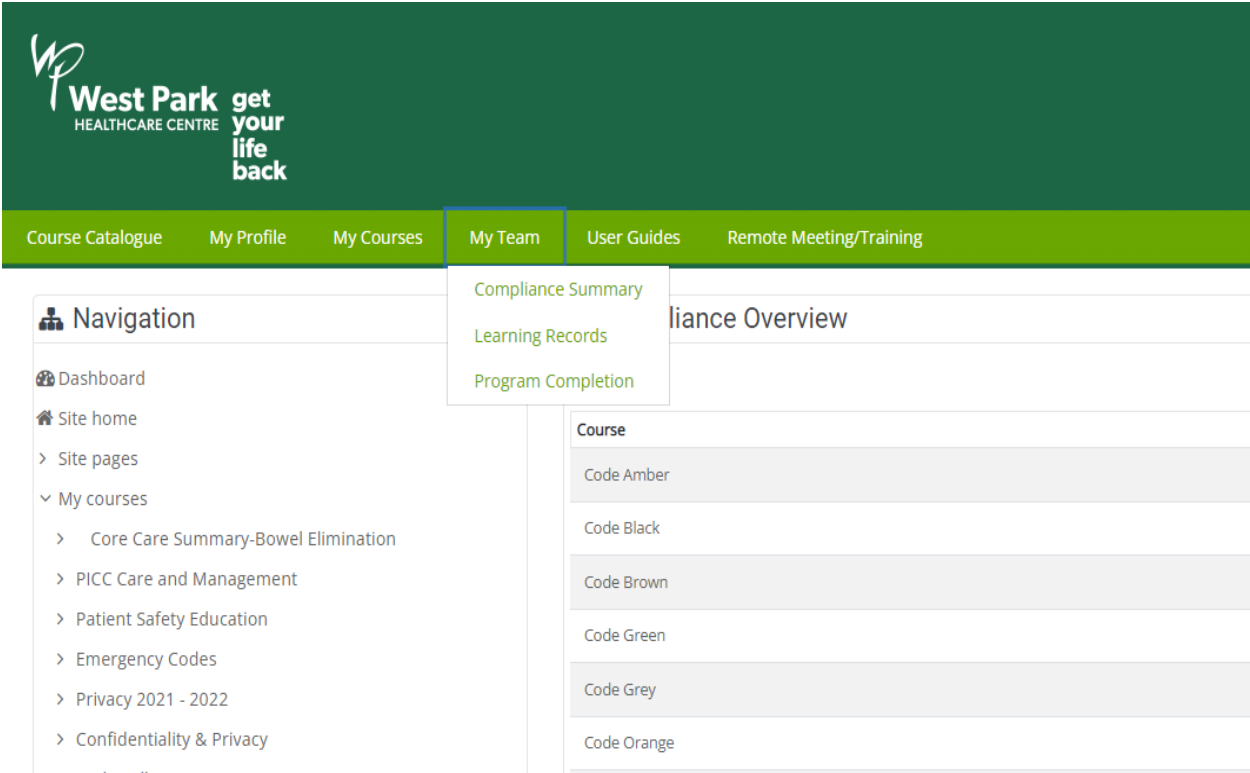


Managers/supervisors have access to the "Program Completion", "Learning Records" and "Compliance Summary" reports found under "My Team"

Go to "My Team" Drop down menu: Compliance Summary  
Learning Records  
Program Completion

