

# Viva Learning Manager and Learner

Here are a few examples of Viva Learning scenarios that managers and learners find most helpful.

Jocelyn manages a marketing team at Contoso Brands. Rafael is a marketing analyst on Jocelyn's team.

## Manager

### Team onboarding

A new employee is joining Jocelyn's team, so she **adds a Viva Learning tab** called "Onboarding" to her team's Microsoft Teams channel. She adds relevant courses to the tab so Jocelyn's team members will be able to see these courses when they navigate to the tab.



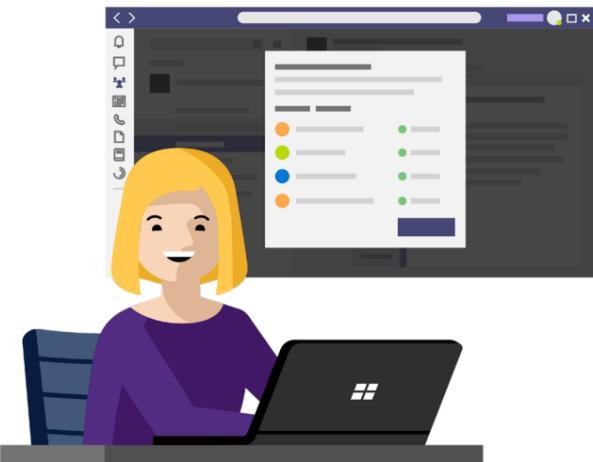
### Recommend courses

The VP shares the importance of web presence for their company's brands. Afterwards, Jocelyn **searches** Viva Learning for "SEO optimization". She finds two courses and **recommends** them to her team members.



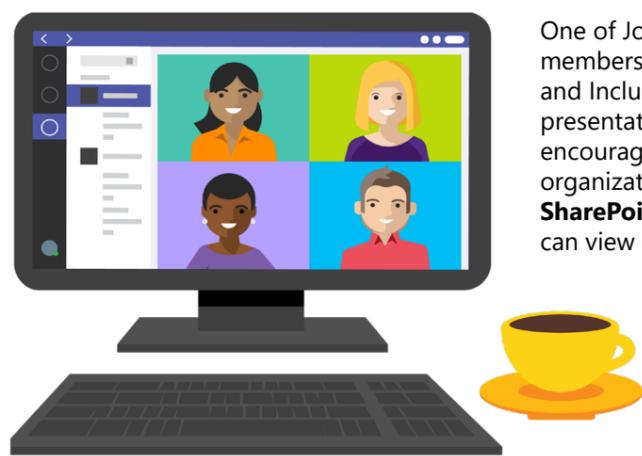
### Track team learning

A few weeks later, Jocelyn **checks the status** of the two recommended courses and sees several team members have completed both courses. Awesome! Jocelyn pings them to give praise.



### Custom learning content

One of Jocelyn's team members just gave a Diverse and Inclusive Marketing presentation. Jocelyn encourages her to add it to the organization's **Viva Learning SharePoint folder** so others can view it as learning content.



## Learner

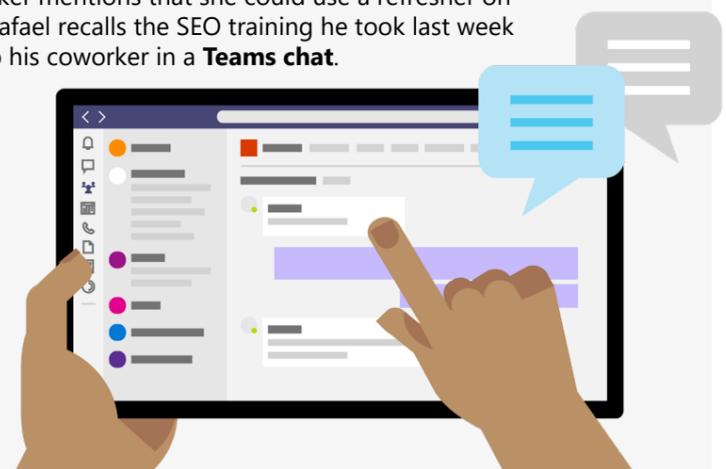
### Get notified

Rafael gets a **Teams notification** that his manager **recommended** a course to him. The notification takes Rafael right to the SEO optimization course, which he starts watching in the Teams app.



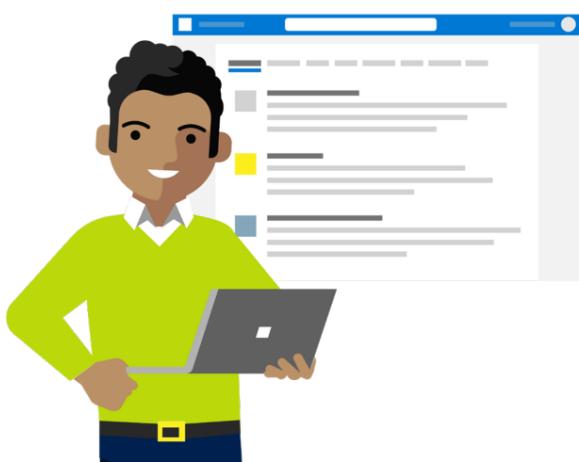
### Social learning

Rafael's coworker mentions that she could use a refresher on SEO queries. Rafael recalls the SEO training he took last week and sends it to his coworker in a **Teams chat**.



### Learn throughout Microsoft 365

Rafael **searches "pitch deck" on Office.com** to find a deck from an upcoming event. A few LinkedIn Learning courses on sales pitch strategies show up alongside the deck. Rafael downloads the deck and **bookmarks** the courses in Viva Learning for later.



### Stay organized

Rafael navigates to the **My Learning** view in Viva Learning. He sees that he has a **learning assignment** from his organization due tomorrow. Rafael clicks into the course and gets started.

