

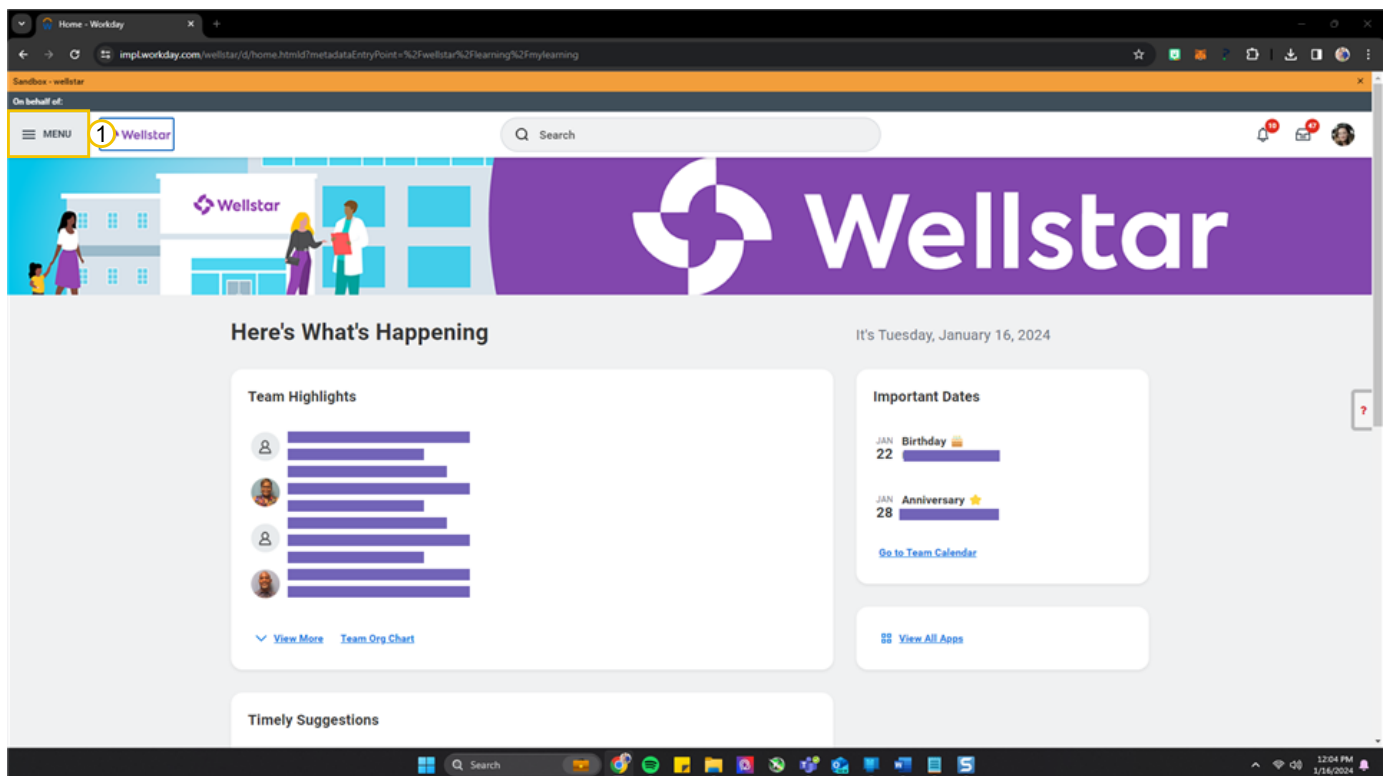
Overview

In this module, we'll learn how to view your team's learning report.


