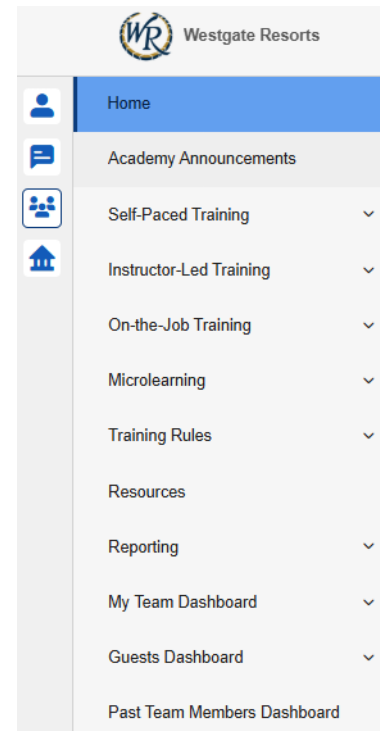# Team Workspace Overview

The Team Workspace section is where you can manage your team within Westgate Learn including reporting, password resets, and assigning training.
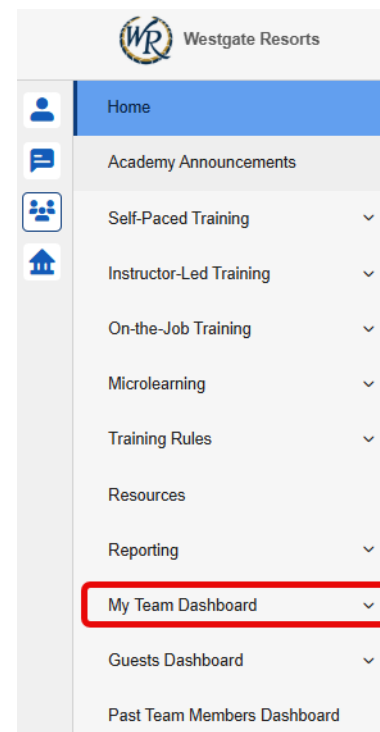

Accessing Reporting Via My Team Dashboard

My Team Dashboard allows you to quickly track the progress of your team members, sorted by either the user or the training.

Navigation

My Team's Dashboard can be found in the **Team Workspace**, under **My Team Dashboard**.
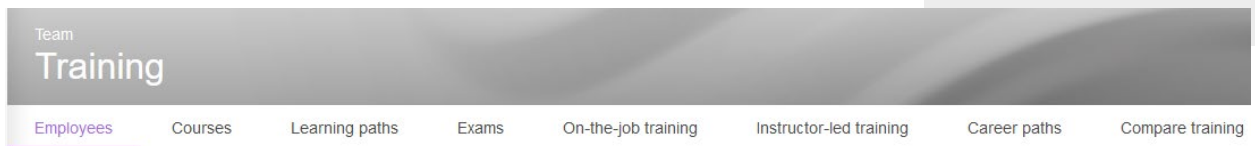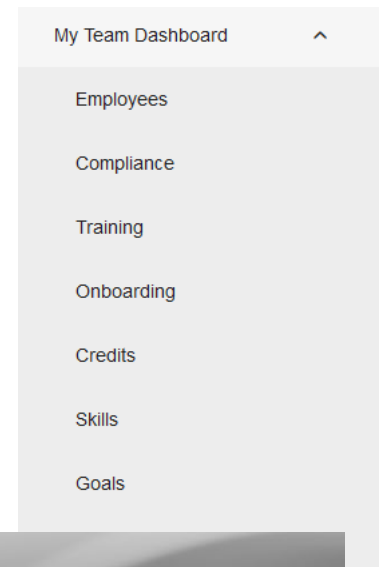
Reporting via My Team Dashboard

The different tabs under My Team Dashboard give you a visual overview of the status in the academy regarding this tab.

- **Employees:** Sorts by employees. Click on the employee to see their summary, training, skills, perception gap, goals, onboarding, compliance, or credit.

- **Compliance:** Shows the status of compliance training.

- **Training:** Sorts by the training. Select the tab and training to see the reporting details, such as enrollment data and completion rates.

Team
Training

Employees | Courses | Learning paths | Exams | On-the-job training | Instructor-led training | Career paths | Compare training

- **Onboarding:** Shows the reporting on the onboarding profiles.

- **Credits:** (Not used)

- **Skills:** Shows which skills you have set up and the scores and assessments employees have for the skill.

- **Goals:** Shows the goals your employees have assigned, as well as the reporting on Team Goals and Organizational Goals.