How to View My Team's Learning Progress:

1. Navigate to the "My Team" tab from the home screen in Oracle and select "My Team Learning".

Me	My Team	My Client Groups	Sales	Procurement	Tools	Others		
QUICK A	ACTIONS	APPS						
	Employee Summary			(Å Å	1	\bigcirc		
	Employment Info		My Team		ş N	ly Team Learning	Workforce Predictions	Personal Brand
	Document Records						Tredictions	
	Termination		+					
	Share Data Access							
Show IV	lore							

- From here there are two different ways to search: "Search by Learner" and "Search by Manager". Using "Search by Learner" allows you to search for a specific employee. Using "Search by Manager" allows you to search by yourself and view all of your direct reports on one screen.
- 3. To search for a specific employee, select "Search by Learner" on the left-hand side of the screen. Enter the employee's first or last name in the "Person Name" field and it should appear in the drop-down menu. Select the employee by clicking on their name.

	Search For Enrollments			
	Search By		Enroliment Date Type	
	Learner	~	Due Date 🗸	
th by Learner	*Person Name		Date Range	
h by Manager	Search	~	Next 7 Days	
	All Learning Learning item title Q Hide Filters	5		
	Filters 🍄 Actions 🔻 Expand All Collapse All		~©	
			Try searching to get results	
Search For Enrollr Search By			Enrollment Date Type	
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Search By	nents		Enrollment Date Type	v
Search By Learner	nents		Enrollment Date Type Due Date	~
Search By Learner "Person Name	nents		Enrollment Date Type Due Date Date Range	

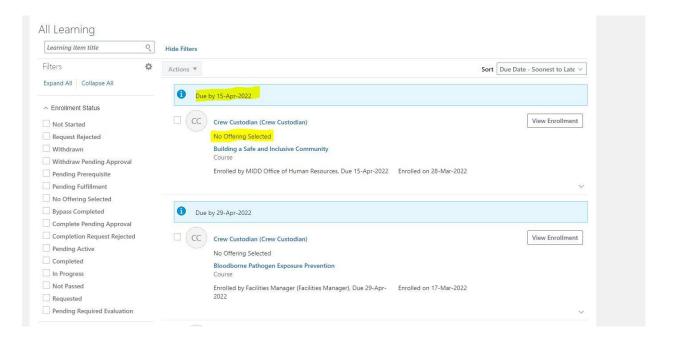
4. Next edit the filters on the right according to what you are looking for. The most common search will be by "Due Date" which will show you any and all learning items the employee has due. Then select the date range you are looking for. To see any upcoming courses that are due select one of the "Next __ Days/Months". If nothing appears, you may need to edit your filter to a wider date range. To see any courses that are past due select "Past 30 Days".

Next 3 Months	~
Past 30 Days	1.200 BB
Past 7 Days	
Next 7 Days	
Next 30 Days	
Next 3 Months	
Next 6 Months	
Next 12 Months	Due Date

5. To view the course progress of all of your direct reports, select "Search by Manger". Enter your name in the "Manager Name" field and adjust the filters accordingly. From here you can sort the list by due date or title.

Sort	Due Date - Soonest to Late
	Due Date - Soonest to Latest
	Title - A to Z
	Title - Z to A

- 6. Once you have the filters set, the list of courses for your employee(s) will appear. It will show the due date above the course. It will also show the status right under the employee's name. The different statuses include:
 - a. "No Offering Selected" this means the employee has not enrolled in the course yet
 - b. "In Progress" this means the employee has enrolled and has started completing activities
 - c. "Completed" this means the employee has completed all required activities within the course



7. You may also view more details of their progress by clicking on "View Enrollment" to the right of the course name. This will allow you to view any activities that have been completed and any activities that are pending completion.

K My Team			Actions
If Search by Learner	Search For Enrollments Search By Learner *Person Name Crew Custodian (Grew Custodian)	Errollment Date Type V Due Date Date Range V V Kext 3 Months	
	All Learning Learning item title Q Filters & Expand All Collapse All	Tide Filters Actions Sort Due Date Due in 14 days	- Soonest to Late ~
	Chroliment Status Not Started Request Rejected Withdrawn Withdrawn Pending Approval Pending Prerequisite Pending Putfillment No Offering Selected	CCC Crew Custodian (Crew Custodian) No Offering Selected Cybersecurity Awareness Training Course Enrolled by MIDD Office of Human Resources. Due 24-Mar- 2022	Yee Inclined.
	Bypass Completed Complete Pending Approval Completion Request Rejected Pending Active Completed Completed	Due in 14 days CCC Crew Custodian (Crew Custodian) No Offering Selected	View Enrollment

8. If the employee has not yet enrolled in the course, this screen will appear:

Bloodborne Pathog	gen Exposure Prevention	
	Warning No Offering Selected Enroll to complete this course.	Enroll
	Selected Offerings	~
	Related Materials	~
	Enrollment Life Cycle	~
	Learning Record Details	\sim

- 9. You may click "Enroll" to enroll in the course on their behalf if they require assistance with this step.
- 10. If the employee is in the process of completing a course, this screen will appear:

Cybersecurity Awa	reness Training			Actions •
	Warning Due today			
	Required Activities Completed O Encoded By MIDD Office of Human Resources Comment Please complete within 30 days of your first day of employment and then once per year.	Total Required Activities 5 Due Date 24-Mar-2022		
	Completion Status [search9] Show Filters	View Bir	All Activities	
	Started on 14-Mar-2022 Cybersecurity Overview Required SCORM 1.2 Expected Effort 0.25 hours	in sj		(
	Started on 14-Mar-2022 Email and Messaging Safety Required SCORM 1.2			

11. Here you can see that they've enrolled in the course, but they still have 5 required activities to complete in order to finish the course.