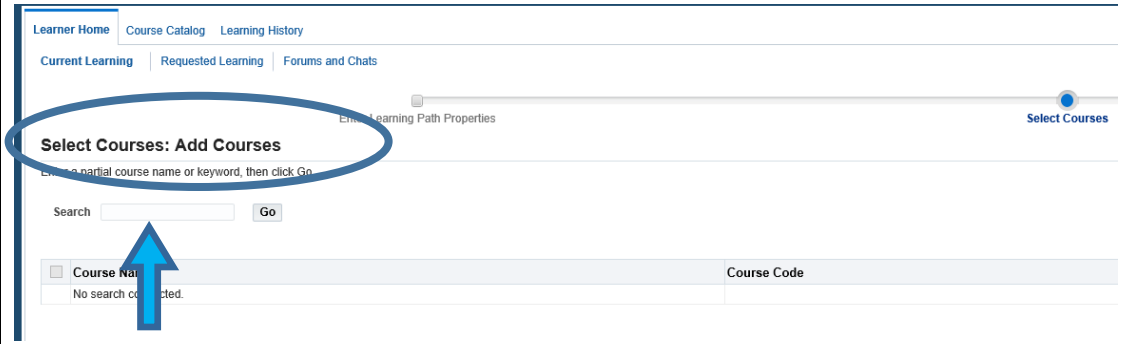
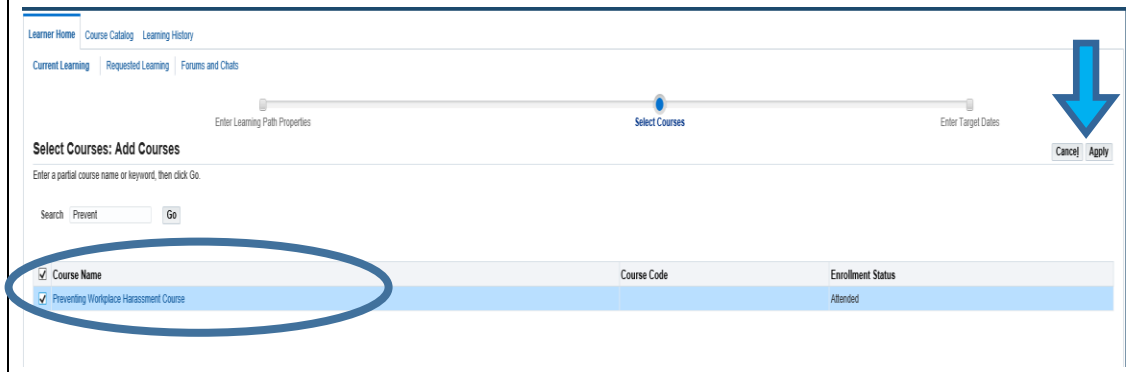
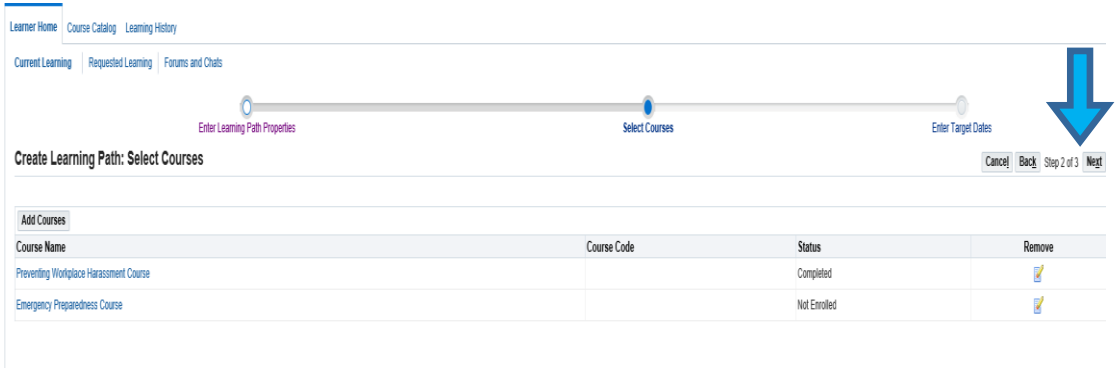
Questions

