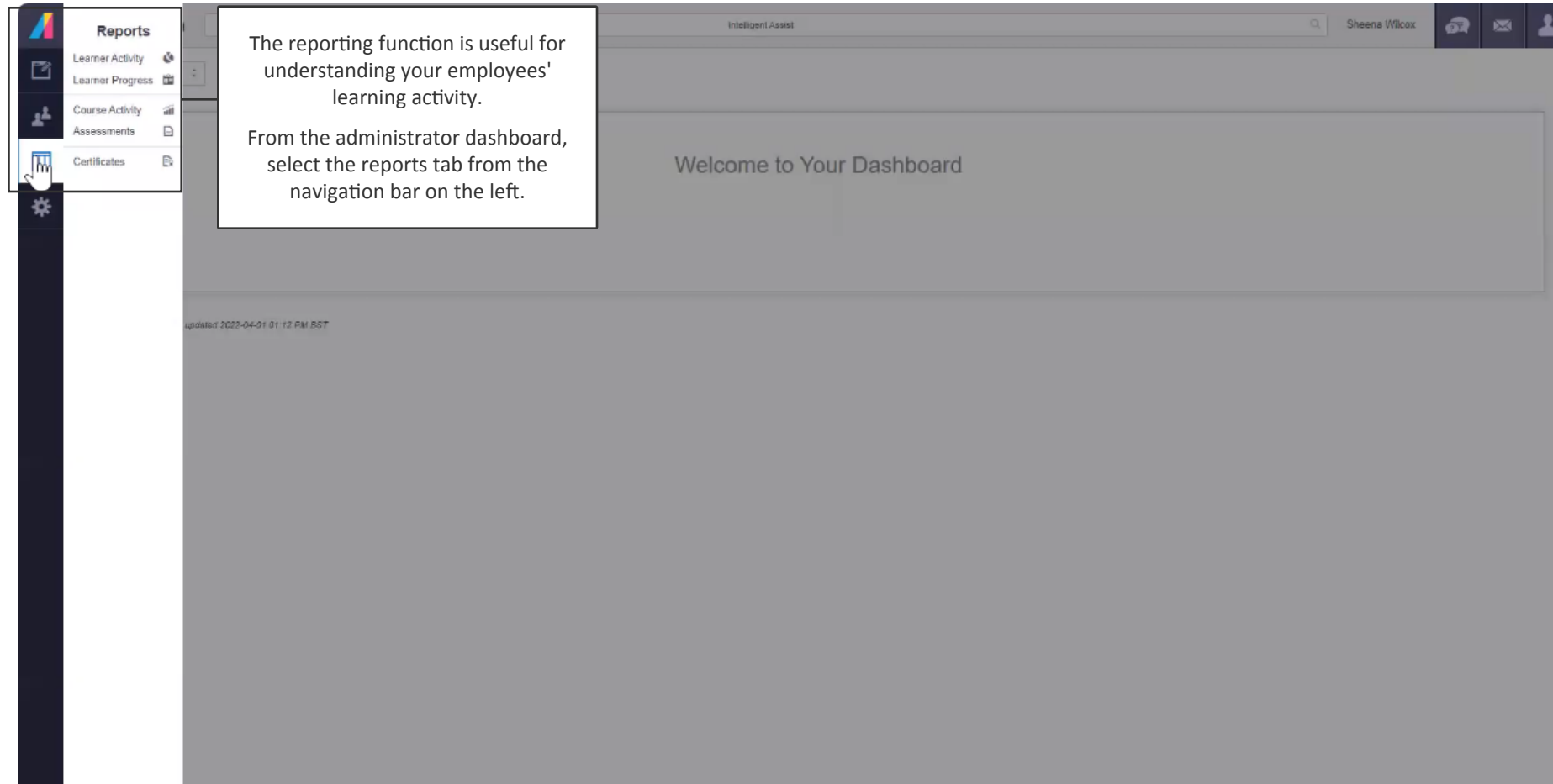


How to run reports in MentorLearn

Navigate to reports



Under reports

The screenshot displays the MentorLearn interface. At the top, the 'Learner Activity' section is visible. A 'Filter & Refine' button is highlighted with a callout box stating: 'In reports, you can select additional filters.' Below this is a table with columns for 'Last Name', 'First Name', 'Username', 'Department', 'Enrollments', 'Courses Started', and 'Courses Completed'. A callout box points to the column headers, stating: 'Column information can be filtered further to meet your requirements.' The table lists 20 learners with their respective data points.

	Last Name	First Name	Username	Department	Enrollments	Courses Started	Courses Completed
<input type="checkbox"/>	Alvarez	Tom	tom.alvarez	48423	11	3	1
<input type="checkbox"/>	Arellano	Kelsey	kelsey.arellano	48423	4	0	0
<input type="checkbox"/>	Bloggs	Joe	joe.bloggs	48423	4	0	1
<input type="checkbox"/>	Calhoun	Reyna	reyna.calhoun	48423	4	0	0
<input type="checkbox"/>	Campbell	Alexander	alexander.campbell	48423	4	0	0
<input type="checkbox"/>	Cummings	Nanette	nanette.cummings	48423	50	0	0
<input type="checkbox"/>	Fernandez	Therese	therese.fernandez	48423	1	0	0
<input type="checkbox"/>	Francis	Gregg	gregg.francis	48423	10	3	1
<input type="checkbox"/>	Hobbs	Nona	nona.hobbs	48423	2	1	0
<input type="checkbox"/>	Hubbard	Cherry	cherry.hubbard	48423	14	6	4
<input type="checkbox"/>	Keller	Joseph	joseph.keller	48423	1	0	0
<input type="checkbox"/>	Keller	Randal	randal.keller	48423	1	0	0
<input type="checkbox"/>	Kirby	Lynne	lynne.kirby	48423	2	1	0
<input type="checkbox"/>	Landry	Cecil	cecil.landry	48423	7	2	1
<input type="checkbox"/>	Levy	Hilary	hilary.levy	48423	5	5	3
<input type="checkbox"/>	Mata	Nelson	nelson.mata	48423	8	3	1
<input type="checkbox"/>	Montes	Terry	terry.montes	48423	1	0	0
<input type="checkbox"/>	Schneider	Ali	ali.schneider	48423	10	0	0
<input type="checkbox"/>	Shah	Penelope	penelope.shah	48423	1	0	0
<input type="checkbox"/>	Wilcox	Sheena	sheena.wilcox	48423	4	1	0

Learner activity

MentorLearn Intelligent Assist Sheena Wilcox

Learner Activity

Filter & Refine

1 item(s) selected

	Last Name	First Name	Username	Department	Enrollments	Courses Started	Courses Completed
<input checked="" type="checkbox"/>	Campbell	Alexander	alexander.campbell	48423	10	0	0
<input type="checkbox"/>	Schneider	Ali	ali.schneider	48423	10	0	0
<input type="checkbox"/>	Landry	Cecil	cecil.landry	48423	7	2	1
<input type="checkbox"/>	Hubbard	Cherry	cherry.hubbard	48423	14	6	4
<input type="checkbox"/>	Francis	Gregg	gregg.francis	48423	10	3	1

Actions

- Full User
- Message User
- User Transcript
- View Enrollments

Desktop

As an administrator, in reports you can:

- message a user
- access user transcript to see an employee's progress
- view enrolments to see their course allocations