

# LMS USER GUIDE

## AN INTRODUCTION TO REPORTS

### Report Information

The E▶nable system generates a lot of data to enable administrators/monitors/managers to obtain information useful to their organisation. Different organisations use the LMS system for a vast variety of purposes and there are many report options available. Once an administrator has decided what information they require for their specific purposes, they can save the relevant report parameters.

**Detailed Reports** give you the flexibility of being able to run the report on many different criteria and you can export the results to Excel or PDF format. Once you have decided which parameters suit your particular requirements for a report, you can save this so that you can run the report again without setting up the parameters again. There is also an option to run your recent reports.

You will also see that there is an option to choose **Excel Data Exports**. These are much more limited and have usually been created to meet a particular customer's specific requirement for a simple spreadsheet extract. Therefore, we do not recommend these for the majority of users.

THIS USER GUIDE USES THE 3 MOST FREQUENTLY USED REPORTS AS EXAMPLES TO FAMILIARISE USERS WITH THE REPORTING SYSTEM. ONCE USERS ARE FAMILIAR WITH THE BASIC PRINCIPLES OF RUNNING REPORT THEY CAN EXPLORE THE OTHER REPORT OPTIONS.

- A) LOGIN ANALYSIS
- B) MODULE PROGRESS
- C) LEARNER PROGRESS SUMMARY

1) Navigate to Reports using the relevant procedure for your level of access as shown below	
<b>Section Admin Procedure</b>	Section Admin Dashboard>Reports
<b>Section Monitor Procedure</b>	Section Monitor Dashboard> Reports
<b>Organisation Admin Procedure</b>	Organisation Admin Dashboard>Reports
<b>Organisation Admin Basic Procedure</b>	Organisation Admin Basic Dashboard>Reports
<b>Organisation Monitor Procedure</b>	Organisation Monitor Dashboard>Reports
<b>Departmental Admin Procedure</b>	Department Admin Dashboard>Reports
<b>Department Course Manager Procedure</b>	Department Course Manager Dashboard>Re[ports
<b>Department Monitor Procedure</b>	Department Monitor Dashboard>Reports
<b>Learner Manager Procedure</b>	Learner Manager Dashboard>Reports
<b>Assessor Procedure</b>	Assessor dashboard> Reports
<b>Internal Verifier Procedure</b>	
<b>Course Manager Procedure</b>	

**THE FOLLOWING ARE THE STEPS FOR EACH OF THE 3 MOST POPULAR REPORTS  
(EXAMPLES OF EACH REPORT ARE SHOWN ON THE FOLLOWING PAGES)**

2) Select Detailed Reports

3) Select the type of report you require

4) Select your parameters

5) Select the format you require

6) Select Submit

# Detailed Reports Examples

## Login Analysis

### Example Parameters

**E-nable** the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection 12 September 2009

**Report Selection**

Please select a report from the list below:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analy
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis**
- Logins - Not yet accessed
- Module Progress
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- All --

Department: -- All --

Group: -- All --

People: -- All --

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Please select a format for your report:

Full Report

Drill down

Format for Excel

Email People in Report

Submit Cancel

### Login Analysis - Fields included on Excel Extract

Organisation
User Name
User ID
User Type
Login Date/Time
Logged In hh:mm:ss

### Example Report Results (Format for Excel)

**E-nable** the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis 12 September 2009

1 of 2 100% Find | Next Select a format Export

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50

### Example Report Results (Full Report)

**E-nable** the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis 12 September 2009

1 of 1 100% Find | Next Select a format Export

**Login Analysis**

Parameters:

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50
				time totalling:	0:01:50
				Total for PAB Demos - Dept 1	0:01:50
				Report Total (time logged in)	0:01:50

Page 1 of 1 9/12/2009 2:09:36 PM

## Module Progress

### Parameters

#### Report Selection

Please select a report from the list below:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analy
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Logins - Not yet accessed
- Module Progress**
- Training Material (SCORM) Report
- User Report

#### Parameters

Organisation: -- All --   
 Department: -- All --   
 Group: -- All --   
 Course: -- All --   
 Module: -- All --   
 People: -- All --

Please select a format for your report:

- Full Report  
 Drill down  
 Format for Excel  
 Email People in Report

### Report Results

#### Module Progress - Fields included on Excel Extract

Always Appear	Optional Fields
Not Started	Organisation
Studying	Department
Not Yet Passed	Group
Passed	Course
Total	Module

### Report Results (Example Format for Excel - with no boxes ticked)

**E-nable** the complete LMS solution Create ▶ Manage ▶ Deliver  
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[Home](#) [Manage Users](#) [Help & Support](#) [Logout](#)

>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 11 September 2009

1 of 1 100% Find | Next Select a format Export

Not Started	Studying	Not Yet Passed	Passed	Total
3	0	0	0	3

### Report Results (Example Format for Excel - with all boxes ticked)

**E-nable** the complete LMS solution Create ▶ Manage ▶ Deliver  
Powered by VIRTUAL COLLEGE

[Home](#) [Manage Users](#) [Help & Support](#) [Logout](#)

