



## View Your Team's Compliance

Compliance courses have their own dashboard. This dashboard's functionality isn't much different in use from the Employee Dashboard; however, some unique features will help you manage these courses efficiently.

1. Click on **Manage/Reporting** in the upper navigation bar.
2. Select **My Team's Dashboard** from the left side menu.
3. At the top of the page, select the **Compliance** tab.
  - a. You can view Compliance reporting by Training (course) or by Employees
    - i. **Training:** View compliance reporting by course
    - ii. **Employees:** View individual compliance reporting by Team Member
4. Select **Compliance Dashboard by Course**.



The screenshot shows the 'Academy control panel' for 'My Team's Dashboard - Compliance - Training'. A progress gauge indicates a 66.66% compliance score. A table on the right provides summary statistics:

Compliance Courses:	5
Total Employees:	12
Compliant:	8
Non - Compliant:	4

[Last update: Oct 11, 2024 11:04 AM - Refresh stats]

## Dashboard Overview

At the top of this page, you can see the compliance score as well as the last time that the stats were updated. To refresh the stats, just click on the relevant field, as shown in the image below:

1. **Compliance Courses:** the total number of compliance courses in the LMS
2. **Total Employees:** the number of Team Members enrolled in compliance courses
3. **Compliant:** the number of Team Members that are considered compliant in all the compliance courses
4. **Non-compliant:** the number of Team Members who are not considered compliant, as mentioned above

