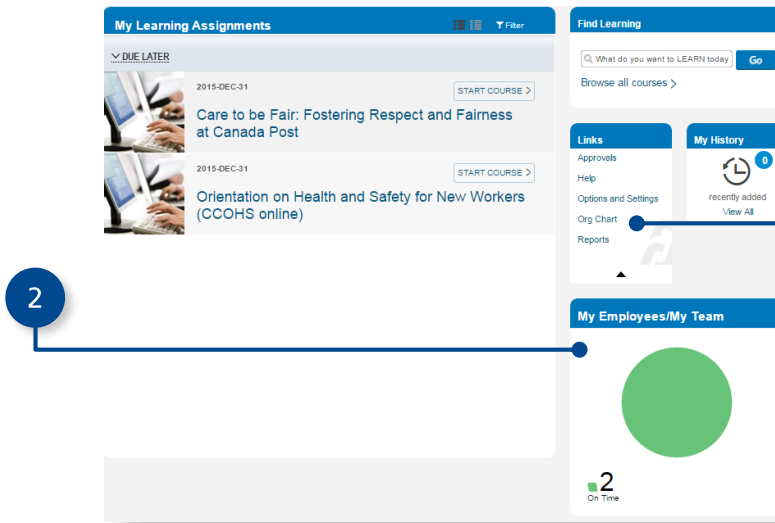# How to view my team's learning status and learning assignments

Click on **My Learning**

1

The **My Employee/My Team** menu, lets you see if your team is up to date on their training activities.

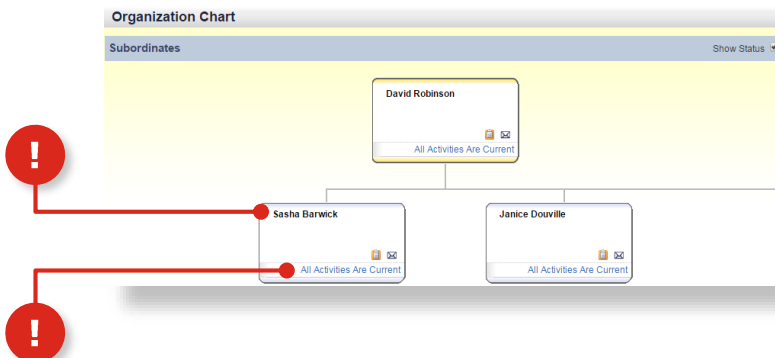The pie chart will change depending on completion of learning activities with due dates

2

You can also see if your team is up to date on their training activities in an Org Chart View
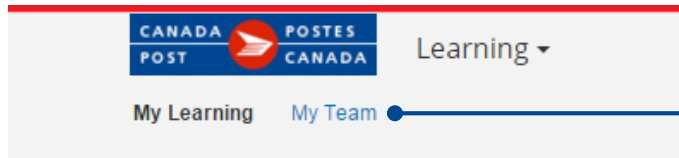
From the **Links** menu, click on **Org Chart** *A new window will open*

3

Employee name ❗

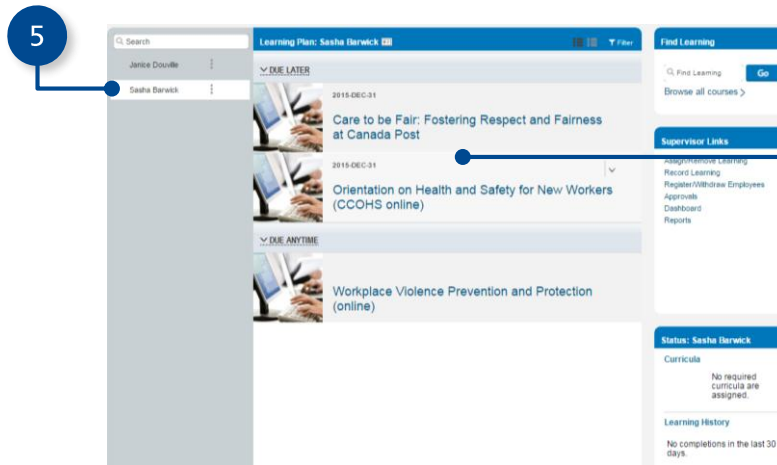**Status** ❗

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How to view my team's learning status and learning assignments

4 Click on **My Team**

Click on the team member's name to view their **Learning Assignment**

5

6 View courses that have already been assigned to the selected team member including due dates