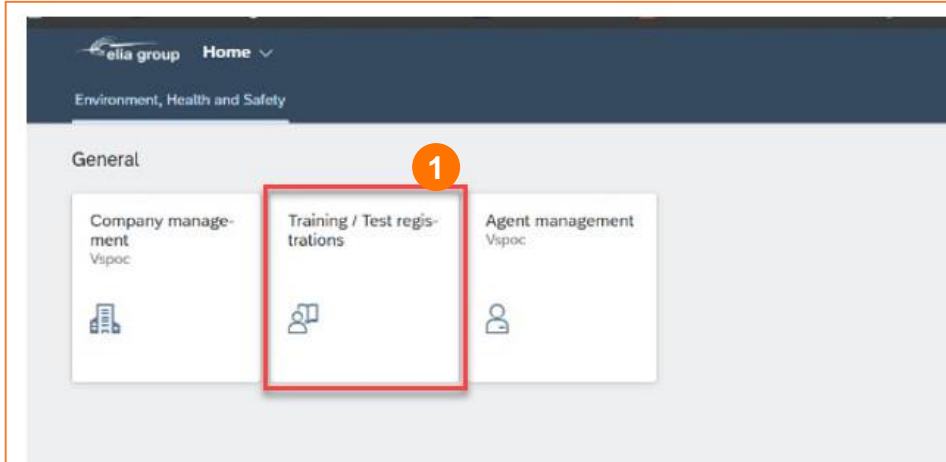


## View learning history

This guide explains how to view your learning and test history as a V-SPOC or view that of an agent.

### Step 1


- 1 From your V-SPOC cockpit, click on the middle tile to go to the training environment.

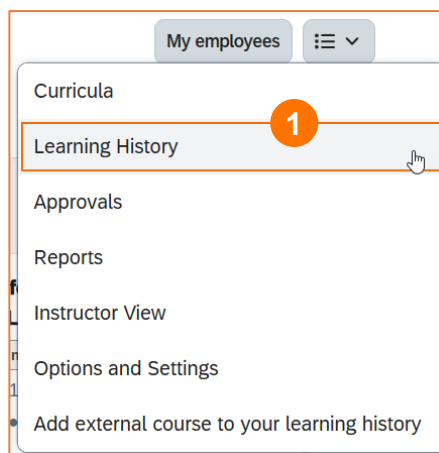


The process differs depending on whether you want to access your learning history as a V-SPOC (Option 1) or access that of an agent (Option 2).

### OPTION 1: View your learning history as a V-SPOC

#### Step 2

- 1 The training environment opens. In the top right corner, click on  and select **Learning History**.

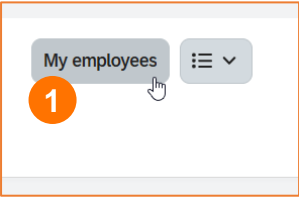




OPTION 2: View an agent's training history

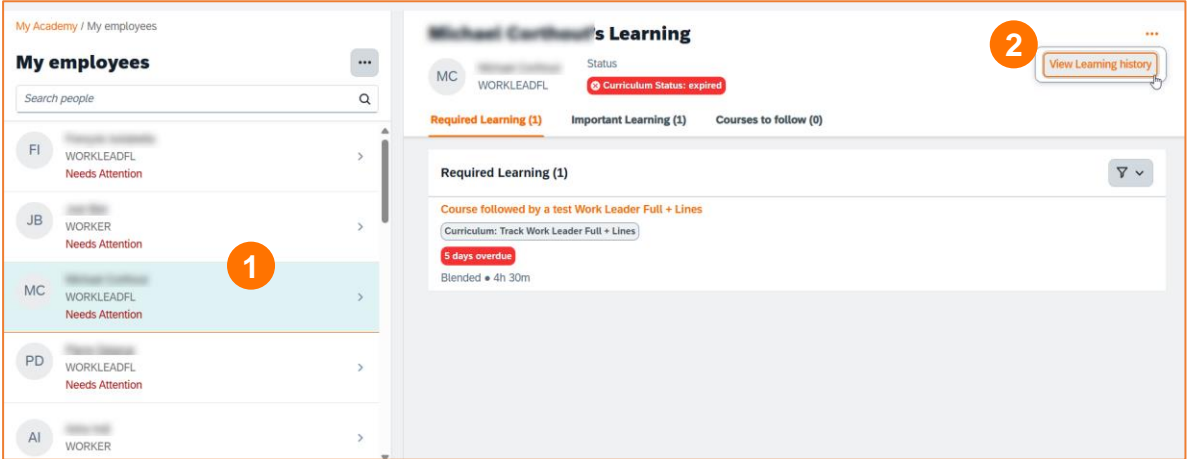
Step 2

- 1 The training environment opens. In the top right corner, click on **My employees**.



Step 3

- 1 Select the desired agent from the left pane.
- 2 Then, in the top right corner, click on ... and on **View Learning history**.



Step 4

- 1 In both cases, i.e. for you (Option 1) or for an agent (Option 2), the learning history opens. Here you will find an overview of past learning and tests along with their completion date.

