

# AORN Learning Center Report Guide

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

[www.aorn.org](http://www.aorn.org)



## Dashboard Tab

After logging into the ALC, click the Dashboard tab.

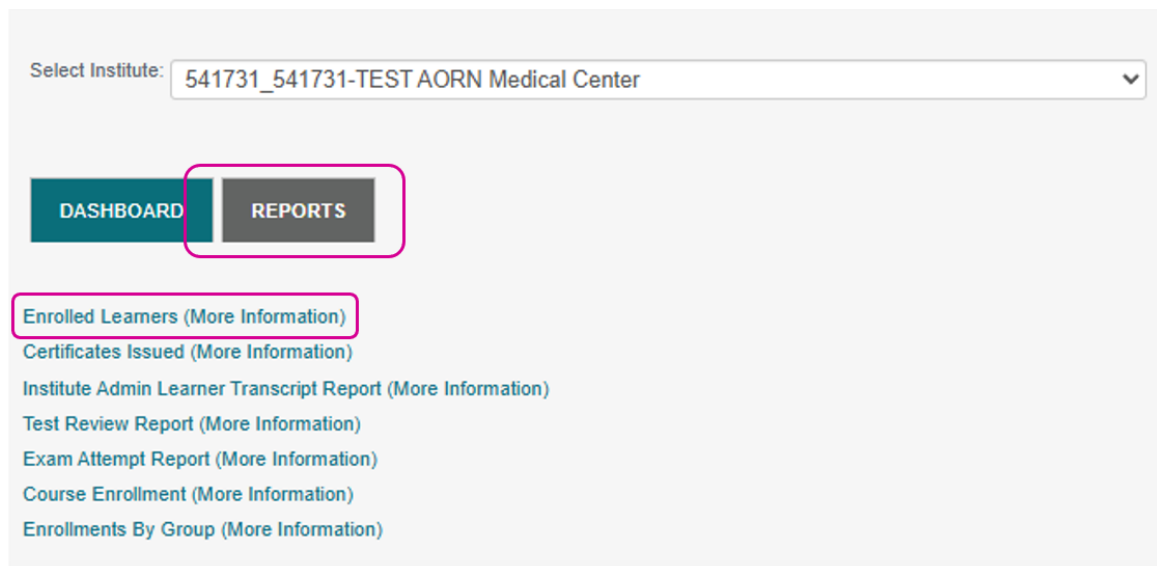


If you are an administrator for more than one facility, choose the facility you want from the drop-down list next to **Select Institute**.



## 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**, 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.

|  |        |       |            |           |            |
|--|--------|-------|------------|-----------|------------|
| #-----   |        |       |            |           |            |
| Enrolled Learners Report                             |        |       |            |           |            |
| Date Range: 8/22/25 - 9/22/25                        |        |       |            |           |            |
| Users:   |        |       |            |           |            |
| #-----   |        |       |            |           |            |
| Course   | Status | Score | Start Date | End Date  | Completion |
| Name: Jane Doe                                       |        |       |            |           |            |
| Email: none@aorn.org                                 |        |       |            |           |            |
| AORN Center of Excellence in Surgical Safety: Course |        |       |            |           |            |
| Active   |        | 0     | 9/8/2025   | 9/7/2028  | Incomplete |
| Name: John Doe                                       |        |       |            |           |            |
| Email: none@aorn.org                                 |        |       |            |           |            |
| AORN Center of Excellence in Surgical Safety: Course |        |       |            |           |            |
| Active   |        | 90    | 8/25/2025  | 8/24/2028 | Completed  |
| Name: Jane Doe 2                                     |        |       |            |           |            |
| Email: venjebalansag@yahoo.com                       |        |       |            |           |            |
| AORN Center of Excellence in Surgical Safety: Course |        |       |            |           |            |
| Active   |        | 95    | 9/1/2025   | 8/31/2028 | Completed  |