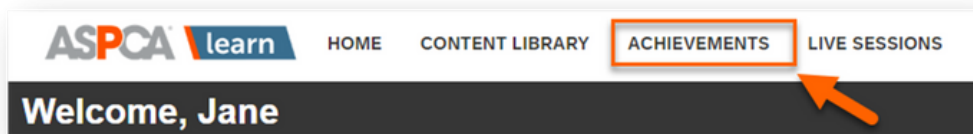


Achievements in ASPCA Learn

The Achievements section of ASPCA learn is where you can find your training history. Think of this section as your training transcript.

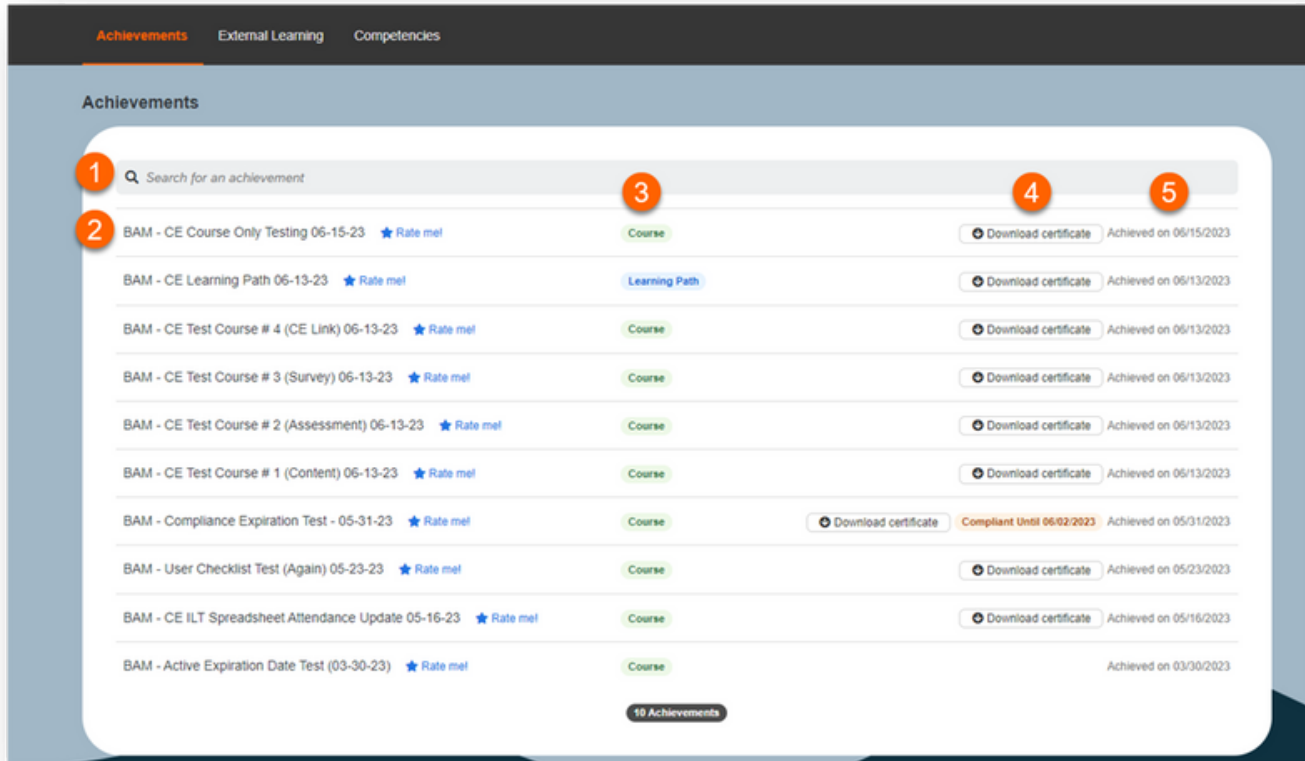
For some users of ASPCApro, you will find your training history from prior learning management systems. If you have any questions about your training history, please contact us at learn@aspca.org.

