

ULearn Reports for Learning Administrators

As a Learning Administrator in ULearn, you have several options to oversee the training and education activities of employees. Rosters and User transcripts will be viewable as well as several useful standard reports.

Note: UMReports Training History will provide the complete transcript for a learner and can be found at <http://umreports.umn.edu>.

STANDARD REPORTS

The standard reports feature sorts reports into categories by function.

Navigate to **Reports>Standard Reports**.

Learning Administrators will find the most useful reports under **Training**.

The screenshot shows the ULearn Reports interface. At the top is a navigation bar with tabs: Home, Learning, Knowledge, Performance, Succession, **Reports**, Content, Admin, and My Team. Below the navigation bar is a section titled 'Reports' with the instruction: 'Click on a report category to view those reports. You may search for any reports by title or description.' Below this is a row of report categories with icons: Track Employees, ILT, **Training** (highlighted in red), Billing, Performance, Succession, and System. Below the categories is a grid of report titles and descriptions:

Acknowledgement Displays summary information for acknowledgements.	Learning Evaluation Comparison Graphical comparison of the improvement between pre-training and post-training evaluations.
Certification Summary Report Displays summary information for certifications.	Level 1 Evaluation Displays summary information for level 1 evaluations.
Content Provider Summary Displays training title summary per provider.	Training Progress Summary Pie Chart Displays a pie chart summary of users' progress for a specific training item.
Exception Training Displays employees exception training.	LO Equivalency Displays LO Equivalency Information.
Incomplete Divisional Training Displays training not completed with 30,60,90 or 120 days of registration in your division.	Training Unit (Key Code) Track activities on Training Unit Key Code.
Incomplete Training Displays training not completed with 30,60,90 or 120 days of registration.	Transcript Status Displays the status of training items on a user's transcript

Most of the reports found in ULearn can be exported to Excel. Listed below are five reports that can be used to monitor the training your employees are taking.

Transcript Status

A report that shows you the activity on an employee's transcript. This report is set up to be "queued" in ULearn and three reports can be "queued" at a time. This report is run by user or by division (unit) for one course at a time.

ULearn Reports for Learning Administrators (cont.)

Training Progress Summary Pie Chart	Similar to the Transcript Status report, this report shows, in graphical form, the training progress of your employees.
Incomplete Training	This report indicates, by employee, by class, whether a training with a specific due date has been completed or not.
Enterprise Training Report	This report captures training activities by transcript status. It can be run by user or any of the Organizational unit designators.
Top Training Items	This report indicates which courses have the top registration activities occurring. It can be run by transcript status (such as enroll or withdraw) and be sorted by a division or other Organizational unit designator.