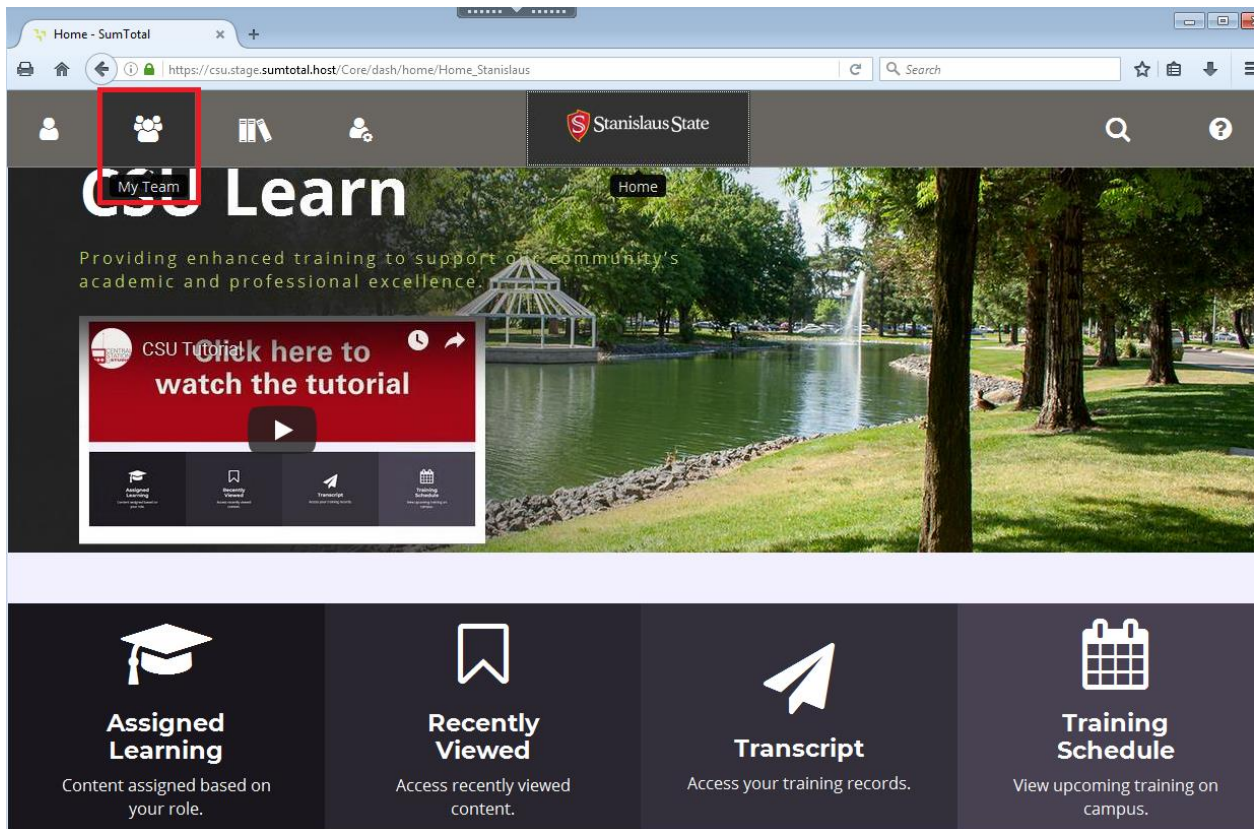
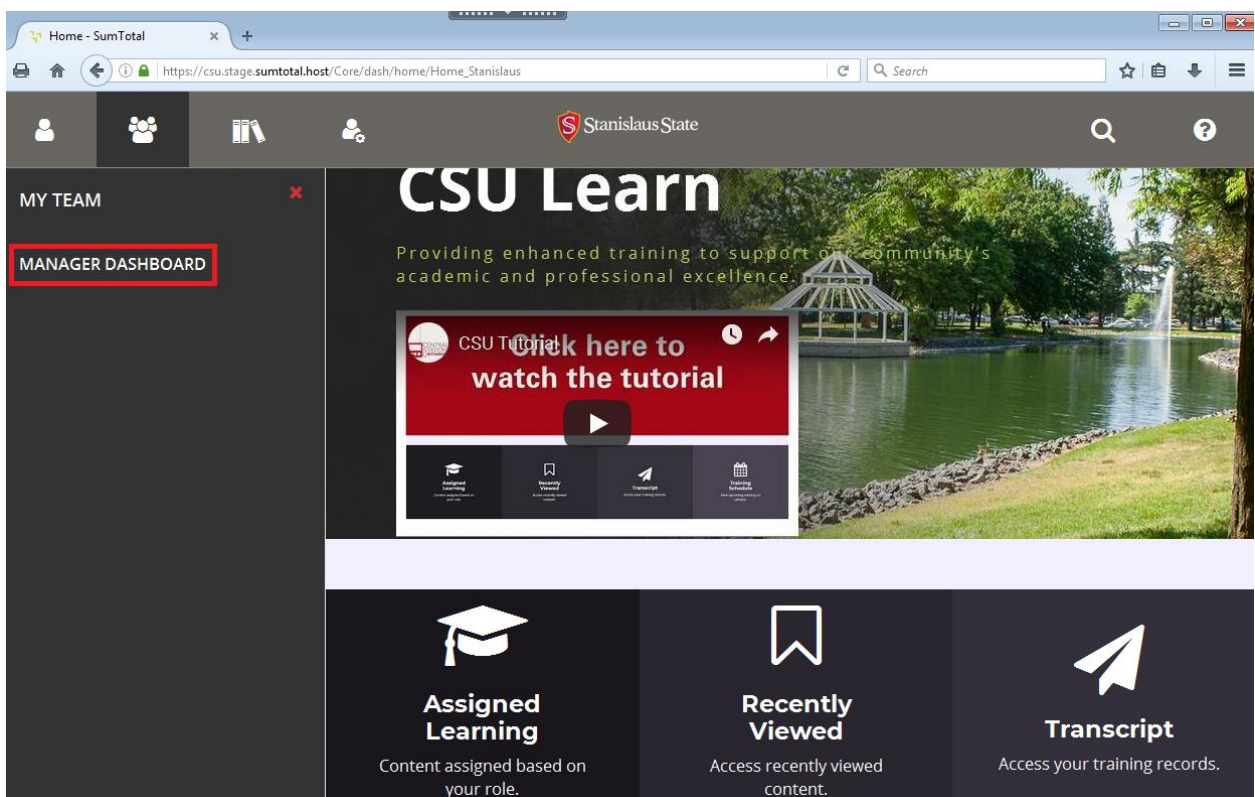


