Supervisors have the ability to view the LMS transcript of direct and alternate reports.

1. Log into the LMS.

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

3. Click the **Learning** link in the left navigation menu.
4. Click **Completed Learning** link, where you can view learning for your direct team.

![Completed Learning link](image)

**Figure 3 – Completed Learning link**

**NOTE:** To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.
5. Click the View Completed Learning link for a specific team member.
6. The default transcript view shows learning completed in the last 90 days. You can change the default date range by clicking the **From** pick icon and the **To** pick icon, and then clicking the Search button. You can also manually enter a date in MM/DD/YYYY format in either field.

![Completed Learning: NIH Learner](image)

Figure 5 – From and To pick icons and Search button

7. Click the **View Details** link for a completed learning item to view detailed information.
### Completed Learning: NIH Learner

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Status</th>
<th>Marked Complete By</th>
<th>Ended/Completed On Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Course Test Testing</td>
<td>Successful On: 05/10/2015</td>
<td>Brian Hughes</td>
<td>06/15/2015</td>
<td>View Details</td>
</tr>
<tr>
<td>Alternative Dispute Resolution (ADR)</td>
<td>Successful On: 06/15/2015</td>
<td>Score: 0</td>
<td>06/15/2015</td>
<td>View Details</td>
</tr>
<tr>
<td>UMB College Course</td>
<td>Successful On: 04/01/2015</td>
<td>NIH Learning Admin</td>
<td>04/01/2015</td>
<td>View Details</td>
</tr>
<tr>
<td>The No FEAR Act</td>
<td>Successful On: 04/01/2015</td>
<td>Score:</td>
<td>04/01/2015</td>
<td>View Details</td>
</tr>
</tbody>
</table>

**Profile Quicklinks**
- Certifications
- Competencies
- Current Learning
- Completed Learning
- Continuing Education Status
- Profile Snapshot

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**Figure 6 – View Details link**
8. All of the information for the completed learning may not be populated, depending on how the course was created.

Figure 7 – Sample Completed Learning Details page
If you experience trouble with this process, please submit a helpdesk ticket at: http://intrahr.od.nih.gov/helpdeskform.htm