CSUF Training History Report

These instructions cover how to run a report that pulls training statuses for all employees who are currently assigned to a course(s) or completed a training in previous LMS. It also includes training history for online and ILT courses.

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## Accessing Reports

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| **Step 1:**  
Start on the Employee Training Center (ETC) Dashboard. |

![Employee Training Center (ETC) Dashboard](image1.png)  
**Assigned Learning:** Content assigned based on your role.  
**Recently Viewed:** Access recently viewed content.  
**Transcript:** Access your training records.  
**Training Schedule:** View upcoming training on campus.

| **Step 2:**  
Next, click on the Self Icon located at the upper left-hand corner. |

![Employee Training Center (ETC) Dashboard with Self Icon](image2.png)  
**Assigned Learning:** Content assigned based on your role.  
**Recently Viewed:** Access recently viewed content.  
**Transcript:** Access your training records.  
**Training Schedule:** View upcoming training on campus.
### Processing Step

<table>
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<th>Step 3:</th>
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<tr>
<td>From the dropdown, select</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
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</table>

**Step 4:**

<table>
<thead>
<tr>
<th>Step 4:</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td>Next, select Advanced</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Reporting.</td>
<td></td>
</tr>
</tbody>
</table>
**Step 5:**
From there, the screen will refresh to the **Advanced Reporting** page.

On the left-hand side, click on the (+) icon next to the folder for **CSU_PROD** to expand this folder.

**Note:** You will be opening a couple of folders to get to the data.
Step 6:
From there, click on the (+) icon next to the folder for Custom to expand this folder.

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<tr>
<th>Processing Step</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 6:</strong></td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
<tr>
<td>From there, click on the (+) icon next to the folder for Custom to expand this folder.</td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
### Processing Step

**Step 7:**
Click on the (+) icon next to the folder for **Reports** to expand this folder.

### Screen Shots

![Screen Shot](image_url)

**Step 7:**
Click on the (+) icon next to the folder for **Reports** to expand this folder.
### Processing Step

<table>
<thead>
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<th>Step 8:</th>
<th>Screen Shots</th>
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</thead>
<tbody>
<tr>
<td>Click on the <strong>FULLERTON</strong> folder.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
</tbody>
</table>

### Screen Shots

- **Step 8:**
- **Step 9:**

<table>
<thead>
<tr>
<th>Step 9:</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td>Click on the report titled <strong>CSUF Training History Report</strong>.</td>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
</tr>
</tbody>
</table>

The screen will refresh to show the available report templates.
## CSUF Training History Report

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image1" alt="Step 1 Screenshot" /></td>
</tr>
<tr>
<td>Next, click on the <strong>Options</strong> icon.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="image2" alt="Step 2 Screenshot" /></td>
</tr>
<tr>
<td>A new pop-up window will appear.</td>
<td></td>
</tr>
<tr>
<td><strong>Under User Primary Domain,</strong> leave it selected as <strong>Fullerton.</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Processing Step

#### Step 3:
Under **Activity Name**, search for the appropriate training you want to run the report for by typing in the Course Title.

**Note:** You can type in keywords to find the Course Title.

![Screen Shot](image1)

#### Step 4:
The results will display and you can select the appropriate Course Title that you want to run a report on.

**Note:** You can select more than one course.

![Screen Shot](image2)
<table>
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</thead>
</table>
| **Step 5:**  
Under Registration Date  
**between**/and, you can select  
the appropriate date range for  
when you want to see history. | ![Screen Shot of Registration Date Selection](image1.png)  
**Registration Date between**  
1995-07-01 01:00:00  
and  
2019-06-09 21:40:12  
**Apply**  
**OK**  
**Reset**  
**Cancel**  
**Save**   |
| **Step 6:**  
Click on the **Apply** button.                                                   | ![Screen Shot of Input Controls](image2.png)  
**Input Controls**  
.NET Core, C#, and Visual Studio Extensions  
.NET Development with Visual Studio  
.NET Overviews: Windows, Web, and the Cloud  
Autism, Not Autism  
BOBCAT "'Slip, Trip, & Fall'" Safety Training - Workshop  
"By the Book: Overwhelmed, Work, Love, and May When..."  
"CBT BHS: Slips, Trips, & Falls"  
"CPR/AED Adult, Child and Infant - Workshop"  
"Create a Budget, Ditch Your Debt, and Start Building for T..."  
"CSUDH Supervisor Training (PI, Directors, MSP) FY 17-18"  
**Registration Date between**  
1995-07-01 01:00:00  
and  
2019-06-09 21:40:12  
**Apply**  
**OK**  
**Reset**  
**Cancel**  
**Save**   |
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<tr>
<td><strong>Step 7:</strong> The system will start processing your report results.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Step 8:</strong> The page will refresh, and you can click on the Ok button to see the results.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Step 9:</strong> If you want to export your report, click on the Export icon on the left-hand side and select your preferred option.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
</tbody>
</table>

Note: It is recommended to use Excel if you would like to format your report further.
### Processing Step

**Step 10:**
Depending on the option that you select, you will have additional options such as how you want to open the file.

Click on the **Ok** button when done.

**Step 11:**
The results will display, and you can filter/format the results according to your preference.