**Purpose:** This document explains how managers can quickly see all overdue and upcoming due courses on their employees’ learning plans by using the My Team tab and the Learning Dashboard.

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**View individual learning plans**

From your KL home page, select the **My Team** tab. In the left-hand panel, click an employee’s name to view their individual learning plan.

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**View the Dashboard**

1. From your **My Team** tab, under “Supervisor Links,” click **Dashboard**.
2. The initial view shows all overdue learning for all employees.

   *NOTE: The Dashboard will only show learning with a due date.*

3. Select the **Due Date** field to see learning due within 30 days or 60 days.

4. Select the **Show** field to see only “Learning” in the Dashboard.

   *NOTE: The “Learning” option is recommended. Viewing “All” may show duplicate titles.*

5. The Dashboard shows overdue learning, upcoming learning, as well as the status of each learning item. You can also click the envelope icon to email an employee.

6. Click the **Back** link to return to the My Team tab. *Do not use the Back button on your browser.*