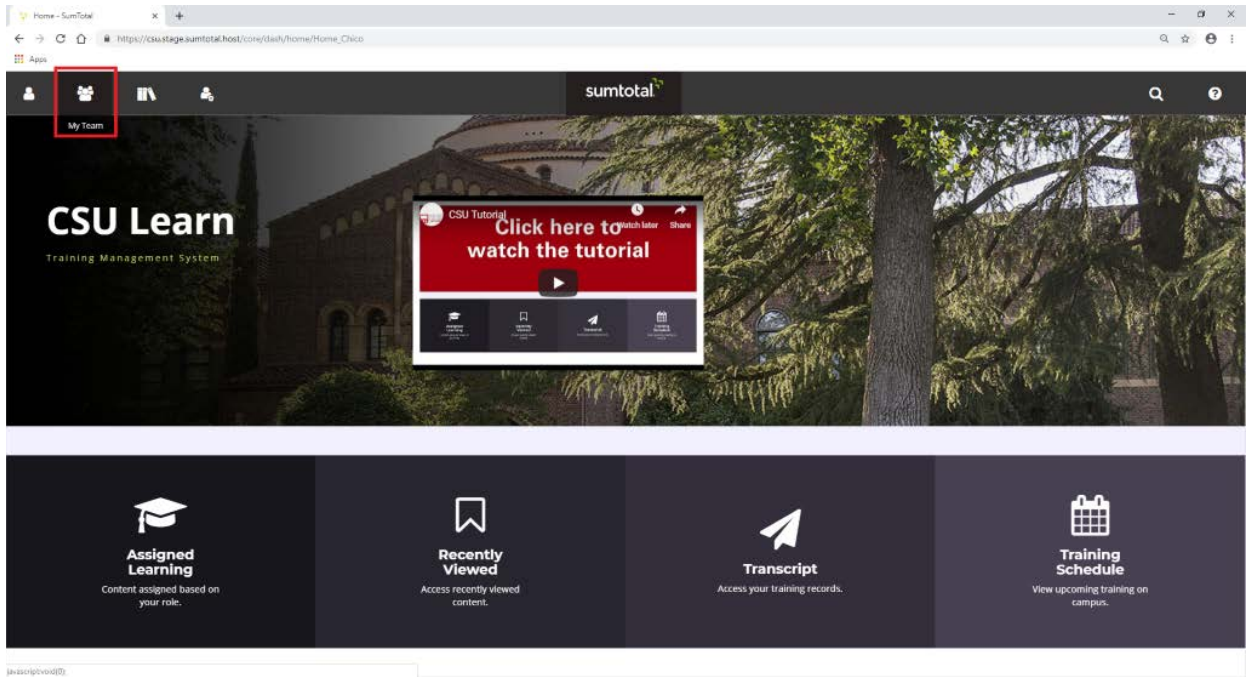
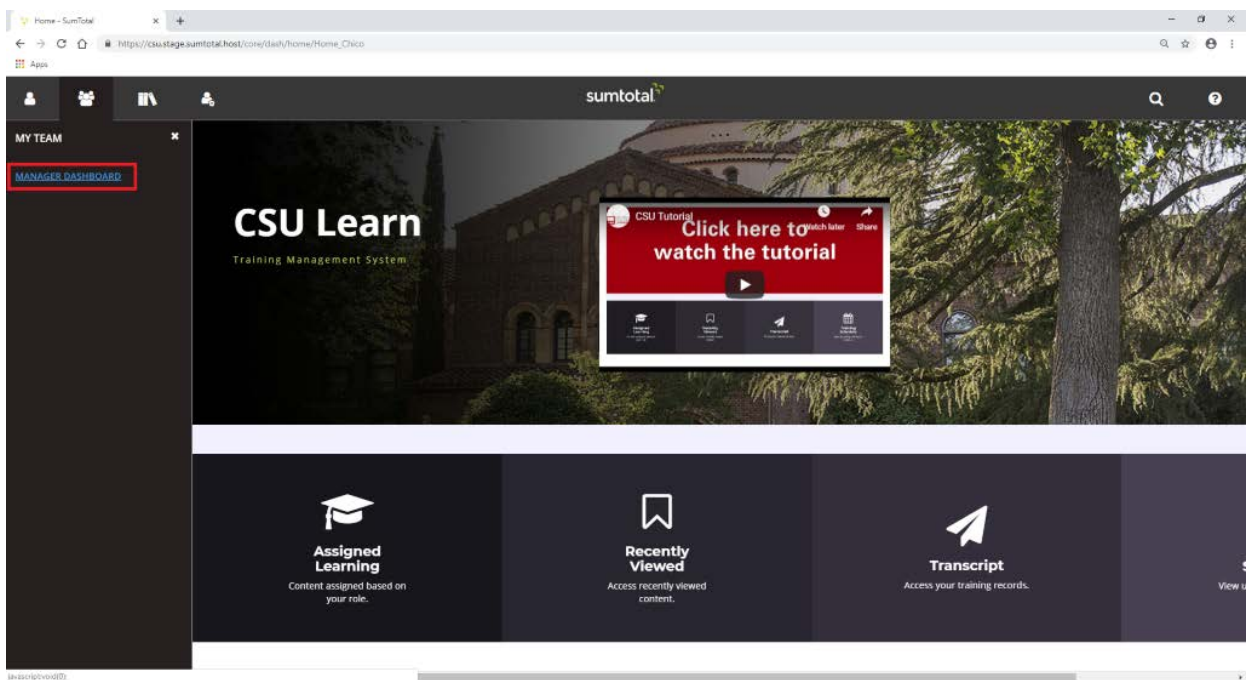


