mindtools

THE LEARNER DASHBOARD
A GUIDE FOR LEARNERS

Why use the learner dashboard?

Your learner dashboard is more than just a record of activity. It's your personal tool for tracking growth, identifying learning patterns and staying on top of your development goals.

Here's how it can help you:

- **Stay accountable** by seeing exactly how much time you've spent learning and what content you've engaged with.
- **Spot knowledge gaps** by reviewing which categories or resource types you've explored – and which ones you haven't.
- **Revisit valuable content** quickly via your learning history so you can refresh your memory before meetings, projects or training events.
- **Track progress over time** to make sure you're consistently building the skills that matter most to your role.

Whether you're working on a specific learning path, or are simply curious about your learning habits, this dashboard provides the insights you need to keep moving forward.

How to access your learner dashboard

1. Click on the 'Me' icon in the top-right corner of your screen.
2. From the drop-down menu, select 'My Learning'.
3. You'll be taken straight to your personal dashboard, which includes two tabs:
   - Activity Insights
   - Learning History

Activity Insights: see your progress at a glance

The Activity Insights tab gives you a visual summary of your learning activity.

You'll see a bar chart showing how many resources you've accessed, along with your total learning time. By default, this displays data from the past month.

Customizing your view

Use the date filter button in the top-right corner to select your preferred date range:

- Today
- This Week/Last Week
- This Month/Last Month
- This Year/Last Year

Or select a custom date range from the calendar.

Pro tip! The chart updates automatically when you change the date range.

Interactive elements

Hover over each bar to see a popup showing the exact time spent on resources for that specific day, week or month – depending on the selected date range.

Dive deeper: additional dashboards

Top five categories

See which content categories you've engaged with most during your selected date range.

- Each section of the chart shows both the **learning time** and the **number of resources** accessed for that category.
- Hover over a section to reveal the **total learning time** for that category.

Top resource types

Discover which types of content (e.g. videos, articles, audio interviews) you've used the most.

- This dashboard highlights the **most popular** resource formats based on your activity.
- Hover over a section to see the **total number of resources** viewed of that particular type.

Playlists and Skill Bites

Below the additional dashboards, you'll find sections for the Playlists and Skill Bites you've explored so far. Each has two handy tabs – 'In Progress' and 'Completed' – making it easy to track your learning journey at a glance.

Please note: to make sure your progress is accurately reflected on your dashboard, be sure to mark each individual resource in a playlist as 'viewed'.

Learning History: your personal activity log

Switch to the Learning History tab to view a detailed table of everything you've explored. Each entry includes:

- the resource **name**
- the content **type**
- the **date** it was last viewed
- the total **learning time**

Note: the learning time is an estimate based on the expected consumption time from the Content Hub. It does **not** track how long you actually spent on the page.

Use your learner dashboard to stay in control of your development journey. Keep learning, keep growing – and remember to come back often to check your progress.