Step By Step Instructions

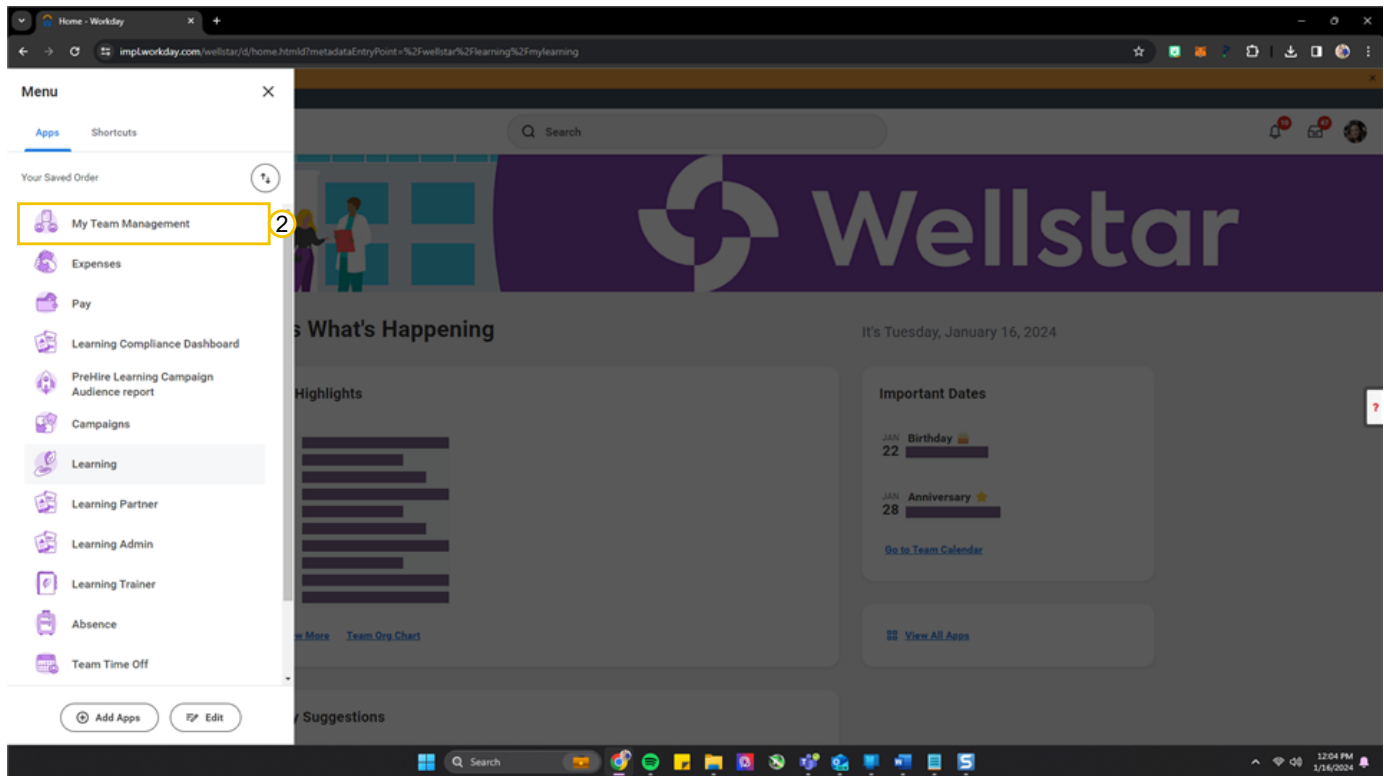
1.

In this module, we'll learn how to view your team's learning report. Start by opening the **main menu**.