Using the Manager “My Team” Dashboard

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.

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

Manager Dashboard - Sum... x +

https://csu.stage.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.host%2Flea

Stanislaus State

Tasks

0 Pending Approvals

Quick Links

Past Due Training

No past due training information available

EXCEPTION REPORT

Print

Last updated: 1/15/2019-8:04 PM PST

LEARNING ACTIVITIES CONTINUING EDUCATION

None None None

100%

Direct Reports DirectReports + Others Direct Reports DirectReports + Others

■ Not Completed ■ Completed

USERS (0) ACTIVITIES

User Search...

Display Learning Activities Direct Reports Sort by

There are no records to display.

Quickly view any direct reports who have overdue training:

Manager Dashboard - Sum... x +

https://csu.stage.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.host%2Flea

Stanislaus State

Tasks

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Past Due Training

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LEARNING ACTIVITIES CONTINUING EDUCATION

None None None

100%

Direct Reports DirectReports + Others Direct Reports DirectReports + Others

■ Not Completed ■ Completed

USERS (0) ACTIVITIES

User Search...

Display Learning Activities Direct Reports Sort by

There are no records to display.

Access your direct reports' training records:

Manager Dashboard - Sum... x

https://csu.stage.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FCSU.stage.sumtotal.host%2Flea

Stanislaus State

EXCEPTION REPORT

Print
Last updated: 1/15/2019-8:04 PM PST

LEARNING ACTIVITIES	CONTINUING EDUCATION
None	None
Direct Reports	Direct Reports
DirectReports + Others	DirectReports + Others

100%

■ Not Completed ■ Completed

USERS (0) **ACTIVITIES**

Display Learning Activities Direct Reports Sort by: ⚙

There are no records to display.