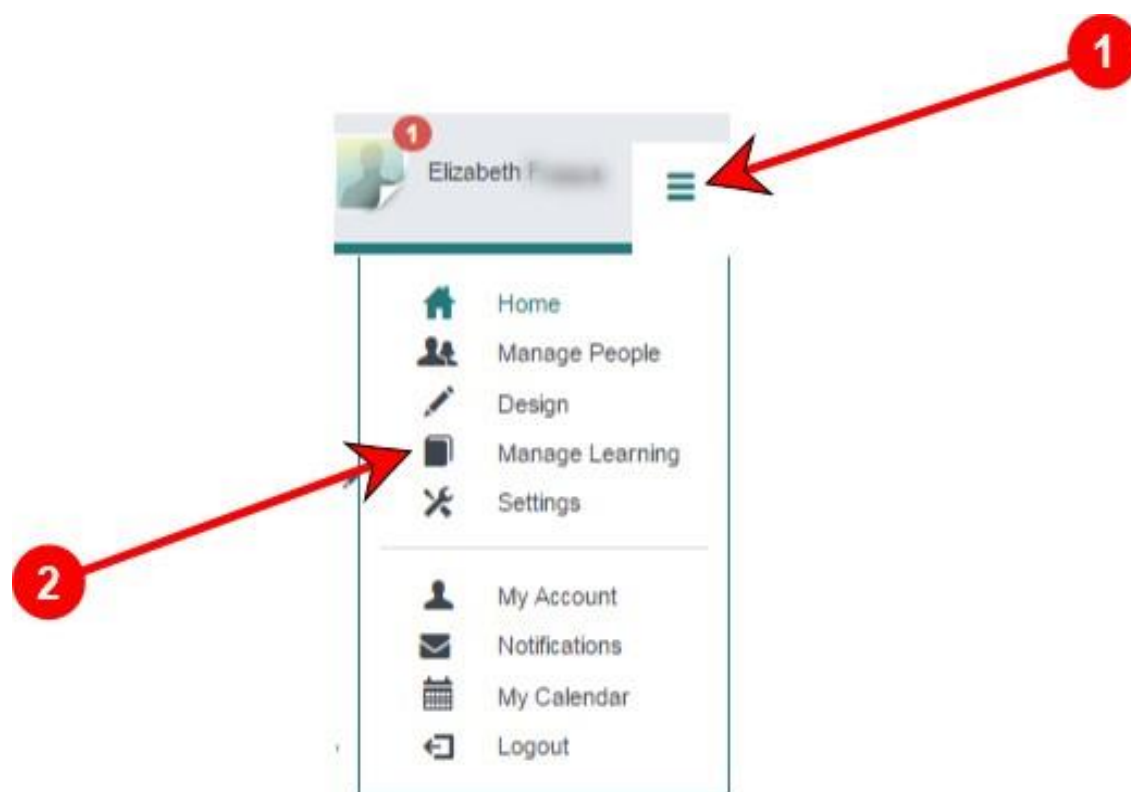


Create a Report of Professional Learning in Your School

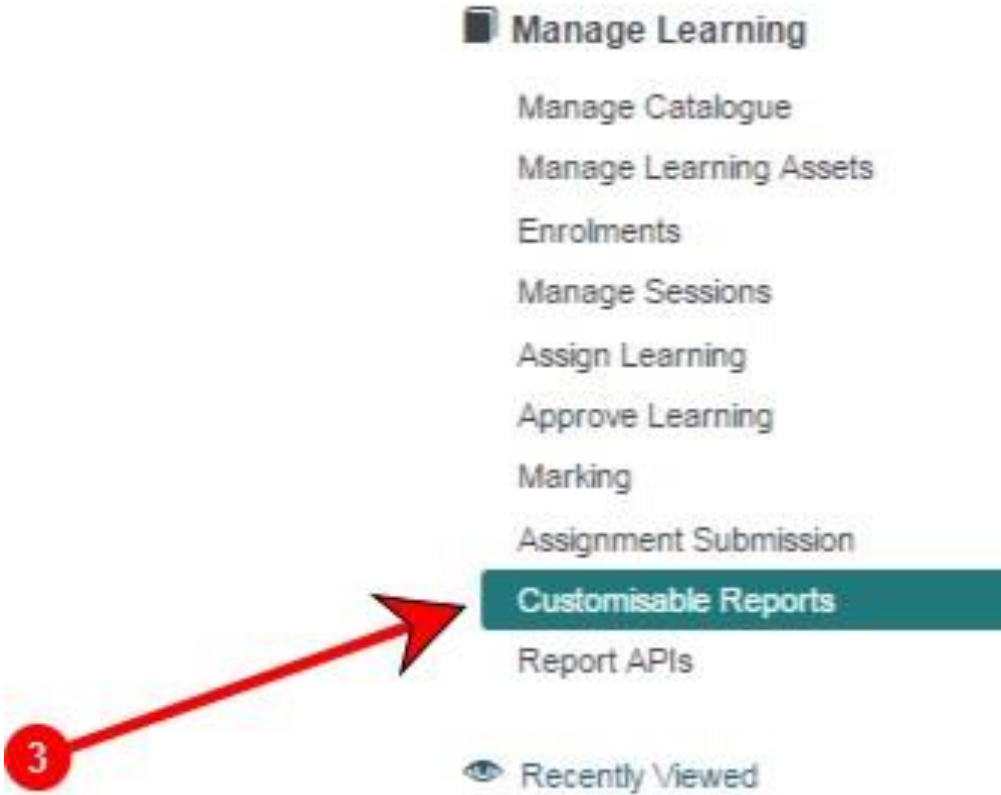
This reference guide explains how to create a report of professional learning in your school or business unit. Please note, you can only run reports on data that you have been given scope over.

Requests for data can be obtained by filling out the appropriate form available on the MyPL support website.



Step 1: Click the hamburger menu in the top right hand corner of the screen.

Step 2: Select the **Manage Learning** menu item.

 Manage Learning - Manage Catalogue - Manage Learning Assets - Enrolments - Manage Sessions - Assign Learning - Approve Learning - Marking - Assignment Submission Customisable Reports - Report APIs Recently Viewed	Step 3: Select the Customisable Reports menu item.
 Create a Report	Step 4: Click the Create a Report button to create a new report.

New Report (Unsaved)
This report has not yet been saved.

Entity

Enrolment

Select Template

Filters

AND Add filter Add group Delete all filters

Field	Operator	Value
Manager Name	=	Elizabeth

Diagram illustrating the steps to create a new report:

- Step 5: The **Entity** drop down list allows you to choose the entity you wish to report on. In this case we want to report on enrolments in a particular school, so have chosen the Enrolment entity.
- Step 6: Click the **Add Filter** button.
- Step 7: In the **Field** drop down list, choose **Manager Name** from the list provided. This is needed so as not to conflict with other roles that you may have been granted in the system.
- Step 8: In the **Value** field, type in your name.

▼ Select Columns

☐ User Details

- ☒ Full Name
- ☐ Active
- ☐ Address Line 1
- ☐ Address Line 2
- ☐ Country
- ☐ Date of Birth
- ☒ Email
- ☒ First Name
- ☐ Gender
- ☐ Language
- ☒ Last Name
- ☐ Mobile
- ☐ Org Unit
- ☐ Organisation
- ☐ Postcode
- ☐ Preferred Name
- ☐ State
- ☐ Student Number
- ☐ Suburb
- ☐ Time Zone
- ☐ Title
- ☐ Username
- ☐ Work Phone
- ☐ Account Source
- ☐ Created
- ☐ Extra Role Scopes
- ☐ Extra Roles
- ☐ Identifier
- ☐ Image Url
- ☐ Is Locked
- ☐ Last Logged on
- ☐ Last Password Change
- ☐ Modified On

☐ System Details

- ☐ Role
- ☐ Groups
- ☐ Manager Username
- ☐ Manager Name

☐ Group Types

- ☐ Directorate
- ☐ Transcript_Type
- ☐ User Type

☐ User Custom Attributes

- ☐ Fund
- ☒ BOSTES TAN
- ☐ Employment Type
- ☒ DoE User Id
- ☐ WBS
- ☐ Cost Centre
- ☐ GL

☐ Enrolment Details

- ☒ Course
- ☐ Catalogue Item Identifier
- ☐ Catalogue Item Type
- ☐ Provider
- ☒ Completed date
- ☐ Created
- ☐ Due date
- ☐ First visit
- ☐ Expiry Date
- ☐ Cancelled Date
- ☐ Has Expired
- ☐ Enrolment Completed
- ☒ Enrolment Status
- ☐ Score Raw
- ☐ Score Scaled
- ☐ Points
- ☒ Start date
- ☐ Test Attempt
- ☐ Time Spent
- ☐ Visits
- ☒ Duration of course
- ☐ Certificate Number
- ☐ Price
- ☐ Course Price

Select the fields you wish to include in your report by clicking in the check box next to each field name.

This example has chosen:

- Full Name
- Email
- First Name
- Last Name
- BOSTES TAN
- DoE User ID
- Course
- Completed Date
- Enrolment Status
- Start Date
- Duration of Course
- Standards Addressed.



Step 9: The **Set Column Order** button allows you to change the order of the columns in which they appear.

Simply drag the rows to the order that is required.

Step 10: Click the **Run Report** button to start generating your report.

New Report (Unsaved)
This report has not yet been saved.

Buttons: Refine Report, Save Report, Export as (Excel format (.xlsx)), Export

Full Name	Email	First Name	Last Name	BOSTES TAN	DoE User Id	Course	Duration of course	Enrolment Status	Start date	Completed date	Standards Add
John Doe	donotemail@donotemail.com	John	Doe	123456789	123456789	Job Application Workshop	120	Incomplete			
John Doe	donotemail@donotemail.com	John	Doe	123456789	123456789	Anaphylaxis e-learning (APTSs)	120	Completed	5/01/2015 12:00 AM		
John Doe	donotemail@donotemail.com	John	Doe	123456789	123456789	A process for programming a unit of learning: English K-10	300	Completed	15/10/2015 12:00 AM		
John Doe	donotemail@donotemail.com	John	Doe	123456789	123456789	Child Protection Update 2015	140	Completed	24/06/2015 12:00 AM		

Step 11: Results are displayed on the screen. Click the **Save Report** button if you think this report will be used in the future.

Step 12: You can also export the report to excel or pdf formats by clicking the **Export** button.