



Improved Options for Restricting Admin Reporting

Control the level of data granularity in your learning reports through group customization.

Now you can choose to exclude a specific group of learners from learner-level reporting that includes Personal Identifiable Information, or (PII), in your admin settings.

The new option enables admins to:

1. Access aggregate-only reports for some learners and all reports for the rest
2. Restrict PII data access by customizing which learners are included and excluded from learner-level reports
3. Control the granularity of reporting on a group-level, e.g. with groups based on the country learners are located in

How to restrict admin reporting:

- 1 Click on your profile menu.

The screenshot shows the LinkedIn Learning admin dashboard. At the top, there is a navigation bar with 'LEARNING', 'People', 'Content', and 'Insights'. A search bar is present with the text 'Search for people, groups or content...'. On the right side of the navigation bar, there are icons for 'Add', 'Help', and 'Me'. The 'Me' icon is highlighted with a yellow box. Below the navigation bar, the main content area displays a welcome message for 'John Doe' and several key metrics: '91% +2% Activation Rate', '3,484 +4% Total Viewers', and '50 Active Curators'. Below the metrics, there is a section titled 'Take these actions to boost engagement within your organization' with two cards: 'Invite curators' and 'Get people to start learning'. On the right side of the dashboard, a profile menu is open, showing options like 'Updates', 'What's new', 'Account settings', 'Integrate', 'Authenticate', 'Customize', 'Go to Learning', and 'Sign out'. The 'Customize' option is highlighted with a yellow box. A yellow callout box points from the 'Me' icon in the navigation bar to the 'Customize' option in the profile menu.

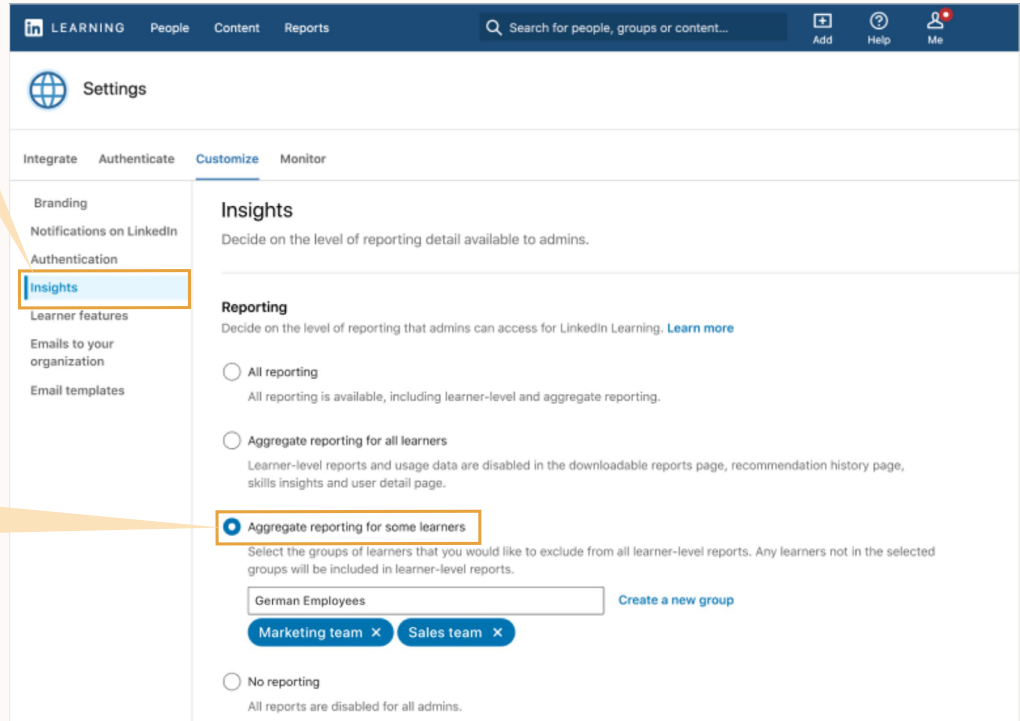
- 2 Navigate to 'Customize' from your profile menu.

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3 Click on the 'Insights' tab to access your reporting restriction settings.

4 Navigate to the NEW option: 'Aggregate reporting for some learners', and type in the names of learner groups for which you would like to have aggregate-only reporting applied to. Choose from existing learner groups or create new ones.



Note: Moving forward, any learners in the chosen groups will be excluded from all reports that include PII data. All other learners will still be included in learner-level reporting.

Reporting Data Levels:

Reference this chart to see which reports within LinkedIn Learning's admin portal include learner-level data, and which include aggregate-only data.

Note on Recommendation Reporting: This setting will not have an impact on any recommendation reports. If admins don't want learner tracking on learner assignments, they should avoid assigning to those learners.

Admin Reporting Area	Learner-Level Data	Aggregate-Only Data
Organization Summary Report		X
Learner Summary Report	X	
Learner Detail Report	X	
CEU Detail Report	X	
Learner Management Report	X	
Group Summary Report		X
Recommendation Summary Report		X
Content Summary Report		X