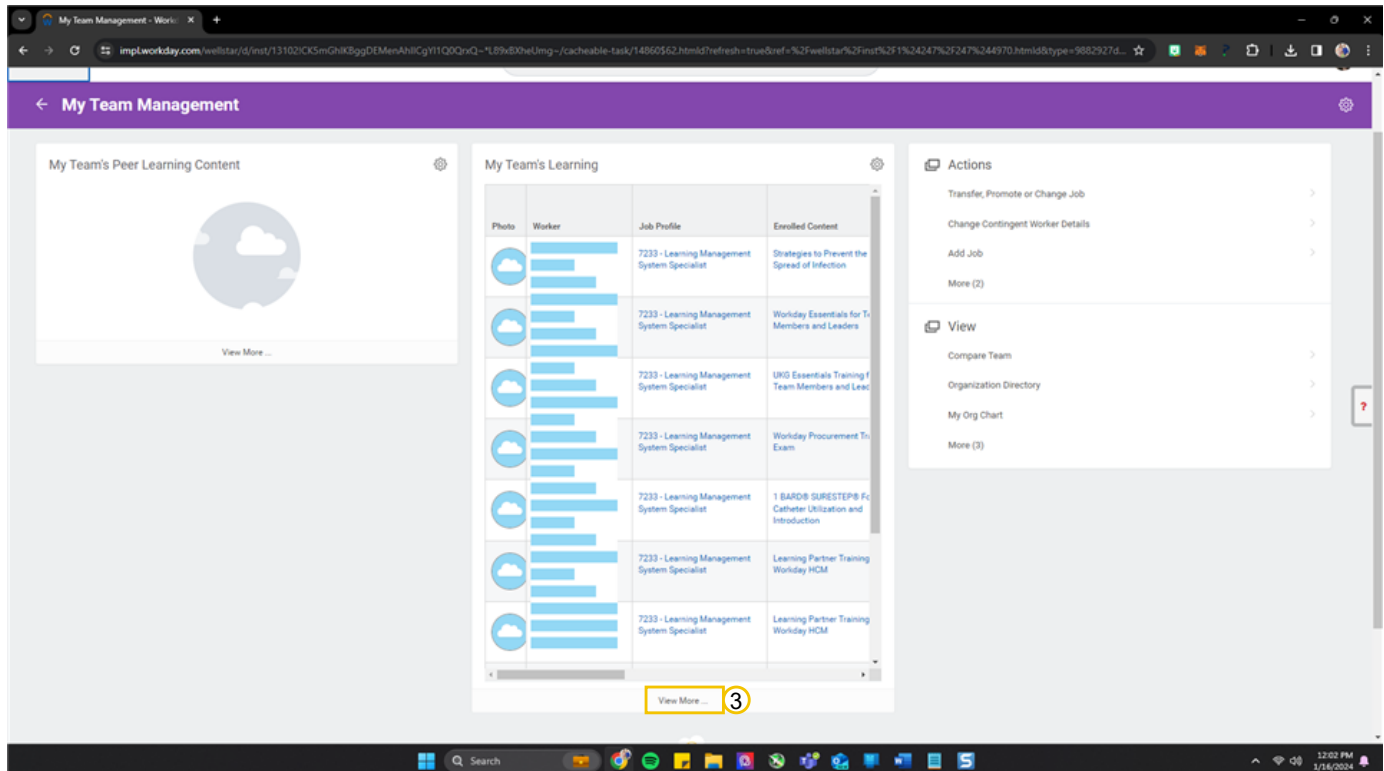


2. Click My Team Management.

 You may have to click "Add Apps" and add the My Team Management app.

