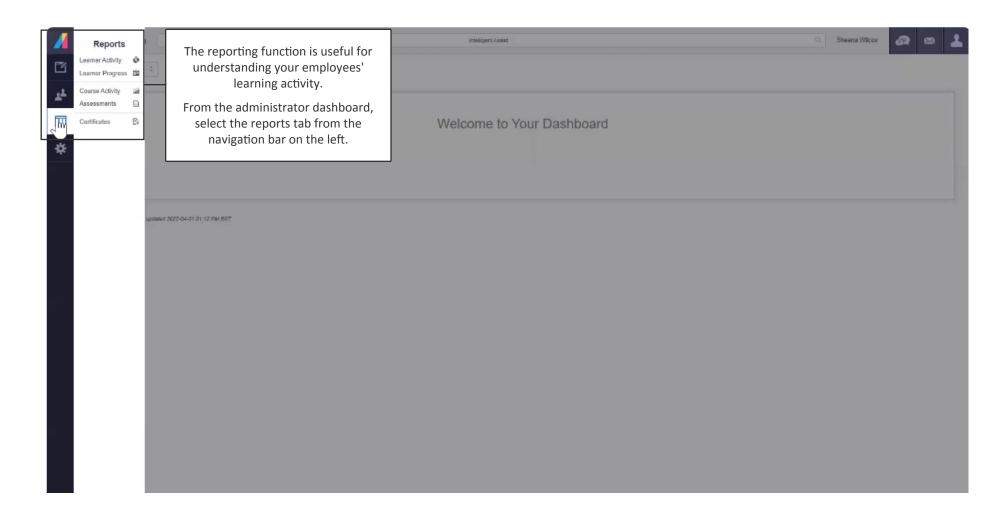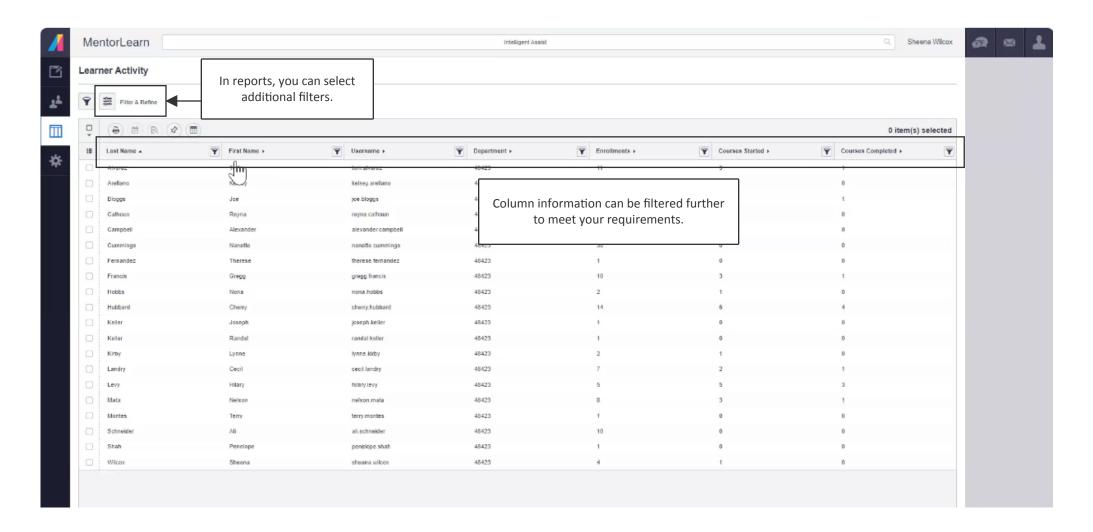# How to run reports in MentorLearn

Navigate to reports

Reports

Learner Activity
Learner Progress

Course Activity
Assessments

Certificates

The reporting function is useful for understanding your employees' learning activity.

From the administrator dashboard, select the reports tab from the navigation bar on the left.

Intelligent Assist

Sheena Wilcox

Welcome to Your Dashboard

updated 2022-04-01 01:12 PM BST

Under reports

Learner activity

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