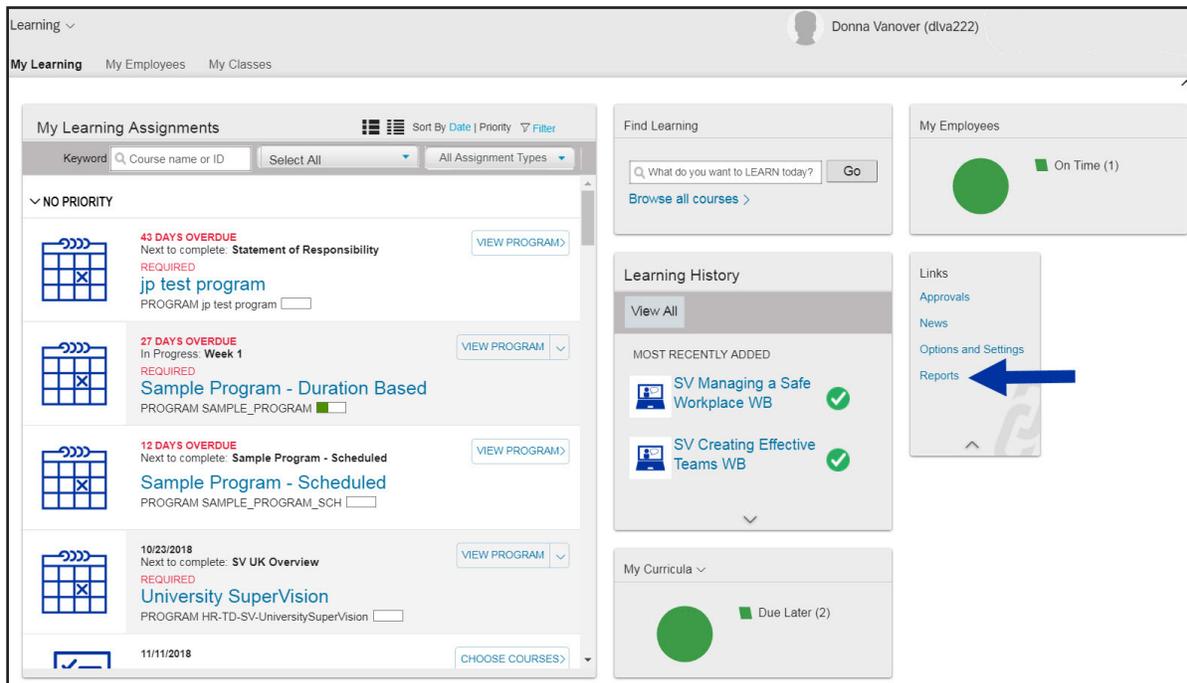


# myUK Learning

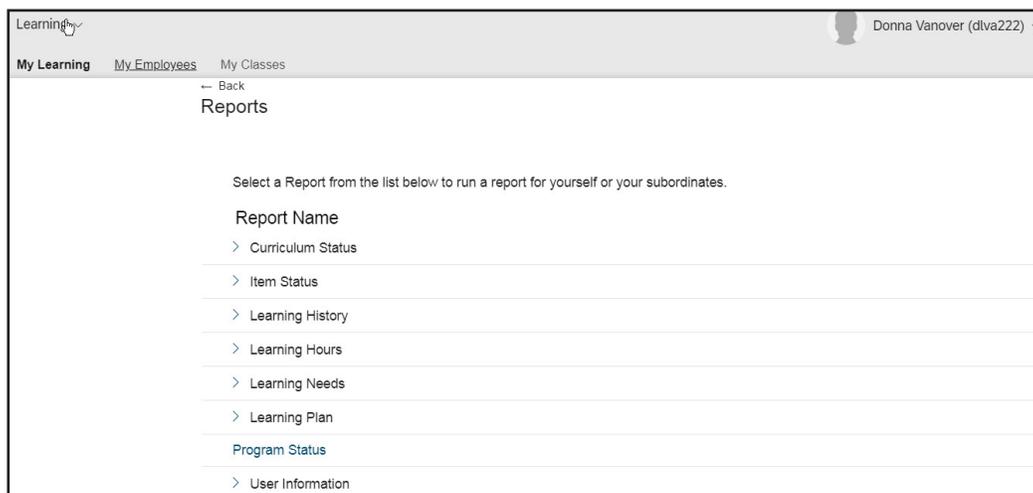
## View and Print Reports for Subordinates

As a supervisor, you will be able to view and print training reports for your subordinates.

