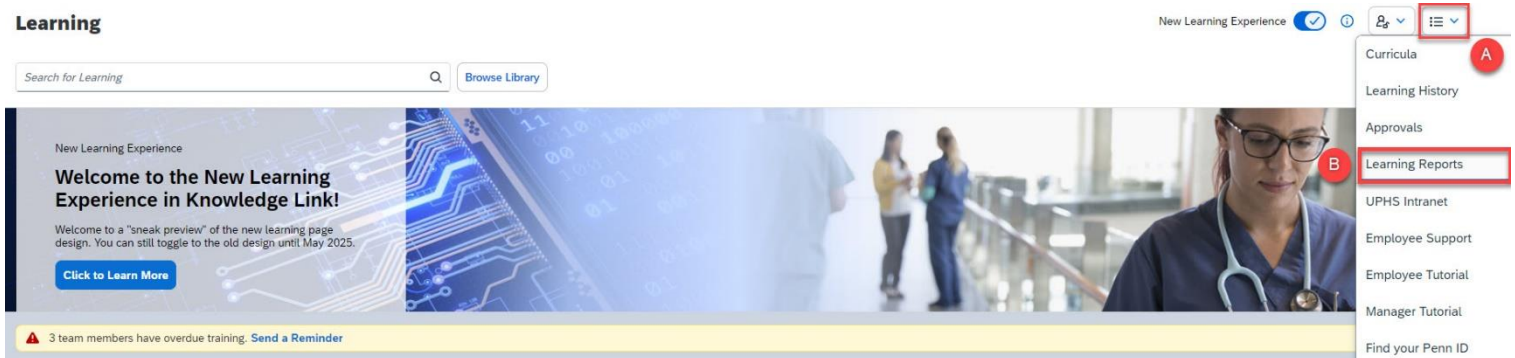




Purpose: This job aid provides steps for running reports from the Knowledge Link Team View tab.

Run Learning Reports

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



2. Select the report you wish to run:

- a. Learning History (CSV):
 - Item completions
- b. Learning Hours (CSV):
 - Item completions with credit and contact hours
- c. Learning Plan (CSV):
 - Assigned learning, required and optional

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

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 Destination: Local File ▼

Report Format: CSV ▼

CSV Report Delimiter: Comma (,) ▼

Completed Date From: (MM/DD/YYYY)

Completed Date To: (MM/DD/YYYY)

Report Type: ☒ Summary ☐ Detail

Include: ☐ Item Events ☐ External Events ☐ Program Events ☒ All

Print Comments: ☐ Yes ☒ No

Reset **Run Report**