

# Running Learner Completion Reports

*This guide covers how to:*

*Run reports to track training activity among all learners at their institution.*

# Accessing Administrative Functions

Login to your admin  
account at  
learn.ue.org



## Login to the Learning Portal

[Forgot password?](#)

# Accessing Administrative Functions

HOME MY COMPLETIONS ADMIN PA

After logging in, click on **Admin Panel**



My Courses



# Accessing Administrative Functions

Third-party cookies must be enabled in your browser to access these resources. Click [here](#) for more information.

HOME MY COMPLETIONS ADMIN PANEL SYSTEM ADMIN

## Site Configuration



My Training Settings

## How-To Guides



How-To Guides

## Additional Resources

[Frequently Requested Additional Information on](#)

[Submit Bulk Upload Requests](#)

Unable to access administrator tools?

[Read these troubleshooting steps](#)

Click Run Reports

## Reporting Tools



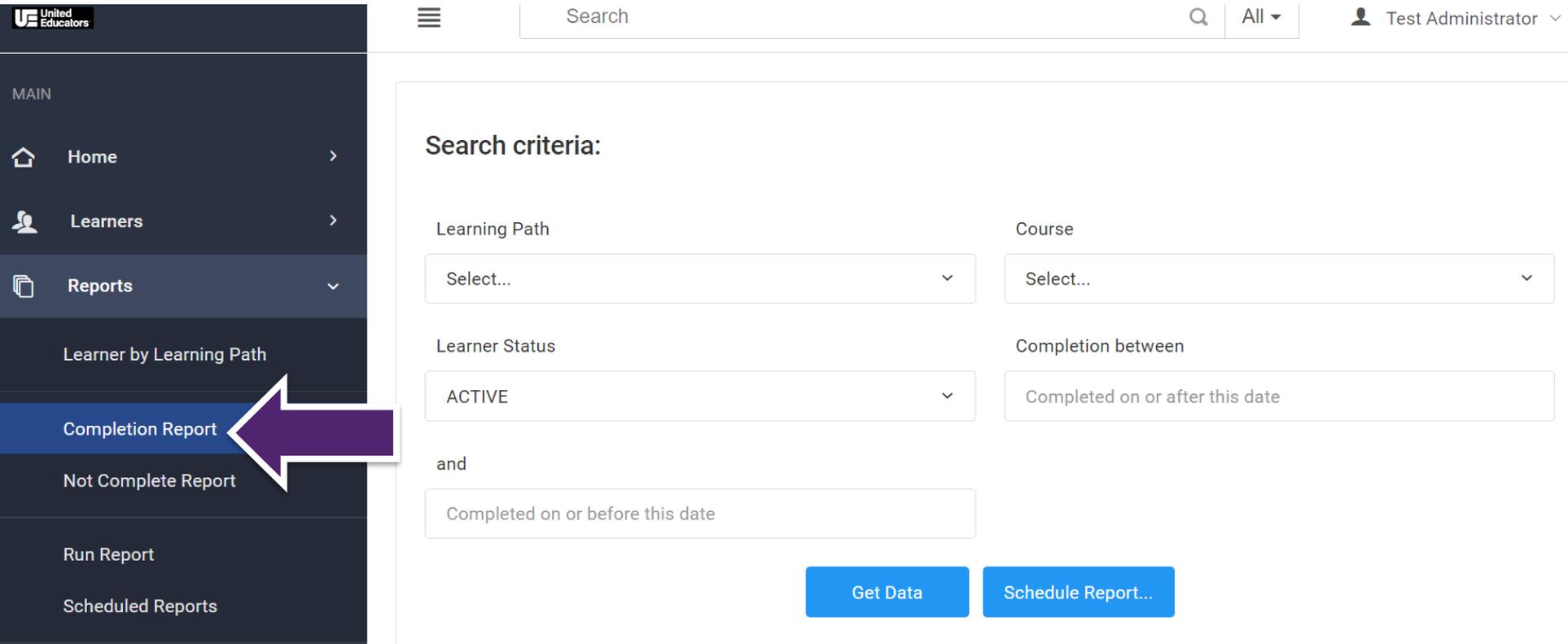
Click here to Run Reports

## Learner Management



Click here to Manage your Learners