>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 12 September 2009

1 of 1 100% Find | Next Select a format Export

Organisation	Department	Group	Course
Enable - UHNS training	UHNS Department	UHNS - 170909	PAB - Computing

You will need to see your scroll bar to view more fields

## Learner Progress Summary

### Example Parameters

**nable**  
the complete LMS solution    Create ▶ Manage ▶ Deliver

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Home    Manage Users    Help & Support    Logout

>> Section Admin Dashboard >> Reports >> Report Selection    12 September 2009

**Report Selection**

Please select a report from the list below:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analy
- Learner Course List
- Learner Progress Summary**
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Logins - Not yet accessed
- Module Progress
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- All --

Department: -- All --

Group: -- All --

Course: -- All --

Module: -- All --

People: -- All --

Please select a format for your report:

Full Report

Drill down

Format for Excel

Email People in Report

Submit    Cancel

### Learner Progress Summary - Fields included on Excel Extract

Organisation	Course Name	Address1
Department	Date Course Completed	Address2
First Name	Date Certificate Printed	Town
Surname	Course Percentage Complete	County
userid	Module Name	Country
Employee No	Group Name	Job Title
Postcode	Module Status	
email	Result Date (Latest)	
Telephone	Percent Score (Latest)	
	Minutes taken (Latest)	
	Result Date (Best)	
	Percent Score (Best)	
	Minutes Taken (Best)	
	Quiz Attempts	

### Report Results (Example Format for Excel)

Home    Manage Users    Help & Support    Logout

>> Section Admin Dashboard >> Reports >> Report Selection >> Learner Progress Summary    12 September 2009

1 of 1    100%    Find | Next    Select a format    Export

Organisation	Department	First Name	Surname	userid	Employee No	Postcode	email
Enable - UHNS training	UHNS Department	Ian	Carruthers	170909IN		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Lindsay	Skelton	170909LS		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Sally	Smith	170909SS		LS298DD	sue.butler@virtual-college.co.uk

You will need to see your scroll bar to view more fields

- From the Reports Menu select **My Recent Reports**

## SAVING A REPORT

If the report that you have created is one that you would expect to run on a regular basis then you have the option to save the report.

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports 26 November 2010

**Reports**

Please choose from one of the following report types:

**Detailed Reports**

Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.

[Detailed Reports >](#)

**Excel Data Exports**

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.

[Excel Exports >](#)

**Quicklinks**

- ▶ [My Recent Reports](#) ←
- ▶ [Saved Reports](#)

- Highlight the report that you wish to save
- Select **Save Report**

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> My Recent Reports 12 September 2009

**My Recent Reports**

**Go directly to a record**

Search for multiple records by separating your search terms with commas in the box below.

Report  Find

Tick here to find partial matches

Report	Output	Last Run
<input checked="" type="radio"/> Learner Progress Summary	Format for Excel	12/09/2009 15:40:54
<input type="radio"/> Login - Analysis	Full Report	12/09/2009 14:09:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:08:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:03:36

11 records

4) Enter a Name and a Description for the Report

5) Select **Save**

The screenshot shows the E-nable LMS interface. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. At the top right is the 'Powered by VIRTUAL COLLEGE' logo. Below the logo is a navigation bar with links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Reports >> My Recent Reports >> Edit Saved Report'. The date '12 September 2009' is displayed in the top right corner. The main content area is titled 'Saved Report' and contains an 'Edit Details' form. The form has two fields: 'Name' with the value 'ISB Monthly Learner Progress Report' and 'Description' with the value 'Learner Progress Report for All Organisations and All Courses'. Below the form are 'Save' and 'Cancel' buttons. At the bottom left is a 'Contact Us' link, and at the bottom right is the copyright notice 'Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved'.

1) Select **Saved Reports** from the Report Menu

### RUNNING A SAVED REPORT

You can then obtain the latest data for you report by running it again at anytime (without having to set up the parameters again)

The screenshot shows the E-nable LMS interface. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. At the top right is the 'Powered by VIRTUAL COLLEGE' logo. Below the logo is a navigation bar with links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Reports'. The date '12 September 2009' is displayed in the top right corner. The main content area is titled 'Reports' and contains the text 'Please choose from one of the following report types:'. Below this text are two links: 'Excel Data Exports' and 'Detailed Reports'. To the right of these links is a 'Quicklinks' section with two links: 'My Recent Reports' and 'Saved Reports'. A red arrow points to the 'Saved Reports' link. At the bottom left is a 'Contact Us' link, and at the bottom right is the copyright notice 'Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved'.

- 2) Highlight the required report
- 3) Select Run Report

**Saved Reports**

**Go directly to a record**

Search for multiple records by separating your search terms with commas in the box below.

