

New Workday dashboard for managers: Team Learning

Annual compliance training was to be completed by all Saint Leo employees by October 31, 2019. A new dashboard is now available to Workday to provide managers with at-a-glance views of your team's learning—so you can see who has completed their compliance training. The dashboard will also give managers quick access to a variety of other tasks and reports.


To access the My Team's Learning dashboard, open Workday and click the **My Team Management** icon.

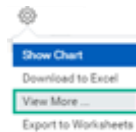



Here you will see your team's learning progress for all courses in which they are enrolled.

The screenshot shows the "My Team Management" dashboard. At the top left, there is a green header with a back arrow and the text "My Team Management". Below this is a section titled "My Team's Learning" which contains a table with the following columns: Job Profile, Enrolled Content, Registration Date, Attendance Status, Completion Status, and Compl. Date. The table lists five rows of training data. To the right of the table is an "Actions" menu with options: Report No Show, Transfer, Promote or Change Job, Change Location, and More (2). Below the Actions menu is a "View" menu with options: Compare Team, Organization Directory, My Org Chart, and More (3). A gear icon is located at the top right of the table area.

Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Compl. Date
	SLU Red Flag Identity Theft	07/08/2019 03:40:50 PM	Do Not Track	Completed	07/04
	2020 Campus Security Authority (CSA)	07/06/2019 03:11:59 PM	Do Not Track	Completed	07/03
	2020 SLU HIPAA	07/03/2019 04:43:58 PM	Do Not Track	Completed	07/04
	2020 SLU Compliance	07/03/2019 01:54:54 PM	Do Not Track	Completed	07/04
	2020 SLU Compliance	07/03/2019 01:57:35 PM	Do Not Track	Completed	07/04

Using the wheel or cog icon  located at the top right of the graph, you can download the data to Excel or Worksheets. You can also select **View More** to see the data in a chart view.



The tools available from the chart view, located at the top right-side of the graph  allow additional filtering, graphs views and download options. You can mouse over the tools icons to see the functionality.

Using this dashboard will help you quickly determine if and/or when your employees complete their learning requirements.

If you have questions or need more information, please contact Learning and Development Manager Shannon Moore at (352) 588-7426 or Shannon.moore02@saintleo.edu.