

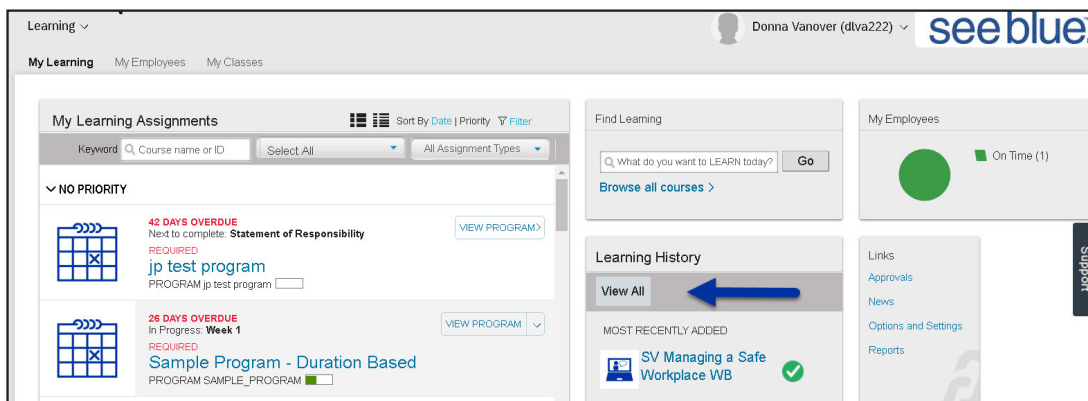
myUK Learning

Locate and Print Learning History

Users can view their completed items through the **Learning History** tile or the **Links**

tile. **Learning History Tile**

1. Log in to myUK Learning using your linkblue ID and Password.
2. From the myUK Learning home page, you will see the **Learning History** tile, which displays your most recently completed Items.
3. Click the "View All" button to see more.



4. The default view will list all completions with the following information:

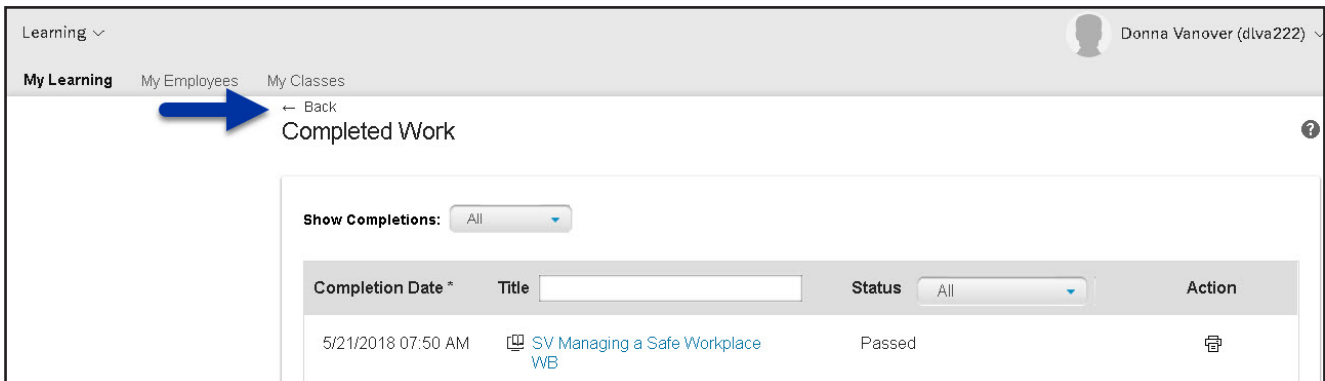
- a. Completion date and time
- b. Type and name of item completed
- c. Status
- d. Action: Option to print a completion certificate

Note: Click on any of the column headers to sort the display in date order, alpha order, title and item type, and status.

