

Running A Completion Report

Note: This report is run to see who has completed or is delinquent on an assignment

1. Log into LEARN under you administrator access
2. Click on the reports tab
3. Click on Assignment Completion – Drill Through
4. Report Method: Completion Method
5. Report Focus: Departments
6. Completion Date Range:
 - a. From (date course was assigned if unknown first day of year)
 - b. Through (today's date)
7. Learning: Search for courses, curricula, or equivalents
 - a. If you would like to see all assignments for a certain group check the box next to Report on All Assignments for Students Selected
8. Type in the name of the course you are interested in and search
9. Check the box next to the course you are interested in and click select
10. Students: Check the box next to Report on All Active Students
 - a. If you would only like certain cost centers click on Search for Students and follow the steps below
 - i. Scroll down and click Manage Hierarchy
 - ii. Type in the cost center you want to review
 - iii. Check the box of the cost center you want information on
 - iv. If more than one cost center go back up to the search bar and enter in another cost center
 - v. Once all have been selected click the select button
 - vi. Scroll down and click search
 - vii. Scroll down and click Check All Current Search Results
 - viii. Click continue
11. Click Continue
12. Your report should now run

Note: You may send this report via email. To do click on File, Send, Link by Email

Note: You may print this report by clicking the export button, view completion grid (to see all employees) then click the print button.

If you have questions, please contact:

**Denise Dasaro, DeniseDasaro@KentuckyOneHealth.org
(502)560-8526**