How do I view details about a user as a manager?
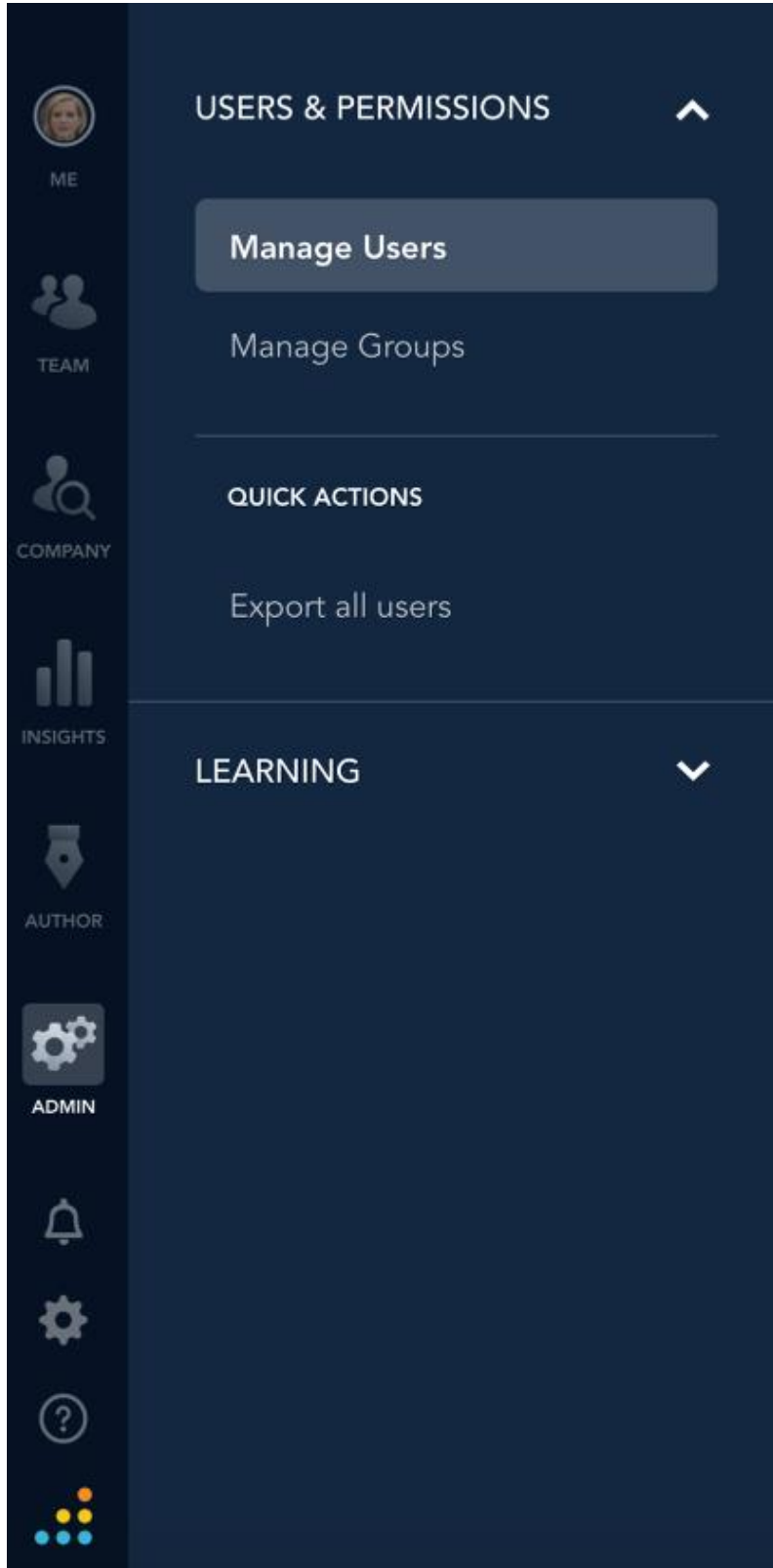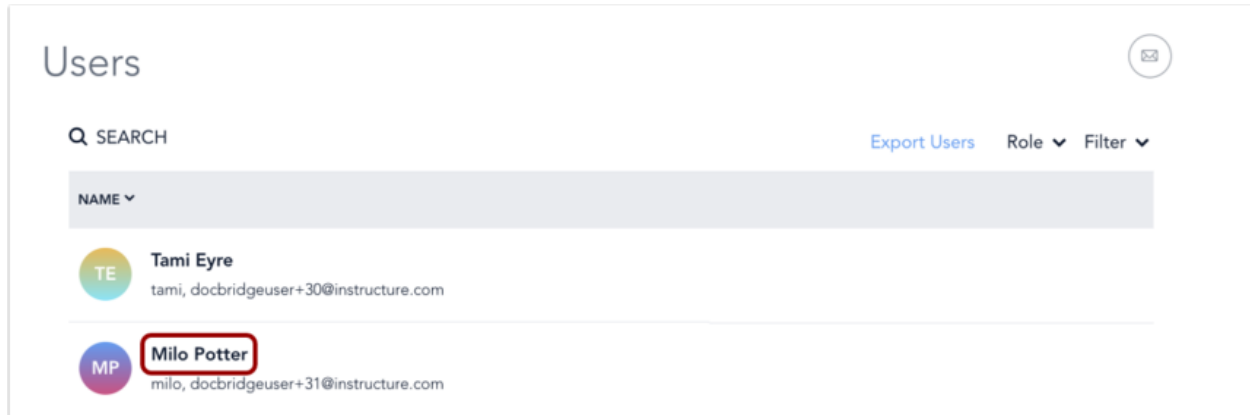
Click on the **ADMIN** option in the Global Navigation menu. Then click on **Manage Users**.

Note: The Global Navigation menu may differ depending on what is enabled in your account.

Open User

Click the name of the user.

View User Details

Milo Potter

1 NEEDS YOUR ATTENTION

Leadership Workshop
2 Sessions / Beginning January 12, 2019 / In-Person Only / Step 2 in Management Training

Discover your leadership style

2 REQUIRED

Learning Excel 2018
Due 355 days ago / Takes about a few seconds

In this course, you will learn the basic operations and formulas in Excel 2018.

3 ADDED BY YOU

Teamwork: Being an Effective Team
What makes an effective team? How does one team succeed where others have failed? In this course, you'll learn how team dynamics affect the way we interact with each other, and ways leaders and team members can make the most of...

4 COMPLETED

Company Resources
Please visit https://www.instructure.com to learn more about our company products and resources.

On the User Details page, you can view the courses, live trainings, surveys, and programs in which the user is enrolled. You can view time-sensitive items like live trainings and surveys [1], required courses, live trainings, surveys, and programs [2], optional courses, live trainings, surveys, and programs [3], and completed courses, live trainings, surveys, and programs [4].

View Course

To view a user's course, click the name of the course.

Manage Learner

To send a message to the user, click the **Message** icon.