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imc Learning Suite Report Overview

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Content

1 Introduction and Overview

imc Learning Suite provides a range of reporting possibilities out of the box. The paper at hand outlines those possibilities in detail and aims to give our customers and prospects a complete information of the reporting possibilities at hand.

It is important to understand the general reporting approach and reporting flexibility of imc Learning Suite throughout report functions provided by the system, and beneficial to consider this at the outset of a system implementation and may affect both what data is collected and how that data can be reported.

Reporting needs may be considered in advance such that the system integrations, configuration and migration can make the best data preparations for these needs.

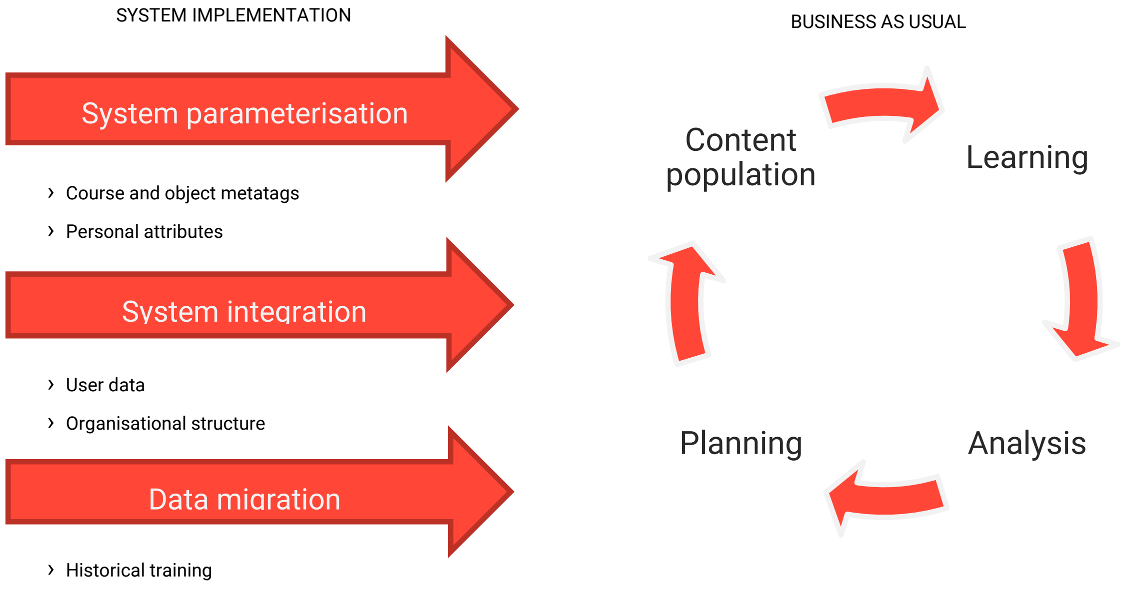


Fig. 1.1: Reporting in the context of system preparation

2 imc Learning Suite Reporting in Detail

2.1 What data is available for reporting?

Almost all objects that exist system is available for reporting and activities that take place on the system are tracked in the database and available via standard reports. This includes:

- Users and user metadata
- Organisational structure and user roles
- Training objects including programmes, catalogues, individual learning objects and on-the-job trainings
- Training activity (registrations, requests and completions of training objects)
- Performance and evaluation data such as test results, compliance status and feedback summaries.

In addition, since Version 2013, Innovation Pack 9, changes to related objects and relations are also tracked and can be reported on if the system is marked as *validation-relevant*.

All such reporting possibilities are made available by a collection of dashboard, wizard-based and list-based reports. Many of these reports can be enhanced by the inclusion of context-specific data.

2.1.1 Consideration of customer specific data

Person list, content list as well as list-based and dashboard reports can be flexible enhanced by customer specific person attributes as well as customer specific meta tags for content description.

For your additional person attributes, you might want to have in the system, you can choose out of the following field types:

- Text field
- Text area
- Text field with template
- Selection list
- Checkbox
- Date field
- Upload field*
- Image field*

- Email address field
- Attribute set* (Combination of field types)

For your additional customer, specific content description fields, you might want to have in the system, you can choose out of the following field types:

- Meta tag with single line text
- Metatag with text area
- Meta tag with time format
- Meta tag with select box “yes/no”
- Meta tag with language-independent select boxes
- Meta tag with select box
- Meta tag for internet addresses
- Meta tag for e-mail addresses
- Meta tag for decimal values
- Meta tag for costs, with currency selection

Both customer specific person attributes as well as customer specific content metatags can be created in an unlimited number and added in any list as needed. They are directly added to the database as well and are there directly available for inclusion in reports. Thereby so-called person list can be configured as default for person-based views in the system while so-called meta tag lists can be used to configure search fields for reports based on the new attributes.

Note: The field types marked * cannot be included in standard reports.

2.2 How does reporting work in the Learning Suite?

Reporting in the Learning Suite is designed around the following general principles:

- You only see what you are allowed to see, and the same is true for reports.
- If you can see data in a list, you can export it (e.g. course lists, user lists)
- Where a report concerns analytical relations between objects, the reports are found in Learning Analytics (e.g. feedback on course, skills overview)
- You can configure Learning Analytics reports in a dashboard to be easily accessible for relevant users.

These topics are further explained in the following sections.

2.2.1 Consideration of user specific access rights

Any list view, list based report, dashboard report as well as reports integrated via the imc reporting server (RDL reports) considered the access rights to reported imc Learning Suite objects like users, content and other objects at any time. This means that although the report itself might be accessible to multiple users in the system, each reporting user only can reports on objects which have been released for this user. In a multi-tenant environment reporting is per default restrict able to data with one tenant. However, if needed reporting system wide considering more than one or all tenants is possible at any time. Again, this can be fully controlled by a global system administrator.

2.2.2 Flexible list view based reporting

imc Learning Suite provides a wide range of user and content specific lists. The lists are configurable regarding search fields, advanced search fields as well as optional search fields which can be added by a user to the list search at any time. Given that flexibility and by configuration each user can arrange searches and output table to fully fit the daily needs perfectly. Any combination of search parameters and tailor table output of the search results can be saved and is therefore re-useable at any time in a sense of a tailored report.

Throughout the system list-based views provide the options outlined in the following Fig. 2.1.

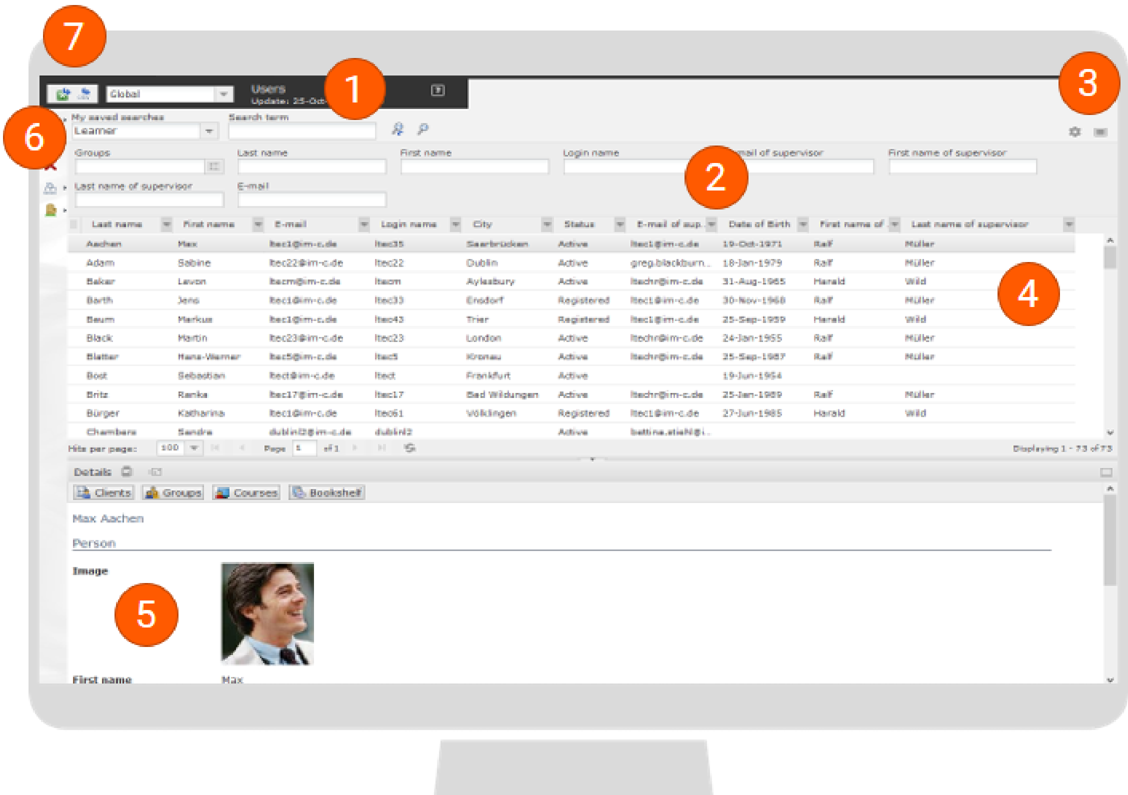


Fig. 2.1: Flexible list view reporting exemplified with a person list

Referring to Fig. 2.1 each list view in imc Learning supports the following options:

1. Primary search area can be enhanced with customer specific search fields always needed
2. Advanced search area can be freely defined and arranged via drag & drop
3. Further search criteria can be added here. Advanced search can be collapsed.
4. Output table can be freely layout, column order defined by drag & drop
5. Details to a selected object are presented here.
6. Predefined searches can be saved for re-use, even as default view when entering the manager again.
7. Lists can be exported as formatted XLS file, or.CSV, for further processing

2.2.3 Reporting dashboards

imc Learning Suite provides the possibility to define an unlimited number of role specific dashboards in the system. Those dashboards are regularly used as landing page for administrative users after their login. See Fig. 2.2 for an example of such a dashboard.

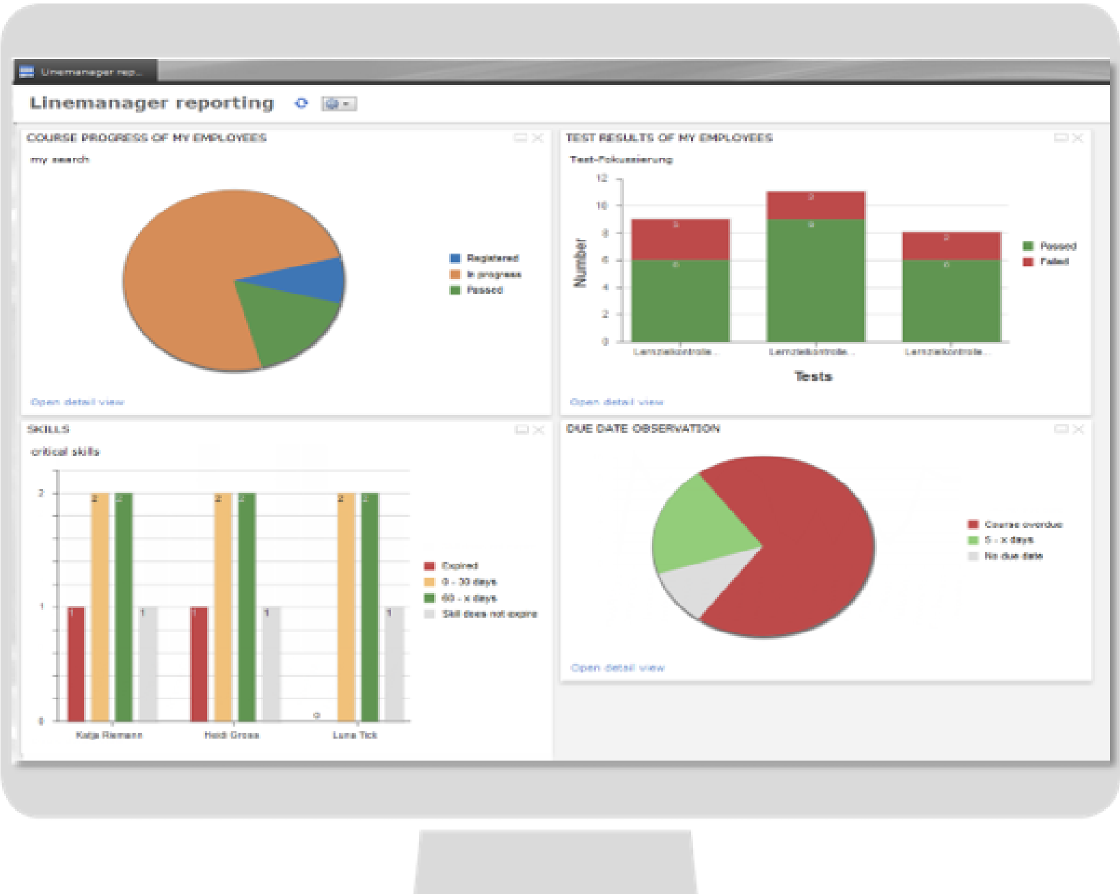


Fig. 2.2: Report panels on dashboards

These report panels are panels out of a set of system panels available to flexible define the layout of dashboards. If a dashboard report is put in such a panel the graphical representation gives a nice overview at first glance and the user can access further report details by clicking on the “Open detail view” to access a report as follows.

