

## 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.



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 righthand corner.

	Home People Le	rning Competencies Reports Team Learning Plans		
Team Curricula —	-Team Curricula			
	Team Transcripts		View Curricula for Direct Team	- Toam Salaat
	Catalog		View curricula for Direct ream	— Team Select
	Order History			
	Learning Requests	Curricula Matrix Curricula Summary		- Curricula Summary
	Continuing Education			ý.
	Team Certifications			

Figure 1: Learning tab

- 3. Select **My Team's Learning** from the **Go To:** drop-down menu in the upper righthand 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.

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Learning Manage	ement System		Tip (	She	et	
Curricula : NIF	l Learner					
Name	Configure					
Target Date <=						
Status -	-Select One-					
Save Search Que	ry Search -					-Sear
Curricula	Grant Curriculu	m Add Cu	rriculum   Print	Export Mod	ify Table	
Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions	
<u>Sample</u> <u>Curriculum</u>	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 <u>LMSSupport@mail.nih.gov</u> or 1-866-246-5440.* 

