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 have access to print copies of their certificates*** for their supervisors with all documentation recorded electronically in their My Learning Connection transcript.
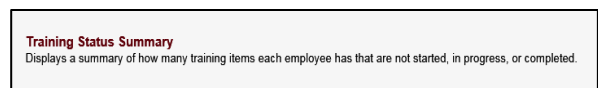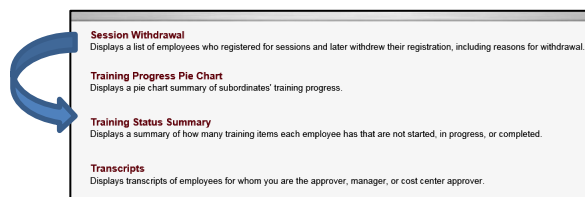
Step 1: After logging into *My Learning Connection* through the Missouri State portal, select **Standard Reports** under the **Reports** tab.


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

Step 3: Select the **Training Status Summary** report.

Session Withdrawal
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

Training Progress Pie Chart
Displays a pie chart summary of subordinates' training progress.

Training Status Summary
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

Transcripts
Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

Training Status Summary
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

Step 4: The options provided below are specifically for pulling transcript information for your full-time employees on the assigned Compliance Refresher Training. Different options can be selected to pull other information from your employees' transcripts.
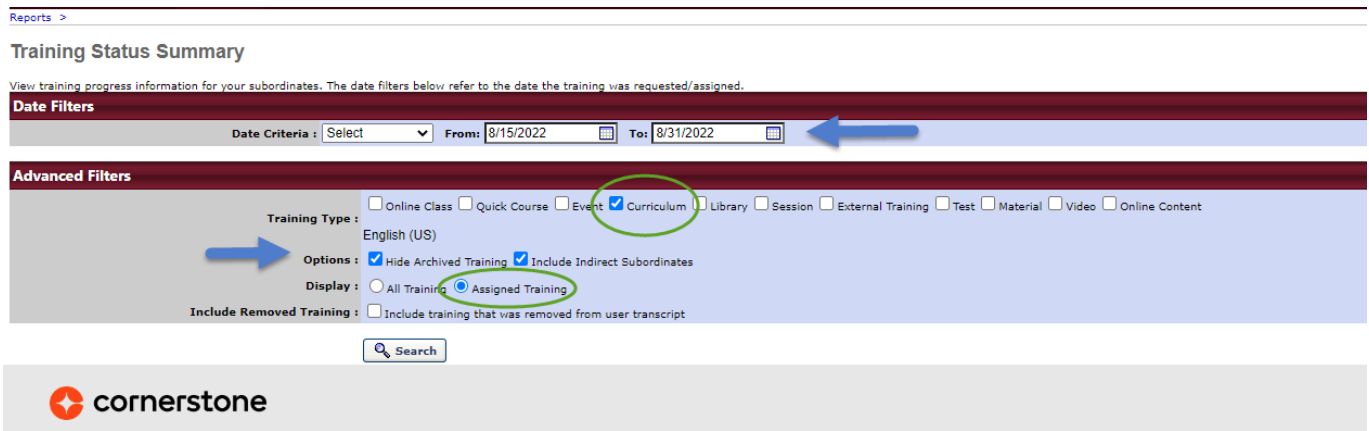
Date Filters:
- **Date Criteria** – From August 15, 2022, to the **current date** for refresher training.

Advance Filters:
- **Training Type** – Select the **Curriculum** option
- **Options:**
  - Select **Hide Archived Training**
  - Select **Include Indirect Subordinates** * *(this selection allows you to view the information on your downward chain of supervision and not just your direct reports)*
- **Display –** Select **Assigned Training** *(This narrows the retrieval to the OIEC Renewal training)*
- **Include training that was removed from user transcripts:** *(Do not select)*

Step 5: Select **Search** to pull information from the system. You can view and download the information in a variety of formats for your use.

- 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.