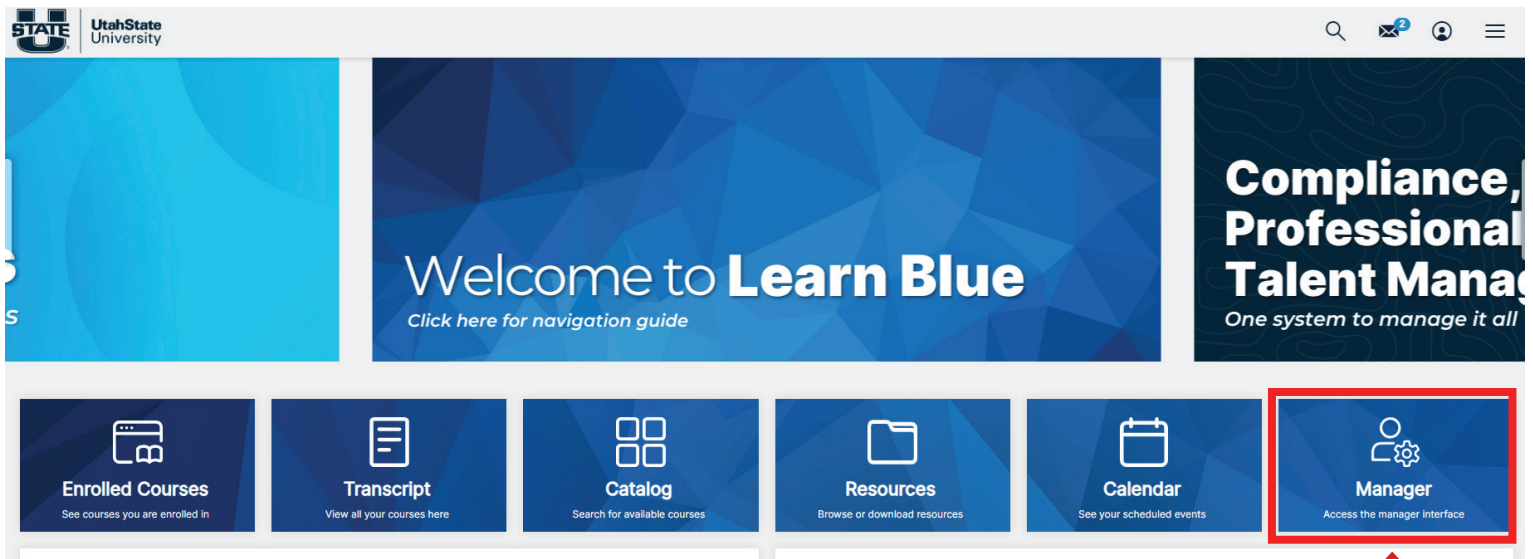


The Manager Experience

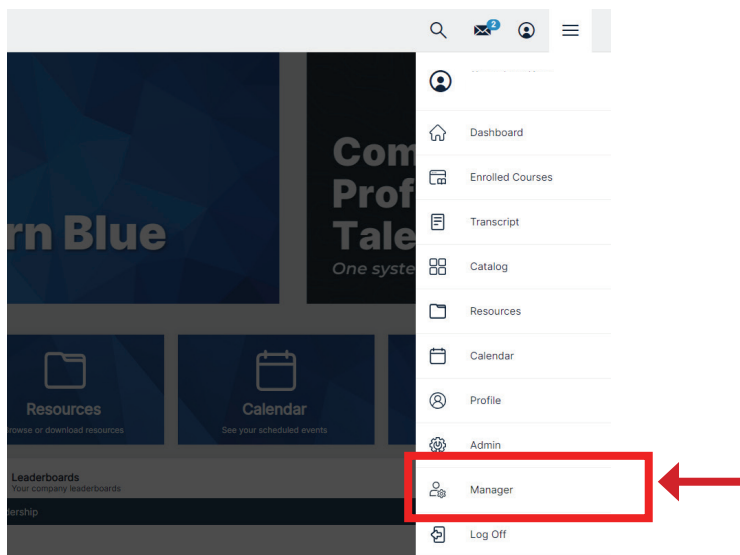
The Manager Experience is a manager-focused view of LMS learners. It allows leaders access to their team's learning data in a simplified and user-friendly workflow.

