Net Learning Administrative Tools
Access to features may vary depending on your privileges. You will have access to features described in this document.

You can also login to just the Administrative tools of NetLearning through this URL: https://lms.netlearning.com/LA8/uva
- To login with the URL, use your Employee ID number and the password will be the last 4 digits of your University ID number. (The University ID is the 9 digit number on the back of your badge.)
The Reports area provides a wide selection of data. A brief overview is provided below. Instructions for the most popular reports follows. These are noted with orange font.

**Reports: Learner**

- **Transcript** – Report of an individual’s learner transcript (can be run for multiple learners in one report)
- **Curriculum Assessment** – Use when a curriculum has been assigned to a learner(s) and you wish to see completion progress on all learning in the curriculum
- **Enrollments and Competitions** – Shows who is enrolled in a learning event, when completion is due, when learners completed the event and who has not completed
- **Recertification** – Tracks courses/classes that are due on a cycle (2-year cycle)

**Reports: eLearning**

- **Course & People Completions** – Report of who completed and when they completed a module
- **Usage Detail** – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed

**Reports: Test Reports**

- **Questions, Answers, and Results** – Shows results by test question by giving the percent and number who selected the correct or incorrect responses to a question.
- **Usage Detail** – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed
Hold down your "CTRL" key and click on the item you wish to include in the report.

Choose the date range for transcript items or choose "All Dates".

Search for your learner(s) and check the box to the left of their name(s).

Select "Add to List".

Choose your report format and select "Run Report".

If someone who registered for the event did not attend, change the drop down to "No Show". Do not remove them by checking the box in the "Remove" column.

Select the Mark As Completed button to change everyone from "Registered" to "Completed".
Reports: Learner – Enrollments and Completions

Reports are typically run with a Curriculum or Ad Hoc (single class/course). Recommended parameters for output information. Try different options.

Options:
- Include all selected learners – checking this will include everyone to whom you have access, not just those who enrolled or were assigned the training
- Show only those assigned to curricula through groups – typically leave unchecked
- Show only those who have – check this box to active the dropdown of choices. Anyone assigned the training but not within the parameters chosen for the drop down will not appear on the report. Recommendation is to leave this unchecked
- Include – Recommend using “all enrollments and completions”

Change the radio button to “All” if selecting individual courses/classes

Add the title and click the Filter button

Check the box for the associated event and select the “Add to List” button

Instructions continue on next page
Search for learners

Check the boxes associated with learners to be included in the report or check the top box to include all learners

Check “Add to List”

Chose your report format. Excel is recommended for this report. Select the “Run Report” button.
Search for the module title and select the “Filter” button.

Click the module title so it is highlighted in blue.

Set a date range if needed.

Search for learners.

The following parameters are recommended:
- Search for learners
- Check the boxes associated with learners to be included in the report or check the top box to include all learners
- Check “Add to List”
- Chose your report format. Word is recommended for this report. Select the “Run Report” button.

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