

MySCLearning: Run a Report

Curriculum Item Status Report

! Avoid using your browser's back button while working in the Learning Administration environment. You may lose your progress.

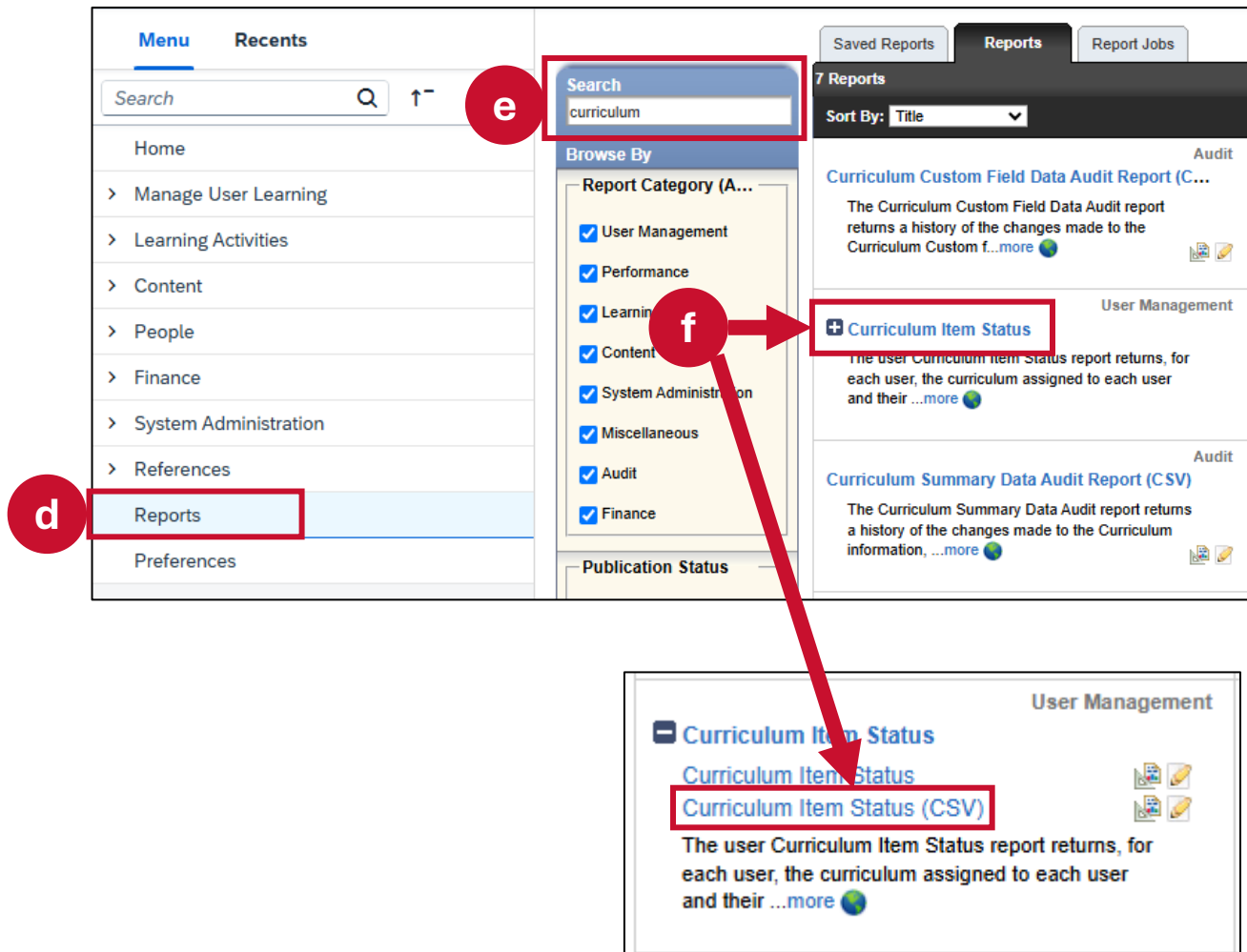
1. Access MySCLearning

- Log in to **SCEIS Central**.
- Click the **My Talent** tile.
- Click on the **View Learning Administration** tile.



2. Run a Report

- On the **Learning Administration** page, select **Reports**.
- In the **Search** field, enter a keyword, e.g., *curriculum*, and press Enter.
- In the list of reports, click the target report, e.g., *Curriculum Item Status*.
Reports that have different formats and variants are denoted by a **plus icon** **+**.
Where applicable, click the **plus icon** to expand the list, then select the **csv** format.

