



Nebraska State Government My Learning User Guide

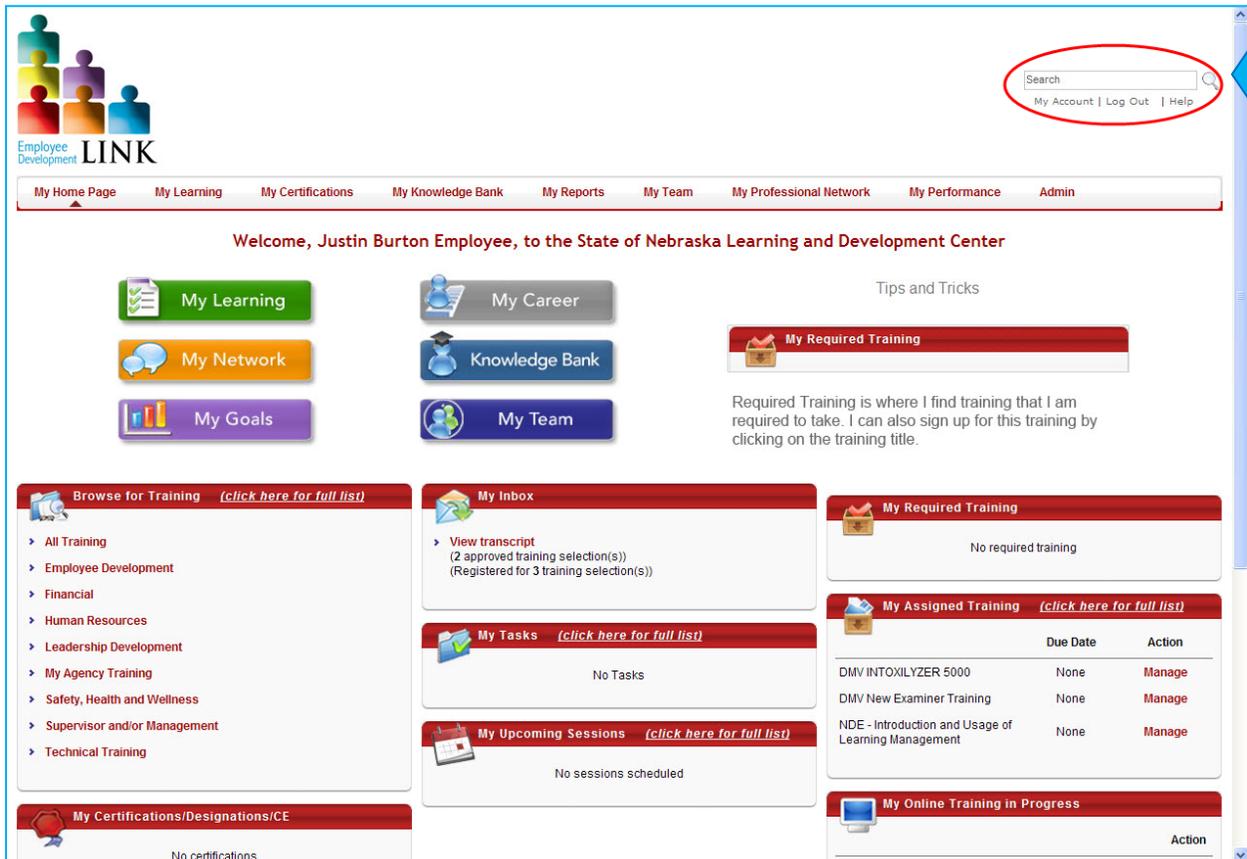
Defensive Driving User Guide - Manager



Revised: October 24, 2011

Defensive Driving – Manager User Guide

1. From the Home Page enter the curriculum's title **"Defensive Driving - Transportation Service Bureau"** in the search field. Click the magnifying glass icon  to start the search.



Employee Development LINK

My Home Page | My Learning | My Certifications | My Knowledge Bank | My Reports | My Team | My Professional Network | My Performance | Admin

Welcome, Justin Burton Employee, to the State of Nebraska Learning and Development Center

My Learning | My Career | My Network | Knowledge Bank | My Goals | My Team

Tips and Tricks

My Required Training

Required Training is where I find training that I am required to take. I can also sign up for this training by clicking on the training title.

