How-To: CSU Learn MPP "My Team" Dashboard

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1. Opening CSU Learn



2. Click the Faculty/Staff Resources tab

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humboldt		Zoom Gmail	Student Center	Canvas	Directory	HR Center	Help	
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Home		Faculty/Staff Re		tings () C	Customize Ho	ome Tab 🕚 S	iign Out	

3. Look for the CSULearn Pagelet and click the logo



4. The CSU Learn site will open



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2. Navigating "My Team" Dashboard

IMPORTANT NOTE:

Only the "Reports To" Appropriate Administrator listed in PeopleSoft can see their staff members in this dashboard.

If a staff member's supervisor is not listed in PeopleSoft as their "Reports To" Supervisor, that supervisor can't see that person's report.

Also, if you don't have any "Reports To" assigned in PeopleSoft, the My Team icon won't show.

- 1. Click the "My Team" icon on the top left corner of the site
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 Click the "Manager Dashboard" menu option on the left



3. The Dashboard will open

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Tasks ^	▼ EXCEPTION REPORTS	🖶 Print
Quick Links v Past Due Training ^	Last up LEARNING ACTNUTIES CONTINUING EDUCATION	dated: 12/16/2020-10:06 PM PST
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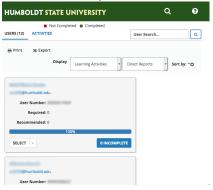
4. On the left menu bar, there is a "Past Due Training" option that will show you a list of all your staff members that haven't finished their assigned courses. Click their names to see the courses that they are missing.



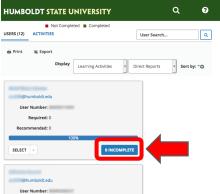
5. The "Detailed Exception Report by User" will list the missing courses for that person

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	STAILED EXCEPTION REPORT BY USER at of activities assigned to this user.							Overa 25%	Overall progress			
Search	Q			Current Assig	nments	Last Proc	esse	d: Wednesday, De	cember 16, 2020 1 Displayin			
Show all assignments (4)		+ Add							🔒 Print	Ø	Export	
Assignr Statu	ment us	Activity Name 🕈	Code \$	Assignment Type		Assignment Date	¢	Due date 🗘	Expiration Date	¢	Notes	
Assignmen		CSU's Discrimination Harassment Prevention Program for Non-Supervisors	SHPNS	Required		12/16/2019		3/4/2020				
		CSU's Sexual Misconduct Prevent Program (Title IX)	HUMBOLDT- CURRIC- ion SMPS	Required		6/1/2020		11/28/2020				
		 Injury and Illness Prevention Program (IIPP) 	HUMBOLDT- CURRIC-IIPP	Required		8/20/2020		10/20/2020				

6. If you want to see information about the rest of your staff, scroll the main area down until you see a list of all your staff members in card format



7. Click the "Incomplete" blue button and the "Detailed Exception Report by User" will appear, just like in step 5 above



If you have any questions, please contact Alfredo S. Corral, Human Resources Learning Technology Specialist at <u>alfredo.corral@humboldt.edu</u>