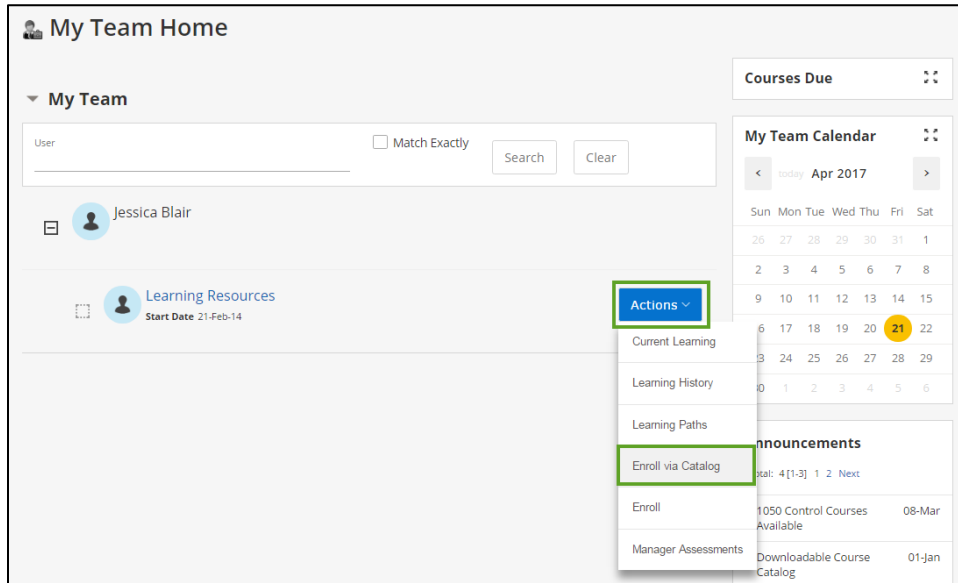
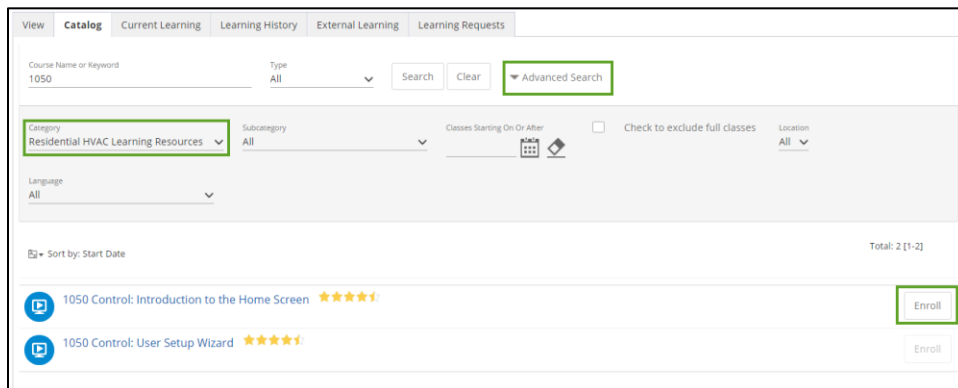


## Learning Management System **Enroll a Direct Report in a Course**

1. Select **My Team Home** from the **Manager** dropdown menu from the top grey menu bar. The **My Team Home** page will display with a list of your direct reports. If you do not have this option, email us at [learningresources@irco.com](mailto:learningresources@irco.com) with your username and the list of usernames of your direct reports and we will assign you as the manager.
2. Select **Enroll** via Catalog from the Actions dropdown menu next to the direct report. The Enroll Employee into Learning Page will display.

