Access Your Manager Dashboard

To access your Manager role, click on the profile icon in the top right of your screen. Select Manager.
Right now, your Manager dashboard will be empty. However, you will begin to see it populate as you and your employees take courses.
To learn more about what’s coming for you as a Manager on your dashboard, visit the Adobe Learning Manager User Guide and select the Manager tab on the left.

*H R D will update this Manager’s Guide as ElevatED continues to grow.*
Notifications
Email Notifications

You are Assigned a Manager Role

As a manager, you will receive notifications for certain actions relating to your role as a manager or your employees. If you become a manager, you will receive an email welcoming you to ElevatED with Manager permissions. As a Manager, you will now have a dashboard to assign and track courses for your team.

Hello Learner,

Congratulations!

As an Auburn manager you have been granted access to ElevatED, Auburn’s Employee Education Center.

Log in to ElevatED from your AU Access page to explore your own professional and personal development opportunities as well as assign and track courses for your team.

You will also find valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.
Employee Enrolls in a Course

When your employee enrolls in a course, you'll get an email letting you know which of your employees is enrolled in which course. You'll be able to track the learning activity of your direct reports by accessing your Manager role.

Hello Manager,

Your team member LearnerName has self-enrolled to the course CourseName.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development.
Contact hrddept@auburn.edu for questions or to request accommodations.

Updated 10/19/2022 V.1
Manager Accepts Enrollment Request
For a limited number of courses, you may be required to approve their enrollment. You will receive an email instructing you to log into ElevatED to approve your employee’s enrollment.
Learner Clears Waitlist

If your employee clears the waitlist for a course, you'll get an email letting you know which of your employees is enrolled in which course.

Course Waitlist Cleared

Hello Manager,

Your team member [LearnerName] has cleared the wait list for [CourseName] and has been enrolled into the course.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the Elevated logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrdept@auburn.edu for questions or to request accommodations.
Manager Assigns a Course

If you enroll your employee in a course, you’ll get an email letting you know which of your employees you enrolled in which course and to track their learning activity in your Manager dashboard.
When Your Employee Unenrolls in a Course

If your employee unenrolls from a course, you’ll be notified.

Hello [Manager],

Your team member [LearnerName] has been unenrolled from the course [CourseName].

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddpt@auburn.edu for questions or to request accommodations.
Your Employee Completes a Course
You'll receive notification that your employee has completed a course.

Hello Manager,

Your team member **LearnerName** has successfully completed the course **CourseName** on **CourseCompletionDate**.

To track the learning activity of your direct reports, access your Manager Role by selecting the down arrow next to your profile picture.

You will find the ElevaTED logo for logging in on your AU Access page and valuable resources at aub.ie/elevated.

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.
Escalation for Course Completion - Before Deadline and/or Missed Deadline

If a course has a deadline for completion, you will receive email notifications before a deadline and/or if the deadline has been missed by your employee.

Hello Manager,

Your team member, [LearnerName] has not yet completed the course [CourseName]. The deadline for course completion was [CourseCompletionDeadline], [DeadlineDuration] day(s) ago.

You will find the ElevatED logo for logging in on your AU Access page and valuable resources at [aub.ie/elevated].

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.
Request for Manager Feedback

Thirty days after your employee completes a course, you'll be asked to provide brief behavior change feedback. Click on the Behavior Change Feedback hyperlink in the email. The hyperlink should take you to a one question survey asking if your employee's performance has shown distinct improvement since taking a particular training.

HRD appreciates and values your feedback because it is important to continuing assessment of training and development needs.
Questions or Concerns
Visit aub.ie/elevated for more quick tips and ElevatED updates.

For any questions or issues with course content, navigating ElevatED, or accessing H R D websites, reach out to H R D at hrddept@auburn.edu.

Accessibility Accommodations
H R D is committed to creating a learning environment that meets the needs of its diverse employee population and we will work with all H R D Instructors to ensure Learner accommodations are honored. If you require an accommodation, please fill out this Accommodations Request form at least one week prior to the course you would like to take.

*As ElevatED grows and we receive your feedback, the platform is subject to change.