

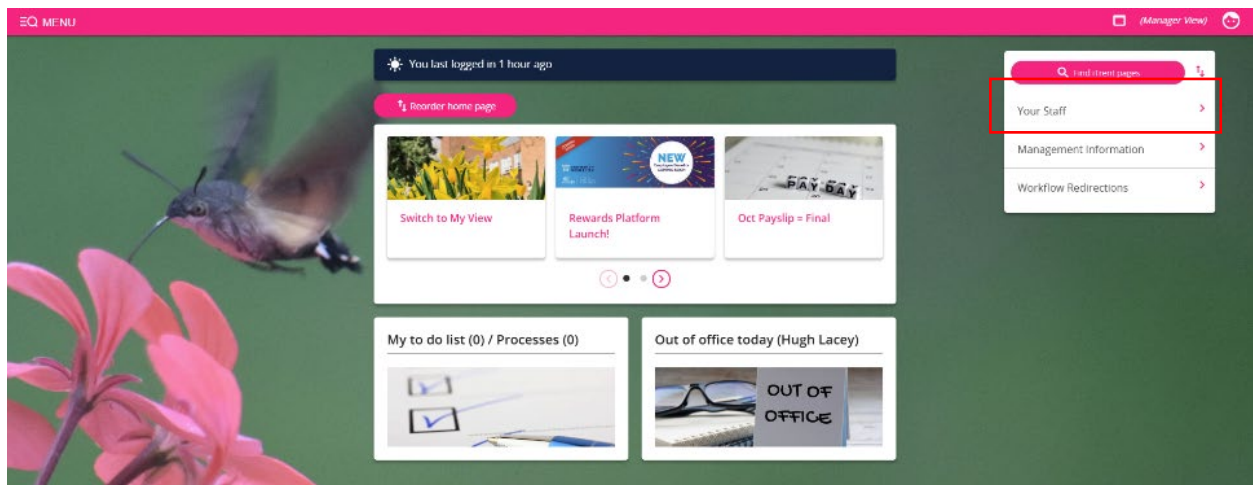
Manager View

Viewing learning records

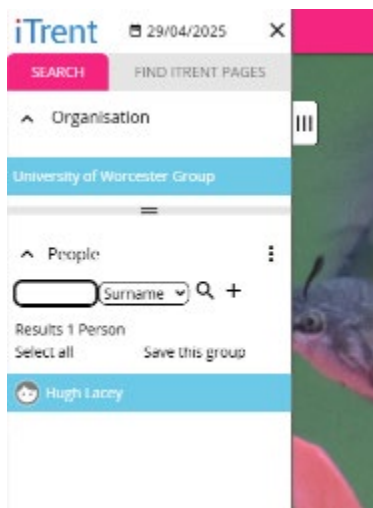
As a manager there may be times where you want to view your teams' learning records.

This can be done easily in *iTrent Manager View*.

From the home screen select *Your Staff*.



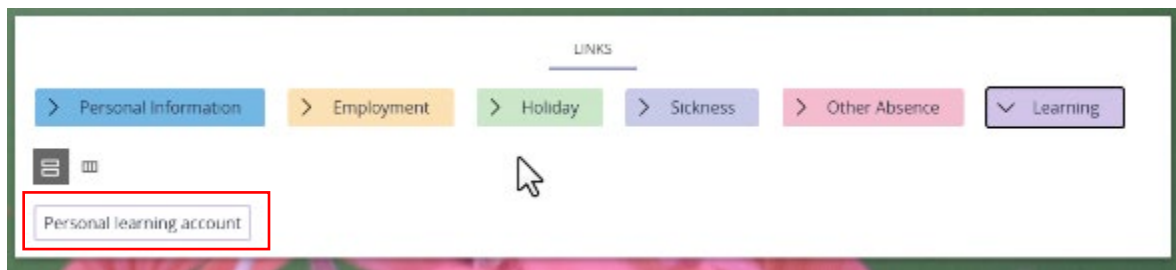
Select the relevant member of staff.



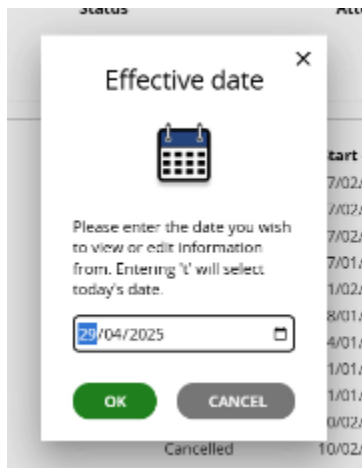
Learning.



And *Personal learning account*.



You will be provided with the option to select the date you wish to view or edit information from.



Entering **t** will select today's date.

You will then be able to see all the selected employee's events.

Personal learning account (as of 29/04/2025)						
Participant waiting lists	Status	Attend by	Date requested	Reason	Requested by	
Learning activity						
Assessing practical skills			17/01/2025	Career planning	Michelle Barrimore	
Staff Researcher Development Programme	Awaiting authorisation		30/01/2025	Career planning	Hugh Lacey	
Staff Researcher Development Programme	Awaiting authorisation		15/01/2025	Career planning	Hugh Lacey	
Participant events	Status	Start date	End date	Failed/Reason	Renewal	Cost
Learning activity						
Being a Mentor	Cancelled	17/02/2025	17/02/2025	No		
Being a Mentor	Booked	17/02/2025	17/02/2025	No		
Being a Mentor	Cancelled	17/02/2025	17/02/2025	No		
Being an Active Dyslexic	Completed	17/01/2025	17/01/2025	No		
CC GenAI How does it work?	Completed	11/02/2025	11/02/2025	No		
CC: How to make cake	Cancelled	28/01/2025	28/01/2025	No		
CC: How to make cake	Cancelled	14/01/2025	14/01/2025	No		
CO: How to play the saxophone	Completed	01/01/2025	01/01/2025	No		15.00
CO: How to play the trombone	Completed	01/01/2025	01/01/2025	Yes		
Getting started with SharePoint sites	Cancelled	10/02/2025	10/02/2025	No		
Getting started with SharePoint sites	Cancelled	10/02/2025	10/02/2025	No		
IT: IT Service Induction	Booked	04/02/2025	04/02/2025	No show		
LT: How to make a cup of tea	Cancelled	20/01/2025	20/01/2025	No		
LT: How to make a cup of tea	Cancelled	17/01/2025	17/01/2025	No		
NS testing 11	Cancelled	19/12/2024	19/12/2024	No		
Staff Researcher Development Programme	Cancelled	01/02/2025	01/02/2025	No		
Staff Researcher Development Programme	Cancelled	01/02/2025	01/02/2025	No		
Welcome from HR	Cancelled	17/02/2025	17/02/2025	No		
Welcome from HR	Cancelled	17/02/2025	17/02/2025	No		
Personal learning events	Status	Start date	End date	Failed/Reason	Renewal	Cost
Learning activity						
Admin adding mindfulness	Completed	01/01/2025	17/01/2025	No		
Mindful breathing LIL	Completed	01/01/2025	17/01/2025	No		
Trying mindfulness III	Completed	01/01/2025	17/01/2025	No		

This is split into *Participant waiting lists*, *Participant events* and *Personal learning events*.

You can also select a specific event to get more details on the *Participant event details* page.

Personal learning ...
Hugh Lacey

Participant event details Hugh Lacey

Learning event details

Event name *

Being a Mentor

Start date

17/02/2025

Start time

9:00:00

End date

17/02/2025

End time

16:30:00

Learning event request

Origin of request

Date requested *

12/02/2025

Reason

Requested by

Hugh Lacey

Authorisation