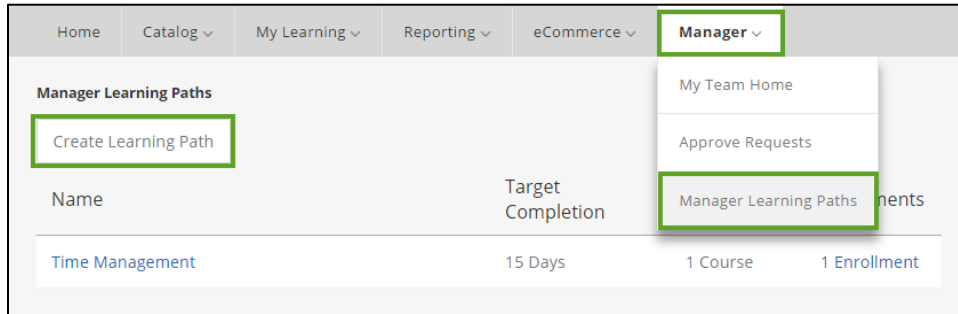


3. Click **Advanced Search** to display more options. Choose **Residential HVAC Learning Resources** for the **Category**. The Free Courses will display. Click **Enroll** next to the course name to enroll the direct report into the course. (You can also type in the name of a course you would like to find. For example: 1050)



## Learning Management System **Create & Enroll a Direct Report in a Manager Learning Path**

1. Select **Manager Learning Paths** from the **Manager** dropdown menu from the top grey menu bar. The **Manager Learning Paths** page will display with a list of your Learning Paths. To create a new Learning Path, click **Create Manager Learning Path**.



2. Enter the new Learning Path information and click **Create**.
  - **Name** – Name the learning path something meaningful to you and to your direct reports.
  - **Description** – Describe the Learning Path.
  - **Target Completion Days** – Enter the number of days the person will have to complete the Learning Path from the date of enrollment.

A screenshot of the 'Create Learning Path' form. The form has three main sections: 'Name', 'Description', and 'Target Completion Days'. The 'Name' field contains the text 'Product Learning Path' and is highlighted with a green box. The 'Description' field is a rich text editor with a toolbar and the text 'Add description here.' The 'Target Completion Days' field contains the number '60' and is highlighted with a green box. At the bottom right of the form, there is a 'Create' button which is highlighted with a green box.

3. To add courses to the new Learning Path, click **Add courses via Catalog**.

A screenshot of the 'Learning Path Details' page. At the top, there is a section titled 'Learning Path Details'. Below this title, there is a button labeled 'Add courses via Catalog' which is highlighted with a green box. Below the button, there is a green banner with a white exclamation mark and the text 'Learning Path successfully created.' Below the banner, there is a form with a 'Name' field containing the text 'Product Learning Path'.

4. Type the course name into the **Course Name or Keyword** field. Click **Search**. Click the **course name** of the course being added to the Learning Path.

**Search Catalog**

Course Name or Keyword  
Variable Speed Outdoor Product

Type  
All

Search Clear Advanced Search

Sort by: Start Date

Total: 1 [1-1]

Variable Speed Outdoor Product Technical ★★★★★  
Cost: USD 0.00

Enroll

5. Select the **Learning Path** name from the Actions dropdown menu in the Course information section. The course will be added to the Learning Path. **Note:** Repeat steps 3 and 4 to add more courses to the Learning Path.

**Variable Speed Outdoor Product Technical**

Play Add to Learning Path Add to Manager Learning Path

Course Structure 8

Product Learning Path

Time Management

43%

6. To enroll direct reports into the Learning Path, select **Manager Learning Paths** from the **Manager** dropdown menu. Click [0 Enrollments](#).

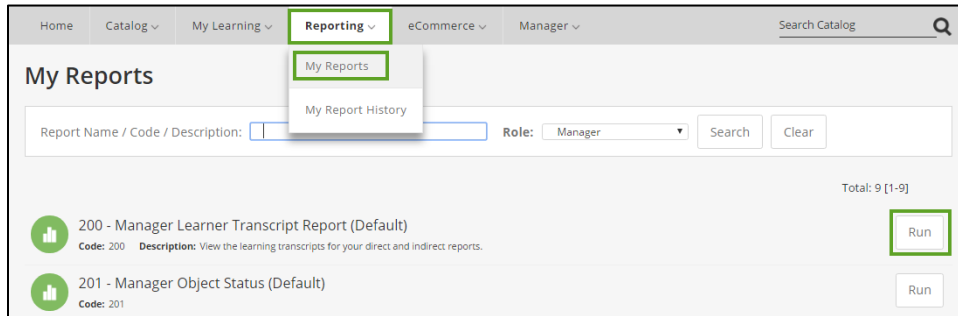
Home	Catalog	My Learning	Reporting	eCommerce	Manager
<b>Manager Learning Paths</b> Create Learning Path					
Name	Target Completion	Manager Learning Paths	Enrollments		
Product Learning Path	60 Days	1 Course	0 Enrollments		
Time Management	15 Days	1 Course	1 Enrollment		


