

Professional Development Report (In-Service Classes Taken)

To pull a Professional Development report, a report of all the in-service classes you have taken, please follow the steps below. The classes contained in this report are FY10 online classes and all classes for FY11- present.

If a class shows as incomplete on your report you did not complete all the requirements for the class. Failure to submit the course evaluation is the most common cause of incomplete classes. If you have a class that shows as incomplete on your report and you believe this is an error please contact Program & Staff Development at (501) 671-2130 or learn@uaex.edu.

1.
 - Login to Learn.uaex.edu.



Figure PD-1. Screenshot of Learn.uaex.edu home page.

- If you don't remember your username/password please contact Program & Staff Development at (501) 671-2130 or learn@uaex.edu.

2.
 - Now click the "+" sign next to "Reports" to see the options.



Figure PD-2. Screenshot of Learn.uaex.edu home page with "Reports" highlighted.

Professional Development Report (In-Service Classes Taken)

3.
 - Now click the “+” sign next to “User Reports” to see the options.

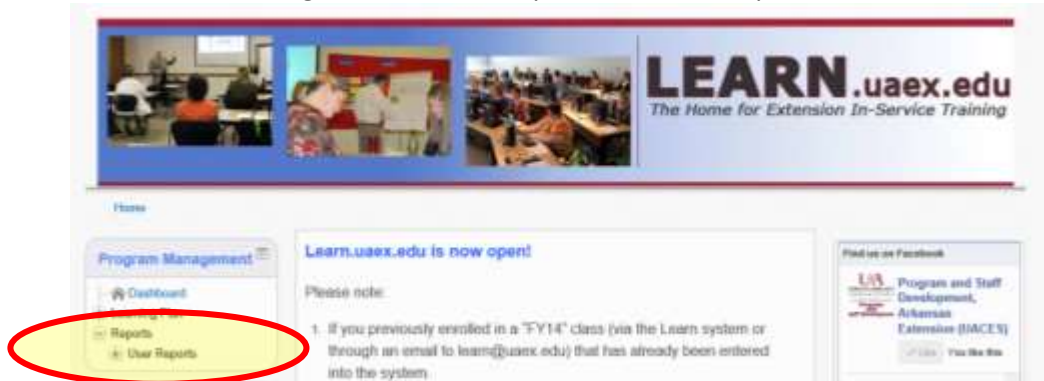


Figure PD-3. Screenshot of Learn.uaex.edu home page with “Reports- User Reports” highlighted.

4.
 - Now click “Individual User Report”

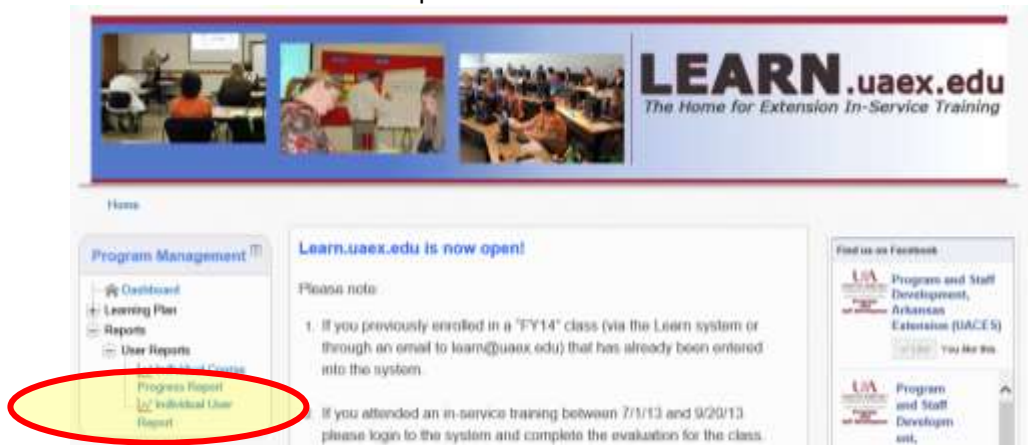


Figure PD-4. Screenshot of Learn.uaex.edu home page with “Individual User Report” highlighted.

