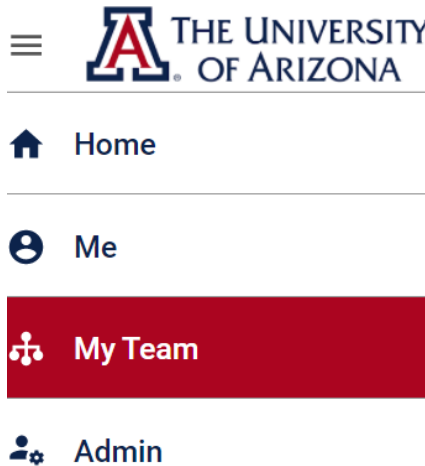




## How to View Your Team's Training Status

1. Open the three-line icon next to the University of Arizona logo in the upper left of the home page. Select **My Team**.



2. A list of your direct reports will appear. A green check mark next to the employee's name means they are current on all trainings. An exclamation mark inside an orange circle alerts you to an overdue training.

	UPCOMING	OVERDUE	APPROVAL
er ces Specialist, Senior ona : 9:34 AM	0	1	0
oneway			

3. Select an employee's name to view their learning plan.
4. The upper half of the learning plan screen offers a summary. In the upper left is a pie chart representing the employee's learning history. In the upper right is a list of pending and in-progress courses. Any unfinished

NAME	PROGRESS
<b>Information Security Awareness Certification</b> Source : UITs: ISO, admin	Progress 0%  <b>OVERDUE</b> Expired on 10-FEB-2021



mandatory certifications are flagged with the expiration date and, if applicable, "Overdue".

5. The **Learning & Certifications** section in the lower half of the screen offers more detail. Open the **Filters** menu to the right of the Learning & Certifications heading to sort the list. You can view learning by any combination of the following:

- **Type** (Certification, Course, Curriculum, Checklist, or Evaluations)
- **Status** (In Progress, Completed, or Pending Action)
- **Due Date**

Learning & Certifications | [Filters](#) ^

TYPE:

STATUS:  (dropdown menu open with options:  In Progress,  Completed,  Pending action)

DUE DATE ON OR BEFORE:

6. Don't forget to select the **Apply Filters** button to the lower right of the filter fields to activate your selections.





7. At any time you can use the menu on the left of the screen to view other information. **Profile** displays the employee's job title, supervisor, email address. etc. **Completed Learning** shows you only what the employee has completed. **Order History** displays all the employee's activity in EDGE, including trainings that have been dropped.

