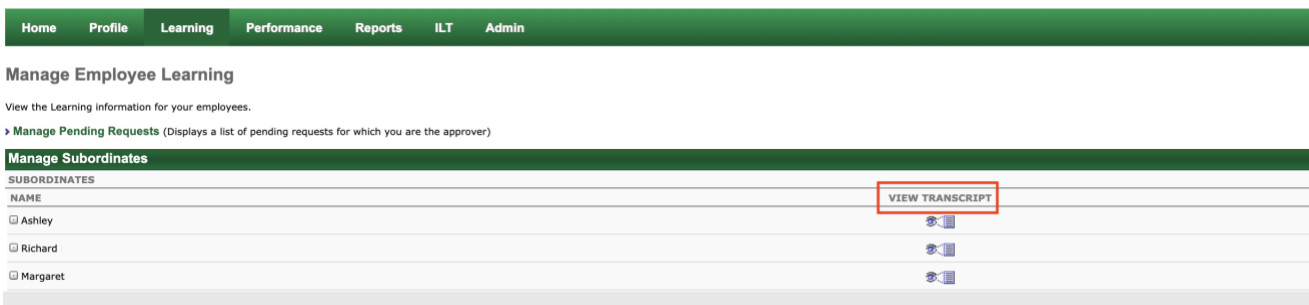


Managing Employee Learning for Supervisors

1. Supervisors can view their employee(s)' assigned, registered, and completed trainings on their employees' transcript by selecting **Manage Employee Learning**.



2. Select the icon to view your employee(s)' transcript.



3. While viewing your employee's transcript, use the **drop-down menu** to switch between the **Active** and **Completed** tabs.

