ADMINISTRATIVE DASHBOARD IN DREXELONE

This is an overview of how to use the Administrative Dashboard in DrexelOne. These instructions are to help you monitor your employees' progress for the annual compliance and performance review process.

Accessing the Dashboard

- Log in to DrexelOne using Firefox or Chrome, the supported browsers.
- Click on the Employee tab.
- Click on All BannerWeb Employee Services.
- Click on the Administrative Dashboard tab. The Administrative Dashboard tab is next to the Employee Services tab.
  - Reports will run in the background and populate the graphs for performance and compliance trainings. Processing time will depend on the size of your organization.
- The Dashboard screen is organized into four sections:
  - The top left section shows Admin Tools, including links to available reports within this Dashboard. Note: There are additional links here for ease of access to other systems, accessible only if you have been granted access to these systems.
  - The bottom left section is reserved for future work on Conflict of Interest.
  - The two right sections depict overall status of performance and compliance for your organization.

Viewing Compliance/Performance Training Status Report

Compliance trainings and performance reviews are completed on an annual basis. All faculty and professional staff are required to complete annual compliance trainings as a condition of employment.

- To access the Compliance/Performance Training Status Report within this Dashboard, you must be a supervisor. Click on the link to display the report.
- You will have access to your direct report's compliance and performance information as well as those below you in your organization's hierarchy. Report data is updated daily at 6 a.m. and made available on the Dashboard by 7:30 a.m.
- To download the report, click on the top left button: *Export to CSV file*.
- To access an individual's results, you can also type in the employee's last name in the Search box.
- To navigate back to the administrative dashboard, click on the back arrow in the upper left part of the screen.

Note: Compliance Training and Conflict of Interest totals reflect both faculty and professional staff. The Performance Rating totals reflect professional staff only (not faculty). Faculty should follow the performance review guidelines set by their college or school.

Minors Background Check Status Report

The Minors Background Check Status report lists faculty and professional staff with certifications to work or volunteer with minors. This report shows if clearance exists or if clearance is required for any of the three required minors background checks. For questions, please reach out to clearances@drexel.edu.