Reports for Elevated Roles

Employees who have either the Learning Partner or Content Creator role in Workday can run the LRN | Campaign Status Report to see who within their agency was assigned the Uplift required training campaign and what their status is currently. When running the report, the following parameters can be used to narrow or expand the report results. The only required parameter is 'Campaign' where you need to enter in the name of the campaign.

1. Company
2. Supervisory Organization
3. Campaign: Search for '2023 Uplift | New State' for the current campaign being used to assign the training.
4. Campaign Recipient
5. *Delivery Date (earliest): This is the earliest date the campaign was assigned to the employee.
6. *Delivery Date (latest): This is the latest date the campaign was assigned to the employee.

*For the delivery dates you can put the date range for the quarter you are wanting to report on (i.e., January 1 – March 31, April 1 – June 30, etc.).

Reports for Managers

Managers can run two reports to see their direct reports progress status. These reports do not allow the manager to apply parameters to narrow or expand the report results. Both reports show their employees and all the training that is complete or incomplete.

1. LRN | Completed Required Learning for Managers: All Learning enrollments and completions for a manager's employees.
2. LRN | Incomplete Required Learning Assignments for Managers: Shows incomplete required courses and programs for a manager's employees.