ELECTRONIC STAFF RECORD

RN564 Guide to Enhancements and Changes Release 61.0.0.0

Information classification: PUBLIC

Revision Date: MAY 2024

Contents

1   <u>Introduction</u>

The purpose of this document is to provide details of the enhancements to the ESR system in Release 61.0.0.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in a revised Guide to Enhancement Notice.

NOTE: All Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.
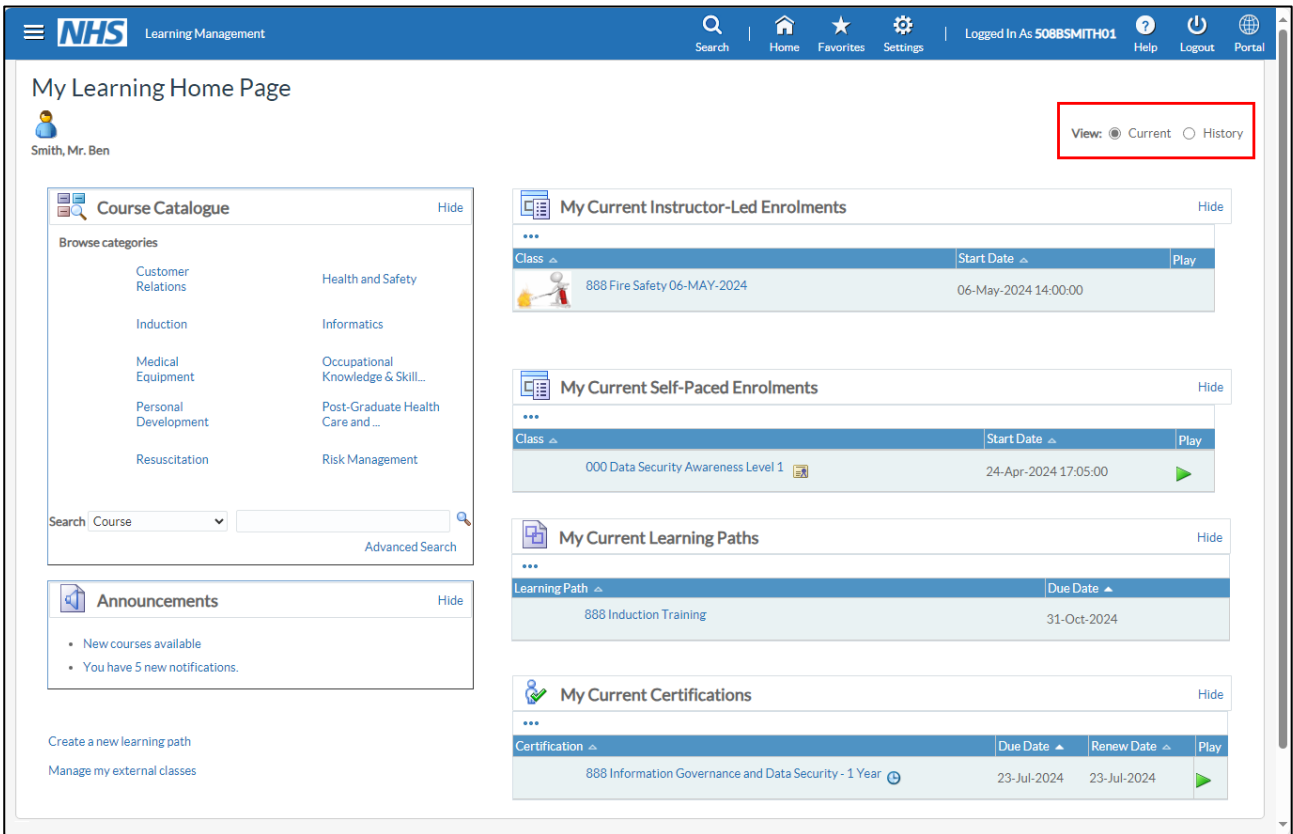
2   Updates to Learner Homepage User Interface

The Learning Homepage user interface is changing to the latest version available. This will ensure that ESR is on the correct technical path to take advantage of improvements developed by Oracle.

There will be no change to the existing navigation for users, for example:

XXX Employee Self Service > My Learning > Learning.

