

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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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports

21 October 2010

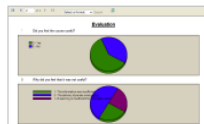
Reports

Quicklinks

Please choose from one of the following report types:

Detailed Reports

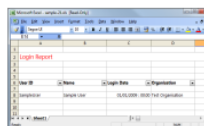
Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.



[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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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

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Home M

>> 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 E>nable interface for sending a message. The breadcrumb trail is >> Section Admin Dashboard >> Reports >> Report Selection >> Send Message, dated 22 November 2010. The 'Send Message' section includes a preview of an email 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

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	dauidbailey5 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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