

tessello

Manager View





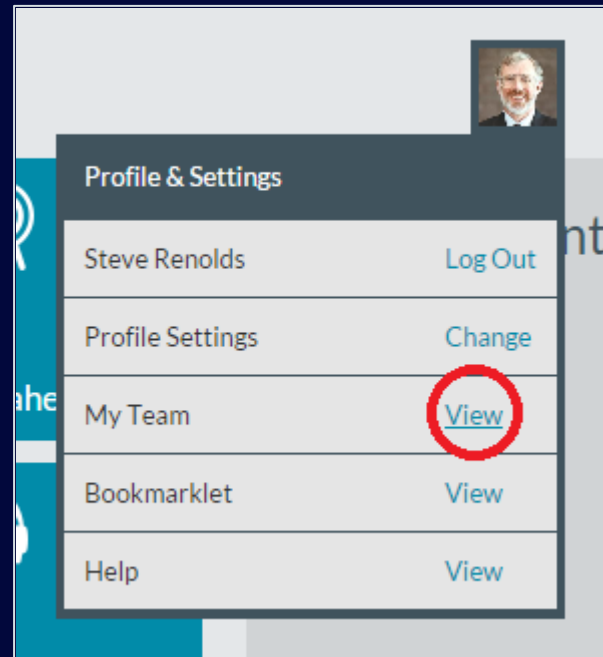
As a Manager you can perform certain actions with your team members:

- View their profiles
- Monitor their progress
- Enrol them on Learning pathways
- Approve/reopen Learning pathways
- Register them on Events
- Award points in the Communities



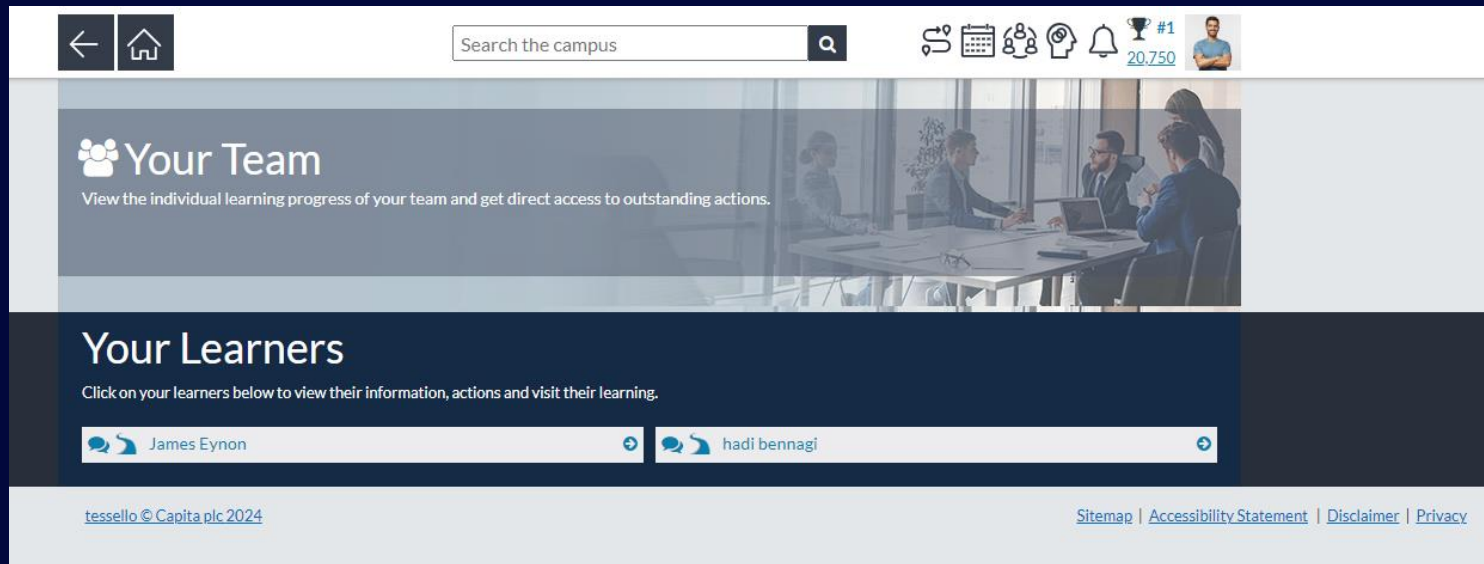
Accessing My Team

As a Manager, you can access your My Team view at any time by selecting it from your Profile & Settings dropdown. This is accessed by clicking on your profile picture in the top right of the site.