The screenshot shows the 'Completed Work' page with a table of learning completions. A blue arrow points to the 'Completion Date' column header. The table has columns for Completion Date, Title, Status, and Action. The data rows are as follows:

Completion Date *	Title	Status	Action
5/21/2018 07:50 AM	SV Managing a Safe Workplace WB	Passed	
5/15/2018 09:12 AM	SV Creating Effective Teams WB	Passed	
5/15/2018 08:34 AM	SV Test	Passed	

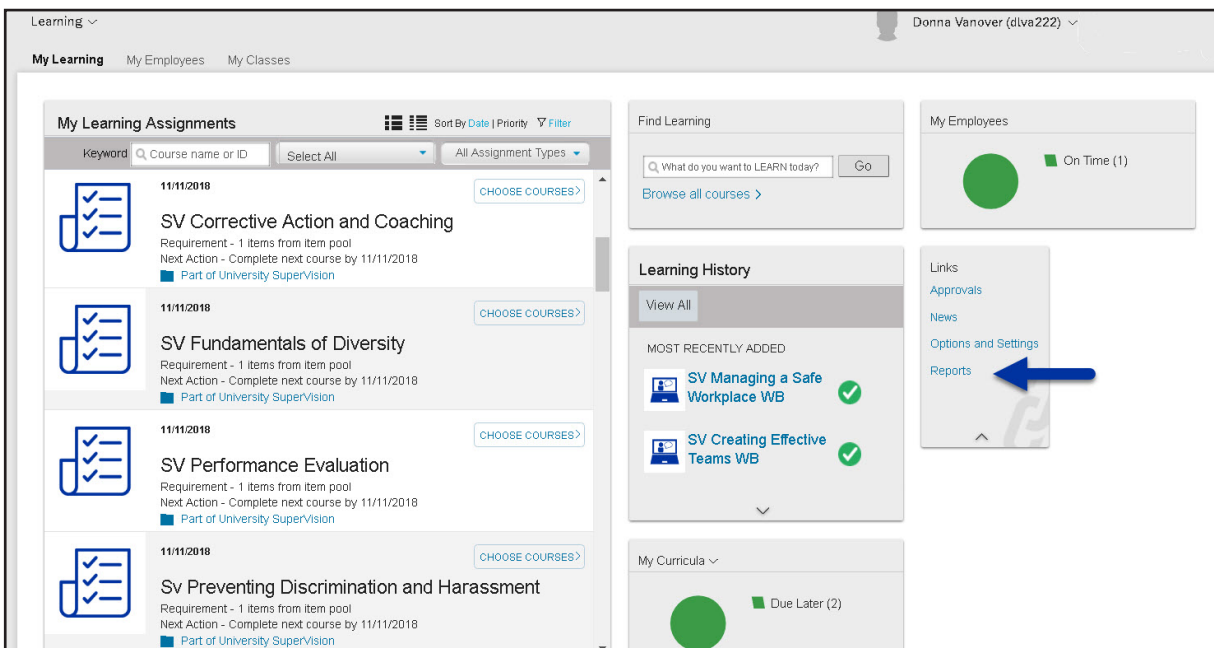
5. There are numerous ways to view your completions from the **Completed Work** screen.
 - a. Show completions
 - i. All
 - ii. After – Click the calendar date picker, select a date and click Find
 - iii. Before – Click the calendar date picker, select a date and click Find
 - iv. Between – Click the calendar date picker to select a start and end date, then click Find
 - b. Title – Enter the item title in the search box and press enter
 - c. Status
6. To print from this view, use your browser print options.
7. Click back to return to the myUK Learning home page.



You can also view and print your learning history using the **Reports** option found within the **Links** tile on the myUK Learning home page.

Links Tile

1. Click "Reports" in the **Links** tile.



- From the **Reports** screen, select the arrow to the left of "Learning History" to display selection options.
- Select from one of the two options available:

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

Run Learning History (CSV)

User: Self Direct Subordinates All Subordinates All
 Include Alternate Subordinates

Report Destination:

Report Format:

CSV Report Delimiter:

Mask User IDs

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

- Learning History: This option allows you to customize results and print your learning history.
- Learning History (CSV): This option allows you to customize the report and download the results to your computer.

- Select "Run Report." The following message will appear:

Please wait...

Report Title **Learning History**

Status **Generating**

Your report is being generated now, and will be delivered to your browser when it has completed as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)

- After it generates, the Learning History report is ready to print.