



# How to View Assigned Courses

Learn how to view assigned courses.

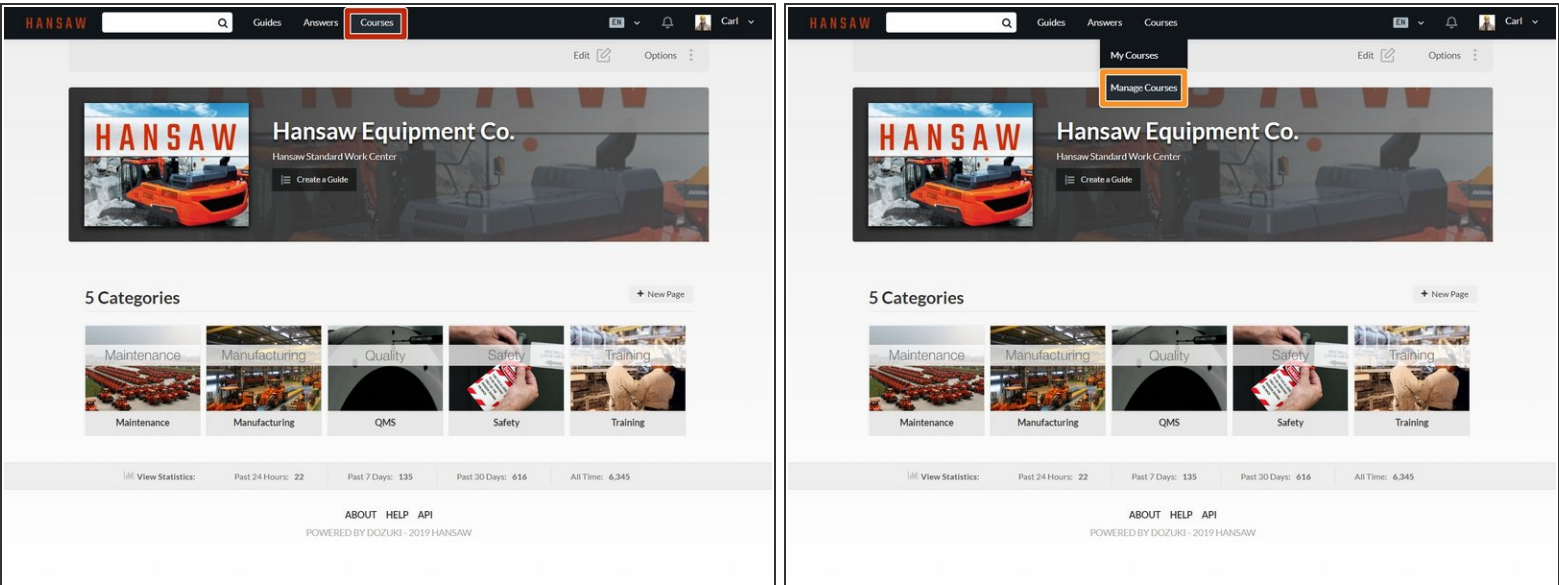
Written By: Dozuki System



## **INTRODUCTION**

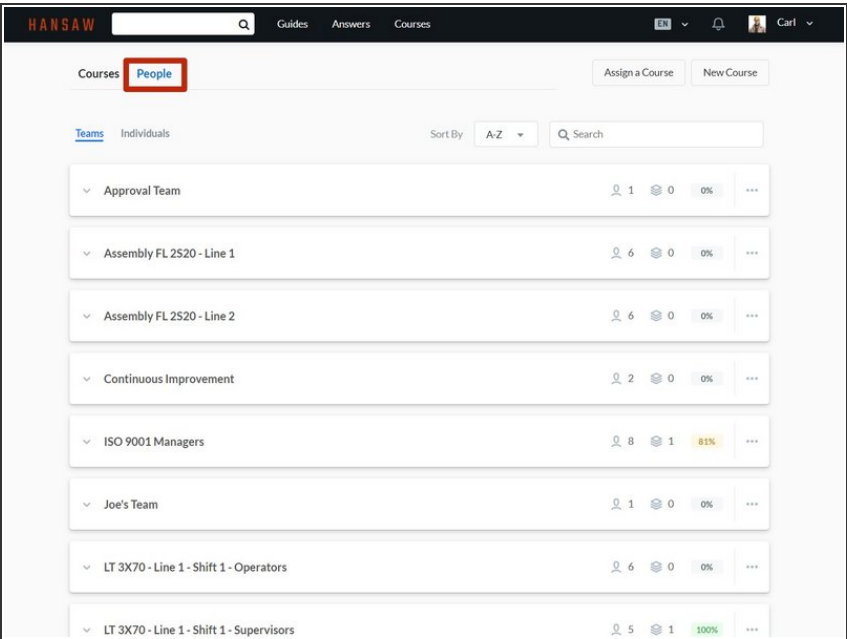
See what courses have been assigned to user or team.

