

## Facilitator: MLearning Certification Completions

This report will offer historical date for faculty and staff completions prior to 2/21/15.

Access the report by following this part:

1. **Admin** Icon
2. **People** Tab
3. **Reports** Link
4. **Search** button

The screenshot shows the MLearning application interface. At the top is a blue header with the MLearning logo and a search bar. Below the header is a navigation menu with tabs for People, Learning, Collaboration, Instructor, Registrar, Assessment, Analytics, and System. The 'People' tab is selected and highlighted with a red circle '2'. On the left side, there is a vertical menu with options like People, Proxy Access, Distribution Lists, Learning, Prescriptive Rules, Reports, Subscriptions, and Message Center. The 'Reports' option is highlighted with a red circle '3'. The main content area is titled 'Reports' and contains a search form with fields for Name, Report Template, and Category. A 'Search' button is highlighted with a red circle '4'. There are also links for 'Configure' and 'Save Search Query'.

The run the report follow this path next to the **Name** of the **Report**:

5. **Action** link
6. **Execute** link

This screenshot shows a closer view of the Reports section. At the top, there is a search form with fields for Name, Report Template, and Category. Below the search form is a table of reports. The table has columns for Name, Report Template, Description, Engine Type, and Actions. The first row in the table is for a report named 'Historical Certification Transcripts for Faculty and Staff (completions prior to 2/21/15)'. The 'Actions' column for this report contains a 'Manage Report' link and an 'Actions' link. The 'Actions' link is highlighted with a red circle '5'. A speech bubble menu is open over the 'Actions' link, showing options for 'Email', 'Execute', and 'Subscribe'. The 'Execute' option is highlighted with a red circle '6'.

Name	Report Template	Description	Engine Type	Actions
Historical Certification Transcripts for Faculty and Staff (completions prior to 2/21/15)	Historical Certification Transcripts for Faculty and Staff (completions prior to 2/21/15)	A list of the most recent completions of any certification that a given faculty or staff has completed. Drill down to historical completions (prior to 02-13-2015) by clicking History for a given individual.	Manage Report	Actions

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You can run this report by Learner (individual), Organization, Manager or by simply generating the report. Once you fill in your search requirements you will select:

7. **Generate Report** button

Report Parameters - Historical Certification Transcripts for Faculty and Staff (2/21/15)

Certification Name:

Mandatories Only:

Learner:

Organization:

Manager:

Employment Status:

Including Sub Orgs\*:

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Once the report is executed you can drill down by clicking the **History** link

Name	UMID	Code and Title	Acquired	Expires	Action
Meissner, Michele	30973209	COMP-C10000 - COMP-C10000 UMHS Compliance for All Staff	04/15/2014	04/30/2015	<a href="#">History</a>
Meissner, Michele	30945209	COMP-C10012 - COMP-C10012 Professional Billing Compliance	06/14/2006	02/20/2015	<a href="#">History</a>

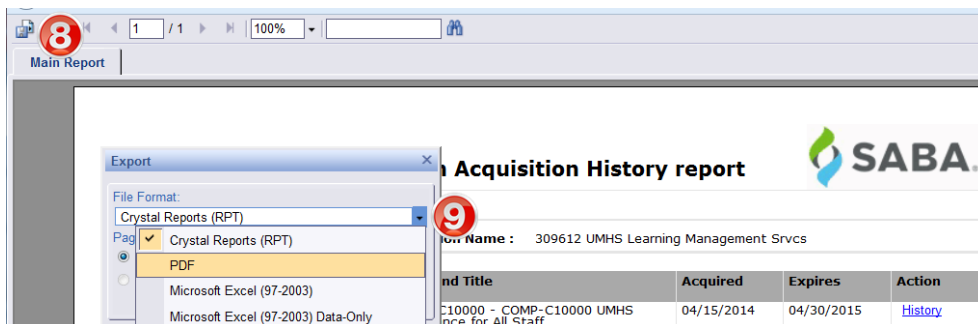
### View of History

Learner Name : Michele Meissner      Uniqname : MMEISSNE      UMID : 30973209      Manager : Barbara Eckstein

Code	Title	Awarded	Expires	Status
<b>Required Certification</b>				
COMP-C10000	COMP-C10000 UMHS Compliance for All Staff	04/15/2014	04/30/2015	Acquired
COMP-C10012	COMP-C10012 Professional Billing Compliance	06/14/2006	02/20/2015	Acquired
COMP-C10050	COMP-C10050 Information Compliance for UMHS ST	04/15/2014	04/30/2015	Acquired

To save the Historical Date as a PDF or Excel Spread Sheet:

8. **Export This Report** Icon
9. Select the format you want to save it as



Additional documentation for Tips and Tricks using Excel is available on our website.