



# How to View External Course Stage Progress

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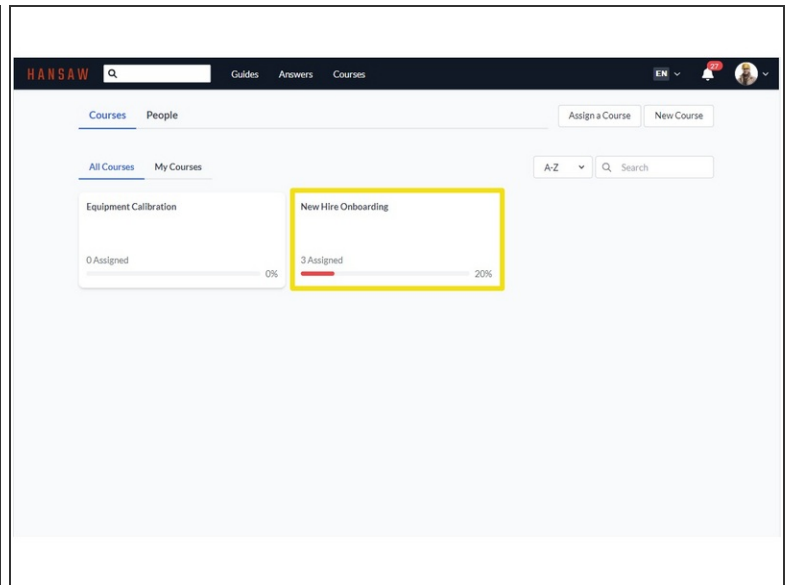
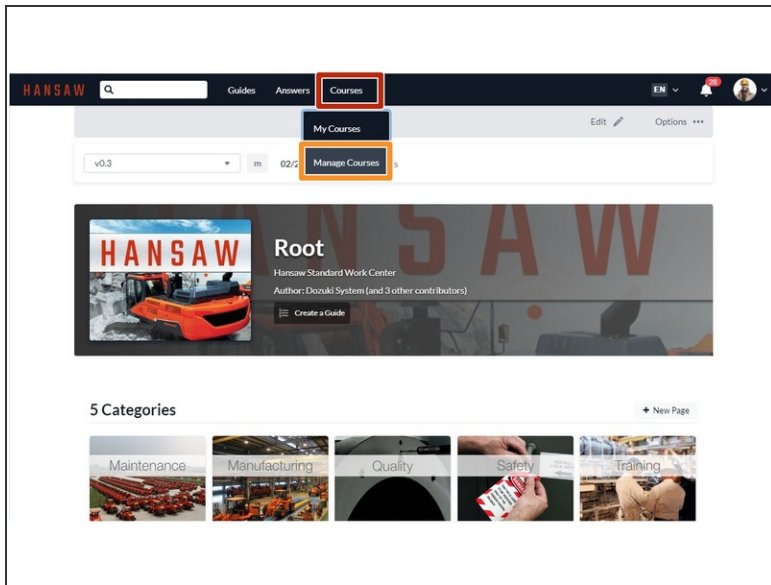
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## INTRODUCTION

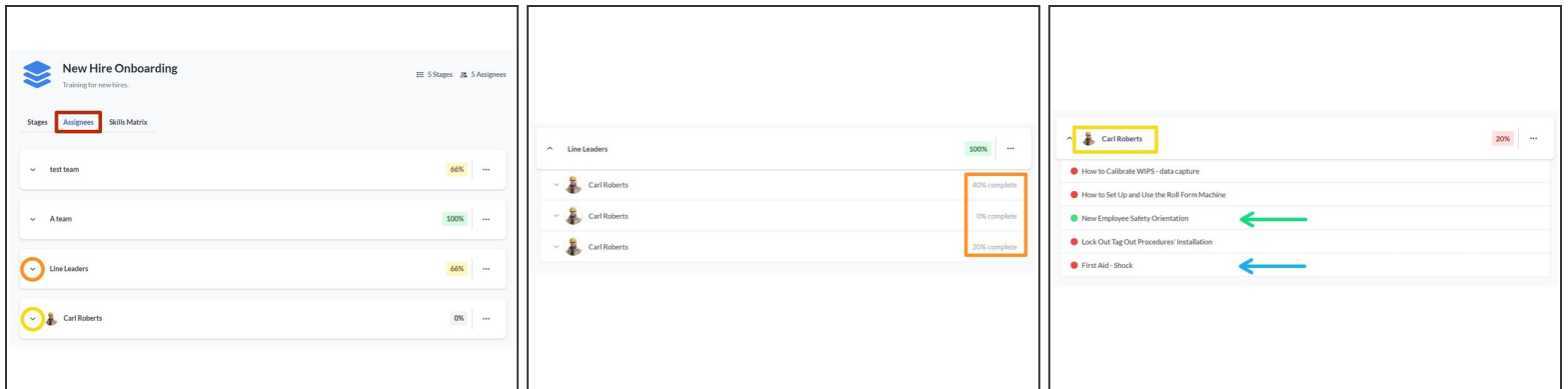
On the **Manage Courses** menu, you can view the progress of teams and individual users, either by **Assignee** or via the **Skills Matrix**.