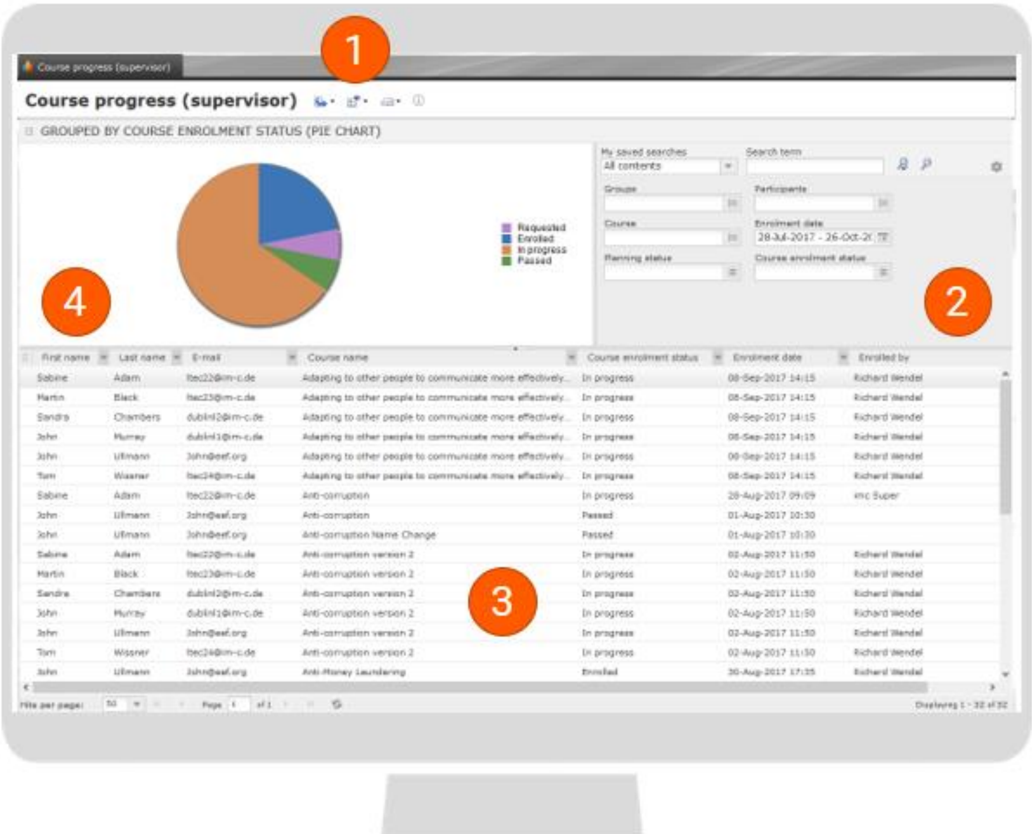
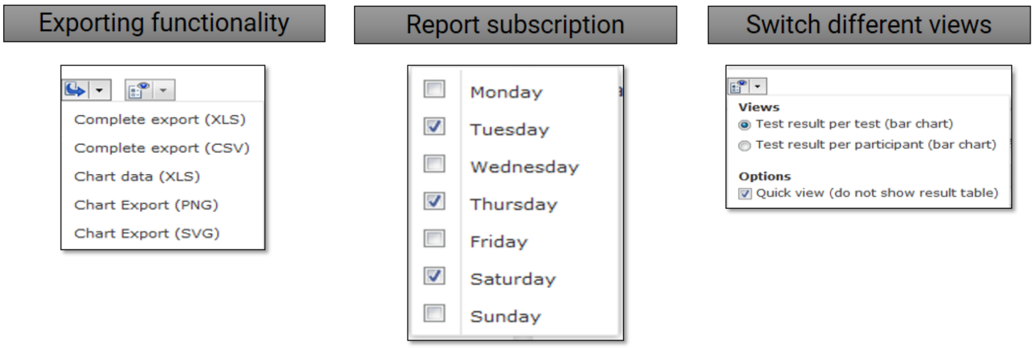


Fig. 2.3: Dashboard report - detailed view

As illustrated in Fig. 2.3, each dashboard report in imc Learning supports the following options:

1. Standard dashboard report function for export, graphical layout and subscription.

Each dashboard report has the following standard feature set for exporting, report subscription and chart configuration (see Fig. 2.4).



- Data export for Microsoft Excel
- Export of chart data only
- Graphical export to different formats

- Select days for automatic report generation
- Automatic generated report results will be sent to users mail address
- Subscription management via administrative backend

- Direct switching of different views for On-screen-reporting
- Option to turn off data table of report results (quick view)

Fig. 2.4: General dashboard reporting features

2. Filter area for the dashboard report

The filter area can be arranged by the user via drag and drop. Further filters can be made available via a person or metatag lists manager in imc Learning Suite and then be added as needed by the report user.

3. Report result table output area. Flexible arrangeable.

The table output area can be arranged by the user via drag and drop. Further attributes can be made available via a person or metatag lists manager in imc Learning Suite and then be added as needed by the report user (see Fig. 2.5). In addition, the table can be sorted or group for selected columns.

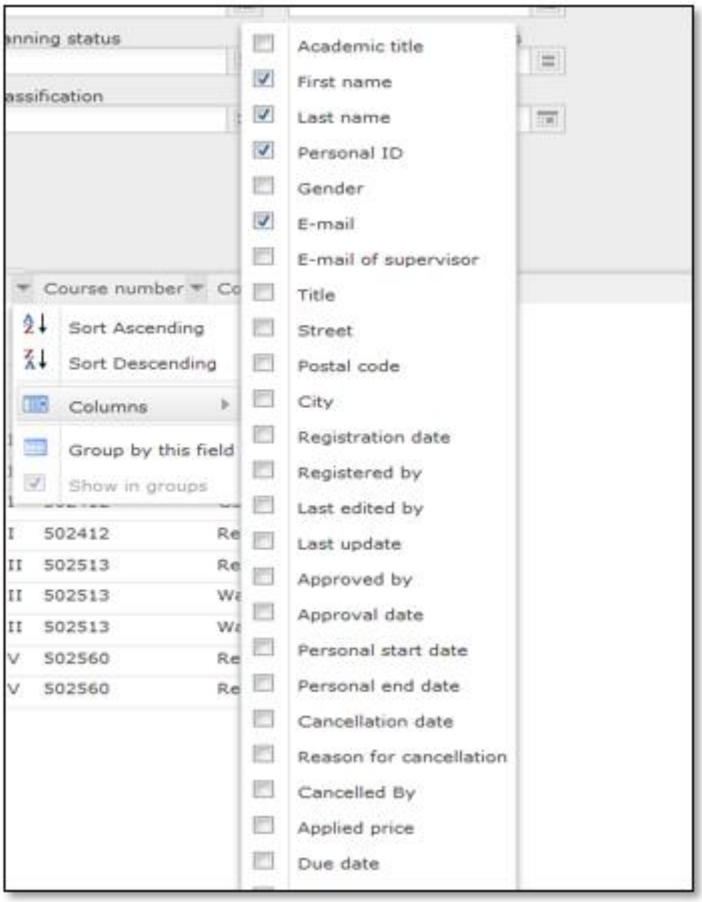


Fig. 2.5: Options for report result tables

4. Graphical representation of the actual report results

Dependent on the report, one or more of the following graphical representations outlined in Fig. 2.6 are available.

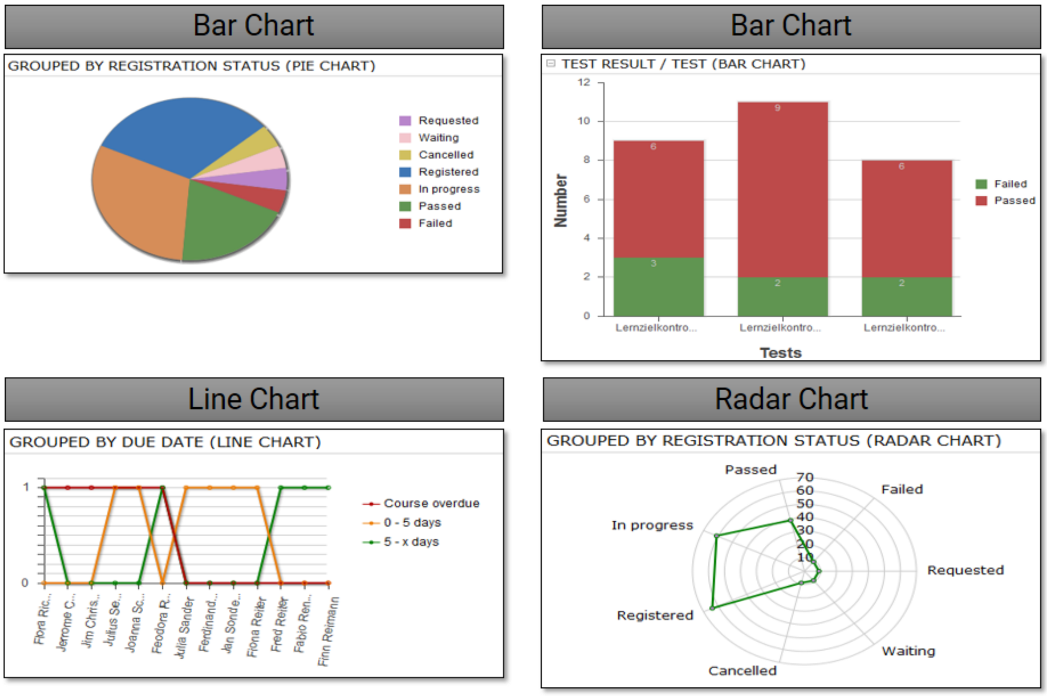


Fig. 2.6: Diagram types for dashboard reports

5. ILP Reports

Dashboard reports are now viewable in the ILP, and when viewed from there display in a responsive tabular layout. KPI and summary type visualisation of this data is possible by customisation (see Chapter 5).

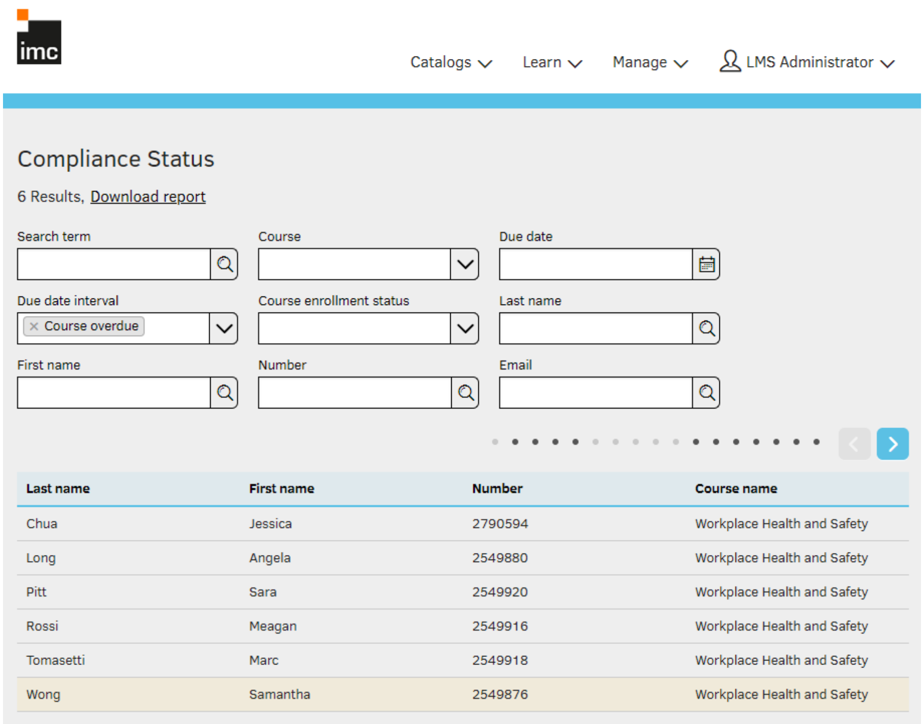


Fig. 2.7: Dashboard report in the ILP

2.2.4 Learning Analytics dashboard

Beneath the imc Learning Suite dashboards outlined in 2.2.3, imc Learning Suite provides a central Learning Analytics dashboard for direct access to all reports a user has access rights to. See the following Fig. 2.8.

