



LEARNING MANAGEMENT SYSTEM (LMS) VIEW TEAM MEMBER ENROLLMENTS

Supervisors may view the LMS training enrollments of direct reports.

1. Log on to the LMS.
2. Click the **My Team** icon.

My Team icon



Figure 1 – My Team icon

3. Click the **Learning** link in the left navigation menu.

Learning link

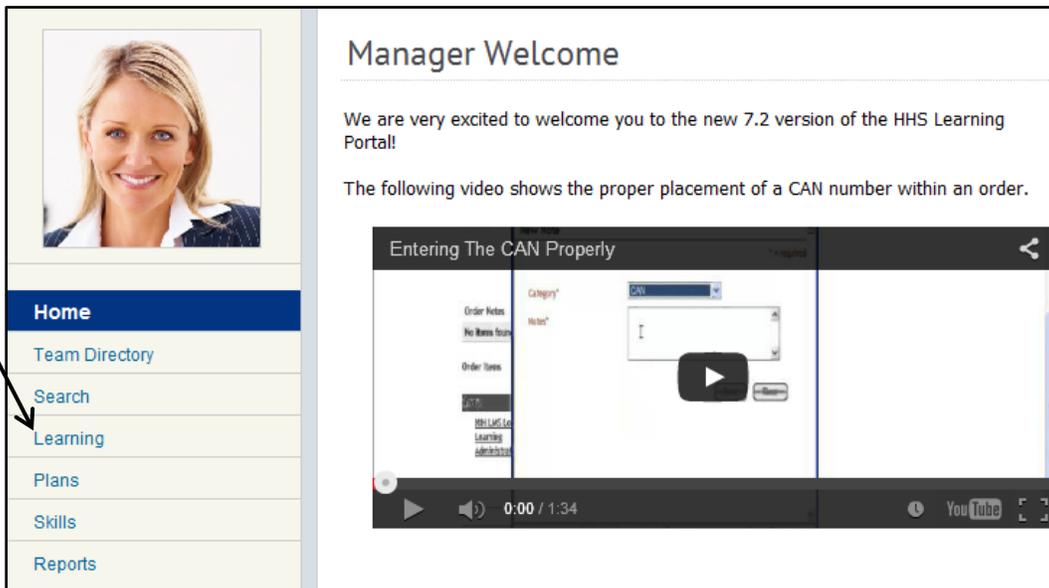


Figure 2 – Learning link

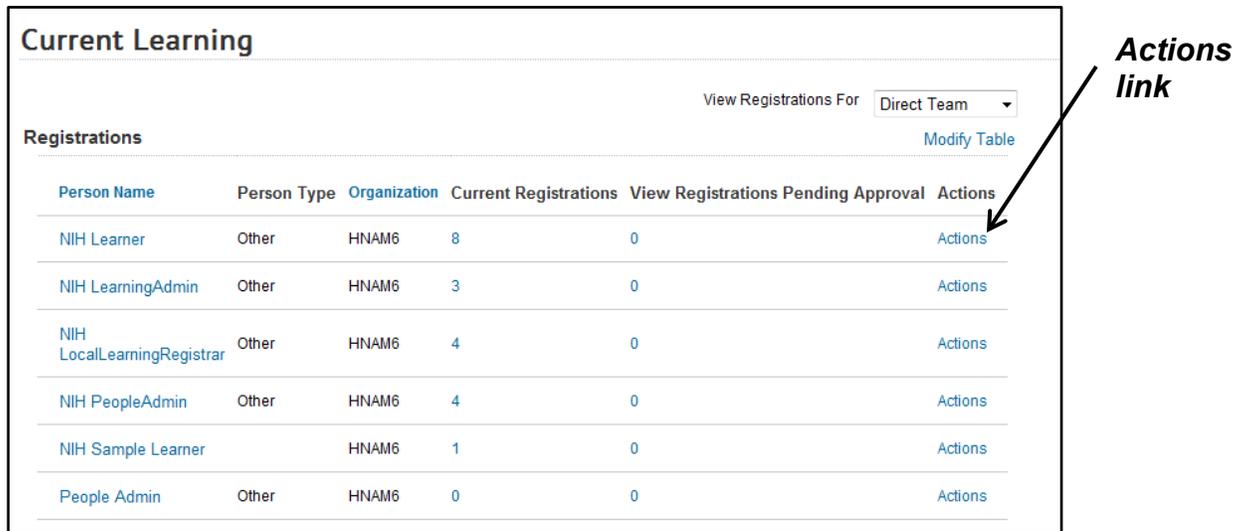
4. Click **Current Learning** link.



Current Learning link

Figure 3 – Current Learning link

5. Click the **Actions** for a specific team member.



Actions link

Figure 4 – Actions link

NOTE: To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.

6. Click the **View All Current Registrations** link from the Actions activity menu.

Current Learning

View Registrations For ▼ [Modify Table](#)

Registrations

Person Name	Person Type	Organization	Current Registrations	View Registrations Pending Approval	Actions
NIH Learner	Other	HNAM6	8	0	Actions
NIH LearningAdmin	Other	HNAM6	3	0	Actions
NIH LocalLearningRegistrar	Other	HNAM6	4	0	Actions
NIH PeopleAdmin	Other	HNAM6	4	0	Actions
NIH Sample Learner		HNAM6	1	0	Actions
People Admin	Other	HNAM6	0	0	Actions

Actions

- [View All Current Registrations](#)
- [View Registrations Pending Approval](#)
- [View Approved Registrations](#)

**View All
Current
Registrations
link**

Figure 5 – View All Current Registrations link on the Actions activity menu

7. The Current Learning page will load for the selected Learner.

Current Learning for NIH Learner

View All ▾

Current Learning Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory <input type="checkbox"/>	Actions
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	NIH Training Center		Pending Approval	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH Supervisory Essentials Training	Instructor led	03/10/2015	NIH Training Center		Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	The No FEAR Act	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	The No FEAR Act	Online Training				Confirmed	<input type="checkbox"/>	Actions

Profile Quicklinks

- Certifications
- Curricula
- Competencies
- Current Learning
- Completed Learning
- Continuing Education Status
- Profile Snapshot
- Plans

Figure 6 – Current Learning page for a sample Learner

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>