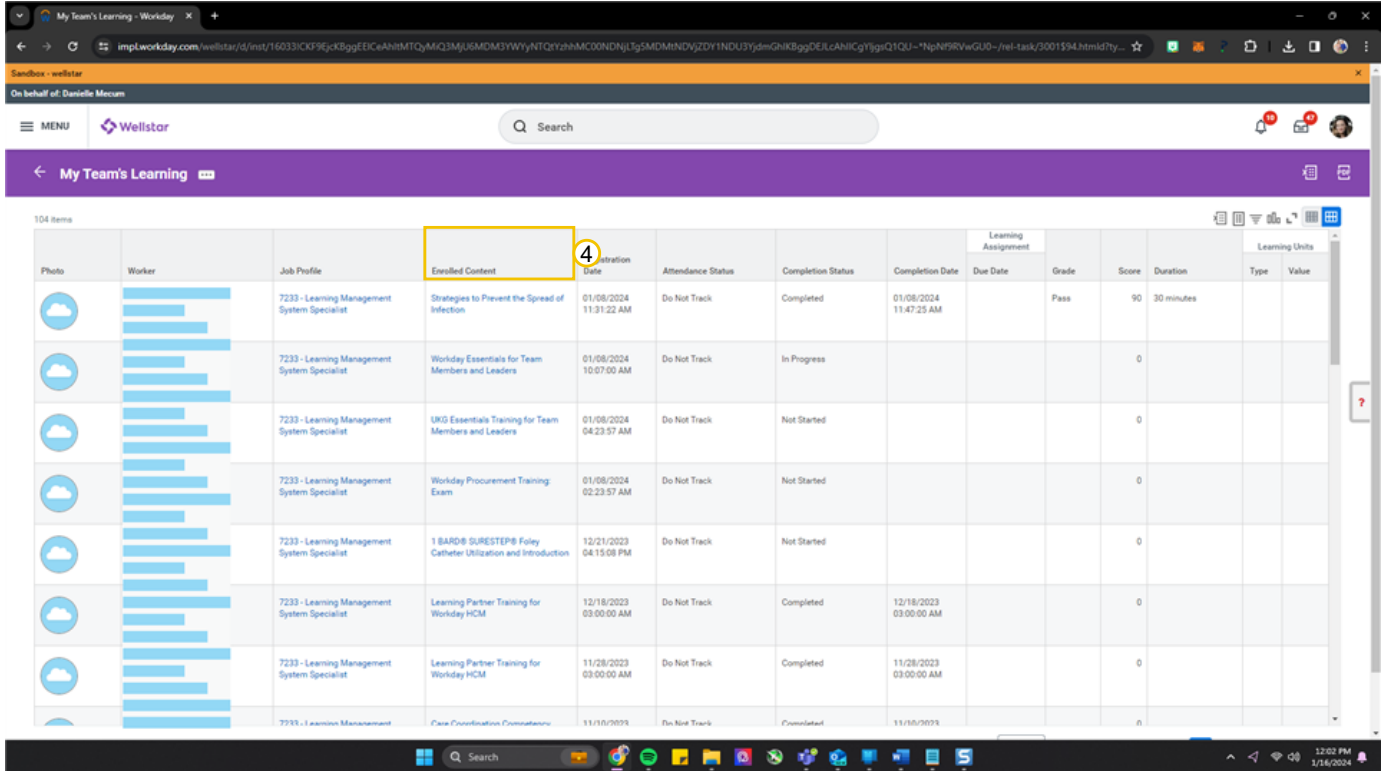


3. Find the "My Team's Learning" report then click **View More** at the bottom.



4. Review Your Team's Learning and current statuses for completion. The Column titled "Enrolled Content" indicates the course name. The column titled "Completion Status" reflects "Not Started", "In Progress", or "Complete". **Click here.**

 Completion Status.



The screenshot shows a web browser window displaying the 'My Team's Learning' page on the Wellstar platform. The page header includes the Wellstar logo and a search bar. Below the header, there is a navigation bar with a back arrow and the text 'My Team's Learning'. The main content area displays a table with 104 items. The table has several columns: Photo, Worker, Job Profile, Enrolled Content, Registration Date, Attendance Status, Completion Status, Completion Date, Learning Assignment (with sub-columns for Due Date, Grade, Score, and Duration), and Learning Units (with sub-columns for Type and Value). A yellow box highlights the 'Enrolled Content' column, and a circled number '4' is placed above the 'Registration Date' column header. The table lists various learning assignments for workers, including courses like 'Strategies to Prevent the Spread of Infection', 'Workday Essentials for Team Members and Leaders', and 'Workday Procurement Training Exam'. The completion status for these assignments varies, including 'Completed', 'In Progress', and 'Not Started'.

Photo	Worker	Job Profile	Enrolled Content	Registration Date	Attendance Status	Completion Status	Completion Date	Learning Assignment				Learning Units	
								Due Date	Grade	Score	Duration	Type	Value
		7233 - Learning Management System Specialist	Strategies to Prevent the Spread of Infection	01/08/2024 11:31:22 AM	Do Not Track	Completed	01/08/2024 11:47:25 AM		Pass	90	30 minutes		
		7233 - Learning Management System Specialist	Workday Essentials for Team Members and Leaders	01/08/2024 10:07:00 AM	Do Not Track	In Progress				0			
		7233 - Learning Management System Specialist	UKG Essentials Training for Team Members and Leaders	01/08/2024 04:23:37 AM	Do Not Track	Not Started				0			
		7233 - Learning Management System Specialist	Workday Procurement Training Exam	01/08/2024 02:23:57 AM	Do Not Track	Not Started				0			
		7233 - Learning Management System Specialist	1 BARD® SURESTEP® Foley Catheter Utilization and Introduction	12/21/2023 04:15:08 PM	Do Not Track	Not Started				0			
		7233 - Learning Management System Specialist	Learning Partner Training for Workday HCM	12/18/2023 03:00:00 AM	Do Not Track	Completed	12/18/2023 03:00:00 AM			0			
		7233 - Learning Management System Specialist	Learning Partner Training for Workday HCM	11/28/2023 03:00:00 AM	Do Not Track	Completed	11/28/2023 03:00:00 AM			0			
		7233 - Learning Management System Specialist	Case Coordination Competencies	11/16/2023	Do Not Track	Completed	11/16/2023			0			