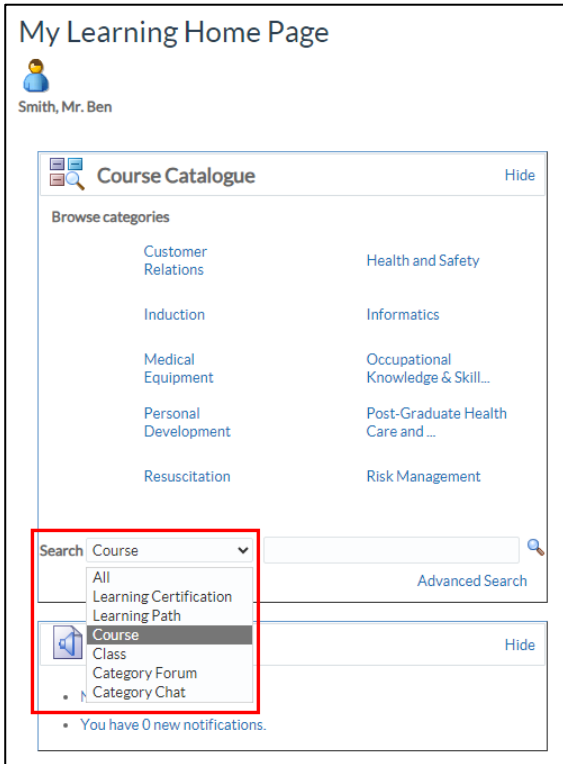All existing learning information such as enrolments and subscriptions will remain.
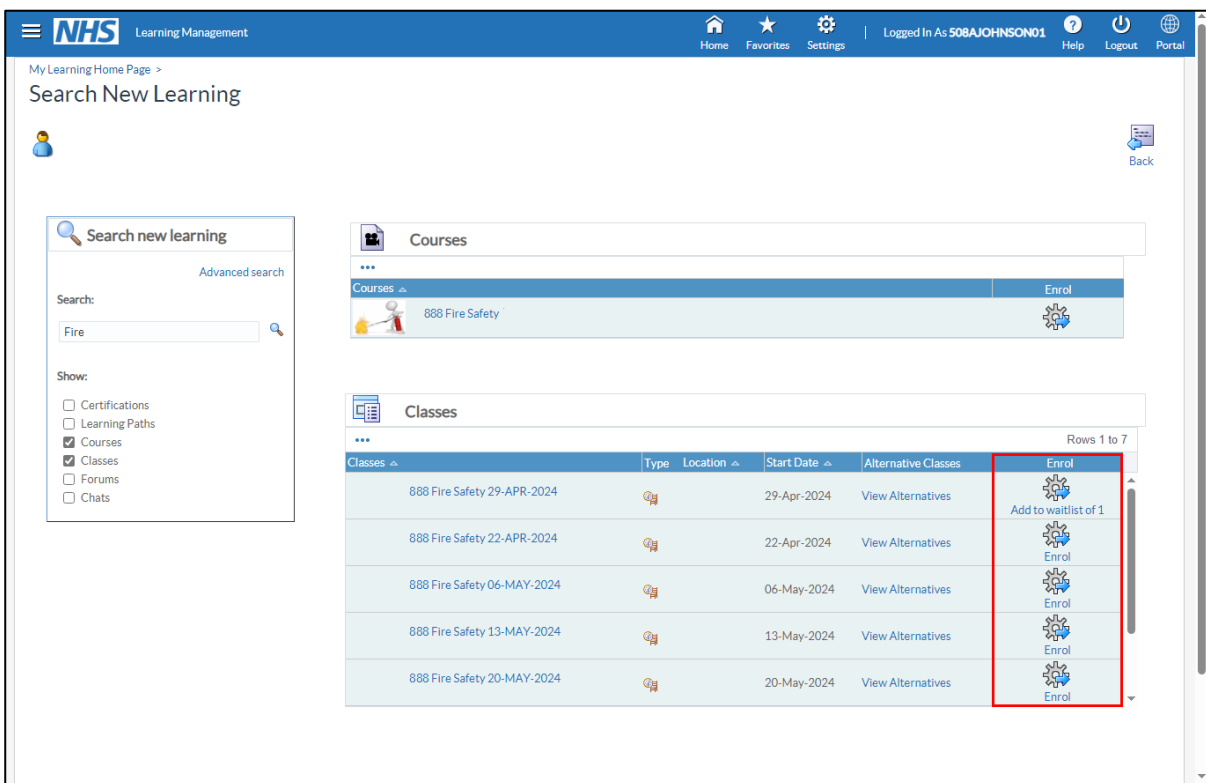
Basic Navigation

The 'My Learning Home Page' is split into two pages 'Current' and 'History' you can toggle between the two by clicking on the required radio button. By default, the 'My Learning Home Page' page displays 'Current' learning.

