

## Intellectual Property Assignment Agreement

To determine the status of individuals by department:

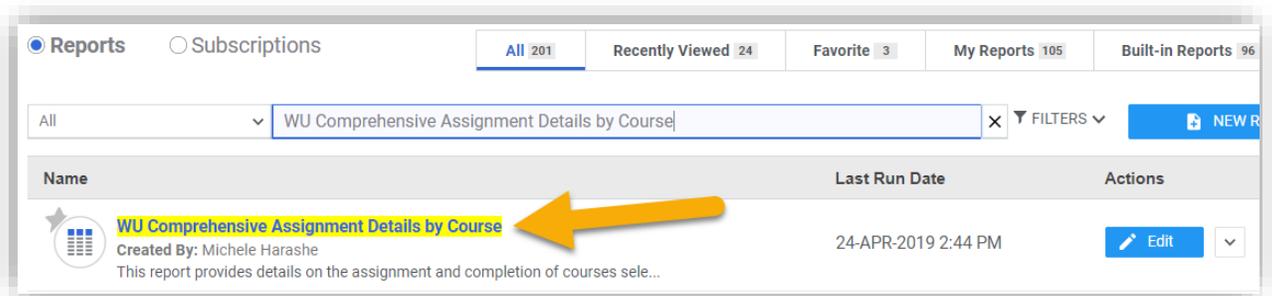
1. Login to [Learn@Work](#)
2. Click the menu icon in the top left



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 must 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

WU Comprehensive Assignment Details by Course EDIT REPORT ? x

Report Date: 24-APR-2019 2:53 PM ↻ ⬇

▼ Filters

The AND operator has been applied to all the filters.

Course Title\* **RE - Intellectual Property Agreement**

Course Activity Status\* In ▾ 2 item(s) selected. 🔍

Person Status\* In ▾ Active, Active NID/S ▾

Full Name In ▾ Type to search 🔍

Department Name **Search for your department**

CANCEL **RUN** SAVE AND 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