Intellectual Property Assignment Agreement

To determine the status of individuals by department:
1. Login to Learn@Work
2. Click the menu icon in the top left

3. If you have access to pull reports, you will see an "Admin" option. Select this.
   a. If you do not see this option you much request access by completing the Learn@Work Security Authorization Form.
4. Click "Analytics Admin" in the dashboard that appears
5. Be sure you are viewing "All" reports

6. Search for "WU Comprehensive Assignment Details by Course"
7. Click the name of this report
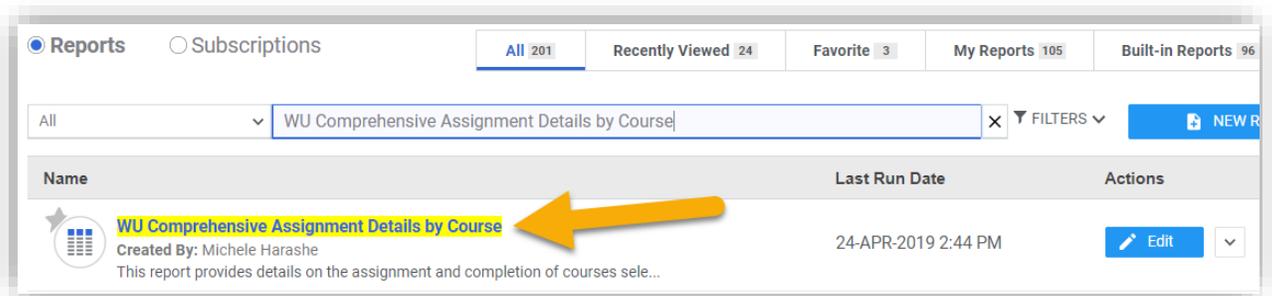
8. A pop-up appears
9. Expand the grey Filters menu at the top
10. In Course Title, search for **RE - Intellectual Property Agreement**
11. Search for your department under Department Name
12. Click Run

13. To export as an Excel file, click the Blue download icon in the top right
14. Select Excel
15. Click Download
16. Column I – "Course Activity Status" displays the status of each individual
    a. Not Evaluated = Enrolled, but not yet complete
    b. Successful = Complete