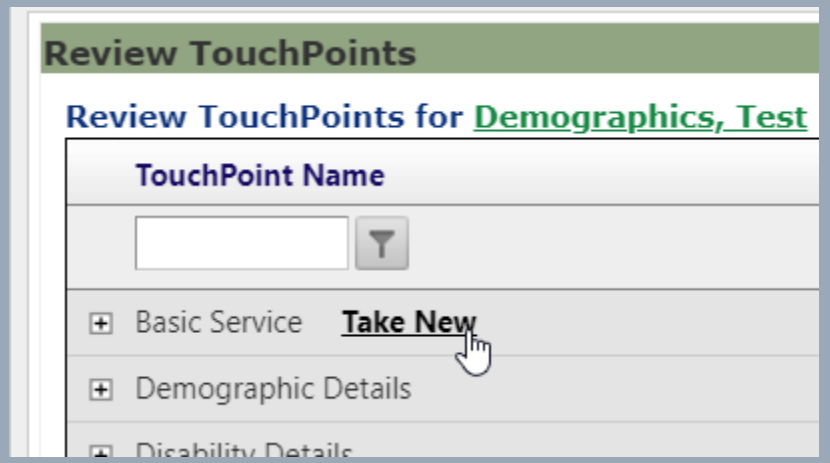
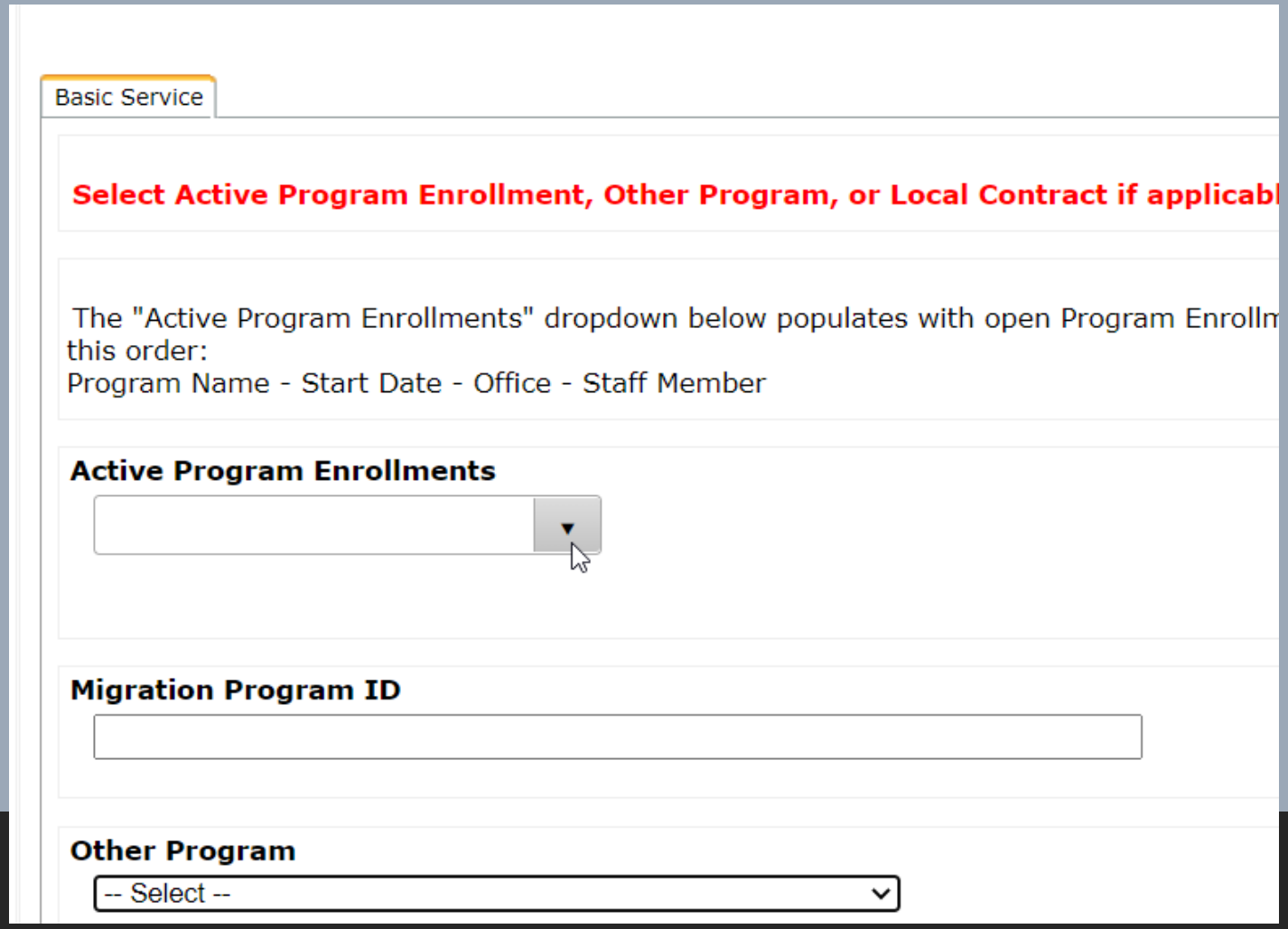
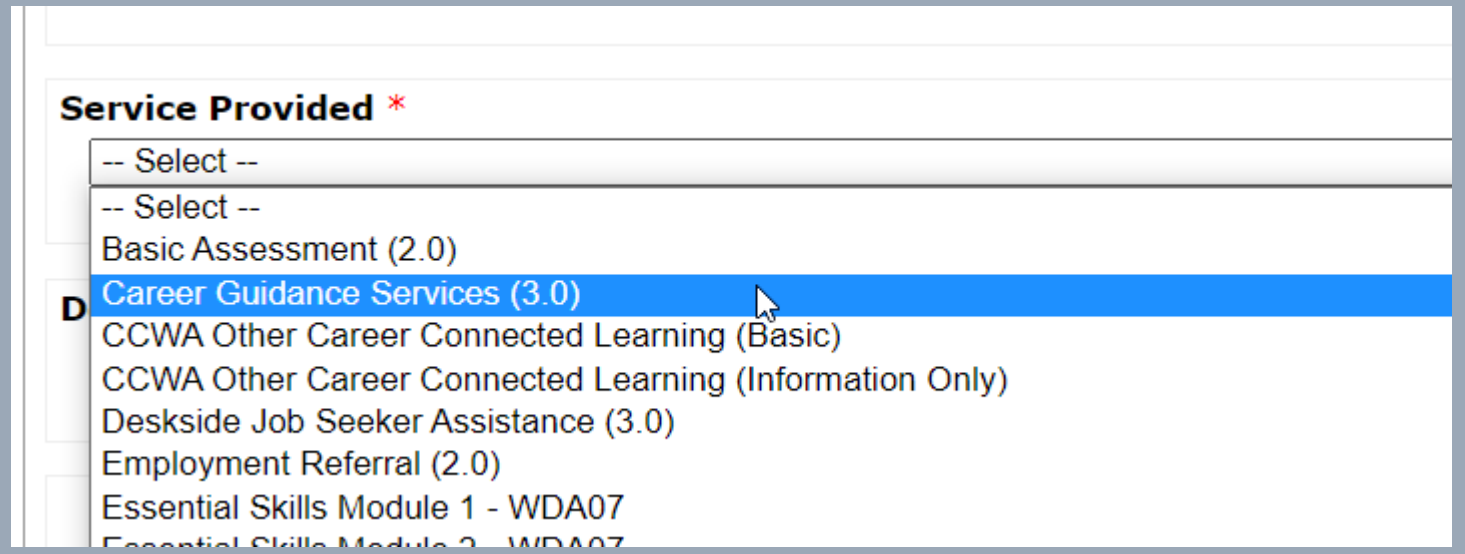
# Recording LinkedIn Learning in ETO




