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.

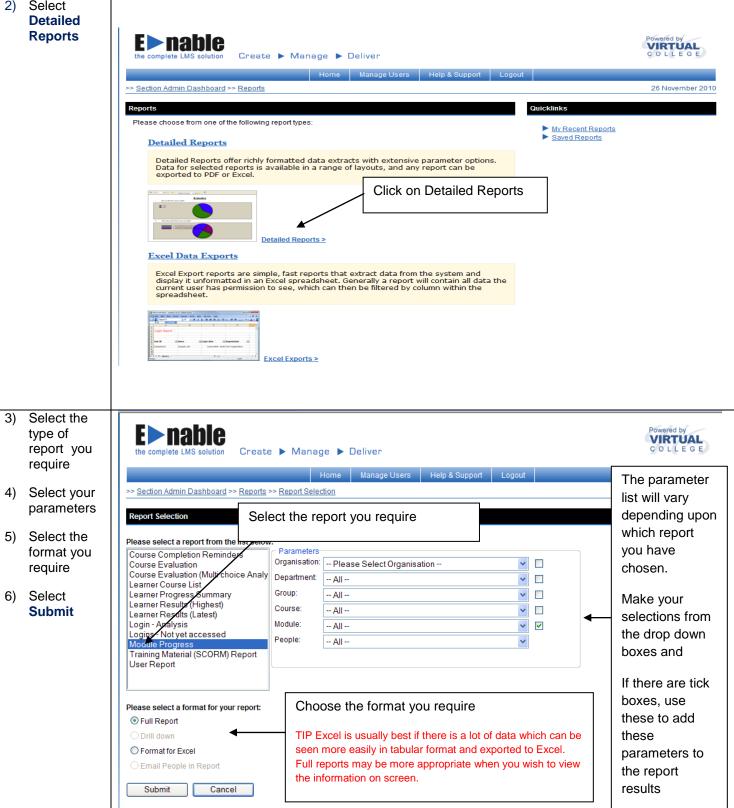
THIS USER GUIDE USES THE 3 MOST FREQUENTLY USED REPORTS AS EXAMPLES TO FAMILIARISE USERS WITH THE REPORTING SYSTEM. ONCE USERS ARE FAMILIAR WITH THE BASIC PRINCIPLES OF RUNNING REPORT THEY CAN EXPLORE THE OTHER REPORT OPTIONS.

- 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 | |
|---|--|
| Section Admin Procedure | Section Admin Dashboard>Reports |
| Section Monitor Procedure | Section Monitor Dashboard> Reports |
| Organisation Admin Procedure | Organisation Admin Dashboard>Reports |
| Organisation Admin Basic Procedure | Organisation Admin Basic Dashboard>Reports |
| Organisation Monitor Procedure | Organisation Monitor Dashboard>Reports |
| Departmental Admin Procedure | Department Admin Dashboard>Reports |
| Department Course Manager Procedure | Department Course Manager Dashboard>Re[ports |
| Department Monitor Procedure | Department Monitor Dashboard>Reports |
| Learner Manager Procedure | Learner Manager Dashboard>Reports |
| Assessor Procedure | Assessor dashboard> Reports |
| Internal Verifier Procedure | |
| Course Manager Procedure | |

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

Select

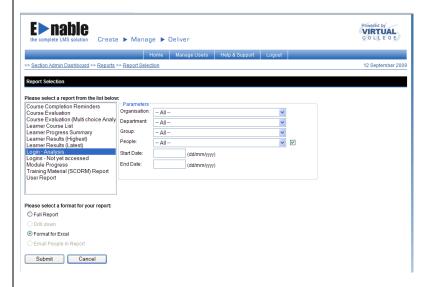


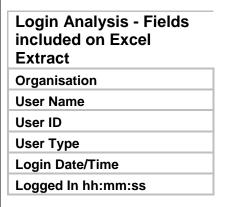
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Detailed Reports Examples