- 1 To begin, click on **Achievements** on the main menu.

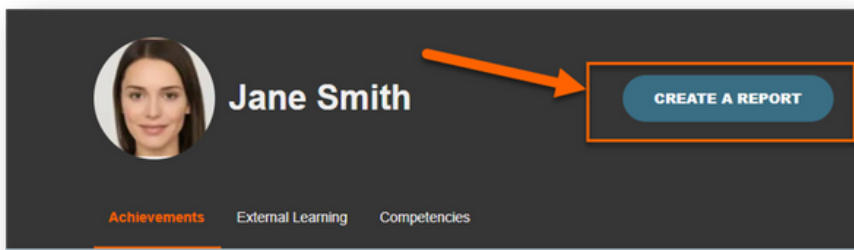


- 2
 1. You can search for your prior completions, which is helpful if you have a long list of achievements.
 2. The first column lists the content name and allows you to rate the content. For self-paced content that is not live, instructor-led training, you can click on the content name and retake or review it.
 3. This column lists the type of content you've completed. Learning Paths are bundles of multiple courses and Courses are a single unit of training.
 4. Here you can download your ASPCA Learn completion certificate and view how long you are compliant for any required compliance training.
 5. The last column lists the completion date of the content.

Achievements in ASPCA Learn



3 You can also create a report on your achievements to export. Click on the **Create a Report** button to begin.



Achievements in ASPCA Learn

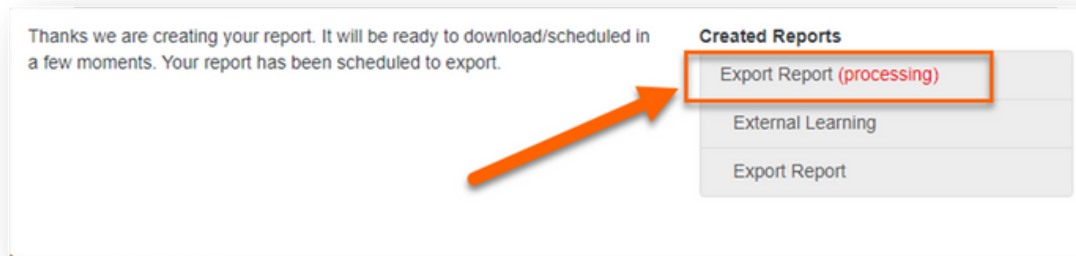
- 4 You'll be brought to a screen where you can complete these items:
1. **Title** – You can rename the report to make it easier to identify in the Created Reports list later.
 2. **Report Type** – You can choose to run an Achievement Report (which reports on content you've completed or instructor-led sessions you've taken directly in ASPCA Learn or we've imported from a legacy system) or an External Learning Report (which reports on training or certifications you've manually entered).
 3. **Date Range** – If this box is checked, you can select a date range from the calendar and this will limit your report to the results within that timeframe.
 4. **Format** – You can choose between CSV (comma separated value, which will open in Excel) or PDF.
 5. **Run** – Click this button to generate the report.
 6. **Created Reports** – is where you can find prior reports you've run.

The screenshot shows a report generation form with the following elements:

- 1**: A text input field labeled "Title" containing the text "Export Report".
- 2**: A dropdown menu labeled "Report Type" with "Achievement Report" selected.
- 3**: A checkbox labeled "Date range" which is currently unchecked.
- 4**: A dropdown menu labeled "Format" with "CSV" selected.
- 5**: Two buttons at the bottom: a blue "RUN" button and a grey "Cancel" button.
- 6**: A grey box on the right labeled "Created Reports" containing the text "No reports created".

Achievements in ASPCA Learn

- 5** The report will say it's processing and when it's done, you can click on the name of the report to download it.



! Note: You can only access your list of previously run reports after clicking the Run button.