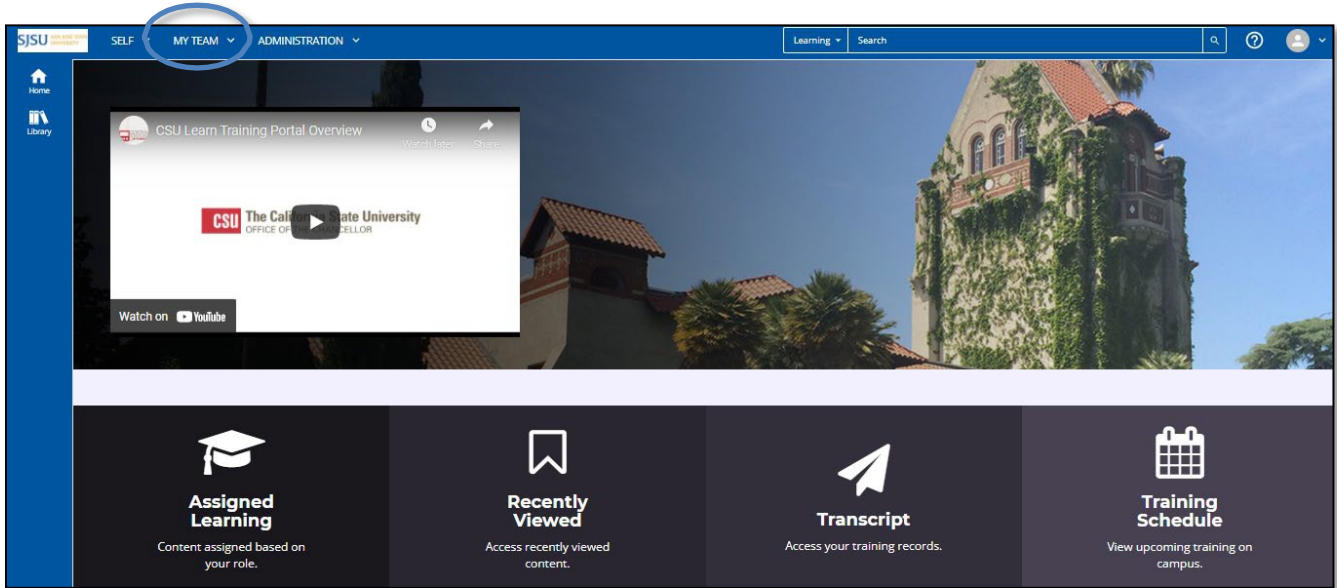
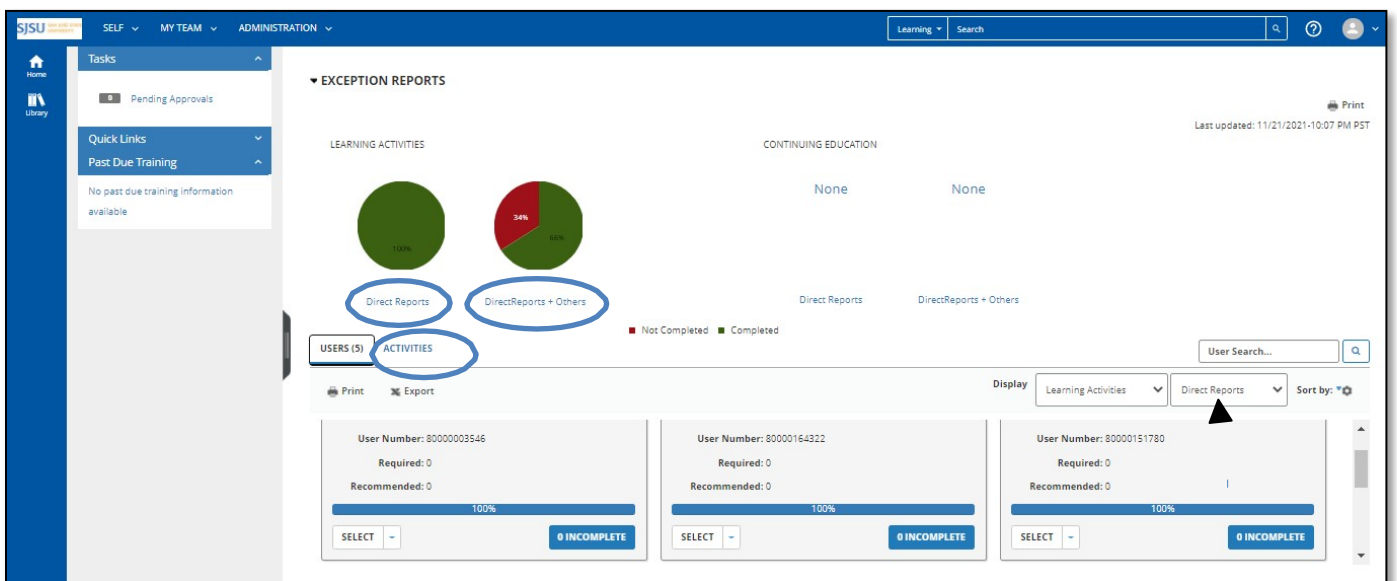


Administrators and workleads have access in CSULearn to view the status of their direct reports' CSULearn training progress. [Log on to CSULearn](#) and view the Manager Dashboard.

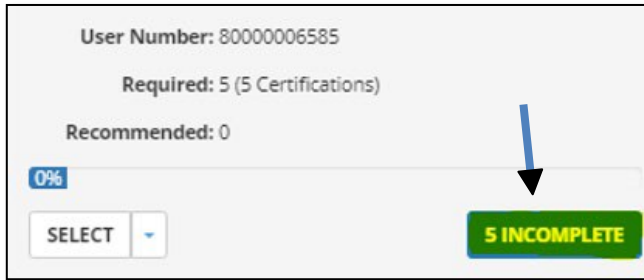
- Go to My Team icon and select Manager Dashboard.



- You will see a report of your team and you can view how your direct reports are doing with their training courses.



- You can click on Direct Report, Direct Reports + Others, and Activities to see how each of your direct reports is doing with their training; completed, overdue, or in-progress.
- If an employee has not completed their training, you can click on the INCOMPLETE button to display the Detailed Exception Report by User and see which course(s) are incomplete.



The screenshot shows the 'DETAILED EXCEPTION REPORT BY USER' for Anite R Vasquez. The interface includes a search bar, a filter section, and a table of assignments. The table columns are: Activity Name, Code, Assignment Type, Assignment Status, Assignment Date, Due date, Expiration Date, Progress, and Notes. The table lists five assignments, all with 0% progress.

Activity Name	Code	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration Date	Progress	Notes
CSU - Injury and Illness Prevention Program	SJSU-SCORM-IIPP	Required	Overdue	11/14/2019	12/14/2019		0%	
CSU's Discrimination Harassment Prevention Program for Supervisors	SJSU-CURRIC-SHPS	Required	Overdue	11/13/2019	12/29/2019		0%	
CSU's Sexual Misconduct Prevention Program (Title IX)	SJSU-CURRIC-SMPS	Required	Assigned	6/1/2020	11/28/2020		0%	
Data Security and FERPA	SJSU-CURRIC-DSP	Required	Overdue	5/1/2020	5/31/2020		0%	
Hazard Communication Cal/OSHA	SJSU-CURRIC-HC	Required	Overdue	11/14/2019	12/14/2019		0%	

- You may view the Assignment Status to see the status of a course and the Due Date.
- The GOAL is to have employees be at zero (0) incompletes.
- Follow-up with employee if course is overdue and set a deadline when to complete course by.