## Step 1 — How to View External Course Stage Progress



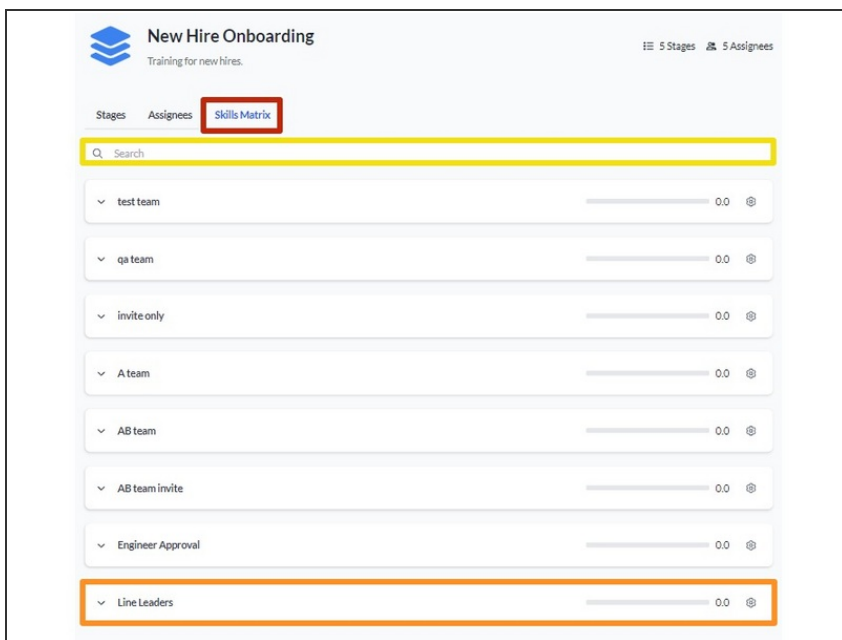
- Click on the **Courses** tab.
- Click **Manage Courses**.
- Click on a course to open.

## Step 2 — Viewing Course Progress by Assignee



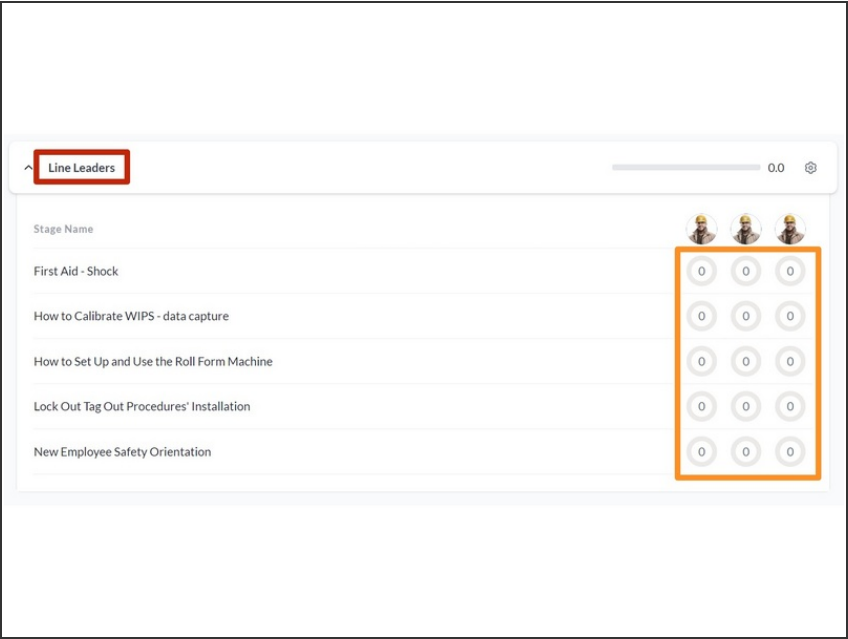
- Click the "Assignees" tab.
- Click on the arrow next to a team to view course stage completion % by team member.
- Click on the arrow next to a user to view that user's progress on individual course stages.
  - Completed course stages, including external content, display in green.
  - Incomplete (including unstated and in-progress) course stages display in red.

## Step 3 — Viewing Course Progress via the Skills Matrix



- Click on the **Skills Matrix** tab.
- Select a team from the list of teams that appear.
  - Use the search bar if the team you're looking for is not on the first page of results.

Step 4



- Click on a Team for a view of course progress by team member.
- Unlike in the Assignees view, the Skills Matrix shows each stage's completion percentage.