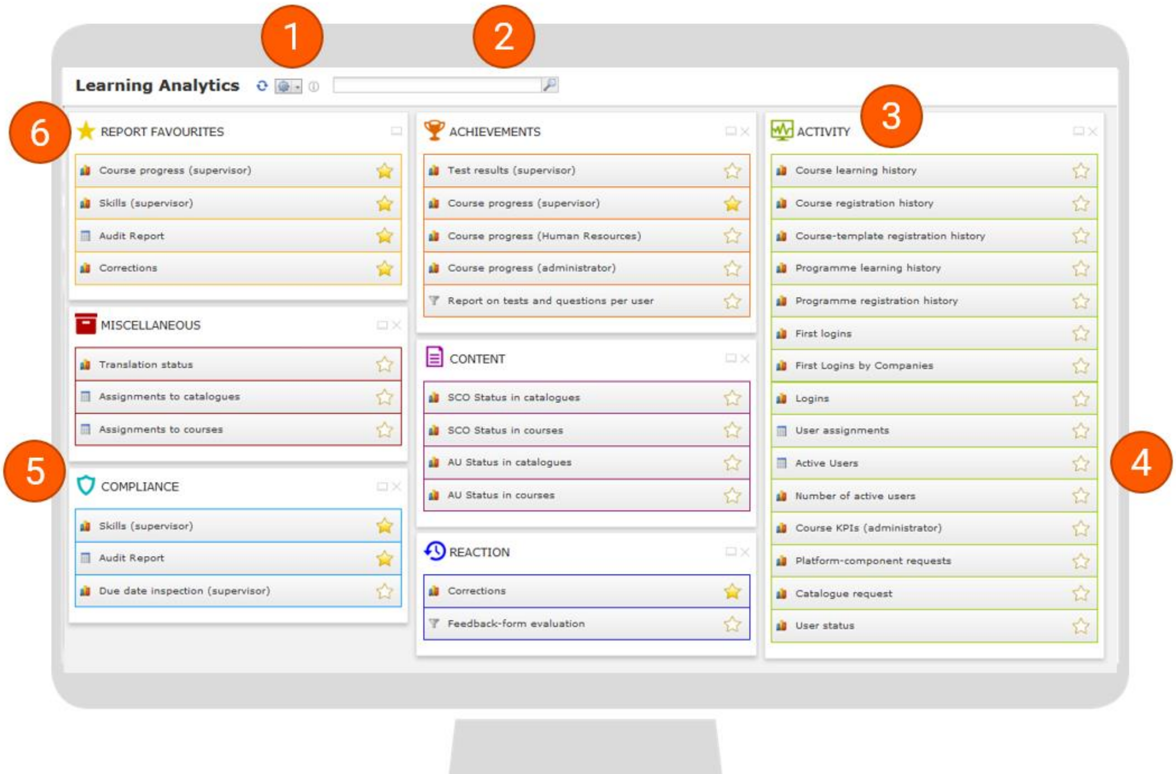


Fig. 2.8: Learning Analytics dashboard in imc Learning Suite

The Learning Analytics dashboard provides the following options:

1. User can customise the page in a 1 to 5 column layout, and drag & drop panels as needed
2. Quick search allows direct report access
3. Reports can be clustered in report categories to be represented as panel on the Learning Analytics page
4. By clicking the star symbol, the report is added to the report favourites
5. Different report icons represent different report types: Graphical report or list report with or without filters
6. Any report can be marked as report favourite to be listed in a corresponding panel

3 Advanced reporting options

3.1 Overview

While the reports available in imc Learning Suite already provide a wide range of drill-down possibilities and saving of different review views, the generation of a new report from scratch is also supported by four different report creation options:

- imc Learning Suite Report Designer
- imc Learning Suite Report Server
- Microsoft Reporting Services
- Report Customisation

The following table provides an overview and comparison of the functionality and options available by the three report creation alternatives.

Table 1: Functional overview of advanced report creation options in imc Learning Suite

Functionality		Learning Suite Report Designer	Learning Suite Report Server	Microsoft Report Services
Report				
	Lists, Tables	YES	YES	YES
	Diagrams	NO	YES	YES
	Reports in Reports	NO	YES	YES
Export				
	CSV, HTML	YES	NO	YES
	Excel, Word, PDF	NO	YES	YES
	Tiff, MHTML	NO	NO	YES

Functionality	Learning Suite Report Designer	Learning Suite Report Server	Microsoft Report Services
Advanced Functions			
SSO through Learning Suite	YES	YES	NO
Scheduled Reports	NO	NO	YES
Reports via Email	NO	NO	YES
Support of further report sources	NO	YES	YES
Report Creation			
Support of RDL reports	NO	YES	YES
Easy Reports without SQL-Knowledge	NO	NO	YES

3.2 imc Learning Suite Report Designer

imc Learning Suite Report Designer is an integrated tool for the report creation of list-based reports within imc Learning Suite. Like any other system functions, it can be released to user which are supposed to create custom list based reports for the system. Fig. 3.1 shows the initial screen of the report designer.

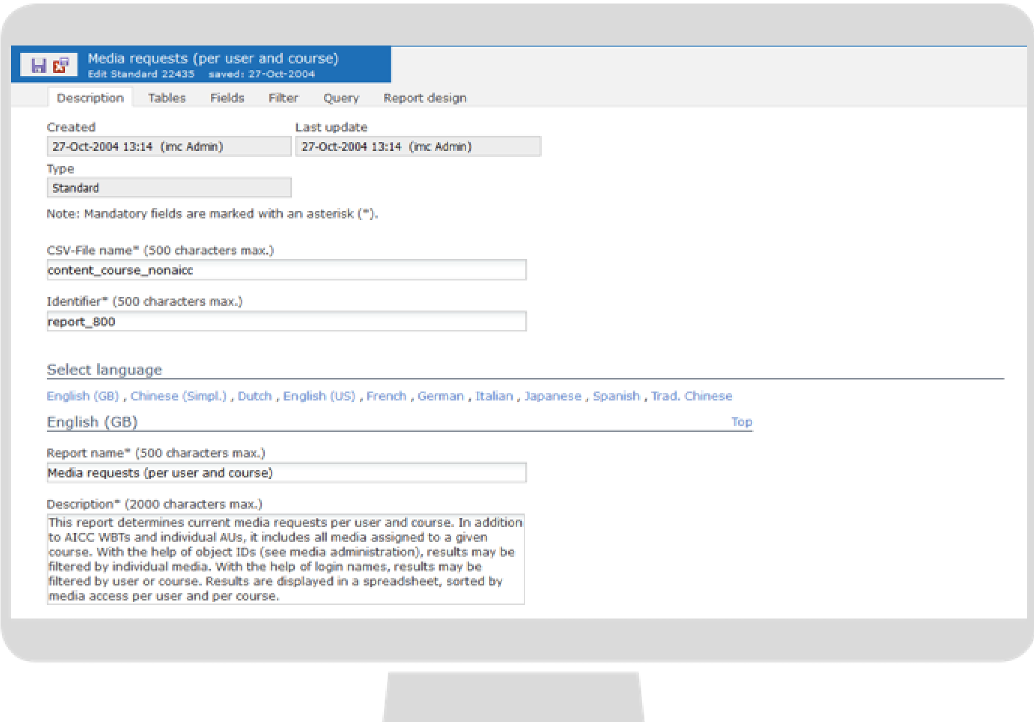


Fig. 3.1: imc Learning Suite Report Designer - start screen

During report creation, the user can follow the provided tabs from left to right to define and design the new report.

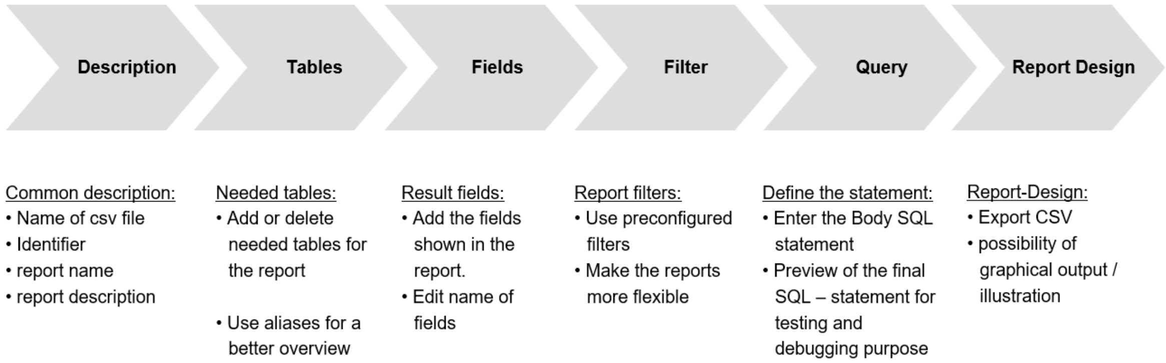


Fig. 3.2: Report Designer options per tab

3.3 Creation and integration of RDL Reports

imc Learning Suite Report Server provides the possibility to integrate reports created in the Report Definition Language (RDL) into the imc Learning Suite.

Thereby any RDL report creation tool, e.g. the Microsoft Report Builder (available for free) can be used to create such reports. The integration of a RDL report into imc Learning Suite is done via Microsoft Reporting Services in combination with the imc Learning Suite Report Server which ensures that the report considers the access rights of the reporter in imc Learning Suite.

The combination of imc learning Suite with imc Report Server and Microsoft Reporting Services offers comprehensive additional reporting options as indicated in Table 1 (page 15).

4 Report designer training by imc

imc provides training for report creation via the imc Learning Suite Report Designer or in the Report Definition Language (RDL) in an imc Report Server and/or Microsoft SQL Server Reporting Services scenario.

The Report Designer training aims to teach report writers, training staff and system administrators the features available in the imc Learning Suite Report Designer tool. Attendees will be introduced to the reporting specification process and the information required for report writers. The training incorporates a combination of instructional sessions and practical learning experiences giving attendees the opportunity to familiarise themselves with the Report Designer tool. Before participants can undertake the training, they must have experience using the imc Learning Suite, a good understanding of SQL and an ability to work with databases.

The training usually is a 4 or 5 day training and limited to 5 participants.