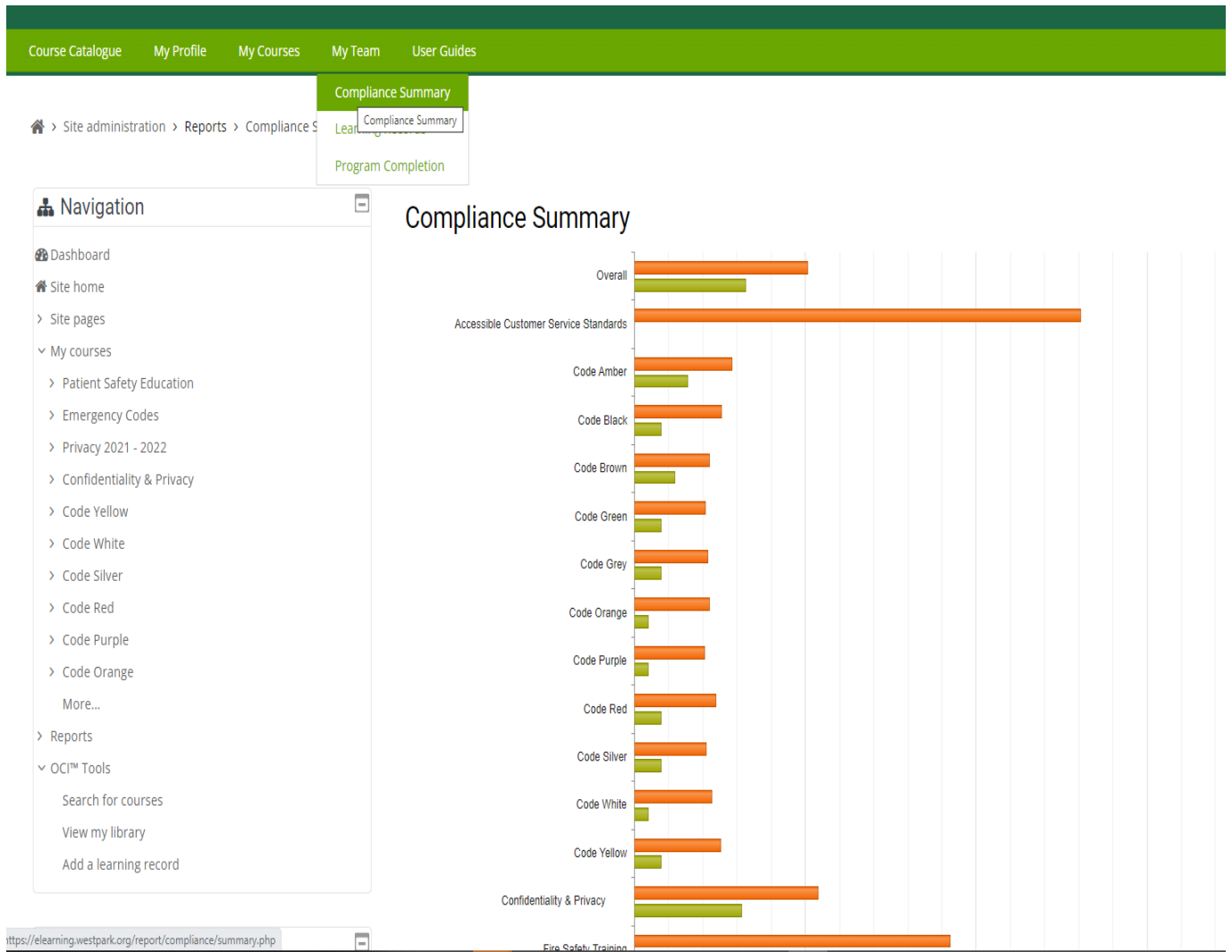
NOTE: Reports such as "Program Completion" and "Learning Records" are probably the best to run on a weekly basis.



# 1. Compliance Summary :

Go to My team -> Compliance Summary

The full compliant / non-compliant users can be found by clicking on any of the courses



## 2. Learning Records

Go to My team -> Learning Records

If you want to filter by a specific start and end time or a user or course name, you can do so

The screenshot shows the West Park Healthcare Centre website interface. At the top, there is a green header with the logo and the slogan "West Park get your life back HEALTHCARE CENTRE". Below the header is a navigation bar with links: "Course Catalogue", "My Profile", "My Courses", "My Team", and "User Guides".

The main content area is titled "Learning Records" and includes a "Filter" section. The filter options are:

- Start time:** 13, December, 2022, 00, 00. Includes an "Enable" checkbox.
- End time:** 13, December, 2022, 23, 59. Includes an "Enable" checkbox.
- Search by:** Date completed.
- User full name:** contains [text input].
- Course shortname:** contains [text input].
- Action:** All, Completed, Attended.
- Object Type:** All, Courses, OCI courses, Programs.

A left-hand navigation menu is visible, listing various site pages and reports. The URL at the bottom of the page is <https://elearning.westpark.org/report/lrsdata/index.php>.

### 3. Program Completion

Go to My team -> Program Completion

West Park HEALTHCARE CENTRE get your life back

Course Catalogue My Profile My Courses My Team User Guides

Site administration > Reports > Program Completion

Compliance Summary  
Learning Records  
Program Completion

Navigation

- Dashboard
- Site home
- Site pages
- My courses
  - Patient Safety Education
  - Emergency Codes

Program Completion

Export to Excel

First name	Surname	Program	Status
		Prevention of Workplace Violence	