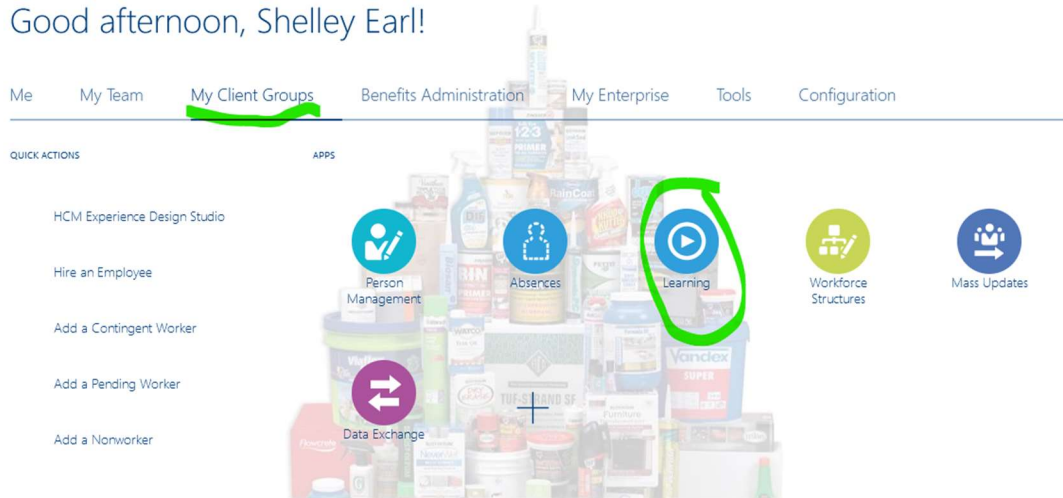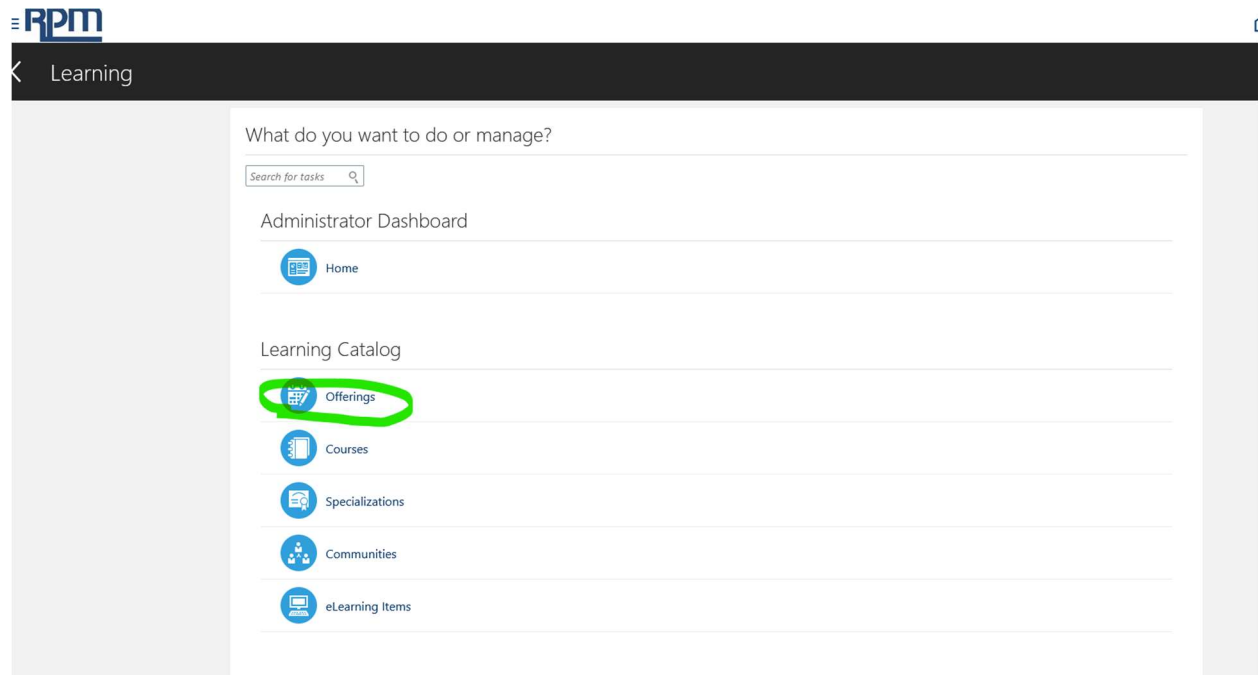# How to Guide - Enrolling and completing employees for Toolbox Talks in Oracle

