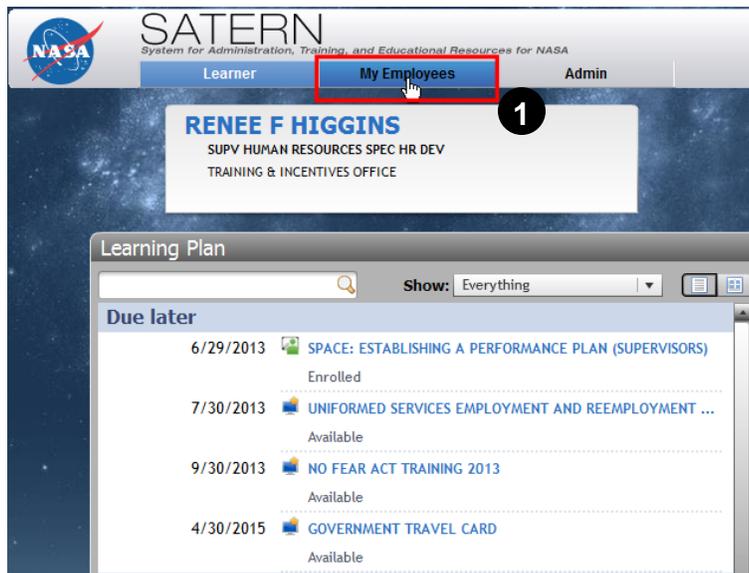


Job Aid: Print Learning History Report

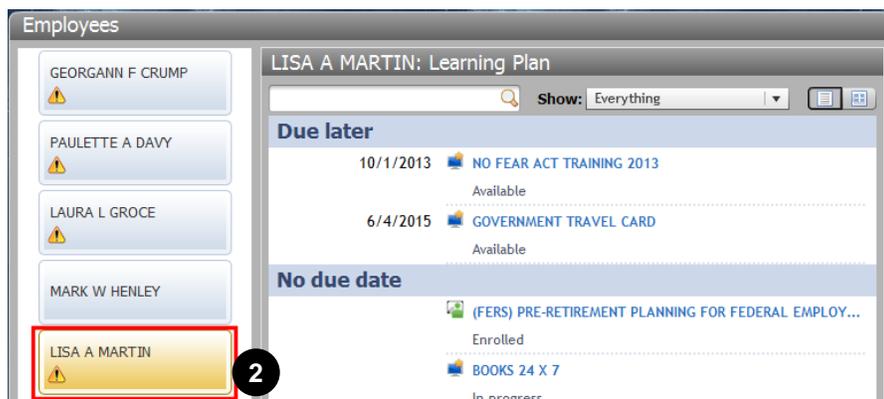
Description

The purpose of this job aid is to guide supervisors through the step-by-step process of printing the learning history report.

