

Learning Reports

Overview

Learning Coordinators have visibility into learning enrollment and completion records of learners at their assigned location(s). This job aid provides an overview of the reports you will use to track employee learning and ensure completion their required training related to your assigned function(s).

Who Does This: Learning Coordinator

Things to Know:

- The following reports are available for Learning Coordinators to track learning:

Report	Description	When to Use
Incomplete Required Learning	Required Learning Enrollments with Completion Status: Not Started or In Progress.	Run routinely to monitor timely completion of required training owned by your functional area. Follow up with managers and/or employees on aging enrollments.
All Learning Records	Learning Enrollments with Registration Status, Content Completion Status, and Lesson Detail.	Run when you need to view completed content, audit dropped enrollments, view enrollments pending approval, or view details on In Progress enrollments.
Worker Profile Career Profile Group – Learning Tab	Learning Enrollments for an individual employee / contingent worker organized by Completion Status.	Run when you need to an individual learner’s full Learning Transcript.
Instructor-Led Learning Enrollments	Learning Enrollments for Blended Course Offerings (Classroom / Webinar)	Run to pull a roster for scheduled training or review who has previously completed a classroom / webinar training.

- Learning Coordinators are responsible to oversee completion of required training enrollments for function(s) and location(s) assigned to them.

Incomplete Required Learning



Learning Coordinator

Step 1

Choose the **Learning Coordinator** worklet.

Reports

Incomplete Required Learning

All Learning Records

Step 2

Under the Reports menu, select **Incomplete Required Learning**.

Incomplete Required Learning Actions

219 Items

Location	Worker	Worker's Manager	Cost Center/Department
📍 Oak Ridge Plant			
📍 Oak Ridge Plant			
📍 Oak Ridge Plant			
📍 Oak Ridge Plant			
📍 Oak Ridge Plant			
📍 Oak Ridge Plant			

Sort Ascending
Sort Descending

Filter Condition

1 Result

6500 Plant Admin

Search

Filter

Step 3


Select the column headers to filter by Location, Worker, Worker's Manager, or Cost Center/Department, as needed.

Incomplete Required Learning

219 Items

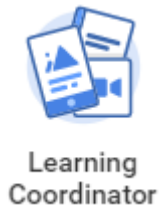
Location	Worker	Days Since Enrolled	Topic
📍 Oak Ridge Plant		4	Quality
📍 Oak Ridge Plant		4	Quality
		66	Legal & Compliance

Step 4

To export the report to Excel, select the **Excel icon** .

Note: To filter by Learning Content Title, Completion Status, Days Since Enrolled, or Topic, you must first export to Excel.

All Learning Records



Step 1

Choose the **Learning Coordinator** worklet.

 Reports

Incomplete Required Learning

All Learning Records

Step 2

Under the Reports menu, select **All Learning Records**.

All Learning Records

Instructions Formerly called "Learning Completion and Required Learning". Returns all Learning in progress and completed courses.

Completion Status

Course Topic

Worker's Location

Required Learning Enrollment

Starting Completion Date

Ending Completion Date

Starting Learner's Registration Date

Ending Learner's Registration Date

3

OK

Cancel

4

Step 3

Use the prompts to narrow results (Recommended).

Note: If you leave prompts blank, all learning data for your location(s) will run.

Step 4

Select **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 Typ
Juan Worker	Larry Lead		875	Environmental, Health and Safety	Digital Cou	
Juan Worker	Larry Lead		T-APPS-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	

A) Click on a column header
B) Enter a search value
C) Select Filter
D) Click the Excel icon

Review the resulting learning data for your location(s).

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

orelta learn

Loretta Learner
Production Operator II

Learning Career Interests Job Interests More

Not Started 2 Items

Name	Content Type	Registration Stz
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 Stz
Practical Project Management	Digital Course	Enrolled

Learning History 1 Item

Name	Content Type	Registration Status	Date Enr
Technical Ceramics Process Infographic	Lesson		12/07/20

1

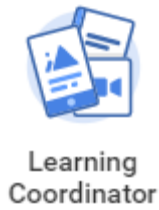
Step 1

From 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 Enrollments



Step 1

Choose the **Learning Coordinator** worklet.



Incomplete Required Learning

All Learning Records

Instructor-Led Learning Enrollments

Step 2

Under the Reports menu, select **Instructor-Led Enrollments**.

Instructor-Led Learning Enrollments Actions

Worker	Worker's Manager	Worker's Location	Learning Content	Registration Status	Start Date	Completion Date	Completion Status	Course Attendance Status	Course Grade	Course Score	Trainer
		9th Street Plant	Intro to Lean for Operators - Limited Seats	Not Approved	12/04/2018 08:00 AM GMT-07:00 Mountain Time (Denver)		Not Started	Not Entered		0	
		9th Street Plant	Intro to Lean for Operators - Limited Seats	Enrolled	12/04/2018 08:00 AM GMT-07:00 Mountain Time (Denver)	12/06/2018 12:00:00 PM	Completed	Attended		0	

Step 3


Select the column headers to filter by Worker, Worker's Manager, Course, Attendance Status, Grade, etc.

Instructor-Led Learning Enrollments Actions

201 items

Worker	Worker's Manager	Worker's Location	Learning Content
		9th Street Plant	Intro to Lean for Limited Seats

Step 4

To export the report to Excel, select the **Excel icon** .