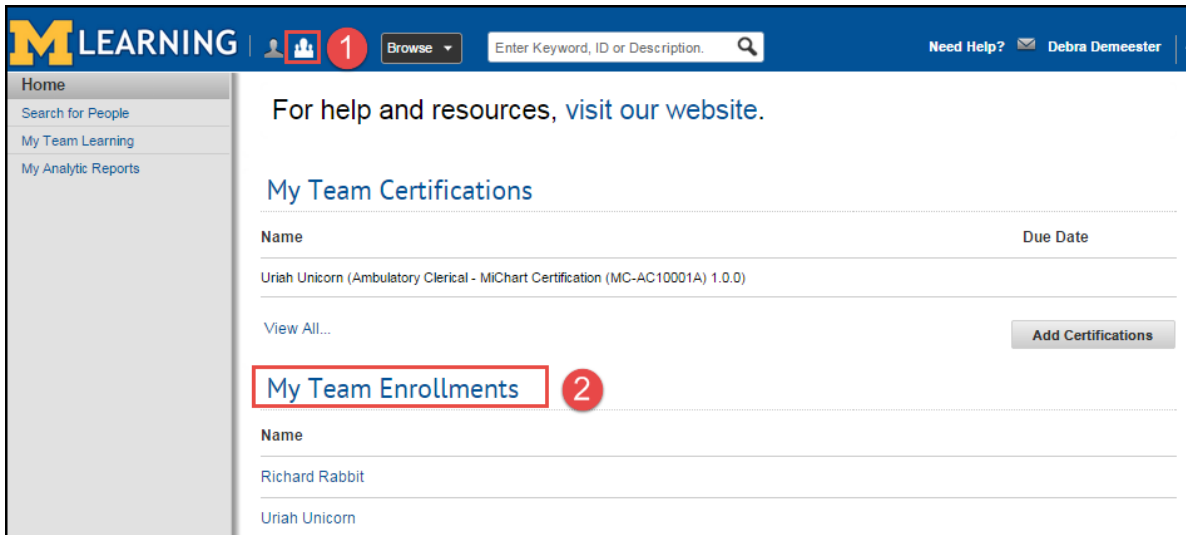
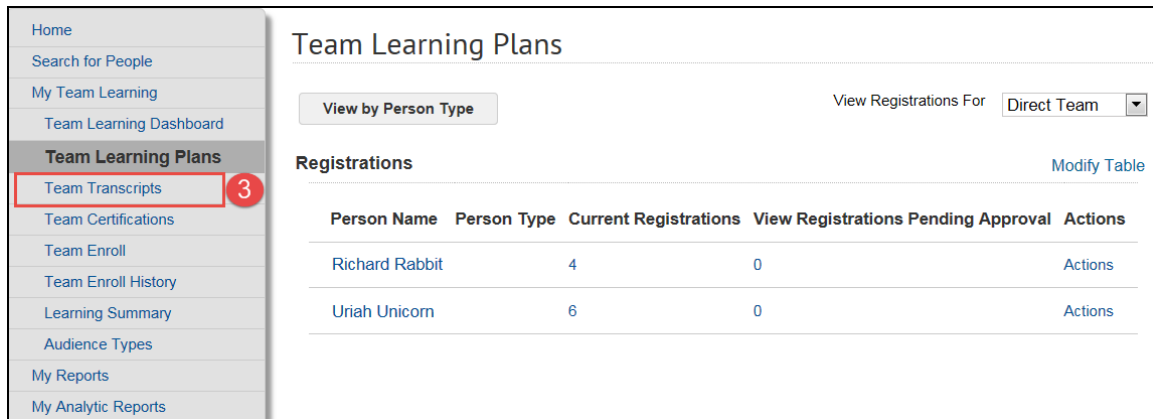


Manager 7: Viewing Faculty and Staff Completed Learning

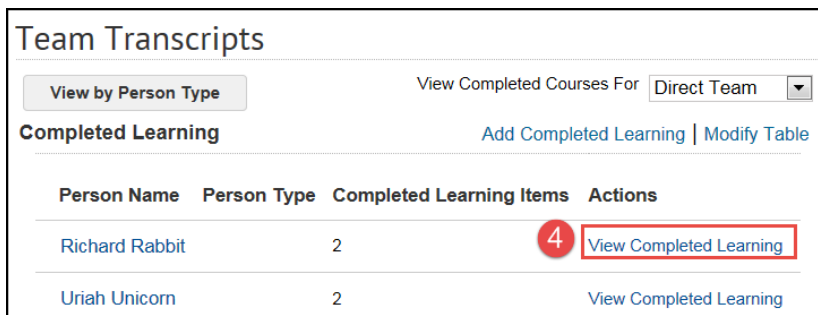
1. Click the **Manager Icon**.
2. Click **My Team Enrollments** on the Home page to open the **Team Learning Plans** page.



3. Click **Team Transcripts** in the left hand navigation to open the **Team Transcripts** page.



4. Click **View Completed Learning** next to the Faculty or Staff name to open their list of **Completed Learning**.



Manager 7: Viewing Faculty and Staff Completed Learning

5. From this view, the user can view details of each completed learning or hover over **Actions** for options:

- **Print a Certificate of Completion** (available for all courses with a **Successful** status)
- **View Learning Assignments > View Responses** (available for some Learning Modules/Tests)

From To
 Delivery Type Search

The page defaults to a 3 month search. To change dates, it is only necessary to change the "From" date.

Completed Learning [Add Completed Learning](#) | [Modify Table](#)

Title	Course ID	Status	Delivery Type	Credits	Marked Complete By	Ended/Completed On Date	Updated By	Updated On	Actions
January 2015 Super User Learning Tools <small>This collection of... Registration Date: 02/03/2015</small>	MC-SU1003E	Successful <small>On: 02/03/2015 Score: 0</small>	Web Based Training			02/03/2015	admin	02/03/2015	Actions
Oncology Clinic Nurse Course <small>This course introd... Registration Date: 05/23/2014</small>	MC-ON1004C	Successful <small>On: 05/23/2014 Score: 0</small>	Instructor-Led			05/23/2014	nessja		<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Actions 5 View Learning Assignments Print Certificate </div>
Oncology Clinic Nurse Test <small>Registration Date: 05/23/2014</small>	MC-ON1004T	Successful <small>On: 05/23/2014 Score: 93</small>	Web Based Training			05/23/2014	admin	05/23/2014	Actions

Note: Changing dates may be necessary to see all **Completed Learning** recorded in the Transcript.

6. To use the **Add Completed Learning** link, see job aid **Manager: Adding a Conference or Other Non-UMHS Event to Faculty or Staff Completed Learning**.

6
Add Completed Learning | [Modify Table](#)

Title	Course ID	Status	Delivery Type	Credits	Marked Complete By	Ended/Completed On Date	Updated By	Updated On	Actions
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