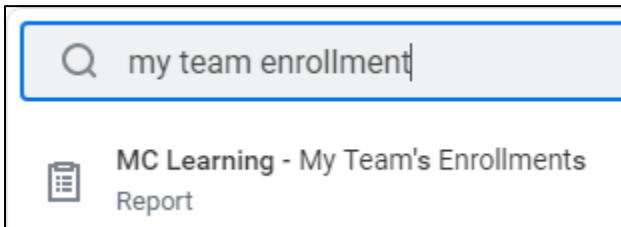


Overview

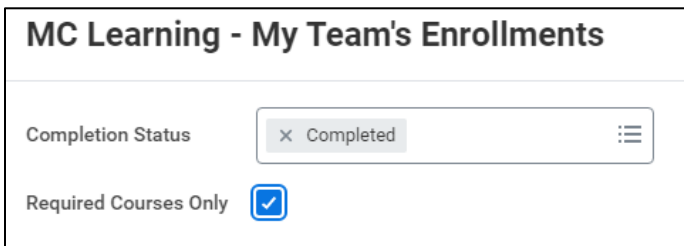
Use this job aid as a resource to view your team's learning course enrollments and required course completions.

View A Report of Your Team's Required Courses

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**.

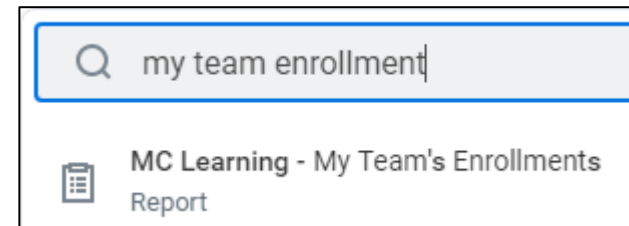


3. A report of only completed required training courses will appear.

MC Learning - My Team's Enrollments				
Worker	Employee ID	Job Profile	Location	Enrolled Content
Bethany Brown (Instructor)	W4812	Administrative Associate	Rockville Campus	Have a Great Workday 101

View Your Team's Learning Records

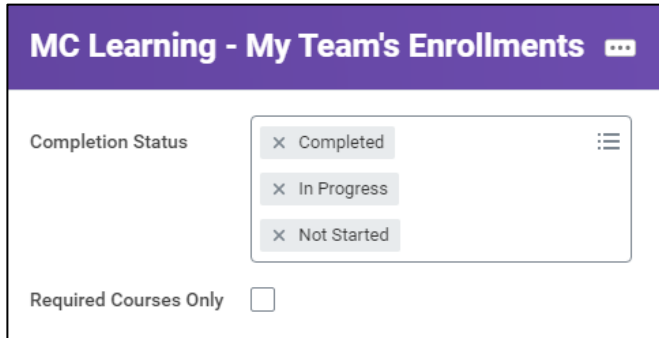
1. From the **Home** screen, in the search bar, type **My Team Enrollment**. Click the My Team Enrollments report.



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

View Your Team's Required Course Completion and Learning Enrollments

Workday Job Aid for Managers

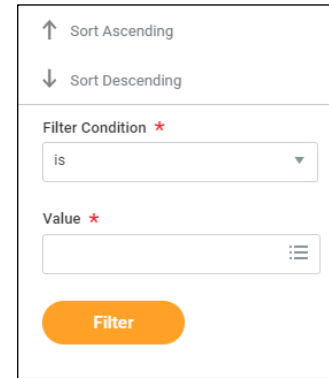


Note: There is an option to filter for required courses only. Click the check box to do so.

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

MC Learning - My Team's Enrollments				
Worker	Employee ID	Job Profile	Location	Enrolled Content
Bethany Brown (Instructor)	W4812	Administrative Associate	Rockville Campus	Have a Great Workday 101

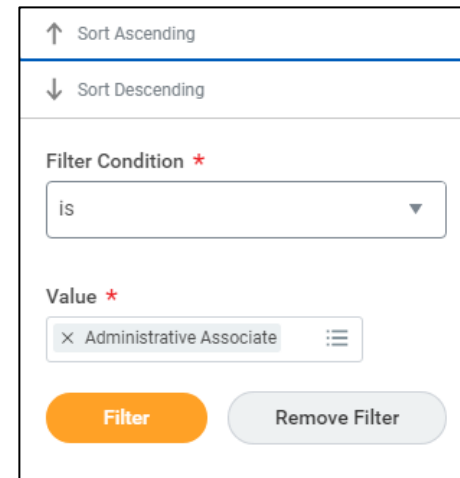
- To filter the report, click the heading of any column.



- 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.

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



View Your Team's Required Course Completion and Learning Enrollments

Workday Job Aid for Managers

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

