
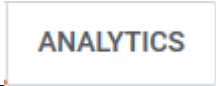




RIT Talent Roadmap -Manager:

Pulling a completion status report on your team

1	Log in to RIT Talent Roadmap using your RIT username and password.
1	<p>To see the progress your direct reports have made toward the courses in their plan, select “MY TEAM”:</p>  <p>*Please note this tab is only available to individuals with direct reports.</p>
2	<p>Click the Analytics button directly below My Team.</p> 
3	<p>To access the My Team’s Courses report, click on the report title.</p> 
4	<p>After clicking on the report title, click  in the top right corner and choose the type of file you would like it to download as (PDF, XLSX or CSV).</p>
5	<p>This message box will appear, then click Download. You will see the file come up at the bottom of your browser. Click on Download to retrieve your report.</p> 