1. From the myUK Learning home page, click on "Reports" in the **Links** tile.



2. The Reports selection page appears with various reporting options listed.



3. Click on the blue arrow by the Report Name to display more options.

## Reports

Select a Report from the list below to run a report for yourself or your subordinates.

### Report Name

- ▼ Curriculum Status
  - User Curriculum Status (CSV)
  - User Curriculum Status Group By All Details
  - User Curriculum Status Group By Curriculum Details
  - User Curriculum Status Group By Item Details
  - User Curriculum Status Group By User Requirement Details
- > Item Status
- ▼ Learning History
  - Learning History
  - Learning History (CSV)

4. Once you select a report, you have the option to customize various fields. For this example, we will select the "Learning History" option. You can customize various fields within the report.
  - a. User: Select Direct Subordinates, All Subordinates, or All ("All" will include your information as well as subordinates' information).
  - b. Report Header: Type in a specific header, or leave blank
  - c. Report Footer: Type in a specific footer, or leave blank
  - d. Choose the Report Destination:
    - i. Browser
    - ii. Local File
  - e. Choose the Report Format:
    - i. HTML
    - ii. PDF
  - f. Select the Completed Date From (or leave blank for all)
  - g. Select the Completed Date To (or leave blank for all)
  - h. Select the Report Type:
    - i. Summary
    - ii. Detail

5. Click "Run Report"

Learning ▾ Donna Vanover (dlva222) ▾

My Learning My Employees My Classes

← Back Reports ?

Run Learning History

User:  Self  Direct Subordinates  All Subordinates  All  
 Include Alternate Subordinates

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

Mask User IDs  
 Page Break Between Records

Completed Date From:   
(MM/DD/YYYY)

Completed Date To:   
(MM/DD/YYYY)

Report Type:  Summary  Detail

Include:  Item Events  External Events  Program Events  All

Print Comments:  Yes  No

Sort By:  Completion Date  Entity ID

6. The following message will appear while the report is generating.

---

Reports

Please wait...

Report Title **Learning History**

Status **Waiting in Queue**

Your report is in the queue and will start automatically as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)

7. Once processed, the following **Summary Learning History** report will appear.

University of Kentucky Learning History						
User						
User ID :	*****	Name :	Learner17, Test			
Item Events						
Entity ID	Entity Title	Scheduled Offering ID	Completion Date	Grade	Status	
CLASSROOM HR-TD-PD-PEW (Rev 1 - 4/6/2018 05:43 PM US/Eastern)	Principles of Effective Writing test	33005	5/1/2018 12:30 PM US/Eastern		Passed	
CLASSROOM HR-TD-SV-SV1 (Rev 1 - 4/3/2018 12:27 PM US/Eastern)	SV HR Policies and Procedures	4001	4/9/2018 11:30 AM US/Eastern		Passed	

If we had selected "Report Type - Detail," we would have received the following report:

University of Kentucky Learning History						
User						
User ID :	*****	Name :	Learner17, Test			
Item Events						
Entity ID	Entity Title	Scheduled Offering ID	Completion Date	Grade	Status	
CLASSROOM HR-TD-PD-PEW (Rev 1 - 4/6/2018 05:43 PM US/Eastern)	Principles of Effective Writing test	33005	5/1/2018 12:30 PM US/Eastern		Passed	
Details						
Total Hours :	3.50	Instructor :	Vanover, Donna			
Credit Hours :	0.00	Tuition :	\$0.00 (USD)			
Contact Hours :	0.00	Last Update User :				
CPE :	0.00	Last Update Time :	5/1/2018 03:11 PM US/Eastern			
Esig Meaning Code :						
Item Events						
Entity ID	Entity Title	Scheduled Offering ID	Completion Date	Grade	Status	
CLASSROOM HR-TD-SV-SV1 (Rev 1 - 4/3/2018 12:27 PM US/Eastern)	SV HR Policies and Procedures	4001	4/9/2018 11:30 AM US/Eastern		Passed	
Details						
Total Hours :	3.00	Instructor :	Vanover, Donna			
Credit Hours :	0.00	Tuition :	0.00			
Contact Hours :	0.00	Last Update User :				
CPE :	0.00	Last Update Time :	4/9/2018 03:34 PM US/Eastern			
Esig Meaning Code :						