

Required Learning Report

This job aid provides Board Administrator Partners step by step instructions on how to run the LRN | Required Learning Assignments by Organization report. This report is used to verify board and commission members have completed the required training.

Step 1: Start typing **LRN | Required Learning Assignments by Organization** in the *Search* bar and then select it from the search results.

Step 2: Type in the supervisory organization name in the **Supervisory Organization or Extended Enterprise Affiliation** field. Make sure the name has “(Official Board)” in the title. This is the only required field. You can run this report for multiple supervisory organizations at the same time if you are the Board Administrator Partner for each of them. *Note:* To save the search parameters for future use, identify a unique name and add it to the *Filter Name* field and click *Save*. Click **OK** when complete.

Step 3: Use the side and bottom scroll bars to view the report.

96 items Turn on the new tables view

Learner ID	Learner	Worker's Manager	Supervisory Organization(s)	Extended Enterprise Affiliation	Learning Content	Learning Content Type	Learning Content Number	Assigned By	Assignment Me
OR0			Gaming & Accreditation Division - OSP Governor's Commission on the Law Enforcement Medal of Honor (Official Board)		DAS - EIS - 2021 Information Security Training: Foundations	Digital Course			Campaign
OR0			Gaming & Accreditation Division - OSP Governor's Commission on the Law Enforcement Medal of Honor (Official Board)		DAS - CHRO - 2021 Preventing Discrimination and Harassment	Digital Course	PD&H		Campaign
OR0			Board On Public Safety Standards and Training (Official Board)		DAS - EIS - 2021 Information Security Training: Foundations	Digital Course			Campaign
ORC			Board On Public Safety Standards and Training (Official Board)		DAS - CHRO - 2021 Preventing Discrimination and Harassment	Digital Course	PD&H		Campaign

Click on a report column to filter the report. Click on **Value** to see the filter options for the column. The example below is filtering the *Assignment Status* column for assigned trainings that have not yet been completed (*Open*). Click on the *filtered* column and select **Remove Filter** to remove the filter.

Assignment Status ← Completion Date

↑ Sort Ascending
↓ Sort Descending

Filter Condition *

Completed
 Manually Waived
 Open

Search ☰

Filter

Assignment Status ⌵ Completion Date

↑ Sort Ascending
↓ Sort Descending

Filter Condition *

is ▼

Value *

× Open ☰

Filter **Remove Filter**

Step 4: Use the icons in the report title bar to *Export to Excel* or download to a *PDF* document. See the job aid [Report, schedule](#) to set up an automated report.

