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.

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.

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.

   ![Dashboard view with Due Date filter highlighted]

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.

   ![Dashboard view with learning, statuses, and email icon highlighted]

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