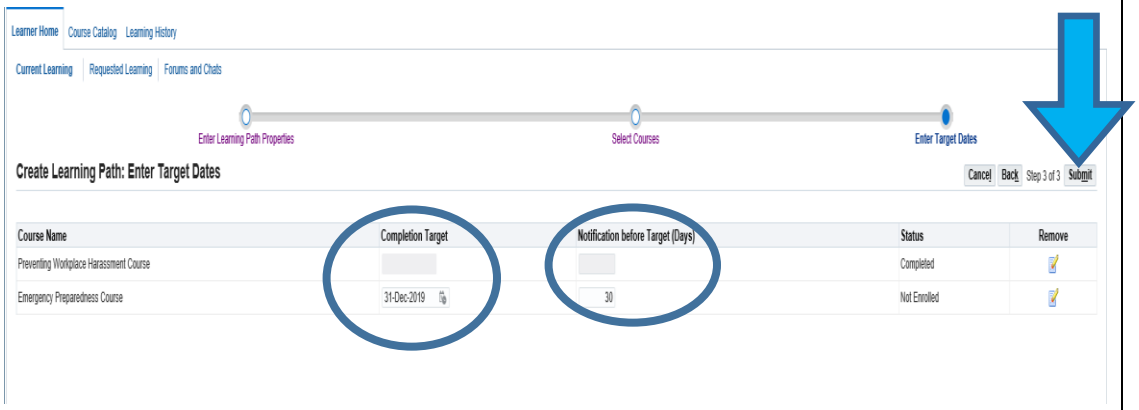
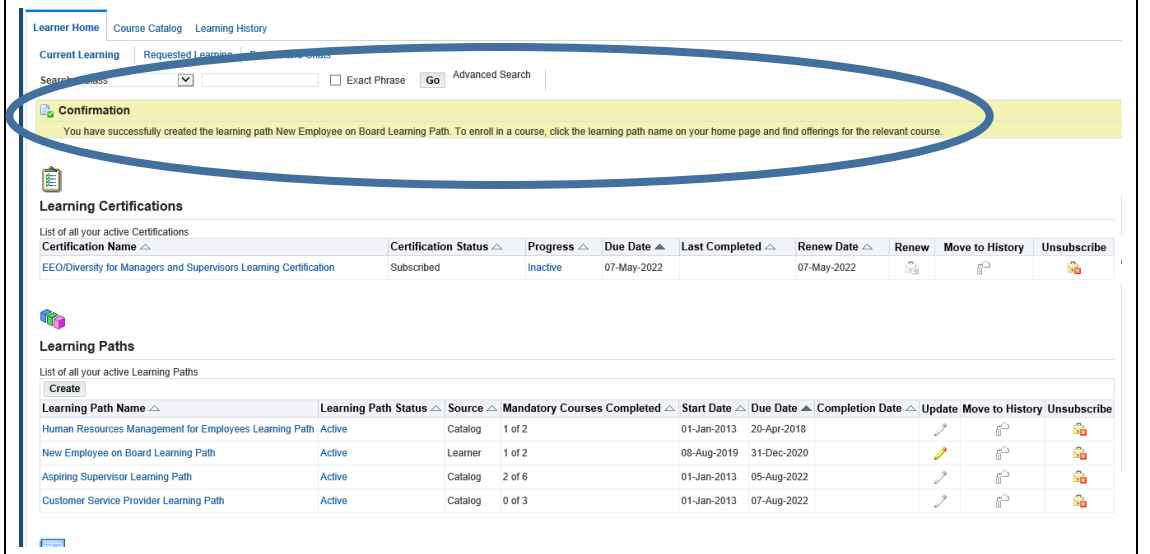
If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

User Guide: How to Create and Subscribe a Learner to a learning path – Manager and Supervisor		
Step	**Action**	**Visual**
1.	**How to Create a Learning Path for your Employees** Go to the **AccessMCG ePortal**: https://eportal.montgomerycountymd.gov. Enter your MCG Network user name and password. Click **Log in.** We recommend that you bookmark, or add this link to your favorites for future use.	
2.	The **ePortal** menu will open. Click **Go to Oracle eBusiness**, The **eBusiness Suite** Page will open.	

3.	The **eBusiness Suite** Page will open Click on the blue **Go to Oracle eBusiness** button.	
4.	The **eBusiness Suite Home** page will open Click on **MCG HR Manager Access.**	
5.	Click **Learner Management, Learner Management for Employees** and **Employee Learning** respectively	

6.	The **Employee's Learning** will open Click the **View icon (**the green button**)** to open the employee's Learning Home page In **the Learning Paths** section, • Click **Create** - the Create Learning Path: Enter Learning Path Properties page displays • Enter the **Name** of the learning path in the Name Field. If Necessary, enter; 1. A description in the **Description** field 2. A **Completion Target**, this should be the date by which you want the employee to complete the Learning Path 3. A **Notification before target**, this is the number of days in advance that you would like the employee to be notified before the **Completion Target** • Click **Next**	
7.	A **Create Learning Path: Select Courses page** displays. • Click **Add Courses**	

8.	The **Select Courses: Add Courses** Page displays. • In the **Search** field, enter a full/partial course name or keyword from the course title, click **GO** Example: Enter the word “Workplace” for Preventing Workplace Harassment Training. • A List of available courses is displayed • Select the Course(s) you would like to add, and then click **Apply** • To add more courses, click **Add Courses** • Once you have added all the required courses, click **Next –** the **Create Learning Path**: **Enter Target Dates** page displays	  

9.	The **Create Learning Path**: **Enter Target Dates** page displays • Enter the date you want the employee to Complete each course by, in the **Completion Target** field • Enter the number of days in advance that you would like the employee to be notified before the **Completion Target** date for each course in the **Notification before Target (Days)** field • Click **Submit** • A confirmation message (highlighted in yellow) will appear indicating that the Learning Path has been successfully created for the employee **N.B: -** creating a Learning Path does not automatically enroll the employee in any of its component classes. The employee must also enroll in all of the Learning Paths classes or you must enroll the employee in the all of the classes in the Learning Paths To return to Home page, click the **Home** tab. **Do not use the browser's Back button.**	 

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116