Step 1: Select My Client Groups – Learning:



Step 2: Select Offerings in the Learning Catalog:

Step 3: In the Search Criteria – type 'TBT' into the offering title as per below screenshot and change the year to 2000 in the publish start date and search:



Step 4: Once search is complete it will bring up a list of available courses/offerings, click on the offering title as highlighted below:



Step 5: You can access the supporting materials on this page, the Tool box talk poster and script:

**Step 6: Select the Learners option on the left hand side of the screen as per below:**

**RPM - TBT Workplace Harassment**
Instructor-Led Offering

Offering Number
OLC589090

Offering Type
Instructor-Led

Offering Dates
11/05/2021 - 11/05/2022

Primary Classroom
No Location Defined

Published Dates
11/05/2021 -

Language
American English

Evaluation
None

Definition

Learners

Administrator conversation

Enrollee conversation

Description
RPM Compliance Tool Box Talks Workplace Harassment

Capacity Rules

Booked Seats
0

Capacity Rules
Not Enabled

Additional Attributes

Activities

Comments
☑ Enable conversations for active and completed enrollees on the enrollment page

Related Materials

| Visibility | Attachment | |
|---|---|---|
| Administrators | Workplace Harassment Poster TB (1 more...) | View |
| Administrators and Self-Service | None | View |
| Administrators and Enrollees | None | View |

**Step 7: Select add learners and click on required assignment:**

**RPM - TBT Workplace Harassment**
Instructor-Led Offering

Access | Access Groups | **Learning Assignments** | Learning Initiatives

Search Learners

Advanced | Saved Search

Definition

Learners

Administrator conversation

Enrollee conversation

Match ● All ○ Any

** Name [ ]

** Person Keyword [ ]

** Assignment Status [Not Started ▾]

** Initiative Name [ ]

Learner Results

View ▾  Format ▾  Add Learners ▾  Change Status ▾  Edit Assignment  Manage Activities  More Actions ▾  Mass Action ▾

| Name | Sta... | | Person Number | Primary Email | Location | Business Unit | Coun Manager |
|---|---|---|---|---|---|---|---|
| | Voluntary Assignment | | | | | | |
| | Required Assignment | | | | | | |

No data to display.

Columns Hidden 21

Step 8: Add name of the assignment – we would suggest your company name followed by the course name and the date of training, this can be copied for description and note sections. Assign as – select from the dropdown box the most fitting for your role, due date can be the next working day available on the calendar:



Step 9: In the require learning section at the bottom, select the + option on administrators:

Step 10: Attach a copy of your TBT sign in attendance sheets from your employees by browsing out to your folders and selecting the training records, this will support the audit trail of the training. You can add multiple documents as needed, just select the + button to add additional:



Step 11: Select Next:



Employees can be added via either adding a person individually or by using a person number list – please see below:

Option 1 – Individually adding a person: Type the person's name or Employee ID number in the 'Add a person' box, when you select them they will appear in the list below:

Once you have your list of people for the training select Next:



Advanced rules stay as per below and select submit:



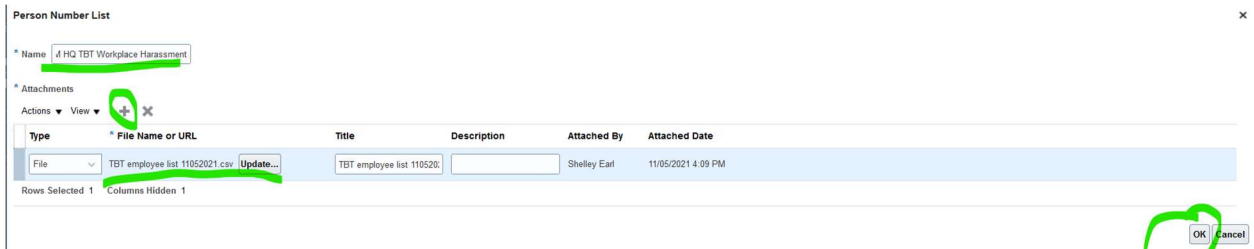You should receive the below message once submitted:

Option 2 – Person Number list.  This option allows for bulk uploading of employees.  Employee numbers should be included in a CSV file with just the first column including the employee number, that is the only data that is needed, example below:



In Select Learners – select the Add button and choose Person Number List:
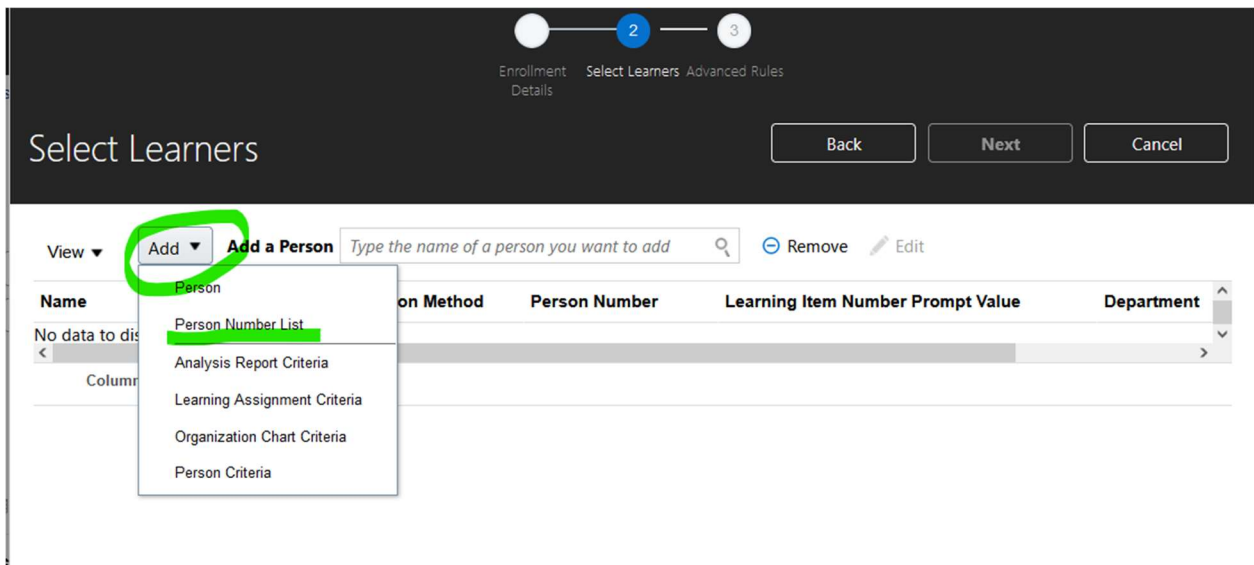


Add the name of your training list, click on the + and browse out for you CSV. Person number list – once loaded select OK

Select Next:



Advanced rules stay as per below and select submit:



You should receive the below message once submitted:

Your employees are now enrolled on the course – you just need to mark them as complete, to do this follow the instructions below:

To get to Learners in the offering follow Steps 1-6 above:

Once in Learners, you will see a list of the employees you enrolled, if you have previously added and marked employees complete on the course and you have 'Assignment status' set to 'all' it will bring results for all employees, not just the ones you have enrolled, you can change the 'Assignment Status' to not started or search for your employees by business unit or enrolled date by selecting the advanced search option:



Once you have the employees you need to mark complete in your list, select them, if there are multiple you can select multiple by using the 'shift' or 'ctrl' options on your keyboard – once selected select Mass Action and Mark Activities Complete

Add submission notes stating course and completion date and ensure start date is the training date, then select next:



Select the activity – there should only be one option available:

Then wait until the Instructor led activity details populate on the screen, set completion date to the date of the TBT, effort should stay as expected effort.  Select 'Completed offline and status verified" in the last box – the select Submit, this will mark your employees selected as complete: