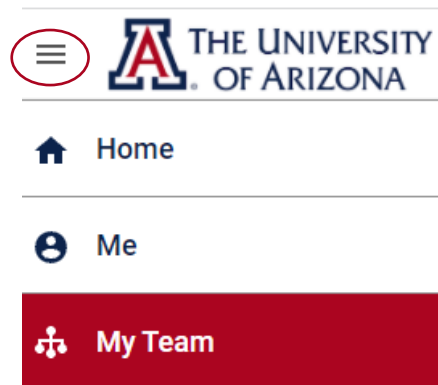




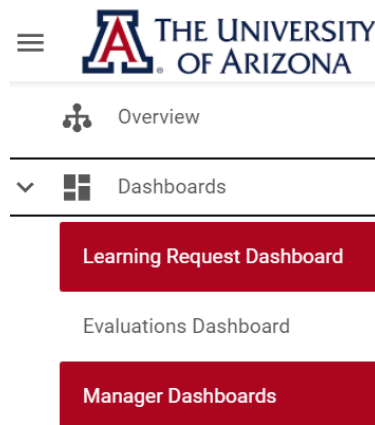
## How to Access Manager Dashboards

The Manager Team Dashboards allow you to obtain basic information on your team's learning progress without logging into Analytics.

1. Open the three-line menu icon in the upper left of the home screen, next to the University of Arizona logo. Select **My Team** from the drop-down menu.



2. Along the left side of the screen, select the **Dashboards** icon. Then choose **Manager Dashboards** from the drop-down menu.




3. In the upper center of the next screen is a drop-down menu labeled **Select a dashboard**. Use it to choose the **Manager Learning Dashboard**, **My Team Enrollment Dashboard**, or **Team Status Overview**.


- The **Manager Learning Dashboard** displays assigned courses, curricula, and/or certifications. You must set filters for at least date range, and you may also choose to display data for the team as a whole or for an individual employee. The percentage of learning events acquired, in progress, and overdue is displayed in pie-chart form.
- The **My Team Enrollment Dashboard** is where you can view details by employee. For each member of your team, it presents the number of learning items **Not Evaluated** (that is, in progress), **Pending Registration, Successfully Completed**, and **Suspended** (that is, cancelled).
- The **Team Status Overview** gives summary data for the team as a whole: how many learning events are assigned, in progress, and overdue. The **Team Compliance** table displays the number of mandatory courses and certifications that are assigned, in progress, and overdue.


Select a dashboard:

My Team Enrollment Dashboard	✕	^
Manager Learning Dashboard		
✓ My Team Enrollment Dashboard		
Team Status Overview		

- Each dashboard has a **Download** icon opposite the dashboard title. Select the icon to export a PDF copy of the data.
- Immediately below the dashboard heading is a Filter bar. Select the **Filter** icon to set parameters such as a date range. (*You must use filters in order to produce data on the Manager Learning Dashboard.*) Select the **Run** button to generate the data, or the **Save and Run** button to save your filter settings and generate the data.


My Team Enrollment




Filters

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CANCEL

SAVE AND RUN

RUN