Quick Reference Guide

This Guide will help you become familiar with the sccLearn Manager Dashboard.

You will see this if you have direct reports.

**MANAGER DASHBOARD**

1) Click on the **My Team** icon in the header.

2) Select the **Manager Dashboard** link.

3) The **Manager Dashboard** appears with the following fields:
   a. **Tasks** – Actions Pending Approvals and Pending Signatures will appear here. If there is Manager/Supervisor action required, the task will appear here.
   b. **Past Due Training** – If any users have past due training, the manager will see those names in the Past Due Training widget.
   c. **Exception Report** – This section of the page includes both **Users** and **Activities**.
      i. **Users** – The default view shows all of the Manager/Supervisor’s Direct Reports. *There is a drop down that allows the Manager/Supervisor to view any other users that they have access to (All Viewable Users).*
      ii. **Activities** – All relevant activities for the Manager/Supervisor’s staff will appear under Activities on the Manager Dashboard with the number of users who are past due.
4) The **Profile** button opens up the user’s profile which includes the contact information and timeline.

5) If the user has incomplete assignments the **Incomplete** button will bring the Manager/Supervisor to a detailed report of all incomplete assignments and progress for each.

![3 INCOMPLETE]

6) The arrow next to the Profile button allows the Manager/Supervisor to **Emulate**, or see from the employee’s perspective, the:
   a. CE Requirement Analysis
   b. Learner Approvals
   c. Self-Reported Training
   d. Training Analysis
   e. Training Schedule
   f. Training Transcript

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**Emulation allows a Manager/Supervisor to view an employee’s scclLearn information from the employee’s perspective.**

When using **Emulation**, the Manager/Supervisor:
- Can sign the user up for learning activities.
- Can cancel registration for learning activities.
- Can record Self-Reported Trainings.
- Cannot complete trainings.

Emulation mode is identified by the eye icon.

Emulation mode is discontinued by clicking on the eye icon and selecting **Exit Emulation**.

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**UAT20 20**

**Username:** UAT_20  
**Required:** 3  
**Recommended:** 0

![CE Requirement Analysis]

- Learner Approvals
- Self-Reported Training
- Training Analysis
- Training Schedule
- Training Transcript

**Profile**

**Learning**

**Development**

**Reporting**

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For assistance, please contact: TechLink Center at TLC@isd.sccgov.org or (408) 918-7000

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