## 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)

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ANALYTICS

Overview

Transcript

Usage Metrics

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.

No

