

RivCo Talent LMS

Manager Guide

County of Riverside HR

Business Systems Solutions



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Introduction

If you have direct reports identified in PeopleSoft, then you will receive the Manager Role in addition to the standard Learner Role in RivCo Talent. This guide covers all the additional abilities Managers have in the system.

With the Manager Role you will be able to:

- View training history and status of assigned training of direct reports.
- View direct reports' current training schedules.
- Register direct reports for activities.
- Assign training to direct reports.
- Approve training requests for direct reports.
- View, modify, or reject Self-Reported Training for Direct Reports.

Accessing RivCo Talent

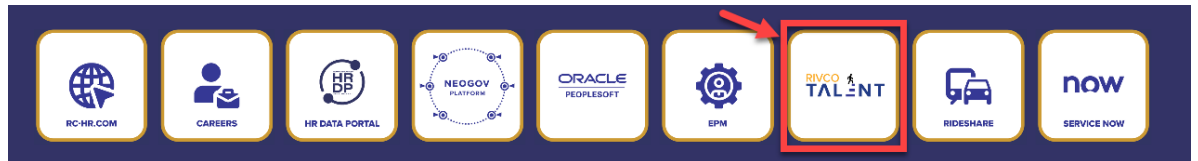
To access RivCo Talent:

Type the URL directly into your web browser: <https://corlearning.sumtotal.host/>,

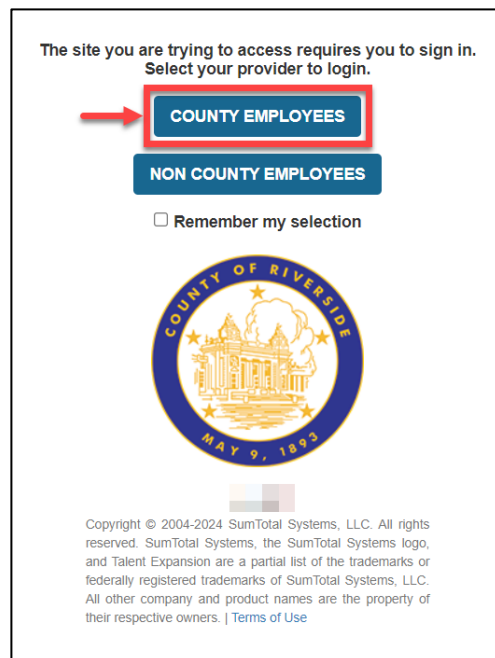
OR

Go to the HR Connect Intranet Hub and click the **RivCo Talent** icon in the middle of the

page: <https://rivcounty.sharepoint.com/sites/HR>.



- Click **County Employees**.
- Enter your **network Username** ([username@xxxx.org](#)) and **Password**. This will be the same username and password you use to access your workstation. If you are having trouble logging in, please contact your IT Help Desk.
- Click **Sign In**.

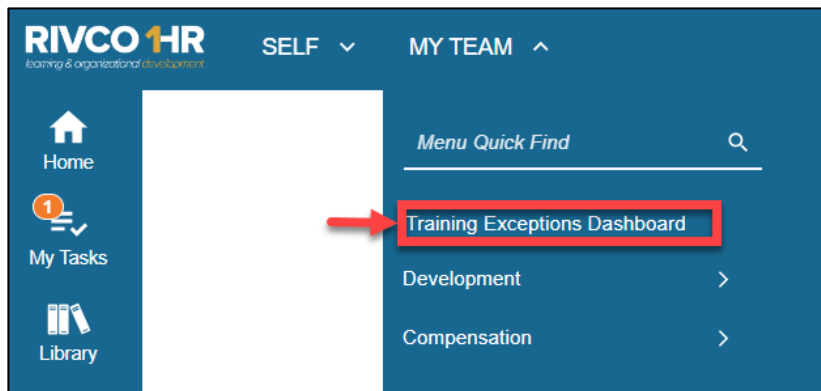


Navigation

- In addition to **Self**, you will have a **My Team** menu in the top toolbar.



