

myLearning Analytics Overview

If you want to see a list of professional development classes your direct reports have taken:

1. Log into myLearning
2. On the left hand navigation click on: "Analytics" (1)
3. Click on: Transcripts (2)



4. This screen contains a number of filters used to narrow down the enrollment information.
 5. There are a few filters a manager **must always** set when viewing transcript information of direct reports. There are others you can use as necessary. Ex. "Learner Name" field for a specific person.

1. If you want a date range: click on the **(A) Enrollment Date field** and choose the date or date range.

2. Click on **(B) More** and scroll down and click on the **(C) Show Archived Learnables** field and choose **Yes**.

3. Again, under **(B) More** scroll down and **click on the (D) Is In Program field** and choose **Is Blank**.

4. In the upper right hand corner of the screen click the **(E) blue refresh icon**.