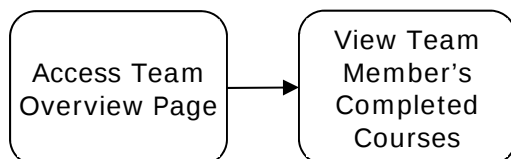


Job Aid: Viewing *My Team* Member Completed Courses

Process

Process flow



Process steps

Step	Action
1. Access Team Overview Page	Navigate to: Menu > My Team
2. View Team Member's Completed Courses	- Click the Employee's name link of the desired team member. The employee's plan page displays. - In the left navigation, click the Completed Learning menu. A list of complete learning items display. Completion Statuses are: - o Successful (with blue color background) - o Unsuccessful (with red color background) ➤ <i>The status displayed is the status of the latest completed registration. For example, if there is a course with two classes Class1 and Class2. If a learner enrolls for Class1 first and completes it successfully, then the course status is Successful. But when the learner enrolls for Class2 and completes it unsuccessfully, the course status changes to Unsuccessful because Class2 registration is the latest completed registration. Now, even if the Class1 registration status changes, it does not affect the overall course completion status.</i> - Select the desired time frame from the Show: drop-down menu. ➤ <i>Note: Completed learning can also be seen from the main plan page of the employee by clicking the Learning & Certifications tab and applying the appropriate filters.</i> ➤ <i>Note: If the score information says undisclosed, then it means the Data Privacy business rules have been configured to prevent managers from viewing score information for their team members.</i>

Additional Information

Learners can view notes from People Administrators for completed courses.

The **Notes** icon is added to the top right corner of the class details page. Alternately, the **Notes** link is available in the following areas in the **Actions** column of the completed course for Learners:

- o **Me > Completed Learning**
- o **Me > Plan > Learning & Certifications**
- o **Home > Completed Learning portlet**

➡ *Note: Managers can go to the My Team tab and then navigate to the above pages for their team members to see notes on their completed courses.*

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page