

View Team Curricula Summary

Using the supervisor role, this tip sheet will guide you through the steps to view the curricula your direct reports have signed up for.

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) tip sheet.



Figure 1: Go To: drop-down menu

2. Select **My Team's Learning** from the **Go To:** drop-down menu in the upper right-hand corner.

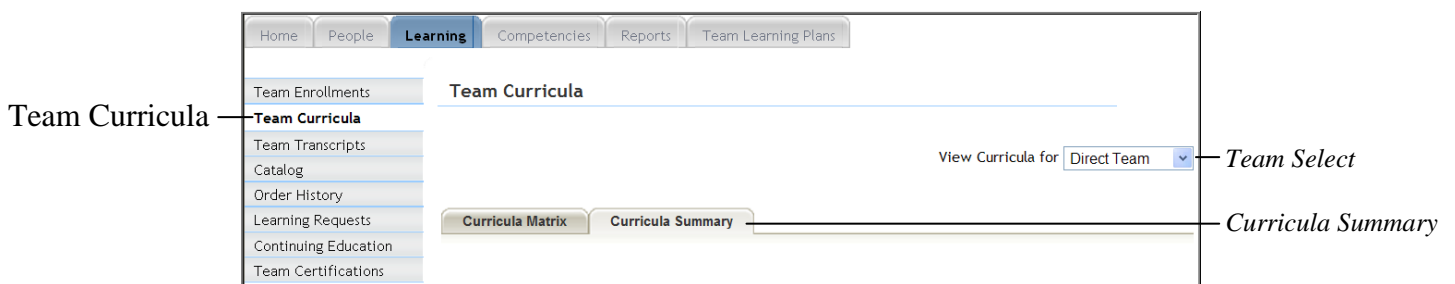


Figure 1: Learning tab

3. Select **My Team's Learning** from the **Go To:** drop-down menu in the upper right-hand corner.
4. Click the **Learning** tab.
5. Select the **Team Curricula** option from the left menu.
6. Select the team to view, Direct or Alternate, from the Team Select drop-down menu.
7. Click the **Curricula Summary** tab.
8. Click **View Curricula** in the actions column for a specific team member.

Curricula : NIH Learner

[Configure](#)

Name

Target Date <=

Status

Search

Curricula [Grant Curriculum](#) | [Add Curriculum](#) | [Print](#) | [Export](#) | [Modify Table](#)

Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
Sample Curriculum	<div style="width: 100%; height: 10px; background-color: green; display: inline-block;"></div> Path 1 - 100% Completed	Acquired	NIH Supervisor		Actions

Figure 2: Curricula screen

9. Enter criteria in the fields and click **Search** to narrow the results if needed.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov or 1-866-246-5440.