Review Training Completions by User

This guide will cover:

- How to locate and review an individual user’s training records.

Access to the user screens included below is limited to users assigned the Department Training Coordinator role within the Employee LearnCenter. By default this role is assigned to any user with a Business Manager title, additional users may be available upon request. For questions about this role contact userhelp@uwyo.edu.

**Note:** If you would like to view user training completions in an exportable report view, see the [Training Completions by Department Quick Reference Guide](#). The User Report included in this guide can be set to run by individual users in addition to entire department(s).

### Step One

To log into the Employee LearnCenter:

- Navigate to the **WyoWeb** website and select **Employee LearnCenter** from the WyoCloud area. You will be prompted to log-in using your UW credentials.
Upon logging in, the Employee LearnCenter homepage will be displayed. To access all tools available to Department Training Coordinators, click on Control Panel in the upper right corner.

**Step Two**

Navigate the Control Panel to access reporting tools:
- On the Control Panel you will see all features you have access to on the menu on the right side of the page. For this process, select Users under the Users header.
The Users screen will be displayed.

**Step Three**

Search for an individual user and review their LearnCenter records.

- Use the searching tools under **Filters** to locate an individual user. If you do not see the below features, expand the Filters by clicking on the **arrow** next to Filters.
  - Confirm only **Approved** is listed in the box to the far right of **Status**.
  - Adjust the **Item Type** to the user info you’d like to search using. **Username** or **Last Name** are recommended.
  - Enter the appropriate user info to match the selected **Item Type** in the **Value** field.
- Click **Search**.
The search results will display below the filters under **Users**.

To view information about the user, select the **View All User Items** (binoculars) icon.

- The **User Control Actions** pop up window will be displayed.
- This window defaults to display all types of LearnCenter actions available. If you would like to refine to only view specific information, use the Current Action drop down. **Note**: not all listed actions are currently in use.
- To aid in reading this information, the following are some key terms:
  - **Course/Class**: Online (web based) trainings
  - **Enrollment**: In person/instructor led training
  - **Assignment**: Assignment completed outside of or in coordination to a training
  - **Learning Plan**: Group of learning items all requiring completion to obtain a specific skill, certification, and/or access.
  - **External Training**: training completed outside of UW (ie: at a conference or non-UW facilitated continuing education) which has been loaded into the LearnCenter (this functionality will be included in a future release).
  - **Training Offerings**: Learning Items available to be completed either online or in person.

You have now reviewed training completions by user.