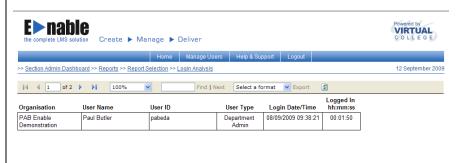
Login Analysis

Example Parameters



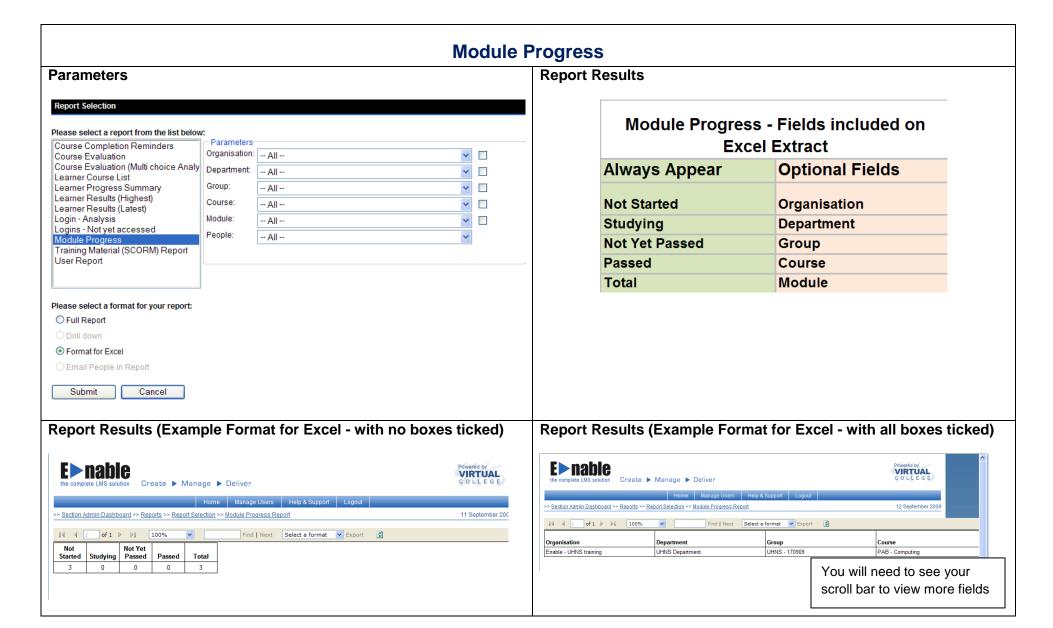


Example Report Results (Format for Excel)

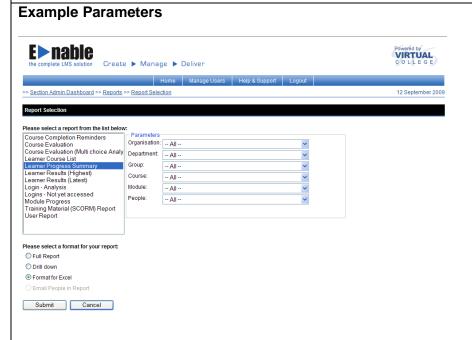


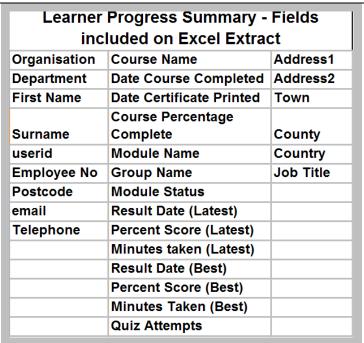
Example Report Results (Full Report)



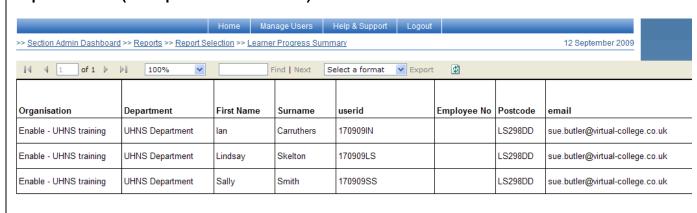








Report Results (Example Format for Excel)



