As a supervisor, you will be able to view information about your employees via myUK Learning.

1. From the myUK Learning home page, click on the **My Employees** tab or click on the **My Employees** tile. Either option will take you to the same location. If you have multiple employees reporting to you, you must select the employee you want to review.

2. On this screen, we are looking at the training activity for employee – Test Learner17. From here, you have the option to view the items listed in their Learning Plan.
3. Under the **Curricula** and **Learning History** tile, you see this employee does not have any curricula assigned to them. If you click on “Learning History,” you will see the items this employee has completed.

4. On the **Supervisor Links** tile, you can complete the following tasks:
   a. Assign or Remove Learning. (You will not be able to remove learning such as curricula or programs assigned by others.)

   **Assign/Remove Learning**

   Select the action you would like to take:

   ![Assign Learning](image)

   ![Remove Assigned Learning](image)

   b. Register or Withdraw Employees

   **Register/Withdraw Employees**

   Select the type of action you would like to take:

   ![Register Employees](image)

   ![Withdraw Employees](image)
c. Approvals (If a class requires approval before registering, those would appear here.)

![Pending Approvals Table]

- Internal Training (0)
  - No items were found using this search criteria.
- External Training (0)
  - No items were found using this search criteria.
- Account Requests (0)
  - No items were found using this search criteria.

d. Dashboard: This shows the courses the employee has been assigned and needs to register to attend.

![Dashboard Table]

<table>
<thead>
<tr>
<th>Employee To-Dos</th>
<th>Type</th>
<th>Title</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner17, Test</td>
<td>SE</td>
<td>Captivate Introduction</td>
<td>6/13/2018</td>
<td>Must be registered</td>
</tr>
</tbody>
</table>

![Employee To-Dos Table]

- Select a Report from the list below to run a report for yourself or your subordinates.

**Report Name**
- Curriculum Status
- Item Status
- Learning History
- Learning Hours
- Learning Needs
- Learning Plan
- Program Status
- User Information

![Reports Table]