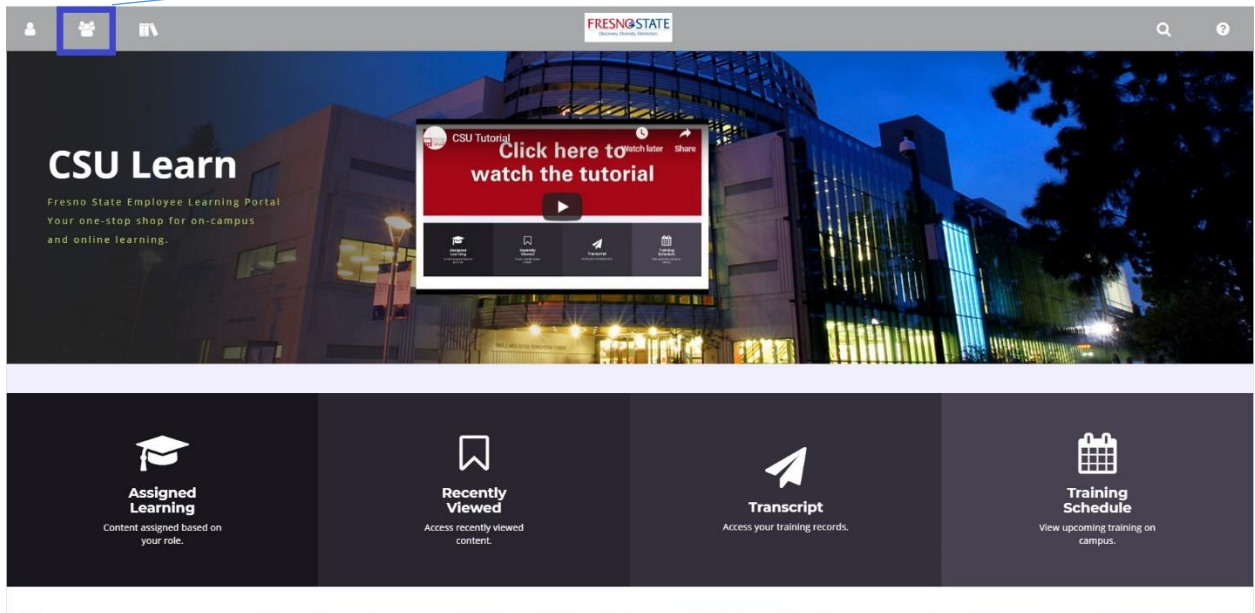
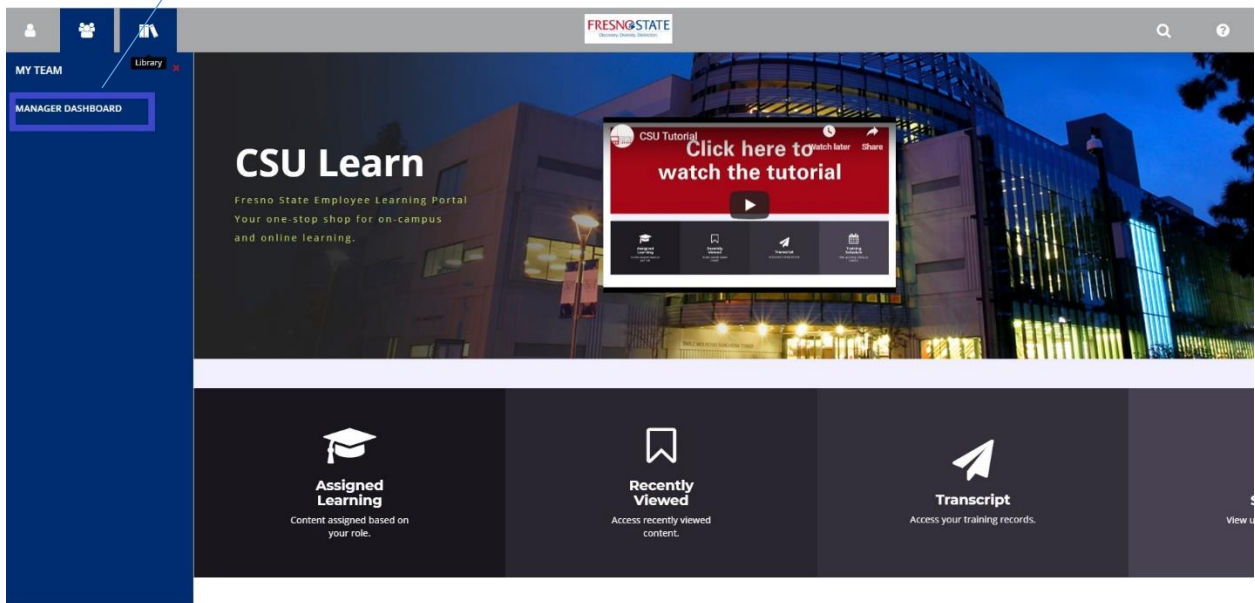


Using the Manager “My Team” Dashboard

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



2. Click on “MANAGER DASHBOARD.”



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

Quickly view any direct reports who have overdue training or training records:

The screenshot displays the Manager Dashboard interface for Fresno State. The top navigation bar includes the Fresno State logo and a search icon. The left sidebar contains a 'Quick Links' menu with 'Past Due Training' highlighted. The main content area is titled 'EXCEPTION REPORT' and is divided into two sections: 'LEARNING ACTIVITIES' and 'CONTINUING EDUCATION'. A large red circle indicates 100% completion for Learning Activities. Below this, a table shows 'None' for both 'Direct Reports' and 'DirectReports + Others'. The 'CONTINUING EDUCATION' section shows 'None' for both 'Direct Reports' and 'DirectReports + Others'. A legend indicates 'Not Completed' (red square) and 'Completed' (green square). Below the report, there are two user cards for Angelica and Suzanne, both showing 0% completion. The bottom of the dashboard includes a 'User Search' field, a 'Display' dropdown set to 'Learning Activities', and a 'Sort by' dropdown.

Section	Direct Reports	DirectReports + Others
LEARNING ACTIVITIES	None	100%
CONTINUING EDUCATION	None	None

User	Required	Recommended	Completion
Angelica [redacted]	0	0	0%
Suzanne [redacted]	1 (1 Certifications)	0	0%