4.1 Example agenda

Table 2: Topics in the example agenda

TOPIC	SUB-topics
Introduction	– SQL basics – What is a report? – Where are reports used? – Components of a report
Key Concepts	– Data models and how they work – Documentation on data models – Using SQL statements to create reports
Learning Suite Report Designer	– What is the Report Designer? – Creating a report using Report Designer – Context and access rights – Report creation workflow
Your First Report	– Introducing the person table – Preparing the report – Creating the main select statement

TOPIC	SUB-topics
Creating a Filter	– The SQL statement – Adding the filter – Custom selection table – Filter types (group filter, time filter) – Exercises
Grouping	– Grouping – Platform group tables – Exercises
Versioning	– Introduction to versioning – Versioning of course templates – Data model associated with versioning – Complete exercises
Courses	– What are e-components – Table e-component and e-component type – Complete exercises
Metatags	– Introduction to metatags – Data model associated with metatags – Complete exercises
Grouping	– Grouping – Platform group tables – Complete exercises
Time Filter	– Introduction to time filters – Data model associated with time filters – Complete exercises
Portfolio	– Introduction to portfolios – Data model associated with portfolios – Portfolio filter – Complete exercises
Job Profiles	– Introduction to job profiles – Data model associated with job profiles – Job profile filter – Complete exercises

5 Report customisation

In addition to the regular personalisation of reports outlined in Chapter 2, imc offers professional services to further customise the analytics with new or modified reports. This is achievable by:

1. Configuration of existing reports or lists to include customer metatags and attributes as columns and filters where not already possible
2. Adaptation of new report visualisations/aggregations for existing reports to include customer metatags and attributes (e.g. to display distribution of training volume by personnel division or training mode)
3. Creation of completely new Dashboard reports (whether in ILS or ILP)
4. Technical support to create new Report Designer or RDL reports

6 Technical report environment

imc Learning Suite can be hosted on premise or as Software as a Service in the cloud. Both scenarios support all report options outlined in this paper. As with the overall architecture, the reporting system architecture can be setup to serve the particular scenarios of our customers. For example, it is possible to have a dedicated reporting database regularly synchronized with the initial imc Learning Suite database to separate reporting performance from the productive system accessed by the learner. The database can be scaled to also cover high performance needs.

Details on common system architectures are available in the technical white paper for imc Learning Suite which you can request at any time from imc.

7 Pricing

All the reporting functionality described in Chapter 2 are included in imc Learning Suite as standard at no additional cost. Additionally, the imc Learning Suite Report Designer is available at no additional cost after an initial report designer training has been provided.

The following reporting options are subject to additional costs:

- imc Learning Suite Report Designer
- imc Report Server is subject to a one-off license fee
- Microsoft SQL Server Reporting Services and hosting of any needed additional technical architecture are hosting service provided by imc as Software as a Service

Please contact your imc Sales Account Manager for details on the pricing.

8 Report definitions

8.1 Dashboard Reports

8.1.1 Course Progress (Supervisor)

Name	**Course progress (Supervisor)**
Internal ID	116
Description	Detailed information on all course bookings, in which the employees of the registered user are or were involved as learners, is displayed.
Target Audience	Line managers: All users having subordinates (according to the line manager relationship) registered to courses
Analysed Data	Course, user information, booking information
Filter	– Classification – Skills – Groups – Participants – Course – Registration date – Planning status (of course) – Identification – Due date – Course booking status – Course usage (optional)

Name	**Course progress (Supervisor)**
List Output	– All user attributes listed in the list configured for this report – All course meta tags listed in the list configured for this report – The following registration data – Course name – Course number – Course booking status – Registration date (optional) – Registered by (optional) – Last changed by (optional) – Last update (optional) – Approved by / Approver (optional) – Approval date (optional) – Personal start date (optional) – Personal end date (optional) – Cancellation date (optional) – Reason for cancellation (optional) – Cancelled by (optional) – Cancellation fee (optional) Applied price (optional) – Due date (optional) – Identification (optional) Course usage (optional)
Graphical Output	The report analyses the filtered data by the values for the booking status. The result is the frequency distribution of the booking status values that occur. Two different views are offered: – Grouped by course booking status (pie chart): The differently coloured sections each relate to a status value and are larger the more frequently the relevant status value is represented. – Grouped by course booking status (radar chart): The frequency distribution is shown as an area inside a spider's web.

8.1.2 Course Progress (Learner)

Name	Course progress (Learner)
Internal ID	118
Description	Displays detailed information on their course bookings to registered users.
Target Audience	Learners (All people having registered to courses)
Analysed Data	Course, user information, booking information
Filter	– Registration date – Course booking status
List Output	– All course meta tags listed in the list configured for this report – The following registration data – Course name – Course number – Course booking status – Registration date (optional) – Registered by (optional) – Last changed by (optional) – Last update (optional) – Approved by / Approver (optional) – Approval date (optional) – Personal start date (optional) – Personal end date (optional) – Cancellation date (optional) – Reason for cancellation (optional) – Cancelled by (optional) – Cancellation fee (optional) Applied price (optional) – Due date (optional) – Identification (optional)
Graphical Output	The report aggregates the filtered data by the booking status.

8.1.3 Test Results (Line Manager)

Name	Test Results (Line Manager)
Internal ID	117
Description	Provides information on all completed tests that the employees of the registered user have completed as learners.
Target Audience	Line managers (defined by the line manager relationship)
Analysed Data	Course, user and test registration and result information
Filter	– Course – Test – Submission – Groups – Participants – Test mode – Result – Course usage (optional)
List Output	– All user attributes listed in the user attribute list configured for this report, and assigned to the test participant are listed in the current row. – The following test answers specific details: – Course name – Course number – Test name – Test version – Passed/Not passed – Percentage obtained for the test (optional) – Course usage (optional)
Graphical Output	The report analyses the filtered data by the test results and provides the following two different views: – Results for each test (bar chart): A bar for each test, divided into two by the number of participants who passed and did not pass – Test results for each user (bar chart): A bar for each participant, divided into two by the number of tests passed and not passed

8.1.4 Test Results (Learner)

Name	Test Results (Learner)
Internal ID	119
Description	Shows logged in user's information about the tests they have completed.
Target Audience	Any learner
Analysed Data	Course, user and test registration and result information of all tests the user has ever started and submitted.
Filter	– Course – Test – Submission – Test mode – Result
List Output	– Course name – Course number – Test name – Test version – Passed/Not passed – Percentage obtained for the test (optional)
Graphical Output	The report aggregates the filtered data by the test result.

8.1.5 Skill (Line Manager)

Name	Skill (Line Manager)
Internal ID	121
Description	The focus is on analysing which skills lapse in which periods and for which employees.
Target Audience	Line managers (defined by the line manager relationship)
Analysed Data	Skill and user
Filter	– Skills – Groups – Participants – Job profile – Skill expiry
List Output	– All user attributes listed in the user attribute list configured for this report, and assigned to the participant listed in the current row – The following details: – Skill – Expiry interval – Expiry date – Next partial expiry date – Current value – Info / Scheduling – Skill-Description (optional)
Graphical Output	The report analyses the filtered data by the expiry date of the skills and provides the following four different views: – Expiry date per skill (bar chart): A group of five bars for each skill, each graded by the validity term. The level of a bar matches the relevant number of employees. – Expiry date per user (bar chart): A group of five bars for each employee, each graded by the validity term. The level of a bar matches the relevant number of skills. – Expiry date per user (radar chart): The occurrence of stipulated validity term intervals is shown for each individual user as an area in a spider's web. – User per expiry date (radar chart): The user distribution is shown for the stipulated validity term intervals as an area inside a spider's web.

8.1.6 Due date observation (Line Manager)

Name	Due date observation (Line Manager)
Internal ID	124
Description	Provides information on the courses' due date that the employees of the registered user have started but not yet completed.
Target Audience	Line managers (defined by the line manager relationship)
Analysed Data	Skill and user
Filter	– Classification – Skills – Groups – Participants – Course – Registration date – Identification – Due date – Due date criteria – Course booking status – Course usage (optional)
List Output	– All user attributes listed in the list configured for this report – All course meta tags listed in the list configured for this report – The following registration data – Course name – Course booking status – Due date – Due date criteria – Identification – Course number (optional) – Registration date (optional) – Registered by (optional) – Last changed by (optional) – Last update (optional) – Approved by / Approver (optional) – Approval date (optional) – Personal start date (optional) – Personal end date (optional) – Cancellation date (optional) – Reason for cancellation (optional) – Cancelled by (optional) – Applied price (optional) – Course usage (optional)

Name	Due date observation (Line Manager)
Graphical Output	The report analyses the filtered data by the due date of the courses and provides the following views: – Due date per course (bar chart): A group of four bars for each course, each graded by the due date. The level of the bar matches the relevant number of participants. – Due date per user (bar chart): A group of four bars for each course participant, each graded by the due date. The level of the bar matches the relevant number of courses. – Grouped by due date (pie chart): Each section represents a time interval for the due date. – Due date per course booking status (bar chart): A group of four bars for each value of the booking status, each graded by the due date. – Due date per user (line chart): A distribution curve for each participant. The height of a point on the line corresponds to the number of courses of the relevant participant in a particular due-date interval. The horizontal position matches the due date: left urgent, right long due date. – User per due date (line diagram): A distribution curve for each due date interval. The height of a point on the line matches the number of courses of the relevant participant with the particular due-date interval. The individual participants are shown from left to right.

8.1.7 Course Progress (HR)

Name	Course Progress (HR)
Internal ID	122
Description	Information on all course bookings for learners who are in an HR relationship to user who is viewing the report.
Target Audience	Human Resources members, which are responsible for persons and which have the ACL on these persons.
Analysed Data	Course, user information, booking information
Filter	– Groups – Participants – Course – Registration date – Planning status (of course) – Due date – Course booking status – Classification (optional) – Skills (optional) – Identification(optional) – Course usage (optional)

Name	Course Progress (HR)
List Output	– All user attributes listed in the list configured for this report – All course meta tags listed in the list configured for this report – The following registration data – Course name – Course number – Course booking status – Registration date (optional) – Registered by (optional) – Last changed by (optional) – Last update (optional) – Approved by / Approver (optional) – Approval date (optional) – Personal start date (optional) – Personal end date (optional) – Cancellation date (optional) – Reason for cancellation (optional) – Cancelled by (optional) – Cancellation fee (optional) – Applied price (optional) – Due date (optional) – Identification (optional) – Course usage (optional)
Graphical Output	The report analyses the filtered data by the values for the booking status. The result is the frequency distribution of the booking status values that occur. Two different views are offered: – Grouped by course booking status (pie chart): The differently coloured sections each relate to a status value and are larger the more frequently the relevant status value is represented. – Grouped by course booking status (radar chart): The frequency distribution is shown as an area inside a spider's web.

8.1.8 Course KPIs (Admin)

Name	Course KPIs (Admin)
Internal ID	123
Description	Shows information on the booking capacities of courses. For example, requesters can see at a glance which courses still have capacity and which courses have waiting lists.
Target Audience	Admin: to see the booking KPIs of selected courses at a glance
Analysed Data	Course, user information, booking information
Filter	– Course – Course Template – Registration KPI – Course usage (optional)
List Output	– All course meta tags listed in the list configured for this report – The following course-specific data – Name – Number – Start date – End date – Registration KPI – Places available – Number of participants – Number of participants on waiting list – Max. number of participants – Max. waiting-list capacity – Course Template – Location (optional) – Language (optional) – Planning status (optional) – Registration type (optional) – Last update (optional) – Last edited by (optional) – Created (optional) – Author (optional) – Description(optional) – Object ID (optional) – Course usage (optional)

Name	Course KPIs (Admin)
Graphical Output	The report analyses the filtered data by the value of the KPI. The result is an overview of the courses with free and unused capacities. Two different views are offered: – Grouped by course (pie chart): Four sections, one for each KPI value. The size of the sections matches the number of courses with this value. – KPI per course template (bar chart): A group of four bars for each course template, each graded by the KPI value

8.1.9 Course Progress (Admin)

Name	Course Progress (Admin)
Internal ID	125
Description	Displays information on the course bookings in which the learners take or took part. Only the data of the registered users that the requester is permitted to view is displayed.
Target Audience	Course-Administrators: Course registration information of all courses the admin has ACL for and/or the courses he is set as administrator.
Analysed Data	Course, user information, booking information
Filter	– Groups – Course – Registration date – Planning status (of course) – Due date – Course booking status – Classification (optional) – Skills (optional) – Identification (optional) – Course template (optional) – Course usage (optional)

Name	Course Progress (Admin)
List Output	– All user attributes listed in the list configured for this report – All course meta tags listed in the list configured for this report – The following registration data – Course name – Course number – Course booking status – Course template – Registration date (optional) – Registered by (optional) – Last changed by (optional) – Last update (optional) – Approved by / Approver (optional) – Approval date (optional) – Personal start date (optional) – Personal end date (optional) – Cancellation date (optional) – Reason for cancellation (optional) – Cancelled by (optional) – Cancellation fee (optional) - The feature to save the cancellation fee for a user who cancelled a course is not implemented. Until that time, this column will not be shown by default until the implementation takes place. – Applied price (optional) – Due date (optional) – Identification (optional) – Course usage (optional)
Graphical Output	The report analyses the filtered data by the values for the booking status. The result is the frequency distribution of the booking status values that occur. Two different views are offered: – Grouped by course booking status (pie chart): The differently coloured sections each relate to a value of the booking status and are larger the more frequently the relevant status value is represented. – Course booking status per course template (bar chart): One group of bars per course template. Each bar represents a booking status value.

8.1.10 Translation Status

Name	Translation Status
Internal ID	126
Description	The current translation status of the translatable components and their languages are listed.
Target Audience	Administration
Analysed Data	List of contents with the relevant translation status
Filter	– Translation status – Language – Update
List Output	– Title – Version – Last Edited by – Type – Translation status – Updated – Language
Graphical Output	The report analyses the filtered data by the translation status. – Grouped by translation status (pie chart)

8.1.11 Course Registration History

Name	Course Registration History
Internal ID	127
Description	Lists the complete booking history of users on courses.
Target Audience	Administration / Management
Analysed Data	Registration history of courses/users
Filter	– Course – Course template – Participants – Groups – Update – Course registration status – Event – Planning status (of course) – Course usage (optional)
List Output	– Course name – Course number – Last name – First name – Person ID – Registration status – Event – Last update – Last edited by – User defined ID – Registration date – Registration by – Registration change note – Price – Approval date – Approved by – Cancellation reason – Cancellation change note – Cancelled by – Cancellation date – Due date – Course usage (optional)
Graphical Output	The report analyses the number of transactions per course. – Number of transactions per course (bar chart)

8.1.12 Course Template Registration History

Name	Course Template Registration History
Internal ID	128
Description	Analyses the complete booking history of users on course templates.
Target Audience	Administration / Management
Analysed Data	Registration history of course
Filter	– Course template – Participants – Groups – Update – Course template registration status – Event – Course usage (optional)
List Output	– Course template name – Course template number – Last name – First name – Person ID – Registration status – Event – Last update – Last edited by – Registration change note – User defined ID – Due date – Course usage (optional)
Graphical Output	The number of transactions per course template is analysed. – Number of transactions per course template (bar chart)

8.1.13 Programme Registration History

Name	Programme Registration History
Internal ID	129
Description	Displays the complete booking history of users on programmes.
Target Audience	Administration / Management
Analysed Data	Registration history of programs
Filter	– Programme – Participants – Groups – Update – Programme registration status – Event
List Output	– Programme name – Programme number – Last name – First name – Person ID – Registration status – Event – Last update – Last edited by – User defined ID – Registration date – Registration by – Registration change note – Price – Applied Price – Approval date – Approved by – Cancellation reason – Cancellation change note – Cancelled by – Cancellation date
Graphical Output	The report analyses the number of transactions per programme. – Number of transactions per programme (bar chart)

8.1.14 Course Learning History

Name	**Course Learning History**
Internal ID	130
Description	The learning history of users to their assigned courses and the associated course modules are analysed.
Target Audience	Administration / Management
Analysed Data	Learning history of course/person
Filter	– Course – Participants – Groups – Update – Course registration status – Course template (optional) – Course usage (optional)
List Output	– Course name – Course number – Course unit – Last name – First name – Person ID – Total number of attempts – Status – Result – Last update – Last edited by – Course usage (optional)
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the user decides whether the history of the statuses is to be analysed on a daily, monthly or annual basis. The following default view is available here: – Status by selected time scale (bar chart)

8.1.15 Programme Learning History

Name	Programme Learning History
Internal ID	131
Description	The complete learning history of users on their assigned programmes is provided.
Target Audience	Administration / Management
Analysed Data	Learning history of programmes
Filter	– Programme – Participants – Groups – Update – Programme registration status – Event
List Output	– Programme name – Programme number – Course name – Course number – Last name – First name – Person ID – Registration status – Result in % – Event – Last update – Last edited by
Graphical Output	The graphical analysis can be influenced by the scaling. That is, users decide whether the history of the status should be aggregated daily, monthly or yearly. The following default view is available here: – Status according to selected time scale (bar chart)

8.1.16 SCO Status In Courses

Name	SCO Status In Courses
Internal ID	131
Description	The current SCO status that users have received in a course is listed.
Target Audience	Administration
Analysed Data	SCOs which are assigned to persons within courses
Filter	– Course – Participants – Groups – SCORM WBT – SCO – Assignment – Last access – Course template (optional) – Course usage (optional)
List Output	– Course name – Course number – SCORM WBT Title – Object ID (SCORM WBT) – Version (SCORM WBT) – SCO name – Assignment – Last name – First name – Person ID – Processing time – SCO-Status – Component-Status – Course-Status – Score – Last access – Required result – Course usage (optional)
Graphical Output	The report shows the status of the SCOs per course. – SCO status per course (bar chart)

8.1.17 SCO Status In Catalogues

Name	SCO Status In Catalogues
Internal ID	133
Description	The status of the SCOs the catalogues are assigned to is listed per user.
Target Audience	Administration
Analysed Data	SCOs which are assigned to persons within catalogues
Filter	– Catalogue – Participants – Groups – SCORM WBT – SCO – Last access
List Output	– Catalogue name – SCORM WBT Title – Object ID (SCORM WBT) – Version (SCORM WBT) – SCO name – Last name – First name – Person ID – Processing time – SCO-Status – Score – Last access – Required result
Graphical Output	The report shows the status of the SCOs per catalogue folder. – SCO status per catalogue (bar chart)

8.1.18 AU Status In Courses

Name	AU Status In Courses
Internal ID	134
Description	Displays the latest Assignable Units (AU) status of learners. AUs that are directly or indirectly (via AICC) assigned are considered.
Target Audience	Administration
Analysed Data	AUs which are assigned to persons within courses
Filter	– Course – Course template – Participants – Groups – AICC WBT – AU – Assignment – Last access – Course usage (optional)
List Output	– Course name – Course number – AICC WBT Title – Object ID (AICC WBT) – Version (AICC WBT) – AU name – Assignment – Last name – First name – Person ID – Processing time – AU-Status – Component-Status – Course-Status – Score – Max Score – AICC Mastery Score – Last access – Course usage (optional)
Graphical Output	The report shows the status of the AUs per course. – AU status per course (bar chart)

8.1.19 AU Status In Catalogues

Name	AU Status In Catalogues
Internal ID	135
Description	Shows the current Assignable Units (AU) status for learners, considering those AICC WBT's are assigned to catalogues.
Target Audience	Administration
Analysed Data	AUs which are assigned to persons within catalogues
Filter	– Catalogue – Participants – Groups – AICC WBT – AU – Last access
List Output	– Catalogue name – AICC WBT Title – Object ID (AICC WBT) – Version (AICC WBT) – AU name – Assignment – Last name – First name – Person ID – Processing time – AU-Status – Score – Max Score – AICC Mastery Score
Graphical Output	The report shows the status of the AUs per catalogue. – AU status per catalogue (bar chart)

8.1.20 Logins

Name	Logins
Internal ID	143
Description	The requesters can decide whether to display the log ins for the selected period on an hourly, daily, monthly or annual basis.
Target Audience	Administration / Management
Analysed Data	Logins in a specific time
Filter	– Groups – Time period – Companies
List Output	– Login time – Number of logins
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the users decide whether the log ins are to be analysed on an hourly, daily, monthly or annual basis. The following default view is available here: – Log ins by selected time scale (bar chart)

8.1.21 First Logins

Name	First Logins
Internal ID	144
Description	The log ins for the selected period are shown either on an hourly, daily, monthly or annual basis.
Target Audience	Administration / Management
Analysed Data	First logins in a specific time
Filter	– Groups – Time period – Companies
List Output	– First login time – Number of first logins
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the users decide on whether the initial log ins are to be analysed on an hourly, daily, monthly or annual basis. The following view is available by default: – First log ins by selected time scale (bar chart)

8.1.22 Platform-Component Requests

Name	Platform-Component Requests
Internal ID	145
Description	The number of accesses to the platform components is displayed as selected on an hourly, daily, monthly or annual basis.
Target Audience	Administration / Management
Analysed Data	Platform-component requests in a specific time
Filter	– Groups – Time period – Platform components – Companies
List Output	– Request time – Group – Platform Component – Path of component – Number of requests
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the users decide whether the accesses are to be analysed on an hourly, daily, monthly or annual basis. The following default view is available here: – Accesses to platform components by selected time scale (bar chart)

8.1.23 User Assignments

Name	User Assignments
Internal ID	146
Description	This report analyse which users are assigned to which clients, groups and courses.
Target Audience	Administration
Analysed Data	Users and their assignments to groups, clients and courses
Filter	– Participants – Groups – Authentication status – Client – Course usage (optional)
List Output	– Last name – First name – Person ID – Groups – Courses – Master client – Clients – Authentication status (optional) – Login (optional) – Company (optional) – E-mail (optional) – Country (optional) – Cost centre (optional) – E-mail of supervisor (optional) – Date of registration (optional) – Date of first registration (optional) – Date of deregistration (optional) – Date of planned deregistration (optional) – Show in “Who’s online” (optional) – Notification message (optional) – Administrator message (optional) – Infomail language (optional) – Infomail language (optional) – Course usage (optional)
Graphical Output	There is no graphical analysis for this report.

8.1.24 First Logins Per Company

Name	First Logins Per Company
Internal ID	142
Description	The number of initial log ins classified by company is displayed.
Target Audience	Administration / Management
Analysed Data	Logins in a specific time per company
Filter	– Groups – Time period – Companies
List Output	– Company – Count of first logins
Graphical Output	The number of initial log ins classified by company is analysed. – Initial log ins by companies (bar chart)

8.1.25 Active Participants

Name	Active Participants
Internal ID	148
Description	Displays the active users in the selected period. The platform use is determined based on the log in processes of the individual users. Each active participant is only output once (no duplicates).
Target Audience	Administration / Management
Analysed Data	Logins in each given timeframe
Filter	– Clients – Groups – Time period
List Output	– Last name – First name – Person ID – e-Mail
Graphical Output	There is no graphical analysis for this report.

8.1.26 Audit Report

Name	**Audit Report**
Internal ID	149
Description	Provides an overview of which courses and modules an employee has visited, when the course took place and which status was achieved for the course components and the whole course.
Target Audience	Administration
Analysed Data	The report provides an overview of which courses and which corresponding modules were assigned to the employee and the status of those elements.
Filter	– Course – Course template – Participants – Groups – Registration date – Course usage (optional)
List Output	– Last name – First name – Person ID – Course name – Course number – Course status – Module – Module status – Start date – End date – Course usage (optional)
Graphical Output	There is no graphical analysis available for this report.

8.1.27 Corrections

Name	Corrections
Internal ID	150
Description	Shows the correction status of exercises.
Target Audience	Administration / Management
Analysed Data	Exercises and their corrections
Filter	– Course – Exercise – Participants – Groups – Submission date – Corrector – Correction status – Course usage (optional)
List Output	– Course name – Course number – Exercise Sheet – Exercise ID – Correction status – Learner last name – Learner first name – Learner ID – Submission name – Submission date – Submission deadline – Correction deadline – Corrector first name – Corrector last name – Corrector ID – Points – Auxiliary Points – Total number of points – Corrector may publish corrections – Basis language – Language (content) – Course usage (optional)

Name	Corrections
Graphical Output	The report analyses the exercises by their correction status: – Grouped by correction status (pie chart): Total of all statuses. – Status per corrector (bar chart): Total statuses per corrector. – Status per course (bar chart): Total statuses per course.

8.1.28 Catalogue Requests

Name	Catalogue Requests
Internal ID	154
Description	Shows the catalogue accesses either on a monthly or annual basis.
Target Audience	Administration / Management
Analysed Data	Catalogue requests in a specific time
Filter	– Groups – Time period – Catalogue – Companies – Clients
List Output	– Request time – Catalogue – Path of catalogue – Number of requests
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the users decide on whether the catalogue accesses are to be analysed on a daily, monthly or annual basis. The following view is available by default: – Catalogue accesses by selected time scale (bar chart)

8.1.29 User Status (Client, Company)

Name	[Title]
Internal ID	152
Description	Shows the user status classified by client and company.
Target Audience	Administration / Management
Analysed Data	User / Client / Company
Filter	– Companies – Clients
List Output	– Company name – Client – Count of active users – Count of inactive users
Graphical Output	The following views of the database are available: – Participant status per company (bar chart): Total of all active/inactive users per company – Participant status per client (bar chart): Total of all active/inactive users per client

8.1.30 Number Of Active Users

Name	Number Of Active Users
Internal ID	151
Description	Shows the number of active users in the selected period. The platform use is determined by the log in processes of the individual users. Each active participant is only counted once in the selected time scale. If for examples users logged on in January and February, if the scaling is per month, they are counted once for January and again for February. If the scale is per year they are only counted once.
Target Audience	Administration / Management
Analysed Data	Active users in a specific time
Filter	– Included Groups – Excluded Groups – Time period – Companies – Clients
List Output	– Request time – Number of logins
Graphical Output	The graphical analysis can be influenced by the scaling, i.e. the users decide on whether the registrations are to be analysed on a monthly or annual basis. The following view is available by default: – Number of active users by selected time scale (bar chart): Total of all user registrations

8.1.31 Assignments To Courses

Name	Assignments To Courses
Internal ID	153
Description	Displays all objects that are assigned to a course on the component tab. As soon as a user has the right to view a course, they can also view all the components assigned to this course. But the user can only filter by components for which he has a right.
Target Audience	Administration
Analysed Data	Assignments to courses
Filter	– Courses – Assignment type – Feedback forms – Tests – Media – Planning status (course) – Last update (course)
List Output	– Course name – Course ID – Assignment name – Assignment type – Assignment ID – Assignment version – Start / End date – Update – Progress weight – Language – Test usage – Learning logic – Course specific content
Graphical Output	There is no graphical analysis for this report.

8.1.32 Test Questions Per User

Name	Test Questions Per User
Internal ID	158
Description	Shows the analysis of test questions per user.
Target Audience	Administration
Analysed Data	List of contents with the relevant translation status
Filter	– Groups – Media type – Component type – Media language – Time period – Clients – Course usage (optional)
List Output	– Request time – Number of requests – Media name – Language – Media type – Component type – Course usage (optional)
Graphical Output	The report aggregates the filtered data by the test question results. Grouped by result of the test questions (pie chart) – The pie chart shows the relationship of the answered test questions (zero points, sub-points, all points).

8.1.33 Feedback Questions

Name	Feedback Questions
Internal ID	156
Description	Shows the analysis of the individual questions on feedback forms.
Target Audience	Administration
Analysed Data	Media requests in courses
Filter	– Course – Course template – Participants – Groups – Media type – Component type
List Output	– Media name – Media type – Component type – Course name – Course number – Last name – First name – Person ID – Number of requests – First media access – Last media access
Graphical Output	There is no graphical analysis for this report.

8.1.34 Assignments To Catalogues

Name	Assignments To Catalogues
Internal ID	155
Description	Displays all objects that are assigned in a catalogue under "catalogue assignment". As soon as a user has the right to view a catalogue, they can also view all the components assigned to this catalogue. But the user can only filter by components for which he has a right.
Target Audience	Administration
Analysed Data	Assignments to catalogues
Filter	– Catalogue – Assignment type – Programmes – Course templates – Courses – Feedback forms – Tests – Media – Last update (catalogue)
List Output	– Catalogue name – Catalogue ID – Catalogue update – Path to catalogue – Assignment name – Assignment type – Assignment ID – Assignment version – Assignment update – Display – Published Language
Graphical Output	There is no graphical analysis for this report.

8.1.35 Feedback Submissions

Name	Feedback Submissions
Internal ID	157
Description	Shows the analysis of the submissions per feedback.
Target Audience	Administration
Analysed Data	Feedback
Filter	– Assignment type – Submission – Feedback form
List Output	– Feedback form – Version (feedback form) – Assignment name – Assignment type – Count of entered feedback
Graphical Output	The graphical analysis shows the aggregated submissions per selected feedback forms as a bar chart.

8.1.36 Overall Compliance Status (Admin)

Name	Overall Compliance Status (Admin)
Internal ID	159
Description	Displays information on the overall compliance status (compliant, in progress, overdue, not compliant) of the learners. Only the data where the user has the registration status BOOKED, STARTED, FINISHED, PASSED or FAILED and the planning status of the course is not CANCELD or CLOSED, are considered. The following aggregation rules are used: – Compliant: A user who passed all courses where he is or was registered to. He is also compliant when a course was passed in overdue. Position 1, use green color for the chart pie. The user has only status FINISHED (ID 10) and PASSED (ID 11). – In Progress: A user who has no failed compliance training, he can only have passed and in progress courses and there is no overdue course. Position 2, use yellow color for the chart pie. The user has can have status FINISHED (ID 10), PASSED (ID 11), but has at least one course with registration status BOOKED (ID 8) or STARTED (ID 9) which is not overdue. – Overdue: User has at least one not finished compliance training which is overdue. He has no failed training. Position 3, use orange color for the chart pie. The user has can have status FINISHED (ID 10), PASSED (ID 11), but has at least one course with registration status BOOKED (ID 8) or STARTED (ID 9) which is overdue. – Not Compli ant: A user who has failed at least one compliance training. Position 4, use red color for the chart pie. The user has at least one course with registration status FAILED (ID 12).
Target Audience	Course-administrators (compliance officers in ILP): Course registration information of all courses the admin has ACL for.
Analysed Data	Course, user information, booking information, due date
Filter	– Compliance status – Participants – Used custom-defined user attribute list
List Output	– All user attributes listed in the list configured for this report – Overall compliance status
Graphical Output	The report analyses the filtered data by the overall compliance status.

8.1.37 User Compliance Status (Admin)

Name	User Compliance Status (Admin)
Internal ID	160
Description	Displays information on the compliance status (compliant, in progress, overdue, not compliant) of the learners concerning courses. Only the data where the user has the registration status BOOKED, STARTED, FINISHED, PASSED or FAILED and the planning status of the course is not CANCELD or CLOSED, are considered. The following aggregation rules are used: – Compliant: All courses which have the status “PASSED” (ID 10) or “FINISHED” (ID 11) are compliant. A course is also compliant when the course was passed in overdue. – In Progress: All courses which have the status “BOOKED” (ID 8) or “STARTED” (ID 9) are in progress. A course must not be overdue. – Overdue: All courses which have the status “BOOKED” (ID 8) or “STARTED” (ID 9) and are overdue, have the status “Overdue”. – Not Compliant: All courses which have the status “FAILED” (ID 12).
Target Audience	Course-administrators (compliance officers in ILP): Course registration information of all courses the admin has ACL for.
Analysed Data	Course, user information, booking information, due date
Filter	– Compliance status – Participants – Course – Registration date – Identification – Due date – Due date criteria – Course booking status – Used custom-defined user attribute list

Name	User Compliance Status (Admin)

List Output	– All user attributes listed in the list configured for this report
	– All course meta tags listed in the list configured for this report
	– The following registration data
	    – Course name
	    – Course number
	    – Course booking status
	    – Compliance status
	    – Due date
	    – Due date period
	    – Identification
	    – Signature (optional)
	    – Signature date (optional)
	    – Signed by (optional)
	    – Course template (optional)
	    – Registration date (optional)
	    – Registered by (optional)
	    – Last changed by (optional)
	    – Last update (optional)
	    – Approved by / Approver (optional)
	    – Approval date (optional)
	    – Personal start date (optional)
	    – Personal end date (optional)
	    – Applied price (optional)

Graphical Output	The report analyses the filtered data by the compliance status.

8.1.38 On-the-job training Status Overview (Administrator)

Name	On-the-job training Status Overview (Administrator)
Internal ID	161
Description	The report provides information to administrators and HR personnel about on-the-job trainings of staff members. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status "Not started" or "In progress". The setting "Staff member can mark tasks as done" is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status "Pending". – Task review: The training has the status "In progress". The end date of the training is in the future. The training has tasks with status "To review". – Training review: The training has the status "Not started" or "In progress". The end date of the training is in the past OR all tasks have status "Done", "Passed" or "Failed". – No action needed: The training does not fulfill the conditions for the statuses defined above.
Target Audience	Content administrators and human resource personnel: Training information of all users the admin/HR user has ACL for
Analysed Data	User information, course information, training information
Filter	– Training status – Mentoring status – Participants – Mentor – Supervisors – Course – On-the-job training

Name	On-the-job training Status Overview (Administrator)
List Output	– All user attributes listed in the list configured for this report – Course name (optional) – Course ID (optional) – Registration status (optional) – Course start (optional) – Course end (optional) – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Pending tasks – Tasks to review – Done tasks – Passed tasks – Failed tasks
Graphical Output	The report analyses the filtered data by the training status (default) or by the mentoring status.

8.1.39 On-the-job training Status Overview (Supervisor)

Name	On-the-job training Status Overview (Supervisor)
Internal ID	162
Description	The report provides supervisors information about on-the-job trainings of their staff members. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status “Not started” or “In progress”. The setting “Staff member can mark tasks as done” is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status “Pending”. – Task review: The training has the status “In progress”. The end date of the training is in the future. The training has tasks with status “To review”. – Training review: The training has the status “Not started” or “In progress”. The end date of the training is in the past OR all tasks have status “Done”, “Passed” or “Failed”. – No action needed: The training does not fulfill the conditions for the statuses defined above.
Target Audience	Supervisors: Training information of my staff
Analysed Data	User information, course information, training information
Filter	– Training status – Mentoring status – Participants – Mentor – Course – On-the-job training

Name	On-the-job training Status Overview (Supervisor)
List Output	– All user attributes listed in the list configured for this report – Course name (optional) – Course ID (optional) – Registration status (optional) – Course start (optional) – Course end (optional) – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Pending tasks – Tasks to review – Done tasks – Passed tasks – Failed tasks
Graphical Output	The report analyses the filtered data by the training status (default) or by the mentoring status.

8.1.40 On-the-job training Status Overview (Tutor)

Name	On-the-job training Status Overview (Tutor)
Internal ID	163
Description	The report provides mentors and tutors information about supervised On-the-job Training. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status “Not started” or “In progress”. The setting “Staff member can mark tasks as done” is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status “Pending”. – Task review: The training has the status “In progress”. The end date of the training is in the future. The training has tasks with status “To review”. – Training review: The training has the status “Not started” or “In progress”. The end date of the training is in the past OR all tasks have status “Done”, “Passed” or “Failed”. – No action needed: The training does not fulfill the conditions for the statuses defined above.
Target Audience	On-the-job training mentors and tutors that are allowed to review trainings: Training information of all users for that they are assigned as mentor or are allowed to review a training in a course
Analysed Data	User information, course information, training information
Filter	– Training status – Mentoring status – Participants – Course – On-the-job training

Name	On-the-job training Status Overview (Tutor)
List Output	– All user attributes listed in the list configured for this report – Course name (optional) – Course ID (optional) – Registration status (optional) – Course start (optional) – Course end (optional) – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Pending tasks – Tasks to review – Done tasks – Passed tasks – Failed tasks
Graphical Output	The report analyses the filtered data by the training status (default) or by the mentoring status.

8.1.41 On-the-job training Status Details (Administrator)

Name	On-the-job training Status Details (Administrator)
Internal ID	164
Description	The report provides detailed information to administrators and HR personnel about on-the-job trainings of staff members. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status “Not started” or “In progress”. The setting “Staff member can mark tasks as done” is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status “Pending”. – Task review: The training has the status “In progress”. The end date of the training is in the future. The training has tasks with status “To review”. – Training review: The training has the status “Not started” or “In progress”. The end date of the training is in the past OR all tasks have status “Done”, “Passed” or “Failed”. – No action needed: The training does not fulfill the conditions for the statuses defined above.
Target Audience	Content administrators and human resource personnel: Training information of all users the admin/HR user has ACL for
Analysed Data	User information, training information, task information
Filter	– Task status – Training status – Mentoring status – Participants – Mentor – Supervisors – On-the-job training

Name	On-the-job training Status Details (Administrator)
List Output	– All user attributes listed in the list configured for this report – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Task name – Task ID – Evaluation as passed/failed (optional) – Entering result in percent (optional) – Task status – Task result – Feedback staff member (optional) – Feedback mentor (optional)
Graphical Output	The report analyses the filtered data by the task status (default), by the training status or by the mentoring status.

8.1.42 On-the-job training Status Details (Supervisor)

Name	On-the-job training Status Details (Supervisor)
Internal ID	165
Description	The report provides supervisors detailed information about on-the-job trainings of their staff members. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status “Not started” or “In progress”. The setting “Staff member can mark tasks as done” is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status “Pending”. – Task review: The training has the status “In progress”. The end date of the training is in the future. The training has tasks with status “To review”. – Training review: The training has the status “Not started” or “In progress”. The end date of the training is in the past OR all tasks have status “Done”, “Passed” or “Failed”. – No action needed: The training does not fulfill the conditions for the statuses defined above.
Target Audience	Supervisors: Training and task information of my staff
Analysed Data	User information, training information, task information
Filter	– Task status – Training status – Mentoring status – Participants – Mentor – On-the-job training

Name	On-the-job training Status Details (Supervisor)
List Output	– All user attributes listed in the list configured for this report – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Task name – Task ID – Evaluation as passed/failed (optional) – Entering result in percent (optional) – Task status – Task result – Feedback staff member (optional) – Feedback mentor (optional)
Graphical Output	The report analyses the filtered data by the task status (default), by the training status or by the mentoring status.

8.1.43 On-the-job training Status Details (Tutor)

Name	On-the-job training Status Details (Tutor)
Internal ID	166
Description	The report provides mentors and tutors detailed information about supervised on-the-job trainings. The mentoring status indicates, if and which kind of action by the mentor is needed for a training. The following mentoring statuses are possible: – Task instruction: The training has the status “Not started” or “In progress”. The setting “Staff member can mark tasks as done” is disabled for the training. The start date of the training is in the past and the end date in the future. The training has tasks with status “Pending”. – Task review: The training has the status “In progress”. The end date of the training is in the future. The training has tasks with status “To review”. – Training review: The training has the status “Not started” or “In progress”. The end date of the training is in the past OR all tasks have status “Done”, “Passed” or “Failed”. – No action needed: The training does not fulfil the conditions for the statuses defined above.
Target Audience	On-the-job training mentors and tutors that are allowed to review trainings: Training and task information of all users for that they are assigned as mentor or are allowed to review a training in a course
Analysed Data	User information, training information, task information
Filter	– Task status – Training status – Mentoring status – Participants – On-the-job training

Name	On-the-job training Status Details (Tutor)
List Output	– All user attributes listed in the list configured for this report – Training template name (optional) – Training template ID (optional) – Training name – Training ID – Task conclusion (optional) – Training conclusion (optional) – Mentor first name (optional) – Mentor last name (optional) – Mentor ID (optional) – Training start (optional) – Training end (optional) – Training conclusion date (optional) – Training status – Mentoring status – Training achievement – Task name – Task ID – Evaluation as passed/failed (optional) – Entering result in percent (optional) – Task status – Task result – Feedback staff member (optional) – Feedback mentor (optional)
Graphical Output	The report analyses the filtered data by the task status (default), by the training status or by the mentoring status.

8.1.44 Experience Points Per User

Name	Experience Points Per User
Internal ID	172
Description	This report provides an overview about the number of experience points per user for the different tracks.
Target Audience	Line managers and human resources, who will check the progress of their employees
Analysed Data	User information, experience points
Filter	– Participants – Experience track
List Output	– Experience track – Last name – First name – Number – Experience points – Level – Points required for next level – Maximum level – Created – Last update
Graphical Output	None

8.1.45 Extended WBT Report

Name	Extended WBT Report
Internal ID	201
Description	Provides a tree structure drill-down from the course level down to the WBT assignable units (AU) detailing the participant progress at each level, or a flatter WBT only view disregarding course relationship.
Target Audience	HR and admininistrators
Analysed Data	Course status, WBT progress, user data
Filter	Overall report: Name Participant report: User field filters are configurable.
List Output	Overall summary – Course name – Course start and end date – WBT name – Number passed – Number failed – Progress (%) Content report – Number and percentage in status (open, OK, failed) – Points/progress – Half corerct – Half false – Required (yes/no) Participant report – Configured personal attributes – Learning time – Content (%) – Exercises (%) – Points (%) – Progress (%) – Status
Graphical Output	Not applicable

8.1.46 Extended WBT Report (Tutor)

Name	Extended WBT Report (Tutor)
Internal ID	202
Description	Provides a tree structure drill-down from the course level down to the WBT assignable units (AU) detailing the participant progress at each level
Target Audience	Tutors and instructors
Analysed Data	Course status, WBT progress, user data
Filter	Overall report: Name Participant report: User field filters are configurable.
List Output	Overall summary – Course name – Course start and end date – WBT name – Number passed – Number failed – Progress (%) Content report – Number and percentage in status (open, OK, failed) – Points/progress – Half corerct – Half false – Required (yes/no) Participant report – Configured personal attributes – Learning time – Content (%) – Exercises (%) – Points (%) – Progress (%) – Status
Graphical Output	Not applicable

8.1.47 IDD Course Evaluation Per Employee (Administrator)

Name	IDD Course Evaluation Per Employee (Administrator)
Internal ID	210
Description	Shows for each IDD-relevant user their enrolled courses related to their IDD progress
Target Audience	Administrators
Analysed Data	User information, courses, IDD hours
Filter	– IDD status – Year – Groups – Course Enrolment date – Planning status – Course enrolment status – Other user and course-related filters as configured in user lists and metatag lists
List Output	– IDD status – IDD gaps (hours) – IDD annual hours – IDD annual hours (minimum hours) – IDD performance rate (%) – Other user and course-related columns as configured in user lists and metatag lists
Graphical Output	None

8.1.48 IDD Status Per Employee (Administrator)

Name	IDD Status Per Employee (Administrator)
Internal ID	211
Description	Shows for each IDD-relevant user their status in relation to IDD requirements
Target Audience	Administrators
Analysed Data	User information, IDD hours
Filter	– IDD status – Year – Other user and course-related filters as configured in user lists and metatag lists
List Output	– IDD status – IDD gaps (hours) – IDD annual hours – IDD gaps (minimum hours) – IDD annual hours (minimum hours) – IDD performance rate (%) – Other user and course-related columns as configured in user lists and metatag lists
Graphical Output	None

8.1.49 Personal Syllabus And Pre-Booking (Administrator)

Name	Personal Syllabus And Pre-Booking (Administrator)
Internal ID	212
Description	Detailed information on all courses which are on personal syllabus or pre-booked
Target Audience	Admins, checking the personal syllabus or pre-booked for courses they are administering
Analysed Data	All courses the current user has either ACLs on or is administrator
Filter	– Search term (course or participant name or number) – Classification – Skills – Groups – Participants – Course – Course template – Status – Assignment date – Planning status of course
List Output	– User attributes configurable – Course (template) name – Course (template) number – Type (whether the name or number represents a course template or course) – Status (whether prebooked or personal syllabus) – Date of assignment – Start date – End date – Due date – Identification – Underlying target group
Graphical Output	None

8.1.50 Personal Syllabus And Pre-Booking (HR)

Name	Personal Syllabus And Pre-Booking (HR)
Internal ID	213
Description	Detailed information on all courses which are on personal syllabus or pre-booked
Target Audience	HR, checking the personal syllabus or pre-booked for persons they are administering
Analysed Data	All users the current user has ACLs on
Filter	– Search term (course or participant name or number) – Classification – Skills – Groups – Participants – Course – Course template – Status – Assignment date – Planning status of course
List Output	– User attributes configurable – Course (template) name – Course (template) number – Type (whether the name or number represents a course template or course) – Status (whether prebooked or personal syllabus) – Date of assignment – Start date – End date – Due date – Identification – Underlying target group
Graphical Output	None

8.1.51 Personal Syllabus And Pre-Booking (Superior)

Name	Personal Syllabus And Pre-Booking (Superior)
Internal ID	214
Description	Detailed information on all courses which are on personal syllabus or pre-booked
Target Audience	Line managers, checking personal syllabus or pre-booked of their employees
Analysed Data	All users the current user has a line manager relationship with
Filter	– Search term (course or participant name or number) – Classification – Skills – Groups – Participants – Course – Course template – Status – Assignment date – Planning status of course
List Output	– User attributes configurable – Course (template) name – Course (template) number – Type (whether the name or number represents a course template or course) – Status (whether prebooked or personal syllabus) – Date of assignment – Start date – End date – Due date – Identification – Underlying target group
Graphical Output	None

8.1.52 IDD Educational Content Analysis Per Employee (Administrator)

Name	IDD Educational Content Analysis Per Employee (Administrator)
Internal ID	215
Description	Shows for each IDD-relevant user media and courses related to their IDD progress
Target Audience	Administrator
Analysed Data	User information, courses, media, IDD hours
Filter	– Search term (person name or number, course or media name or number) – IDD status – Year – Groups – Medium – Educational content status – Other user and course-related filters as configured in user lists and metatag lists
List Output	– IDD status – IDD gaps (hours) – IDD annual hours – IDD gaps (minimum hours) – IDD annual hours (minimum hours) – IDD performance rate (%) – Object ID – Status change – Educational content status – Media type – IDD educational content hours (Hr Min) – Other user and course-related columns as configured in user lists and metatag lists
Graphical Output	None

8.1.53 Audit Trail

Name	Audit Trail
Internal ID	216
Description	Audit Trail of the system for all objects which are marked as audit relevant
Target Audience	Admins who need to show the changes of the system while an audit
Analysed Data	All objects which are marked as audit relevant. No ACLs are checked.
Filter	– Object type (skill, user, course) – Editor – Skills – Courses – User – Time period – Action (created, updated etc.)
List Output	– Timestamp – Timezone – Object name – Object ID – Component ID – Object type – Operation attribute – Old value – New value – Editor login – Editor ID
Graphical Output	None

8.1.54 Certification Course Report

Name	Certification Course Report
Internal ID	217
Description	Displays detailed information about all users the admin has ACL for and their courses which contributes to a certification
Target Audience	Administrator
Analysed Data	Course, user information, certifications
Filter	– Search term (course or participant name or number) – Classification of course – Certification – Groups – Participants – Course – Personal end date – Identification – Due date – Course booking status – Master domain
List Output	– First name – Last name – Name of course – ID of course – Course enrolment status – Points/hours of the course – Points/minutes of the course – End date – Name of the certification – ID of the certification – Needed certification points/hours – Certification period
Graphical Output	None

8.1.55 Certification Status Report

Name	Certification Status Report
Internal ID	218
Description	Displays detailed information about all users the admin has ACL for and their status of a certification.
Target Audience	Administrator
Analysed Data	User information, certifications
Filter	– Search term (course or participant name or number) – Certification – Groups – Participants – Master domain
List Output	– First name – Last name – Name of the certification – ID of the certification – Current certification points/hours – Needed certification points/hours – Current certification period
Graphical Output	None

9 Appendix – Wizard-based reports

Wizard-based reports are available to provide prepared statistical summaries of Tests and Feedback across the system where access to the raw data is typically not desirable or needed. The first step in the wizard is named in the report (e.g. for *Feedback Question: Question*, the first step relates to the feedback question).

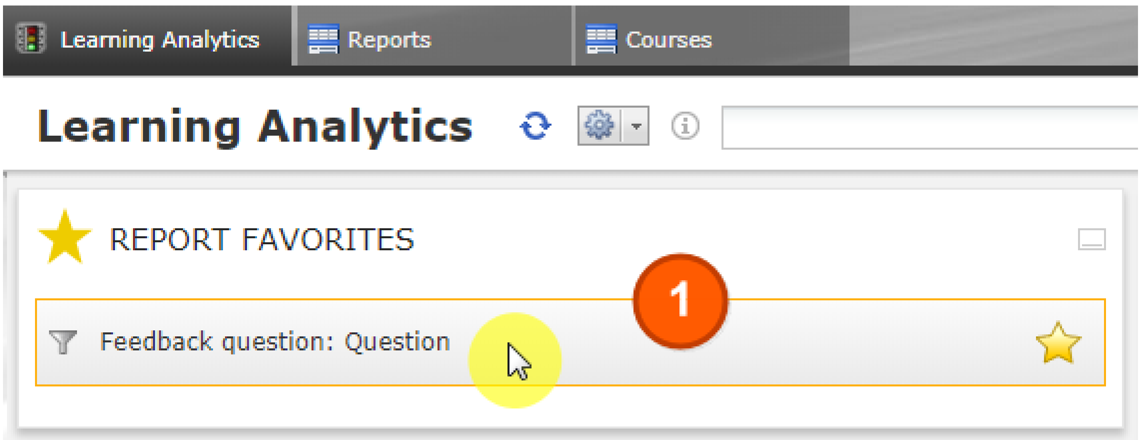
For example:

- If you want to report on the performance of a particular course, use the *Feedback: Course Template* report. This way you do not need to know the question you are interested in in advance.
- If you want to compare courses based on a known attribute (e.g. net promoter score), then *Feedback Question: Question* is a good place to start.

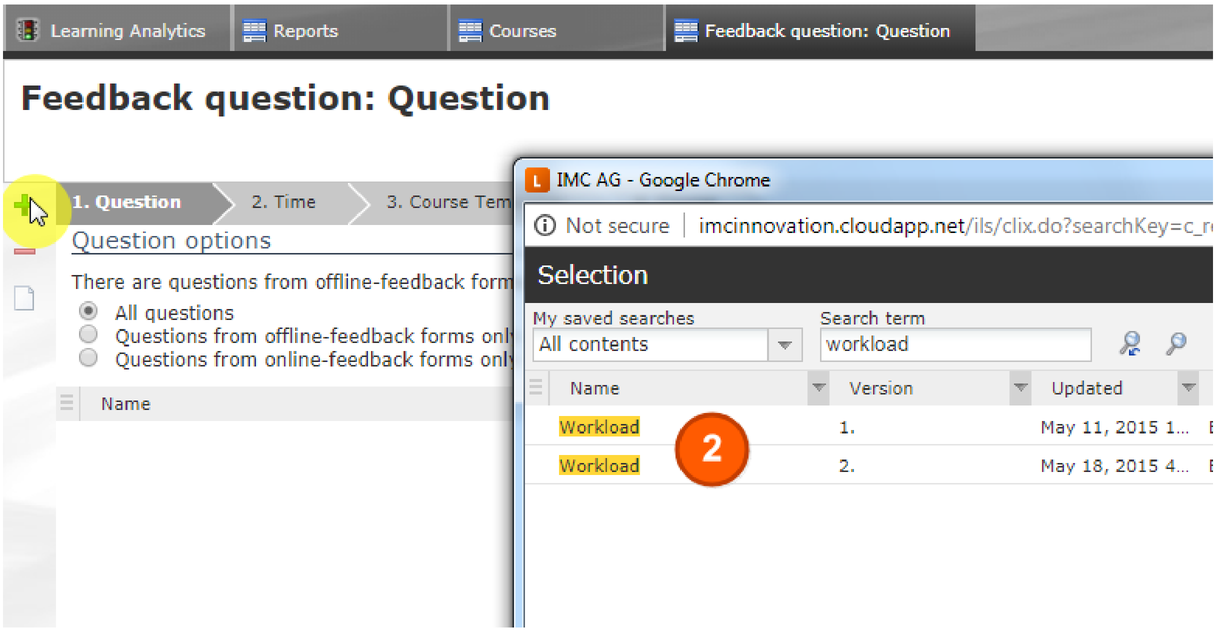
9.1 Example – Feedback question report

In one example scenario, you may be interested in finding the overall student sentiment about workload across the system. You may be interested in how this compares to previous years. You could approach that question as follows:

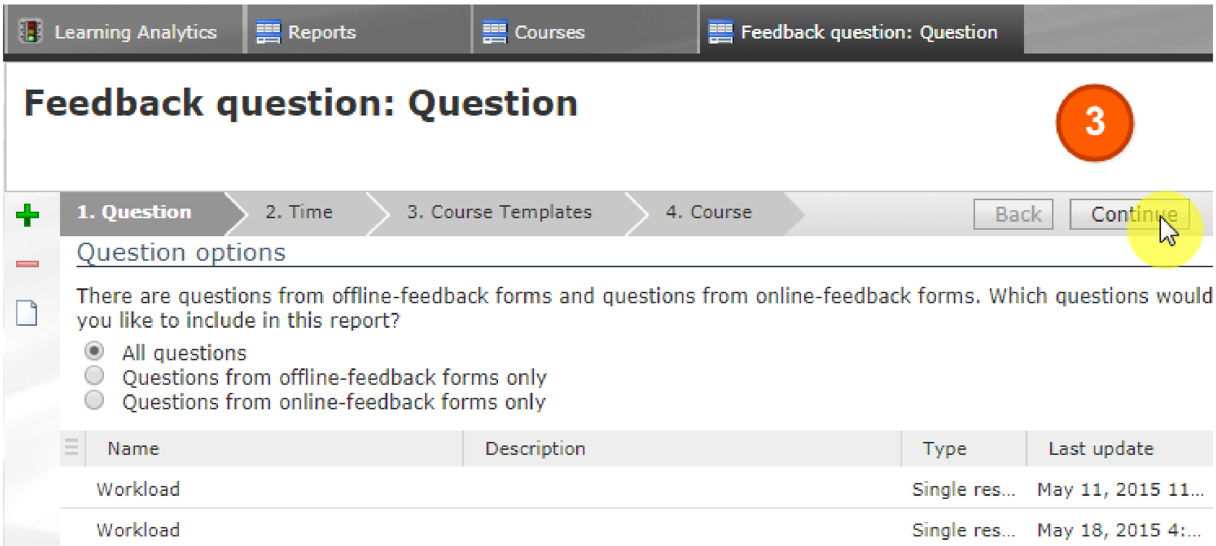
1. From Learning Analytics, you choose the *Feedback Question: Question* report, because you are primarily interested in question without relation to a particular course.



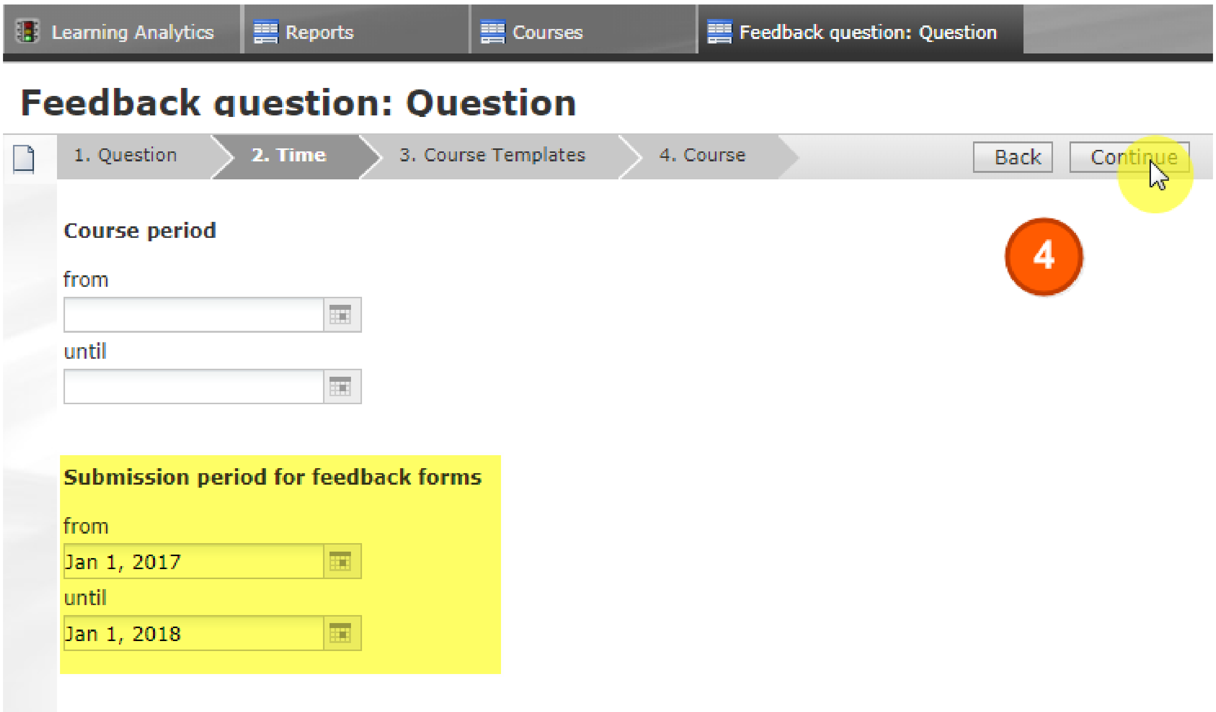
2. As the first step you choose the question related to workload that you want answered. In this case there are two versions of the question, so we select them both.



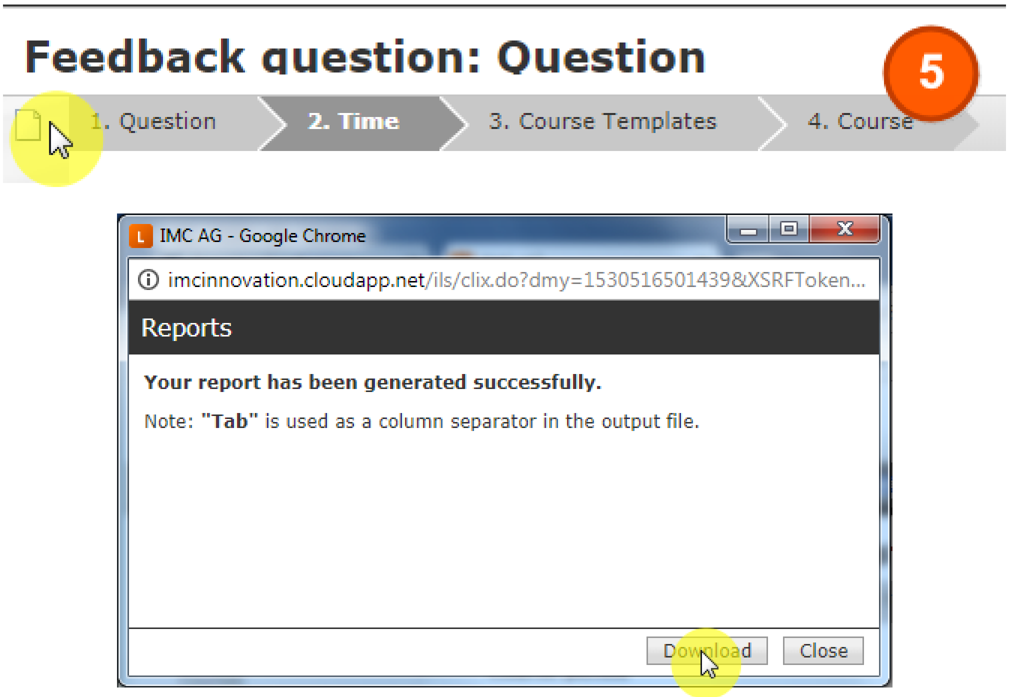
3. When we are done selecting, we click continue to select a time period.



4. We select the time period we are interested in (in this case all of year 2017).



5. Finally we click Generate Report and wait for the report to be available for Download.



6. The generated report includes the aggregated results as well as the effective scope for the aggregation.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Report name: Feedback question: Question											
2	Author: imc Super											
3	Created: Monday, July 2, 2018 9:28 AM											
4												
5												
6	Query criteria:											
7	Start of submission date	Jan 1, 2017										
8	End of submission date	Jan 1, 2018										
9												
10												
11	Number of participants:	176										
12	Number of feedback forms:	2										
13	Response rate in %:	1.00%										
14												
15	Question no.	Name	Question	Text for th	Version	Value	not used i	Answer	Total num	Total num	Total	Comments
16	1	Workload	Single res	Was the w	2	1		Yes	1	50.00%	1	
17						2		Fairly	1	50.00%	2	
18						3		No	0	0.00%	0	
19								Total	2	100%	3	
20											Average: 1.5	

This concludes the example of using a Feedback wizard report for finding the overall student sentiment about workload across the system.