# The default report is the **Completion Report**.



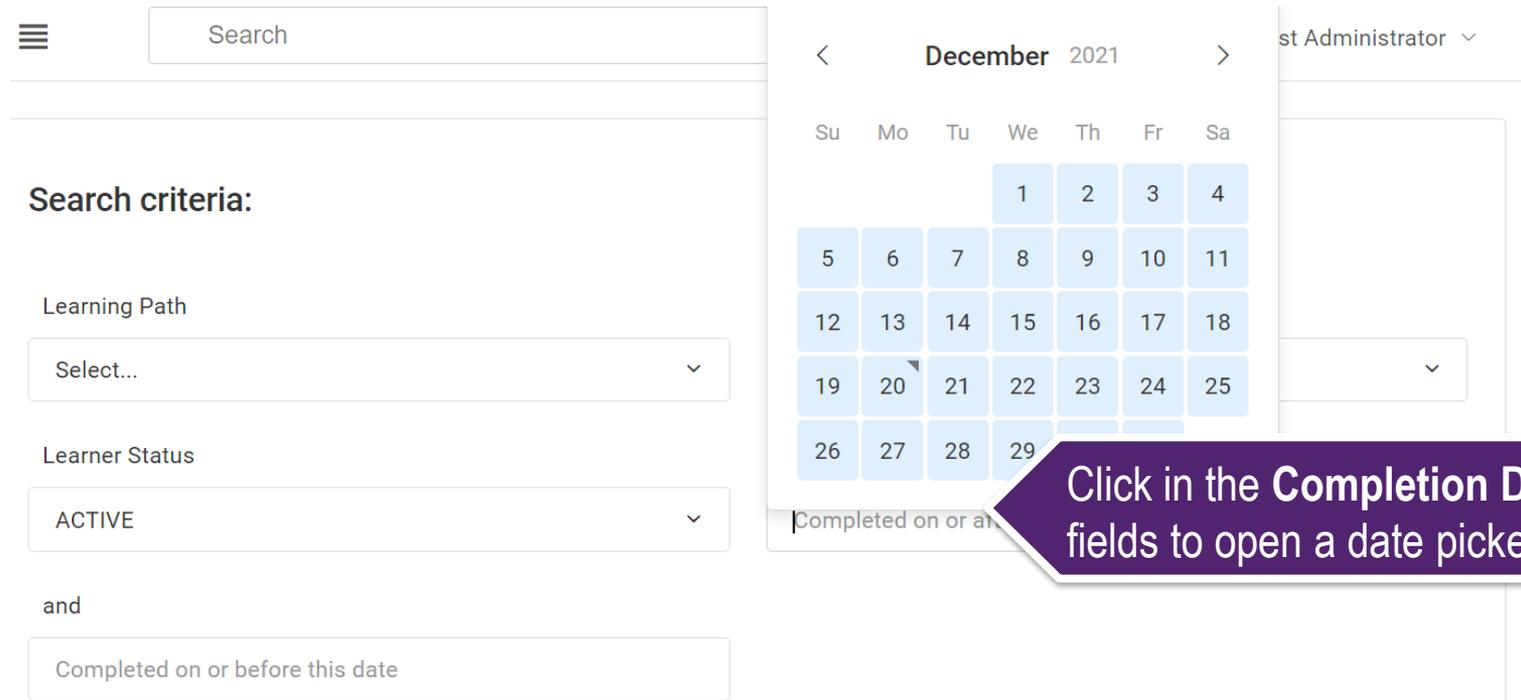
The screenshot displays the United Educators Training Administrator interface. On the left, a dark sidebar contains a navigation menu with the following items: Home, Learners, Reports, Learner by Learning Path, **Completion Report** (highlighted with a purple arrow), Not Complete Report, Run Report, and Scheduled Reports. The main content area is titled 'Search criteria:' and includes the following fields:

- Learning Path: Select... (dropdown menu)
- Course: Select... (dropdown menu)
- Learner Status: ACTIVE (dropdown menu)
- Completion between: Completed on or after this date (text input)
- and
- Completed on or before this date (text input)

At the bottom of the search criteria section, there are two blue buttons: 'Get Data' and 'Schedule Report...'. The top of the interface features a search bar, a user profile icon labeled 'Test Administrator', and a dropdown menu set to 'All'.

Set a date range if desired.

