

Net Learning Administrative Tools

Access to features may vary depending on your privileges. You will have access to features described in this document.

You can also login to just the Administrative tools of NetLearning through this URL:

<https://lms.netlearning.com/LA8/uva>

- To login with the URL, use your Employee ID number and the password will be the last 4 digits of your University ID number. (The University ID is the 9 digit number on the back of your badge.)

Access the NetLearning Administrative area

The screenshot displays the NetLearning administrative dashboard. At the top, there are navigation tabs: My Folder, My Team, Reports, and Admin. The Admin menu is expanded, showing a list of sub-items. Several items are highlighted with orange boxes: Learners, Reports, eLearning, and Classroom. The main content area shows a user profile for 'Test1 Aable' with a job title of 'Unspecified Job Title' and 'Unassigned at University of Virginia Health System'. Below the profile are two blue bars: 'Learning Opportunities 2725' and 'Recertifications 0'. A 'Filters' section is visible at the bottom left, with 'Learning Activity Types' and a checked 'All' option.



Reports

The Reports area provides a wide selection of data. A brief overview is provided below. Instructions for the most popular reports follows. These are noted with orange font.

University of Virginia Health System | Reports / Learner

- Learner
- eLearning
- Test
- Classroom
- CourseManager+
- Audit
- Dashboard

Learner Reports

- Transcript**
View education records for selected learners. Display credit values and grades.
- Transcript with Templates**
New version of the Transcript report that uses templates to define the look and content of the report.
- Curriculum Assessment**
Track learner enrollment and completion courses within curricula. Display curricula, courses, enrollments and completions in table format.

Reports: Learner

- **Transcript** – Report of an individual’s learner transcript (can be run for multiple learners in one report)
- Curriculum Assessment – Use when a curriculum has been assigned to a learner(s) and you wish to see completion progress on all learning in the curriculum
- **Enrollments and Competitions** – Shows who is enrolled in a learning event, when completion is due, when learners completed the event and who has not completed
- Recertification – Tracks courses/classes that are due on a cycle (2-year cycle)

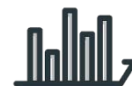
Reports: eLearning

- Course & People Completions – Report of who completed and when they completed a module
- Usage Detail – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed

Reports: Test Reports

- **Questions, Answers, and Results** – Shows results by test question by giving the percent and number who selected the correct or incorrect responses to a question.
- Usage Detail – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed

Reports: Learner - Transcript



Choose the date range for transcript items or choose "All Dates"

Hold down your "CTRL" key and click on the item you wish to include in the report

HealthcareSource
NetLearning

Transcript

Show on Report:

- Badge Number
- Class/Course Notes
- Date Of Birth
- Department
- Employee ID
- Grade
- Hire Date
- Job Title
- Social Security Number

Include Classes/CBLs completed between:

Custom [01/01/2013] to [11/09/2016]

Sort Report By: Date

Instructor History (include classes taught)

Include competencies on transcript

Available Learners

Organization: All | Hire Date: All Dates to

Department: All | Locate: Last Name, First Name | Begins with

People Groups: All | Status: Show All

Job Titles: All | Filter | Clear

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

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<input type="checkbox"/>	Learner	Organization, Department
<input type="checkbox"/>	Alonso, Ralph	Unassigned Unassigned
<input type="checkbox"/>	Abad, Benito	Inpt UVA Healthsouth JV (2029000) MC
<input type="checkbox"/>	Abad, Natacha	NL-R-CNL1 SON
<input type="checkbox"/>	Abadie, Brianna Gina Modugno	Unassigned Unassigned
<input type="checkbox"/>	Abadjorge, Ana	Morrisons (3552000) Nutrition Services
<input type="checkbox"/>	Abakar, Yaseen	Environmental Services (2550000) Environmental Services
<input type="checkbox"/>	Abalos, Kathleen Corinne	Unassigned Unassigned
<input type="checkbox"/>	Abanoor, Bilal	Fleet Operations (2165000) MC
<input type="checkbox"/>	Abarca-Mitchell, Ashley	Unassigned Unassigned
<input type="checkbox"/>	Abashian, Mara	Unassigned Unassigned

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Add To List | Remove From List

Select "Add to List"

Selected Learners

The report will be run for the following learners:

Customize | Template: Standard | Default

Run Report | Format: PDF (*.pdf) | Clear | Close

Search for your learner(s) and check the box to the left of their name(s)

Choose your report format and select "Run Report"

If someone who registered for the event did not attend, change the drop down to "No Show". Do not remove them by checking the box in the "Remove" column.

Select the Mark As Completed button to change everyone from "Registered" to "Completed"



Reports are typically run with a Curriculum or Ad Hoc (single class/course)

Recommended parameters fore output information. Try different options.

Options:

- **Include all selected learners** – checking this will include everyone to whom you have access, not just those who enrolled or were assigned the training
- **Show only those assigned to curricula through groups** – typically leave unchecked
- **Show only those who have** – check this box to activate the dropdown of choices. Anyone assigned the training but not within the parameters chosen for the drop down will not appear on the report. Recommendation is to leave this unchecked
- **Include** – Recommend using “all enrollments and completions

Change the radio button to “All” if selecting individual courses/classes

Add the title and click the Filter button

Instructions continue on next page

Reports: Learner – Enrollments and Completions: Continued



Search for learners

Available Learners

Organization: All | Hire Date: All Dates | Department: All | Locate: Last Name, First Name | People Groups: All | Status: Either Learner or Instructor | Job Titles: All | Filter | Clear

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

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Learner	Organization, Department
<input type="checkbox"/> Acree, Joshua	Community-LSLC (com-lslc) Community
<input type="checkbox"/> Agreda Gomez, Jesus	
<input type="checkbox"/> Aguilar, Faustino	
<input type="checkbox"/> Aguilar, Henry	
<input type="checkbox"/> Aguilar-Jimenez, Juan	
<input type="checkbox"/> Agyakwa, Benjamin	Community-LSLC (com-lslc) Community
<input type="checkbox"/> Albarran, Adolfo	Community-LSLC (com-lslc) Community
<input type="checkbox"/> Allen, Lisa	Pt Access Registration (2121000) MC
<input type="checkbox"/> Almzayyen, Mohammed	Community-LSLC (com-lslc) Community
<input type="checkbox"/> Arciniegas, Sarah	

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Add To List | Remove From List

Selected Learners

Run Report | Format: Excel Workbook 97-200 | Clear | Close

Check the boxes associated with learners to be included in the report or check the top box to include all learners

Check "Add to List"

Chose your report format. Excel is recommended for this report. Select the "Run Report" button.



Reports: Test – Question, Answers and Results

Search for the module title and select the "Filter" button

Click the module title so it is highlighted in blue



Questions, Answers, and Results

Locate and select a Test for this report:

Course: all
Group: all
Course: all
Locate: Title Begins with 2016

Filter

- 2016 Annual Retraining
- 2016 Conflict of Interest

Exam Options

Type: all using: all results from: Custom 11/01/2015 to 11/02/2016 Show correct answers

Questions and Responses Options

Type: all (Graded & Survey) Detail: Questions, Answers and Results

Org/Depart Summary Statistics Group by Question Group by Department

Open Ended Questions Group by Question Group by Department Display Data Anonymously

Exclude Retired Questions

The following parameters are recommended

Set a date range if needed

Search for learners

Available Learners

Organization: All Hire Date: All Dates to
Department: All Locate: Last Name, First Name Begins with
People Groups: All Status: Either Learner or Instructor
Job Titles: All

Filter

Clear

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

Page 1 of 21

Learner	Organization, Department
<input type="checkbox"/> Acree, Joshua	Community-LSLC (com-Isic) Community
<input type="checkbox"/> Agreda Gomez, Jesus	
<input type="checkbox"/> Aguilar, Faustino	
<input type="checkbox"/> Aguilar, Henry	
<input type="checkbox"/> Aguilar-Jimenez, Juan	
<input type="checkbox"/> Agyakwa, Benjamin	Community-LSLC (com-Isic) Community
<input type="checkbox"/> Albarran, Adolfo	Community-LSLC (com-Isic) Community
<input type="checkbox"/> Allen, Lisa	Pt Access Registration (2121000) MC
<input type="checkbox"/> Almzayyen, Mohammed	Community-LSLC (com-Isic) Community
<input type="checkbox"/> Arciniegas, Sarah	

Check the boxes associated with learners to be included in the report or check the top box to include all learners

Check "Add to List"

Add To List

Remove From List

Selected Learners

Customize Template: Standard Default

Run Report Format: Microsoft Word (*.docx)

Clear

Close

Chose your report format. Word is recommended for this report. Select the "Run Report" button.