Create a new Basic Service touchpoint

(Optional) Select the relevant program the participant is enrolled in

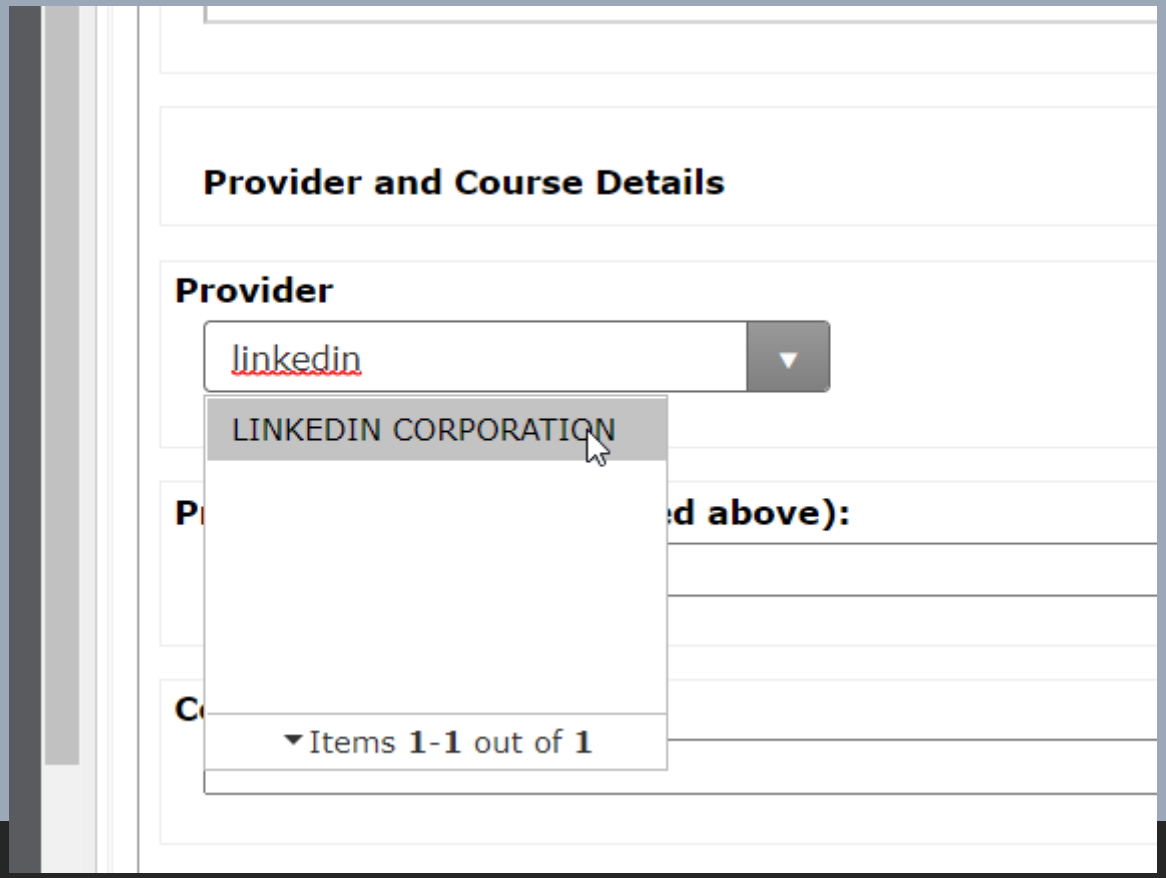




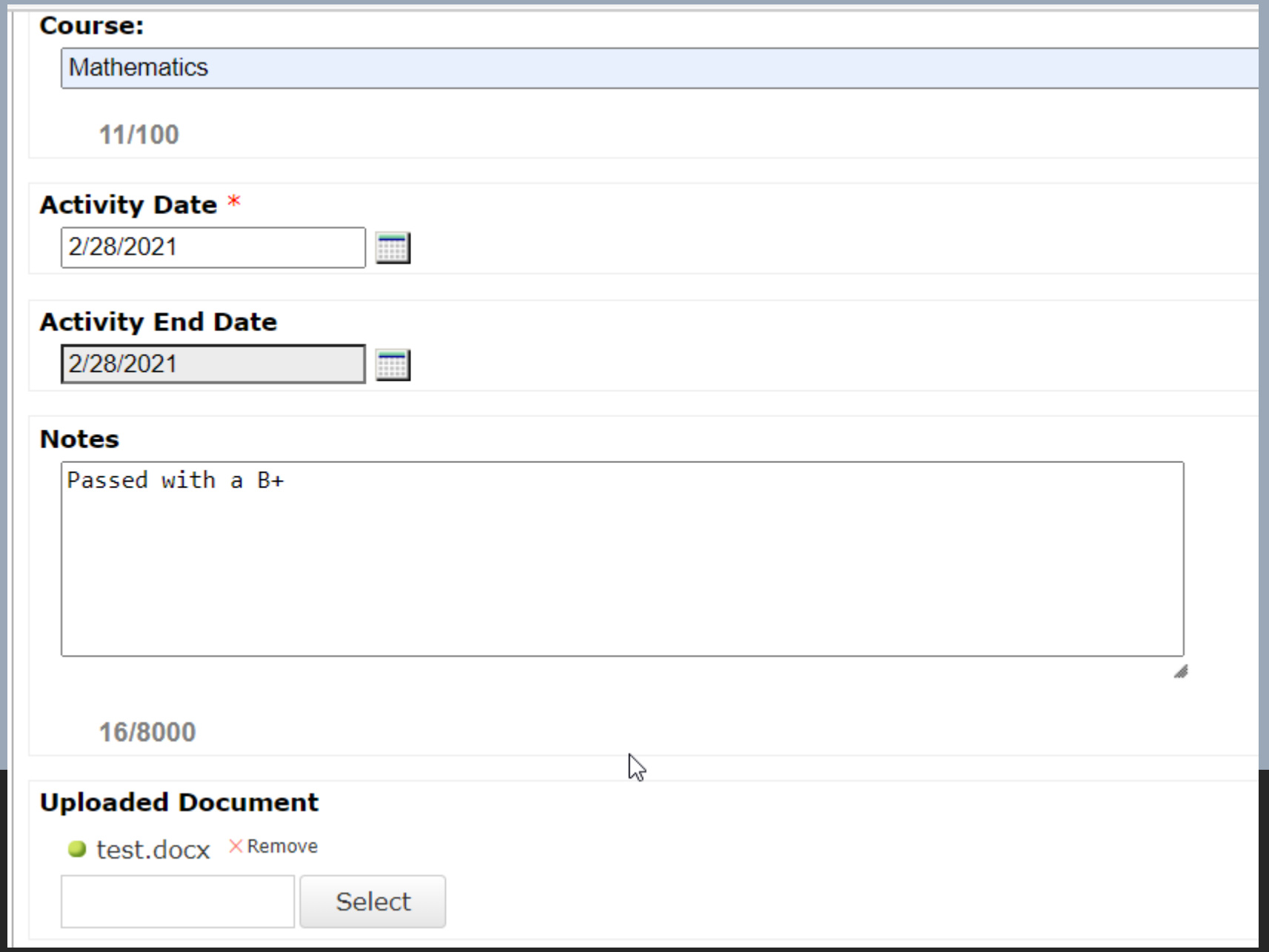

Select service provided*

*Career Guidance services?

