

CSU Learn

CSU Chico's portal for learning and professional development

Managers can:

- Quickly view team learning progress

Self-Menu
Quick access to your profile

Manager Menu
Fast access to team data

Search
more than 75,000 books, videos and courses

Help
context-sensitive help



Assigned Learning
Content assigned based on your role.

Recently Viewed
Access recently viewed content.

Transcript
Access your training records.

Training Schedule
View upcoming training on campus.

Assigned Learning
One-click access to assigned learning

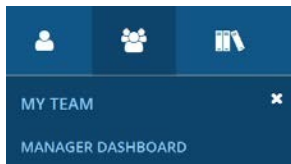
Recently Viewed
Quickly revisit your last learning activities

Transcript
Your learning history in one place

Training Schedule
See upcoming classes at your campus

Getting started with Manager Tools

Once you have been identified as the manager of a user in the CSU Learn system, you will automatically have the **My Team** icon appear in the Top Menu. Clicking on that will give you access to a **Manager Dashboard**.



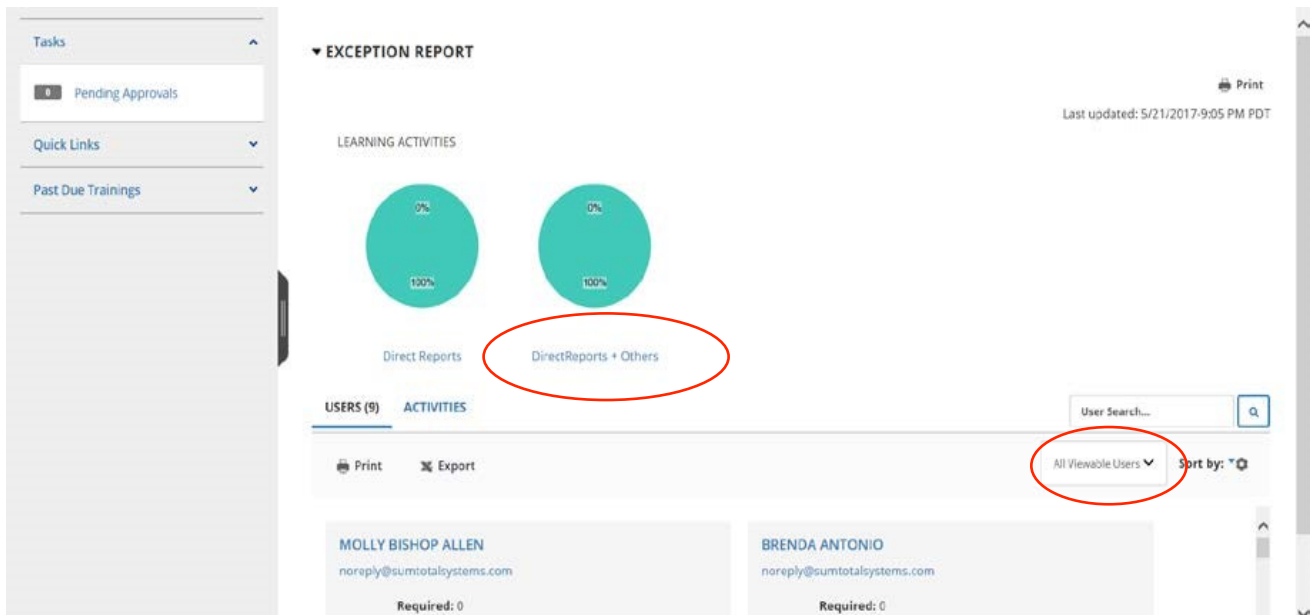
Manager Dashboard

When you navigate to your Manager Dashboard, you will be able to see:

- A snapshot of your current **exception report**, which shows the overall status of your managed users' assigned training.
- A list of your managed users with the status of their individual assigned training.

IMPORTANT NOTE FOR ASSOCIATED STUDENTS SUPERVISORS:

If you are not seeing any of your employees, you will need to click on "DirectReports + Others" and/or change the dropdown menu to "All Viewable Users". See the **red** circles below.

A screenshot of the Manager Dashboard interface. On the left is a sidebar with 'Tasks' (Pending Approvals), 'Quick Links', and 'Past Due Trainings'. The main area is titled 'EXCEPTION REPORT' and shows 'LEARNING ACTIVITIES' with two circular progress indicators, both at 0%. Below the charts are two buttons: 'Direct Reports' and 'DirectReports + Others', with the latter circled in red. Below this is a 'USERS (9)' section with 'ACTIVITIES' tabs, a 'User Search...' field, and a dropdown menu set to 'All Viewable Users', also circled in red. Below the dropdown are two user cards for 'MOLLY BISHOP ALLEN' and 'BRENDA ANTONIO', both with 'Required: 0'.