The screenshot shows the MySCLearning interface. On the left is a "Menu" sidebar with "Reports" highlighted (labeled 'd'). In the center is a "Search" bar with "curriculum" entered (labeled 'e') and a "Browse By" section with various categories checked. On the right is a "Reports" section showing a list of reports. The "Curriculum Item Status" report is highlighted (labeled 'f') and expanded to show two options: "Curriculum Item Status" and "Curriculum Item Status (CSV)". A red arrow points from the "Curriculum Item Status (CSV)" option to a larger, detailed view of this report at the bottom of the page. This detailed view shows the report title, description, and a "more" link.

MySCLearning: Run a Standard Report

Curriculum Item Status Report

- g. On the **Run Report** configuration page, clear the checkbox for **Mask User IDs**.
- h. For **User Status**, select **Active**.
- i. To filter the report data to a specific curriculum, click the **Curriculum filter** icon .

> Run Report

Run Curriculum Item Status (CSV)

Report Destination:

Report Format:

CSV Report Delimiter:

g ☐ Mask User IDs

Case sensitive search: ☒ Yes ☐ No

User: 

h User Status: ☒ Active ☐ Not Active ☐ Both

Curriculum:  **i**

Include: ☐ Subcurricula

- j. In the **Create Filter** window, enter part of a **Curriculum ID** or **Curriculum Title**, e.g., *MMO*.
- k. Click **Search**.

Curriculum Item Status (CSV) | ?

> Filter: 0 Curricula

Create Filter

Create the filter (Curricula) using the search below. Please note that the case insensitive search could take a long time.

Search

Case sensitive search: ☐ Yes ☒ No

Search All Locales: ☐ Yes ☒ No

Curriculum ID: **j**

Curriculum Title:

