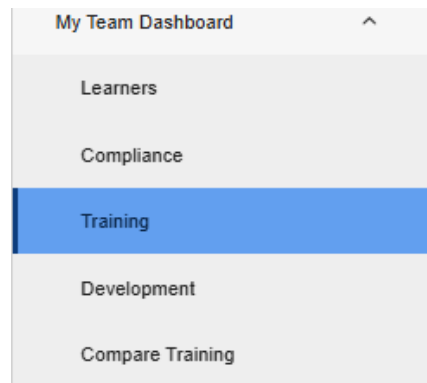


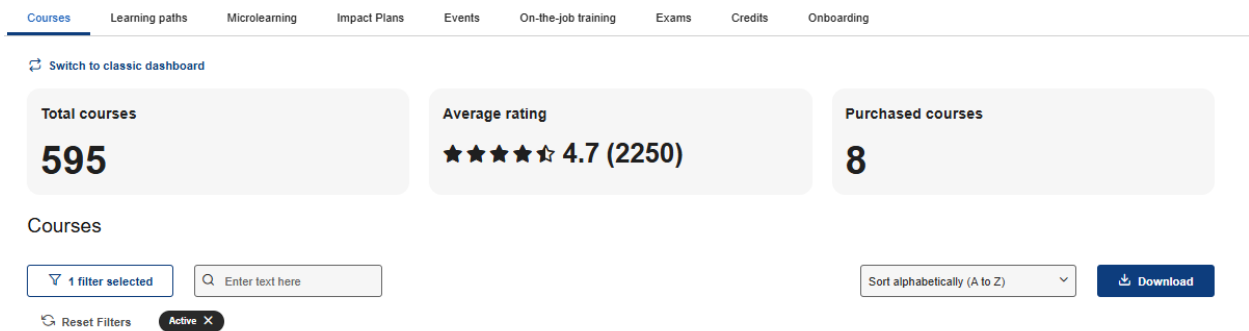


Training Dashboard Overview

The Training Dashboard gives you information on the progress on any course your team is enrolled in. To go here, navigate to the **Team Workspace**  and select **My Team Dashboard** -> **Training**.



Within the Training Dashboard, you get a quick overview of the amount of courses, how Team Members are tracking, and the average completion rate.

A screenshot of the 'My Team Dashboard' Training section. At the top is a navigation bar with tabs: 'Courses' (selected), 'Learning paths', 'Microlearning', 'Impact Plans', 'Events', 'On-the-job training', 'Exams', 'Credits', and 'Onboarding'. Below the tabs is a link to 'Switch to classic dashboard'. The main content area features three summary cards: 'Total courses' with the value '595', 'Average rating' with '★★★★☆ 4.7 (2250)', and 'Purchased courses' with the value '8'. Below these cards is a 'Courses' section with a filter button showing '1 filter selected', a search bar with the placeholder 'Enter text here', a 'Reset Filters' button, an 'Active' status indicator, a sort dropdown set to 'Sort alphabetically (A to Z)', and a 'Download' button.

My Team Dashboard

Learners

Compliance

Training

Development

Compare Training

Courses Learning paths Microlearning Impact Plans Events On-the-job training Exams Credits Onboarding

[Switch to classic dashboard](#)

Total courses

595

Average rating

★★★★☆ 4.7 (2250)

Purchased courses

8

Courses

1 filter selected

Enter text here

Sort alphabetically (A to Z)

Download

Reset Filters Active

- You can view this by Courses or by Learning Path, showing the compliance score for either.
- You can also use the search function to look for completions of a specific course. Detailed on the next page.





How to View Team Member Completion of a Specific Course

Follow the steps below to view a list of Team Members who still need to complete a specific course.

1. Go to your team's **Training** dashboard.
2. Click on **Training**.
3. Use the **Search** box to look for a specific course.

Courses

1 filter selected

4. Click on the course when it pops up.
5. View the list of Team Members who have and haven't completed that are in your reporting line.
 - a. Below indicates a Team Member that has completed and when.

Progress	Due date	Completion	Last retake	Expiration	Time spent
100%	-	Oct 15, 2026	-	-	1 hr

- b. Below indicates a Team Member that has not completed.

Progress	Due date	Completion	Last retake	Expiration	Time spent
0%	-	-	-	-	0 sec

