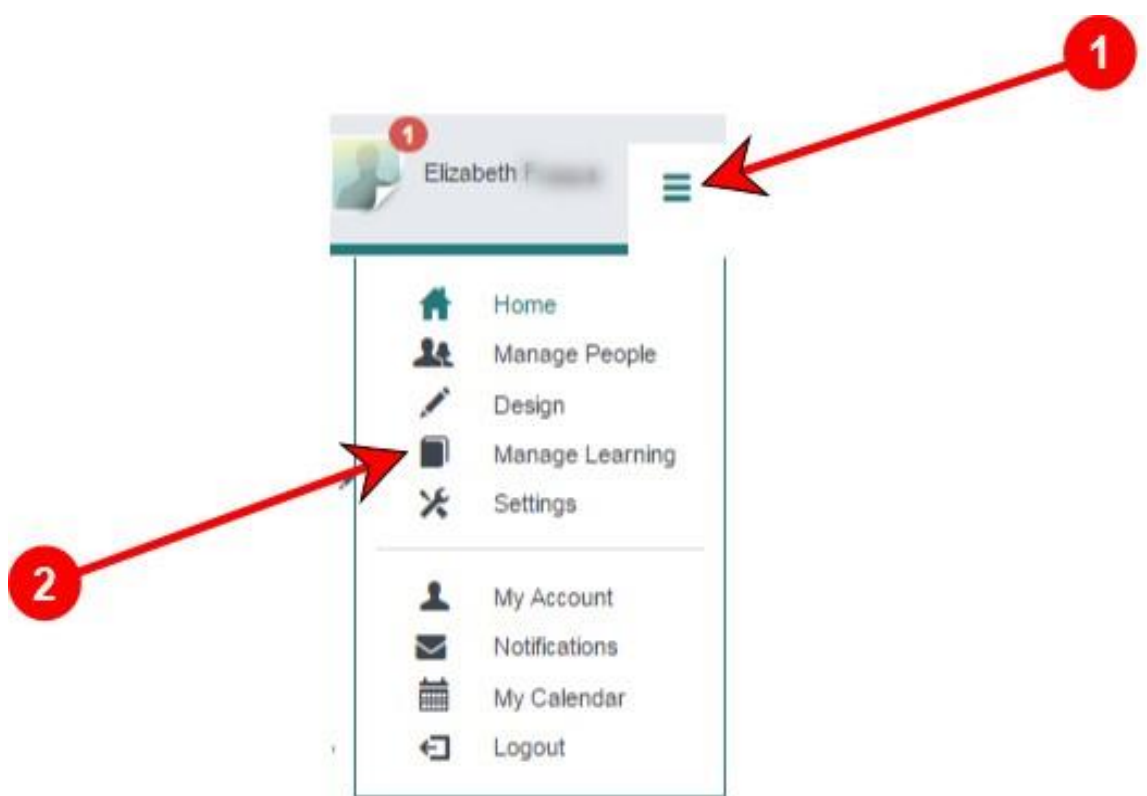


Create a Report of Professional Learning in Your School

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.



The screenshot shows a user interface for Elizabeth F. The top right corner features a hamburger menu icon, indicated by a red circle with the number '1' and an arrow. Below the menu, a list of options is displayed: Home, Manage People, Design, Manage Learning, and Settings. A red circle with the number '2' and an arrow points to the 'Manage Learning' option.

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

3



Step 3: Select the **Customisable Reports** menu item.

4



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

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 Uri
- 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.

A screenshot of a report titled 'New Report (Unsaved)'. The report has not yet been saved. The interface includes buttons for 'Refine Report', 'Save Report', and 'Export'. A dropdown menu for 'Export as' is set to 'Excel format (.xlsx)'. Below the buttons is a table with the following data:

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

Callout 11 points to the 'Save Report' button, and callout 12 points to the 'Export' button.

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.