- Managers can see an overview of course enrollment data for their team, along with user-specific training results which can be filtered to display the most relevant scope of data.
- Managers can enroll their learners into content as well as send messages to remind them of upcoming deadlines or other important information.

Navigating to the Manager Experience

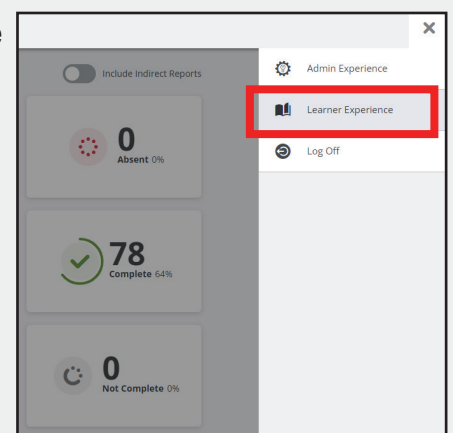


Select the ManagerTile on the right hand side of the Learn Blue home page; or select menu on the top right hand corner and select the "Manager" as shown below.



Returning to Learner View

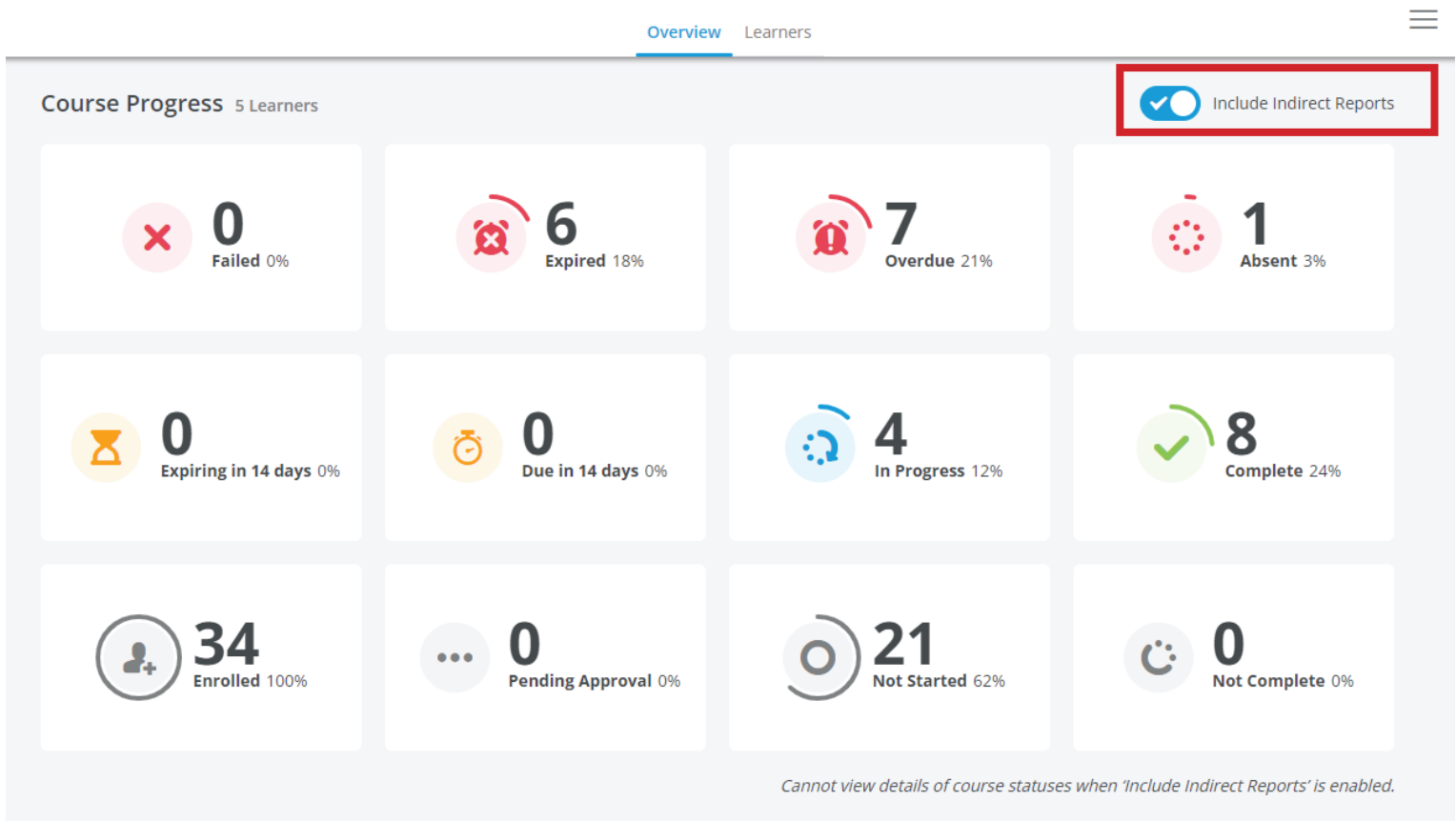
To return to the learner view, select the menu on the top right again and select "Learner Experience."



