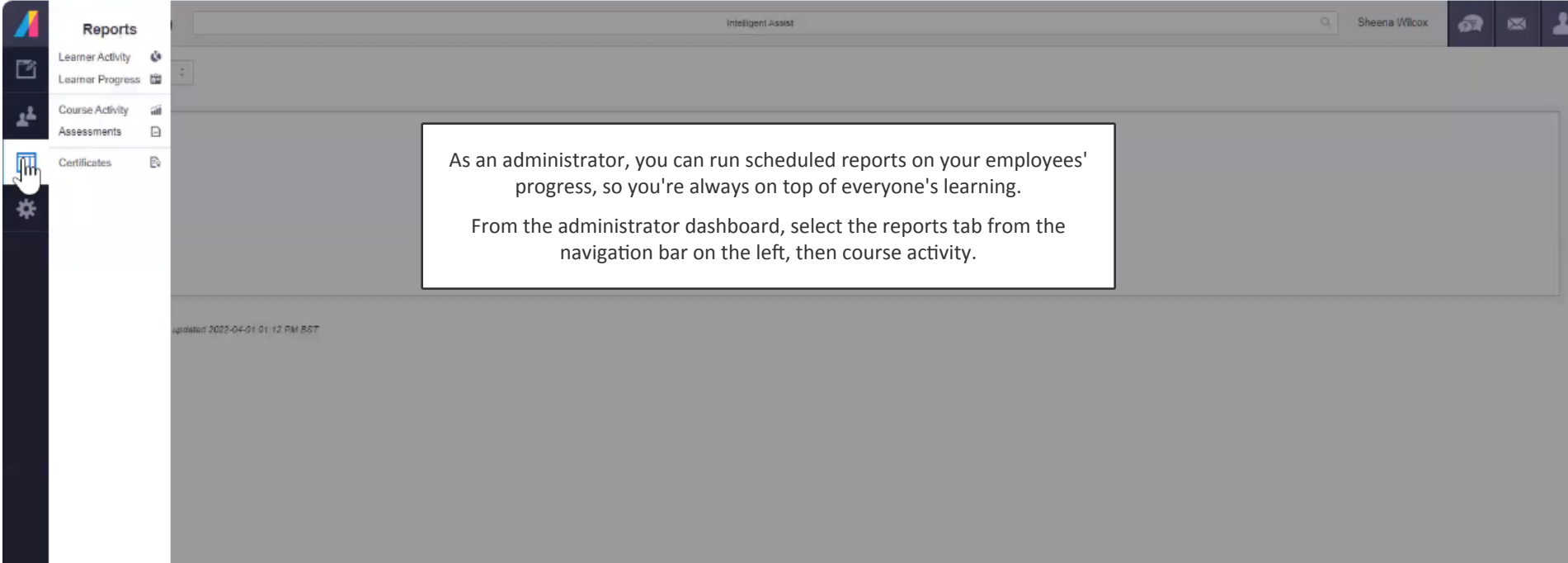


How to run scheduled reports in MentorLearn

Select reports from administrator dashboard



The screenshot displays the administrator dashboard interface. On the left, a vertical navigation bar contains several icons, with the 'Reports' icon highlighted by a hand cursor. The 'Reports' section is expanded, showing a list of report categories: Learner Activity, Learner Progress, Course Activity, Assessments, and Certificates. The 'Course Activity' option is selected. The main content area is currently blank, with a text box overlaid providing instructions. The top of the dashboard shows the user's name, 'Sheena Wilcox', and a search bar. The bottom left corner of the dashboard indicates the last update time: 'updated 2022-04-01 01:12 PM EST'.

As an administrator, you can run scheduled reports on your employees' progress, so you're always on top of everyone's learning.