Step 1 — How to View Assigned Courses



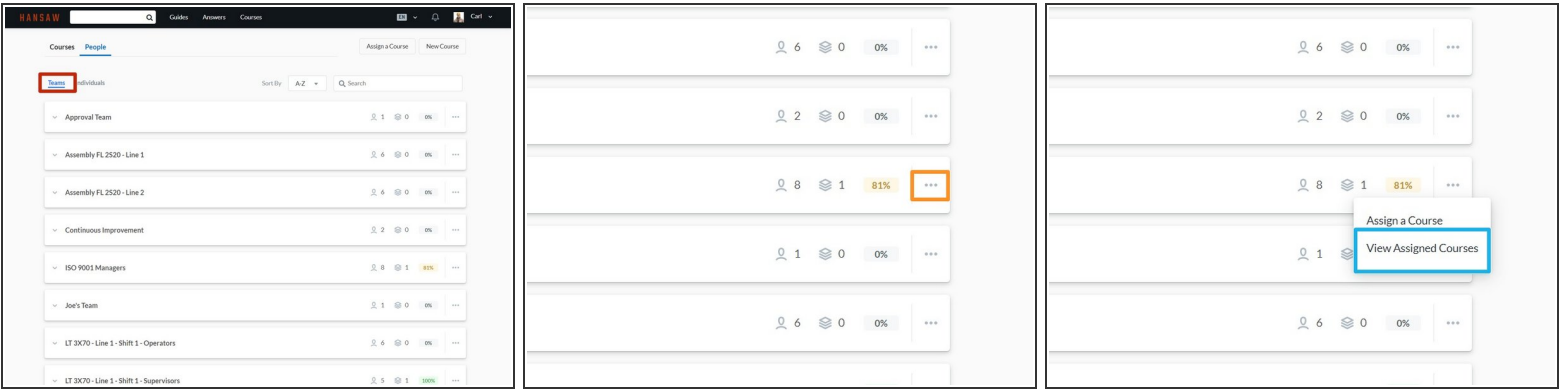
- Click on **Courses** in the site header.
- Select **Manage Courses** in the drop-down menu.

Step 2



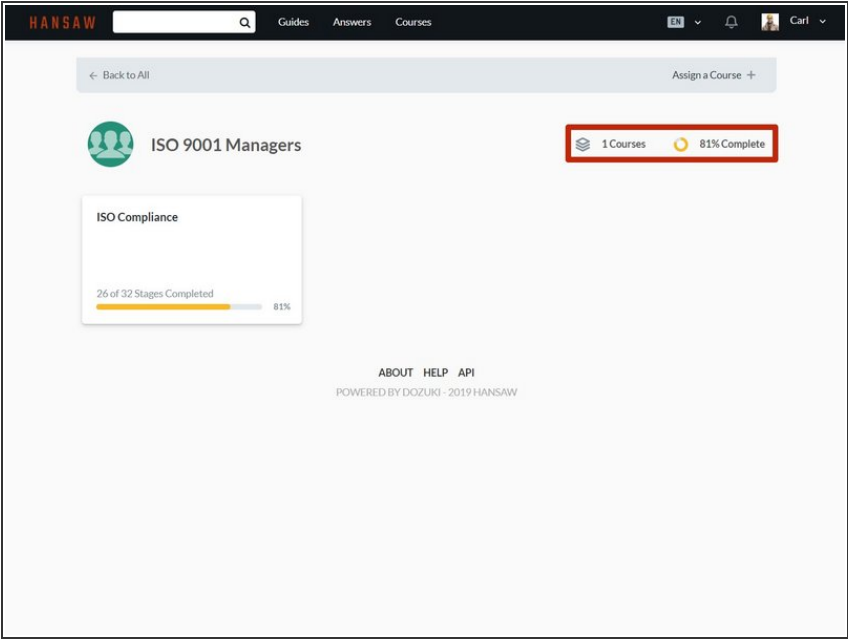
- Click on the **People** tab to view users and teams with assigned courses.