The Manager Overview Dashboard

The Overview Dashboard enables Managers to get a quick snapshot of their team’s course enrollments and enables them to filter to drill down into the Learners View and focus on the data that’s most relevant to them.

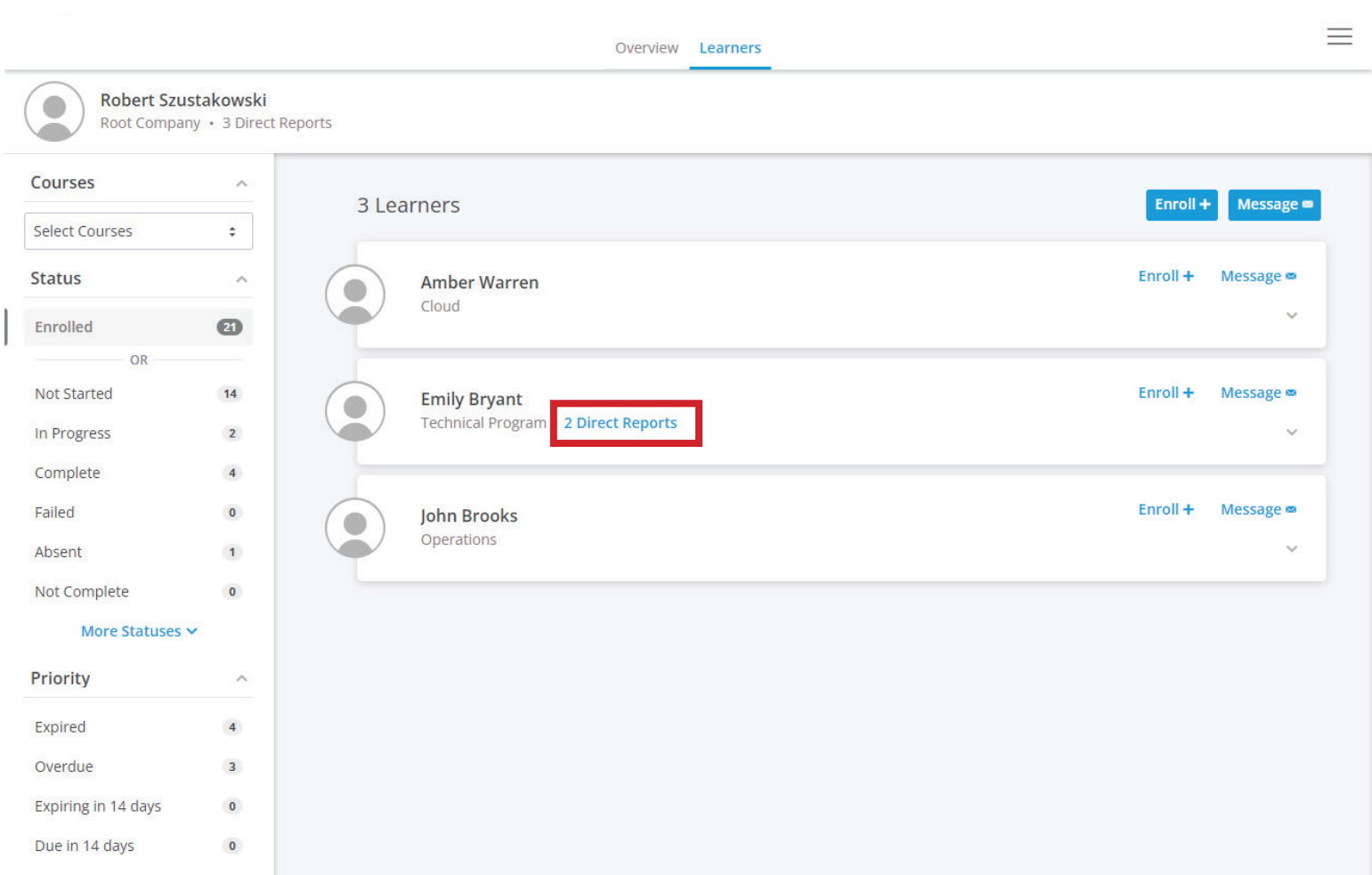
Leaders can toggle the “Include Indirect Reports” tab on to see their direct and indirect reports.