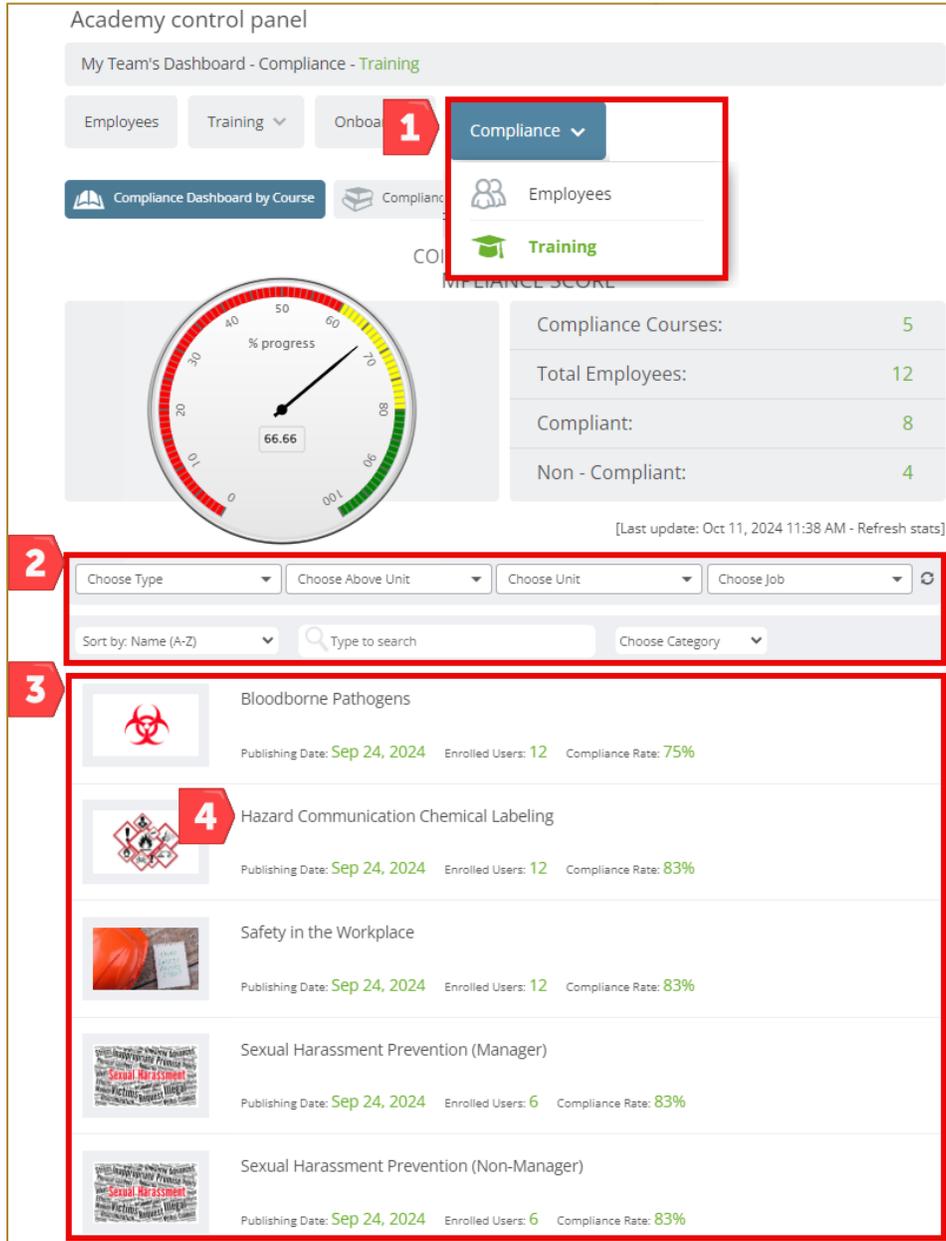




## View Compliance Report by Course

To view and access your team's compliance report by course, follow the steps below.

1. Select **Training** under the **Compliance** tab.
2. You can use the search bar and filters to locate a specific course.
3. Here, you can see the progress of each Team Member individually. This data includes the total number of courses, the compliance rate, and the total time spent in each course.
4. Select one of the courses by clicking on the course title to view the specific course's compliance report.



Academy control panel

My Team's Dashboard - Compliance - Training

Employees Training Onboard **1** Compliance **2**

Compliance Dashboard by Course Compliance

Compliance Score

% progress

66.66

Compliance Courses: 5

Total Employees: 12

Compliant: 8

Non - Compliant: 4

[Last update: Oct 11, 2024 11:38 AM - Refresh stats]

**2** Choose Type Choose Above Unit Choose Unit Choose Job

Sort by: Name (A-Z) Type to search Choose Category

**3**

**4**

Course Title	Publishing Date	Enrolled Users	Compliance Rate
Bloodborne Pathogens	Sep 24, 2024	12	75%
Hazard Communication Chemical Labeling	Sep 24, 2024	12	83%
Safety in the Workplace	Sep 24, 2024	12	83%
Sexual Harassment Prevention (Manager)	Sep 24, 2024	6	83%
Sexual Harassment Prevention (Non-Manager)	Sep 24, 2024	6	83%

5. This report will show you each Team Member's completion data. You can view details for each Team Member by selecting **Details**.





### COMPLIANCE SCORE



Compliance Courses:	1
Total Employees:	12
Compliant:	10
Non - Compliant:	2

[Back to courses list](#)

**5**

#### Hazard Communication Chemical Labeling

Employees Overdue: 0
Enrolled Users: 12
Compliance Rate: 83%
Average Progress: 50%

Name	Enrollment Date Completion Date	Due Date	Expiration Date	Time	Progress	
Lexi	Dec 15, 2022 Jan 11, 2024	Optional	Jan 11, 2025	0:00:00	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Details ▶
Total completions: 2		Total time: 0:00:00				
Daniela	Oct 12, 2023 N/A	Optional	Oct 18, 2024	0:00:00	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Details ▶
Total completions: 1		Total time: 0:00:00				
Faith	Jan 24, 2022 N/A	Optional	Oct 11, 2024	0:00:00	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Details ▶
Total completions: 2		Total time: 0:00:00				
Cathleen	Jan 24, 2022 Jan 24, 2024	Optional	Jan 24, 2025	0:00:00	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Details ▶
Total completions: 1		Total time: 0:02:44				
Adam	Apr 5, 2024 Apr 8, 2024	Optional	Apr 8, 2025	0:00:00	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Details ▶
Stephanie	Jun 17, 2020 N/A	Optional	Oct 11, 2024	0:00:00	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Details ▶
Total completions: 2		Total time: 0:00:00				
Raymond	Jan 24, 2022 N/A	Optional	Oct 11, 2024	0:00:08	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Details ▶
Total completions: 2		Total time: 0:00:08				

