Missouri State. My LEARNING CONNECTION

How do I access and retrieve training reports on my employees?

Supervisors can pull on demand reports for their full-time employees to monitor completion status of assigned training. All employees, both full-time and part-time, have access to print copies of their certificates for their supervisors with all documentation being recorded electronically in *My Learning Connection*.

<u>Step 1:</u> After logging into *My Learning Connection* through the Missouri State portal, select **Standard Reports** under the **Reports** tab.



<u>Step 2:</u> The **Standard Report** window will open. Access reports on your employees based on the University's Organization Chart. Select **Track Employees**.

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Home	Learning	Reports	My ream		

Step 3: Select the Training Status Summary report.



Training Status Summary Displays a summary of how many training items each employee has that are not started, in progress, or completed. <u>Step 4:</u> Select the following to pull the transcript information for your full-time employees on the assigned Compliance Refresher Training.

Training Status Summary										
New training progress information for your subordinates. The date filters below refer to the date the training was requested/assigned.										
Date Filters										
Date Criteria : Select	ct V From:			April, 2018		To:				
Advanced Filters		Su	Мо	Tu	We	Th	Fr	Sa		
Training Type :	Online Class	E 25	26 2	27 3	28 4	29 5	30 6	31 7	culum 🗹 Library 🗹 Session 🗹 Exter	
	English (US)	8	9	10	11	12	13	14		
Options :	Hide Archive	15	16	17	18	19	20	21	linates	
Display :	All Training	29	30	1	2	3	4	5		
Include Removed Training	Include traini	т р	oday:	Frida	ay, Ap	oril 13	3, 20	18	ript	
	Q Search	_								



- Date Criteria From April 18, 2018 To current date for refresher training.
- Training Type Online Class
- Options Hide Archived Training
- Display Assigned Training (All Training options will display all of the training on the employee's transcript)

Step 5: Select Search to pull information from the system.



Please Note: Information can be exported to Excel or printed directly from the report.



Select the **View Details icon** located on the employee's line to view detail information on the employee's transcript. Also, depending on the number of records that are returned from the inquiry, select **Next** to access subsequent pages.