*The report can be run without a date range.*



The screenshot shows a search interface on the left and a date picker on the right. The search interface includes a search bar at the top, a hamburger menu icon, and a section titled "Search criteria:". Below this, there are two dropdown menus: "Learning Path" with the value "Select..." and "Learner Status" with the value "ACTIVE". Below these is a text input field with the placeholder "Completed on or before this date". The date picker on the right shows the month of "December 2021" and a calendar grid. A purple callout box with white text points to the date picker, stating: "Click in the Completion Date fields to open a date picker".

*\*Any filter can be left on the default setting, or empty.*

- To report on a specific course, select it from the dropdown menu. (Only courses available in your institution's learning paths will be visible)
- To report on all courses, leave the filter set to **Select...**

Search criteria:

Learning Path

Select... ▾

Learner Status

ACTIVE ▾

and

Completed on or before this date

Get Data

Course

Select... ▾

Q |

Select...

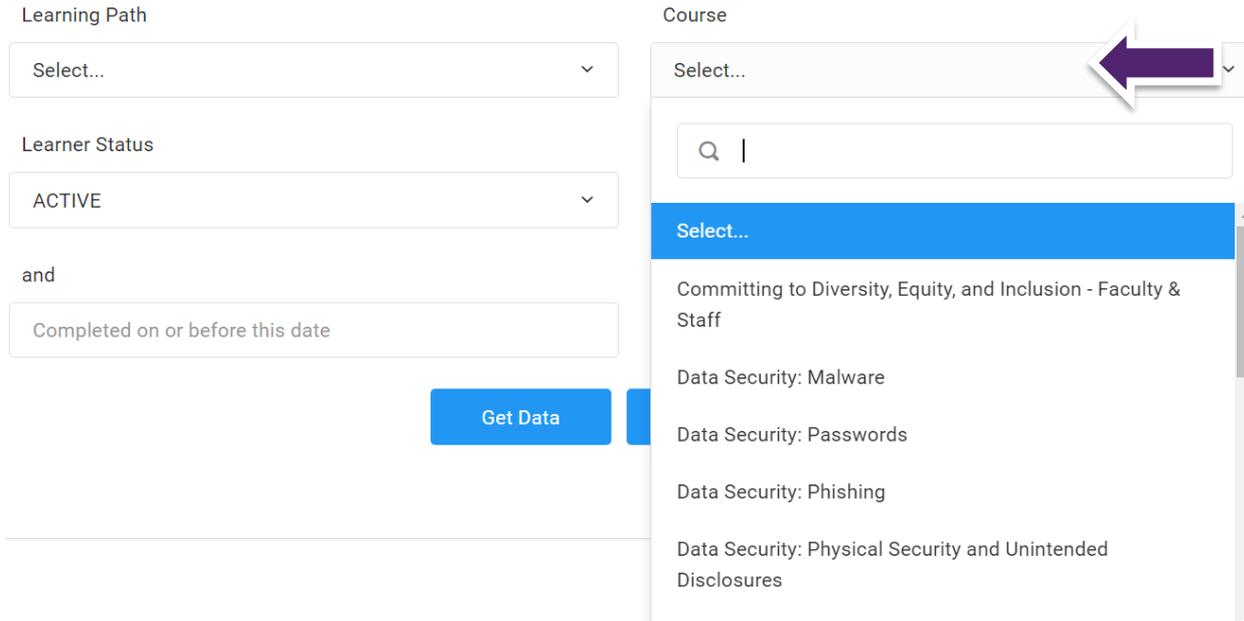
Committing to Diversity, Equity, and Inclusion - Faculty & Staff

Data Security: Malware

Data Security: Passwords

Data Security: Phishing

Data Security: Physical Security and Unintended Disclosures



# Click on **Get Data** to run the report

## Search criteria:

Learning Path

Course

Learner Status

Completion between

and



Get Data

Schedule Report...

# Tips for reading reports:

◇ First Access	◇ First Access	Attempt	◇ Status
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
03/04/2020	07/01/2020	1	COMPLETED
11/13/2017	07/01/2020	2	COMPLETED
01/12/2021	01/12/2021	1	COMPLETED

**First Access** - when a user first opened the training module.

Courses can be completed multiple times. Additional completions are tallied in the **Attempt** field

*\*Learners are automatically re-enrolled in courses upon completion*



# For further data sorting, export your results to Excel

and

Reports can be scheduled\* and emailed to multiple recipients.

