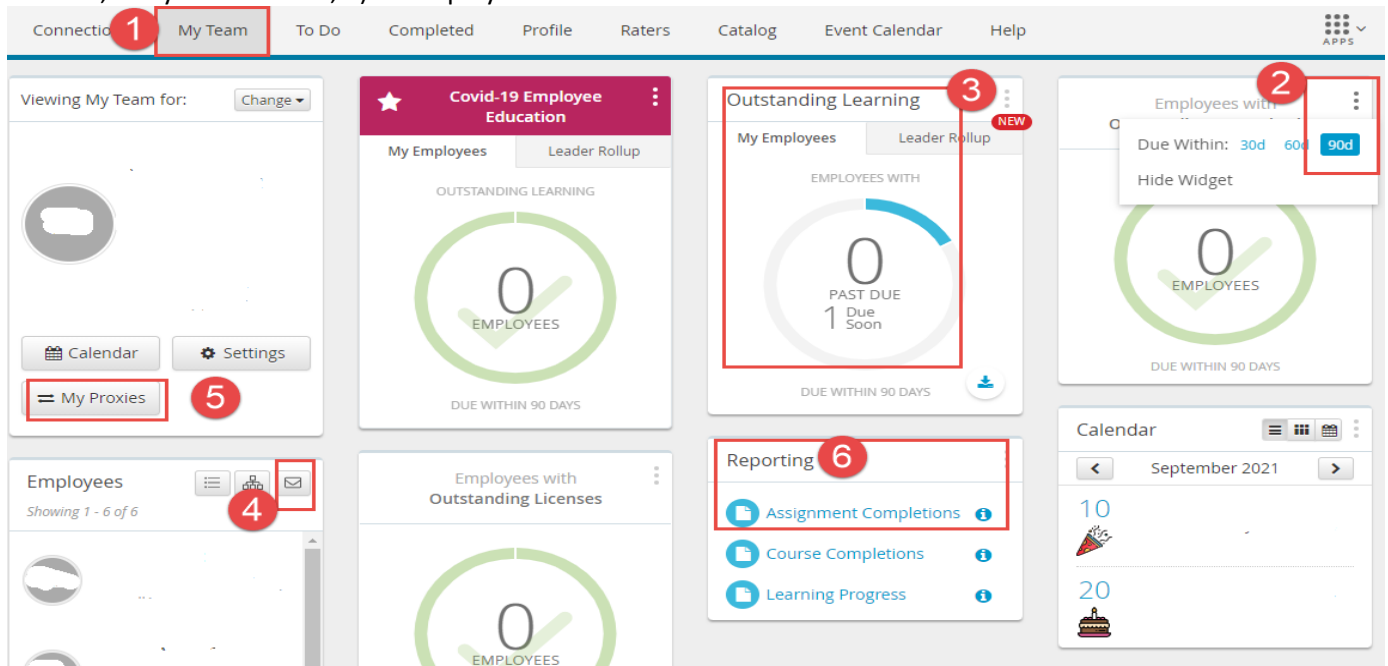


You can use the *My Team* tab in HealthStream to track your direct reports learning.

1. Log into HealthStream, as a student not an administrator, *My Team* will default to open.
2. Review the widgets. Select the **3 ellipses** in the corner of each widget and adjust the date range. Recommend looking ahead to the maximum date range which is 365 days on most widgets.
3. Select the desired widget to see staff that are **past due/due soon**. This is an up-to-date view who have not yet completed assigned learning.
4. A box will open that lists the employee names/job titles, learning module name, and due date. You can directly message from this section.
5. Select **My Proxies** to add users who will be able to view your dashboard. Add proxy.
6. To look at a date range of assigned learning: Select **Reporting**, 1) Assignment Completions, 2) past due, not yet due status, 3) all employees.



The screenshot shows the HealthStream My Team dashboard. Callout 1 points to the 'My Team' tab in the top navigation bar. Callout 2 points to the three-dot menu in the top right corner of a widget. Callout 3 points to the 'Outstanding Learning' widget. Callout 4 points to the three-dot menu in the top right corner of the 'Employees' list widget. Callout 5 points to the 'My Proxies' button in the bottom left of the dashboard. Callout 6 points to the 'Reporting' section in the bottom right of the dashboard.

Assignment Completions

Options

Sort By:

Filter By Status: All Past Due Not Yet Due Completed Delinquent Exempt

Due Date Range:

Learning

Report on All Assignments for Students Selected Select Learning

You will be reporting on all associated learning items.

Choose Employees

Employee Name Job Title