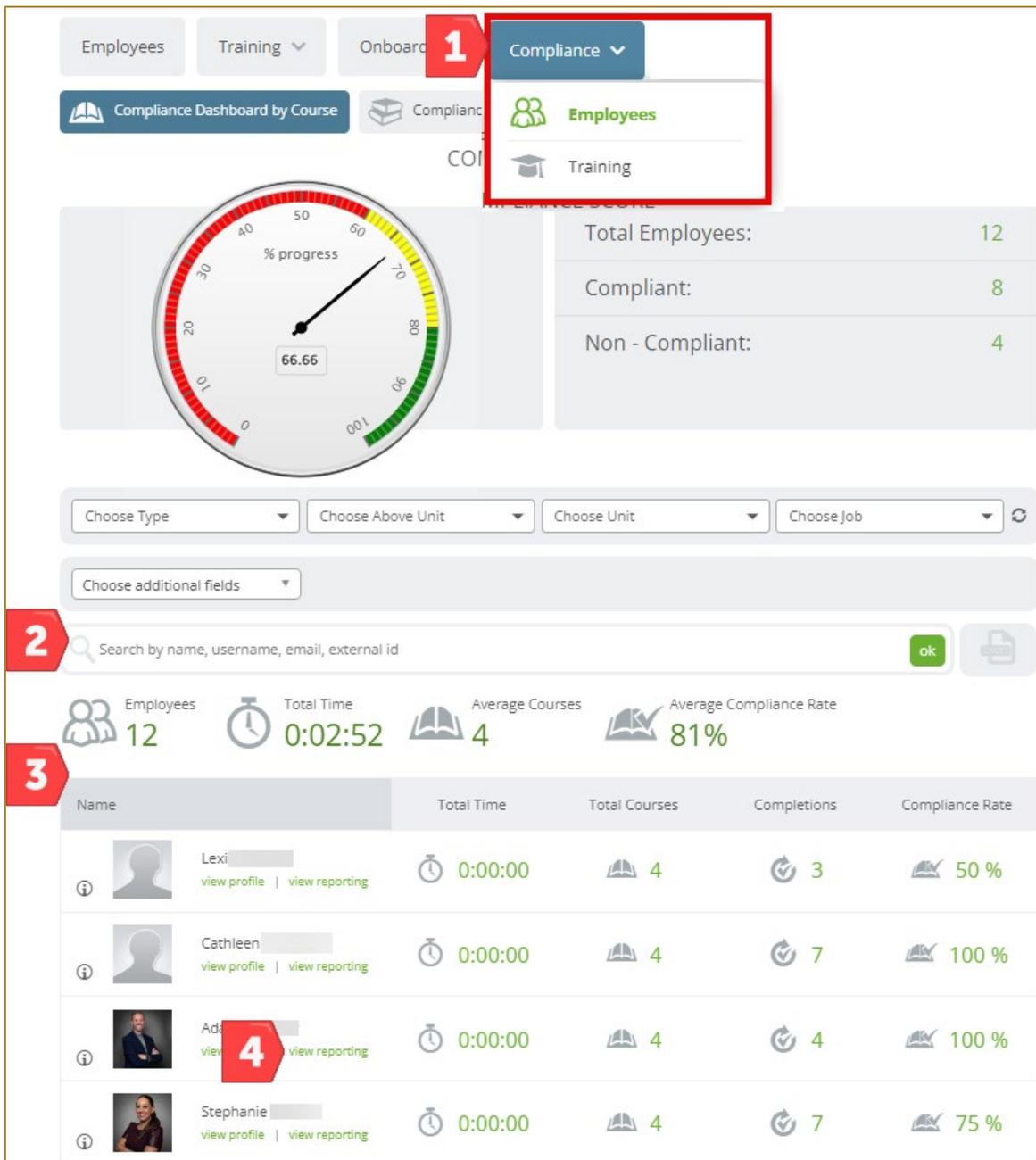




## View Compliance Dashboard by Employees

To view compliance reporting for each Team member, follow the steps below.