Browse for Training [\(click here for full list\)](#)

- > All Training
- > Employee Development
- > Financial
- > Human Resources
- > Leadership Development
- > My Agency Training
- > Safety, Health and Wellness
- > Supervisor and/or Management
- > Technical Training

My Inbox

- > View transcript (2 approved training selection(s) (Registered for 3 training selection(s))

My Tasks [\(click here for full list\)](#)

No Tasks

My Upcoming Sessions [\(click here for full list\)](#)

No sessions scheduled

My Required Training

No required training

My Assigned Training [\(click here for full list\)](#)

	Due Date	Action
DMV INTOXILYZER 5000	None	Manage
DMV New Examiner Training	None	Manage
NDE - Introduction and Usage of Learning Management	None	Manage

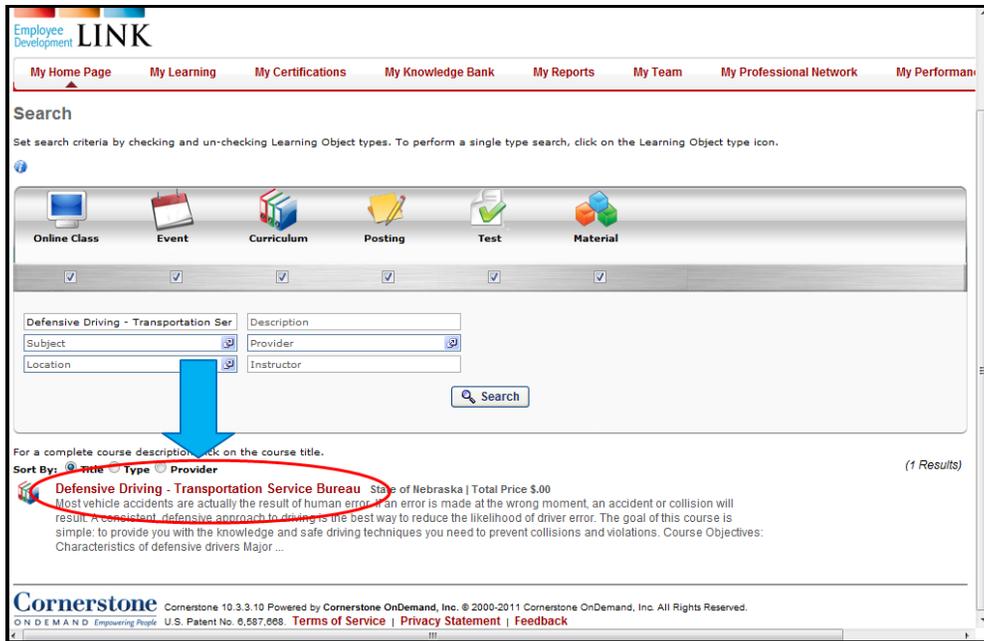
My Certifications/Designations/CE

No certifications

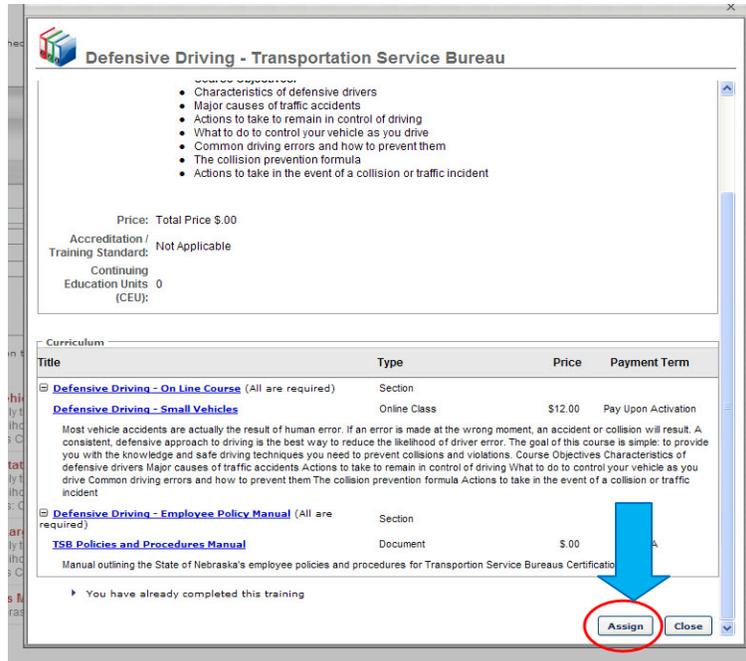
My Online Training in Progress

Action

2. On the Search page click on the curriculum's title.



3. Within the curriculum click on the **Assign** button at the bottom of the screen



4. On the Assign Training page click on the check box next to the name(s) of the direct report(s) who is being assigned the curriculum. Click **Submit**.

LINK

The screenshot shows a web form with the following elements:

- DUE DATE:** A header section containing a date input field with a calendar icon.
- Comments:** A large text area for entering notes.
- Automatically register users in this training:** A checkbox that is currently unchecked.
- DIRECT REPORTS:** A section header followed by a list of users with checkboxes.
 - Name
 - Jones, Employee
- Navigation:** A row of links: "DIRECT REPORTS" (with a plus icon), "Indirect Reports" (with a plus icon), and "Add user for whom you are the cost center approver".
- Buttons:** "Submit" and "Cancel" buttons at the bottom. The "Submit" button is circled in red, and a blue arrow points to it from the "DIRECT REPORTS" link above.

5. Upon clicking Submit your director reports will be send email notifying them they are now enrolled in Defensive Driving curriculum.