Team Dashboard at - http://train.ora.msu.edu

You must have someone added to your team before you have access to the Team Dashboard dropdown (top right of your Home screen).

Currently, the Team Dashboard page shows **Certifications that are NOT complete/acquired** – those that are overdue for your team.

Currently, the Team Dashboard page shows **2 sets of team members**:
- Right side portals - DIRECT team members. People can only be on 1 direct team.
- Left side portals - ALTERNATE team members. People who are directly report to someone else. People can be on unlimited number of alternate teams/work under unlimited alternate managers.

**View each person’s Completed Courses.**

Click the Team Learning Tab. The default view is for Alternate Teams.

You may have to change the View to Direct Team.

Click View Completed Course link to go to that person’s transcript page.

The default view is past 3 months only. Change Completion Date to look back further.

Click Search button again for new results.
REPORTS
Another way to look at your team’s training is to run a report. These are better for printing and emailing. Click the Reports tab. Hit the SEARCH button to get a list of possible reports currently active in the system. You can request special reports be written by contacting the Helpdesk at train@ora.msu.edu.

REPORT – Ad Hoc Manager

REPORT – Course Dashboard for Managers

Must use Firefox browser for Managed Reports
Enter the fields you want to filter/narrow your report results.
If you want to see ALL your direct team members’ training, leave the fields as-is and click Generate Report button.