Accessing My Team

From the My Team view you can click on any of your team members to visit their My learning section and access their Learning pathways, Experiences, and Events.



The screenshot displays a user interface for a 'My Team' dashboard. At the top, there is a navigation bar with a back arrow, a home icon, a search bar labeled 'Search the campus', and a series of icons including a calendar, a group of people, a head with a gear, a bell, a trophy with '#1' and '20,750', and a profile picture of a man. Below the navigation bar is a large banner area with the heading 'Your Team' and a sub-heading 'View the individual learning progress of your team and get direct access to outstanding actions.' The banner features a background image of a meeting. Below the banner is a dark blue section titled 'Your Learners' with the instruction 'Click on your learners below to view their information, actions and visit their learning.' This section contains two learner cards: one for 'James Eynon' and another for 'hadi bennagi', each with a profile picture icon and a right-pointing arrow. At the bottom of the page, there is a footer with the text 'tessello © Capita plc 2024' on the left and a list of links: 'Sitemap | Accessibility Statement | Disclaimer | Privacy' on the right.

Viewing a Team Member

This image shows a Manager's view of a team member's My learning area. You can click on the Visit Learning, Experiences, and Events tabs to view their learning. In the example below we are looking at Hadi Bennagi's learning.

Hadi Bennagi is enrolled on four Learning pathways.

The screenshot displays a user interface for viewing a team member's learning area. At the top, there is a navigation bar with a search box labeled "Search the campus" and several utility icons. Below this, the main header area features a "Learning Pathways" section for user "hadi bennagi". This section includes a search bar and two buttons: "View learner's events" and "View learner's CPD Log".

The main content area is divided into two sections:

- Active Learning Pathways:** This section contains four cards, each representing an enrolled learning pathway. Each card shows a progress indicator (a circle with a number), the pathway name, and the status "ENROLLED".
 - Card 1: Progress 0/5, "Introduction to Leadership (First Line Leaders)", ENROLLED.
 - Card 2: Progress 0/1, "test32", ENROLLED.
 - Card 3: Progress 0/3, "Great Communication (First Line Leaders)", ENROLLED.
 - Card 4: Progress 0/2, "Partnership Working (First Line Leaders)", ENROLLED.
- Completed Learning Pathways:** This section is currently empty, displaying the message "No completed Learning Pathways".

Reviewing Pathways

As an Administrator/Manager you will be given an opportunity to provide feedback to the user. They will be provided this feedback in a notification email.

Introduction to Leadership (First Line Leaders)
hadi bennagi
0/5
500
Chat
Manager Chat

Search the campus
Chat about hadi bennagi [Introduction to Leadership \(First Line Leaders\)](#)
Me just now
Great work Hadi!
Type a message...
Send

Enrolling and Registering


You can enrol your Team Members on Learning pathways and register them on Events in the same way that you would do so as a Learner. Please refer to the Learning pathways and Events user guides for further information.

Getting started

This Learning pathway is intended to help you get started on the tessello total learning system, and see all its key features and how they can assist you in capturing all aspects of your learning!

Duration: 1 hours
Level: Foundation

Would you like to enrol Susan?



Delegating Responsibilities

Delegation is much more than telling others what to do. It is about using a particular style of leadership that empowers others to take responsibility and make decisions. It develops their skills and knowledge and makes full use of their potential. Delegation is about entrusting others with your authority and whilst you retain overall responsibility if something goes wrong, they are entrusted and encouraged to make decisions.

09:00 - 21st November 2014 - 1 day event
301 Clock tower - Brightwave International House Queens Road Brighton ([show more...](#))

You are about to register Susan on this event. Are you sure?

