Healogics
The power to heal

iLearn - My Team View

Manage and build your team in iLearn

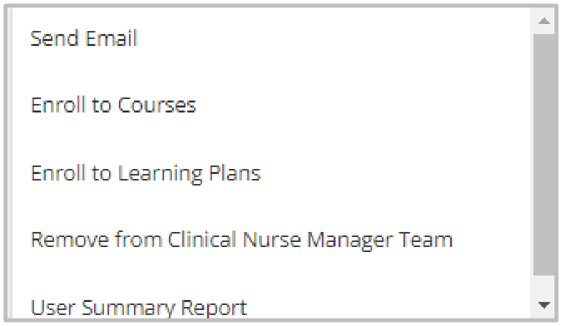
Managing your Team with My Team View

If you are a PD or other direct supervisor, you already have active team members on your team in iLearn. Select the **User Menu** in the top left corner of iLearn and click **My Team View**.

The *Team Members* tab offers an overview of your team, where every user is identified by a profile card showing details about their job and activities. This tab shows only active iLearn users. You can filter users to see only those with specific statuses or use the search bar to look for specific users.

Use the **menu** ⋮ to the bottom right of each team member's profile card to manage that team member's learning.

- ***Send Email.*** Contact the user via email directly in iLearn. A slideout panel will open with the user's email address pre-populated. Type the email subject (this field is mandatory), then add your message into the corresponding text field and press **Send Email** to complete the action. Please note that the **Send Email** option is not available when there is no email address associated with the user and that the email address of the recipient cannot be modified.
- ***Enroll to Courses / Enroll to Learning Plans.*** Enroll your team members in courses or learning plans. Make your selection and click **Next** to see the additional fields defined for the selected courses and learning plans (if any) and a summary of the courses into which you are enrolling your team member. You cannot enroll users to courses and learning plans if they are already enrolled in them, if courses and learning plans are full, or before and after the enrollment period.
- ***Remove from Team.*** Delete a team member from your *My Team View* in iLearn. When a user is removed, you will no longer see their profile card in your *My Team View*, and you will have to send a new request to place them back in your team.
- ***User Summary Report*****.** View the team member's *User Summary*, including their last access date, total training time, and status of specific courses or learning plans.



Other than showing user details, profile cards also help you in understanding whether a team member's status in iLearn needs your attention.

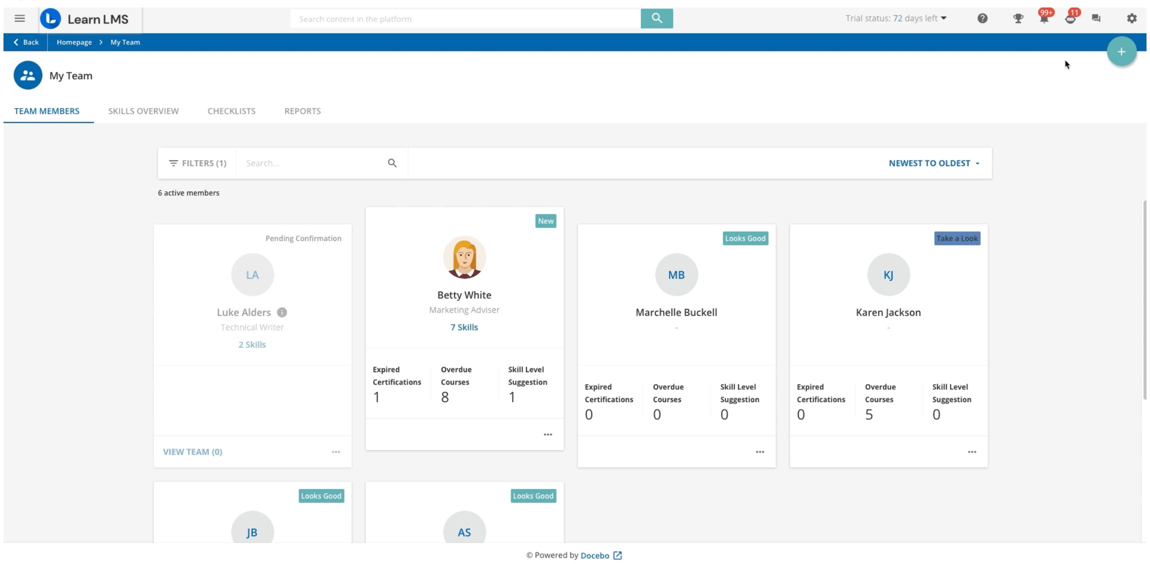
- ***Take a Look.*** This status indicates that your team member has at least one course or learning plan that is overdue (past its expiration date).
- ***Looks Good.*** This status indicates your team member is in good status and has no overdue training.
- ***No Data Available.*** This status indicates that your team member has no available data to show, perhaps because they are new and no data has been recorded yet.

Building Your Team

By default, only leaders with direct reports will have active team members on their team in iLearn. To manage and track your entire team's progress in iLearn, you may need to individually add members to your team. Start by logging in to iLearn and opening the **User Menu** from the top left corner of iLearn and select **My Team View**.

> ***Why do I want access to My Team View?***
> *My Team View allows you to view progress in onboarding, initial competencies, and annual competencies. It also allows you to develop your team by enrolling them in relevant courses.*

1. Click the **plus button** in the top right corner of the page to add members to your team.
2. Enter the email address of the team member you would like to add to your team. Select the most appropriate association type by role, e.g. PDs should add team members with the Direct Manager association and CNMs should add team members with the CNM association.
3. Click **Add Team Member** to complete the action. The user you added will then be asked to confirm your request for association upon their next login to iLearn. Please note that the email address associated with your team member must be the same email address listed in iLearn in order to be added to a team.



The added user's status will display as *Pending* until the user either confirms or refuses the request. When the user confirms, they will appear on your *My Team View*. If the user refuses your request, the user's card will no longer be visible. **Please note that users can only be active under one Direct Manager and one Clinical Nurse Manager association at a time.**

> ***What does this mean?***
> *You are a PD. A team member recently moved from another center to yours and is not yet showing up on your team under My Team View. You use My Team View to add Amy HBO Tech to your team with the Direct Manager association. Once Amy accepts the request, this moves Amy off of her previous leader's Team View and onto yours.*

You may receive notifications that team members have accepted your request or that an iLearn Administrator is asking you to check the status of your team members because your request is pending.