

‘Completion Report (Excel Exportable] for ANY Agency’ for 2025 Security Awareness Certification

Run this report for the last course in the KS 2025 Security Awareness Certification to pull a list of employees who have completed or are enrolled to complete the certification. (*Completing the last course completes the KS 2025 Security Awareness Certification.)

Who has access to this report:

Managers: Can run this report for their direct and indirect reporting staff.

LMS HR Administrators: Can run this report for any agency/department in Availability hierarchy they have access to.

LMS HR Management: Can run this report for any agency/department in Availability hierarchy they have access to.

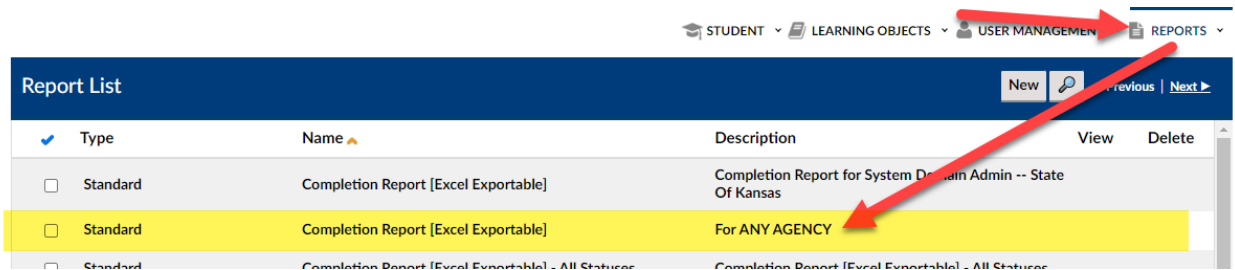
System Domain Admin – LMS: Can run this report for any agency/department in Availability hierarchy they have access to.

This report provides these fields:

Last Name
First Name
Employee ID
Facility (aka Agency)
Facility Number (aka Agency Number)
Department Name
Department Number
Employment Type (KLPM Employment Type)
Course Name
Course Status
Score
Date Completed
Date Enrolled
Email (If blank user needs to update)
Job Position
Supervisor
Supervisor Email
*additional fields that are blank or don't add value

Steps

1. Click on Reports tab in top menu. Then click **Completion Report [Excel Exportable]**



2. In the report settings, in the top drop down choose **'EXCEL – Data Only'**; uncheck the Employment Type 'Employee', and choose **'Active'** for Active.

The screenshot shows the settings page for the 'Completion Report [Excel Exportable]'. At the top right, there is a dropdown menu currently set to 'PDF'. A red arrow points to this dropdown, and another red arrow points to the 'EXCEL - Data Only' option in the expanded menu. Below the menu is the 'User Info Details' section with fields for First Name, Middle Name, Last Name, and Employee ID. To the right of these fields are 'Any Date' (radio buttons for 'Any Date' and 'Date Range'), 'Start Date', 'End Date', and 'Days' fields. Below these is the 'Employment Type' section with checkboxes for 'Employee' and 'Intern'. A red arrow points to the 'Employee' checkbox. Below that is a 'State' dropdown menu set to '- Select One -'. At the bottom is an 'Active' dropdown menu set to 'Active'. A red arrow points to this dropdown.

3. Scroll down to the section Course and click the **Add** button.

The screenshot shows a 'Selector' section with a 'Course:' label and a text input field. To the right of the input field are 'Add' and 'Remove' buttons. A red arrow points to the 'Add' button.

