

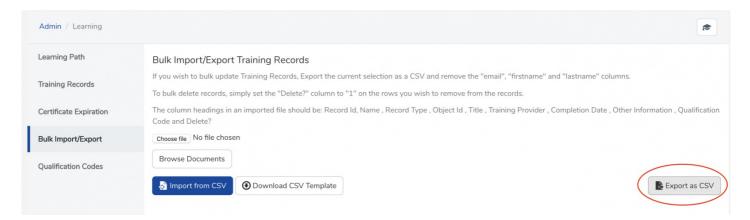
How to export Training Records

## 1. Exporting the entire Training Record data for reporting

## Step 1: Navigate to

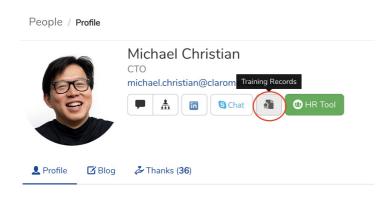
Admin > Learning > Bulk Import & Export

## Step 2: Click on Export to CSV

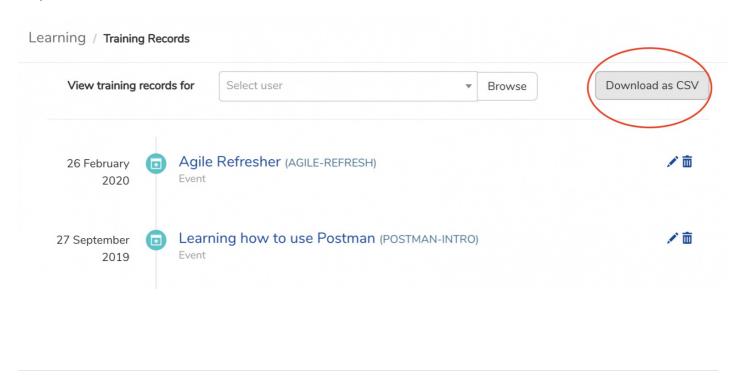


## 2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People



Step 2: Click on Download as CSV



Last modified on 1 December 2023 by Hannah Door

Created on 11 March 2020 by Michael Christian Tags: learning, learning management system