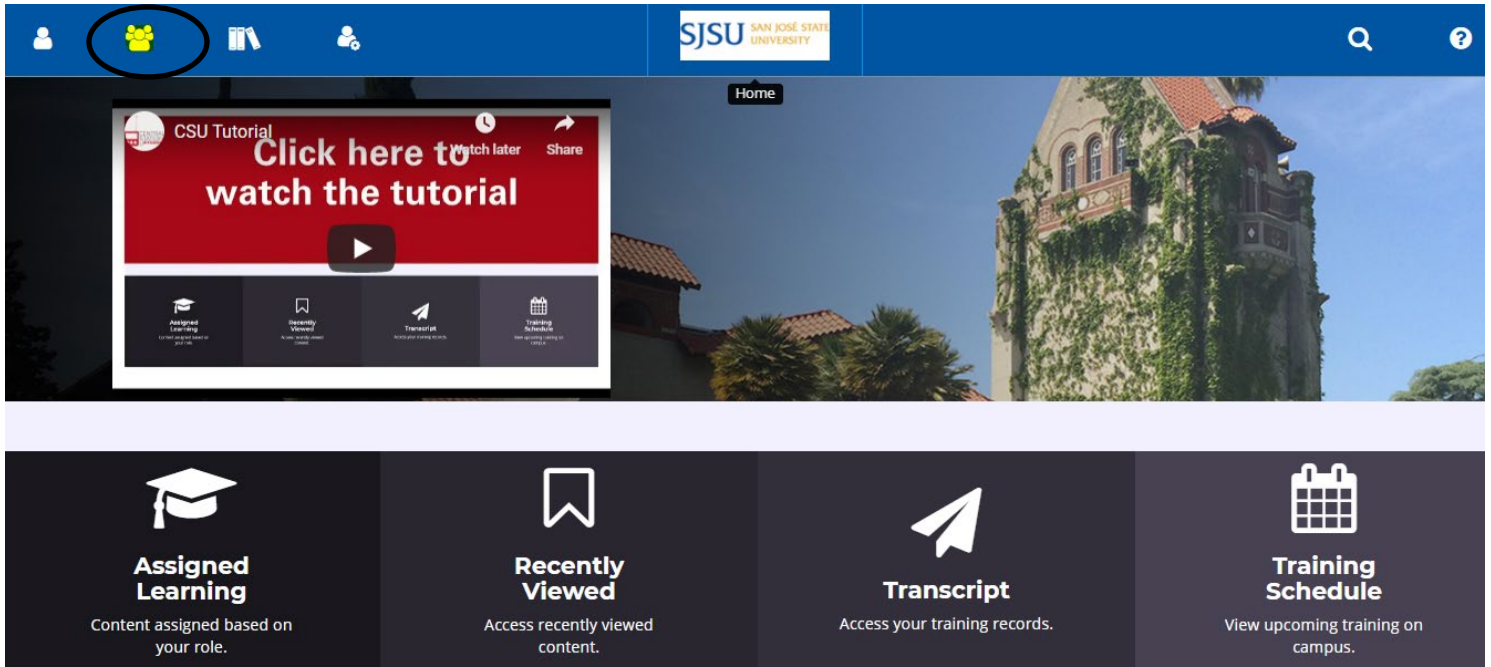
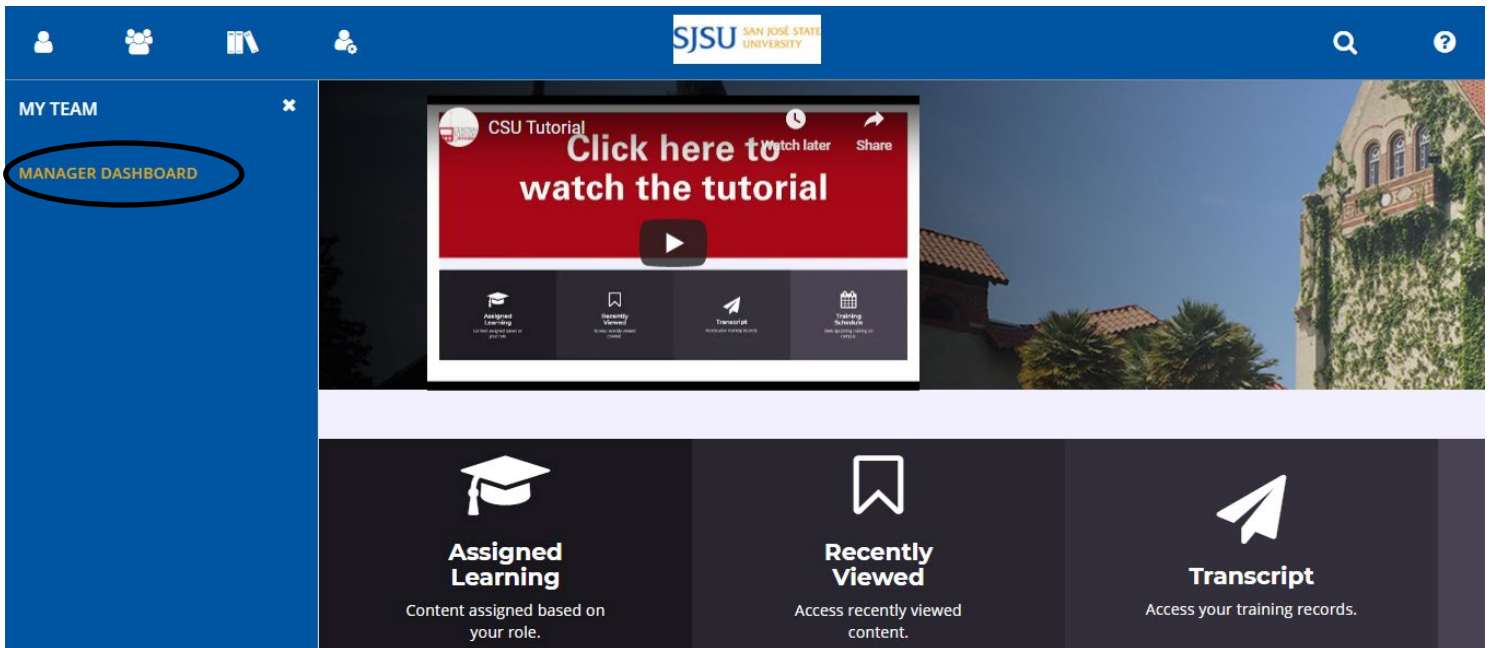


