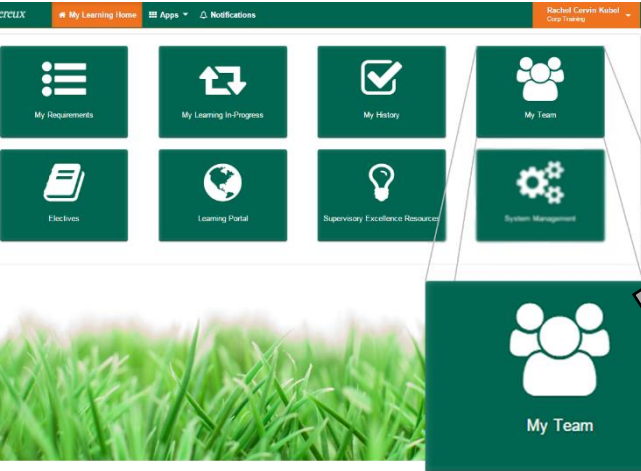
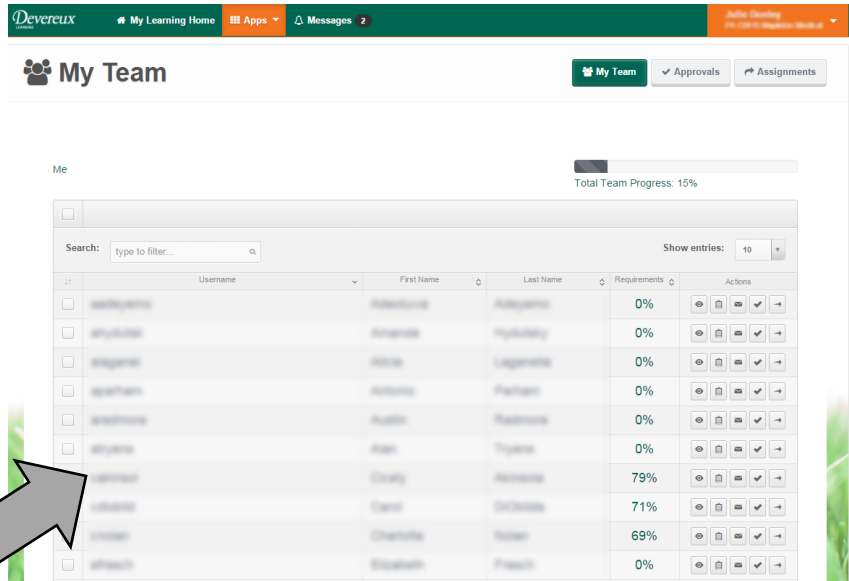
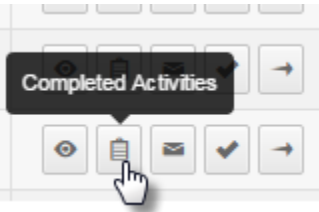


Start at the **Learning Portal** (learn.devereux.org). Click **My Learning** to access the LMS, then click the **My Team** button to see all your direct reports and any employees downstream.



When you get into **My Team**, you'll see at a glance all of your direct reports and their progress towards meeting their Requirements.



From **My Team**, you can view **transcripts** of completed Activities for individual employees.

Return to My Team

Below are the completed activities for [Employee Name] Average Score: 98% Total Credits: 10 Total Activities: 10

Search: type to filter... Date Range: All Types All Categories Show entries: 10

Title	ID #	Date Completed	Score	Credits	Actions
Abuse and Neglect (Online)	A&N Online v2005	02/20/2016	100%	1	...
Age Specific Competency: Human Growth and Development (Online PA CBHS)	Age Specific Online PA CBHS v2015	02/21/2016	-	1	...
Boundaries and Professionalism (Online PA CBHS)	BoundProf Online PA CBHS v2015	02/21/2016	100%	1	...
Diversity: Introduction (Online PA)	DIV Intro Online PA v2015	02/20/2016	100%	1	...
Philosophy of Care (Online)	POC Online v2015	02/20/2016	83%	1	...
Preventing Sexual Incidents (Online PA CBHS)	PSI Online PA CBHS v2015	02/21/2016	100%	1	...
QPR for Suicide Prevention: Refresher (Online)	QPR Refresher Online 1 hr v2005	02/21/2016	100%	1	...
Substance Abuse Recognition and Prevention (Online Pennsylvania)	SubAbuse Online PA v2015	02/21/2016	-	1	...
Workplace Harassment Prevention (Online)	Work Harass Online v2005	02/20/2016	99%	1	...
Workplace Violence Prevention (Online)	WPV Online v2009 1hr	02/21/2016	100%	1	...

Showing 1 to 10 of 10 entries

You can **filter** the transcript to see specific Activities or Activities within a specific date range.

Total Credits: 10

Total Credits will show how many hours were credited to the employee during the time specified.

Also from **My Team**, you can view percentage completion of assigned Requirements for each of your employees. Click on the number to see their full list of incomplete Requirements.

Requirements

Return to My Team

Completion Progress: 30%

Below are the requirements that have been assigned to [Employee Name]

- New Hire Orientation - Classroom Topics (Corporate | New Hire) Past Due for 2 days
- On the Job Learning (Checklist)(Corporate | New Hire) Past Due for 2 days
- Orientation to Devereux Corporate (Corporate | New Hire) Past Due for 2 days
- Preventing Sexual Incidents (Corporate | New Hire) * Past Due for 2 days
- Workplace Safety (Corporate | New Hire) * Past Due for 2 days
- Workplace Violence Prevention (Corporate | New Hire) * Past Due for 2 days
- Corporate Compliance and HIPAA Privacy and Security (Corporate Center | 2016) * Due in 14 Days

Hover over the **Due Date Status** to view the date the Requirement is due.

Due: 05/04/2016

Past Due for 6 days

Incomplete Requirements | **Completed Requirements**

You can switch to **Completed Requirements** to see what's already been done.

Return to My Team

Below are the completed requirements for [Employee Name]

Search: type to filter... Date Range: Show entries: 10

Title	Due Date	Date Completed	Actions
Employee Handbook Acknowledgement (Corporate v2015) *	02/18/2016	03/01/2016	<input type="button" value="eye"/>
Introduction to Corporate Compliance and HIPAA Privacy (Corporate New Hire) *	02/18/2016	03/01/2016	<input type="button" value="eye"/>
Introduction to HIPAA Security (Corporate New Hire) *	02/18/2016	03/01/2016	<input type="button" value="eye"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last