



SCHOOL OF
PUBLIC HEALTH



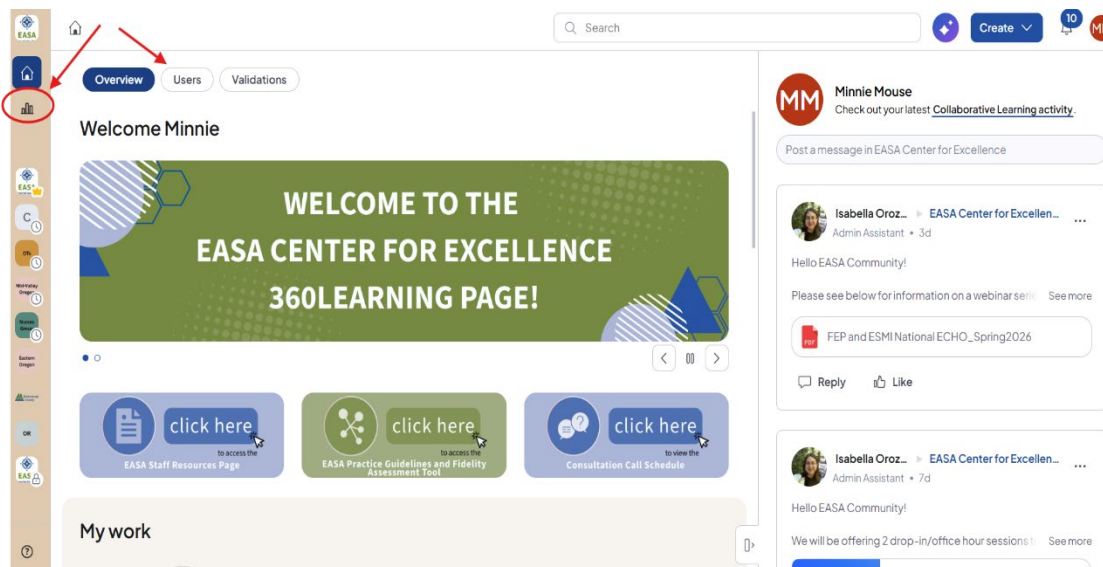
EASA Center for Excellence

EASA 360Learning Platform: Supervisor Team Dashboard

As the C4E introduces more trainings and more consultation calls are loaded into the learning platform for 2026, your training numbers reflected in the dashboard will change and become more representative of attendance/training completion.

Should you have any questions about the platform, please contact Isabella Orozco orozcoi@ohsu.edu Halley Knowles knowlesh@ohsu.edu

From the home page you can access both the **'General analytics'** tab and the **'Users'** chip.



To access your team's dashboard, click on the **'General analytics'** tab on the lefthand side of the homepage. Here you will see your team's training and consultation call progress. You can filter by enrollment type. You may view what courses have been viewed and which calls have been attended.

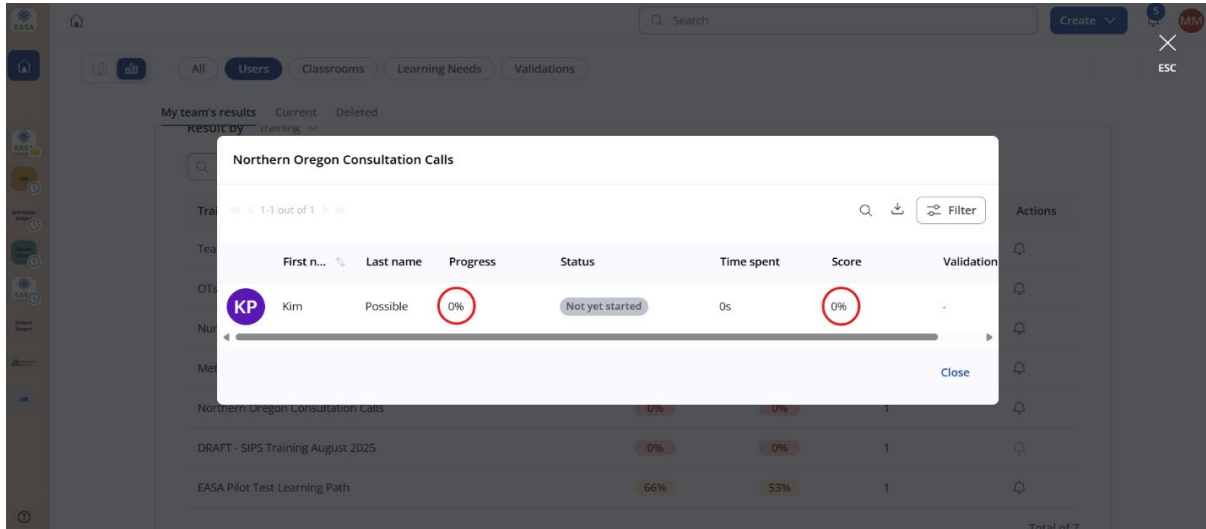
You can sort results by training, score, completion, etc. You may send your team members a reminder to complete a training or attend a consultation call by clicking the bell icon on the right-hand side.