- Clicking the **My Team** button will open a menu with a link to your **Training Exceptions Dashboard**. Click Training Exceptions Dashboard to enter **Manager Mode**.

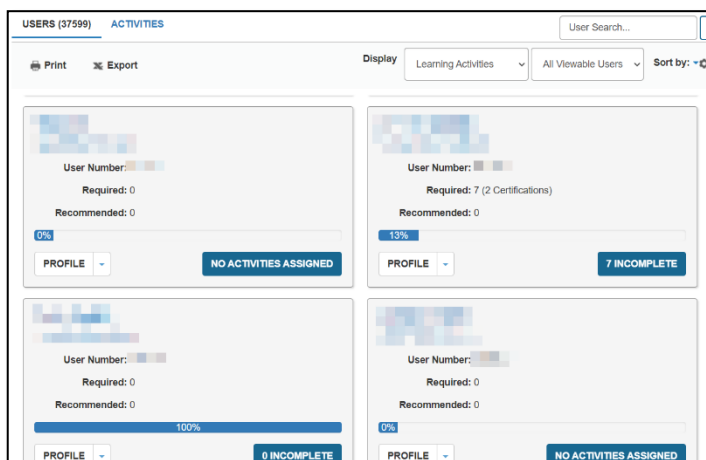


Navigation

When you open your **Training Exceptions Dashboard** you will be able to see:

- A list of your direct reports with the status of their individual assigned training.
- The names of individuals who are past due for assigned training.

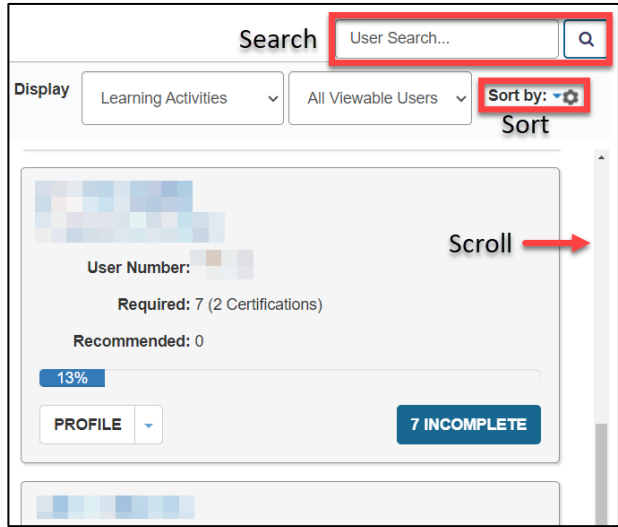
Note: Your Training Exceptions Dashboard is updated nightly. If one of your users completed assigned training after the last update, it will appear in this view the following day. However, the user's **Training Transcript** and **Schedule** are displayed in real time and will show you their latest progress.



View Direct Reports

To locate a particular user, scroll through the name tiles, search by name, or sort by ascending or descending order (i.e., by name, assignment progress). You will automatically see all users reporting to you in PeopleSoft. If any of your employees are missing, contact your department’s PeopleSoft representative for further assistance.

Search for your direct report by searching, sorting, or scrolling:



View Status of Assigned Training

There are several ways to see the status of your direct reports' assigned training. When you open the Training Exceptions Dashboard you will see an overview of your direct reports and the status of their assigned training.

- The **Exception Report** will show you the percentage of compliance your direct reports are currently at with their assigned training (this does not include training that is not assigned).
- To view a more detailed report for an individual employee, click the **Incomplete** button.

Use the filters on the left side of the screen to view training by assignment status.

DETAILED EXCEPTION REPORT BY USER Overall progress 72%

List of activities assigned to this user. Last Processed: Thursday, January 4, 2024 2:36:36 AM PST
Displaying 7 of 7 Records

One or more assignments may require approval. If you don't see an assignment, it is either pending approval or rejected. Please contact your administrator if you have any concerns.