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

Course activity

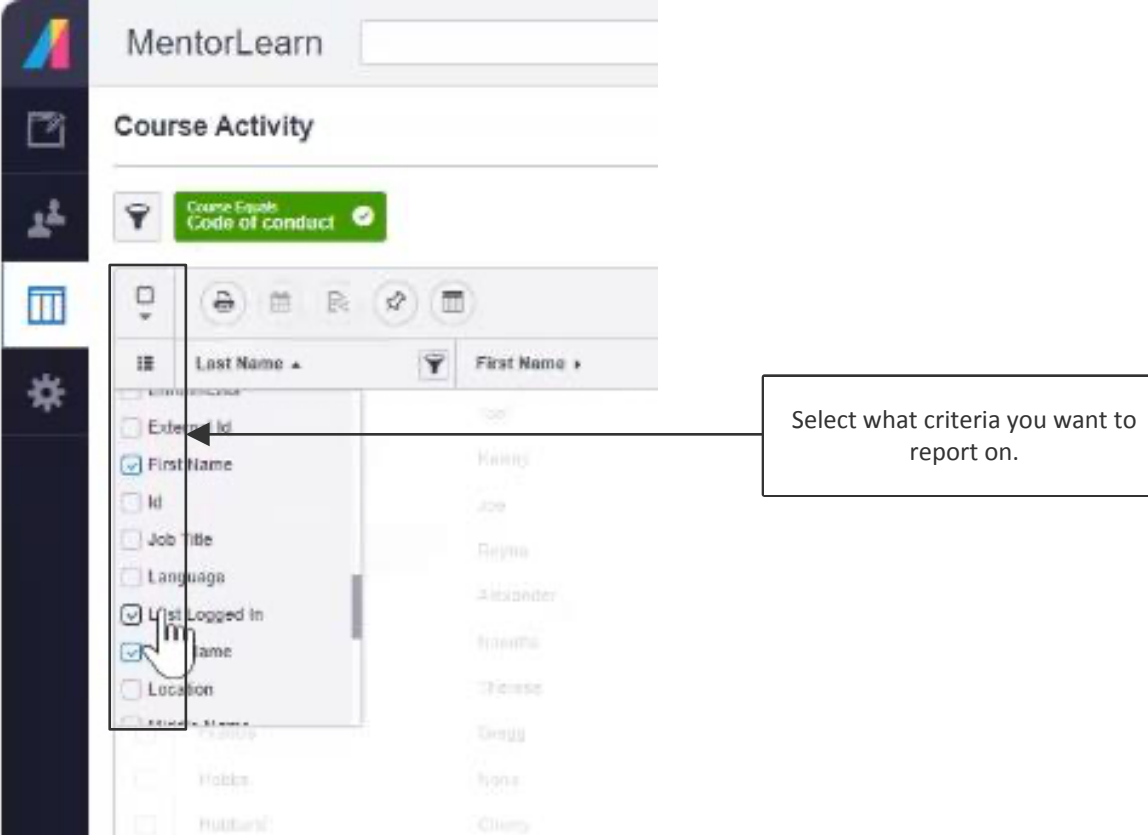
The image shows two screenshots of the MentorLearn interface. The top screenshot shows the 'Course Activity' page with a 'Course Choose' dropdown menu open, listing several course options. A hand icon is shown clicking on the 'Code of conduct' option. A text box explains that this action selects the course for reporting. The bottom screenshot shows the same page after selection, with the 'Code of conduct' course highlighted in green. A text box explains that the selected course is highlighted in green. Below the course selection, a table displays a list of students with columns for Last Name, First Name, and Department.

Once you are in the course activity area of the report function, select a course or courses to report against by ticking the option to the left.

The course you are reporting on is selected in green.

| | Last Name | First Name | Department |
|--------------------------|-----------|------------|------------|
| <input type="checkbox"/> | Alvarez | Tom | 48423 |
| <input type="checkbox"/> | Arellano | Kelsey | 48423 |
| <input type="checkbox"/> | Bloggs | Joe | 48423 |

Adjust report content



The screenshot shows the MentorLearn interface. At the top, there is a search bar with the text "MentorLearn". Below it, the "Course Activity" section is visible, featuring a green button labeled "Course Equals Code of conduct". A sidebar on the left contains navigation icons. The main content area displays a report configuration menu with a list of criteria and checkboxes. A callout box with the text "Select what criteria you want to report on." points to the checkboxes.

| Criteria | Selected |
|----------------|-------------------------------------|
| External Id | <input type="checkbox"/> |
| First Name | <input checked="" type="checkbox"/> |
| Id | <input type="checkbox"/> |
| Job Title | <input type="checkbox"/> |
| Language | <input type="checkbox"/> |
| Last Logged In | <input checked="" type="checkbox"/> |
| Name | <input checked="" type="checkbox"/> |
| Location | <input type="checkbox"/> |
| Source Name | <input type="checkbox"/> |
| Hobbies | <input type="checkbox"/> |
| Husband | <input type="checkbox"/> |

Name your report

Click the report icon and create new.

