Generating a Standard Report in the LMS for Supervisors

Login to the LMS through Beacon/SAP.

Click on REPORTS and select STANDARD REPORTS.

Select the TRACK EMPLOYEES tab. Select the type of report. Most will use the TRAINING PROGRESS PIE CHART.

Select the Date and Training title (by clicking the little pop-out box beside the trashcan in TRAINING TITLE). To see both direct and indirect reports, make SURE that the INCLUDE INDIRECT SUBORDINATES box is checked. If you have employees who may have let their NCID deactivate, you will also need to make sure that the INCLUDE INACTIVE USERS box is checked.

Then click SEARCH. This will generate a report that includes not only that supervisor’s direct reports but anyone that is supervised by that direct report. NOTE: This type of report WILL NOT include your entire facility or region.

Note: For generating reports on the PREA HIRING AND PROMOTIONS PROHIBITION, you MUST select the CURRICULUM since this assignment in the LMS is comprised of 2 pieces—the policy acknowledgement and the questions.