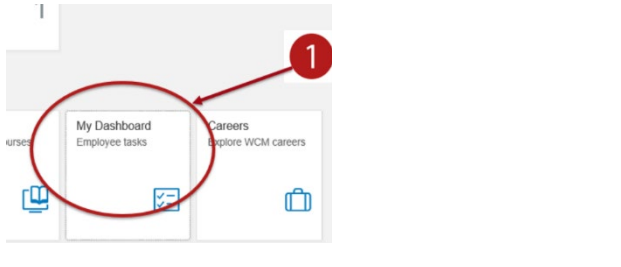

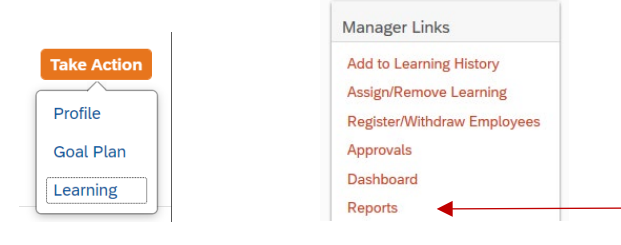
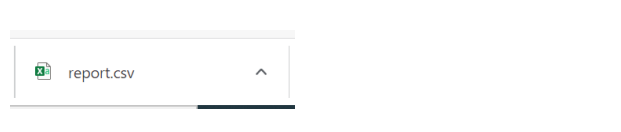


## How do I run a report to see if my direct reports completed training?

- Log on to <http://wbg.weill.cornell.edu> and generate a **Curriculum Status Report**.

<p>1. Click <b>Dashboard</b> tile on your landing page.</p>	
<p>2. Click <b>Manage My Team</b>.</p>	
<p>3. Under My Team Click the <b>Take Action</b> button and select <b>Learning</b></p> <p>Under Manager Links Select <b>Reports</b></p>	
<p>4. Click <b>Curriculum Status</b> (orange arrow)</p>	<p>Select a Report from the list below to run a report :</p> <p>Report Name</p> <p>&gt; Curriculum Status</p>
<p>5. Click <b>User Curriculum Status (CSV)</b></p>	<p>Report Name</p> <p>∨ Curriculum Status</p> <p><b>User Curriculum Status (CSV)</b></p>
<p>6. Select <b>Direct Reports</b> for Users</p> <p>7. Deselect <b>Mask User IDs</b> and Deselect <b>Include Item Details</b> (if they are selected)</p> <p>8. Click <b>Run Report</b></p>	<p>Run User Curriculum Status (CSV)</p> <p>User: <input type="radio"/> Self <input checked="" type="radio"/> Direct Reports <input type="radio"/> All Direct Reports <input type="radio"/> All  <input type="checkbox"/> Include Alternate Direct Reports</p> <p>Report Destination: Local File</p> <p>Report Format: CSV</p> <p>CSV Report Delimiter: Comma (,)</p> <p><input checked="" type="checkbox"/> Mask User IDs  <input checked="" type="checkbox"/> Include Item Details</p> <p><input type="button" value="Reset"/> <input type="button" value="Run Report"/></p>
<p>9. You will see the report.csv at bottom of your screen. Click to open the report.</p>	

Once the Excel file opens, select the Filter feature, go to Curriculum Title column, deselect Select All, and select only **Maintaining a Harassment Free Workplace**. Look at the **Curriculum Complete** column. If the word “No” is present, this means that your direct reports have **NOT** completed the training.