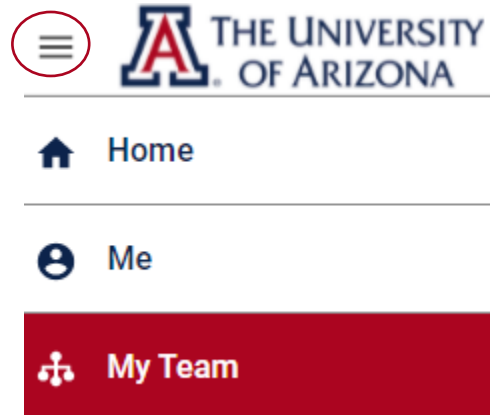




How to View a Direct Report's Learning Plan

1. Open the three-line menu icon in the upper left of the home screen, next to the University of Arizona logo. Select **My Team** from the drop-down menu.



2. A list of your direct reports appears. Select the employee you wish to view. The next screen shows a doughnut graph of the employee's In Progress, Completed, and Pending learning. Underneath the graph is a list detailing Learning & Certifications.

The screenshot displays the 'My Team' interface. On the left, a list of direct reports is shown:

- Bradley C**, Manager, C (GMT-07:00), 1 Direct Report, Go to
- Catherine**, Manager, H (GMT-07:00), 9 Direct Reports, Go to
- Christoph**, Manager, B (GMT-07:00), 5 Direct Reports, Go to

On the right, a detailed view for Bradley C is shown, including a 'Learning & Certifications' section with a doughnut chart and a table of certifications.

Learning & Certifications	
In Progress	1
Completed	5
Pending action	1

Learning & Certifications	
NAME	
	Information Security Awareness Certification



Note: The default settings display 12 months of learning history. Only Pending and In Progress learning are included in the Learning & Certifications list.

- Use the **Filters** to change these default settings, if desired. For example, you could filter for **Acquired Certifications**. Remember to select the **Apply Filters** button in the bottom right of the section.

Learning & Certifications

Filters  

TYPE

DUE DATE ON OR BEFORE



STATUS


 Cancelled
 In Progress
 Overdue
 Acquired

CLEAR FILTERS

APPLY FILTERS

- You can use the button in the **Actions** column to **Print Certificates**, or open the drop-down menu next to the button to **Export a PDF copy**.

ACTIONS

PRINT CERTIFIC... 

View details

PRINT **Export Certificate**