6. Select **Employees** under the **Compliance** tab.
7. You will have visibility and access to your team. You can use the search bar and filters to locate a specific Team Member.
8. Here, you can see the progress of each Team Member individually. This data includes the total number of courses, the compliance rate, and the total time spent in each course.
9. Select one of the Team Members and click on **View Reporting** to view their compliance report.



The screenshot displays the 'Compliance Dashboard by Employees' interface. At the top, a navigation menu includes 'Employees', 'Training', 'Onboard', and 'Compliance'. A red box highlights the 'Compliance' dropdown menu, which is open to show 'Employees' and 'Training' options. A red '1' is placed next to the 'Compliance' dropdown.

Below the navigation, there is a 'Compliance Dashboard by Course' section with a gauge showing '% progress' at 66.66%. To the right of the gauge, summary statistics are provided:

- Total Employees: 12
- Compliant: 8
- Non - Compliant: 4

Below the summary, there are filter dropdowns for 'Choose Type', 'Choose Above Unit', 'Choose Unit', and 'Choose Job'. A search bar is present with the placeholder text 'Search by name, username, email, external id' and an 'ok' button. A red '2' is placed next to the search bar.

Summary statistics are displayed below the search bar:

- Employees: 12
- Total Time: 0:02:52
- Average Courses: 4
- Average Compliance Rate: 81%

A table lists individual employees with their performance metrics. A red '3' is placed next to the table header. The table has the following columns: Name, Total Time, Total Courses, Completions, and Compliance Rate.

Name	Total Time	Total Courses	Completions	Compliance Rate
Lexi [redacted] <a href="#">view profile</a>   <a href="#">view reporting</a>	0:00:00	4	3	50 %
Cathleen [redacted] <a href="#">view profile</a>   <a href="#">view reporting</a>	0:00:00	4	7	100 %
Ad [redacted] <a href="#">view profile</a>   <a href="#">view reporting</a>	0:00:00	4	4	100 %
Stephanie [redacted] <a href="#">view profile</a>   <a href="#">view reporting</a>	0:00:00	4	7	75 %

A red '4' is placed next to the 'view reporting' link for the third employee in the table.





10. Their compliance report will display compliance course completion status, date, and time spent in the course.

Academy control panel

My Team's Dashboard - Compliance - Employees

Employees Training Onboarding Compliance Credits

Back to employees list

Adam  [view profile](#) Total Courses 4 Total Time 0:00:00 Compliance Rate 100%

Courses Learning paths 

Search:  Sort By: Name (A-Z) Required: All Due date: Show All

Events: Events that users are registered in Category: Choose Category

	<b>Bloodborne Pathogens</b> <small>Optional</small> <a href="#">🔗</a>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	 Apr 5, 2024	 0:00:00	 Apr 8, 2024	<a href="#">Details ▶</a>
Total completions: 1 Total time:  0:00:00						
	<b>Hazard Communication Chemical Labeling</b> <small>Optional</small> <a href="#">🔗</a>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	 Apr 5, 2024	 0:00:00	 Apr 8, 2024	<a href="#">Details ▶</a>
Total completions: 1 Total time:  0:00:00						
	<b>Safety in the Workplace</b> <small>Optional</small> <a href="#">🔗</a>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	 Apr 5, 2024	 0:00:00	 Apr 8, 2024	<a href="#">Details ▶</a>
Total completions: 1 Total time:  0:00:00						
	<b>Sexual Harassment Prevention (Non-Manager)</b> <small>Optional</small> <a href="#">🔗</a>	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	 Apr 4, 2024	 0:00:00	 Apr 8, 2024	<a href="#">Details ▶</a>
Total completions: 1 Total time:  0:00:00						