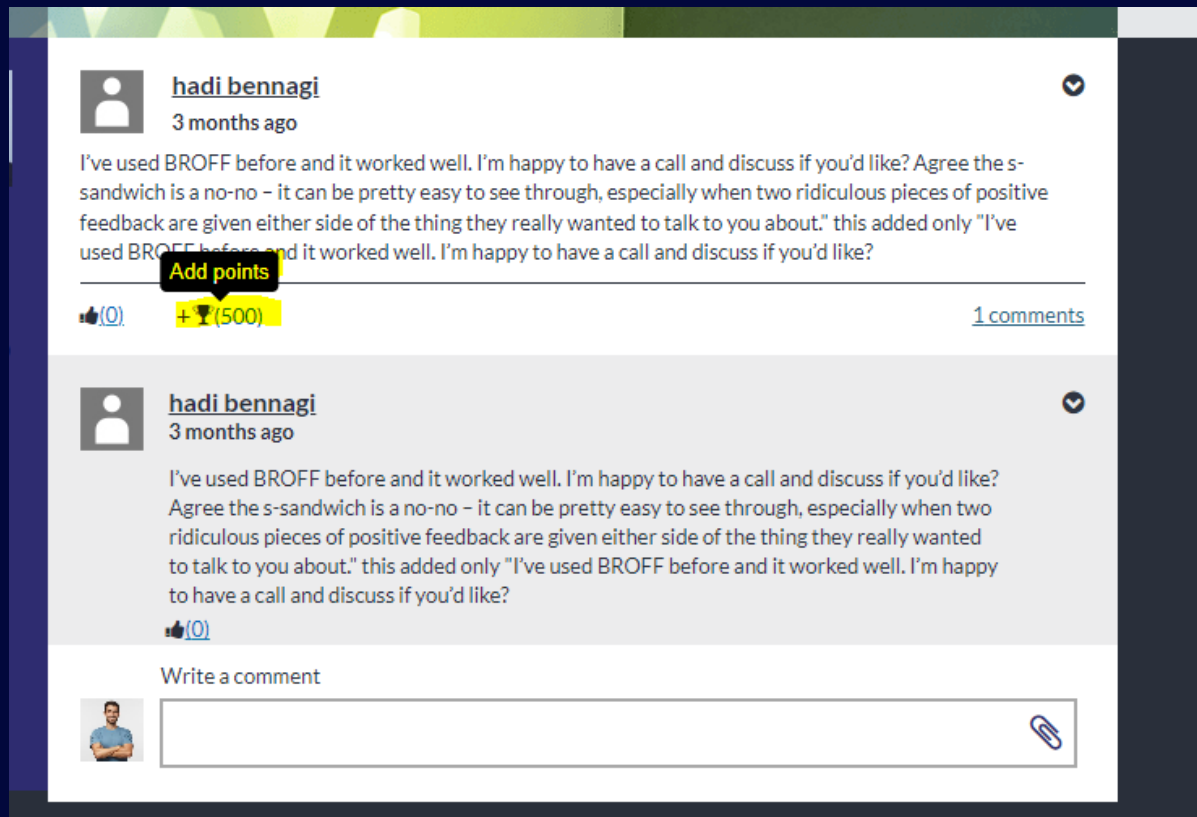
28 spaces remaining

09:00 - 11th December 2014 - 1 day event
301 Clock tower - Brightwave International House Queens Road Brighton ([show more...](#))

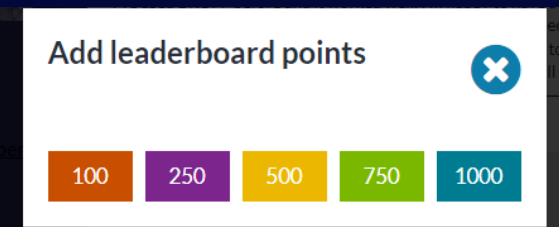
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Awarding Points


Administrators can award any user points in the Communities. This is a great tool for encouraging community discussion and promoting the value of relevant content. Simply click on the Add points text on the post and select how many points you would like to award.



The screenshot shows a community post by user **hadi bennagi**, posted 3 months ago. The post text reads: "I've used BROFF before and it worked well. I'm happy to have a call and discuss if you'd like? Agree the s-sandwich is a no-no - it can be pretty easy to see through, especially when two ridiculous pieces of positive feedback are given either side of the thing they really wanted to talk to you about." this added only "I've used BROFF before and it worked well. I'm happy to have a call and discuss if you'd like?". Below the text, there is a like button showing 0 likes and a trophy icon with a plus sign and the number 500. A yellow callout box with the text "Add points" is positioned over the trophy icon. To the right of the post, there is a link for "1 comments". Below the post, there is a section for "Write a comment" with a text input field and a profile picture of the user.



The screenshot shows a dialog box titled "Add leaderboard points" with a close button (X) in the top right corner. Below the title, there are five colored buttons representing point values: 100 (orange), 250 (purple), 500 (yellow), 750 (green), and 1000 (teal).



If you are experiencing any difficulties with Manager permissions, please contact your administrator.