ABILITY LMS BASICS

- Start at https://train.ora.msu.edu
- Log in with your MSU NetID and password.
- For further assistance, email the Help Desk at train@ora.msu.edu or call 517-884-4600.
MY TEAM MEMBERS

View Team Members

From the main menu, select Manager Menu > People.

The people on your team will appear on the People window. Note the Report Type column, which indicates the source of each team member’s assignment to your team.

- **HR** indicates that you are this employee’s supervisor of record in MSU HR (EBS).
- **A** (ad-hoc) indicates that this employee was manually added to your training team. Ad-hoc teams indicate supervisory relationships not represented in MSU HR (e.g., research groups, volunteers).

Update Team Members

From the main menu, select Manager > People. Check the Report Type column to determine the source of each team member assignment.

HR Team Members

HR team members are updated daily via Ability’s EBS feed. To remove an HR team member, request that your unit HR Administrator update EBS (either terminate the position or update the supervisor of the employee). New hires will be added to your training team automatically.

Ad-hoc Team Members

To add or remove ad-hoc team members, contact the help desk at train@ora.msu.edu.
ADD OR REMOVE TRAINING REQUIREMENTS

Single Learner: Add or Remove Multiple Tracks

From the main menu, select Manager Menu > People.

Click the name of a learner.

Click on the Track Status tab. To assign tracks to this learner, click the green plus sign. To remove tracks from this learner, click on the red X.
When adding a track:

Click Next.

Select the Learning Track(s) to be assigned, then click the Next button.

**TIP:** If the desired learning track(s) are not appearing on the Learning Tracks list, the Learning Tracks may already be assigned to the Learner.

Click Next.
Click Close Window.

**TIP:** After assigning learning tracks, a learner’s status (complete/incomplete) may take up ten minutes to update.

**When removing a track:**

Click on the learning tracks to be removed (hold down the Control key to select multiple tracks). Click Next.

Click Close Window.
Single Track: Add or Remove Multiple Learners

From the main menu, select Manager Menu > Learning Track Manager.

Select a learning track.

On the People tab, to add learners to this learning track, click the green plus sign. To remove learners from this learning track, click on the person icon with the red X on it:

You will see either the “Assign People to Track” window (if adding learners to the track) or the “Catalog/Learner Delete Wizard” (if removing learners from the track).
Search for the desired learners by name or NetID. Once found, click the learners in the Search results pane, and use the double arrow buttons to move them to the Selected pane, or move them out if accidentally selected.

TIP: After assigning learning tracks, a learner’s status (complete/incomplete) may take up ten minutes to update.

Confirm the correct learners have been selected and click Next. On the next window, confirm the learners who will be added to or removed from the learning track. Click Next.
REPORTS AND COMPLIANCE TRACKING

Team Reports

From the main menu, select Manager Menu > Reports.

Two types of standard reports are available. Track reports include learning tracks assigned to your team members, including each learner’s current status. Choose to summarize by:

- track name - select Learning Track Status By Track
- learner name - select Learning Track Status By Learner

History reports include complete history (all transcripts) completed by your team members. Choose to summarize by:

- course name - select Training History By Course
- learner name - select Training History By Learner

Managers can filter reports further using the filter buttons available under the report title.
Check Team Compliance

From the main menu, select Manager Menu > Reports > Learning Track Status By Learner.

Ensure that the assigned learning tracks are appropriate for each team member. Assigned learning tracks represent current training requirements based on job duties or course work.

- To update training requirements, see Add or Remove Training Requirements (Learning Tracks).
- To update your team members, see My Team Members.
To view only Incomplete tracks, look for the filter list near the upper left corner (under the report title), click on the filter list box, and select Incomplete.

The report will be updated to show only learners and tracks in an incomplete status.
Individual Learner Compliance

View a Learner’s Track Status

From the main menu, select **Manager Menu > People.**

Click the name of a learner.

The track status tab will display currently assigned learning tracks, and the learner’s status in each course within the tracks. Assigned learning tracks represent current training requirements based on job duties or course work. A track status of **Complete** indicates all required training is complete and up to date. Any other track status indicates either a) the learner has either never completed the assigned track, or b) training has expired.

To update training requirements, see [Add or Remove Training Requirements (Learning Tracks)](#).

**TIP:** To print a track status report, use the print functionality in the browser while on the Track Status tab.
View a Learner’s Training History (Transcript)

From the main menu, select **Manager Menu > People**.

Click the name of a learner.

Click the history tab.

**TIP:** If the Learner’s Learning Track history window has a filter applied to it, click Reset to clear the filter.
View a Learner’s Employment History

Look on the Learner’s Employment tab if you need to find the names of others who may also be assigning Learning Tracks to a Learner. From the main menu, select **Manager Menu > People**.

Click the name of a learner.

Click the **Learner Employment** tab.
Monday Morning Email Reports

Each Monday morning, you will receive a single compiled email report including:

- Expired and/or overdue training for your team members
- Training due within the week for your team members

You will not receive an email if your team does not have any urgent training concerns.

Note that the Monday reports only include training assigned through learning tracks. It is important that managers monitor and update tracks assigned to their team members.

To update training requirements, see Add or Remove Training Requirements.