# How to check required learning status in I-Learn

It is time to confirm that all the team members have completed Annual Mandatory Education (AME). Here are the steps to check the status of your team members for this training.

***I-Learn allows you to see which team members have registered, are in progress, completed, or not enrolled.

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1. In I-Learn, hover on the **Reports tab**, then select "**Standard Reports**"

2. Select the "**Training**" subgroup
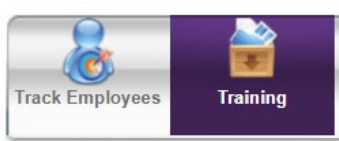
3. Select the "**Training Progress Summary Pie Chart**"

4. Under "**Date Criteria**" – input the date range for which you would like data. *Example: 1/1/19 to current date.*

5. Under "**User Criteria**"- Leave this as the default

6. Under "**Advanced Criteria**", search for the Training Title by clicking the search icon.

7. In the pop-up box, search for course code **Z5000 OR Z5001** for 2019 AME.

   ****Important: Remember the curriculum completion is the only completion that counts for regulatory and audits.**

8. Click the blue plus for Z5000 OR Z5001 2019 Annual Mandatory Education.

   - Make sure the type of training is "**Curriculum**".

9. Under "**Advanced Criteria**", for "**Transcript Status**", check "**Include users who do not have this training on their transcript or have not activated the training item**".

- By selecting this option, you will be able to see team members who have NOT enrolled in the training.

10. Under "**Advanced Criteria**", for "**User Status**", check "**include inactive users**" if you have team members on medical leave and are currently inactive.

    - It would be important to know the status of team members who are currently inactive so you can account for their non-completions of required education.

11. Review your other options under "**Advance Criteria**".

12. Click **search**.

13. A Pie Chart and data table will be generated at the bottom of the page.

    - Note: The data may continue to additional pages. On the right top of table there are navigation options (previous to next).

    - You may need to run two reports (Z5000 and Z5001) if you have Risk Category 1 and 2 team members in your department.

    - The data can be exported to an Excel document.

    - 2019 AME must be completed by December 31, 2019. Completions outside of the set timeframe will not count for regulatory compliance.

    - A leader only sees their direct reports.

    - MAJOR point: to view results of all their team members (those who have registered, are in progress, completed, or not enrolled) the leader must select this option "Transcript Status: Include users who do not have this training item on their transcript or have not activated the training item."

    - Note "not activated" in I-Learn means "not enrolled" in the course