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.

• 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.