

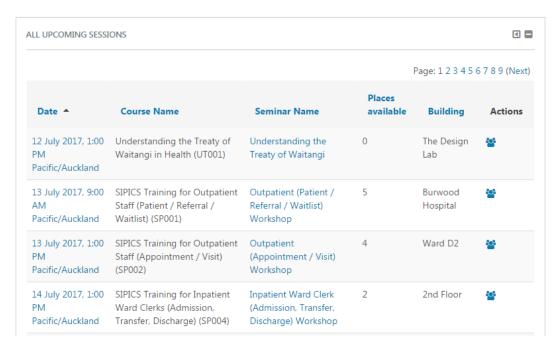
## Reports

- ♠ EDUCATOR Audit Report: Course Completion
- ♠ EDUCATOR Staff Certification Completion Status
- ♠ EDUCATOR Staff Course Grade Report
- EDUCATOR Staff Face to face activity report
- ♠ EDUCATOR Staff Programme Completion Report
- ♠ EDUCATOR Staff Training Record and Course Completion Report
- Course Completion gives numbers of staff who have completed courses
- Certification gives the name and status of staff undertaking Certifications (ie repeating courses)
- Face to face the details and status of staff and face to face sessions (ie study days)
- Programme Completion name and status of staff undertaking programmes (ie a pre-set collection of courses)
- Course Completion name and status of staff undertaking courses

All of these reports can be sorted/filtered by a number of criteria, including Manager, Workplaces, status and Date

## **Upcoming sessions**

This report on your main dashboard lets you see what face to face courses are coming up, and how many spaced are available. The courses – or sessions are sorted by date and time.



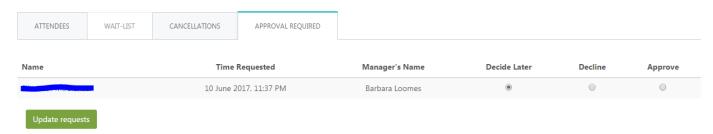
If the line manager of a staff member is away, and the staff member awaiting approval to attend a session, as an educator you are able to do this on their behalf. To do this locate the required session in the upcoming session list and click on the attendees icon



A list of staff awaiting approval can be found under the Approval Required tab.



Locate the staff member, click the approve (or decline button) and then update requests



Please note: you can approve or decline any staff member so only action requests for staff who you are responsible for. healthLearn keeps a log of all actions so it can be identified who has approved or declined a session request.