The screenshot displays the 'General analytics' dashboard. At the top, there is a search bar and navigation options like 'Create' and 'Help'. Below this, the 'Team's results' section is highlighted with a red circle and an arrow pointing to a 'Filter' button. The dashboard shows 'Sessions ending soon (0)' and 'Results from' a dropdown menu set to 'Last 12 months'. Key performance indicators are shown: 3 Training Programs, 33% Participation rate, 8% Completion rate, and 13% Global score. A table lists training programs with columns for Completion, Score, Learners, and Actions. The 'Nursing Consultation Call' row is circled in red, with an arrow pointing to the bell icon in the Actions column. Below the table is a 'Courses started' line chart and a 'Most played courses' section with a red arrow pointing to the 'First Testers Feedback' course.

Training	Completion	Score	Learners	Actions
Team Meeting Template	0%	-	1	
Nursing Consultation Call	25%	25%	1	
DRAFT - SPS Training August 2025	0%	0%	1	

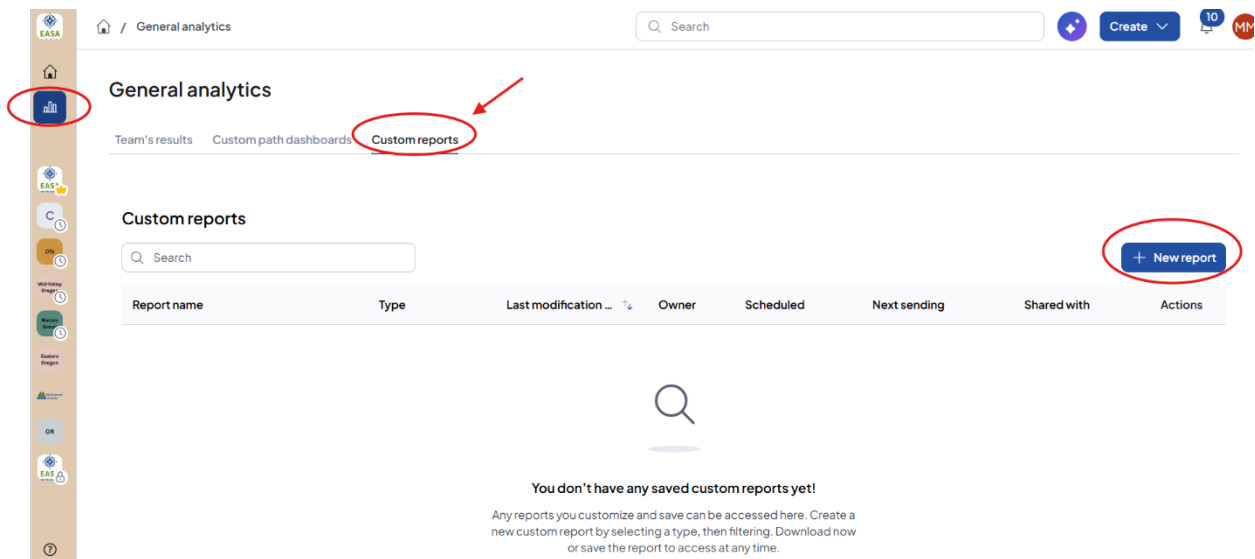
If you click on any individual training, you will see the team members that are enrolled in the training/consultation call. You will also see their progress and score. These numbers represent the training/consultations attended. If there were only 3 Metro calls a year the total would be out of 3 calls.

