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.

Learning V		Donna Vanc	over (dlva222)
My Learning My Employees My Classes			^
My Learning Assignments	By Date Priority 7 Filter	Find Learning	My Employees
Keyword Q Course name or ID Select All	All Assignment Types 🔹	Q What do you want to LEARN today? Go	Con Time (1)
43 DAYS OVERDUE		Browse all courses >	
Next to complete: Statement of Responsibility REQUIRED jp test program PROGRAM jp test program	VIEW PROGRAM>	Learning History View All	Links Approvals
27 DAYS OVERDUE In Progress: Week 1 REQUIRED Sample Program - Duration Based PROGRAM SAMPLE_PROGRAM	VIEW PROGRAM	MOST RECENTLY ADDED SV Managing a Safe Workplace WB	Options and Settings Reports
Sample Program - Scheduled Next to complete: Sample Program - Scheduled PROGRAM SAMPLE_PROGRAM_SCH	VIEW PROGRAM>	SV Creating Effective Teams WB	~ 4
10/23/2018 Next to complete: SV UK Overview REQUIRED University SuperVision PROGRAM HR-TD-SV-UniversitySuperVision	VIEW PROGRAM	My Curricula ~	
11/11/2018	CHOOSE COURSES> -		

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

Learnin				Donna Vanover (dlva222) $ \smallsetminus $		
My Learning	My Employees	My Classes				
	•	- Back				
	F	Reports				
		Select a Report from the list below to run a report for yourself or your subordinates.				
		Report Name				
		> Curriculum Status				
		> Item Status				
		> Learning History				
		> Learning Hours				
		> Learning Needs				
		> Learning Plan				
	Program Status					
		> User Information				



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



- 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 \sim					Donna Vanover (dlva222) ~
My Learning	My Employees	My Classes			
		← ^{Back} Report	S		0
		Ru	n Learning History		
			User:	 Selt Direct Subordinates All Subordinates Include Alternate Subordinates 	
			Report Title:	Learning History	
			Report Header:		
			Report Footer:		
			Report Destination:	Browser 🔻	
			Report Format:	HTML V	
				Page Break Between Records	
			Completed Date From: (MM/DD/YYYY)		
			Completed Date To: (MM/DD/YYYY)	ظَ	
			Report Type:	Summary O Detail	1 A A A A A A A A A A A A A A A A A A A
			Include:	Item Events External Events Program Events All	
			Print Comments:	○ Yes ● No	L
			Sort By:	Completion Date Entity ID	
					Reset Run Report

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.

Kentuck University of	Learning History Y					
User User ID :	******		Name :	L	.earner17, Test	
Item Events						
Entity ID CLASSROOM H 05:43 PM US/Ea	R-TD-PD-PEW (Rev 1 - 4/6/2018 stern)	Entity Title Principles of Effective Writing test	Scheduled Offering ID 33005	Completion Date Grade 5/1/2018 12:30 PM US/Eastern		Status Passed
CLASSROOM H 12:27 PM US/Ea	R-TD-SV-SV1 (Rev 1 - 4/3/2018 stern)	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					
lser ser ID :	****		Name		Learner17, Test	
Item Events						
Entity ID CLASSROOM HR-TD-F 05:43 PM US/Eastern)	PD-PEW (Rev 1 - 4/6/2018	Entity Title Principles of Effective Writing test	Scheduled Offering ID 33005	Completion Date 5/1/2018 12:30 PM U	Grade S/Eastern	Status Passed
Details						
Total Hours : Credit Hours : Contact Hours :	3.50 0.00 0.00		h T	nstructor : Fuition : ast Undate User :	Vanover, Donna \$0.00 (USD)	
CPE : Esig Meaning Cod	0.00		L	ast Update Time :	5/1/2018 03:11 PM US/Eastern	
Item Events						
Entity ID CLASSROOM HR-TD-5 12:27 PM US/Eastern)	SV-SV1 (Rev 1 - 4/3/2018	Entity Title SV HR Policies and Procedures	Scheduled Offering ID 4001	Completion Date 4/9/2018 11:30 AM U	Grade S/Eastern	Status Passed
Details						
Total Hours : Credit Hours : Contact Hours : CPE :	3.00 0.00 0.00 0.00		հ 1 Լ	nstructor : Fuition : .ast Update User : .ast Update Time :	Vanover, Donna 0.00 4/9/2018 03:34 PM US/Eastern	