NOTE: When a user has no enrolments or subscriptions, the right-hand side of the page appears blank.
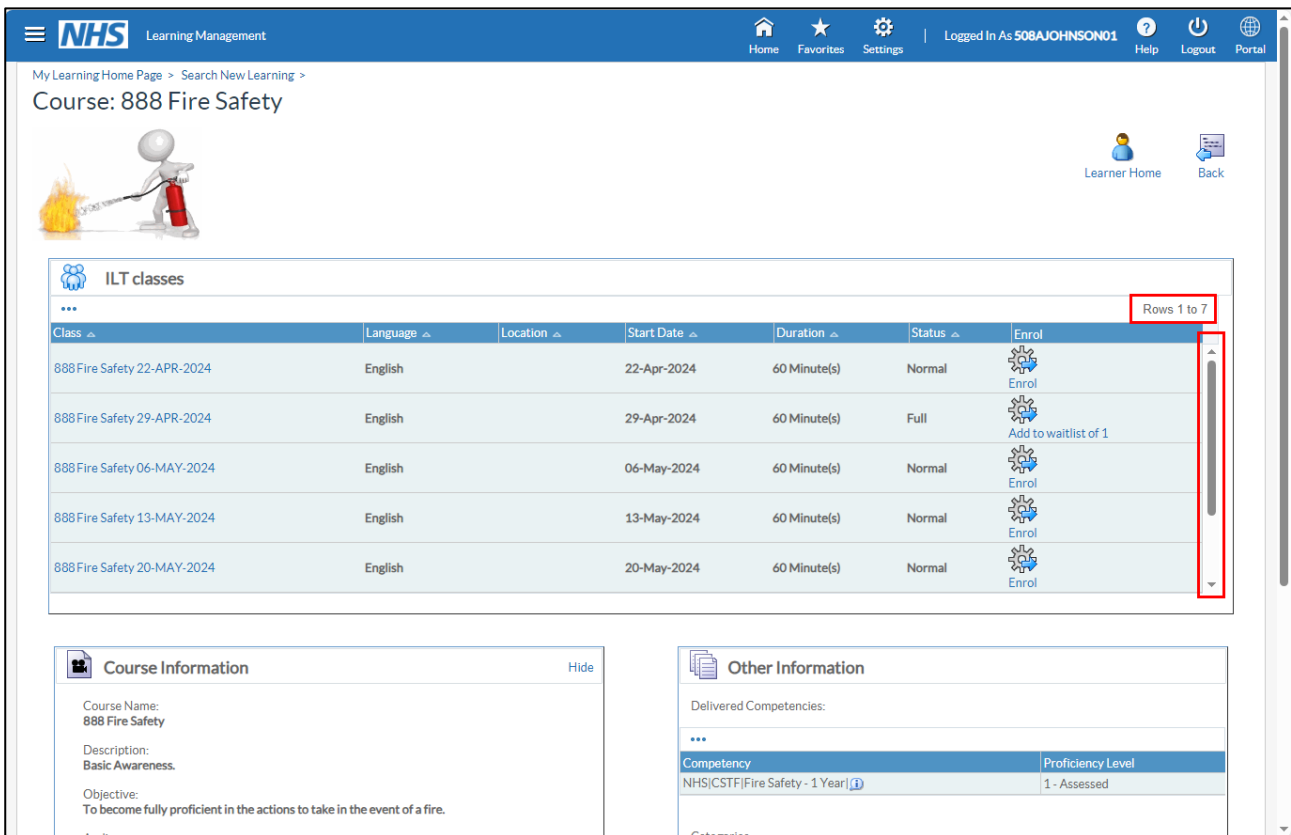
On the left-hand side of the page the Course Catalogue is displayed. Users can browse categories or perform a search.
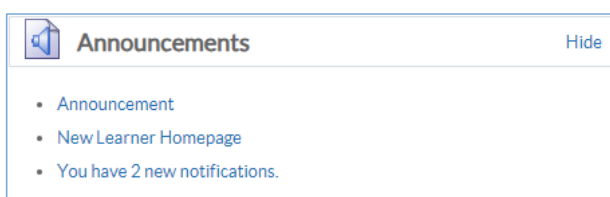
Users can search by Learning Certifications, Learning Path, Course, Class, Category Forum, Category Chat or All. The search type is defaulted to Course.
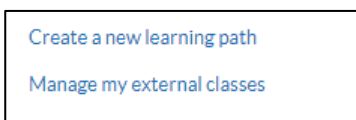
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When the results are returned the user can enrol or subscribe on learning they require using the 'cog' icon in the 'Enrol' or 'Subscribe' column.

Where one of the sections in the search returns a number of results a scroll bar will be displayed on the right-hand side. The number of rows being displayed is also shown in the top righthand corner. Depending on how many results have been returned this number may increase as you scroll through the list.
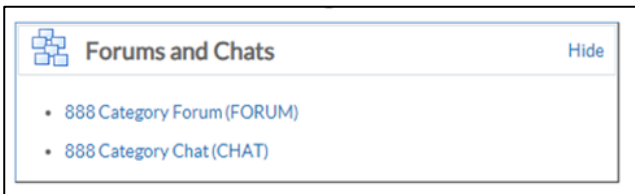

The 'Announcements' section will show the user if any announcements have been created and also how many open notifications they have. Clicking on the relevant hyperlink will take the users to the required page such as the Announcement page or the Worklist page.