Search Current Assignments

Show all assignments (8)

Filter by:

- Assignment Status
 - Completed (1)
 - Overdue (7)
 - Incomplete (7)
- Assignment Type
 - Required (8)
- Assignment By
 - Others (8)

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration Date	Progress
<input type="radio"/> Disability Awareness Online	Required	Overdue	11/2/2022	1/31/2023		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
<input type="radio"/> Employee Harassment Prevention	Required	Overdue	11/2/2022	1/31/2023		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

Assigned Training by Activity

You can also see the activities assigned to your direct reports and the overall completion listed by training.

- Switch from the **Users** tab to **Activities** to see all the activities that are currently assigned to your direct reports.

You will see how many users are still required to complete each training and the overall percentage of completion.

- Clicking the **Users** button will show you who is still required to complete the training and if they have started, what their percentage of completion is. In addition, you can register users for the training from this page. You cannot assign the training to additional users from this page.

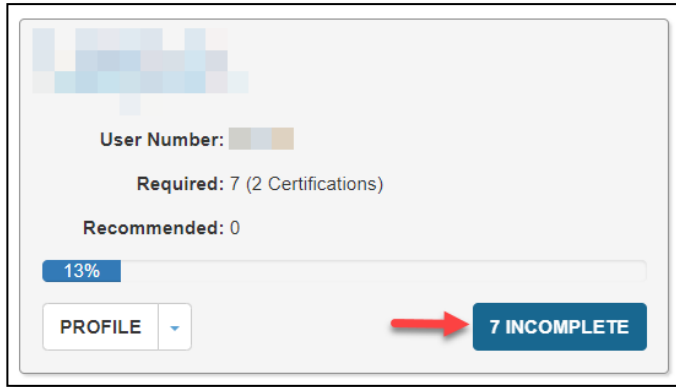
Name	User Number	Assignment Type	Assignment Date	Due date	Progress
[Redacted]	[Redacted]	Required	5/21/2023	8/19/2023	0%
[Redacted]	[Redacted]	Required	12/16/2023	3/15/2024	0%
[Redacted]	[Redacted]	Required	9/4/2021	12/3/2021	0%
[Redacted]	[Redacted]	Required	1/15/2021	4/15/2021	0%

Click the **Close** button to return to the Training Exceptions Dashboard.

Individual Reports

To view a detailed report for an individual user:

- Locate the user you wish to see more information about.
- Click the **Incomplete** button.



This will show you an overview of the user's assigned training:

- A list of all training that has been assigned to the user.
- The Due Date and current status for each training.
- Overall Progress in completing assigned training.

DETAILED EXCEPTION REPORT BY USER [redacted]

List of activities assigned to this user.
One or more assignments may require approval. If you don't see an assignment, it is either pending approval or rejected. Please contact your administrator if you have any concerns.

Search [input] [Q] [Current Assignments] [Last Proc]

Show all assignments (8)

Filter by:

- Assignment Status
 - Completed (1)
 - Overdue (7)
 - Incomplete (7)
- Assignment Type
- Assignment By

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration
Disability Awareness Online	Required	Overdue	11/2/2022	1/31/2023	
Employee Harassment Prevention	Required	Overdue	11/2/2022	1/31/2023	
Employee Workplace Violence	Required	Overdue	11/2/2022	1/31/2023	
Policy A-50 - Electronic Media and Use	Required	Overdue	11/2/2022	1/31/2023	
Policy A58 - Information Security Training	Required	Overdue	11/2/2022	11/2/2023	
Policy C35 - Standards of Ethical Conduct to Address Fraud, Waste and Abuse	Required	Overdue	11/2/2022	1/31/2023	
Repetitive Motion Injury	Required	Overdue	11/2/2022	1/31/2023	

