

Viewing Enrolled Learning

To view content assigned to a user:

1. In the **Users** section, open the **Users** tab and click the name of a user whose assigned content you would like to view.

The screenshot shows the 'Manage Users' interface. On the left is a sidebar with navigation options: Home, Users, Roles, Departments, Groups, and Sign up Profiles. The main area is titled 'Users' and includes an 'Export/Import' dropdown and a 'New User' button. Below this, it says 'Total: 68' and '1-25 of 68 elements'. A table lists users with columns for checkboxes, User Name, Department, Role, and a settings icon. Earl Miller is highlighted.

<input type="checkbox"/>	User Name ↑	Department	Role	
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company	DA CA	
<input type="checkbox"/>	Earl Miller earl.miller	Technical services My Company / Product Development	SA	...
<input type="checkbox"/>	Harry Evans harry.evans	Engineering My Company / Product Development	L	
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L	
<input type="checkbox"/>	Lisa Langdon lisa.langdon	Human Resource My Company	L	

2. On the **Edit user** page, open the **Enrolled Learning** tab.
3. In this tab, you can:
 - Find out which courses a user is currently taking and which trainings they are enrolled in
 - Export courses and trainings to an XLSX file
 - [Edit](#) and [cancel](#) a course enrollment
 - [Edit](#) and [cancel](#) a training enrollment
 - Enroll a user in [a new course](#) or [a new training](#)

The screenshot shows the 'Edit User' page for Earl Miller, who is a System Administrator. The 'Enrolled Learning' tab is active. It provides information about courses and trainings the user is enrolled in and their completion status. There are buttons for 'Export' and 'Enroll: Course/Training'. Below this, there are filters for 'Enrolled (0)', 'Completed (3)', and 'Trainings (0)'. A table lists the completed items.

<input type="checkbox"/>	Completion Date	Title	From Catalog	Status	Due Date ↓
<input type="checkbox"/>	Jan 20, 2022	Car Sale Dialog	-	Complete	-
<input type="checkbox"/>	Jan 20, 2022	Everest Quiz	-	Complete	-
<input type="checkbox"/>	Jan 20, 2022	Space Shuttle	-	Complete	-

Rows per page: 25