- The counts only reflect enrollments for the Manager’s Direct Reports unless Include Indirect Reports is enabled
- The counts only reflect Active enrollments

The Manager Learner Dashboard

The Learners View of the Manager Experience provides Managers with an overview of their Direct Reports' learning results.



Robert Szustakowski
Root Company • 3 Direct Reports

Overview **Learners**

3 Learners Enroll + Message

Learner Name	Program	Direct Reports	Enroll +	Message
Amber Warren	Cloud		Enroll +	Message
Emily Bryant	Technical Program	2 Direct Reports	Enroll +	Message
John Brooks	Operations		Enroll +	Message

Filters:


- Courses:** Select Courses
- Status:**
 - Enrolled: 21
 - OR
 - Not Started: 14
 - In Progress: 2
 - Complete: 4
 - Failed: 0
 - Absent: 1
 - Not Complete: 0
 - More Statuses
- Priority:**
 - Expired: 4
 - Overdue: 3
 - Expiring in 14 days: 0
 - Due in 14 days: 0

- Managers can also view the Direct Reports for one of their leader's, or supervisor's, Direct Reports to see results for their extended team by clicking on the blue text (shown in red above).

The Manager Learner Dashboard Filtering

The Priority filter can be used to select from a list of states associated with enrollments that correspond to Course access and Course completion expectations. When a Priority Status is selected, it will be highlighted in the left-hand sidebar to indicate that it has been applied as a filter.

Overview **Learners**
☰



Robert Szustakowski
Root Company • 3 Direct Reports

Courses ^

Select Courses ▾

Status ^


- Enrolled 21
- OR
- Not Started 14
- In Progress 2
- Complete 4
- Failed 0
- Absent 1
- Not Complete 0

[More Statuses](#) ▾

Priority ^

- Expired 4
- Overdue 3
- Expiring in 14 days 0
- Due in 14 days 0


2 Learners [Enroll +](#) [Message](#)



Emily Bryant
Technical Program • 2 Direct Reports

[1 Courses](#) 0 Certificates 0 Competencies 0 Credits 0 External Training


[Enroll +](#) [Message](#)



Leadership 2022
Online Course • Last Modified December 03, 2022

80%


[In Progress](#) [Due Dec 18, 2022](#)



John Brooks
Operations

[2 Courses](#) 0 Certificates 0 Competencies 0 Credits 0 External Training


[Enroll +](#) [Message](#)



Analytics 2
Online Course • Enrolled December 03, 2022

0%

[Not Started](#) [Due Dec 21, 2022](#) [Expired Jan 3, 2023](#)



Leadership 2022
Online Course • Enrolled December 03, 2022

0%

[Not Started](#) [Due Dec 18, 2022](#)

Human Resources - Training and Development

Revision date: 03/19/2024