

## MassAchieve Manager Training

Joanne: Hi everyone. I'm Joanne.

Pam: Hi everyone. I'm Pam.

Joanne: Pam, I have a question for you in MassAchieve. I'm a manager and I'd like to know how I can view my employee transcripts.

Pam: Well, we have so many wonderful opportunities in MassAchieve. Let's take a look at that. So, we're going to go right over to the hamburger menu, everyone. There we go, and now we are going to go to Learner Home, and it comes up for the manager on Learner Home. If you want to view the employee's transcript, we're going to scroll right on down to transcript, click on view and now what comes up is an opportunity to view the team. Scroll right over, click on and up comes my team. We can click on one of the team members. And what would you like to do Joanne?

Joanne: I want to see what this employee has completed for training.

Pam: Alright. Well if you scroll down just like you see on your transcript, you see active, you see the date completed, achieved and you see all of the opportunities to launch the training, and right there in one neat package.

Joanne: Great. That's very helpful. What if I wanted to print this?

Pam: Alright. So, we are going to go over to the three dots, right next to view my team, and you will see an opportunity to do a few things. We can print the transcripts, we can run a transcript report, and export it to PDF.

Joanne: Great. Hey, what's this assigned training?

Pam: Well, let's take a look. Let's click on assign training, and as a manager you have the opportunity to assign training to your employees. So, let's see. We can search lots of things here, online, events in the library, lots of things. You know we've been doing a lot on Microsoft Teams, and I know Lenee loves Teams, so let's see what we can find.

Joanne: Cool.

Pam: When we search the trainings come up and we are able to select them. So, let's see what that looks like Joanne. We're now to the assigned training. We'll have a due date. You see the training itself.

It's an online class. It's 34 minutes and we are going to assign that to Lenee. You have an opportunity to write some comments in the box, and let's write, we know you'll enjoy this training. And after you type the comments in the comment box, we'll take you through what it's like to do the assignment. Submit, and now let's see. Great. Back at the transcript, and you see that, that training has been assigned and there is no due date because we didn't put a due date in.

Joanne: Nice.

Pam: Great. Alright.

Joanne: Very helpful.

Pam: Yes.

Joanne: What if I wanted to just use the reports option to see Lenee's transcript. Could I do that?

Pam: Yes, absolutely. So, there's two ways to get to everything and we're going to go over to our hamburger menu, and dropdown, go to our reports and standard reports, and it will click right up here to track employees. You'll see over on the right-hand side at the very bottom, transcripts. Let's click on that, and you see the employees that come up and the opportunity to view the transcript.

Joanne: Great.

Pam. Click on, and you'll get the same view. So, two ways to get to the same place.

Joanne: That was really easy. Thank you so much for sharing that with me.

Pam: Thank you. We hope you've enjoyed learning about the manager viewing the team's transcript, assigning a training and how to run the report.

Joanne: This was great. Thanks Pam.

Pam: Thanks everyone.