Supervisors have the ability to view the curricula of all direct reports in the LMS.

1. Log into the LMS.

2. Click the **My Team** icon.

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

![Curricula link](image)

**Figure 3 – Curricula link**

**NOTE**: To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.
5. Click the **Curricula Summary** tab at the top of the screen.

![Curricula Summary tab](image)

**Figure 4 – Curricula Summary tab**

6. Click the **Actions** link for a specific team member.

![Actions link](image)

**Figure 5 – Actions link**

7. Click the **View Curricula** link on the Actions activity menu.

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Figure 6 – View Curricula link on the Actions activity menu
8. Click on the **Actions** column and view details of the curricula.

![Figure 7 – Actions link](image)
9. Click the **View Curricula History** link on the Actions activity menu.

![View Curricula History link](image)

**Figure 8 – View Curricula History link**

10. Click the **Main** tab to view the progress of the individual courses within the curricula.

![Main tab](image)

**Figure 9 – Main tab**
11. Click the **Detailed Status View** radio button.

Figure 10 – Detailed Status View radio button
12. The legend graphic on the right side of the page shows the color representing the status of each course in the curricula.

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