



Individual Course History Report


1. Click into LearnUpon then go into **Reports**. Once you are in Reports, click **Basic Reports**. You will be able to click **Create Report**


The screenshot shows the "Reports" page in the LearnUpon interface. On the left is a vertical sidebar with various icons. The main content area has a header "Reports" and a sub-header "Create, save, and schedule flexible reports using data tailored to the needs of your business". In the top right corner, there is a red button labeled "+ Create report". Below this, there are two tabs: "Advanced reports" and "Basic reports", with "Basic reports" being the active tab and circled in red. The main content area features a blue illustration of an open box with a cat's head and paws peeking out, surrounded by small blue stars. Below the illustration, the text reads: "Once configured, legacy reports that are scheduled will appear in this list".


2. Once you have clicked **Create Reports**. Click **Course History Report**


Create report ×


BASIC REPORTS

 **Course Status Report**
An overview of enrollment statuses within specified courses +

 **Course modules**
Shows learner status for each course module +

 **Course History Report**
Overview of enrollment statuses for a specified user +

 **Legacy learning path report**
Shows learner status for each learning path +

 **Certifications and Credits**
Overview of certifications and credits awarded +

3. After clicking into **Course History Report**...you will be able to search a user by their first and last name
 - a. Please keep in mind to leave the **Date From to Date To** blank if you want a full report of all courses.
 - b. Under the **Statuses section**... click on **Completed**

The screenshot shows a web interface for generating a Course History Report. On the left, a sidebar contains navigation icons, with a clock icon highlighted. A 'Reports Tips' box provides instructions on how to use the report filters and scheduling options. The main 'Filters' section includes a 'Report Type' dropdown set to 'Course History', a 'User' search field with the placeholder 'Search by firstname, lastname, email', and date selection fields for 'Date From' and 'Date To', both currently set to 'Set Date'. A 'Statuses' dropdown menu is open, showing options: 'Not Started', 'In Progress', 'Pending Review', 'Completed' (which is highlighted), and 'Failed'. At the bottom, there is a 'Powered by LearnUpon' logo and four action buttons: 'Run Report', 'Reset Filters', 'Export to CSV', and 'Export to PDF'.

4. Once you have searched a user, click on **Run Report**

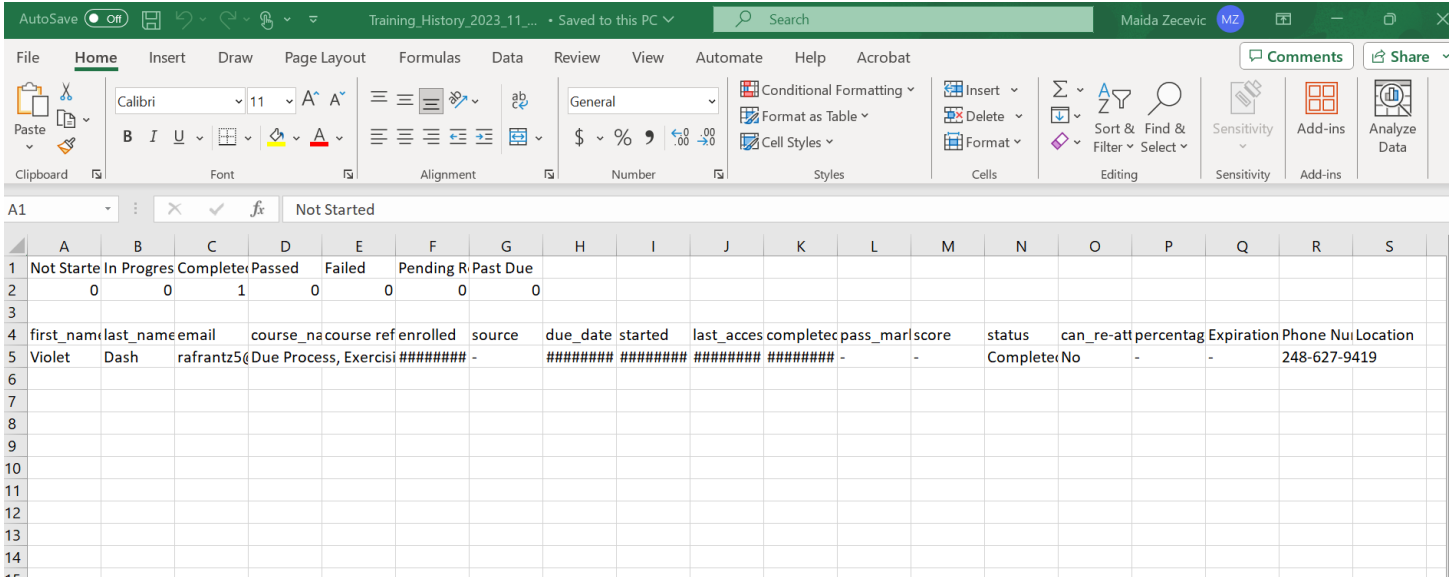
The screenshot shows the easterseals|MORC reporting interface. The top navigation bar includes the logo, a search bar, and user profile 'MZ'. The main content area is divided into a 'Reports Tips' sidebar and a 'Filters' section. The 'Filters' section includes a 'Report Type' dropdown set to 'Course History', a 'User' dropdown set to 'Violet Dash (rafrantz5@yahoo.com)', and a 'Statuses' dropdown set to 'Completed'. At the bottom of the interface, there are four buttons: 'Run Report' (circled in red), 'Reset Filters', 'Export to CSV', and 'Export to PDF'. The interface is powered by LearnUpon.

