Using the Manager Dashboard

As a manager or staff member with access to review online or in-person training completions for employees in a department at UF or UF Health Shands, you can use this guide to help you complete the following tasks in the myTraining application:

- Log in to the myTraining
- Access the Manager Dashboard
- Review the Timeline of Employees
- Review Training Transcripts of Employees
- View Incomplete Assignments for Employees
- Assign Training to Employees
- Register Employees for Training

Log in to myTraining and Access the Manager Dashboard

1. Log in to myTraining.

3. Select the dropdown arrow next to Direct Reports and select All Viewable Users.

4. All learners who are members of the department(s) that you have access to manage will be grouped together in this view. This list of users can be rather large depending on your provisioned access in myTraining.
5. Use the **Search** box on the upper right side of the window to locate a specific employee.

<table>
<thead>
<tr>
<th>EXCEPTION REPORT</th>
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<tbody>
<tr>
<td><strong>Gator pharmacy</strong></td>
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<td><strong>Gator Pharmacy</strong></td>
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<tr>
<td><a href="mailto:test0101@ufl.edu">test0101@ufl.edu</a></td>
</tr>
<tr>
<td><strong>User Number:</strong> 08747550</td>
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</tbody>
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**Review Training Timeline and Transcripts of Employees**

1. From the **Exception Report** window, select the **Profile** button. The user’s **Timeline** opens to show the list of training the user has to complete.

2. To return to the Manager Dashboard, navigate to **My Team > Manager Dashboard**.
3. To view a user’s **Training Transcript**, click the Profile dropdown arrow and select **Training Transcript**.

4. You will now launch **Emulation mode** to navigate to the user’s **Training Transcript** page. While on this page, you can review a list of completed Activities, Completion and Expiration Dates, Scores, Activity codes, Start Dates and Activity Diplomas (if applicable).
5. To return to the Manager Dashboard, click the Eye icon at the top left of the page, then select Exit Emulation.

Review Incomplete Assignments

1. From the Exception Report window, select the Incomplete button to view a user’s incomplete and overdue activities.

**NOTE:** The button shows the number of incomplete activities on the left.
2. In the **Detailed Exception Report by User** window, the **Assignment Status** dropdown list includes links to **Assigned** and **Overdue** activities, if applicable.

3. Other available filters include the option to view the **Assignment Type** and the **Assignment By** for any of the listed activities.

**NOTE:** If a learner completed an assignment the same day that you are reviewing the report, you will need to **Refresh** the window.
Assigning Training to Others

1. From the Exception Report window, select the Activities tab.

2. Select the dropdown arrow next to Direct Reports and select All Viewable Users.

3. Search for the learning activity using the Activity Search box.
4. In the example below, searching for the keywords “Maintaining a Safe” returns one training titled “Maintaining a Safe and Respectful Campus.” Select the course title.

5. From the Activity Summary page click the **Register** dropdown menu for the course and select **Manage Assignments**.

**NOTE:** Do not select the **Register** button or you will register yourself for the selected training.
6. Select Add.

7. Select All Viewable Users.
   a. To select one user:
      - Add check to box.
   b. To select multiple users:
      - Enter name in Search box and hit Enter on keyboard.
      - Add check to box.
      - Repeat the first two steps for each user to add.

8. Scroll to the bottom of the window and select Next.
9. Select the user name and change settings in the Assignment Options if desired. You can identify this assignment as Required or Recommended, provide assignment Start Date, and list a completion Due Date.

**NOTE:** To give the same assignment options to all users, select All in blue text above the first name.

10. Select **Apply to Selection** to save edits.
11. Select **Done**.
12. A **Congratulations** pop up notice of the successful assignment appears.

**NOTE:** If an assignment was assigned in error, contact the Training and Organizational Development department at training@ufl.edu or 352-392-4626 to request removal.

**Register Employees for Training**

1. From the myTraining Home page, select **Activity Search** in the Quick Links section or the **Search** icon on the Banner.
2. Enter in the search criteria in the Search textbox.
3. Click **Search**.
4. Select the Select drop down menu and select **Register Others**. The Batch Registration page opens.

5. Select **Continue**.

**BATCH REGISTRATION**

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click **Continue**. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click **Submit** to process the batch of users or if payment is required, click **Purchase**.

**MAINTAINING A SAFE AND RESPECTFUL CAMPUS**

Select Activities

- **Versional: Maintaining a Safe and Respectful Campus (Versional)**
  - Available Capacity: Unlimited
  - Required: At least 1

- **Online Course: Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention (1.0)**
  - Available Capacity: Unlimited

Select Users

[CONTINUE]

7. There are different options for selecting users. We recommend to select the radio button for either Select users by Organization, Select viewable users, or Select users by e-mail, user number, username, or NT account.

8. Scroll to the bottom of the box and select Next. The Select Users page opens.
9. Add a check to the box to select users.

10. Select Ok.

11. All users in this organization will appear in the Available Users section. It may take a couple of minutes for the system to process all the names.
   a. From here you can remove names not needed.
   b. You can go back and add names from another department.

12. Once all users are selected, select the arrow to move them to Registration.

13. Select Submit. All users are now registered for the training.