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.
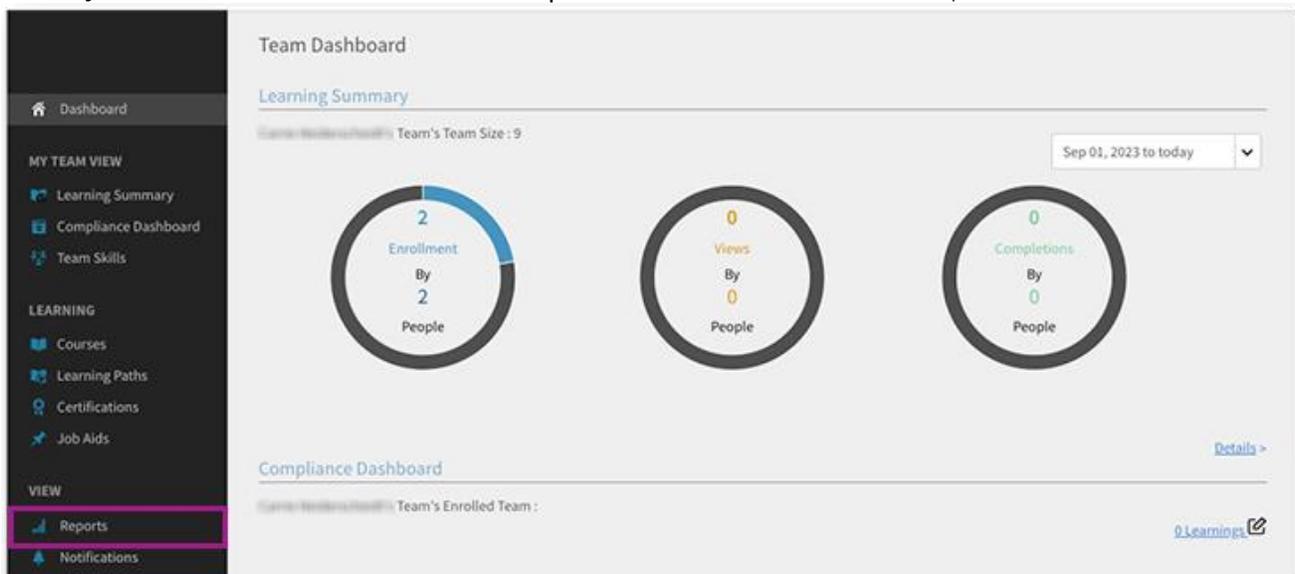
2. On the **Dashboard Reports** tab, select **Learner Transcripts**.
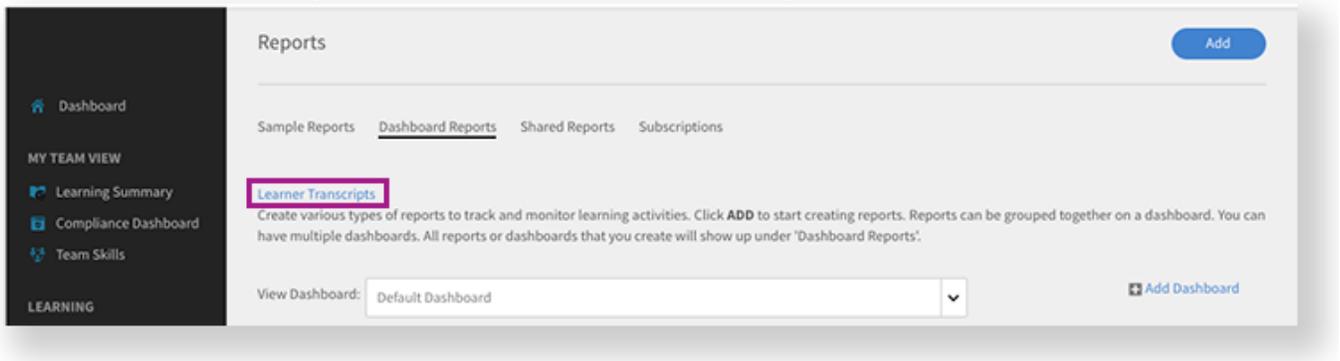
3. Select a date range in the dropdown.
4. Under **Users**, enter "All Learners" in the **Search learners** box.
5. Choose the catalogs you want on the **Staff Record**. Your catalog selections will depend on your LMS instance and the needs of your program.
