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