Ex: If the 12/12 Nursing calls in the year are attended, the score should be 100%.

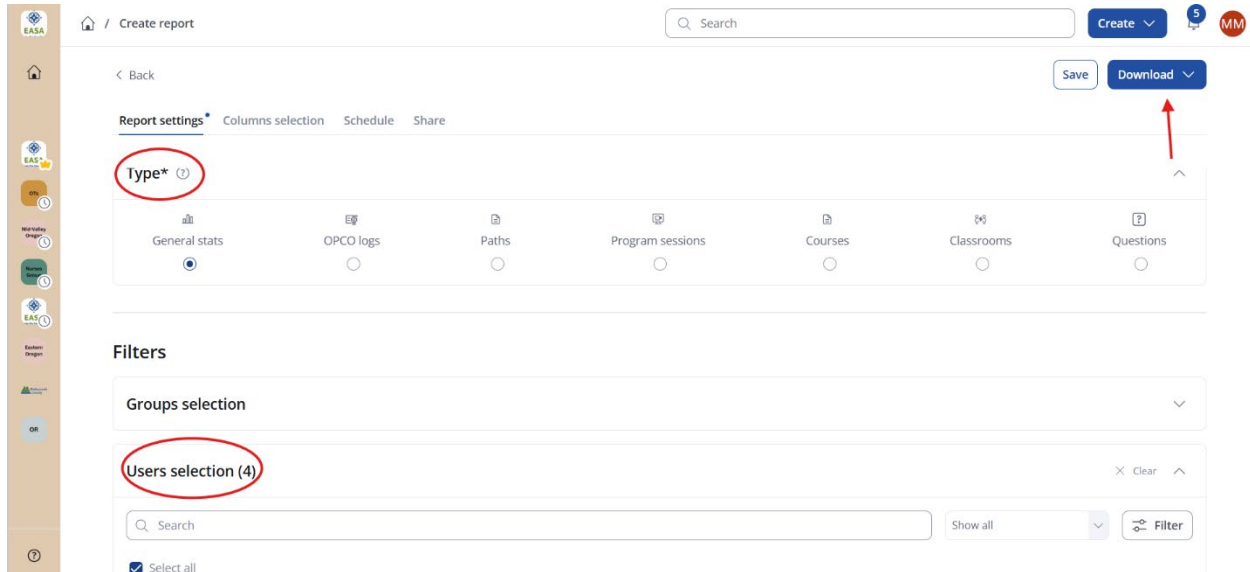


At the top of the **General Analytics** page, you can click on the **'Custom reports'** chip. Here you will find the dashboard where you can create custom reports for your team.

Click on **'+New Report'**, then create a name for your report.



You can select the type of report and then filter by the members on your team by selecting their names under 'Filters' > 'User Selection'. Then click '**Download**' to view. You can also hit save to keep it saved as a report you can revisit.



This is an example custom report. You can use these reports to verify your team's information, check training/consultation call attendance, time spent, etc.

The screenshot shows an Excel spreadsheet with the following data:

Last name	First name	Email	User custo	Active	Bilingual	Certified #	Certified \$ FTE	MFG Facil	Position	Region	Start Date	Avg score	Completed courses	Attended classrooms	Complete	Assigned pa	Complete	Assigned	Message
Orozco	Isabella	orozcoi@ohsu.edu										24	7	0	0	4	0	0	
Mouse	Minnie	orozcoi@pdx.edu											1	0	0	5	0	0	
Possible	Kim							Yes Cert - staff interac	No - MFG F Case Man	Eastern Or	3/22/2022		0	0	0	1	0	0	
Granger	Hermione							Yes Cert - : 0.1 (4 hour	No - MFG F Psych Pres	Southern C	8/25/2020		0	0	0	2	0	0	

Two red arrows point to the 'MFG Facil' and 'Attended classrooms' columns.