

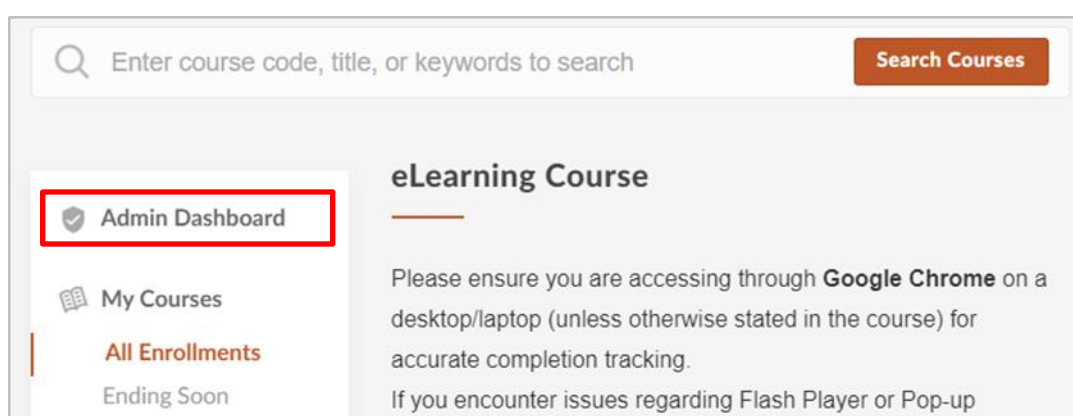
Generating a LearningHub Course Completion Report

Quick Reference Guide

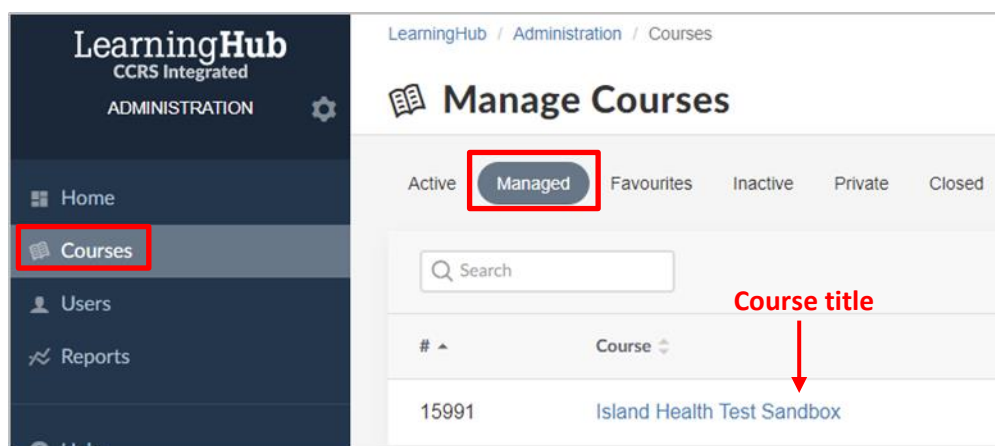
Applies to:	Long-term Care Leaders in Island Health and Contracted Partners.
Purpose:	To explain how to generate your staff course completion report or request Learning and Performance Support (LPS) to generate the report for you.

Generating a Report in LearningHub

1. Log into LearningHub.
2. From the left menu, click **Admin Dashboard**.



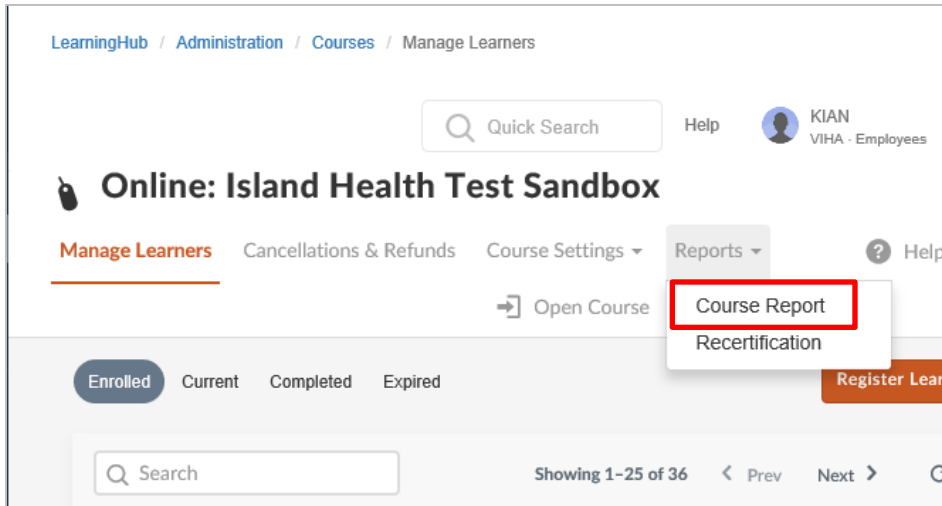
- The Administration page appears.
3. From the left menu, click **Courses**; when the **Manage Courses** pane appears, click **Managed**.
 4. Click the title of the course you wish to work on.



