Managers and those with the Learning Reports security role have access to Learning reports. A Reports app is available which lists the most commonly requested Learning reports.

If a report is exceptionally large, Workday will provide a pop up, giving the option to run the report behind the scenes. Once the report is ready, a link is sent to your notifications folder and another pop-up will appear by your notifications icon. Click the link in the pop up to download the report.

Contact AskHR@virginia.edu if you need access to Learning reports. Enter “Learning” in the subject line of the email.

- **Add the Report App to your Dashboard**
- **Find all Learning Reports**
- **Run and Export a Report**
- **Filter a Report**
- **Find Learner Test Results for Digital Tests**

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### Add the Report App to your Dashboard

**Note:** Only apps that you have access to can be added to your dashboard.

1. Click on the gear or cog above your Dashboard.
2. Click the + button in the Worklet header.
3. Type “Learn Report” in the search and select Learning Admin Reporting.
4. Click OK.
5. Click Done.
6. The new app is now on your dashboard.
7. Click the app
8. In the Learning Reports menu, click on More (4) to see a list of common reports.
Find all Learning Reports

Workday continues to create standard reports and Human Resources also creates custom reports and shares them with Report users. A simple search will display all learning reports.

1. In the Workday global search, type `rd: learn`.
2. An abbreviated list of all learning reports is displayed in the grey box below the search.
3. Click the `+More` label to expose all learning reports.

Run and Export a Report

1. Type the title of the report in the Workday global search or run the `rd: learn` search to find the report.
2. Select the report title.
3. The report will appear as a table.
4. Note: Any filters applied within Workday will be lost if exporting to Excel. Export to Excel first and then apply filters in Excel.
5. When the report displays, select the Excel icon in the upper right corner to export the report into Excel.

Filter a Report

Reports can be filtered in Workday but filters are lost when exported to Excel. If filters are needed, first export to Excel, then apply filters in the spreadsheet.

1. Run the report using the steps above.
WD Learning: Find, Run, and Export Report

Role Matrix • Workday LMS Terminology

2. When the report displays, filters can be applied to any column. Each filter will be different. For the example shown here.
   - The Filter Condition can be “is”, “not equal to” or “is empty”.
   - The Value can be “Completed”, “In Progress”, or “Not Started”.

3. Columns can also be reordered or removed from the report to condense results.

4. Click on the filter icon at the top/right of the table.

5. Uncheck boxes of un-needed columns.

6. Click on the and drag the column label up or down, dropping it in the desired order.

7. To have a report appear with your preferences in place each time it’s run, Drag the and drop it in the Drag columns here to freeze. It will appear with your preferences in place.
Find Learner Test Results for Digital Test

Test results are available for individual learners. Currently, there are no reports displaying mass test results or test result trends.

1. Click on the **Learning Admin** app.

2. Click on **Manage Learning Content** in the right menu.

3. Search for and click on the course title associated with the test.

4. Click on the **Enrollments** tab.

5. Click in the Enrollment column of the learner table

6. Use the search to find and select the learner.

7. Click on the Lesson Interaction Tracking tab.

8. The report displays the answer given by the learner, when they took the test and if the answer was correct or incorrect.
Screen shot 10: Learner test result report