4. On the Learning Object List page click the **magnifying glass** to bring up the Search.



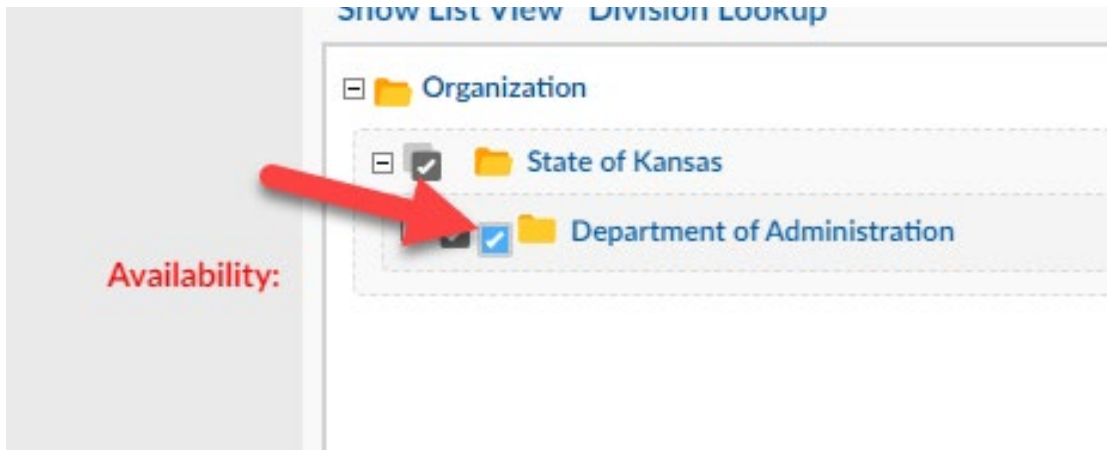
5. Search for the **Course Name '20 Core Concepts: Safe Web Browsing'**. Typing in '20 Core Concepts' should bring up the correct course.



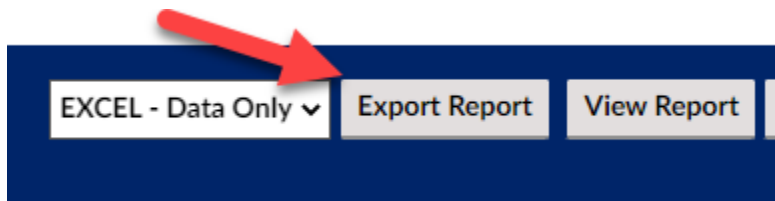
6. In the search results **check on the '20 Core Concepts: Safe Web Browsing'** checkbox and click the **Add Learning Object** button



Scroll down the page to the Availability hierarchy section, (**Ignore the dark gray checkboxes with checks in them). Click the + sign to expand the tree levels and the – sign to collapse. **Check on** the empty boxes to **select the agency(s) or departments** where the employees reside that you are running the report for. (*Your folder hierarchy will look different than below.*)