Search for “LinkedIn Corporation” under Provider, optionally you can put it in ‘Provider Name’

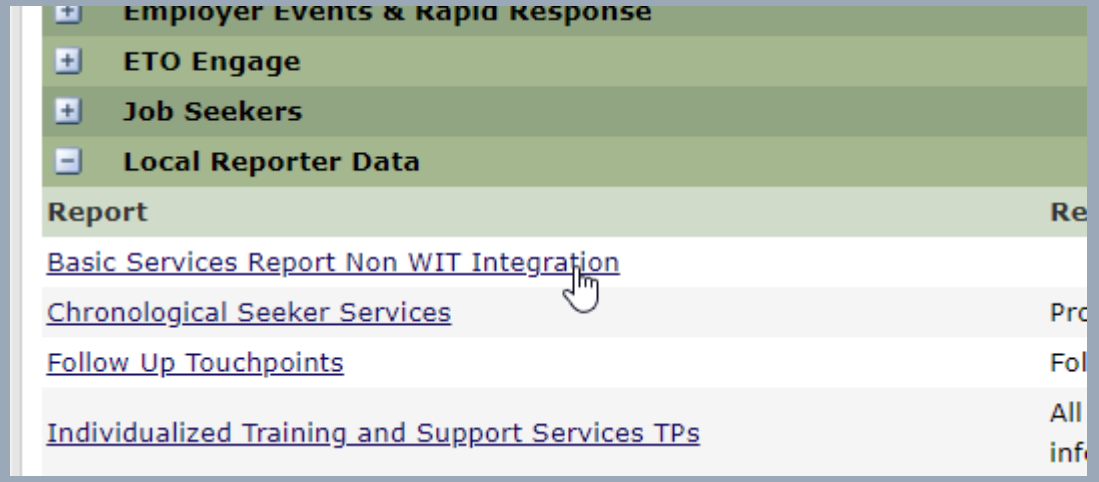


Save changes after filling out all other necessary information
(Be sure to select correct dates)



Touchpoint (should be) saved!

To find the information via a report:

