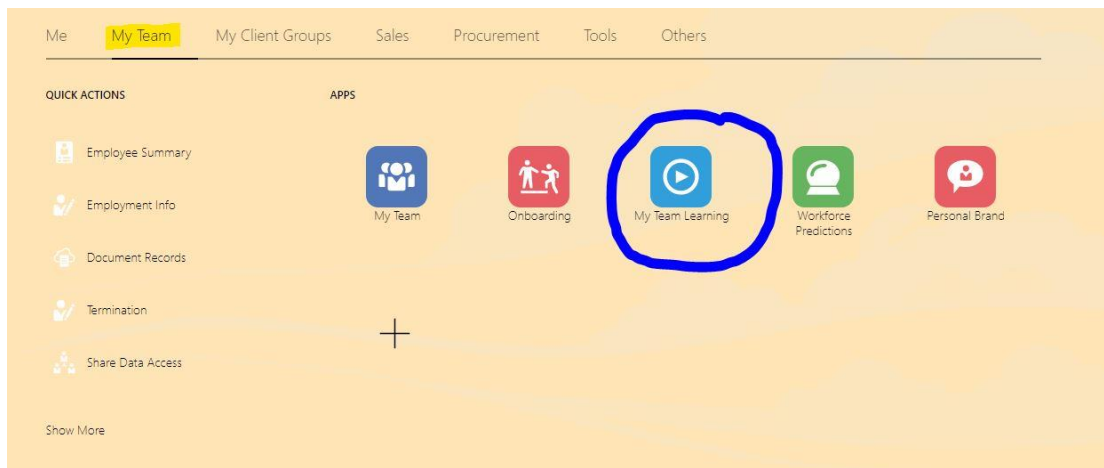
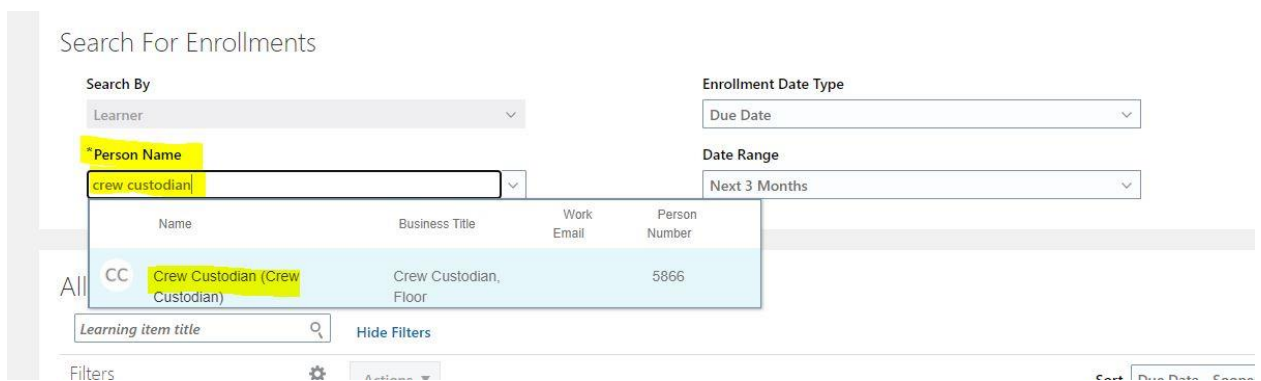
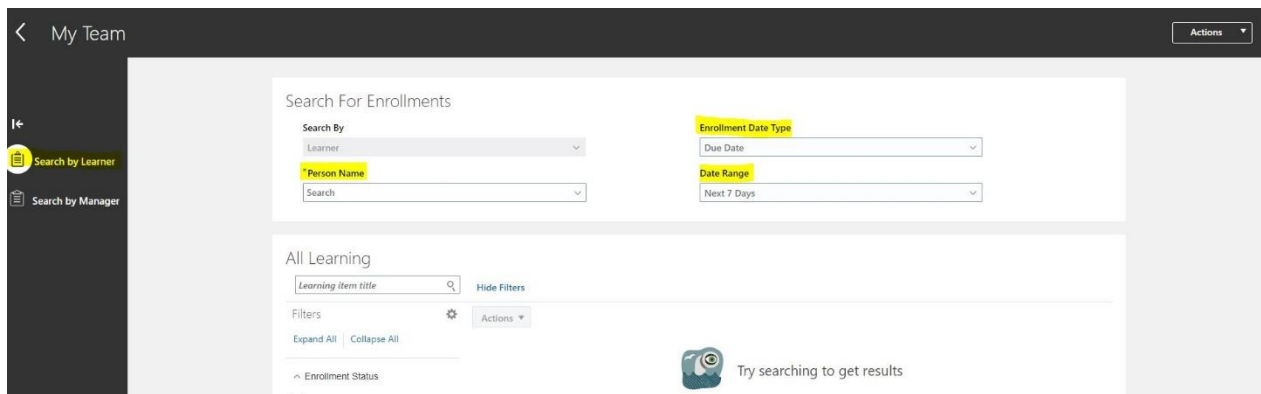


