![MC Montgomery College logo]

View Manager Required Course Completion and Learning Enrollments for Your Team
*Workday Job Aid for Managers*

Overview

Use this job aid as a resource to view your team's learning course enrollments and required course completions assigned by the manager.
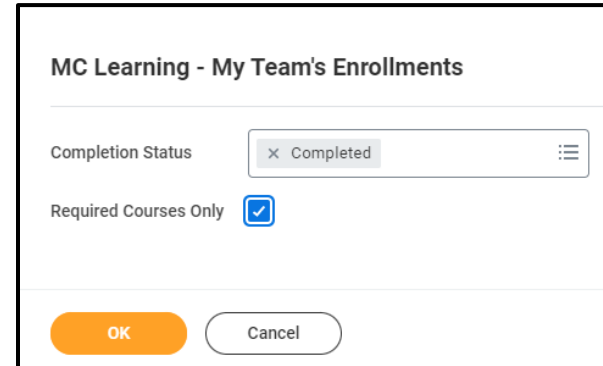
View A Report of Manager Required Courses for Your Team

Note- This report is for courses the Manager marked as required for the team, <mark>not MC-required training.</mark>

1. From the **Home** screen, in the search bar, type **My Team Enrollment.** Click the My Team Enrollments report.
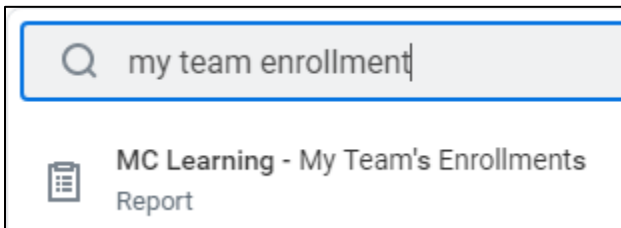
2. The Completion Status appears with a default of all completion status. Click **Not Started** and **In Progress** to remove the status. Click **Required Courses** Only. Then, click **OK.**

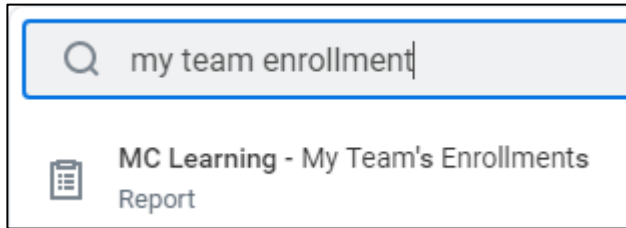3. A report of completed manager-requested required training courses will appear.

View Your Team's Learning Records
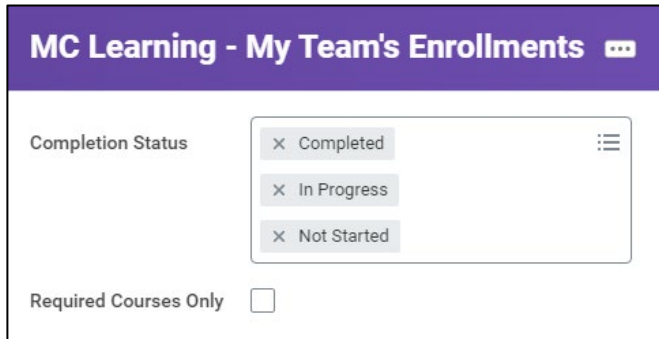
1. From the **Home** screen, in the search bar, type **My Team Enrollment.** Click the My Team Enrollments report.

2. The Completion Status appears with a default of all completion statuses. Click the status that you want to remove. Click **OK.**
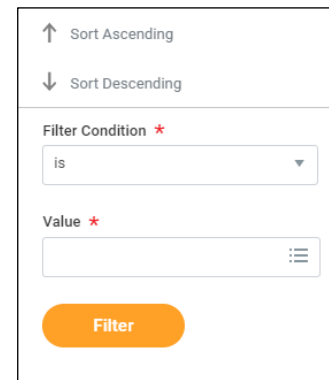

Note: There is an option to filter for required courses only. Click the check box to do so.

3. Under **My Team's Enrollments** report, you can review the **Learning Records** of any employee that directly reports to you.

4. To filter the report, click the heading of any column.

5. Click the **Filter Condition** and/or **Value** to filter the findings further, then click **Filter.**

Note: This report lets you see your employee's progress in their enrolled courses.

6. Click **Remove Filter** to clear the filter results.

↑ Sort Ascending

↓ Sort Descending

Filter Condition *

| is | ▼ |

Value *

| × Administrative Associate | ☰ |

Filter   Remove Filter

7. Use the settings button to change **My Team's Enrollments** settings.

⚙

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