

Run a Staff Record Report

This document outlines how to run a **Staff Record Report** in your Learning Management System (LMS). These reports are. xlxs (Excel Workbook) files that are generated in and downloaded from the LMS. The instructions below follow Pearson's recommended **Staff Record Report** configuration.

Prerequisites

• Confirm you are signed in as a Manager.

Step-by-step

1. From your Team Dashboard, select Reports under VIEW in the left panel.



2. On the Dashboard Reports tab, select Learner Transcripts.

	Reports Add	
A Dashboard MY TEAM VIEW	Sample Reports Dashboard Reports Subscriptions	
 Learning Summary Compliance Dashboard Team Skills 	Learner Transcripts Create various types of reports to track and monitor learning activities. Click ADD to start creating reports. Reports can be grouped together on a dashboard. You can have multiple dashboards. All reports or dashboards that you create will show up under 'Dashboard Reports'.	
LEARNING	View Dashboard: Default Dashboard	

- 3. Select a date range in the dropdown.
- 4. Under Users, enter "All Learners" in the Search learners box.
- 5. Choose the catalogs you want on the **Staff Record**. Your catalog selections will depend on your LMS instance and the needs of your program.
- 6. Select the following statuses from the Enrollment status dropdown:
 - o Completed
 - o In Progress
 - o Not Started
- 7. Select Advanced Options to see more settings.

Learner Transcripts	×
Select date range 3 Last one year From Sep 19, 2022 To Today	~
Date Range for Report Sep 19, 2022 05:00 GMT - Sep 20, 2023 04:59 GMT	
Select Learners	
Users Email IDs	
All Learners × >> Search learners	
	Add more learners
Select Catalogs 5 2 selected	~
Enrollment status 3 selected	~
Advanced Options V	Generate

- 8. Under Select what to export, open the Select Columns dropdown.
- 9. Unselect the **Select All** option. Then select the following:
 - o Name
 - o email
 - o LP/Certification/Course
 - o Type
 - o Course
 - o Started Date
 - o Completion Date
 - o School
 - o District

10. Select Generate, and then again to confirm.

Select transcript colun	nns to export. You can also select a	time zone for your report.		
Select Columns	9 selected		~	
Timezone	Download transcript as per your selected time zone ()			

- 11. The Generating Report Request message appears. Select OK.
- 12. After the report is generated, select the download link in your notifications. The .xlxs file is downloaded to your device.