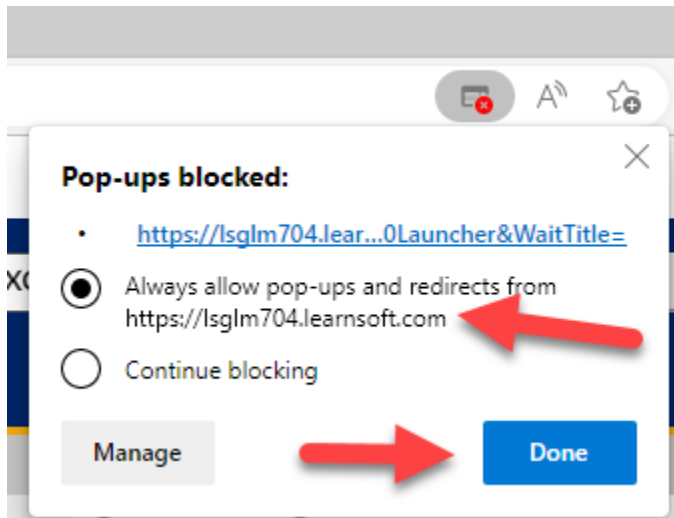


7. Click the **Export Report** button

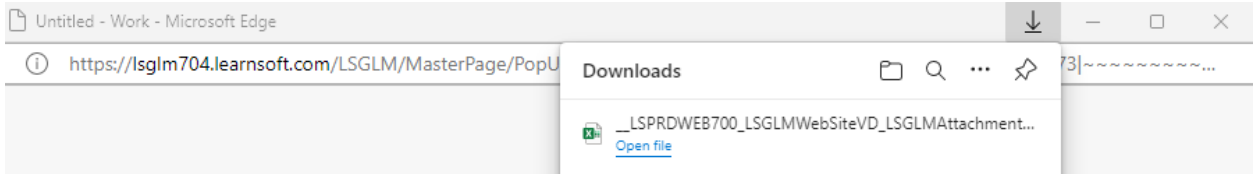


8. **IF** you get a pop-up blocker, change it to **'Always allow popups and redirects'** from KLPM. Click the **Done** button.

- Click **Export Report** again



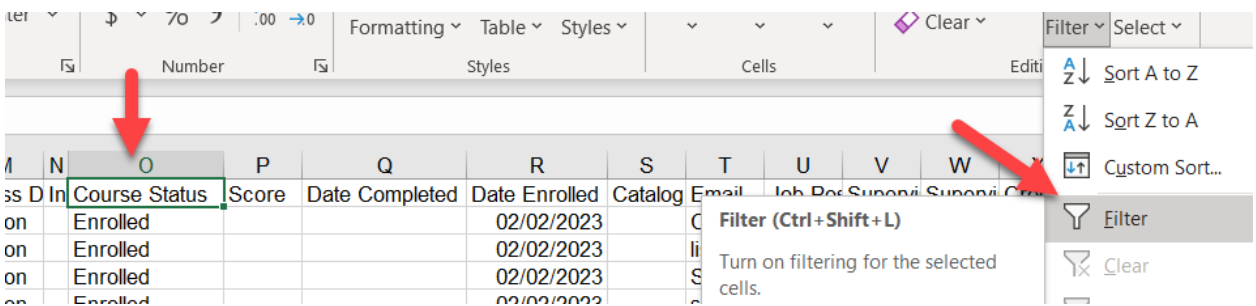
9. A report window will open and run the report. The file will download and show, **click to open the xls file.** (You can also access it in the Downloads folder.) The file will open in Excel.



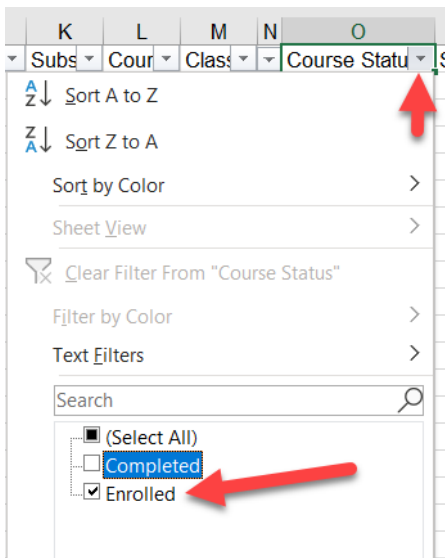
10. In Excel, click the **Enable Editing** button to edit. You can now sort and filter.



11. Click on the Course Status cell (Column O) and click the Sort and Filter drop down. Choose Filter.



12. To only show users who have not completed the full training, click on the drop down next to Course Status and check on only Enrolled. You can also click on the drop downs on other headings to sort and filter the report by your preferred settings. Click 'Clear Filter from ...' to remove filters.



13. Notes on the data:

- a. There will be blank columns or data columns that you will not need. You can delete columns you don't need in Excel.
- b. You may see duplicate rows due to multiple supervisors listed in KLPM.

- c. You may see system or test users that are Enrolled/Cancelled. These are not real people and you can delete those rows.
- d. If real users are listed as Cancelled, you may want to look into them as they might have come from another agency. They may need to be manually re-enrolled, contact Kristine Scott at Kristine.scott@ks.gov