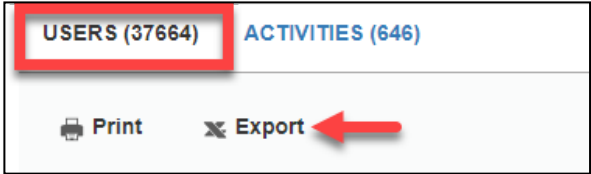

Disability Awareness Online

Description: This class is designed to improve employees' comfort in dealing with people with disabilities and to provide a basic understanding of our obligations as a government entity to this sector of the public. The class defines nondiscrimination in the context of equal opportunity and equal access. It familiarizes the participant with County of Riverside procedures and policies designed to provide equal access to people with disabilities. It includes information on specific disabilities, and provides suggestions, information and procedures to assist County employees in accommodating special needs. Disability Awareness is a required course for all County employees. In addition to raising awareness of how best to treat individuals with disabilities, this class covers Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA) regulations concerning service to members of the public who are disabled. Please Note: In order to satisfy County requirements, all Supervisors and Managers must also attend the separate FEHA/ADA training, which covers aspects of these regulations related to employment. (Course last updated 3/28/2018)

Activity Type: eCourse
Assignment Status: Overdue
Assignment By: Aud - COR Disability Awareness Audience

SUMMARY CLOSE

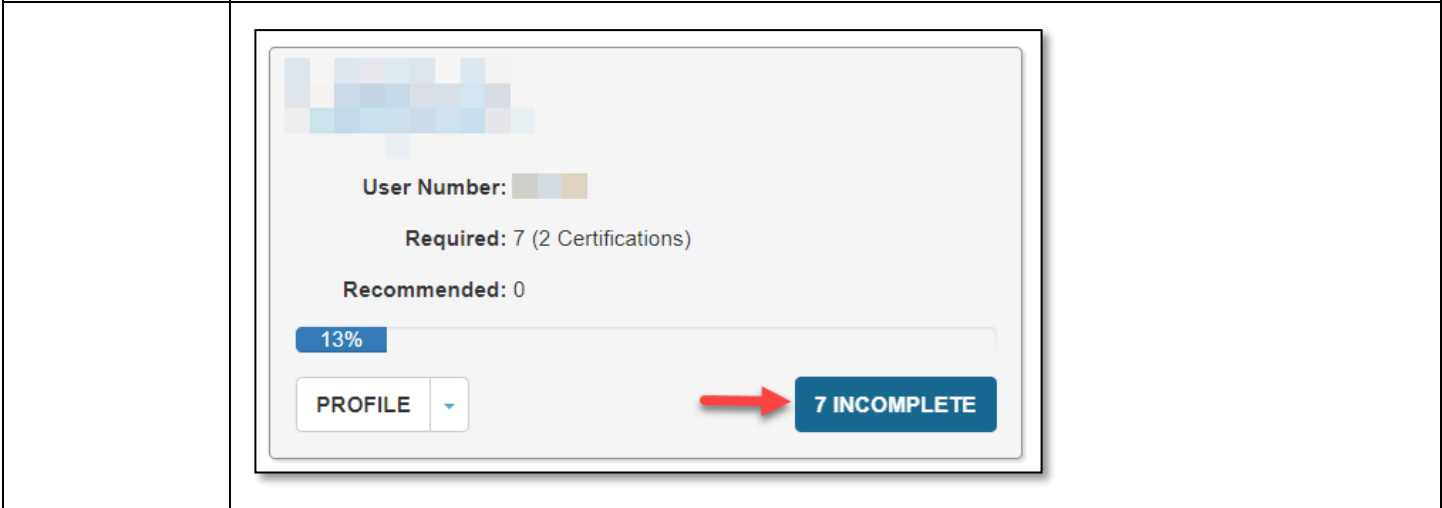
- Click the course **Title** to view more information about the training, including who assigned the training.
- Use the Assignment Status filters to sort by **Overdue, Expired, Completed, or Incomplete.**

	<ul style="list-style-type: none"> Exit the summary then click the Close button to return to your Training Exceptions Dashboard.
<p>Exporting Reports to Excel</p>	<p>You can export several types of reports on your employees' assigned training.</p> <p>All Users</p> <p>To get a Summary Report on the status of assigned training for all your direct reports:</p> <ul style="list-style-type: none"> Select the Users view. Click Export Click Next in the pop-up window. Click the link to download the report. Click Ok to exit the window.
	
