

Learning Reports

Overview

Managers have visibility into learning enrollment and completion records of their direct and indirect reports. This job aid provides an overview of the information available which useful in tracking employee learning and ensuring your employees complete their required training.

Who Does This: Managers

Things to Know:

- The following reports are available for managers to track their teams' learning:
 - [My Team's Learning Transcript](#) – Learning enrollments and status for all direct reports.
 - [Learning Completion and Required Learning Report](#) – Learning enrollments and status for direct and indirect reports. Optional prompts allow you to narrow the results based on Requires Enrollment, Completion Status, Course Topic, and Location.
 - [Worker Profile Career Profile Group – Learning Tab](#) – Learning enrollments and status for an individual employee. Visible to an employee and his/her management chain.
 - [Instructor-Led Learning Enrollments](#) – Learning enrollments in instructor-led courses for direct and indirect reports. This includes past and scheduled classroom training.

My Team's Learning Transcript



My Team's
Learning
Transcript

Step 1

Choose the **My Team's Learning Transcript** worklet.

← My Team's Learning Transcript

Learner	Course Type	Course Title	Course Cost	Registration Status	Learner's Registration Date	Completer Date
Elena Employee	Digital Course	Accountability At Work	0.00	Enrolled	11/15/2018 05:50:28 PM	
Walter Worker	Digital Course	Accountability At Work	0.00	Enrolled	11/15/2018 05:50:28 PM	

Step 2

Review the learning information for your direct reports.

Step 3

Scroll to the right to review and remaining columns.

← My Team's Learning Transcript

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Refresh
Show Chart
Tap
Download to Excel 5
View More ...

Learner	Course Type	Course Title	Course Cost	Registration Stat	Date
Elena Employee	Digital Course	Accountability At Work	0.00	Enrolled	11/05
Walter Worker	Digital Course	Accountability At Work	0.00	Enrolled	11/05

Step 4
To export the report to Excel, select the **settings icon** .

Step 5
Select **Download to Excel** and an Excel report will open automatically.

Learning Completion and Required Learning Report

learn compl I 1

Learning Completion and Required Learning - Report 2

Step 1
Search for Learning Completion and Required Learning or a portion of the report title.

Step 2
Select the **Learning Completion and Required Learning** report.

Learning Completion and Required Learning

Required Learning Enrollment 3

Completion Status 4

Course Topic 5

Worker's Location 6

7

OK Cancel

Use the filters if you would like to narrow the results on learning enrollments for your direct and indirect reports. **If you do not use the filters, all learning data for your team will run.**

Step 3
Check the **Required Learning Enrollment** box if you only want to review required learning records.

Step 4
Use the list icon to select the **Completion Statuses** that you want to review (Completed, In Progress, and/or Not Started.)

Step 5
Use the list icon to narrow your results to specific **Course Topic(s)** if desired.

Step 6
Search to narrow results to specific **Location(s)** if desired.

Step 7
Click **OK**.

← Learning Completion and Required Learning Actions

Required Learning Enrollment No

14 Items

Worker	Worker's Manager	Required Learning Enrollment	Course Title	Course Number	Topic	Course Type
Juan Worker	Larry Lead				Environmental, Health and Safety	Digital Cou
Juan Worker	Larry Lead			FAPPS-010.1	Finance & Accounting Information Technology	Digital Cou
Loretta Learner	Larry Lead			875	Environmental, Health and Safety	Digital Cou
Loretta Learner	Larry Lead			236	Environmental, Health and Safety	Digital Cou
Loretta Learner	Larry Lead	Yes		818	Environmental, Health and Safety	Digital Cou


Filter Condition: contains
Value: []
Filter

Review the resulting learning data for your direct and indirect reports.

If you want to filter results:

- A) Click on a column header
- B) Enter a search value
- C) Select Filter

If you want to export the results to Excel:

- D) Click the Excel icon .

Worker Profile

loreeta learn

Loretta Learner
Production Operator II

Learning 2

Not Started 2 Items

Name	Content Type	Registration St
Back Safety: Keep Your Back In Action - Limited Seats	Digital Course	Enrolled
Crane Safety for General Industry - Limited Seats	Digital Course	Enrolled

In Progress 1 Item

Name	Content Type	Registration St
Practical Project Management	Digital Course	Enrolled

Learning History 1 Item

Name	Content Type	Registration Status	Date En
Technical Ceramics Process Infographic	Lesson		12/07/2019

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Step 1

From your employee's worker profile, select the **Career** profile group.

Step 2

Review the information on the **Learning** tab including learning that is Not Started, In Progress, and Complete (Learning History).

Instructor-Led Learning Enrollments

instruct learn enr 1

Instructor-Led Learning Enrollments - Report 2

Step 1

Search for Instructor-Led Learning Enrollments or a portion of the report title.

Step 2

Select the **Learning Completion and Required Learning** report.

Instructor-Led Learning Enrollments Actions

157 Items

Worker	Worker's Manager	Worker's Location	Learning Content Title	Registration Status	Start Date	Completion Date	Completion Status	Course Attendance Status	Course Grade	Co	2
Name	Name	Center for Advanced Materials			12/04/2019 09:00 AM	04/17/2020 12:00:00 PM	Not Started	Not Entered			
Name	Name	Center for Advanced Materials			12/02/2019 09:00 AM	04/17/2020 12:00:00 PM	Completed	Attendance			
Name	Name	Grand Junction Plant			02/04/2019 07:30 AM	04/17/2020 12:00:00 PM	In Progress	Not Entered			
Name	Name	Hillbourn Plant	Learning for Managers Webinar	Enrolled	02/05/2019 01:00 PM	04/17/2020 12:00:00 PM	Not Started	Not Entered			


Filter Condition: contains
Value: []
Filter

Review the resulting instructor-led learning enrollments for your direct and indirect reports.

If you want to filter results:

- A) Click on a column header
- B) Enter a search value
- C) Select Filter

If you want to export the results to Excel:

- D) Click the Excel icon .