Upon logging into CSU Learn, click the “My Team” icon in the top left corner.
Click on “Manager Dashboard”
Your Manager Dashboard will open. Here you will see a snapshot of your teams training.
Managers can view their direct reports ("users") by scrolling down or by searching for a specific direct report.

Managers can also click the down arrow on "Select" to see more information, such as their direct report’s training transcript, or click “Incomplete” to view the direct report’s incomplete training.
Managers can search for learning activities to assign to their direct reports, and also quickly view direct reports with past due training.