**Name**

Tick here to find partial matches

Name ↓	Report ↓	Output ↓	Last Run ↓
<input type="radio"/> ISB Monthly Learner Progress Report	Learner Progress Summary	Format for Excel	12/09/2009 15:49:43

1 records



# LMS USER GUIDE

## OUTSTANDING EVALUATION REPORT

### REPORT INFORMATION

The **Outstanding Evaluation Report** produces a list of learners who have an evaluation on their Active Learning Tab that is awaiting completion. This report has an "Email People in Report" option which can be used to automatically remind learners that they have an outstanding evaluation.

If your Organisation has access to this report, then it will be available to the following User Types:

Administrators

Monitors

Managers

### INSTRUCTIONS

1) Navigate to Reports using the following procedure

Dashboard

Reports

2) Select  
Detailed  
Reports

**E>nable**  
the complete LMS solution

Create ▶ Manage ▶ Deliver

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COLLEGE

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports

21 October 2010

Reports

Quicklinks

Please choose from one of the following report types:

#### Detailed Reports

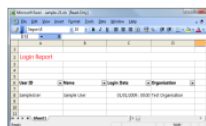
Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.



[Detailed Reports >](#)

#### Excel Data Exports

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.



[Excel Exports >](#)

- ▶ [My Recent Reports](#)
- ▶ [Saved Reports](#)

3) Select Evaluations Outstanding Report

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the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection 21 October 2010

**Report Selection**

Please select a report from the list below:

- Assessment Feedback
- Assessment Feedback Summary
- Assessment results Analysis (Highest)
- Assessment results Analysis (Latest)
- Course Completion Reminders
- Evaluation - Graphs or Stats
- Evaluation - Results
- Evaluation (Multi-level) - Graphs or Stats
- Evaluation (Multi-level) - Results
- Evaluations Outstanding**
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)

Parameters

Please select a format for your report:

Full Report

Drill down

Format for Excel

Email People in Report

Submit Cancel

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- 4) Select the Report Parameters you require
- 5) Choose the report format
- 6) Select Submit

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection 21 October 2010

**Report Selection**

Please select a report from the list below:

- Evaluation (Multi-level) - Results
- Evaluations Outstanding**
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Logins - Not yet accessed
- Module Progress
- Offline Training Times
- Question Report
- Training Event Attendance
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: PAB Enable Demonstration

Department: -- All --

Group: -- All --

Job Title: -- All --

Course: -- All --

People: -- All --

Evaluation:  First  Second  Third

Include Expired Logins

Please select a format for your report:

Full Report

Drill down

Format for Excel

Email People in Report

Submit Cancel

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Select the parameters you wish to filter on for this report

You can choose "Format for Excel" for a tabular report

Alternatively, you can chose "Email People in Report" to send reminders to the relevant learners

Example of the report formatted for Excel

The screenshot shows the E>nable interface with a navigation menu (Home, Manage Users, Help & Support, Logout) and a breadcrumb trail: >> Section Admin Dashboard >> Reports >> Report Selection >> Evaluations Outstanding Report. The date is Thursday, October 21, 2010. Below the navigation is a search bar with '1 of 1' results and a 100% zoom level. The main content is a table with the following data:

Course	Evaluation	First Name	Surname	Due Date
David's Course	LMS - Administrator Training	Paul	Acres2	19/10/2010
Getting the Most from E>nable	LMS - Administrator Training	Paul	Butler1	03/06/2010
Getting the Most from E>nable	LMS - Administrator Training	Paul	Acres	27/05/2010

Example of the report formatted to email people in the report

The screenshot shows the 'Send Message' interface. It includes a preview of an email titled 'E>nable e-Learning Update' with the following content:

**Preview: email**

The system can automatically send a message to let people know what action you have taken. Below is the draft email that you can customise if required.

The text in brackets {} are where information is pulled automatically from the system for each individual recipient eg. their name, their login details etc - please do not change those.

The preview shows your details, not the recipient's

[List of system information](#)  
[Help with formatting](#)

**E>nable e-Learning Update**

Dear enable sa

In order for you to access your training record again we thought it might be helpful to remind you of your login details and give you the following direct link to the website hosting the e-learning:

Your username is: enablesa  
 Your password is: 123qwe

Please click here to access the website [www.vctms.co.uk](http://www.vctms.co.uk)

**Recipients**

Select people from the following list to receive the message. Any replies to this message will be sent to the email address set on your profile.

First Name	Surname	User ID	Email Address
<input checked="" type="checkbox"/>	Paul	Acres	paulacres2 paul.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	David	Bailey	davidbailey5 paul.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Paul	Butler	paulacres paul.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Paul	Butler1	pabel sue.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Sue	Walter	isbel1 sue.butler@virtual-college.co.uk

[Check All](#) [Uncheck](#) 5 records

Generate Report

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