

## ULearn Reports for Learners

As a learner, you have several report options to review training activities in ULearn in addition to the transcript feature. The ULearn system provides functionality to review progress against training, set “to do’s” for your team and assign training. The following are standard reports that will be of most use to a learner. These reports capture activities completed since July 1, 2012 and are on a one day delay.

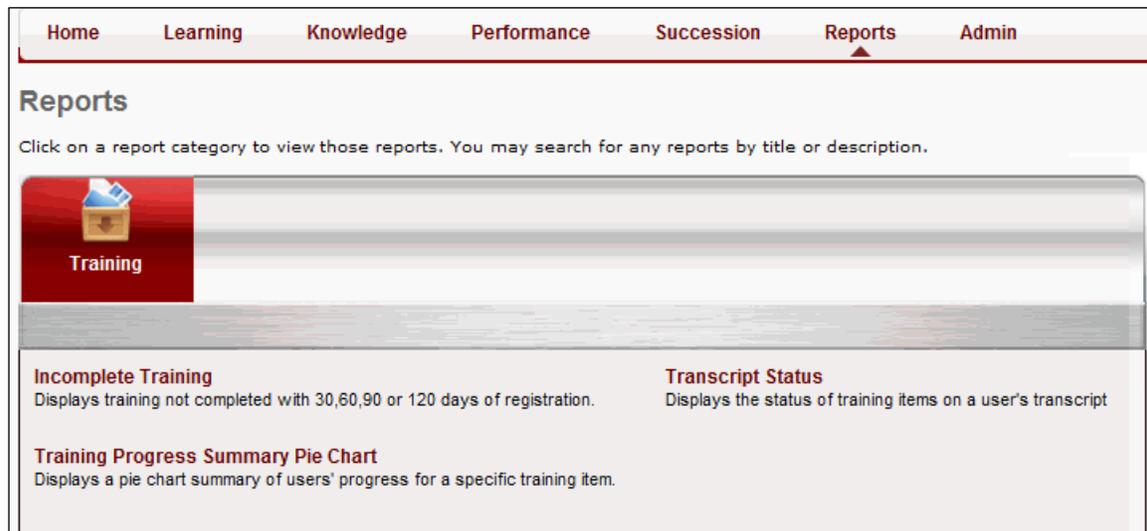
*Note: UMReports Training History will provide the complete transcript for a learner and can be found at <http://umreports.umn.edu>.*

### STANDARD REPORTS

The standard reports feature sorts reports into categories by function.

Navigate to **Reports>Standard Reports**.

Learners will find the most useful reports under **Training**. Most of the reports found in ULearn can be exported to Excel.



- Transcript Status** A report that shows you the activity on the 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 for one course at a time.
- Training Progress Summary Pie Chart** Similar to the Transcript Status report, this report shows, in graphical form, the training progress of an employee.
- Incomplete Training** This report indicates, by employee, by class, whether a training with a specific due date has been completed or not.