

Learning Zone reports

Running reports as a manager

On the **My Learning** page, navigate to the **Links** section at the left-hand side of the page. Click on **Reports**. Alternatively, access your **My Employees** tab which opens up the **Line Manager Links** box where the Reports link can also be found.

View the list of available reports on **Reports** screen. Click the expand icon to see additional reports in each report group.

Click on a report name to select a report and display the run report screen.

Each report page may allow you to customize the report layout by entering **Report Title, Report Header, Report Footer** etc.

Use the drop down menus and criteria fields to determine options for **Report Destination, Report Format, Report Type, Include, Print Comments, Sort By, List By** etc as appropriate.

Enter the **Completed Date From** and **Completed Date To** dates if applicable.

Managers may choose to run a report for themselves only, their direct subordinates, all subordinates, or all including themselves.

Once all fields are defined, click **Run Report**.

The report will begin processing – the status will read **Waiting in Queue**, then **Generating**, then **Succeeded** when complete.

Once completed, you will see a message to say that your report is automatically downloading, and a pop up box will appear at the bottom of the screen asking what you want to do with the report:

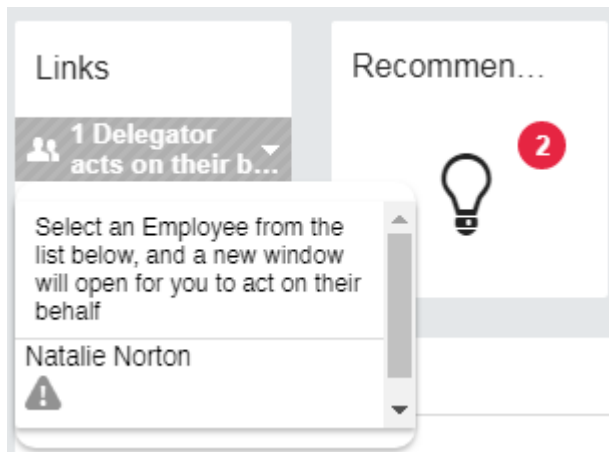
- **Save** – to open the report
- **Save as** – to save the report to a location of your choice
- **Cancel** - to cancel

Guidance on the report options available and how to run them is provided in the following link. [Learning Zone: Manager Guide to running reports.](#)

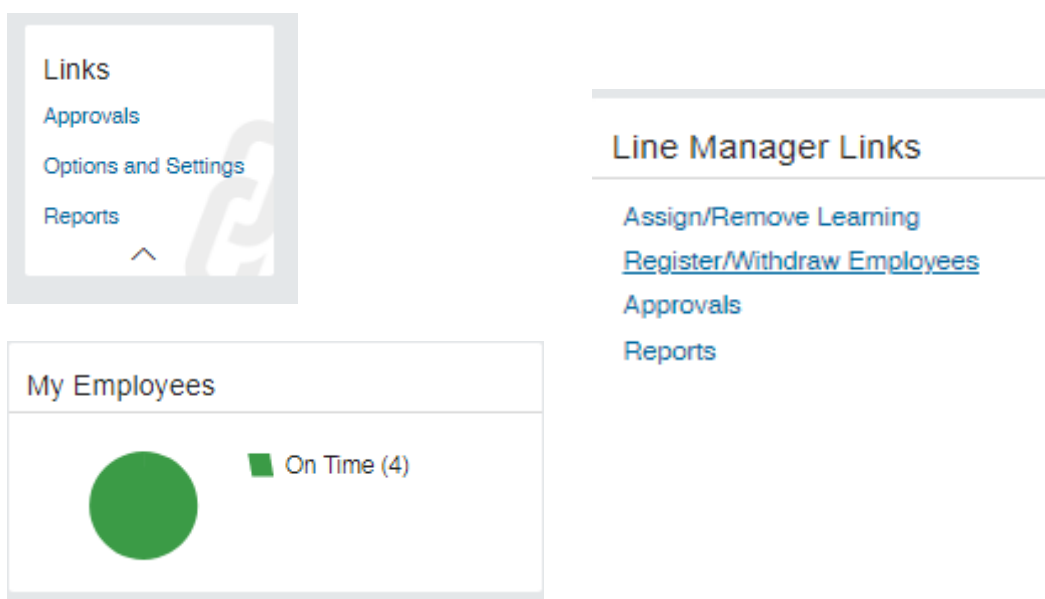
Running reports as a delegated manager

Administration Managers and other staff with delegated permissions can run reports on the Learning Zone on behalf of a manager/headteacher.

To access reports as a delegated manager, navigate to the Links section on your My Learning page. Click on the headteacher name to 'proxy' as them.



Click on **reports** in the Links tile. You can also access reports via the My Employees tile (in the delegate window) which opens up the Line Manager Links tile.



You can then run the reports as outlined above.