# View Direct Reports Status and Progress

1. Once you log into CSU Learn, click on the “MY TEAM” icon in the top left corner:

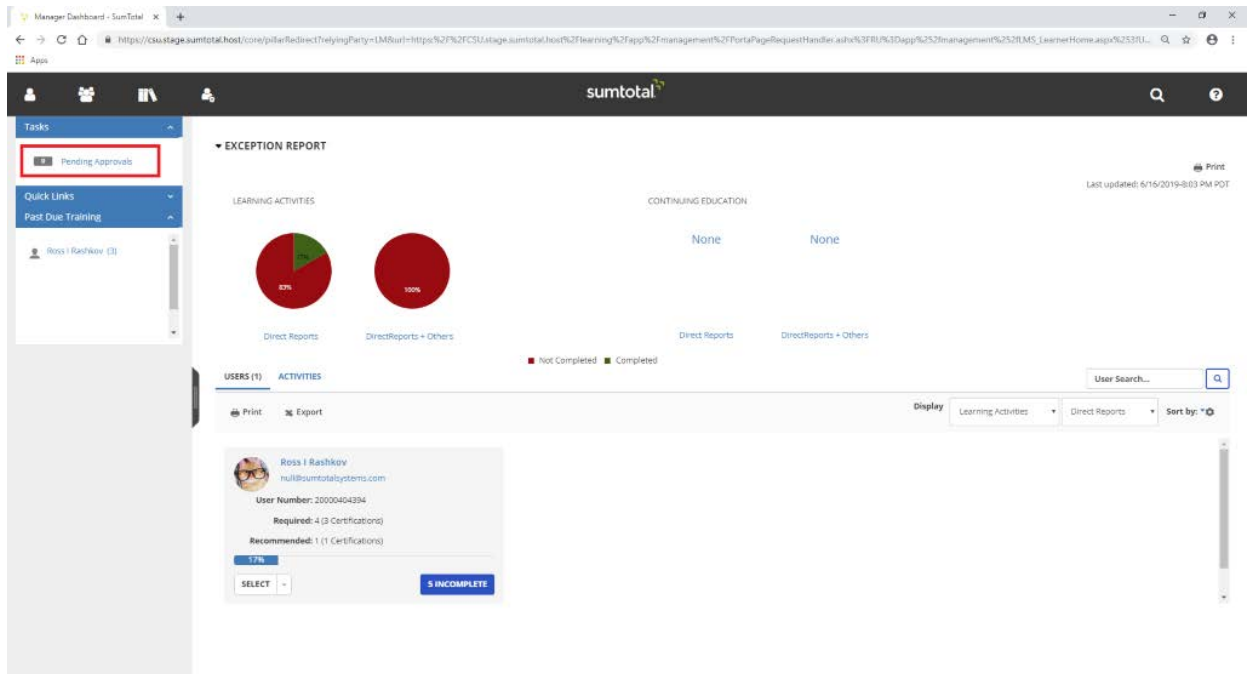


2. Click on “MANAGER DSHBOARD.”



3. On the Manager Dashboard, you can access information about your team.

View and approve any of your direct reports' pending registrations:



Export training status to a report:

The screenshot shows the 'sumtotal' Manager Dashboard. On the left sidebar, the 'Quick Links' section has 'Past Due Training' highlighted. The main content area is titled 'EXCEPTION REPORT' and features two donut charts under 'LEARNING ACTIVITIES': one for 'Direct Reports' at 87% (with a legend for 'Not Completed' in red and 'Completed' in green) and another for 'DirectReports + Others' at 100%. Under 'CONTINUING EDUCATION', both 'Direct Reports' and 'DirectReports + Others' are shown as 'None'. Below the charts, there is a 'USERS (1)' section with an 'ACTIVITIES' tab. The user profile for Ross I Rashkov is displayed, showing a progress bar at 17% and a '5 INCOMPLETE' button. A red box highlights the 'Export' button in the top navigation bar.

Quickly view any direct reports who have overdue training:

This screenshot is identical to the one above, but with a red box highlighting the 'Past Due Training' link in the 'Quick Links' section of the left sidebar. The main content area remains the same, showing the 'EXCEPTION REPORT' for Ross I Rashkov with the same charts and user details.

Access your direct reports' details and training records:

The screenshot displays the 'sumtotal' dashboard. On the left, there are navigation menus for 'Tasks' (Pending Approvals) and 'Quick Links' (Past Due Training). The main area is titled 'EXCEPTION REPORT' and shows two donut charts: 'LEARNING ACTIVITIES' at 87% (with a legend for Not Completed and Completed) and 'CONTINUING EDUCATION' at 100%. Below these are sections for 'Direct Reports' and 'DirectReports + Others'. A 'USERS (1)' section is expanded to show a user profile for Ross I Rashkov, including his email, user number, and certification requirements. A red box highlights the '5 INCOMPLETE' status in the user profile card.

View of a direct reports' training record:

The screenshot shows a 'Detailed Exception Report by User' for Ross I Rashkov. It includes a search bar, a filter section, and a table of assignments. The table has columns for Activity Name, Code, Assignment Type, Assignment Date, Due date, Progress, and Notes. One assignment is listed: 'Personal Protective Equipment for Holly's review' with code CSUHC0-0125, assigned on 6/11/2019, due on 7/10/2019, and 0% progress. A 'CLOSE' button is visible at the bottom right.

Activity Name	Code	Assignment Type	Assignment Date	Due date	Progress	Notes
Personal Protective Equipment for Holly's review	CSUHC0-0125	Required	6/11/2019	7/10/2019	0%	

View all assigned trainings, including overdue trainings:

**DETAILED EXCEPTION REPORT BY USER** Ross | Rashkov

List of activities assigned to this user.

Overall progress: 0%

Search:

Current Assignments | Last Processed: Sunday, June 16, 2019 8:03:03 PM PDT | Displaying 1 of 1 Records

[Show all assignments \(5\)](#)

Filter by:

- Assignment Status
- Assignment Type
- Assignment By

Activity Name	Code	Assignment Type	Assignment Date	Due date	Progress	Notes
Personal Protective Equipment for Holly's review	CSUHCO-0125	Required	6/11/2019	7/10/2019	0%	

View of all direct reports' assignments:

**DETAILED EXCEPTION REPORT BY USER** Ross | Rashkov

List of activities assigned to this user.

Overall progress: 0%

Search:

Current Assignments | Last Processed: Sunday, June 16, 2019 8:03:03 PM PDT | Displaying 5 of 5 Records

[Show all assignments \(5\)](#)

Filter by:

- Assignment Status
- Assignment Type
- Assignment By

Activity Name	Code	Assignment Type	Assignment Status	Assignment Date	Due date	Notes
Copy (1) of CSU Chico Defensive Driver Training Curriculum	CSUHCO-0066	Required	Overdue	3/12/2019	4/7/2019	
CSU Chico Defensive Driver Training Curriculum	CSUHCO-CURRIC-DDT	Required	Overdue	3/7/2019	4/7/2019	
CSU Chico Form 700 Curriculum	CSUHCO-CURRIC-FORM700	Required	Satisfied	6/11/2019	4/1/2021	
Personal Protective Equipment for Holly's review	CSUHCO-0125	Required	Assigned	6/11/2019	7/10/2019	
Ross Copy of DDT	CSUHCO-0066-RossCopy	Required	Overdue	4/12/2019	4/7/2019	