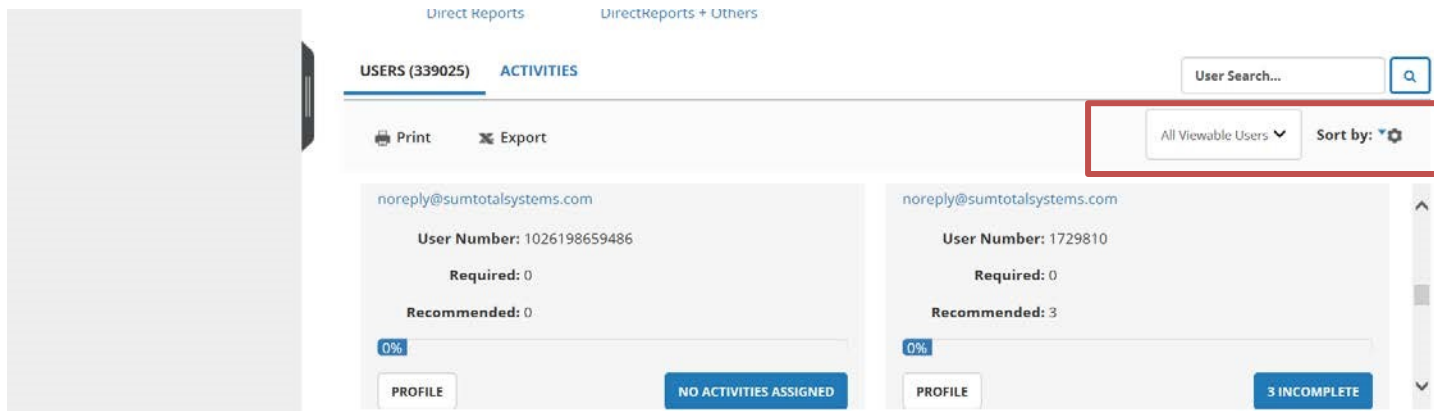
Note: Manager Dashboard is updated nightly, so if one of your users completed training after the last update, it will not appear in this view until the next update. However, the user's training transcript and schedule are displayed in real time and will show you their latest status.

View Managed Users

In the Manager Role, you have the ability to view information about your managed users and the progress of their assigned activities.

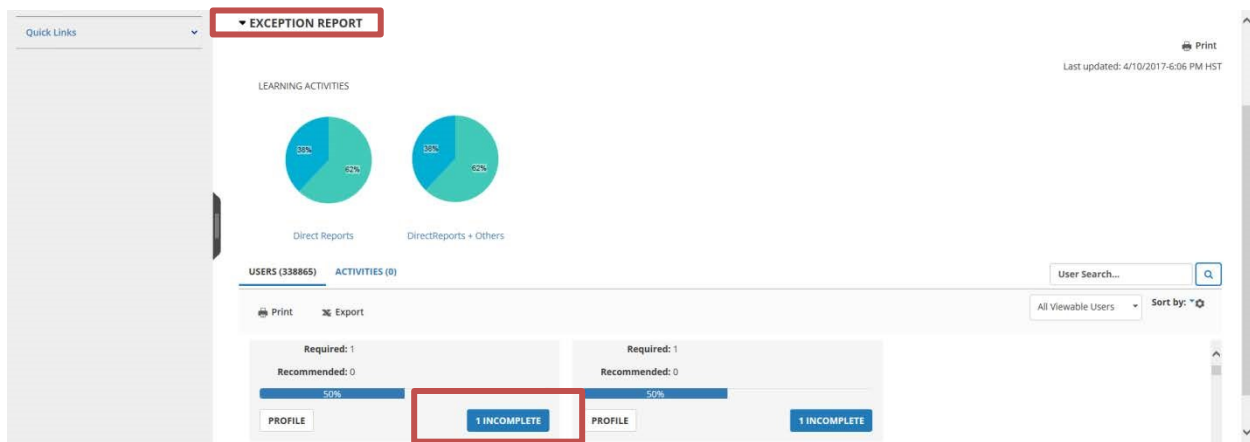
Your viewable users will all be displayed in tiles on your **Manager Dashboard**. You can scroll through these tiles to locate a particular individual or you can search the user by name, or sort in ascending or descending order (by name, assignment progress, etc.).

You will automatically see all users you have been given access to view, either as your direct reports or as managed users whose training you are responsible for managing. If you manage more users than just direct reports, you can change your view from **All Viewable Users** to **Direct Reports** if you wish to only view your direct reports.



View Status of Assigned Training

When you first enter your **Manager Dashboard** you will see an overview of your managed users and the status of their assigned training. The **Exception Report** at the top will show you the percentage of compliance your managed users are currently at for all training assigned to your managed users. For each individual, you will see the overall status of their currently assigned training. Click the blue **incomplete** button to see a more detailed report. Remember, you can also sort this list by process.



Assigned Training by Activity

You can also see which trainings are assigned to your managed users and the overall completion of the training. Switch from the **Users** view **Activities** view to see all the activities that are currently assigned

to your managed users. You will now see how many are still required to complete each training and the overall percentage of completion.