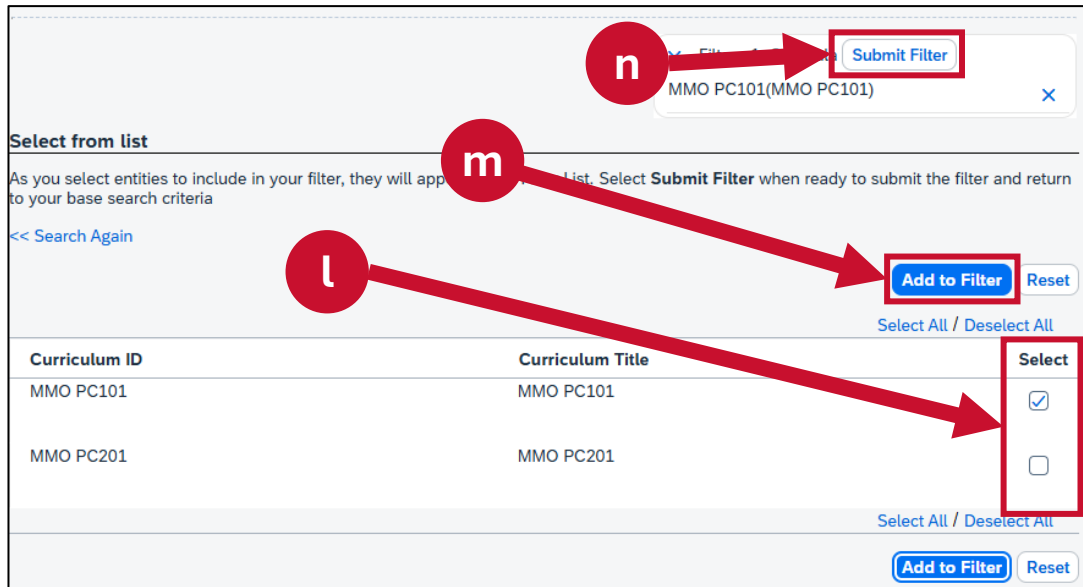
Add/Remove Criteria →

k

MySCLearning: Run a Standard Report

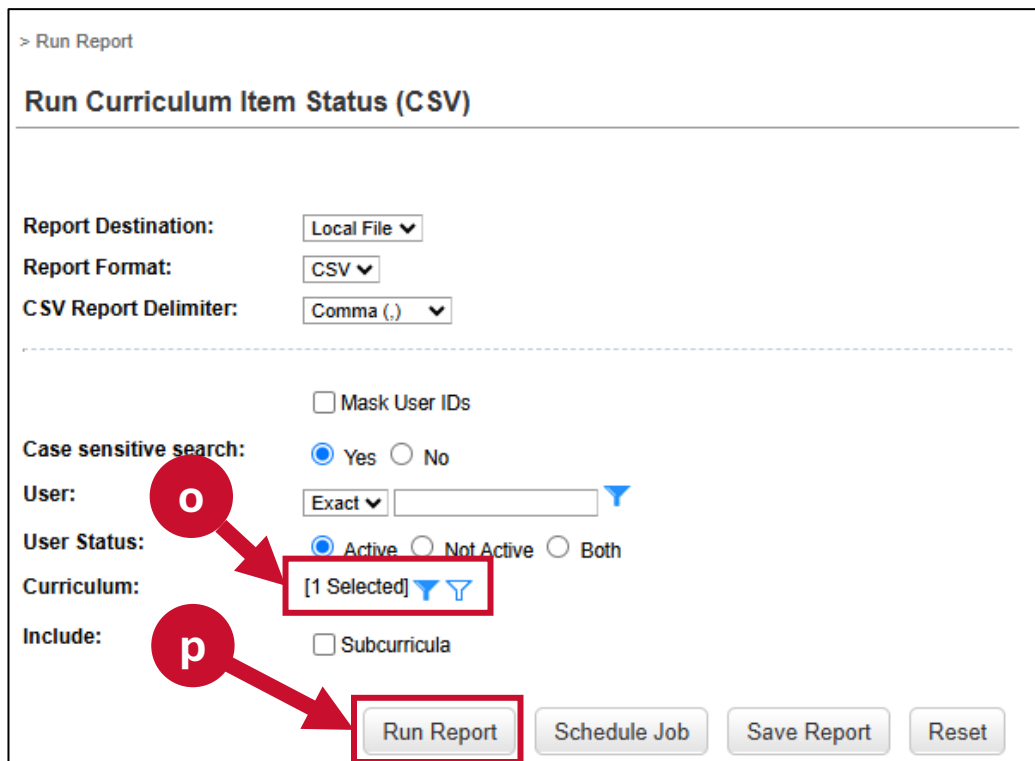
Curriculum Item Status Report

- l. In the search results list, select the target curricula to include in the report.
- m. Click **Add to Filter**
- n. Click **Submit Filter**.



The screenshot shows a search results interface. At the top, there is a search bar with the text "MMO PC101(MMO PC101)". Below the search bar, there is a "Select from list" section. In this section, there is a table with two columns: "Curriculum ID" and "Curriculum Title". The table contains two rows: "MMO PC101" and "MMO PC201". To the right of the table, there is a "Select" column with checkboxes. The checkbox for "MMO PC101" is checked. Below the table, there are buttons for "Add to Filter" and "Reset". Above the "Add to Filter" button, there is a "Submit Filter" button. Red circles with letters l, m, and n are placed over the interface. Circle l points to the "Select" checkbox for "MMO PC101". Circle m points to the "Add to Filter" button. Circle n points to the "Submit Filter" button.

- o. On the **Run Report** configuration page, confirm that the filter has been added.
 - You should see a count of selected filters and a white filter icon.
- p. Click **Run Report**.



The screenshot shows the "Run Report" configuration page. The page title is "Run Curriculum Item Status (CSV)". Below the title, there are several configuration options: "Report Destination:" with a dropdown menu set to "Local File", "Report Format:" with a dropdown menu set to "CSV", and "CSV Report Delimiter:" with a dropdown menu set to "Comma (,)". Below these options, there is a section for "Case sensitive search:" with radio buttons for "Yes" (selected) and "No". Below this, there is a "User:" field with a dropdown menu set to "Exact" and a search icon. Below the "User:" field, there is a "User Status:" section with radio buttons for "Active" (selected), "Not Active", and "Both". Below the "User Status:" section, there is a "Curriculum:" field with a dropdown menu set to "[1 Selected]" and a filter icon. Below the "Curriculum:" field, there is an "Include:" section with a checkbox for "Subcurricula". At the bottom of the page, there are four buttons: "Run Report", "Schedule Job", "Save Report", and "Reset". Red circles with letters o and p are placed over the interface. Circle o points to the "Curriculum:" dropdown menu. Circle p points to the "Run Report" button.

MySCLearning: Run a Standard Report

Curriculum Item Status Report

- q. Wait for the report to finish generating the csv file. Do not close this window or navigate away from this page.
- r. In the **Save As** window, enter the desired file name and save it in the appropriate folder.

Reports

Please wait...

Report Title **Curriculum Item Status (CSV)**

Status **Waiting in Queue**

Your report is in the queue and will start automatically as long as you do not close this page. (If you close the page, the report will be automatically cancelled.) If you do not wish to wait on this page for your report, you can choose one of the options below.

[Cancel the Report](#) [Email when Complete](#)

Save As

← → ▾ ↑  >  ▾ ↻ Search Desktop 🔍

Organize ▾ New folder  ▾ ?

> Desktop

> Documents

> Meetings

> Microsoft

Name	Status	Date modified
No items match your search.		

File name: Curriculum Item Status - MMO.csv ▾

Save as type: Microsoft Excel Comma Separated Values File (*.csv) ▾

[Save](#) [Cancel](#)