

View Manager Required Course Completion and Learning Enrollments for Your Team

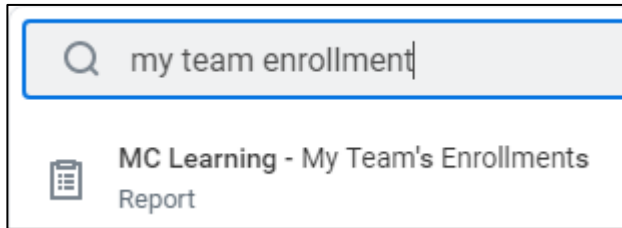
Workday Job Aid for Managers

Overview

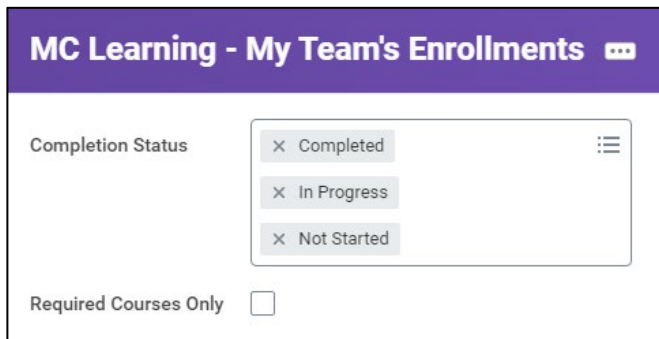
Use this job aid as a resource to view your team’s learning course enrollments and required course completions assigned by the manager.

View Your Team’s Learning Records

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



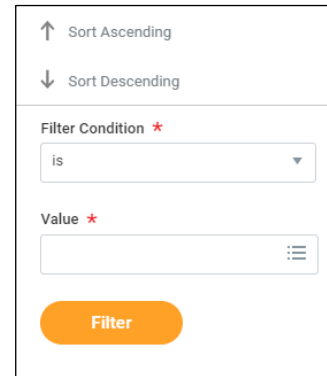
2. The Completion Status appears with a default of all completion statuses. Click the status that you want to remove. Click **OK**.



3. 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

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.

View Manager Required Course Completion and Learning Enrollments for Your Team

Workday Job Aid for Managers

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

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

View A Report of Manager Required Courses for Your Team

Note- This report is for courses the Manager marked as required for the team, **not MC-required training.**

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

- 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**.



View Manager Required Course Completion and Learning Enrollments for Your Team

Workday Job Aid for Managers

- 3. A report of completed manager-requested 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