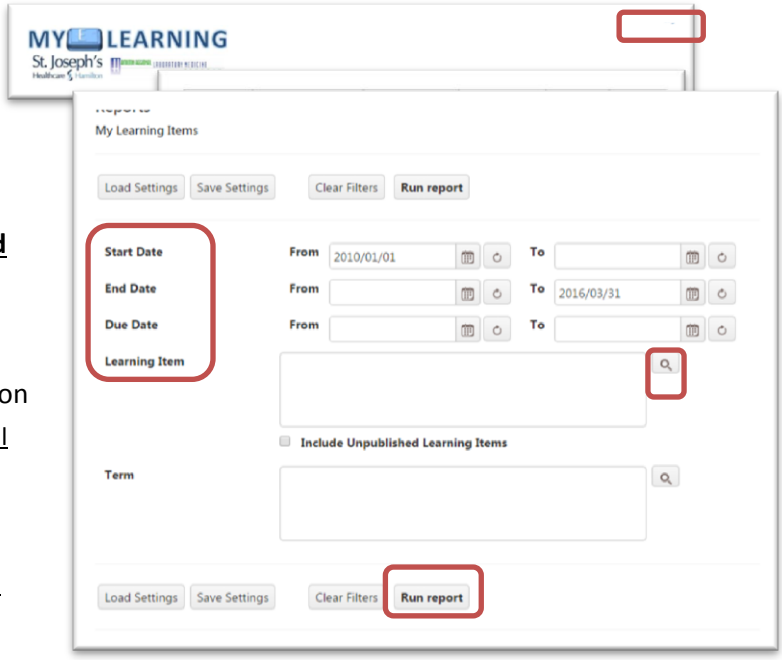
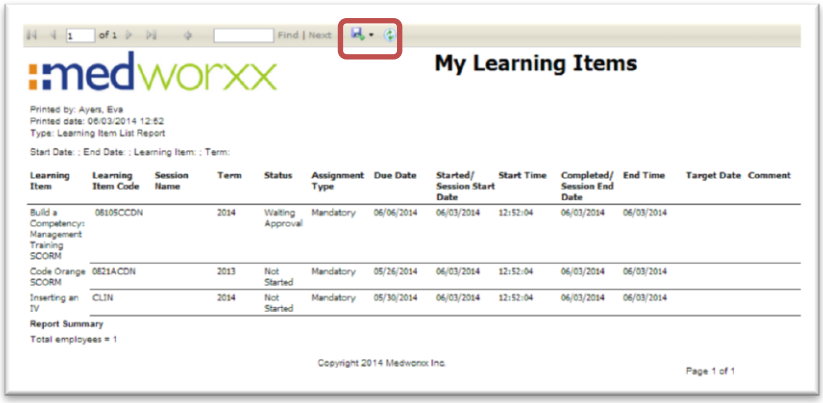
# Creating a Learning Plan Report

Shows learners learning records, including details on learning items taken, waiting to take, have started, or have not started.




1. **Log in** to the system
2. Under the **Reports** tab, click ***My Learning Items***
3. **<u>If a general report of all courses is required, leave all filters blank and skip to Step 7</u>**
4. *Optional:* Populate **Start Date, End Date** and/or **Due Date,** depending on needs → ***Note:*** <u>leave this blank to pull entire learning record</u>
5. *Optional:* Click to search for specific ***learning items***. <u>If a general report of all courses is preferred, leave this blank</u>
6. *Optional:* Click to search for a specific ***term*** for the learning item. <u>If general information is needed, leave this blank</u>
7. Click **Run Report**
8. Report can be **Exported** to a variety of formats or printed, click to export to desired format for printing
    a. ***Note:*** Defaulted to print on legal and landscape paper