	<p>By Activities</p> <p>You can run a report on Activities by switching to view all the activities assigned to your direct reports. This report will show you all the activities that are assigned and a summary of how many users are in compliance.</p> <ul style="list-style-type: none"> Click Export. Click Next. Click the link to download the report. Click Ok to exit the window.
	

By User

If you wish to pull a report into Excel for just one user:

- Locate the user you wish to see more information about.
- Click **Incomplete** button.



- Click **Export**.
- Click **Next**.
- Click the **link** to download the report.
- Click **Ok** to exit the window.

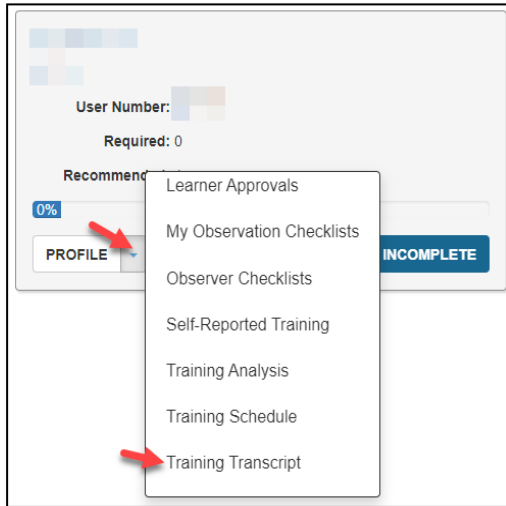
Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration Date	Progress
Disability Awareness Online	Required	Overdue	11/2/2022	1/31/2023		0%
Employee Harassment Prevention	Required	Overdue	11/2/2022	1/31/2023		0%

Viewing Transcripts

You can view a direct report’s training transcripts to see all their completed trainings.






- Locate the employee whose transcript you wish to view.
- Click the **Profile** drop down and select **Training Transcript**.

You will be taken to emulation mode where you can review the transcript, certificates of completion, and export to PDF.

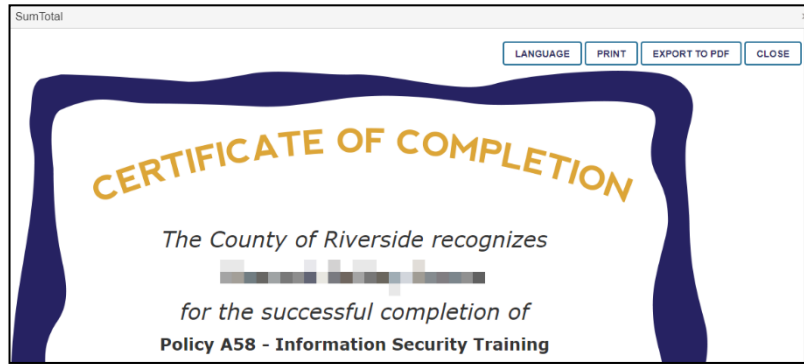


Activity	Estimated Credit Hours	Start Date	Completion Date - Expiration Date	Score	Attended Duration	Signature Status
 eCourse: County of Riverside: COVID-19 Awareness Training	0.5	1/11/2021	1/12/2021	89	Day(s): 0, Hour(s): 0, Minute(s): 23, Second(s): 57.9	
 eCourse: DPSS Civil Rights v1	0.5	1/11/2021	1/11/2021 - 1/11/2023	80	Day(s): 0, Hour(s): 0, Minute(s): 22, Second(s): 6.2	
 eCourse: Self-Service Options: Linking	0.03	10/20/2020	10/20/2020		Day(s): 0, Hour(s): 0, Minute(s): 3, Second(s): 15	

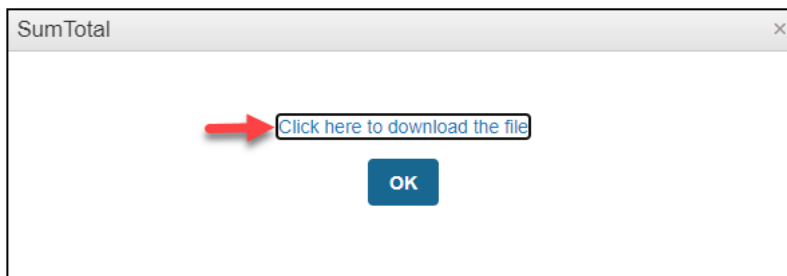
- Adjust the date filters by year or show All.
- To view individual certificates of completion, click the certificate icon to the left of the course name.