Give your report a unique title to allow you to understand the contents, then select save.

Create New Report Layout

Nickname *(Required)*

Create new report layout will save your

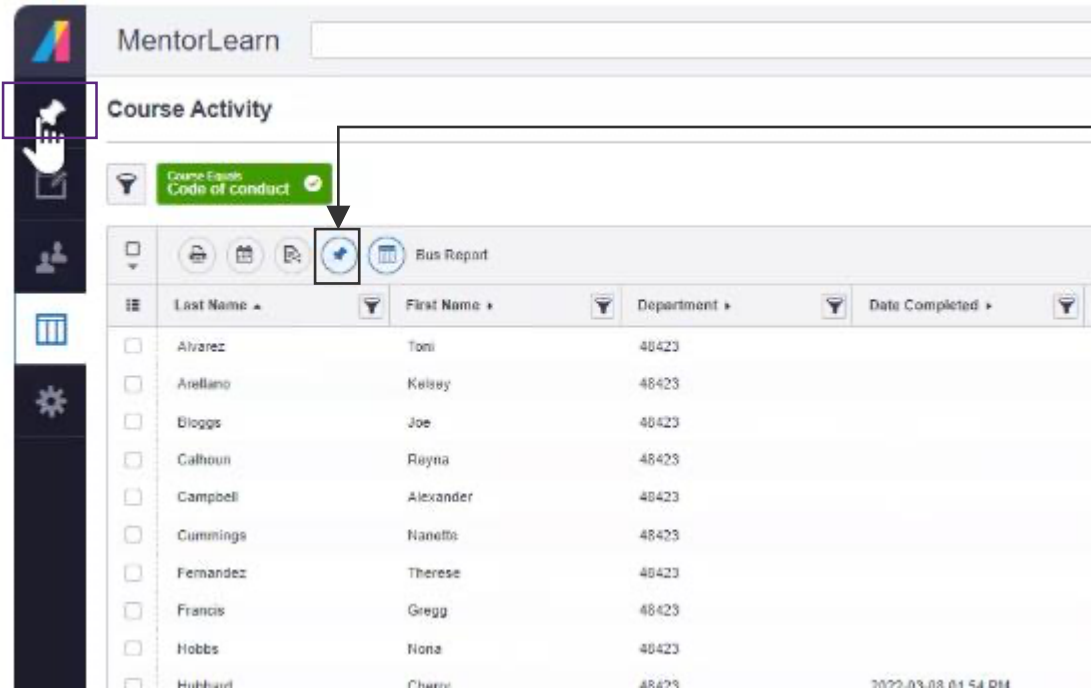
- Current applied filters
- Table column settings

You can also share your custom layout with other users!

Save Cancel

2022-03-07 04:39 PM View 2022-03-07 04:39 PM Complete

Pin regular reports



The screenshot shows the MentorLearn interface. At the top, there is a search bar with the text "MentorLearn". Below it, the "Course Activity" section is visible. A green notification banner reads "Course Equals Code of conduct". A "Bus Report" is displayed with a blue pin icon. A callout box points to this icon with the text: "You can 'pin' popular reports to make them readily accessible on your administrator dashboard." Below the report, a table lists student information.

| | Last Name | First Name | Department | Date Completed |
|--------------------------|-----------|------------|------------|---------------------|
| <input type="checkbox"/> | Alvarez | Toni | 48423 | |
| <input type="checkbox"/> | Arellano | Kelsy | 48423 | |
| <input type="checkbox"/> | Bloggs | Joe | 48423 | |
| <input type="checkbox"/> | Calhoun | Rydia | 48423 | |
| <input type="checkbox"/> | Campbell | Alexander | 48423 | |
| <input type="checkbox"/> | Cummings | Nanette | 48423 | |
| <input type="checkbox"/> | Fernandez | Therese | 48423 | |
| <input type="checkbox"/> | Francis | Gregg | 48423 | |
| <input type="checkbox"/> | Hobbs | Nona | 48423 | |
| <input type="checkbox"/> | Hubbard | Charvi | 48423 | 2022-03-08 04:54 PM |

You can 'pin' popular reports to make them readily accessible on your administrator dashboard.

Scheduling report to send

To receive a regular update for a particular report select the schedule icon, and under email report select ON.

You can set the report to meet your requirements by:

- selecting the frequency of the report between daily to annually
- adding recipients to the report
- emailing the report to a group
- formatting the report

When any changes are made, click save.