## Weill Cornell Medicine

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

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

1. Click <b>Dashboard</b> tile on your landing page.	
	urse: My Dashboard Employee tasks Upplore WCM careers
2. Click Manage My Team.	Approvals 1 Due in 28 days My Team Manage My Team Prof Chart Direct Direct
<ol> <li>Under My Team Click the Take Action button and select Learning</li> <li>Under Manager Links</li> </ol>	Manager Links       Take Action     Add to Learning History       Profile     Register/Withdraw Employees       Goal Plan     Approvals
Select <b>Reports</b>	Learning Dashboard Reports
4. Click Curriculum Status (orange arrow)	Select a Report from the list below to run a report
	Report Name Curriculum Status
5. Click User Curriculum Status (CSV)	Report Name
	✓ Curriculum Status
	User Curriculum Status (CSV)
6. Select Direct Reports for Users	
-	Run User Curriculum Status (CSV) User: O Self ® Direct Reports O All Direct Reports O All
7. Deselect Mask User IDs and	Include Alternate Direct Reports  Report Destination: Local File
Deselect Include Item Details (if they are selected)	Report Format: CSV V CSV Report Delimiter: Comma () V
	⊠ Mask User IDs Ølinclude item Desails
8. Click Run Report	Reset Run Report
9. You will see the report.csv at bottom	
of your screen.	R report cou
Click to open the report.	
Once the Excel file onens, select the Filto	r feature, go to Curriculum Title column
deselect Select All, and select only <b>Maint</b>	aining a Harassment Free Workplace.
Look at the Curriculum Complete column. If the word "No" is present, this means	
that your direct reports have <b>NOT</b> completed the training.	