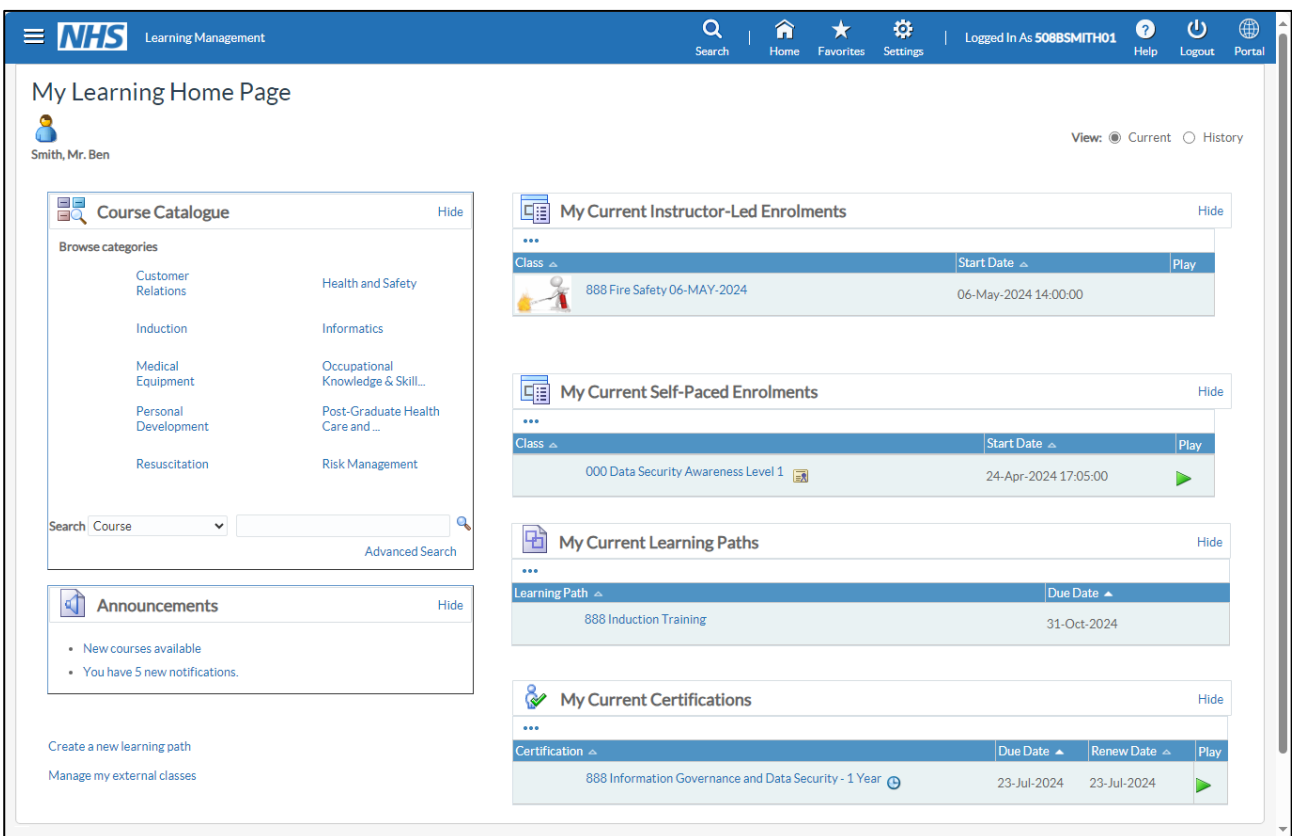The following links will be displayed to the learner by default:

- Create a new learning path
- Manage my external classes

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These links will enable the user to create Learning Paths and add any External Learning.

Where the learner has been subscribed to any Forums or Chats, these will be displayed on the Learner Homepage beneath the 'Announcements' section.
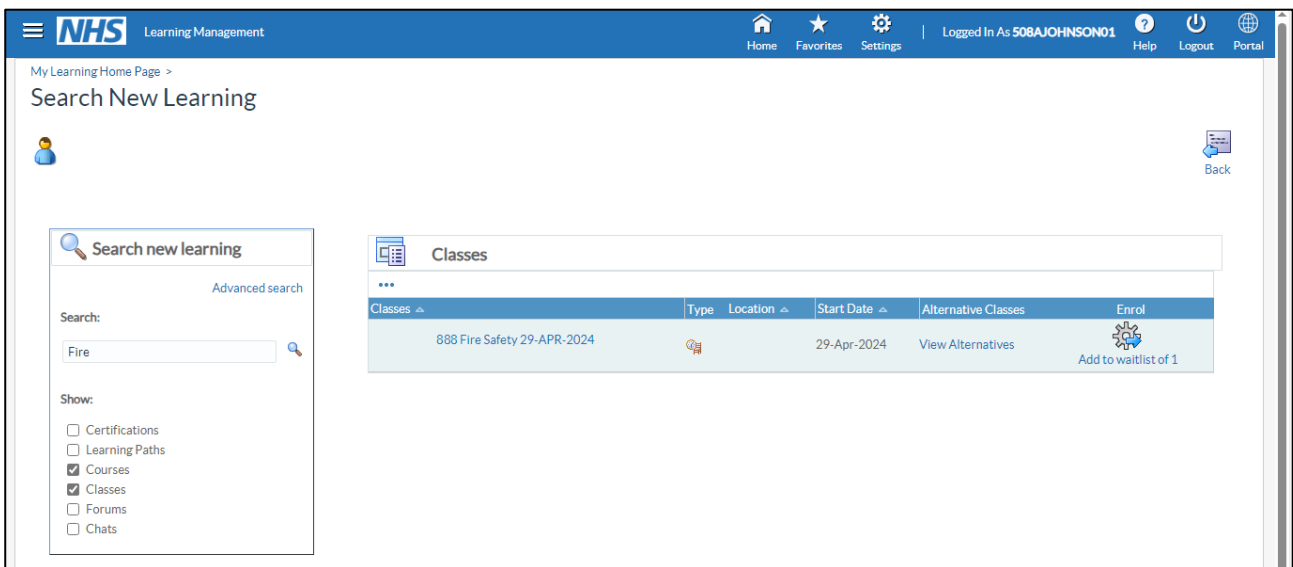
Layout

Learning is displayed to the user in a 'stacked' format, meaning that all learning is contained on one page separated by the learning type, each section having their own title. In order to see all sections a scroll bar will be displayed on the righthand side of the page.

