



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

A screenshot of the 'Bulk Import/Export Training Records' interface. The page has a sidebar on the left with navigation options: Learning Path, Training Records, Certificate Expiration, Bulk Import/Export (selected), and Qualification Codes. The main content area is titled 'Bulk Import/Export Training Records' and contains instructions for bulk updates and deletions. It features a file upload section with 'Choose file' and 'No file chosen' buttons, and a 'Browse Documents' button. Below these are two buttons: 'Import from CSV' and 'Download CSV Template'. On the right side of the interface, there is a button labeled 'Export as CSV', which is circled in red.

2. Exporting Individual Training Record

Step 1: Navigate to individual user profile in People

A screenshot of a user profile for Michael Christian, CTO. The profile includes a profile picture of a man with glasses, his name 'Michael Christian', his title 'CTO', and his email 'michael.christian@clarom'. Below the name is a 'Training Records' button. A row of action buttons is shown: a chat bubble, a person icon, a LinkedIn icon, a 'Chat' button, a button with a document icon (circled in red), and an 'HR Tool' button. At the bottom, there are links for 'Profile', 'Blog', and 'Thanks (36)'.

Click on the **Training Record** button

Step 2: Click on Download as CSV

Learning / Training Records

View training records for

Select user

Browse

Download as CSV

26 February
2020



Agile Refresher (AGILE-REFRESH)
Event



27 September
2019



Learning how to use Postman (POSTMAN-INTRO)
Event



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Tags: [learning](#), [learning management system](#)