User Job Aid: Run Reports

(Revision date: September 21, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running reports.

In this job aid, you will learn how to:

- Task A. Print Your Learning History Report
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1. Select the **Home** drop-down menu.
2. Select the **Learning** option.
3. Select **Reports** under the Links widget.
4. There will be a list of reports you can choose. Select the **Expand** icon for Learning History. Choose the version of the report you would like to run.

**NOTE:** Select *Learning History (CSV)*, and it will generate your report in an Excel format.
5. This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self, Direct Reports, All Direct Reports**, or **All**. You can also choose to Include Alternate Subordinates.


7. In some organizations, user IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.

8. Select the **Calendar Icon** to enter date ranges for reports.

9. You can select the **Report Type** as Summary or Detail.

10. You can choose to include **Item Events, External Events, Program Events**, or **All** in your report.

11. You can choose to **Print Comments** in your report.

12. Once you have entered your report criteria, select **Run Report**.