Step 3 — View Courses Assigned to a Team



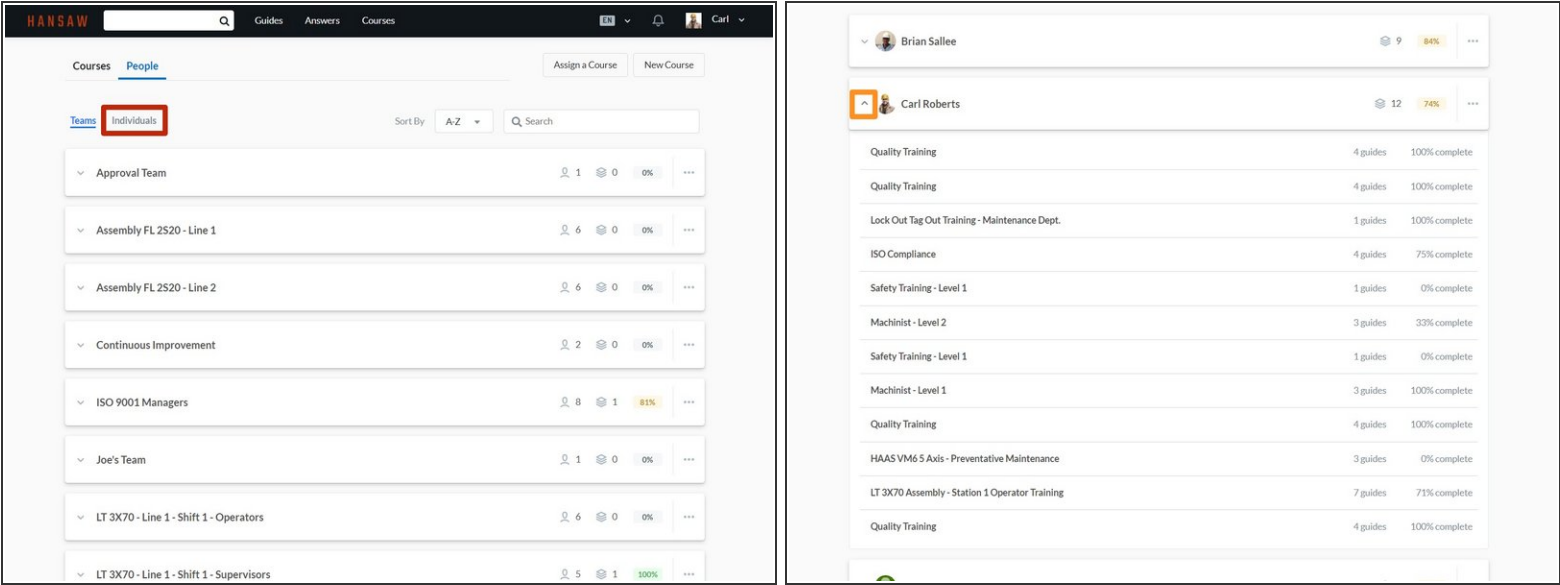
- Click on the **Teams** tab to view teams with assigned courses.
- Click on the **More** icon for a team.
- Click **View Assigned Courses** to view the courses for that team.