Administrators and workleads have access in CSULearn to view the status of their direct reports' CSULearn training progress. Click here to log on to [CSULearn](#) and view the Manager Dashboard.

- Click on the My Team icon.



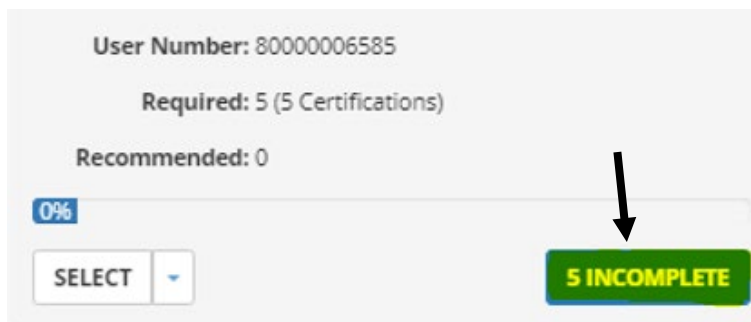
- Click on Manager Dashboard.



- You will see a report of your team and 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.



### DETAILED EXCEPTION REPORT BY USER Anita R Vasquez

List of activities assigned to this user.

Overall progress 0%

Current Assignments

Last Processed: Monday, July 20, 2020 10:05:25 PM PDT

Displaying 5 of 5 Records

Show all assignments (5)
+ Add
Print
Export

	Activity Name	Code	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration Date	Progress	Notes
<input type="radio"/>	CSU - Injury and Illness Prevention Program	SJSU-SCORM-IIPP	Required	Overdue	11/14/2019	12/14/2019		<span style="background-color: #0056b3; color: white; padding: 2px 5px;">0%</span>	
<input type="radio"/>	CSU's Discrimination Harassment Prevention Program for Supervisors	SJSU-CURRIC-SHPS	Required	Overdue	11/13/2019	12/29/2019		<span style="background-color: #0056b3; color: white; padding: 2px 5px;">0%</span>	
<input type="radio"/>	CSU's Sexual Misconduct Prevention Program (Title IX)	SJSU-CURRIC-SMPS	Required	Assigned	6/1/2020	11/28/2020		<span style="background-color: #0056b3; color: white; padding: 2px 5px;">0%</span>	
<input type="radio"/>	Data Security and FERPA	SJSU-CURRIC-DSP	Required	Overdue	5/1/2020	5/31/2020		<span style="background-color: #0056b3; color: white; padding: 2px 5px;">0%</span>	
<input type="radio"/>	Hazard Communication Cal/OSHA	SJSU-CURRIC-HC	Required	Overdue	11/14/2019	12/14/2019		<span style="background-color: #0056b3; color: white; padding: 2px 5px;">0%</span>	

CLOSE

- You may view the Assignment Status to see the status of a course and the Due Date.