How to consult the learning assignments of your staff members as a supervisor?

Go through “VUB LRN courses” on your TEO homepage to the subtab “My employees” on your VUB LRN homepage.

Search and select the employee of whom you wish to consult the learning assignments. Here, you will see all courses on his/her learning assignments, if they are registered or on the waiting list.

As a supervisor, you can take action for your employees via the “Supervisor links” tile. The following links are available:

- **Record learning**: some courses can be registered in the learning history by the supervisor (e.g., external training that are not in the VUB LRN catalogue)
  - **Assign/remove learning**: via this link you can add/remove courses on the learning assignments of your employees.
  - **Register/Withdraw employees**: Register employee(s) for training or cancel their registration.
  - **Approvals**: if you need to approve a training request, you can consult it via these links
  - **Reports**: here you can generate reports about yourself and your employees.

In this tile you can see the status of the assigned curricula. In addition, you can also see how many courses the employee has completed in the last 30 days. For a complete overview of all training courses that the employee has completed, click on “Learning history”.

Supervisor Links

- Assign/Remove Learning
- Record Learning
- Register/Withdraw Employees
- Approvals
- Dashboard
- Reports

Status: Amanda Garcia

Curricula
No required curricula are assigned.

Learning History
1 item completed in the last 30 days.