Step 4



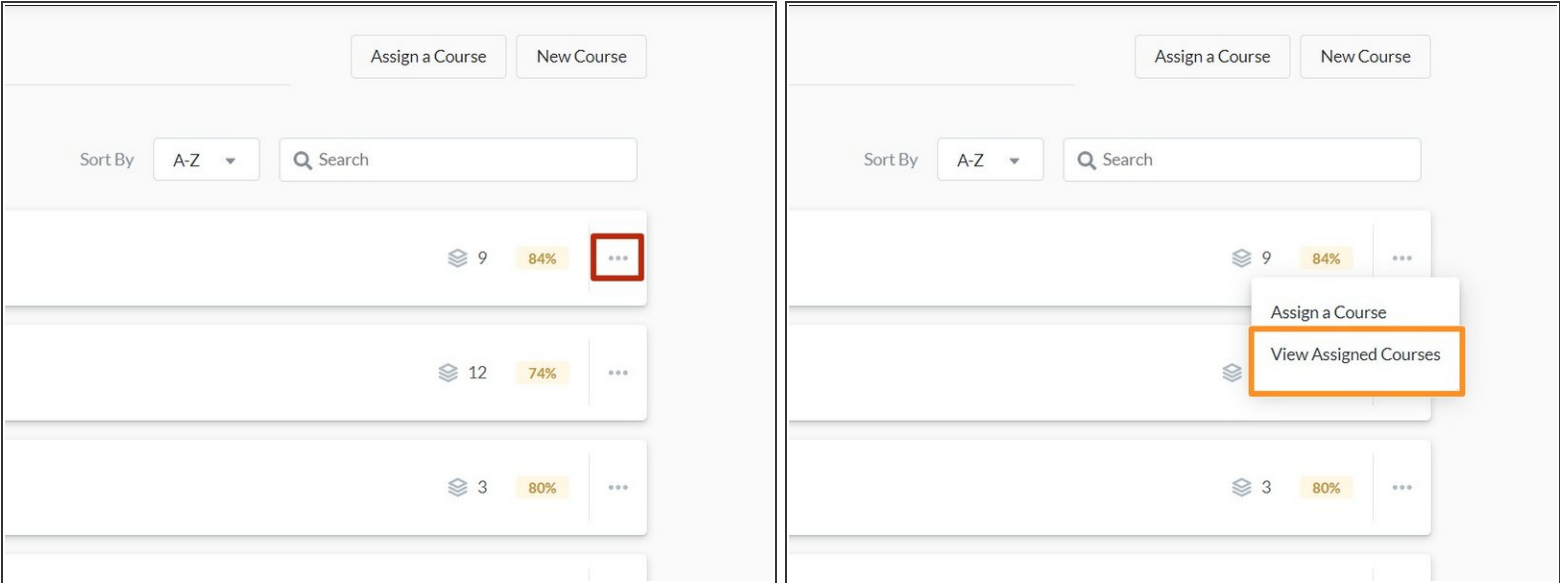
- The **Course Assignments Page** for the team displays all courses assigned to the team.
- The number of assigned courses and the percentage of completed course stages are visible in the top right of the **Course Assignments Page**.

Step 5 — View Courses Assigned to a Single User



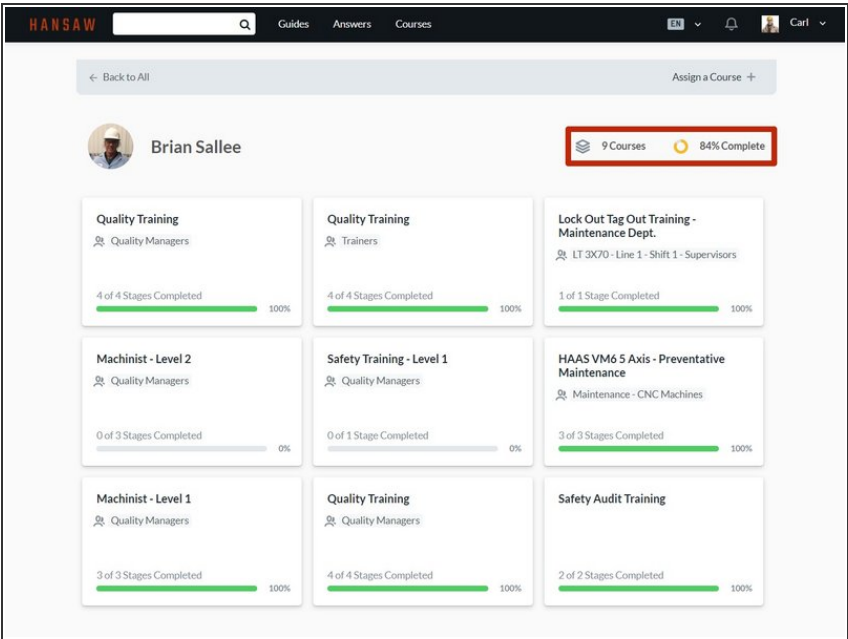
- Click on the **Individuals** tab to view individual users with assigned courses.
- Click on the **Expansion** icon next to a user name to see an overview of that user's assigned courses and course progress.

Step 6



- Click on the **More** icon for a user.
- Click **View Assigned Courses** to view the courses assigned to the user.

Step 7



- The **Course Assignments Page** for the user displays all courses assigned to the user.
- The number of assigned courses and the percentage of completed course stages are visible in the top-right of the **Course Assignments Page**.

