AORN Learning Center Report Guide

This document describes how to run the **Enrolled Learners** report on the AORN Learning Center (ALC).

www.aorn.org

Dashboard Tab

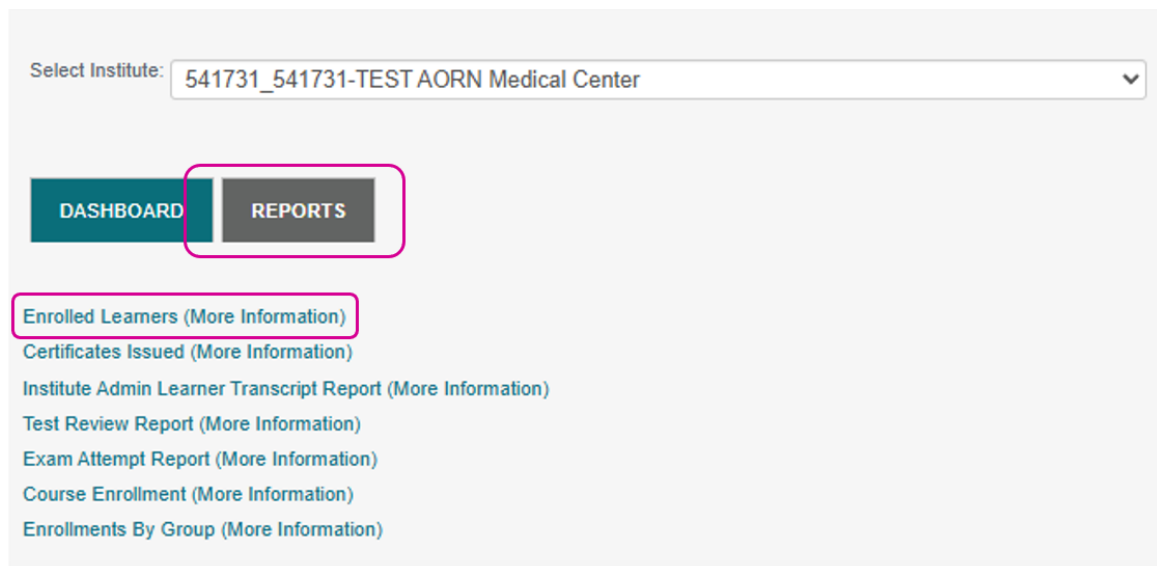After logging into the ALC, click the Dashboard tab.

If you are an administrator for more than one facility, choose the facility you want from the drop-down list next to **Select Institute**.

Reports Tab

Click the **Reports tab** to view the learner reports available to you as an administrator. Select the **Enrolled Learners** to proceed.

Enrolled Learners Report

This report is generated as an Excel file and can be formatted as needed. It provides a detailed summary of all enrolled learners including - Course name, Enrollment Status, Posttest Score, Start date, End date, Completion Status.

After you select the **Enrolled Learners Report** from the report list:

» Enter a **date range** and select the **learner(s)** you want to view.

» *If you do not specify the date range or learners, the report will pull all learners enrolled in your facility.

» Click **Generate Report**.

Upon clicking **generate report Csv as**, an Excel CSV file will download. It may appear in various locations, depending on your internet browser.

Open the CSV file to view its contents.

You may save the file to a location for future review if preferred.