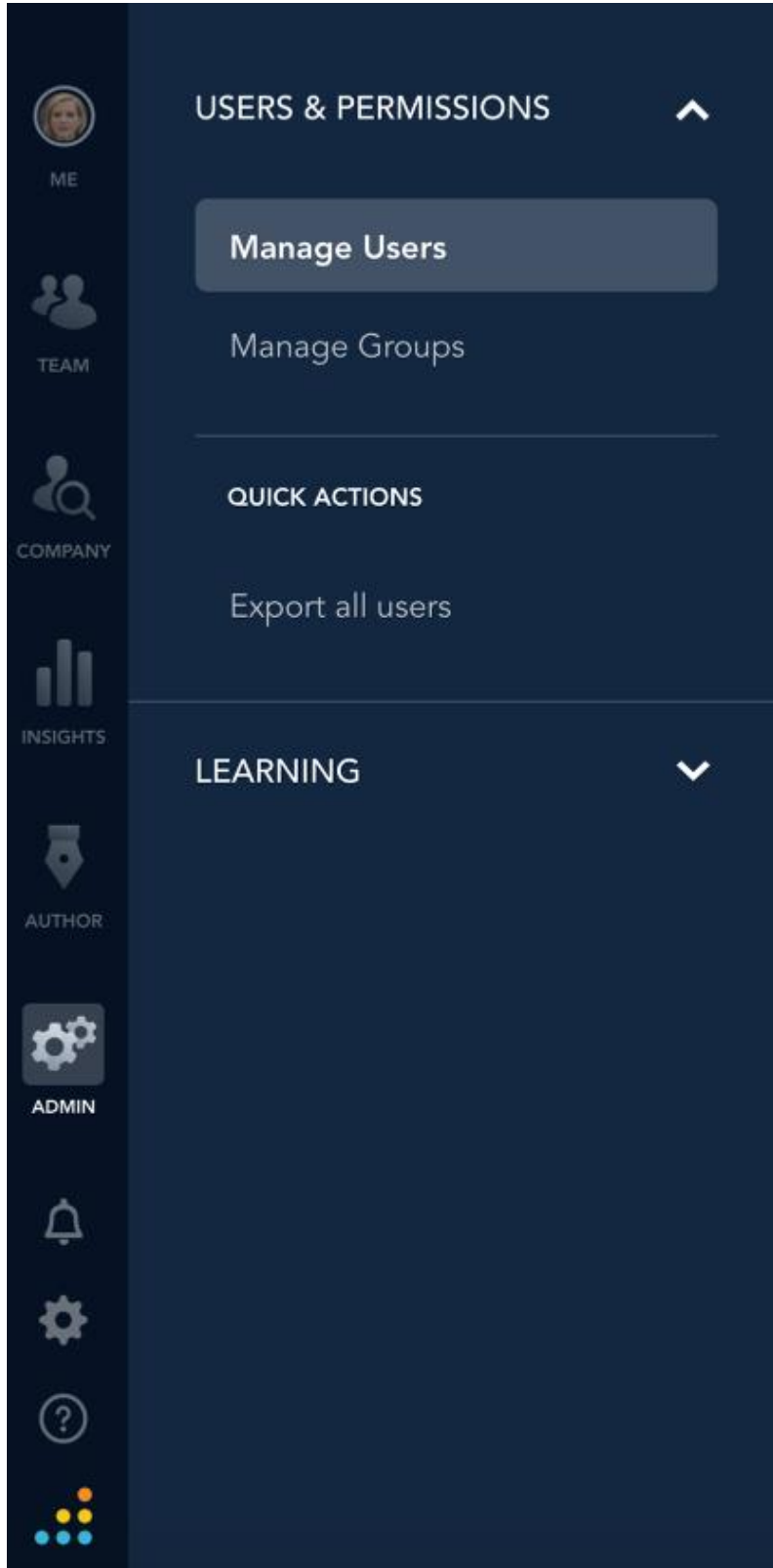


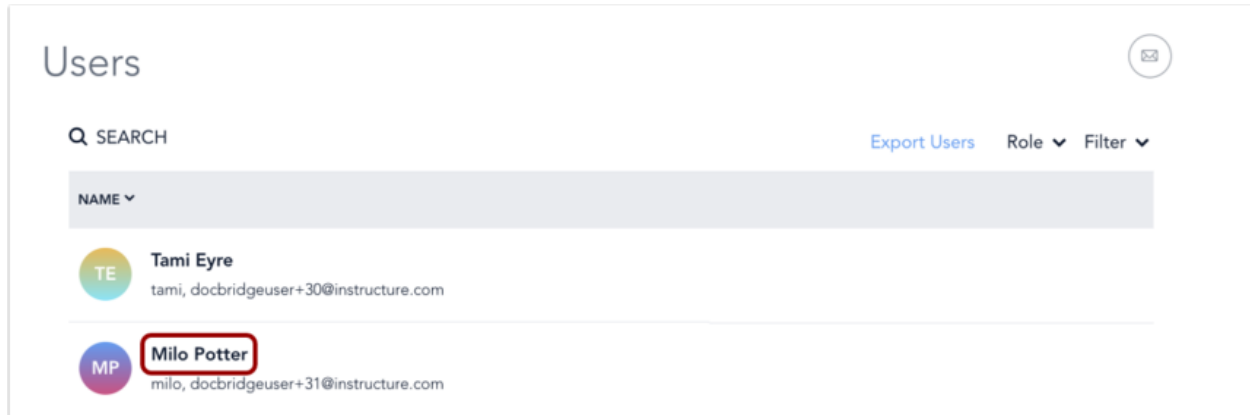
How do I view details about a user as a manager?



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



The screenshot shows a 'Users' management page. At the top left is the title 'Users' and a search icon with the text 'SEARCH'. To the right are links for 'Export Users', 'Role' with a dropdown arrow, and 'Filter' with a dropdown arrow. Below the search bar is a 'NAME' dropdown menu. The user list contains two entries: 'Tami Eyre' with a green circular avatar containing 'TE' and email 'tami, docbridgeuser+30@instructure.com'; and 'Milo Potter' with a purple circular avatar containing 'MP' and email 'milo, docbridgeuser+31@instructure.com'. The name 'Milo Potter' is enclosed in a red rectangular box.

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 their interactions.



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

REQUIRED



 **Management Training**

Next step [Conflict Management Style](#) / Takes about 1 minute

In this program, you'll sharpen your leadership skills and receive additional human resources training.

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

Manage Learner

 **Milo Potter** 

To [send a message](#) to the user, click the **Message** icon.