

Exploring the Manager Dashboard in MyLearning

Information Guide

The Manager Dashboard provides a quick overview of your team's learning status. To explore the Manager Dashboard in MyLearning, follow the steps below:

- 1. Login to <u>MyLearning</u>.
- 2. Click Employee Self Service dropdown (top left-hand corner) and select the Manager Self Service view.
- 3. Click the Manager Reporting tile.
- 4. The Manager Dashboard consists of (refer to page 3 for a visual representation):
 - 1 Direct Team Learning by Course graph
 - 2 Direct Team **Open Learning list**
 - 3 Next Level Learning by Manager graph (where applicable)
 - 4 Next Level **Open Learning list** (where applicable)
- 5. Within the Manager Dashboard, '**Overdue**' highlights staff members who have not completed a mandatory course within the due date assigned. These courses can still be accessed and completed when Overdue.

Note:

• 'Next Level Learning by Manager' graph and 'Next Level Open Learning' list will only be populated if your direct reports have staff reporting to them. If your direct reports are individual contributions, both sections will remain blank.

Please refer to the following page for a visual representation of the above instructions.

If you continue to encounter an error or issue, please contact the <u>HR Service Centre</u> (8313 1111).

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Exploring the Manager Dashboard in MyLearning

Information Guide (visual)

To explore the Managers Dashboard in MyLearning, follow the steps below:

- 1. Login to <u>MyLearning</u>.
- 2. Click Employee Self Service dropdown (top left-hand corner) and select the Manager Self Service view.

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	Employee Self Service -		
	Manager Self Service		-

3. Click the Manager Reporting tile.

Approvals	Team Learning	Learning Compliance	Manager Reporting
	EBA		<u> </u>

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4. The Manager Dashboard consists of:

- **1** Direct Team Learning by Course graph
- 2 Direct Team Open Learning list
- **3** Next Level Learning by Manager graph (where applicable)
- **4** Next Level **Open Learning list** (where applicable)

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				- U	Course Name	Course Code		110	ployee	Enrolled Date	Enrolment Status	Due Date	Manual Enrolment	Learnin Compliance	Days Overdue
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					Understanding Power Dynamics and Close Personal Relationships	ELM-1003	1104235	F	xedTerm	2023-08-2	9 Enrolled	2023-09- 26	N	Enrolle	0
					Understanding Power Dynamics and Close Personal Relationships	ELM-1003	105	FI	xedTerm	2023-08-0	7 Enrolled	2023-09- 04	N	Enrolle	0
					Working with Integrity	ELM-1001			dTerm	2023-08-1	5 Enrolled	2023-09- 12	N	Enrolle	0
				- 1	Full Query Results	_			_						
					Next Level Open Learning										0 0
_					Course Name		Course Code	Manager Name	Learne	r Name	Enrolled Date	Enrolment Statu	s Due Date	Learning Compliance	Days Over
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					Sexual Harassment and Sexual Assault - What are the drivers and how ca	staff respon	d ELM-1004	19	19		2023-08-07	Enrolled	2023-09-04	Enrolled	
					Understanding Power Dynamics and Close Personal Relationships		ELM-1003	273	12		2023-08-07	Enrolled	2023-09-04	Enrolled	
					Sexual Harassment and Sexual Assault - What are the drivers and how ca	staff respon	d ELM-1004	19	12		2023-08-07	Enrolled	2023-09-04	Enrolled	
					Sexual Harassment and Sexual Assault - What are the drivers and how ca	staff respon	d ELM-1004	10	10		2023-08-07	Enrolled	2023-09-04	Enrolled	
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	📕 Action - Overdue 📒 Completed	Enrolled			Sexual Harassment and Sexual Assault - What are the drivers and how ca	staff respon	d ELM-1004				2023-08-07	Enrolled	2023-09-04	Enrolled	-
direct reports are	shown in this graph				Understanding Power Dynamics and Close Personal Relationships		ELM-1003	10			2023-08-07	Enrolled	2023-09-04	Enrolled	-
y direct reports are	snown in this graph			_	Conflict of Interest		ELM-1002				2022-12-20	Enrolled	2023-01-21	Action - Overdue	
t Level Learning b	y Manager		0	0 4	Sexual Harassment and Sexual Assault - What are the drivers and how on	staff rasnon	d ELM-1004	-	-		2022-12-20	Enrolled	2023-01-21	Action - Overdue	
				_ 1	Working with Integrity	- stan respon	ELM-102	1.1			2022-12-20	Enrolled	2023-01-21	Action - Overdue	
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0%	20% 40% Action - Overdue Enrol ing for indirect reports (next level	60% led only) by manager	80%	100%	Ful Query Results				,						

5. Within the Manager Dashboard, '**Overdue**' highlights staff members who have not completed a mandatory course within the due date assigned. These courses can continue being accessed and completed when Overdue.

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