Activity	Estimated Credit Hours
  Topic: Employee Harassment Prevention	1
 eCourse: Policy C35 - Standards of Ethical Conduct to Address Fraud, Waste and Abuse	0
  Topic: Policy A58 - Information Security Training	1

The certificate will be displayed along with options to **Print** or **Export to PDF**.



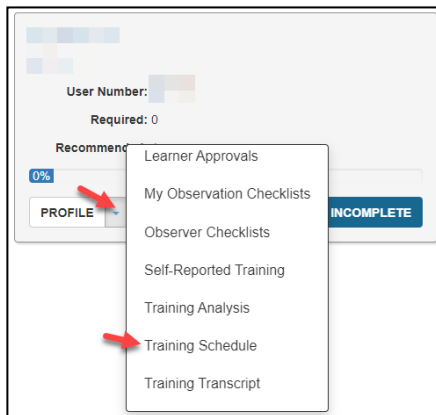
- Click **Export to PDF**.
- Click the link to download the PDF.
- Click **OK** to close the window.
- Click **Exit Emulation** to return to your dashboard.



View Training Schedule

You can view a direct report's training schedule to see their current registrations and progress.

- Locate the employee you wish to view.
- Using the **Profiles** drop down select **Training Schedule**.



The Training Schedule displays current registrations and online training that is in-progress.

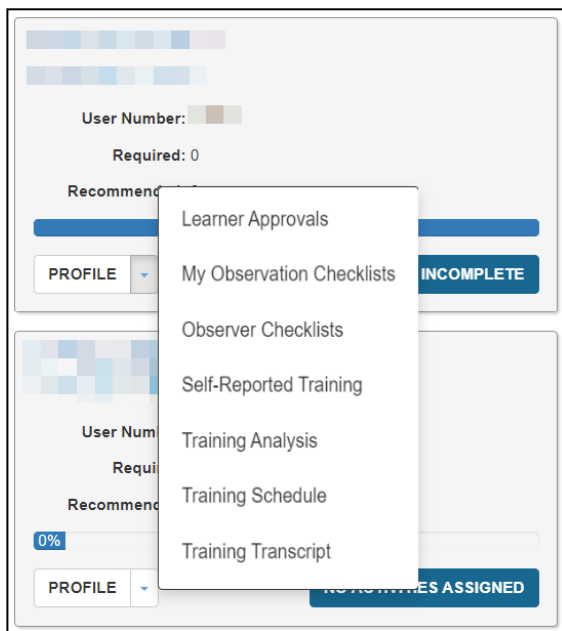
Activity Name ^	Status	Code	Region	Start Date	End Date	Action
<input type="checkbox"/> Implicit Bias class to the end ILT Class	REGISTERED	DPSS-APS-04859-000019		12/25/2021	12/25/2021	
<input type="checkbox"/> Upgrade Domain Test ILT Class	REGISTERED	COR-DomainUpgrade2-000005		3/29/2021	3/29/2021	

You can also see:

- **Calendar:** upcoming activities the employee is scheduled to attend.
- **Current/Upcoming Activities:** any training they are currently registered in.
- **Completed Registrations:** past activities they have completed.
- **Wait List or Pending Approval:** activities they are waitlisted for or awaiting approval to take.
- **Express Interest:** activities they have expressed an interest in.
- Click **Exit Emulation** to return to your dashboard.