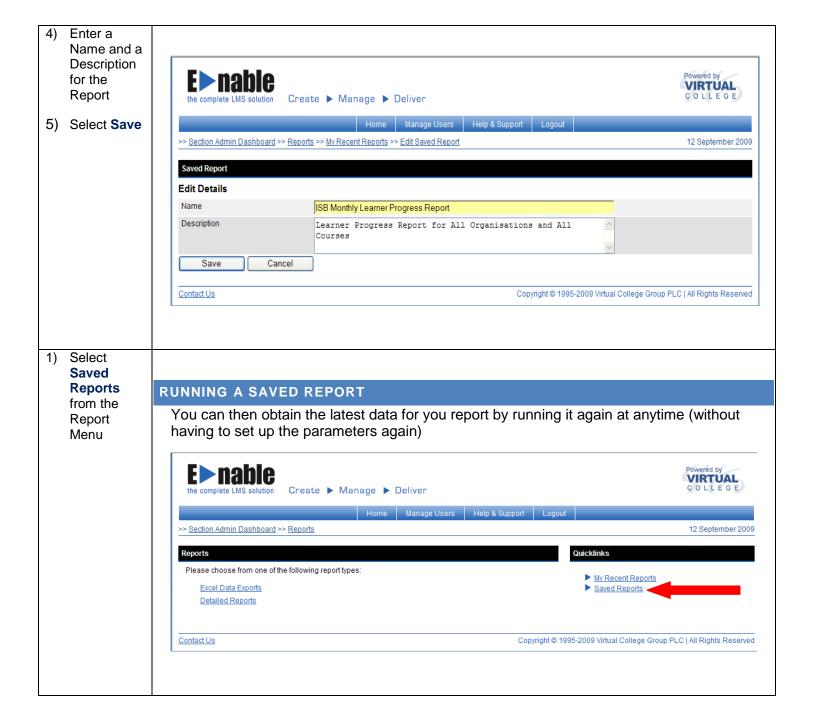
You will need to see your scroll bar to view more fields

From the **SAVING A REPORT** Reports Menu select If the report that you have created is one that you would expect to run on a regular basis then you My Recent have the option to save the report. **Reports E**>nable VIRTUAL Create ► Manage ► Deliver > Section Admin Dashboard >> Reports 26 November 2010 Please choose from one of the following report types My Recent Reports
 ► Saved Reports **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. of sample-District State Comp.

Show Store Symme State Comp. State State

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A State Excel Exports > Highlight the **E**>nable report that VIRTUAL Create ▶ Manage ▶ Deliver you wish to save Home Manage Users Help & Support >> <u>Section Admin Dashboard</u> >> <u>Reports</u> >> <u>My Recent Reports</u> 12 September 2009 3) Select Save Report My Recent Reports Go directly to a record Search for multiple records by separating your search terms with commas in the box below. Find ✓ Tick here to find partial matches Report 1 Output 1 Last Run 1 Learner Progress Summary Format for Excel 12/09/2009 15:40:54 12/09/2009 14:09:13 Login - Analysis Full Report Login - Analysis Format for Excel 12/09/2009 14:08:13 12/09/2009 14:03:36 Login - Analysis Format for Excel Run Report Save Report



2) Highlight the VIRTUAL C O L L E G E required report Home Manage Users Help & Support 3) Select Run >> <u>Section Admin Dashboard</u> >> <u>Reports</u> >> <u>Saved Reports</u> 12 September 2009 Report Saved Reports Go directly to a record Search for multiple records by separating your search terms with commas in the box below. Name Y: Find ☑ Tick here to find partial matches Name ↓ Report | Output ↓ Last Run 🏻 ISB Monthly Learner Progress Report Learner Progress Summary Format for Excel 12/09/2009 15:49:43 Run Report Contact Us Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved