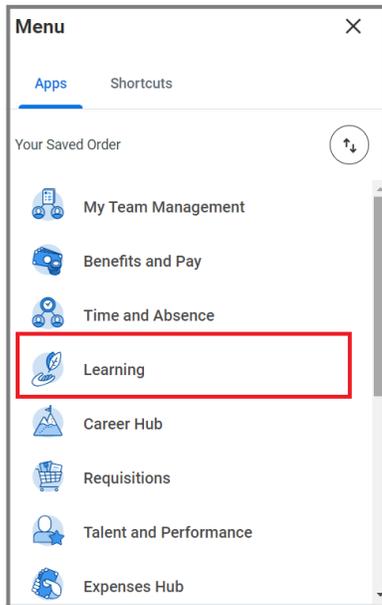
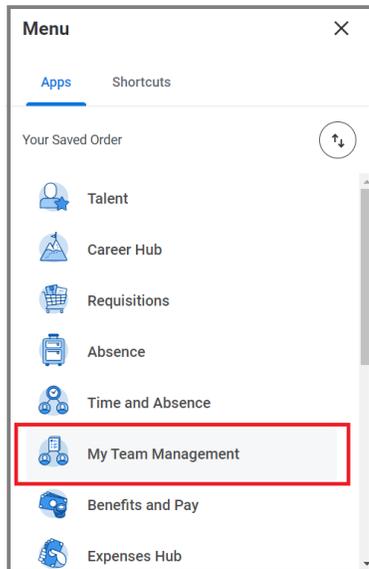


How to View My Team's Learning Progress in Workday Learning

1 From Dashboard Menu, select **Learning**.



2 From the Learning Menu, select **My Team Management**.



- 3 My Team's Learning is a report of the training courses that your team has been assigned or has self-enrolled. These are a few of the many ways you can view the information:
1. Use the scroll bars to move through the information.
 2. Select **View More** to expand the report.
 3. Download the report to Excel (from the Cog drop-down menu).
 4. Sort and/or Filter by selecting the column heading and completing the filter fields.

The screenshot shows the 'My Team Management' interface. At the top, there is a blue header with a back arrow and the text 'My Team Management'. Below this is a section titled 'My Team's Learning'. It contains a table with four columns: 'Photo', 'Worker', 'Job Profile', and 'Enrolled Content'. The table lists three team members: Emily Employee, Spencer Staff, and another Spencer Staff member, all with the job profile 'Training Specialist I' and enrolled in 'Makerspace Safety' or 'LfSci Lightning Safety'. To the right of the table is a 'Actions' menu with options like 'Show Chart', 'Download to Excel', 'View More ...', and 'Export to Worksheets'. Below the table, a 'View More ...' button is circled in red. A gear icon is also circled in red, indicating the settings menu.

This screenshot shows the same 'My Team's Learning' table, but with a filter and sort dropdown menu open over the 'Worker' column. The menu has two sections: 'Sort' with 'Sort Ascending' and 'Sort Descending' options, and 'Filter' with a 'Filter Condition *' dropdown set to 'is', a 'Value *' input field, and an orange 'Filter' button. The table content is partially obscured by the menu.

Another way:

You can use the Workday search bar to find what you are looking for quickly.

- Type **My Team's Learning** in the Workday search bar.
- Press **Enter** on your keyboard.
- Select the My Team's Learning report from the results.
- The full-screen version of the My Team's Learning report is displayed.

The screenshot shows the top navigation bar of the Workday interface. The search bar contains the text "My team's learning" and is highlighted with a red box. A red arrow points to the search bar. Below the search bar, the "Suggested Result" section is visible, containing a button labeled "My Team's Learning Status". Below this, there are links for "Learning Catalog", "Learning", and "Learning Transcript". The "Tasks and Reports" section is also visible, with a link for "My Team's Learning" report, which is highlighted with a red box. The report description is "Subordinates' Enrolled Enrollments for Manager".

The screenshot shows the full-screen view of the "My Team's Learning" report. The report title is "My Team's Learning" and it displays 3 items. The table below shows the details for each item.

Photo	Worker	Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Completion Date	Grade	Score	Duration	Type	Val
	Emily Employee	Training Specialist I	Makerspace Safety	09/11/2024 11:58:31 AM	Do Not Track	Not Started			0			
	Spencer Staff	Training Specialist I	LfSci Lightning Safety	09/11/2024 12:17:50 PM	Do Not Track	Not Started			0			
	Spencer Staff	Training Specialist I	Makerspace Safety	09/11/2024 11:58:31 AM	Do Not Track	Not Started			0			

What If:

If one of your employees has more than one campus job, the employee might not appear on the My Team’s Learning Progress report. However, if the employee is on the organization chart as your direct report, you will be able to assign the employee training and view their learning transcript. Please refer to the How to View an Employee’s Learning Transcript job-aid for instructions.

To determine if an employee has more than one campus job, select the employee from your Team Org Chart. The two-arrow icon will display on the employee’s profile.

When you select the **two-arrow icon**, the other job role will display. When you select the second job, information (such as the manager for the other job) will display in the application window.