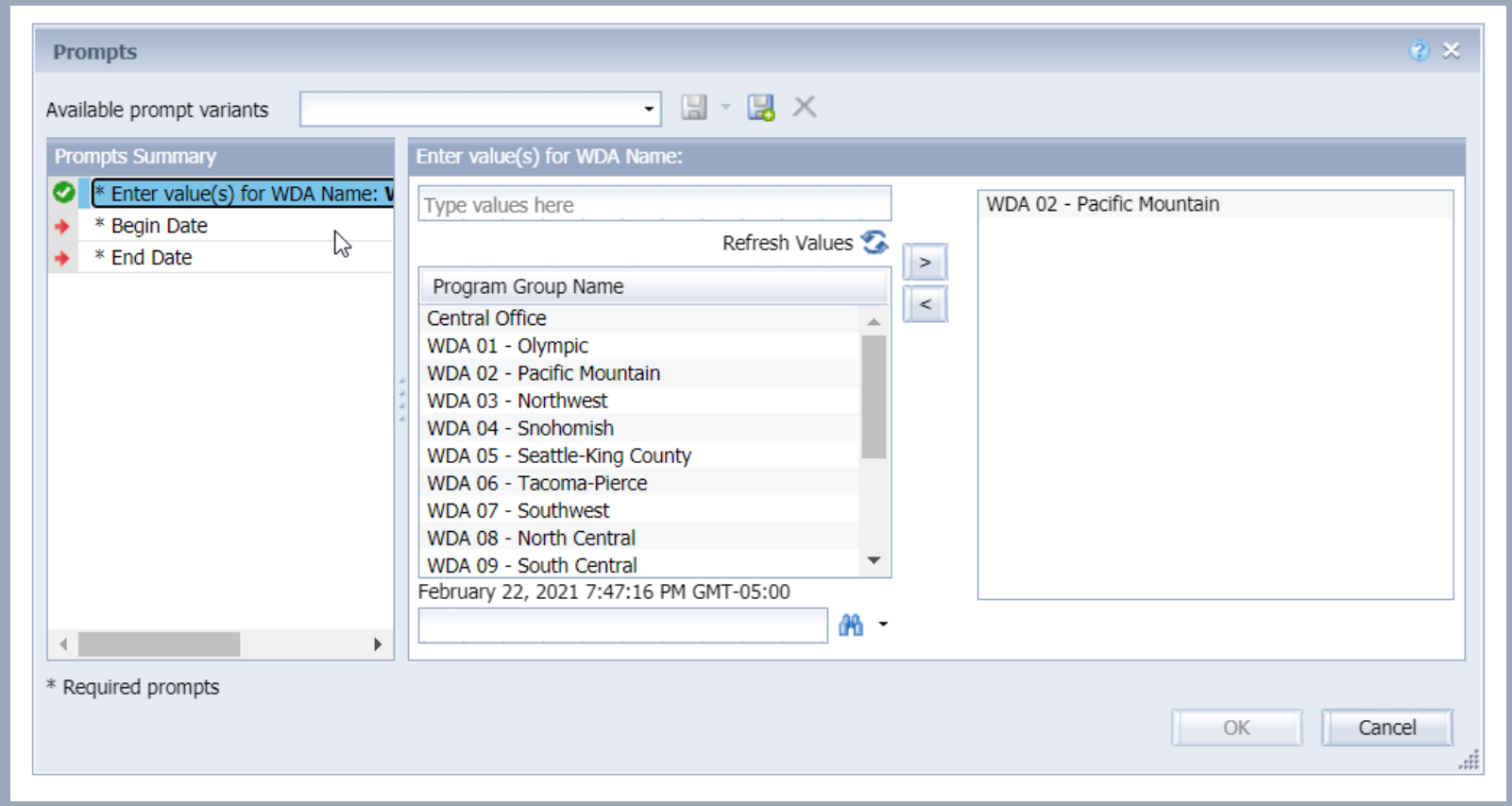



To Find report: Go to Reports Menu -> Local Reporter Data -> Basic