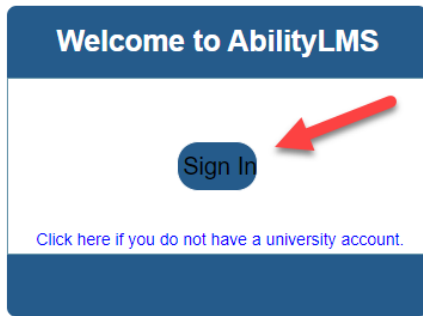


## Know Your U Activity Recording Job Aide

### Logging into AbilityLMS

Eligible employees should record their *Know Your U* activities using the AbilityLMS learning management system. Employees can access AbilityLMS by going to <https://uillinois.abilitylms.com>. Click on the 'Sign In' button and log in with your university Netid and Password.



### Recording and Monitoring Activities

Eligible employees will see a *Know Your U* tile after logging in. The tile allows employees to record an activity, view activities, and monitor the number of hours spent on various activities.

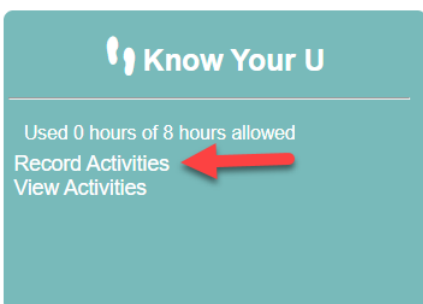
1. Click on "Record Activities" to enter a particular activity.
2. Click on "View Activities" to view activities.
3. As activities and associated hours are added, the accumulation should be reflected on the tile.

Once activities are entered that accumulate up to 8 or more hours, the tile will indicate that more activities may not be added. This will then reset on August 16 of each year.



### Recording an Activity

1. Click on the 'Record Activities' link in the tile.



2. Within the Add Activity window, choose the appropriate category from the drop down list.

**Add Activity**

Edit


**Add Training Assignment Wizard Step 1**

To be defined.

Learner Name Full **Jane Doe**

Manager Name Full

Catalog Name **Know Your U: 2019-2020**

Category **Academics** 

Activity Title

Date Started

\*Date Completed

\*Hours

Supporting Document  No file chosen

After selecting a category

1. Enter the name or title of the activity
2. Select an optional start date
3. Select a required completed date
4. Enter the number of hours you spent on the activity. This is required and time should be recorded in 15 minute increments. For example, 1 hour 15 minutes should be entered as 1.25.

**Add Activity**

Edit

**Add Training Assignment Wizard Step 1**

To be defined.

Learner Name Full **Jane Doe**

Manager Name Full

Catalog Name **Know Your U: 2019-2020**

Category **Academics**

Activity Title  **1**

Date Started  **2**

\*Date Completed  **3**

\*Hours  **4**

Supporting Document  No file chosen

Documents related to the activity can be optionally uploaded.

1. Click on the Choose File button
2. Select the document you wish to upload
3. Click the Next button

**Add Activity**

[Edit](#)

**Add Training Assignment Wizard Step 1**

To be defined.

Learner Name **Jane Doe**  
Full

Manager Name  
Full

Catalog Name **Know Your U: 2019-2020**

Category

Activity Title

Date Started

\*Date Completed

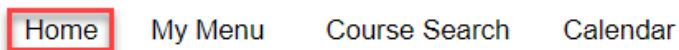
\*Hours

Supporting Document

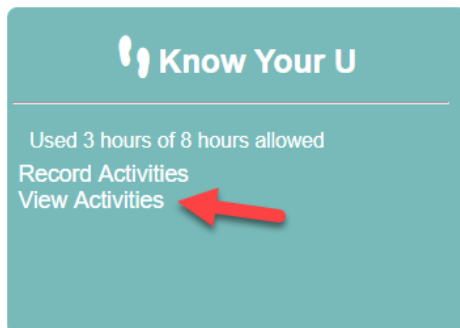
[Reset](#) [Next](#)

Viewing Activities and Documents.

1. Go to the home dashboard by click 'Home' in the upper menu.



2. Find the "Know Your U" tile and click View Activities.



a. Click on the name of the activity you wish to review.

Activity Type	Course Title
Know Your U: 2019-2020	Incomplete
Course	Toured the Fish Farms
Course	Joined Football Team
Course	Tour Krannert Center for Performing Arts
Course	Gone Fishing
Course	Going to the store

b. To see any associated documents, click on the Documents tab on the Activity Home Page

c. Click on the document name to download the file

Course ID: **KYU000018**

Course Description: **Joined Football Team**

Duration: **0.00**

You can review or retake this course.

- Review means the system is not going to be updated with work y
- If the course allows, you will be able to pick-up from when you las
- Use Review to review the materials.
- Retake means you want to do the entire course over again from t
- This will create a new tracking record in addition to your existing i
- Select the desired link to start the course.

**1**

Assignments History **Documents (1)**

Document Name

[20190830105542\\_KnowYourJTesting.docx](#)

**2**