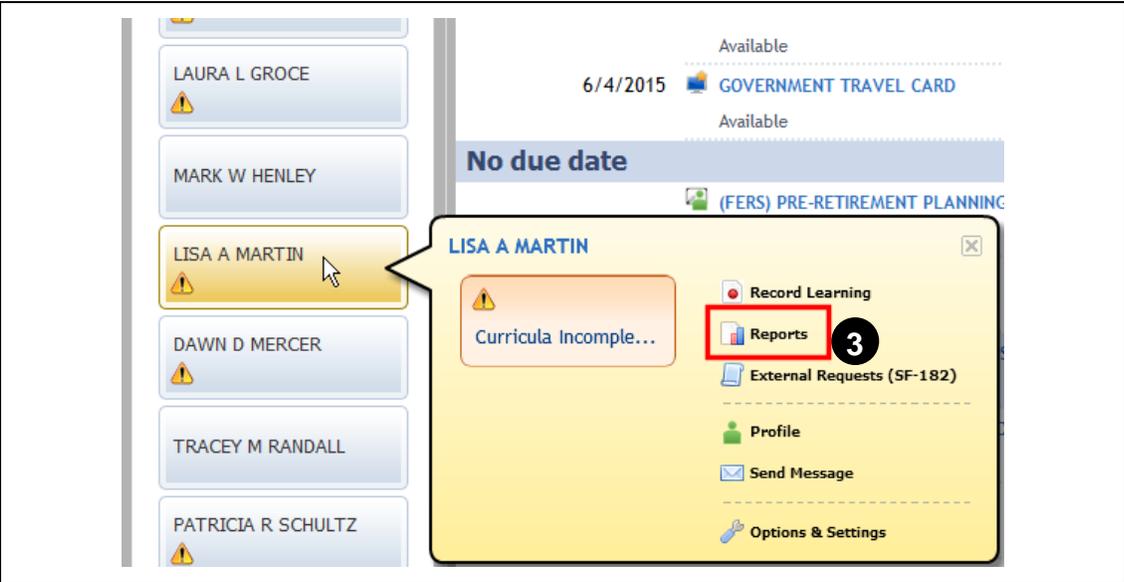
1 Click the **My Employees** tab



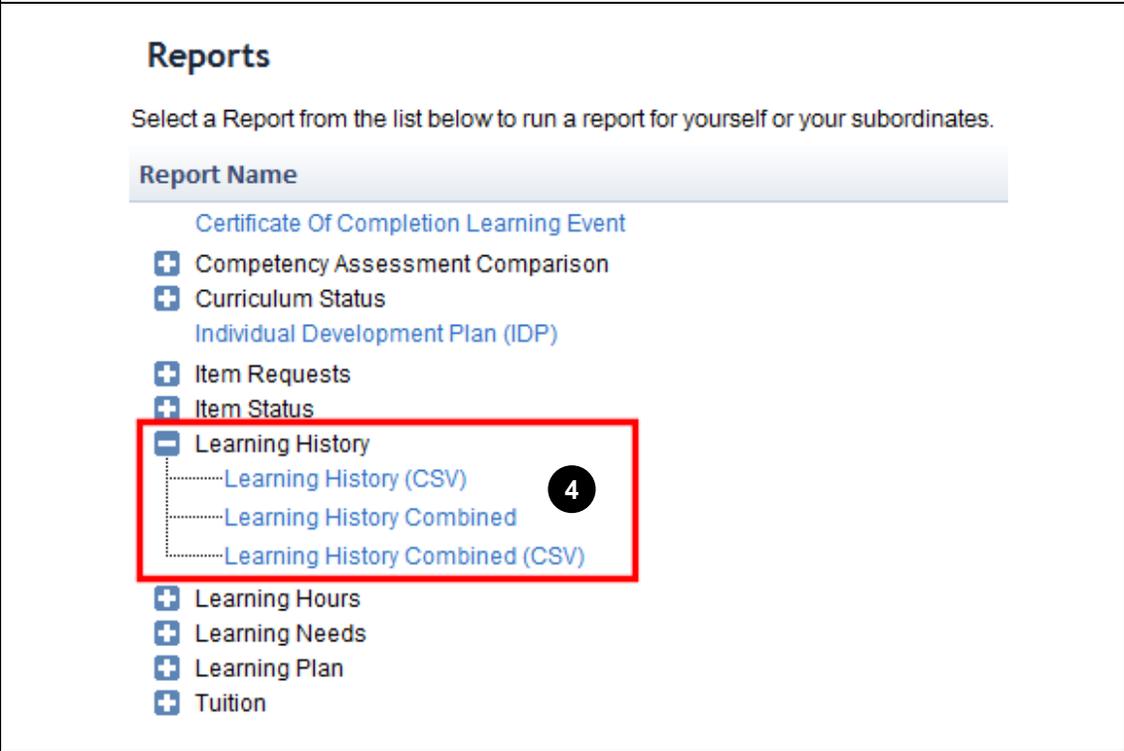
2 Click the appropriate learner



3 Click **Reports** in the action box.



4 Click the appropriate report from the list provided (see below for examples of each report).



5 Learning History (CSV) Example

Learner ID											
A	B	C	D	E	F	G	H	I	J	K	
1	Learner ID	Last Name	First Name	MI	Item Type	Item	Item Revis	Item Revis	Item Title	Scheduled	Completi
2	*****	MARTIN	LISA	A	ASSESS	MSFC-BAS	1	12/14/201	APPEL 4-D	66934	1/4/2013 (S
3	*****	MARTIN	LISA	A	CONFERE	NASA-SAS		7/18/2007	2007 SATE	17138	9/13/2007 11
4	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-08		8/6/2008 (2008 SATE	32523	10/2/2008 10
5	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-CRS		8/2/2007 (2007 SATE	18284	9/12/2007 01
6	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-OFSDA		8/2/2007 :	2007 SATE	18294	9/13/2007 01
7	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-RES&MALE		8/2/2007 :	2007 SATE	18275	9/11/2007 01
8	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-SCM		8/9/2007 (2007 SATE	18291	9/12/2007 05
9	*****	MARTIN	LISA	A	CONFERE	NASA-SAS-URASFS		8/2/2007 (2007 SATE	18289	9/12/2007 03
10	*****	MARTIN	LISA	A	COURSE	AG-AIPFA-	1	10/25/201	ACQUISITION INTEG	1/8/2013 01	4
11	*****	MARTIN	LISA	A	COURSE	ETH-001-06		5/8/2006 :	ETHICS TRAINING FO	11/20/2006 05	
12	*****	MARTIN	LISA	A	COURSE	ETH-001-07		10/4/2007	ETHICS TRAINING FO	10/10/2007 0	

6 Learning History Combined Example

SATERN Learning History Combined

Learner
Learner ID : *****

Item ID	Title	Completion Date
ITS-013-001	FY 2013 ANNUAL INFORMATION SECURITY TRAINING	Jan 8, 2013
AG-AIPFA-001-12	ACQUISITION INTEGRITY PROGRAM (AIP) TIER 4 FRAUD AWARENESS TRAINING	Jan 8, 2013
MSFC-BAS34-APPEL4D	APPEL 4-D Team Assessment Workshop	Jan 4, 2013
APPEL-4DWORKSHOP	4-D WORKSHOP	Jan 4, 2013
MSFC-TRN13-MSPPTL12010	MICROSOFT OFFICE POWER POINT LEVEL 1 - 2010	Nov 14, 2012
MSFC-TRN13-SP4OHC	SHAREPOINT FOR OHC	Nov 6, 2012
MSFC-WPV-EP13	2013 MSFC FLASHPOINT: RECOGNIZING AND PREVENTING WORKPLACE VIOLENCE	Sep 26, 2012

7 Learning History Combined (CSV)

A	B	C	D	E	F	G	H	I	J	
Learner ID	Full Name	Course ID	Title	Completi	Grade	Completi	Total Hour	Credit Hou	Contact Ho	C
*****	MARTIN, L	80339	EFFECTIVE	*****		C		0	0	0
*****	MARTIN, L	90297	INTRODU	*****		C		0	0	0
*****	MARTIN, L	60042	TIME & AT	*****		C		0	0	0
*****	MARTIN, L	90724	TADS TRAI	*****		C		0	0	0
*****	MARTIN, L	60128	COMMITM	*****		C		0	0	0
*****	MARTIN, L	80268	TIME SYST	*****		C		0	0	0
*****	MARTIN, L	40698	COLLATER	*****		C		0	0	0
*****	MARTIN, L	90769	AUTOMAT	*****		C		0	0	0
*****	MARTIN, L	80602	PRIORITY I	*****		C		0	0	0