7. Select **Enroll** next to each Direct Report you would like to enroll into the Manager Learning Path.

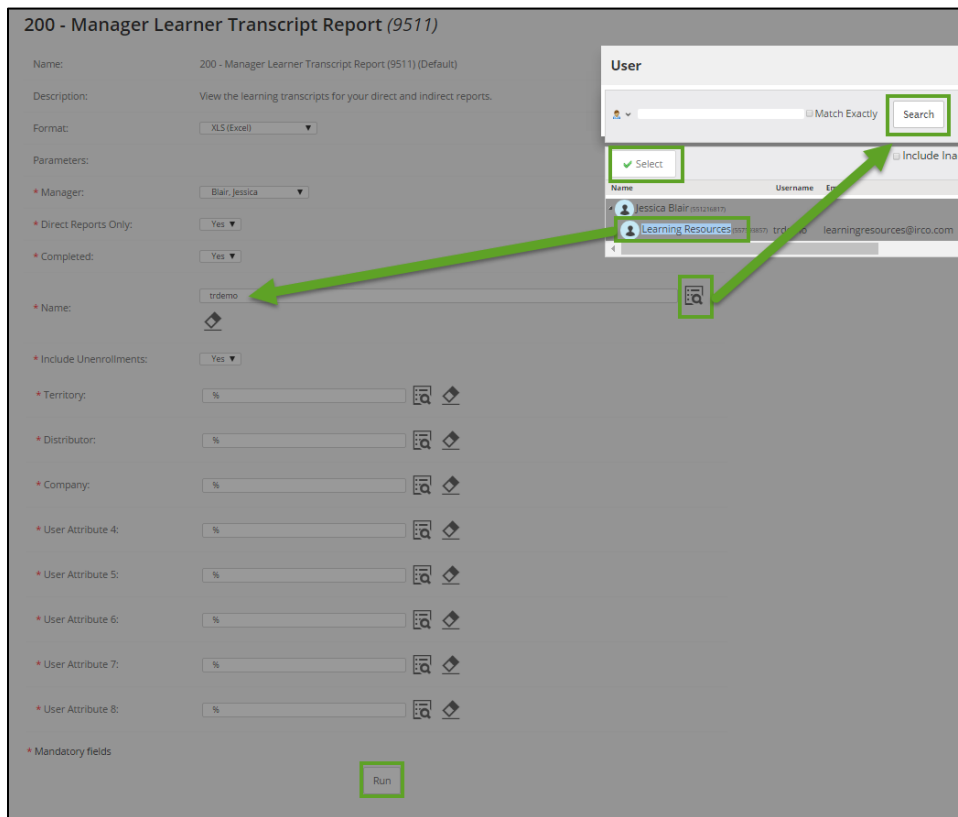
Enrollment Details - Product Learning Path		
Name	Enrollment Status	Enroll
Learning Resources	Not Enrolled	Enroll

## Learning Management System **Run Reports for Direct Reports**

1. Select **My Reports** from the **Reporting** dropdown menu from the top grey menu bar. The **My Reports** page will display with a list of Reports. To run a new Report, click the Run button.



2. We chose to run the 201 report. When the page displays, choose the look up button  next to Name. A new window will open. Click **Search** to search for all names. Click the **Name** of the person you would like to choose and then click **Select**. The username will be populated into the Name field. Click Run.



### **For Technical Support:**

Please email [learningresources@irco.com](mailto:learningresources@irco.com) should you have any questions or issues.