Other Views

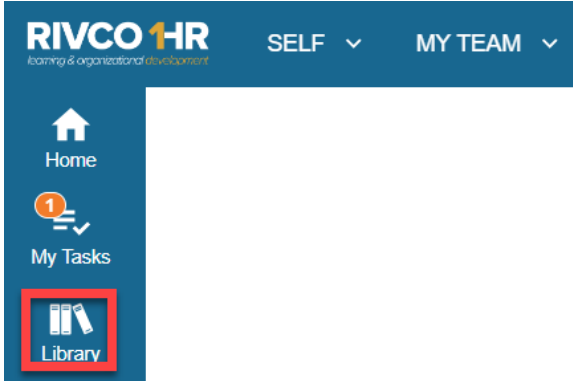
In addition to viewing your employee's transcript and current schedule you can also use the Profile drop down button to review the following items:



- **Learner Approvals:** Registration approvals you have made or rejected for your direct reports.
- **My Observation Checklists:** Observation Checklists that have been approved or are pending approval.
- **Observer Checklists:** Observer Checklists you are responsible for approving for others.
- **Self-Reported Training:** Training direct reports have added to their profile (feature not currently being used).
- **Training Analysis:** All assigned training and current status.
- **Training Schedule:** All current registrations or in-progress online training.
- **Training Transcript:** All past completed training.
- Click **Exit Emulation** to return to your dashboard.

Registering Others

You can register your direct reports for training.

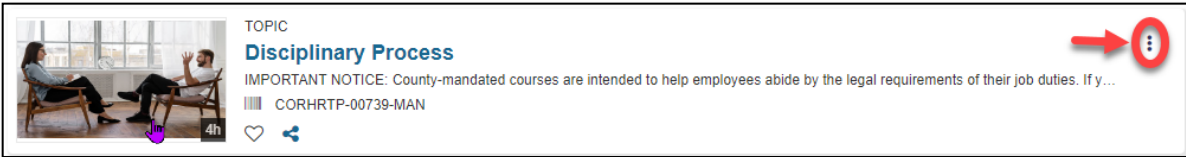


- Locate the activity you wish to register others in by using the **Library** or **Search** for the course using the title or a keyword.

OR:



- Once you locate the activity, click the three dots, then select **Register Others**.



- For an online course click **Continue** to register users. For live in-person or virtual training first select the class date(s) you prefer then click **Continue**.

BATCH REGISTRATION

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

DISCIPLINARY PROCESS Offering View: Offerings in the next 7 days

Select Activities Available Capacity: Unlimited

Topic : Disciplinary Process
Required: 1

ILT Course : Disciplinary Process Available Capacity: Unlimited

Select Users CONTINUE

CANCEL SUBMIT RESET

- Click **Add** under Available Users to locate the employee(s) you wish to register.

AVAILABLE USERS Available seats: 0
Selected users: 0
Available users: 0
Users not in allocation: 0

Add Select All Clear All

Name Status

➔

REGISTRATION Records: 0
Available seats: Unlimited
Users pending approval: 0

Remove All

Name

WAITING LIST Records: 0

Remove All

Name

- From the options displayed, choose **Select Viewable Users**.
- Click **Next**.

Select Users

Select users by organization

Select users by job

Select users by manager

Select users who require the activity

Select viewable users

Select users by e-mail, user number, username, or NT account (separated by commas or semi-colons)

Next Cancel

- **Select Viewable Users** displays a complete list of your viewable users. You have the options to:
 - **Search** for an employee by name.
 - **Browse** the list of users for employees you wish to register.
 - **Click Select All** at the bottom of the page to select all active users or select the top box to select all users on the current page.
- Select the **check box** next to the employee(s) you wish to register.

SELECT USERS

Select one or more users from the list below and click OK.

Search: [Help](#) Records 1-10 of 88

<input type="checkbox"/>	Name <small>▲</small>	User Number	Manager
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

Note: If employees are already registered in the activity, they will not be shown in this list.

- Click **OK** at the bottom of the screen to continue.
- Check to see there are **“No issues”** next to the users. An alert will display if there is a conflict on the employee’s training schedule.

