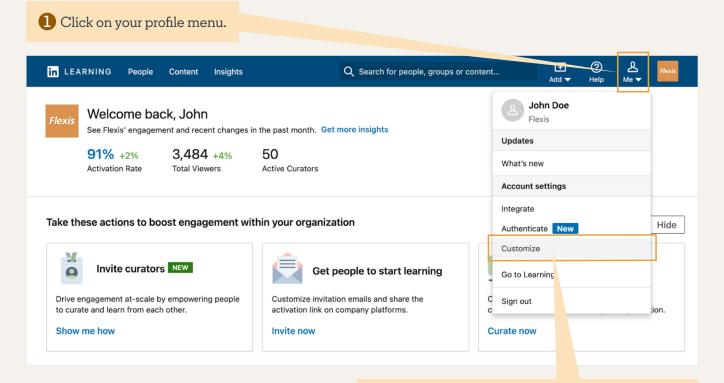# Improved Options for Restricting Admin Reporting

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
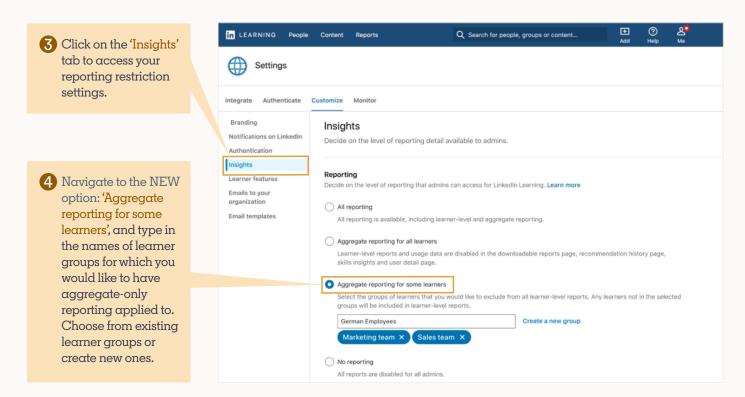
How to restrict admin reporting:

❶ Click on your profile menu.

❷ Navigate to 'Customize' from your profile menu.

Linked in Learning

Improved Options for Restricting Admin Reporting

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 leaner-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

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