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Section titles are as follows:

Section Title	Displays
My Current Instructor-Led Enrolments	Displays current 'synchronous' delivery modes e.g. classroom based classes
My Current Self-Paced Enrolments	Displays current asynchronous delivery modes e.g. online classes
My Current Learning Paths	Displays current Learning Paths the learner is subscribed to
My Current Certifications	Displays current Learning Certifications the learner is subscribed to
My Current Waitlists	Displays any classes where the learner may be on the waitlist
My Current External Learning	Displays any current external learning that may have been added

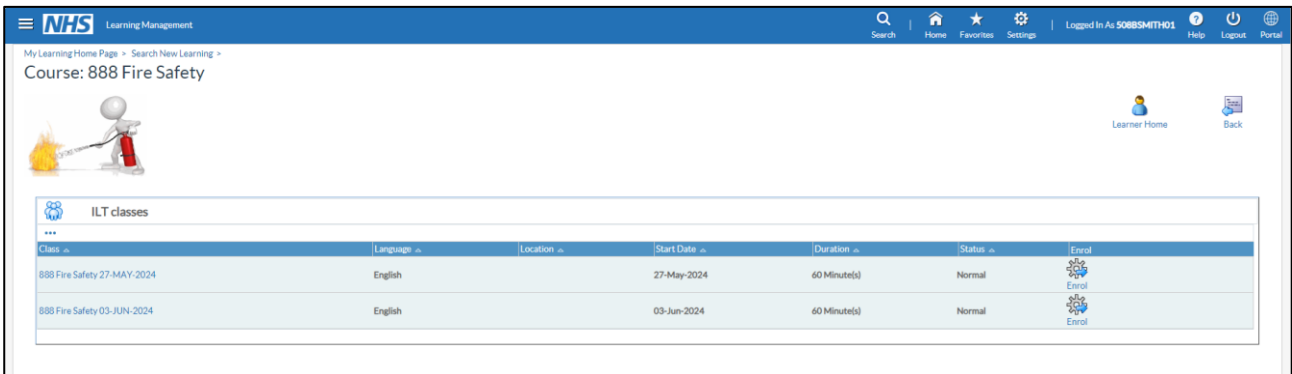Waitlisting and Alternative Classes

Where a learner searches for a class that is full but waitlisting has been enabled the 'enrol' icon will display the message 'Add to waitlist of X' ('X' being the number of available spaces on the waitlist):
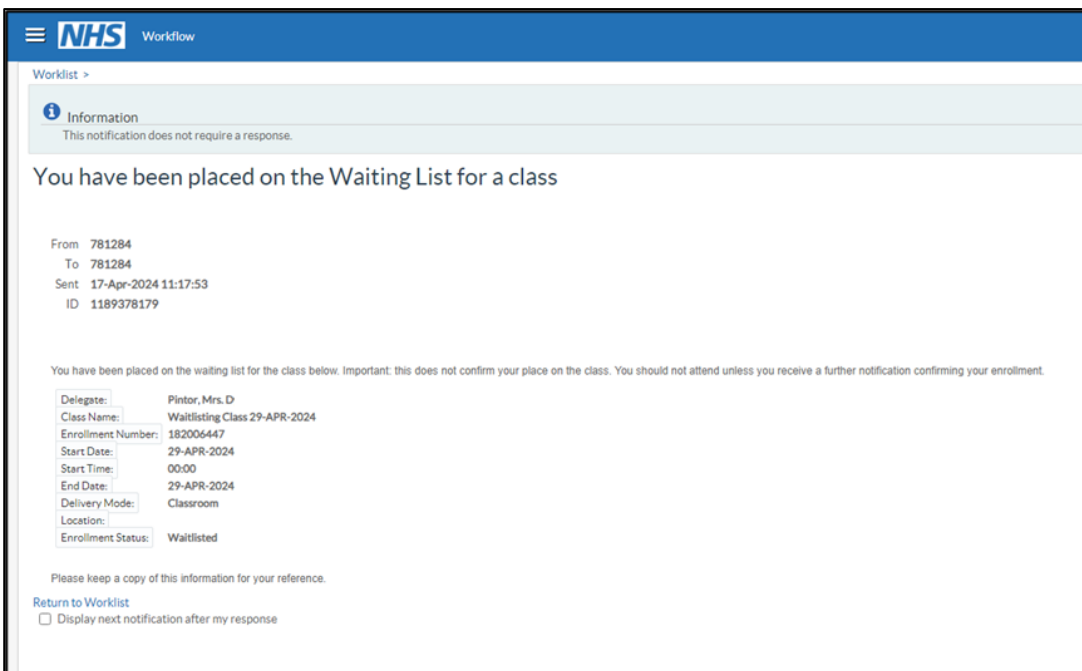

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If the learner clicks on the 'cog' their enrolment will be added to the 'My Current Waitlists' section of the homepage.