Select Users

skip registering users to activities that have not contributed to the overall completion of the activity structure

AVAILABLE USERS

Available seats: 4
Selected users: 4
Available users: 4
Users not in allocation: 0

Add Select All Clear All

<input type="checkbox"/>	Name <small>▲</small>	Status
<input checked="" type="checkbox"/>	[Redacted]	No Issues
<input checked="" type="checkbox"/>	[Redacted]	No Issues
<input checked="" type="checkbox"/>	[Redacted]	No Issues
<input checked="" type="checkbox"/>	[Redacted]	No Issues

REGISTRATION

Records: 0
Available seats: Unlimited
Users pending approval: 0

Remove All

Name ▲

WAITING LIST

Records: 0

Remove All

Name ▲

	<ul style="list-style-type: none"> • If you have selected someone you don't wish to register uncheck the box next to them. • Click the Top Arrow to move the selected users over to Registration. • Click Submit once all users have been moved over. <p>The users are now registered for the activity.</p> <p>Note: If the activity is in-person employees will receive an email notification of their registration. If the activity is online there may be no registration notification. You may want to inform them that you have registered them.</p>
<p>Assigning Training(s)</p>	<p>County Mandated trainings are assigned to all users automatically, but there may be additional trainings you would like your direct reports to complete. You can assign trainings to direct reports as a requirement and set up a due date. Employees cannot remove or cancel trainings that have been assigned to them. After you assign a specific course, the employee can register for an upcoming class prior to the due date you indicate. Not all trainings are available for managers to assign.</p> <p>Trainings must be assigned by individual; batch training assignments are not available. If you want to assign trainings to a large group, please contact rivcotalent@rivco.org for assistance.</p>
	<p>To assign training:</p> <ul style="list-style-type: none"> • Log into RivCo Talent. • Click the My Team Icon and select Training Exceptions Dashboard. • Locate the users you wish to assign training to. • Click the Incomplete button.

User Number: [blurred]

Required: 7 (2 Certifications)

Recommended: 0

13%

PROFILE ▾

7 INCOMPLETE

- Click **Add**

Activity Name ↕	Assignment Type ↕	Assignment Status	Assignment Date ↕
<input type="radio"/> Disability Awareness Online	Required	Overdue	11/2/2022
<input type="radio"/> ▶ Employee Harassment Prevention	Required	Overdue	11/2/2022
<input type="radio"/> ▶ Employee Workplace Violence	Required	Overdue	11/2/2022

- You will see a list of training that is available for you to assign. You can search for a particular training or filter by activity type.

Search [input] 🔍

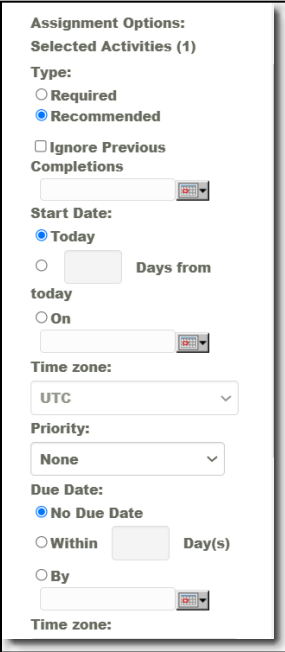
Learning Activities (61)

Filter by:

- ▶ Libraries
- ▶ Activity Type

<input type="checkbox"/>	Name ^	Type
<input type="checkbox"/>	⚙️ Add/Edit an Employee's Development Plan- Manager Tutorial	Video Tutorial
<input type="checkbox"/>	📄 Automation Challenge	Document
<input type="checkbox"/>	📄 BN01: View Benefits Summary	Video Tutorial
<input type="checkbox"/>	📄 BN02: Dependent/Beneficiary Information	Video Tutorial

- Locate and select the **check box** next to the training you wish to assign. You can select multiple trainings at once.
- Click **Next**.

	<ul style="list-style-type: none"> • Enter information about the Assignment(s). <ul style="list-style-type: none"> ○ Is it Required or Recommended? ○ Due Date ○ Priority (optional)* ○ Any notes you wish to add. 
	<ul style="list-style-type: none"> • Priority is an optional description. Select Manager Assigned, Job Specific, or leave blank depending on your preference. • Click Done. An assignment notification will be sent to the employee overnight via email.



For additional information
about this guide or its contents, contact:

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