Professional Development Report (In-Service Classes Taken)

5.
 - You will now see your name in the “Full Name” field
 - Click the “Show Report” button to display your Professional Development Report

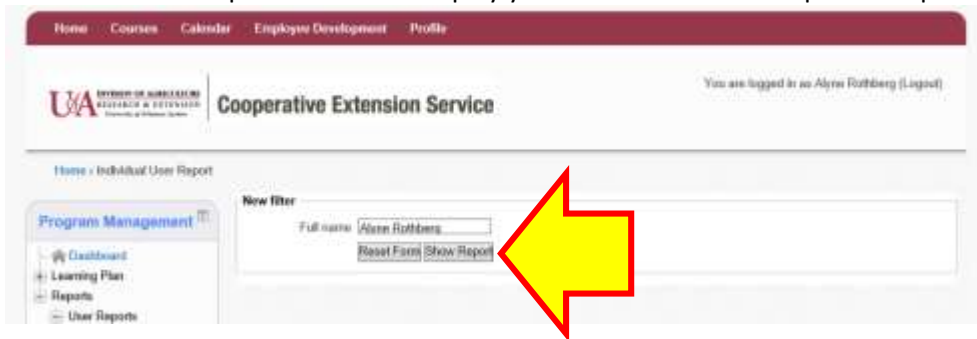


Figure PD-5. Screenshot of “Individual User Report Page” with arrow pointing to “Show Report” button.

6.
 - You will now see your Professional Development Report
 - If you would like to save this report as a .pdf file, click the red adobe icon directly above the words “Individual User Report.”
 - For directions on how to save this .pdf file go to step 6.
 - If you would like to save this report as an Excel file, click the Excel icon directly above the words “Individual User Report.”
 - For directions on how to save this Excel file go to step 7.

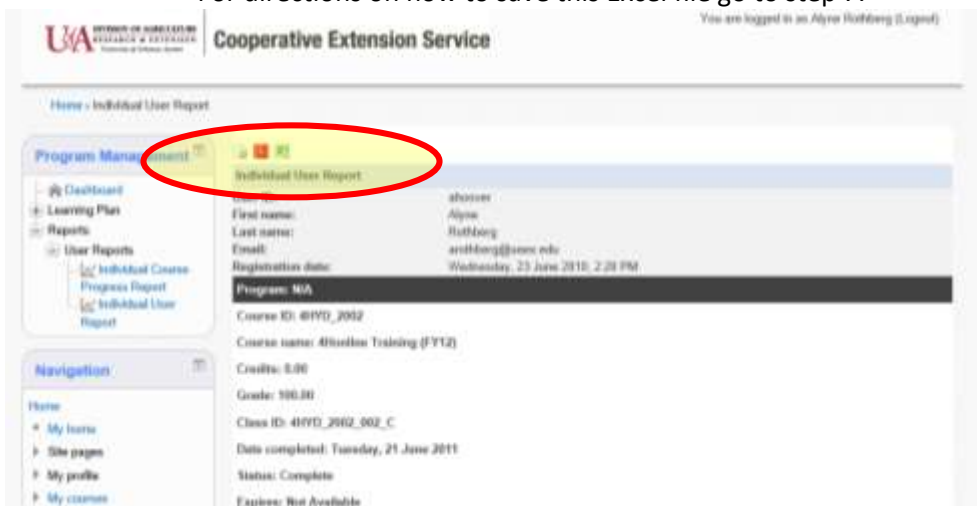


Figure PD-6. Screenshot of “Individual User Report Page” with Setting, Adobe, Excel icons highlighted.

Professional Development Report (In-Service Classes Taken)

- 7.
- To save your Professional Development Report as a .pdf file simply click the “Save” icon in the pop-up box.



Figure PD-7. Screenshot of “Individual User Report” Adobe page with arrow pointing to “Save” icon in pop-up box.

