# DOZUKI

# How to View External Course Stage Progress

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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

New Hire Onboarding           Training for new lives.           Stage:         Antigram:           Stage:         Antigram:	III 5 Stages j <b>a</b> 5 Aosignees			CuriRoberts 2006	
✓ tert team	66%	Line Leaders     Line Leaders     Carl Roberts	100% 40% complete	How to Calibrate VMPS - data capture	_
✓ Ateam	100%	<ul> <li>Carl Roberts</li> </ul>	0% complete	How to Set Up and Use the Roll Form Machine     New Employee Safety Orientation	_
C Line Leaders	66%	Carl Roberts	20% complete	cock out ing Out Proceedings Installation     First Ald - Shock	
Carl Roberts	0%				

- 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 unstarted and in-progress) course stages display in red.

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

Training for new hires.	
Stages Assignees Skills Matrix	
Q Search	
✓ test team	0.0 🛞
∼ qa team	0.0 (8)
~ invite only	0.0 @
~ Ateam	0.0 @
✓ AB team	0.0 @
<ul> <li>AB team invite</li> </ul>	0.0 @
✓ Engineer Approval	0.0 @

- 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

Line Leaders	0.0 @
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irst Aid - Shock	0 0 0
low to Calibrate WIPS - data capture	0 0 0
iow to Set Up and Use the Roll Form Machine	0 0 0
ock Out Tag Out Procedures' Installation	0 0 0
lew Employee Safety Orientation	0 0 0

- 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.