

REPORTS

How to Run a Recertification Report

Track the expiration of cycle-based courses such as ACLS, BLS, PALS, and NRP. Display the course and date last completed for selected learners.

1. Go to **Reports**
2. Select **Recertification** from the *Learners* tab.

The screenshot displays the NetLearning Administrator web application. At the top, there is a navigation bar with tabs for LEARNERS, ELEARNING, CLASSROOM, REPORTS, and UTILITIES. The REPORTS tab is highlighted with a red box. Below this, a secondary navigation bar contains tabs for LEARNER, ELEARNING, TEST, CLASSROOM, CMP, AUDIT, and DASHBOARD. The main content area is titled "Learner Reports" and lists several report options, each with a description. The "Recertification" option is highlighted with a red box. The description for "Recertification" reads: "Track the expiration of cycle-based courses and certifications. Display the course and date last completed for selected learners."

NetLearning™ Administrator

LEARNERS | ELEARNING | CLASSROOM | **REPORTS** | UTILITIES

LEARNER | ELEARNING | TEST | CLASSROOM | CMP | AUDIT | DASHBOARD


? | i | EXIT



Learner Reports

- Transcript**
View education records for selected learners. Display credit values as well as CBL and class grades.
- Curriculum Assessment**
Track learner enrollment and completion courses within curricula. Display curricula, courses, enrollments and completions in table format.
- Enrollments & Completions**
Track learner enrollment and completion courses within curricula. Display curricula, courses, enrollments and completions in list format.
- Assigned Groups**
Display the assigned organizations, departments, job titles, and people groups for selected learners.
- Certificate Analysis**
Track license expiration. Display licenses, certificates, license types, and expiration dates for selected learners.
- Recertification**
Track the expiration of cycle-based courses and certifications. Display the course and date last completed for selected learners.
- Letters**
Create and print correspondence for courses and classes.

REPORTS


3. Indicate the date range for the report. The report will provide you with a list of people who need recertification for the date range that you enter. You'll want to enter a current to future date range (and always start with the first of the month and end at the last day of the month).
4. The screenshot is an example of those needing recertified in the next 3 months. If you prefer to see all training dates, leave the date range set at *All Dates*.



 **Recertification**

From: Custom ▾ 01/01/2016  to 03/31/2016 
This report provides a list of those people who need Recertification for the selected course during the above period

Course Groups: All ▾
Originators: All ▾
Locate: Course ▾ Begins with ▾ bls
Find

Choose Course to report on: BLS HEALTHCARE PROVIDER RENEWAL ▾

 Available Learners

Organization: WEST VIRGINIA UNIVERSITY HOSPITALS ▾ Hire Date: All Dates ▾  to 
Department: EDU & TRAINING-NURSING (90) ▾ Locate: Last Name, First Name ▾ Begins with ▾
People Groups: All ▾ Status: Either Learner or Instructor ▾
Job Titles: All ▾ **Find**

Select the learners you would like to add to the selected list:

<input type="checkbox"/>	Learner	Organization, Department
<input type="checkbox"/>	DOUBLE, LORI	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input type="checkbox"/>	GALLO, MICHELLE	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input type="checkbox"/>	MACKOVJAK, JENNIFER	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS



REPORTS

- 5. Use the *Locate Course* filter to search for the course title. **Examples include: BLS Healthcare Provider Renewal, ACLS Renewal, PALS Renewal, NRP Renewal, Heartsaver CPR and First Aid.** Click the **Find** button after entering the keyword search.
- 6. Select the course from the *Choose Course to report on* drop-down box.

NetLearning **Recertification**

From: Custom 01/01/2016 to 03/31/2016
This report provides a list of those people who need Recertification for the selected course during the above period

Course Groups: All
Originators: All

Locate: Course Begins with bls
Find

Choose Course to report on: BLS HEALTHCARE PROVIDER RENEWAL

Available Learners

Organization: WEST VIRGINIA UNIVERSITY HOSPITALS Hire Date: All Dates to
Department: EDU & TRAINING-NURSING (90) Locate: Last Name, First Name Begins with
People Groups: All Status: Either Learner or Instructor
Job Titles: All **Find**

Select the learners you would like to add to the selected list:

<input type="checkbox"/>	Learner	Organization, Department
<input type="checkbox"/>	DOUBLE, LORI	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input type="checkbox"/>	GALLO, MICHELLE	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input type="checkbox"/>	MACKOVJAK, JENNIFER	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS

REPORTS

- Under *Available Learners*, select all learners in the list by clicking on the checkbox in the column header next to *Learner*.
- Click the **Add to List** button. All learners should now be in the *Selected Learners* section of the screen.
- Click **Run Report**.

Choose Course to report on: BLS HEALTHCARE PROVIDER RENEWAL

Available Learners

Organization: WEST VIRGINIA UNIVERSITY HOSPITALS Hire Date: All Dates to
Department: EDU & TRAINING-NURSING (90) Locate: Last Name, First Name Begins with
People Groups: All Status: Either Learner or Instructor
Job Titles: All Find

Select the learners you would like to add to the selected list:

<input checked="" type="checkbox"/>	Learner	Organization, Department
<input checked="" type="checkbox"/>	DOUBLE, LORI	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	GALLO, MICHELLE	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	MACKOVJAK, JENNIFER	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	MALCOLM, HEATHER	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	PATRICK, MARIA	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	RABLE, JENNIFER	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	RHOADES, ANTHEA	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	SPELLMAN, LAUREN	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS
<input checked="" type="checkbox"/>	TRAVIS, CHERYL	EDU & TRAINING-NURSING (90) WEST VIRGINIA UNIVERSITY HOSPITALS

Add To List Remove From List

Selected Learners

The report will be run for the following learners: