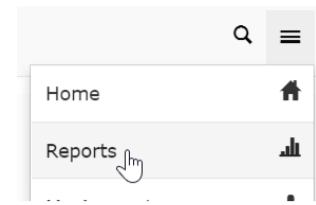


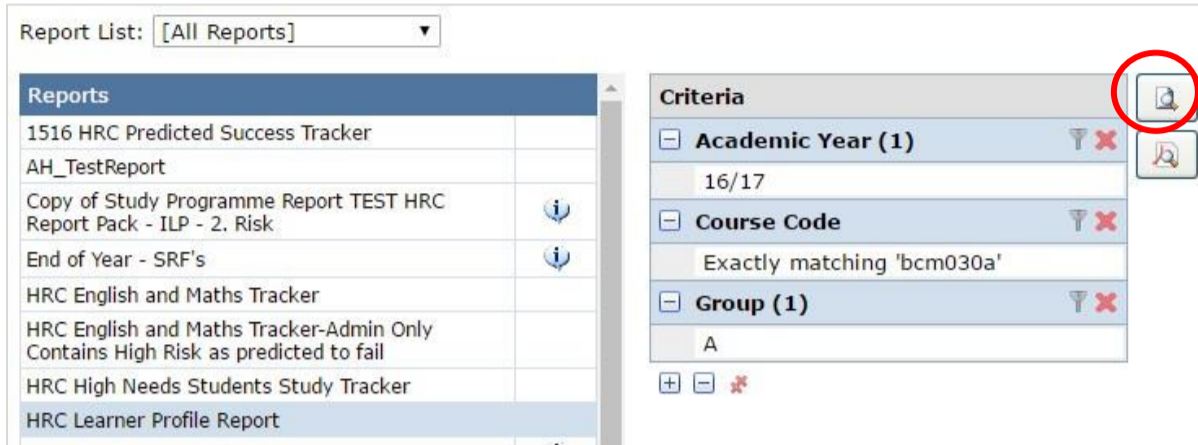
Printing the Learner Profile report

The *Learner Profile* report is designed to be accessed online. In order to make it display properly when printed, you need to tweak some of the formatting. It's easy to do, like so:

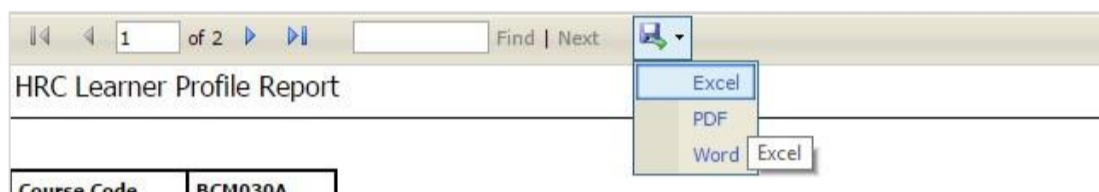
First, access the Learner Profile via 'Reports' in the drop down menu at the top of ProMonitor ----->



Then select *HRC Learner Profile Report* on the left, and select/type in your criteria on the right (all three are required. 'Course Code' should not have the group letter after it; put that in 'Group'.) Then click on the top button to the right.

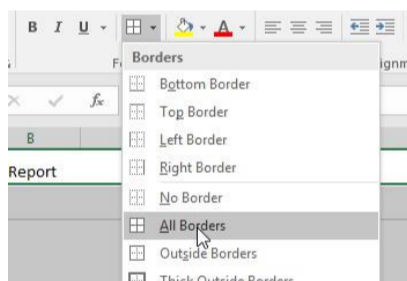


The report will then open in another tab of your web browser. In the top bar, click on the save icon, followed by 'Excel'.

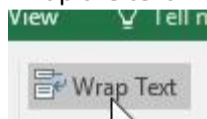


This will save the Excel file to the downloads folder on your PC. Open the file and follow these steps:

1. Press **Ctrl + A** on your keyboard
2. Add borderlines like so...



3. Wrap the text like so...



4. In the row number column (see pic below), move your cursor over the line that divides any two rows. When the cursor changes to a \ddagger , double-click.

28		Taylor Rebecca	English L2 Diagr	46%	Maths L3 Diagn	66%	
29		Waugh Molly	English L3 Diagr	61%	Maths L2 Diagn	50%	I want to go to uni to study adult nursing and then
30		Westbrook Rebecca	English L1 Diagr	78%	Maths L1 Diagn	85%	I would like to work as an Occupational Therapist,

Doing this once should adjust the fields on **every row** to show all of the text, e.g. this...

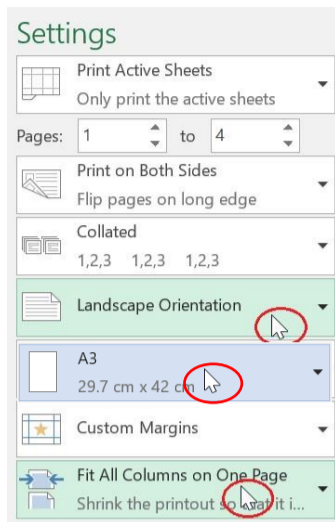
I would like to work as an Occupational therapist,
and I will achieve this by going to University and
studying Occupational Therapy, and from there
getting into the occupation. To get to the

becomes this...

I would like to work as an Occupational therapist,
and I will achieve this by going to University and
studying Occupational Therapy, and from there
getting into the occupation. To get to the
University I want to go to, I need to achieve at
least DDD In the end.

5. You're now ready to print.

In the print options (File > Print), Make sure you choose *Landscape Orientation* and *Fit All Columns on One Page*.
MAKE SURE YOU PRINT IT 'A3' size too.



If you follow these instructions exactly, you'll get the best possible printout of the Learner Profile.

Due to the number of columns in Learner Profiles, **the text will still be small** but should be legible.

Feedback or support?
Please contact the eLearning team
elearning@hrc.ac.uk