KN@WLEDGE**LINK**

Purpose: This job aid provides steps for running reports from the Knowledge Link Team View tab.

Run Learning Reports

- 1. From your Knowledge Link My Learning page,
 - a. Select the **bullet list drop down**.
 - b. Click on Learning History



- 2. On the Reports screen, select the report you wish to run.
 - Learning History (CSV): Item . completions
 - Learning Hours (CSV): Item . completions with credit and contact hours

Select a Report from the list below to run a report for yourself or your direct reports.
Report Name
Learning History
Learning History
Learning History (CSV)
Learning Hours
Learning Hours (CSV)
Learning Hours Group By Employee Status
Learning Hours Group By Employee Type
Learning Hours Group By Job Code
Learning Hours Group By Job Location
Learning Hours Group By Manager
Learning Hours Group By Organization
Learning Hours Group By User
PENN Learning Hours Group By User
Learning Plan
Learning Plan
Learning Plan (CSV)
User Information

Learning Plan (CSV): Assigned learning, required, and optional 3. Select the report criteria and click **Run Report**.

User Criteria:

"Self"	The manager running the report
"Direct Reports"	All direct reports
"All Direct and Indirect Reports"	All direct reports and their direct reports and so on
	(cascades all the way down the reporting hierarchy)
"All"	All subordinates plus the manager running the report

Run Learning History (CSV)

	User:	 Self Direct Reports All Direct and Indirect Reports All Include Alternate Direct Reports 	-
Report Desti	nation:	Local File 🗸	
Report F	ormat:	CSV 🗸	
CSV Report De	limiter:	Comma (,) 🗸	
Completed Date (MM/DD			
Completed D (MM/DD			
Repor	t Type:	● Summary 〇 Detail	
Ir	nclude:	\bigcirc Item Events \bigcirc External Events \bigcirc Program Events \circledast All	•
Print Com	ments:	○ Yes ● No	Reset Run Report