# DOZUKI

# **How to View Assigned Courses**

Learn how to view assigned courses.

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How to View Assigned Courses

# 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

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

## Step 3 — View Courses Assigned to a Team

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- 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

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	ISO Compliance 26 of 32 Stages Completed B16	ABOUT HELP API POWERED BY DOZUKI - 2019 HANSAW		•	The r and t cours right <b>Page</b>

- 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

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						Machinist - Level 2	3 guides	33% com	plete
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- 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

Assign a Course New Course	Assign a Course New Course
Sort By A-Z - Q Search	Sort By A-Z  Q Search
	View Assigned Courses
⊗ 3 80% ····	li 3 80% ····

- 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 topright of the Course Assignments Page.