Professional Development Report (In-Service Classes Taken)

8.
 - To save your Professional Development Report as an Excel file click “Open” in the pop-up box

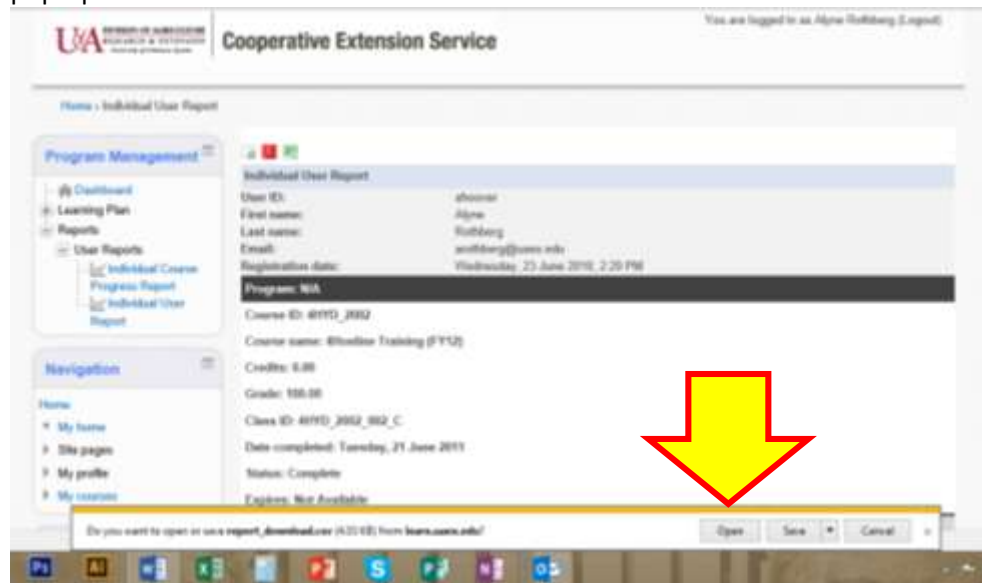


Figure PD-8. Screenshot of “Individual User Report” Excel page with arrow pointing to “Open” icon in pop-up box.

- Once the file opens in Excel, go to “File” and choose save.

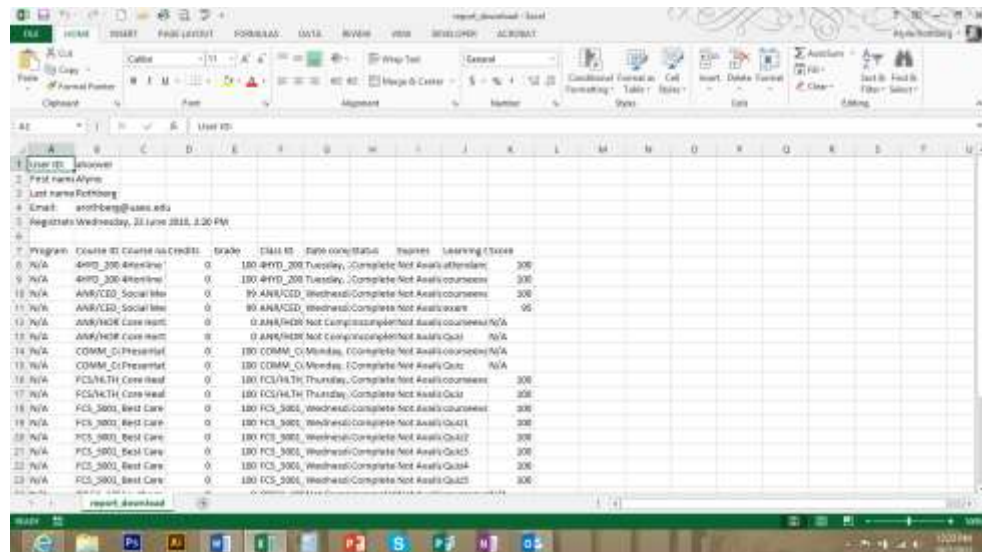


Figure PD-9. Screenshot of “Individual User Report in Excel.