PageUp Learning and Development Plan Guide for Supervisors

As a supervisor, you have several functions in PageUp Learning that will help you manage and support the training and development of your staff.

Not all required trainings for employees are offered in PageUp Learning. Please check the ‘learning and trainings’ page for details. If your department requires job-specific required trainings for your staff, please inform them on how they can take the trainings.

The PageUp Learning not only provides training to employees it also supports employees’ individual professional development plans. It captures learning activities an employee has taken, or is taking, and the employee can share and showcase their professional accomplishments and aspirations with the supervisor.

Your team and Organizational chart

Checking your team’s trainings

- In Progress/Upcoming Trainings
- Completed Trainings

Assigning Trainings to Employees

If you have any questions about PageUp Learning reach out to: benny.musonda@wwu.edu

Log in

Begin by going to the Learning Library here.

Your team and Organizational chart

Click “My Team” then select Organization Chart to see members of your team

You will see employees you supervise and open positions that are not filled. If you do not see all the employees, you supervise contact PageUp Learning Administrator benny.musonda@wwu.edu
Checking your team’s trainings

Navigate to the Organizational ‘Chart view’

Click on “Development plan” to view the employee’s training attendance.

You will note that there are several tabs:
In progress/Upcoming Trainings
Shows what the employee has planned and scheduled.
**Development plan**

**Name:** Mark Ashanti

**In progress/Upcoming:**
- Introduction to Argos
- SQL 301 · Advanced

**Booked:**
There are no items to show.

**Suggested:**
There are no items to show.

**Wait list:**
There are no items to show.

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**Completed Trainings**
Under the “Completed” tab, you will see the list of training history that the employee has themselves marked as completed. You will note that we have added an attendance verification step for any live classes.

In the above example, the first training is marked “ATTENDED” in green because the trainer has confirmed attendance.

You will note that the ‘Fire safety / Extinguisher Use’ training above is still marked “ATTENDANCE PENDING” in grey. This simply means that the trainer has not yet gone into the system to mark attendance.

In the rare case that the employee has marked themselves as completed but the trainer has marked them absent; you will see “DID NOT ATTEND” in red.

Finally, the second learning activity on the list does not have any attendance verification. This is because it was not a live class. This system allows for self-paced and self-directed learning, including activities that are not live classes. In these cases, there is no attendance to verify. The employee is simply marking it Completed on their own.

**Assigning Training to employees**

To assign or suggest training to your employees. Put the cursor on ‘My Team’ and select organizations chart.
Find the employee you want to assign training and click development plan

Click on “Explore library”
You will be brought to the Learning Library. Any training you click on will be for your employee’s plan, not for your own.
Once you click on a training, if it is a live class, you will have the option of either selecting a timeslot to register them for the training or suggesting it to them and leaving it up to them to decide if they want to register.

Suggested, or booked trainings by the supervisor will appear under the “progress/Upcoming” tab. The employee has the option to register for suggested training or remove it from his plan.
# My development plan

**Name:** Lisa Varnetin

<table>
<thead>
<tr>
<th>In progress/Upcoming</th>
<th>Completed</th>
<th>Pending approval</th>
<th>Shared with me</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In progress:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Argos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SQL 301 - Advanced</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Booked:**

There are no items to show.

**Suggested:**

- Test Training - Site Accessibility Trainings (through Frontier Siteimprove)

**Wait list:**

There are no items to show.