6. Select the following statuses from the **Enrollment status** dropdown:
   o Completed
   o In Progress
   o Not Started
7. Select **Advanced Options** to see more settings.
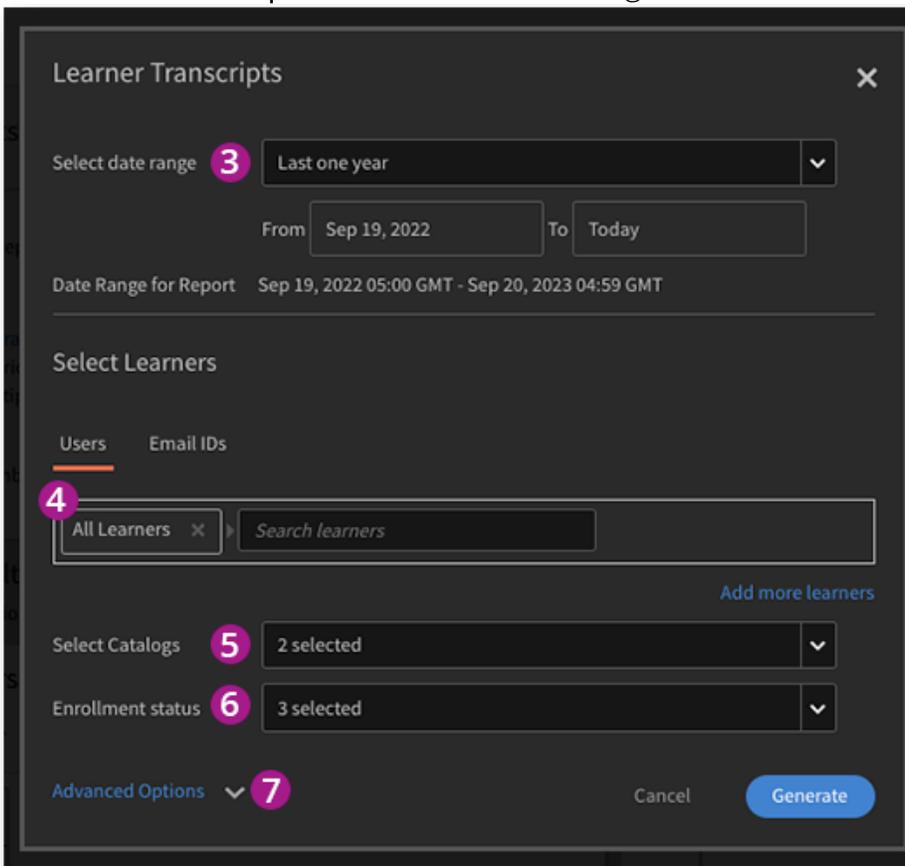
8. Under **Select what to export**, open the **Select Columns** dropdown.
9. Unselect the **Select All** option. Then select the following:
    o Name
    o email
    o LP/Certification/Course
    o Type
    o Course
    o Started Date
    o Completion Date
    o School
    o District
10. Select **Generate**, and then again to confirm.
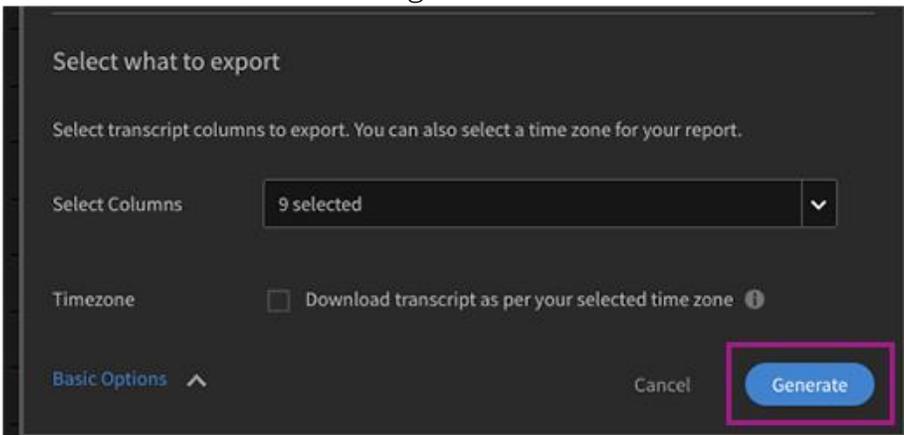
11. The **Generating Report Request** message appears. Select **OK**.
12. After the report is generated, select the download link in your notifications. The .xlxs file is downloaded to your device.