The learner also has the option to click on the 'View Alternatives' link under the 'Alternative Classes' column.
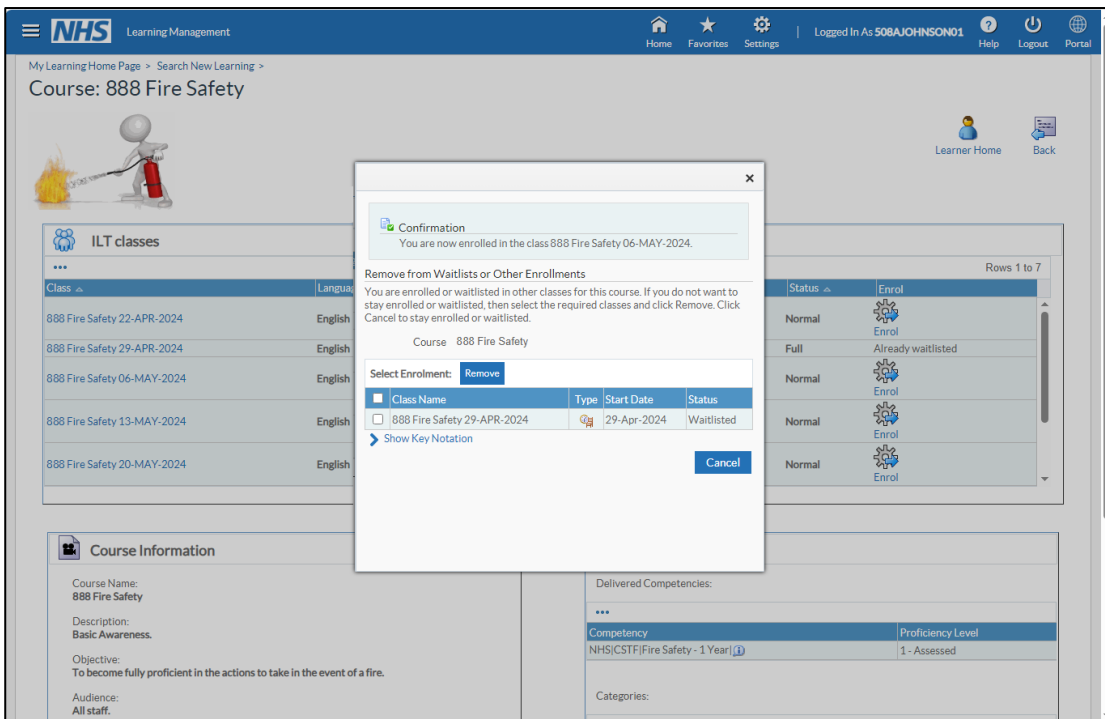

This will display any alternative classes available under that offering and enable the learner to enrol on a different class if required.

NOTE: As learners are now able to view alternative classes via the Learner Homepage, the notification titled 'You have been placed on the Waiting List for a class' will no longer display the list of alternative classes available under an Offering.

If the Learner enrols onto another class within the same offering they will be presented with the 'Remove from Waitlists or Other Enrollments' popup:

By ticking the checked box next to the required class and pressing the 'Remove' button, the learner has the option to remove themselves from classes where they are waitlisted or enrolled. If when presented with this popup box the learner decides to press the 'Cancel' button then no action will be taken and the user will remain enrolled in all classes.

Further Guidance

Updated User Manual and online learning materials will be available on the ESR Hub prior to the release as follows:

User Manual

Oracle Learning Management

Administrator Self Service

Employee Self Service

Manager Self Service

Supervisor Self Service

Online Learning

How to Guides

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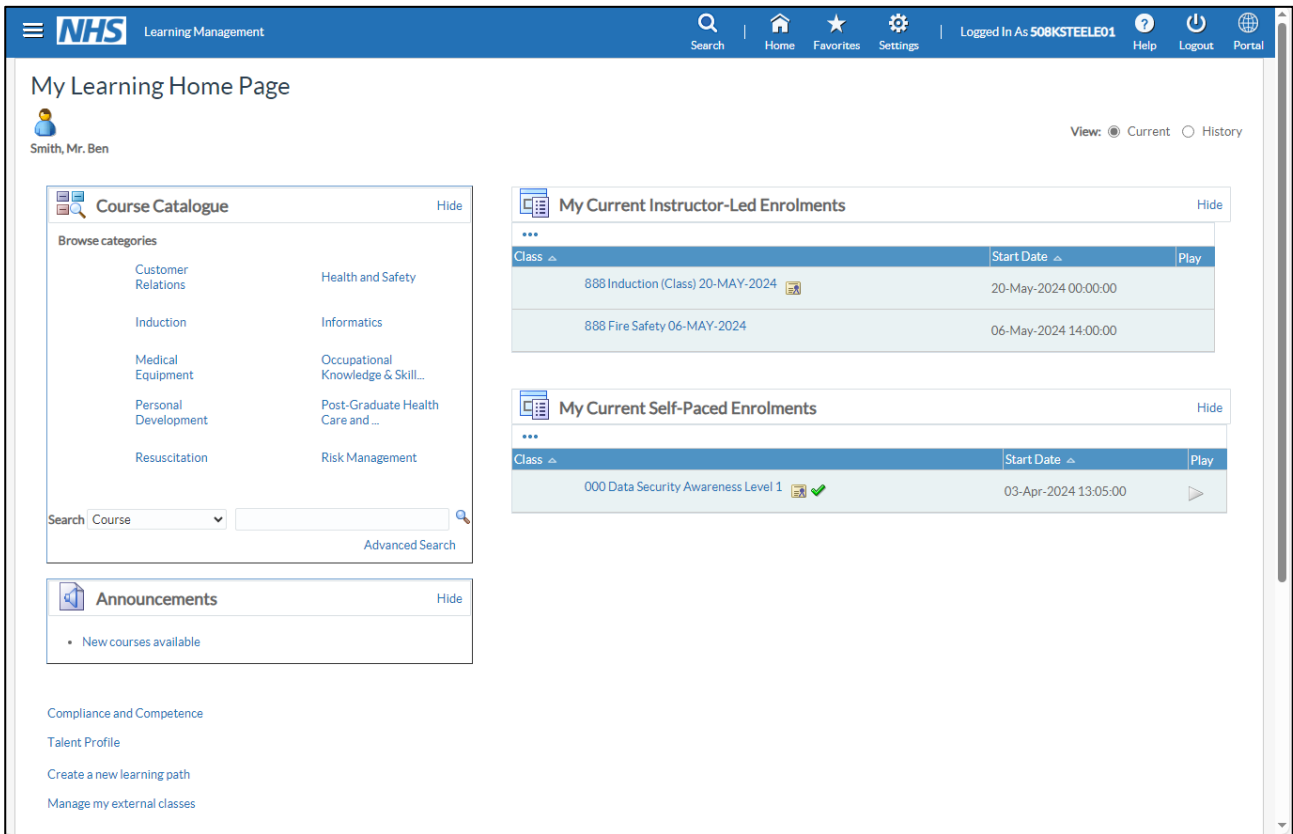
3   <u>Changes to Support Updated User Interface in Learning Administration</u>
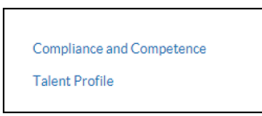
<u>Search and View Learner Page for Learning Administrator URP</u>

Navigation Path: XXX Learning Administration

Manage Learners > Search and View Learner

<u>Links</u>

Learning Administrator users will have links available to them which will enable them to view a learner's 'Compliance and Competence' information and also their 'Talent Profile' report.

Class Administrators will have access to the 'Compliance and Competence' link only.

<u>Changes to Waitlisting Fields</u>

Changes have been made in Learning Administration to support the changes to waitlisting.

The Deactivate Waitlisting in OLM field has been removed has been removed from the Organisation Trust level settings. The 'Deactivate Waitlisting' field has also been removed from the Course and Offering pages.

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The Waitlist Maximum Occupancy field has also been removed from the Class pages.

To control waitlisting, a new field called 'Maximum Waitlisted' has been introduced. This field can be found within the 'Enrolment' section of the Course, Offering, Class and Copy Class pages.

It allows Administrators to specify how many learners can be waitlisted on a class. This field is a user defined numeric value, the number defined in this field is the maximum number of delegates allowed with an enrolment status of 'Waitlisted'. If the Maximum Waitlisted = 0 then no learners would be enrolled with a status of 'Waitlisted', as waitlisting has been deactivated.

When using the Maximum Waitlisted functionality the Administrator must also specify the Maximum Attendees.

A datafix will be provided to transfer data that was previously held in the fields being removed as follows:

- Where a trust had 'Deactivate Waitlisting in OLM' set to 'Yes' at Trust Org Level then the 'Maximum Waitlisted' field at Course level will display a value of 'zero' for all active courses, meaning no learners can be enrolled with a status of waitlisted.

  This will only impact existing active courses. For newly created courses, administrators will be required to populate the Maximum Waitlisted' field at the relevant level to control waitlisting.

- Where a trust had set 'Deactivate Waitlisting' to 'Yes' at Course level then the 'Maximum Waitlisted' field at Course level will display a value of 'zero', meaning no learners can be enrolled with a status of waitlisted

- Where a trust had set 'Deactivate Waitlisting' to 'Yes' at Offering level then the 'Maximum Waitlisted' field at Offering level will display a value of 'zero', meaning no learners can be enrolled with a status of waitlisted