How to View My Team's Learning Progress:

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



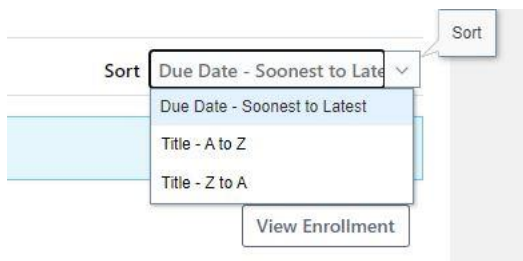
2. From here there are two different ways to search: "Search by Learner" and "Search by Manager". Using "Search by Learner" allows you to search for a specific employee. Using "Search by Manager" allows you to search by yourself and view all of your direct reports on one screen.
3. To search for a specific 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.



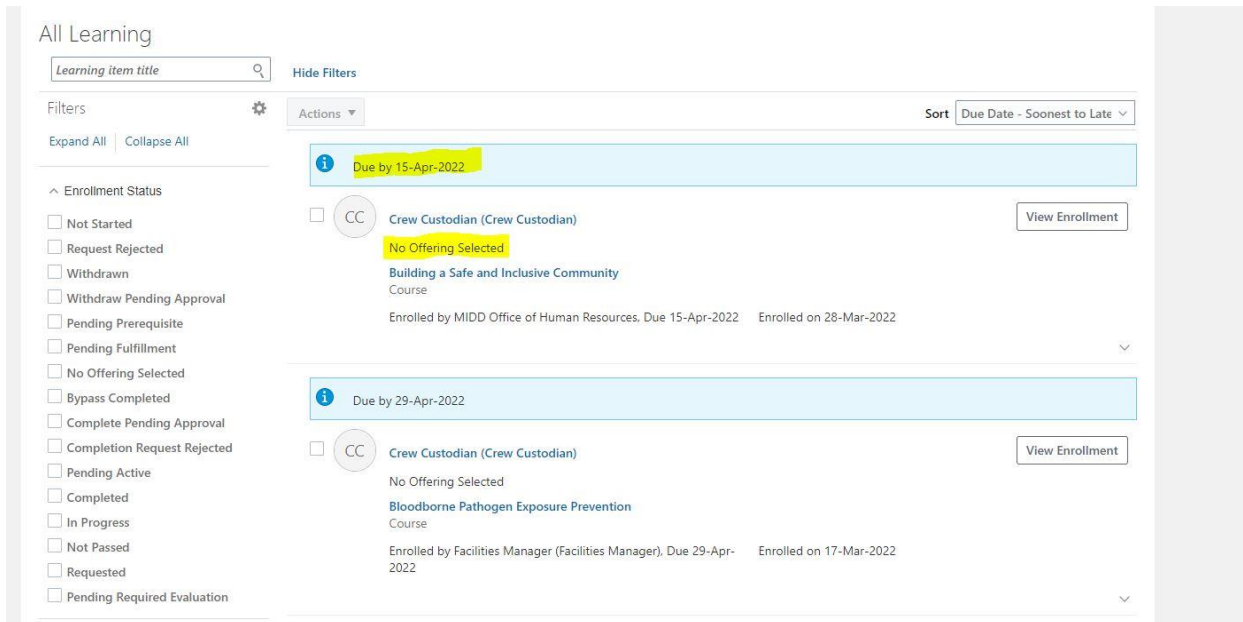
- Next edit the filters on the right according to what you are looking for. The most common search will be by “Due Date” which will show you any and all learning items the employee has due. Then select the date range you are looking for. To see any upcoming courses that are due select one of the “Next __ 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”.