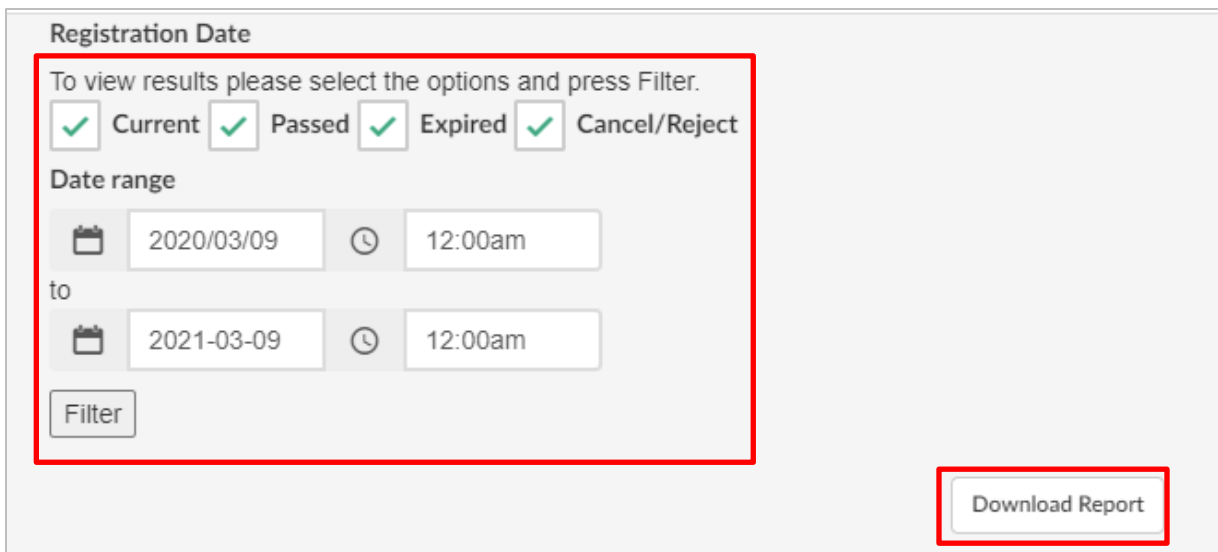
5. Click the **Reports** drop-down menu and select **Course Report**.

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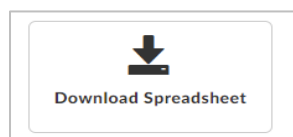
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6. Check the result types that you want to include in your report: **Current, Passed, Expired** and/or **Cancel/Reject**.
7. Select the date range of the report, then click the **Filter** button.
 - The report information appears on the page.
8. Click **Download Report**.



- The **Download Spreadsheet** window appears.
9. Click **Download Spreadsheet**.



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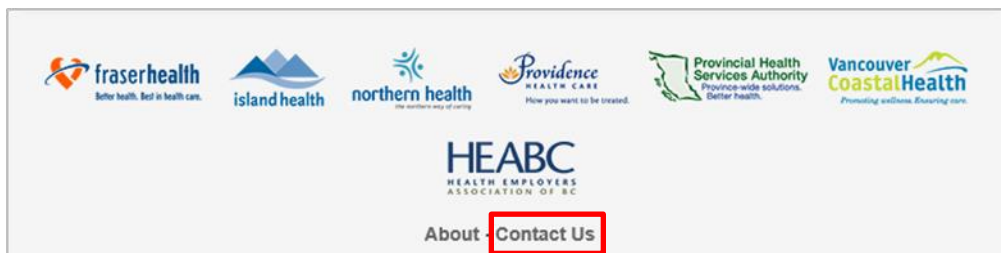
- The report is downloaded in Microsoft Excel format to your browser default location for downloaded files. Alternatively, you can save the file to any other desired location on your computer.
10. **Save** or **Open** the report (it opens in an Excel spreadsheet).
 11. Edit or filter results as required.

Requesting LPS to Generate a Report

- If you are a manager, you can request a *Managerial Report* of staff who report directly to you.
- If you are a manager and have appointed someone as your delegate, please email your delegate's name and confirmation they can receive manager reports on your behalf to: lps@viha.ca.
- If staff do not report directly to you, ask your manager to appoint you as 'delegate' so you can request and receive managerial reports on their behalf.

Once you have confirmed that the staff in question report directly to you, or that you have been identified as a delegate by the manager, submit a report request, as follows:

1. From the [LearningHub home page](#), click **Contact Us** (link located at the bottom of the page).



2. Scroll down the page and click **Manage Reporting**.



- The **Manager Reporting** form opens.

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The screenshot shows a web form titled "Manager Reporting". It contains the following fields and controls:

- First Name* (text input)
- Last Name* (text input)
- Email Address* (text input)
- Summary* (text input)
- Health Authority* (dropdown menu, currently set to "None")
- Department (text input)
- Cost Center # (text input)
- Cost Center Manager (text input)
- Description (large text area)
- Course Requested (text input, with a small icon to its left)
- Submit (blue button)
- Close (text link)

3. Fill out the form with as much detail as possible, and then click **Submit**.
 - LPS will email you the report as soon as it is ready.