- Where a trust had set a value in the 'Waitlist Maximum Occupancy' field (zero or above) at Class level then the 'Maximum Waitlisted' field at Class level will display the same value entered.
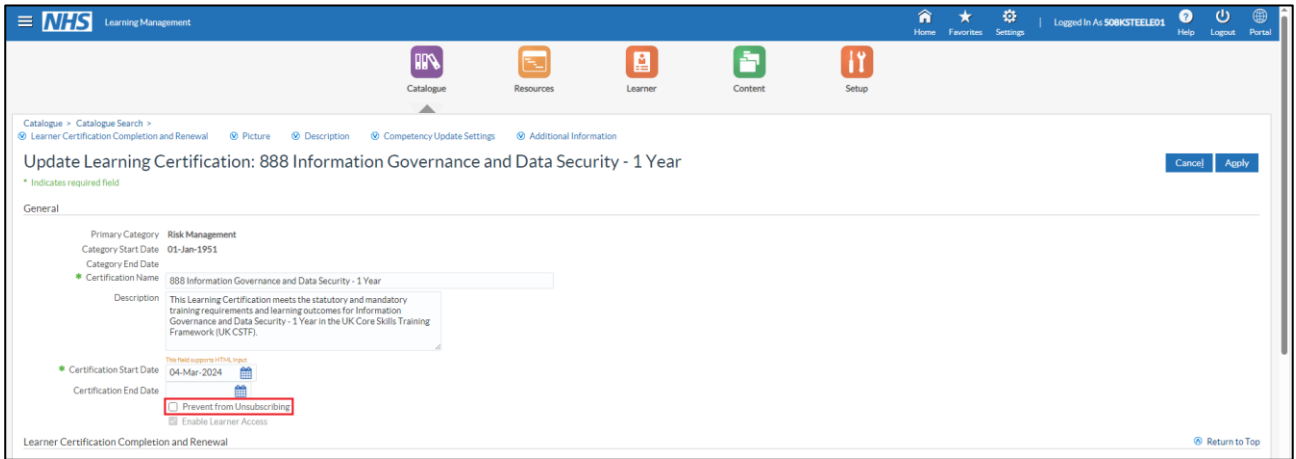
  NOTE: If 'Deactivate Waitlisting' had been set to 'Yes' at a higher level (Organisation, Course or Offering) then the Maximum Waitlisted field will display 'zero' at class level even where the 'Waitlist Maximum Occupancy' field may contain a positive value.

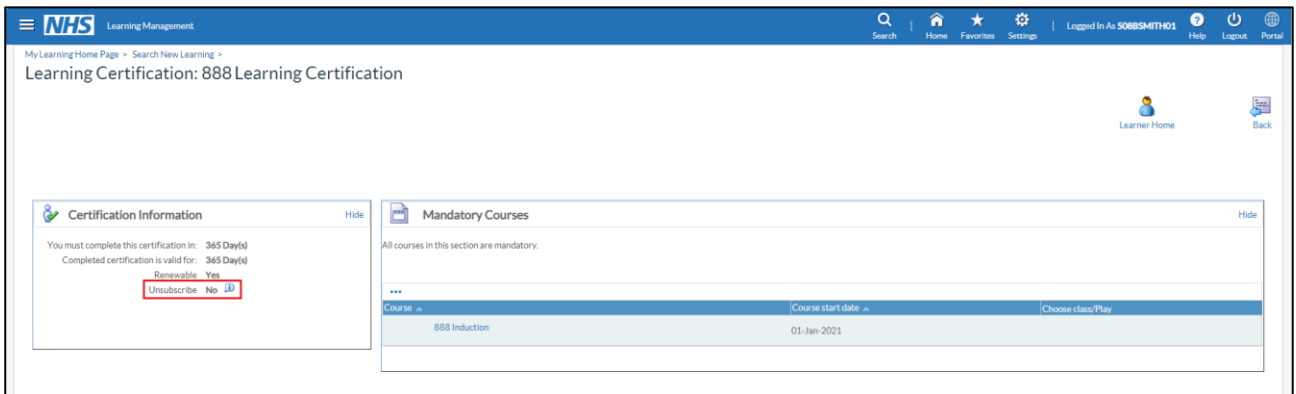The Maximum Waitlist details are available to report on in ESRBI.

Prevent from Unsubscribing

A new 'Prevent from Unsubscribing' check box in the General section replaces the field 'Prevent Unsubscribing' that was located in the 'Additional Information' section on the Learning Certification page. When checked this will prevent learners from being unsubscribed from Learning Certifications by anyone accept a Learning Administrator.
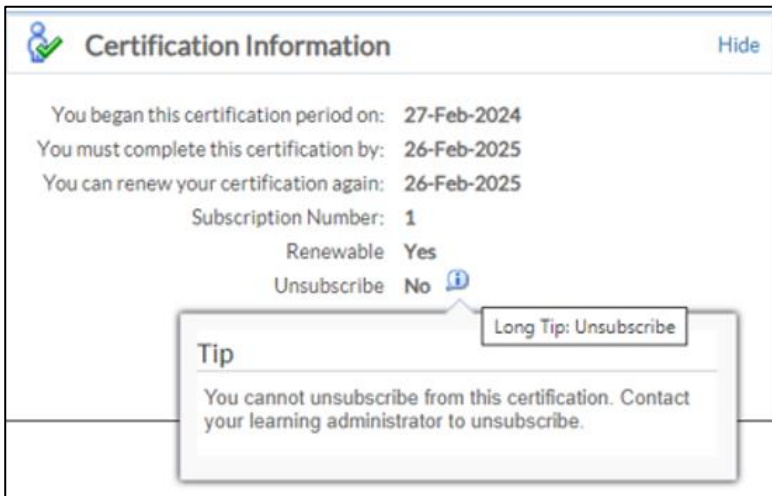
A data fix will be applied to transfer any values entered in the old field over to the new field.

If an Administrator selects this check box, then the 'Unsubscribe' field which is displayed in the 'Certification Information' section of the Learning Certification page will automatically display as 'No'.

Clicking on the information icon next to the 'No' displays the following message:

"You cannot unsubscribe from this certification. Contact your learning administrator to unsubscribe."

The field 'Prevent from Unsubscribing' will also be available for reporting in ESR BI via the following navigation:

Subject Area: HR - Learning Certifications
Folder: Certification Details