





Manager's LMS Dashboard Quick Reference Guide

MANAGE YOUR DIRECT REPORT'S REQUIRED AND/OR RECOMMENDED LEARNING ACTIVITIES

1. Log into **My Compass** <https://uams.sumtotal.host/> or click the desktop icon 
2. Click on **UAMS Employees**
3. Click on **TEAM** icon 
4. Click on **MANAGER DASHBOARD**
5. Use the **PROFILE** drop down menu under each Direct Report to view transcripts, training schedules, view and/or approve Self-Reported Training, Accept or Reject Learner Approval requests, and view the Training Analysis page.


VIEWING INCOMPLETE ACTIVITIES

1. Click on **INCOMPLETE** below each Direct Report's name to monitor and manage learning activities.
2. Filter by Assignment Status, Assignment Type, or Assignment By.


SELF-REPORTED TRAINING

1. To approve or reject training, click on **Self-Reported Training** from the direct report's drop down **box**
2. Click on the **TASK** drop down box.
3. Filter by **TYPE** or **NEW**, if desired.
4. Select either **APPROVE** or **REJECT**.
5. Click  to exit.


VIEW TRAINING SCHEDULE

1. Click on **Training Schedule** from the direct report's drop down box.
2. Sort by toggling along the top and second row, if desired.
3. Export to Excel, print, or view on the calendar, if desired.
4. Click  to exit.

VIEW TRAINING ANALYSIS

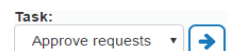
1. Click on **Training Analysis** from the direct report's drop down box.
2. Sort, Search, and Filter options are available.
3. Click  to exit.

VIEW TRAINING TRANSCRIPT

1. Click on **Training Transcript** from the direct report's drop down box.
2. Sort by Date, if desired.
3. Click  to exit.

Accept and/or Reject Learner Approvals

1. Click on **Learner Approvals** from the Direct Report's drop down box.
2. Click on the check box next to the title of the training on the Learner Approvals page.
3. Under **Task** click and choose Approve or Reject and then click the forward arrow.



For more information see the detailed manual located
or contact the OHR Helpdesk at 501-686-5650.