Schedule Report...

LastName	◆ FirstName	◆ Affiliation	◆ Optional1	◆ Optional2	◆ Optional3	◆ Email
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*\*See our Scheduled Reports Guide for details*

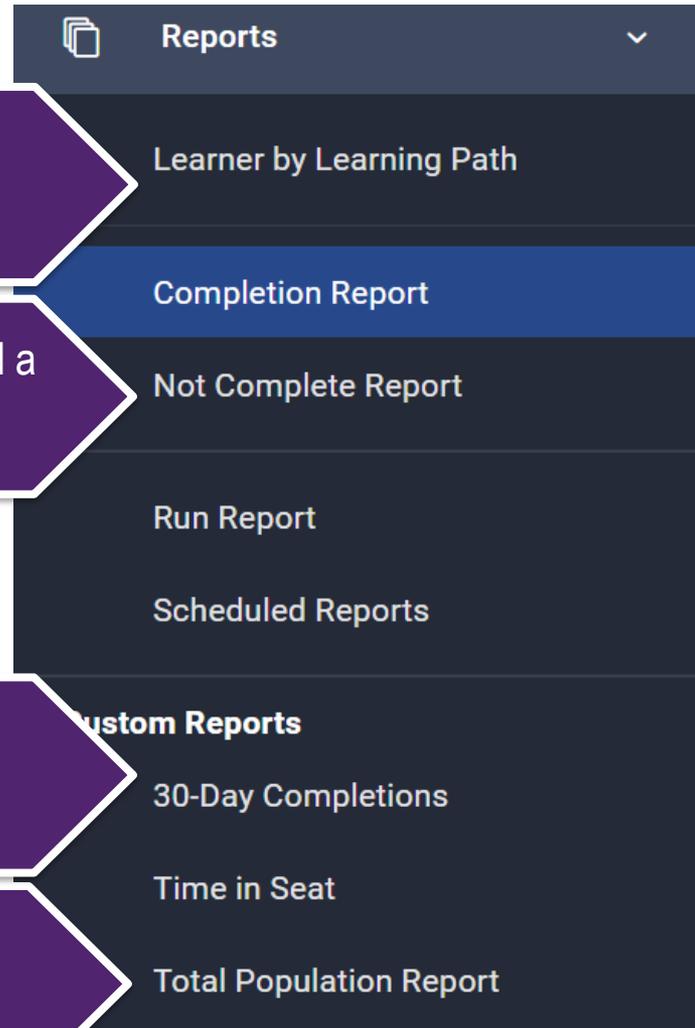
# Additional Reports

Lists the completed courses in each learning path on a per learner basis.

Search for users who have not completed a course over a specific date range.

Snapshot of completed courses from the last 30 days

View a list of all registered learner accounts at your institution



# Not Complete Report



This report is searching for users who have not completed the selected *Course* during a given date range.

Select... Select...

Course Course Status

Select... Select...

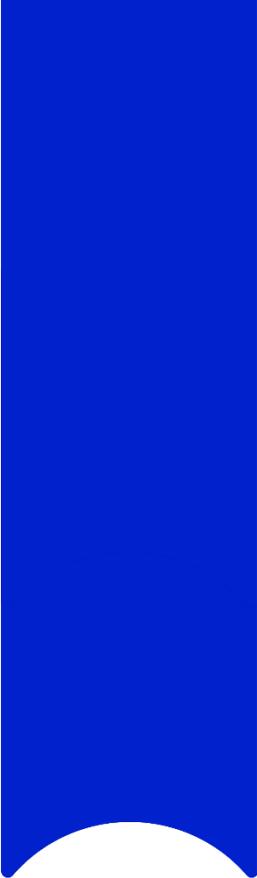
Not Completed Between

Get Data Schedule Report...

Set the filters for your target audience.  
**\*Course and date range fields are required.**

◆ Learner	Institution	Course	LearningPath
<a href="#">Account, Test</a>	Institution B	Data Security: Malware	InstBDataSecurity
<a href="#">Administrator, Test</a>	Institution B	Data Security: Malware	InstBEmployees,InstBDat

Click on the learner's name to view their full account profile.



# Need additional help?

Email [launch@ue.org](mailto:launch@ue.org)