User Job Aid: Run a Curriculum Status Report

(Revision date: July 24, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running a Curriculum Status Report from My Learning.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Run a Curriculum Status Report
Task A. Access My Learning

1. Select the **Home** drop-down menu.
2. Select the **Learning** option.
Task B. Run a Curriculum Status Report

1. Select **Reports** under the **Links** widget.

2. There will be a list of reports from which you can choose. Select the **Expand** icon for Curriculum Status. Choose the version of the report you would like to run.
3. (Optional) Modify the **Report Title**.
4. (Optional) Enter a **Report Header**.
5. (Optional) Enter a **Report Footer**.
6. Select a **Report Destination** from the drop-down list.
7. Select a **Report Format** from the drop-down list.
8. (Optional) Select your choice for the **Mask User ID** and **Page Break Between Records** options.
9. (Optional) Select your choice for **Status** and whether-or-not to include **Subcurricula**.
10. Select **Run Report**.