Services Report Non WIT Integration

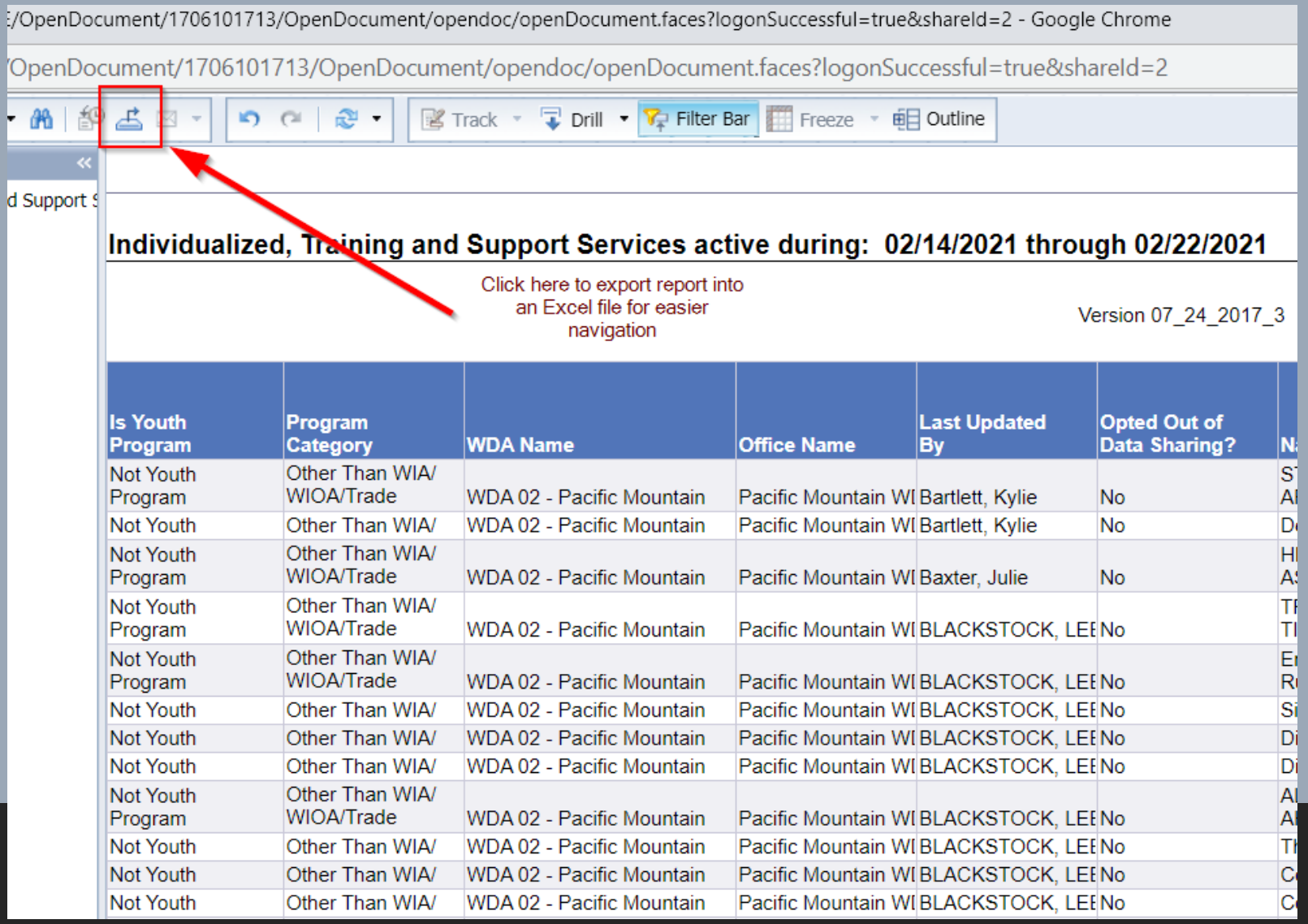
Enter appropriate values for the report.

