1. Click the **Admin** icon
2. Click the **People** tab
3. Click **Learning** in the left hand navigation.
4. Depending on what data you need to view, click either **Current Learning**, **Completed Learning**, or **Certifications** to review results for that category.
   - **Current Learning**: View Enrollments
   - **Completed Learning**: View Completed Learning
   - **Certifications**: View Certifications

**Current Learning**: Allows you to view current enrollments of the selected Faculty or Staff member.
- View the titles of the educational offering under the Title column.
- View each row for the delivery type and date and location for ILTs.
**Completed Learning:** Allows you to view the Transcript of the selected Faculty or Staff member.

- View the **Title** column to find the Certification.
- View the **Status** column for a Successful or other status.
- **Delivery Type** indicates what kind of training the learner completed.
- **Marked Complete By** and **Updated by** display who marked the learner complete for their course.

<table>
<thead>
<tr>
<th>Title</th>
<th>Course ID</th>
<th>Status</th>
<th>Delivery Type</th>
<th>Credits</th>
<th>Marked Complete By</th>
<th>REQUIRED - Completed On Date</th>
<th>Updated By</th>
<th>Updated On</th>
<th>Learner Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to grow house plants</td>
<td>HOSTA-0001</td>
<td>Successful</td>
<td>Instructor-Led</td>
<td></td>
<td>03/03/2016</td>
<td>03/11/2016</td>
<td>ad</td>
<td>03/11/2016</td>
<td>Paula</td>
<td>Actions</td>
</tr>
<tr>
<td>Apt - Test Course 2</td>
<td>TEST-0002</td>
<td>Successful</td>
<td>Instructor-Led</td>
<td></td>
<td>02/10/2016</td>
<td>02/10/2016</td>
<td>ad</td>
<td>02/10/2016</td>
<td>Paula</td>
<td>Actions</td>
</tr>
<tr>
<td>NURS-53020 Central Nurse Orientation - Lab</td>
<td>SAF-0041</td>
<td>Successful</td>
<td>Instructor-Led</td>
<td></td>
<td>03/23/2017</td>
<td>03/23/2017</td>
<td>ad</td>
<td>03/23/2017</td>
<td>Paula</td>
<td>Actions</td>
</tr>
</tbody>
</table>
Certifications: To view the status of Certifications of the selected Faculty or Staff member.

1. View the **Certification Title** of the Certification to open the specific **Certification Details** page to view progress on Required and Optional eLearnings and Required Courses and Tests.

2. View the **Status** column for the Certification status. Certifications that renew every year will have a status of Acquired – Recertify.

3. **Acquired On Date** is the date that the person completed the certification.

4. **Assigned by** displays how this certification was assigned to the learner, either via a prescriptive rule or individual.

5. The **Selected Path (% Complete)** is a visual representation of completion. HOWEVER, this is not always accurate, and should not be used to determine if a certification is completed.

6. View the **Assigned On Date** column for date of Certification acquisition.

7. Click the **Actions** link to view more information on the Certification.

8. Click **Add Certifications** to add a certification to a learner’s plan.