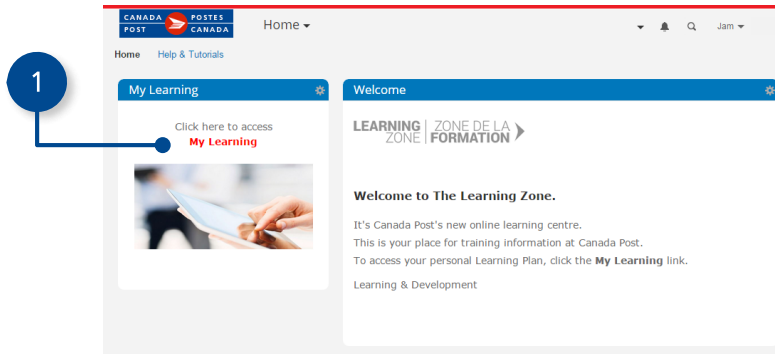


How to navigate my learning / my team

click **My Learning** to navigate to the homepage.



My Learning: View your personal Learning Assignments

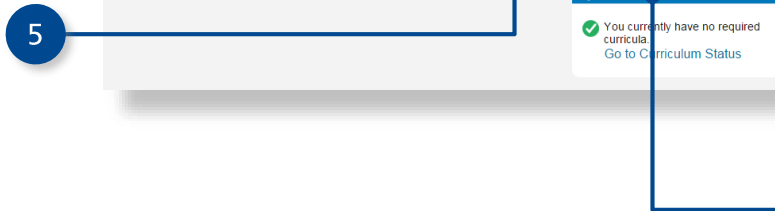


My Learning Assignments: Shows all courses that have been assigned to you



Views: Switch between card view and list view

Filter: Allows you to filter by keyword, course type or assignment type



Find Learning: Search by keyword or click **Browse all courses** to see a list of all available courses

History: See your recently completed courses. Click **View All** to see a complete list of completed courses.

Links: Provides direct links to various options such as Help, Settings and Reports

My Employees / My Team: See a pie-chart status of all subordinate learning assignments

My Curricula: This menu will appear if any curricula have been assigned to you.

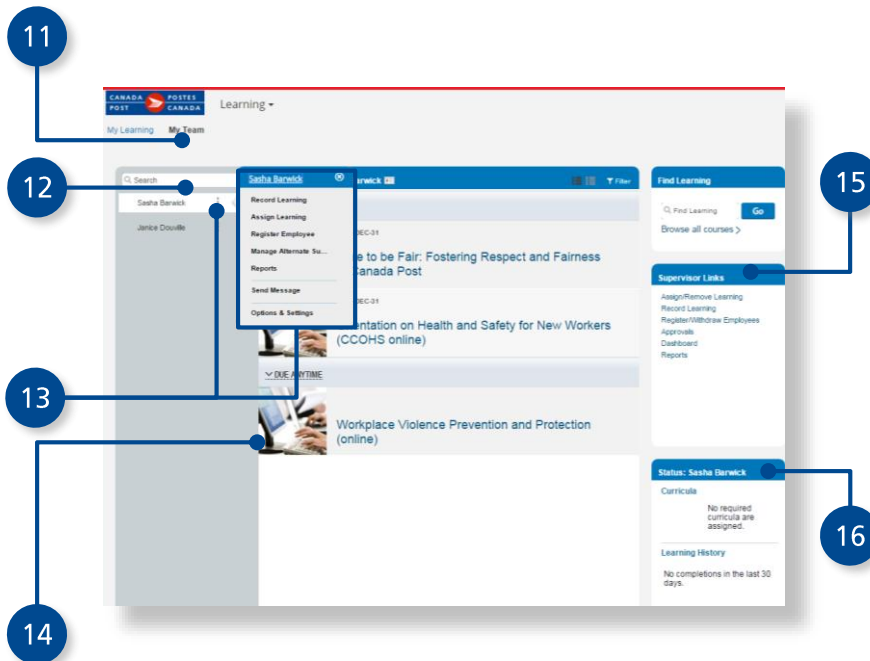
How to Navigate My Learning / My Team

My Team: View your team's Learning Assignments

Team Member List

Click the dots (⋮) next to an individual's name to view a list of actions available for that team member.

Courses that have been assigned to the selected team member including due dates



Supervisor Links: Provides direct links to various options such as **Assign Learning** and **Reports**

Status: See the status of a specific team member. Team leaders can view the curricula assigned to an employee and their **Learning History**.