NOTE: Be sure to select the correct WDA that the participant(s) in question are in! You may select multiple WDA's.

NOTE 2: This report takes **~5-10 minutes** to run, potentially longer if a large subset of data is selected (such as an entire year timeframe instead of a month)

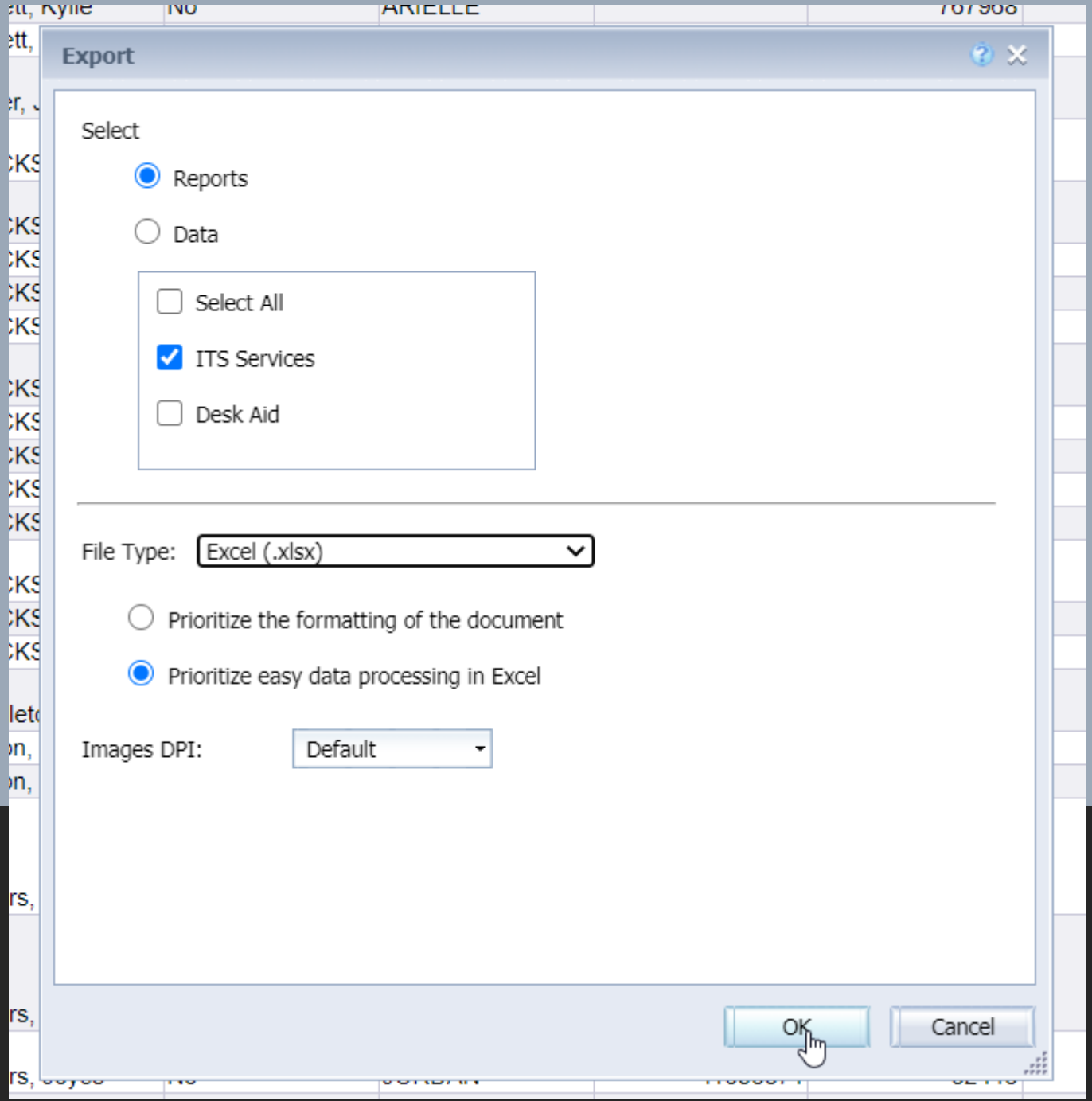


Once report is run, you can export to a spreadsheet for faster/easier navigation

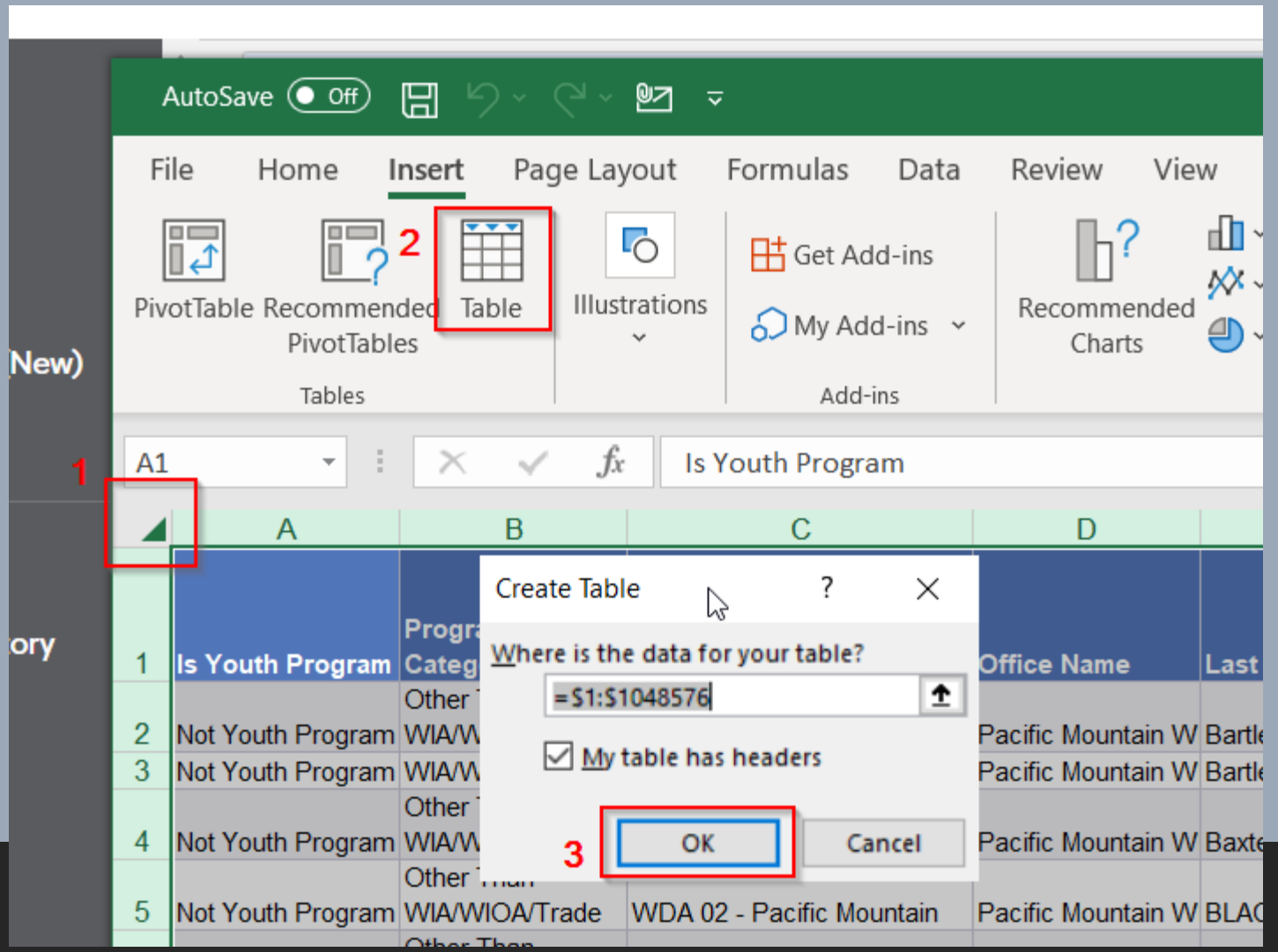
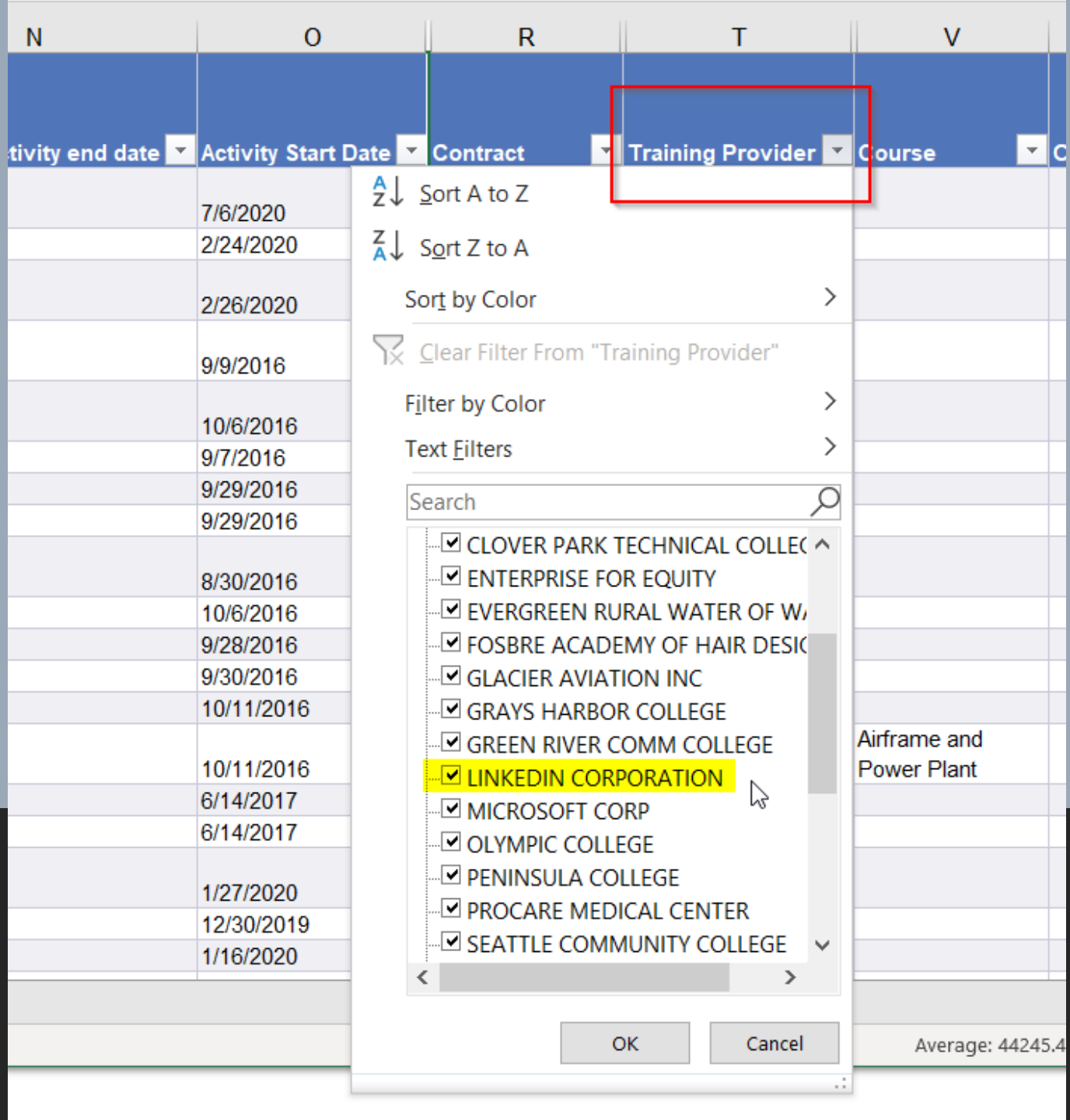



| Is Youth Program | Program Category | WDA Name | Office Name | Last Updated By | Opted Out of Data Sharing? | N |
|---|---|---|---|---|---|---|
| Not Youth Program | Other Than WIA/ WIOA/Trade | WDA 02 - Pacific Mountain | Pacific Mountain WI | Bartlett, Kylie | No | S A |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | Bartlett, Kylie | No | D |
| Not Youth Program | Other Than WIA/ WIOA/Trade | WDA 02 - Pacific Mountain | Pacific Mountain WI | Baxter, Julie | No | H A |
| Not Youth Program | Other Than WIA/ WIOA/Trade | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | T T |
| Not Youth Program | Other Than WIA/ WIOA/Trade | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | E R |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | S |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | D |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | D |
| Not Youth Program | Other Than WIA/ WIOA/Trade | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | A A |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | T |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | C |
| Not Youth | Other Than WIA/ | WDA 02 - Pacific Mountain | Pacific Mountain WI | BLACKSTOCK, LEE | No | C |

Follow this prompt here. You may also download as a .CSV file if preferred



Once opened in Excel, Select All rows and convert into a table (follow order by number as seen on right)



The column that shows the LinkedIn Learning service will be under “Provider” or “Provider Name”