

# LMS User Help Documents

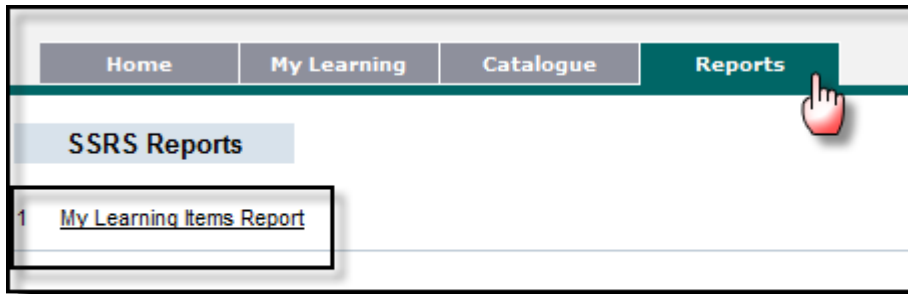
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## Viewing your Learning Record

Log into the Learning Studio: <http://lms.cdha.nshealth.ca>

This document will aid learners with viewing and printing their Employee Learning Record.

1. Select the **“Reports”** tab to view the list of reports available.
2. Select on **“My Learning Items Report”**



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3. A window will open with the following selection fields. Please choose the correct date range required.

Select 'Generate Report'

LMS Report Viewer - Windows Internet Explorer

## My Learning Items Report

List of courses of current user

(Report Version: 506.3.4.9.2.001)

Hide Filters Show Filters

**Select Terms**

Term : All Terms

**Select Items / categories**

Items / categories : All items

Learner Item Status :  All  Waiting Approval  
 Started  Successful  
 Exempt  Missed

**Select Date Range**

From :

To :

Generate Report Save Settings

Please be patient, your results will be displayed as soon as the report is finished.