How to use the LRS reports functionality

- When you are in the learner record
- Click on the "Reports" tab
- Deselect all qualifications by unticking the box (circled)

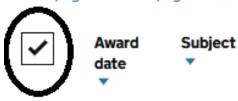
ULN: 1234567890 Sample Candidate

Profile Personal learning record Reports

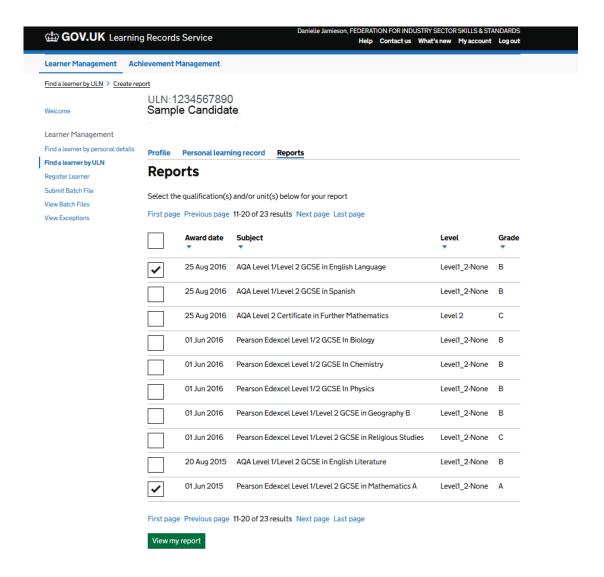
Reports

Select the qualification(s) and/or unit(s) below for your report

First page Previous page 1-10 of 23 results Next page Last page



 Select the qualifications that you need to display on the report



• Click the "View my report" button.

• The PDF report will download – (check your downloads folder)

Personal Learning Record Sample Candidate 10 March 2021 1234567890

Learning Events (0/3)

Provider	Awarding Body	Type	Aim Description	Start Date	End Date	Grade	Award Date
Nothing selected							

Achievements (2/20)

Provider	Awarding Body	Level	пше	Number	Date	Grade	Credits	Assessment
AQA	AQA Education	Level1_2-None	AQA Level 1/Level 2 GCSE in English Language	601/3160/3	25 Aug 2016	В	0	English
	Pearson Education Ltd	Level1_2-None	Pearson Edexcel Level 1/Level 2 GCSE in Mathematics A	500/7916/5	01 Jun 2015	A	0	English