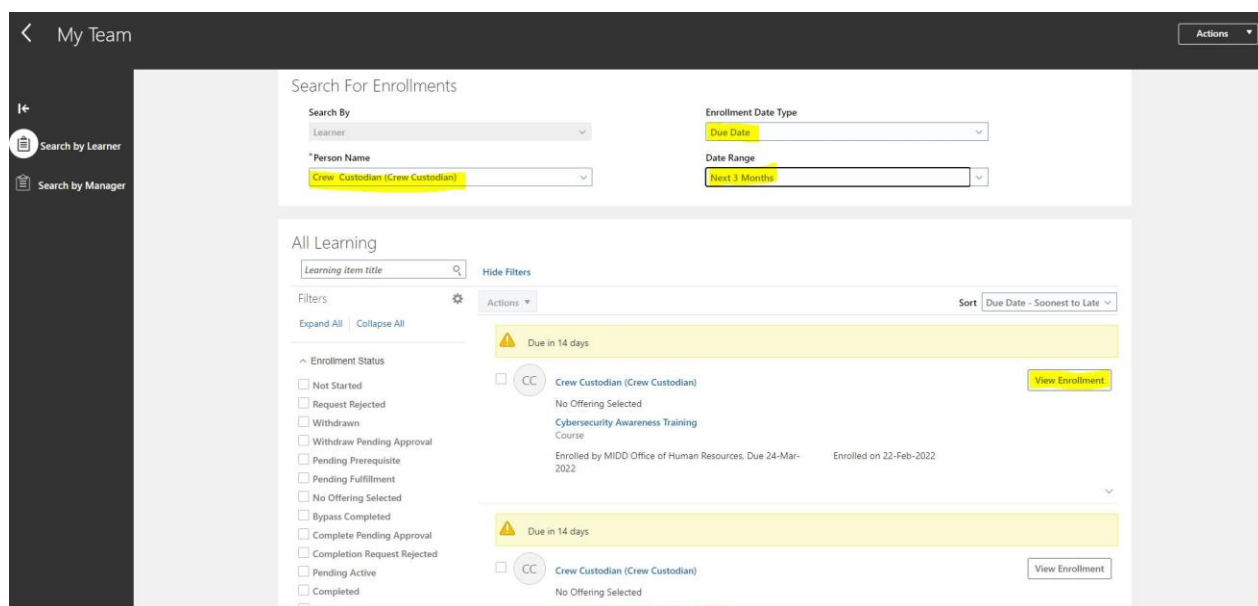
- To view the course progress of all of your direct reports, select “Search by Manger”. Enter your name in the “Manager Name” field and adjust the filters accordingly. From here you can sort the list by due date or title.



- 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:
 - “No Offering Selected” – this means the employee has not enrolled in the course yet
 - “In Progress” – this means the employee has enrolled and has started completing activities
 - “Completed” – this means the employee has completed all required activities within the course



- 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.



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

Bloodborne Pathogen Exposure Prevention

Warning
No Offering Selected
Enroll to complete this course. [Enroll](#)

Selected Offerings ▾

Related Materials ▾

Enrollment Life Cycle ▾

Learning Record Details ▾

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 Awareness Training [Actions](#)

Warning
Due today

Required Activities Completed: 0
Total Required Activities: 5

Enrolled By: MIDD Office of Human Resources
Due Date: 24-Mar-2022

Comment: Please complete within 30 days of your first day of employment and then once per year.

Completion Status

Search... Show Filters

View By: All Activities

- Started on 14-Mar-2022
Cybersecurity Overview SCORM 1.2 **Required**
Expected Effort: 0.25 hours
- Started on 14-Mar-2022
Email and Messaging Safety SCORM 1.2 **Required**

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.