

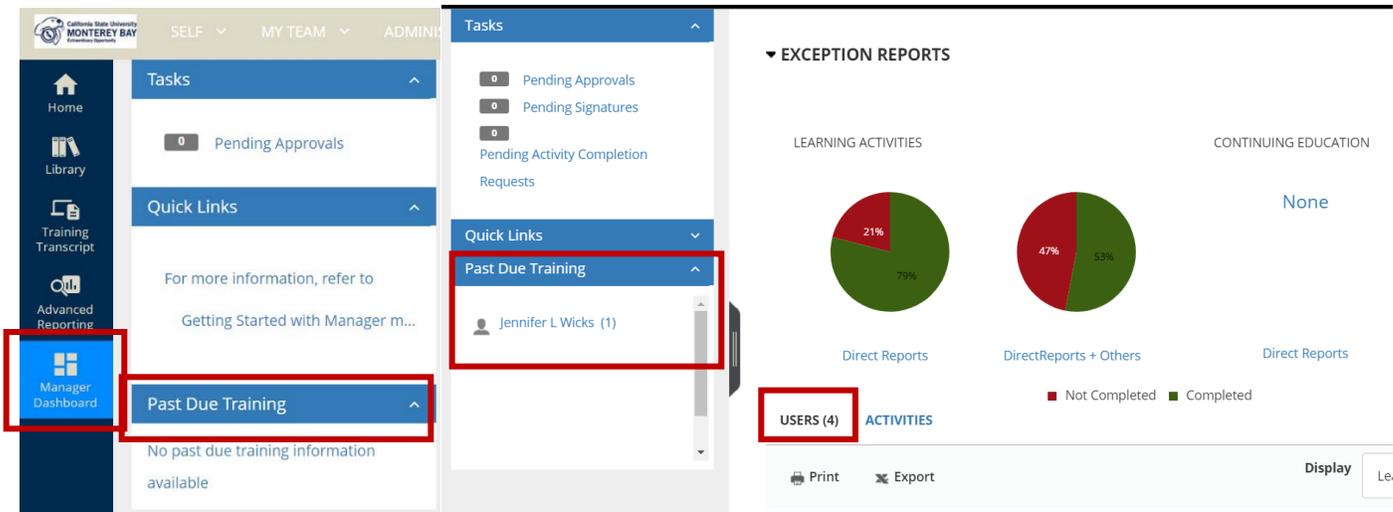
Manager Dashboard: Training Completion Status

Need-to-know

- The **manager dashboard area** will allow managers to **monitor** the completion **progress of required courses**
- **Managers** have the ability to **view the status** by the **user** (direct report) or by **activity** (course)

How to monitor completion progress for direct reports

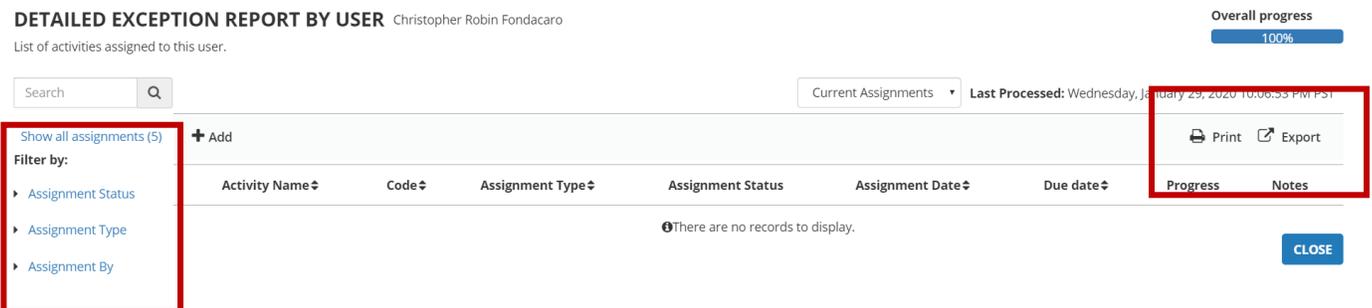
1. Click on the **my team icon** on the top left and select **“Manager Dashboard”**
2. A high level overview will allow you to see the progress of each of the direct report(s) on your team



3. **By default, you will be able to see the direct reports listed individually.** You can also **toggle the view** by clicking on **activities** to see the **completion progress** by your direct reports per activity
4. With the **Users tab enabled, click on the “Incomplete” button** next to the user’s name. This will work even if the direct report does not have any incomplete activities



5. SumTotal will navigate the manager to the Detailed Exception Report by User



6. On the left-hand side you can **filter by Assignment Status** and Type (e.g. all **completed/incomplete activities**) or show all assignments
7. If your direct report has **multiple incomplete assignments**, you can **export or print a list** of past-due assignments by clicking on the **print or export icons** in the top right corner. You can email or print this list for your direct reports.
8. Click Close when finished or navigate back to the Manager Dashboard via the My Team icon.