5. After you have clicked **Run Report**, you will have all the completed courses listed that the following user has completed.

- a. You may export this as an Excel spreadsheet by clicking **Export to CSV**

A close-up of the bottom navigation bar showing four buttons: 'Run Report', 'Reset Filters', 'Export to CSV' (circled in red), and 'Export to PDF'.

6. After downloading the Excel file, you may choose to filter out the data that is relevant to your needs.

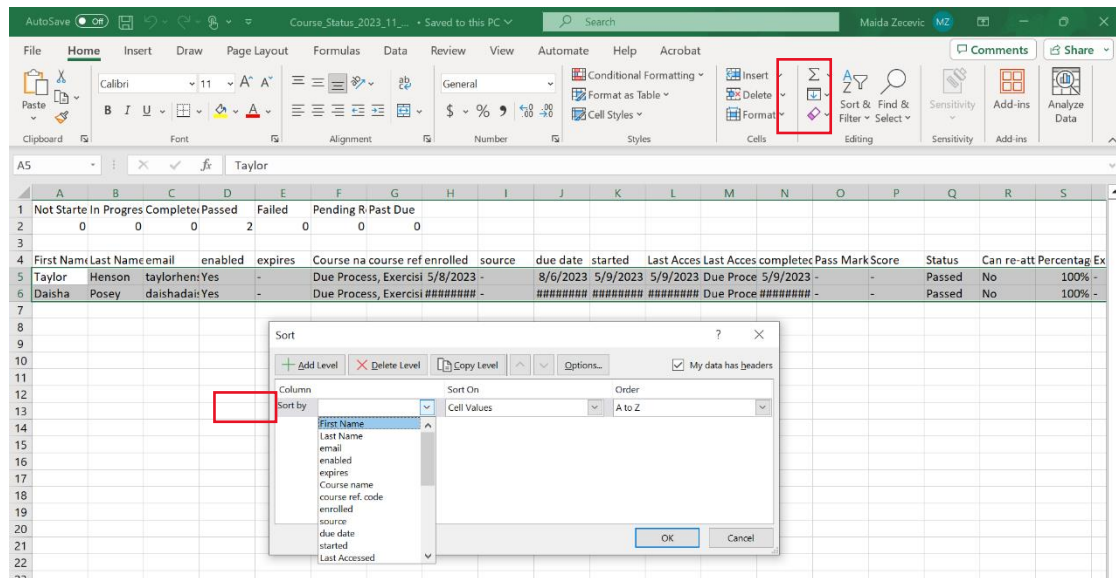


The screenshot shows an Excel spreadsheet with the following data:

1	Not Started	In Progress	Completed	Passed	Failed	Pending R	Past Due													
2	0	0	1	0	0	0	0													
4	first_name	last_name	email	course_name	course_ref	enrolled	source	due_date	started	last_access	completec	pass_mar	score	status	can_re-att	percentag	Expiration	Phone Nui	Location	
5	Violet	Dash	rafrantz5	(Due Process, Exercis	#####	-	-	#####	#####	#####	#####	-	-	Completed	No	-	-	248-627-9419		

How to filter your Excel spreadsheet:

A. You can then filter out the information you want by selecting the header column.



The screenshot shows an Excel spreadsheet with a Sort dialog box open. The dialog box has the following settings:

- Column: Taylor
- Sort On: Cell Values
- Order: A to Z
- My data has headers: checked

The 'Sort by' dropdown menu is open, showing the following options:

- First Name
- Last Name
- email
- enabled
- expires
- Course name
- course ref. code
- enrolled
- source
- due date
- started
- Last Accessed

For any questions relating to Oakland County Health Network's Direct Support Professional Training please refer to this link: [OCHN Learning Center | Oakland CHN, MI](#)

For questions relating to LearnUpon please send your questions through this

link: <https://form.jotform.com/230105866546053>