## MANAGER QUICK GUIDE

In the LMS, on the first screen after you log in, you can also see how your team is doing with completing the assigned modules in the LMS. Start by changing the group view to "Manager"



## MANAGER DASHBOARD FEATURES

- The "**Upcoming Courses**" section shows a manager the <u>total</u> number of <u>modules</u> that remain outstanding.
- The "**Courses Due**" section in red shows the number of overdue courses. These numbers do NOT indicate the number of team members.
- To the right of the "Courses Due" is the "**Employee Listing**" shows the number of team members that you supervise. Team members are employed by CCHHS and others not employed by CCHHS.
- The "**Total Delinquent Users**" shows the number of workforce members that have "Courses Due." (*This example shows 37 users have not completed 175 modules*)

Mana	ger Dashb	oard										Group	Manage	er 🔻
		593		Pending Certifications	Incomplete Evaluations		•	×	¢	A	ugust 201	17	•	
		Upcoming Courses		0 Due Soon / 0 Expired				Sun	Mon	Tue	Wed	Thu	Fri	Sat
		4 Classroom		<u></u>		d			7	1	2	3	4	5
		175		Employee Listing 83	Total Delinquent Users 37			13	14	15	16	17	18	12
		Courses Due 175 Online Due		1 j		Some items n	eed your attention!	20	21	22	23	24	25	26
	0 Cou	0 Classroom Due		1	l	Circle Here to	display overage items	27	28	29	30	31		
						4								
Sessio	on List				Displaying All Past Due Courses							₽	Previous	Next 🕨
<b>Ö</b> 🖉	Status	Actions			Name	Employee ID	Course 🔺							
	Enrolled	Passed  Failed  N	lo Show 🔍 Complete	Skip 🖋 Move 🚯 Replace			2016 - Code of	Ethics						
	Enrolled	Passed O Failed N	lo Show O Complete	Skip # Move & Replace			2017 Unconscio	ous Bias (NR	)					
					The F	land Icor	n is a quick	: visu	ial th	nat a	allov	vs		
					Mana	gers to s	see if their	tear	n m	emb	ers	are	up-t	0-

Managers to see if their team members are up-todate (Green Hand) or overdue (Red Hand) in completing annual education modules.

View the delinquent users on your team, please select the number in "Total Delinquent Users".

Manager Da	shboard								Group	Manag	ger 🔹
	593	Pending Certifications 0	Incomplete Evaluations 0	<u>^</u>	۰	¢	٨	ugust 20	17	•	*
	Upcoming Courses 589 Online 4 Classroom	0 Due Soon / 0 Expired			Sun	Mon	тие 1	Wed 2	Thu 3	Fri 4	Sat 5
	175	Employee Listing	Total Delinquent Users		6	7	8	9	10	- 11	12
		83	37		13	14	15	16	17	18	19
	175 Online Due 0 Classroom Due			Some items need your attention! Click here to display overdue items	20	21	22	23	24	25	26
I	0 Course(s) Needing Approval				27	28	29	30	31		
User List							New	Action	s 🔎	Previous	Next ►
<b>\$</b> \$	Employee ID	Name	<u>.</u>		User Na	me					Â



If you want to look for the specifics of one particular team member, use the search icon (highlighted below).

## **TEAM TAB:**

The default view is a listing of Users that make up your team as shown in the User List.

	🔗 Overvie	ew 🐣 Profile 📿 Search 📊 Analytics 🗐 Learning Object 🏰 Team 🖺 Reports 🕜 Help	
	Users	Enrollment	Competencies/Skills
User List			New Actions 🔑 <previous next=""></previous>
\$ ∅	Employee ID	Name 🛓	User Name
		Ā	A
8	8	А	8
	8	Ā	8
8	7	А	7
8	4	А	4
8	8	А	8
0	8	А	8
8		А	

## **REPORTS TAB:**

Click the Reports tab to access the Report List which displays a listing of Manager reports.

		1	Overview	Profile	Q Search	Analytics	🕍 Team	Reports	
Rep	ort Lis	t							- 
	Standard	Completion Report [Excel Exportable]Enrolled, completed, Cancelled status	Comple	tion Report [E	cel Exportable	e]Enrolled, comple	eted, Cancelle	ed status	
	Standard	Employee Completion Report	Employ	ee Completion	Report				
	Standard	Group Employee Transcript	Group E	mployee Trans	cript				