

This quick reference guide (QRG) supports Affiliation Managers in tracking learning progress for individuals, including course, program, and lesson assignments and completions.

EEL LEARNING ASSIGNMENT COMPLETION STATUS REPORT

The EEL Learning Assignment Completion Status report shows which learners have been assigned or campaigned training and their completion status. This report will not show students that have self-enrolled in training.

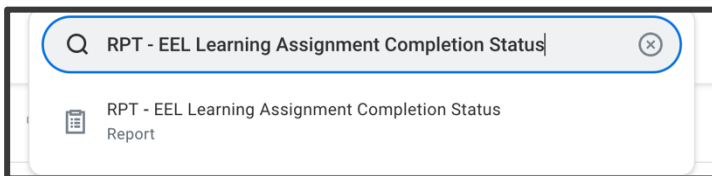


Note: The Learning Assignment Completion Status report will not show the completion status of individual lessons within a course. To view completion at a lesson level, use the Learning Enrollment Completion Status report.

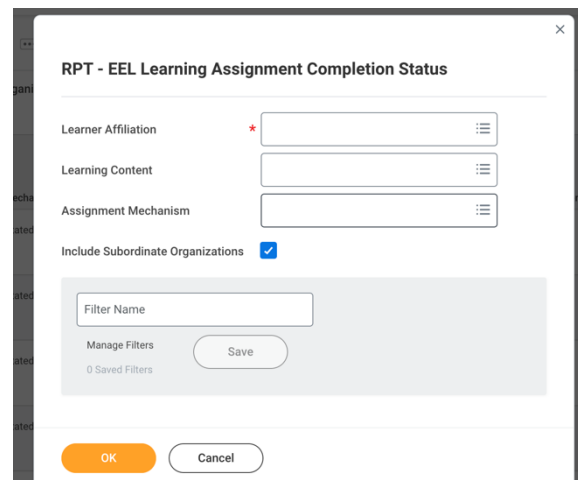
To run the EEL Learning Assignment Completion Status report, follow these steps.

From the Workday Home page:

1. Search for and select **RPT – EEL Learning Assignment Completion Status**.



2. Select **Extended Enterprise Affiliation** > the **Affiliation(s)** you want to see results for. Affiliation is the college and only colleges you serve as an Affiliation Manager for will display.
3. Select **Learning Content** if you are looking for a specific course. If not, leave the prompt blank to return all completions by everyone in the affiliation.
4. Select one or more **Assignment Mechanisms** if you want to search for a specific way the content was assigned. Learning Facilitated Enroll will display training assigned by Affiliation Managers, whereas Campaigns will display those assigned as a campaign from the Content Manager.
5. Choose whether to **Include Subordinate Organizations**. This is only needed if you are an Affiliation Manager for all of UAMS and are using All UAMS Students as your affiliation.
6. Click **OK**.



- View and filter results in Workday, or export results by clicking the Excel icon. The Completion Status column will display <blank>, Not Started, In Progress, or Completed. A Completion Status of <blank> means that the learner was assigned the content but has not yet interacted with it (similar to Not Started). Completed content will also display the Completion Date. Clicking into any gray column header will allow you to filter the data in Workday. Filtering by the Overdue column will assist in identifying learning past its due date.

Learning Record			Learning Enrollment			
Due Date	Overdue	Waived	Completion Status	Completion Date and Time	Attendance Status	Course Offering Start Date
12/16/2022	No	No	Not Started		Do Not Track	

EEL LEARNING COMPLETION SUMMARY REPORT

The EEL Learning Completion Summary report can be run by affiliation (college) or specific learning content, such as a HIPAA course. This is also the report to use to view content that learners have self-enrolled in.

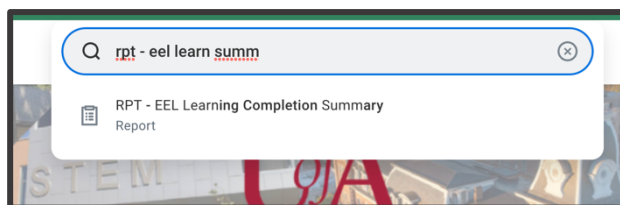


Note: The Learning Completion Summary report will only show learners who have already enrolled in (started) or completed content. To view learners who have been assigned content but have not started, use the EEL Learning Assignment Completion Status report.

To run the Learning Enrollment Completion Status report, follow these steps.

From the Workday home page:

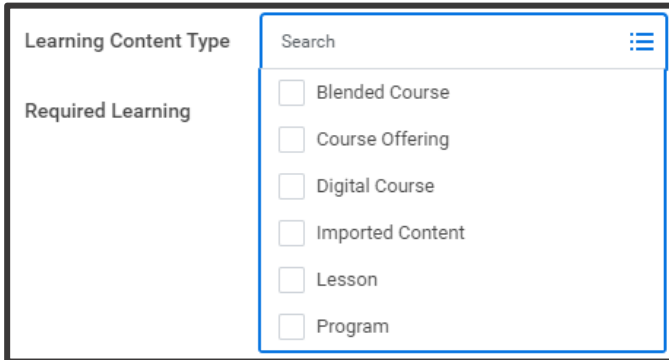
- Search for and select **RPT – EEL Learning Completion Summary**.



- Select the **Learner’s Affiliation**. You will only see the college(s) for which you are an affiliation manager.
- Select **Learning Content** if you are looking for a specific course. If not, leave the prompt blank to return all completions by everyone in the affiliation. Type the name of the program, course, or lesson in the search bar, or use the drop-down menu to select the content to view.

4. Select Learning Content Type.

If searching for more than one piece of content, selecting a Learning Content Type will show results for all content of a particular type for the company selected.



5. Click OK.

6. View and filter results in Workday, or export results by clicking the Excel icon. The Completion Status column will display Not Started, In Progress, or Completed. Completed content will also display the Completion Date. Clicking into any gray column header will allow you to filter the data in Workday.

