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 **MyLearning**.

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 HR Service Centre (8313 1111).
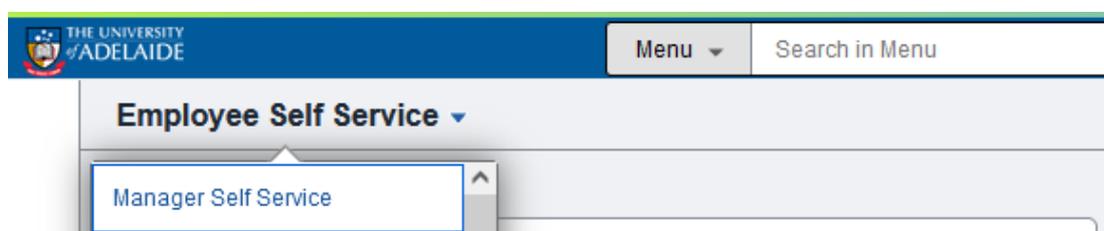
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Information Guide (visual)

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Staff Learning Management System	MyLearning Information Guides	Effective Date:	12 Sept. 2023	Version 2.0
Authorised by	Director Organisational Performance	Review Date:	20 June 2024	Page 2 of 3
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