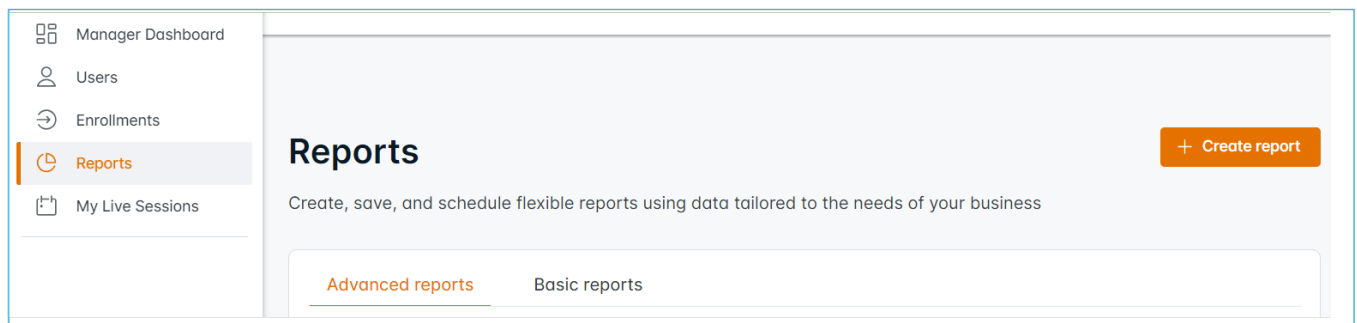# Manager: Running Reports

As manager, you can run reports to see your employees' activity and their training history.

There are two main types of reports, **Basic** and **Advanced**. You can build reports using the course and learner data of your employees. You can run the reports to download immediately. You can save and schedule some **Basic reports**. That feature is not as yet available for **Advanced reports**.


Note: Newly-assigned managers can encounter temporary delays, the first time they run a basic course status report. If the delays persist contact the LMS Administrator at csc@gov.ky.

Running a Basic Report

To see the basic reports available for your portal:

1. From the primary navigation (see LMS navigation guide), select **Reports > Create report** to open the report type menu.
2. From **Basic Reports**, select a report type.
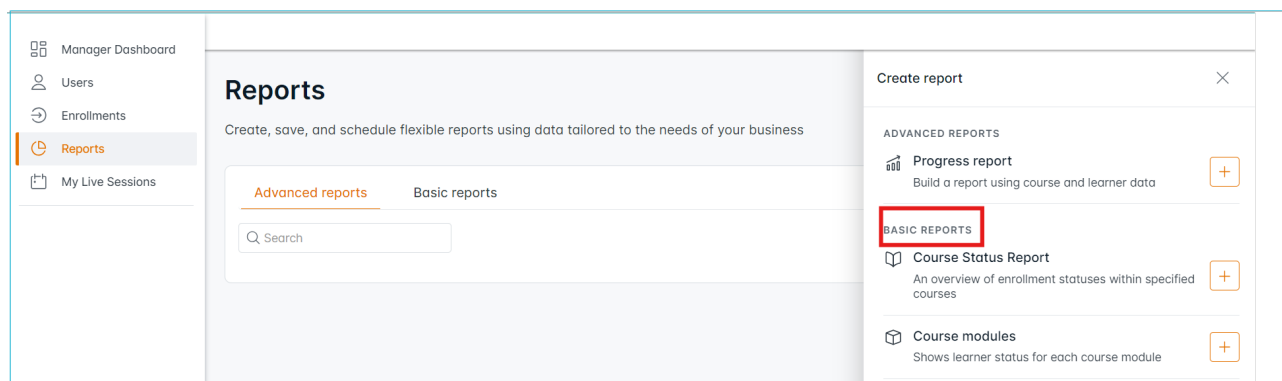
When you run a basic report, you get an onscreen display version for quick review, and an option to download to CSV or PDF.

Downloaded basic reports are more complete and detailed than onscreen displays, with more columns of data. If you're new to basic reports, download samples of each report to find out what's available. You may see some or all of the following:

- **Course Status**: how many learners have reached which statuses for a course
- **Course Modules**: statuses of each module, along with started and completed timestamps
- **Course History**: record of enrollments for a specific learner
- **Learning Paths**: status of learners on a learning path
- **Certifications and Credits**: record of recognitions given for a course, learning path, or user
- **External Trainings**: report on any external training your learners record in CSC Online
- **Exams:** review of exam answers, provided in charts or transcripts
- **Survey:** review of survey answers, provided in charts or transcripts
- **SCORM Exams/Interactions**: for modules that report interaction data, report on module-specific interaction data
- **Tin Can Exams/Interactions**: for modules that report interaction data, report on module-specific interaction data
- **Gamification:** achievements of levels by individuals and groups

Running a Basic Report: Example – Course Status Report

The **Course Status** report shows you all the learners enrolled on a specific course. This is good, for example, for checking completion rates for compliance courses.

1. From primary navigation (see LMS navigation guide), select **Reports > Create report**.
2. From **Basic Reports**, click the **+** button beside **Course Status** report.
3. Select the course(s) to include in your report.
4. You do not have to select any other fields. All that's needed to run the report is selecting at least one course. You can use the other fields to filter your report (including **Custom User Data filters**).
5. Select **Run Report**.

After running the report once you can:

- edit the filters to change the results, and select **Run Report** to repeat the run
- select **Reset Filters** to start over
- select **Export to CSV** or E**xport to PDF** to download a complete report
- select **Schedule** to run the report daily, weekly or monthly.
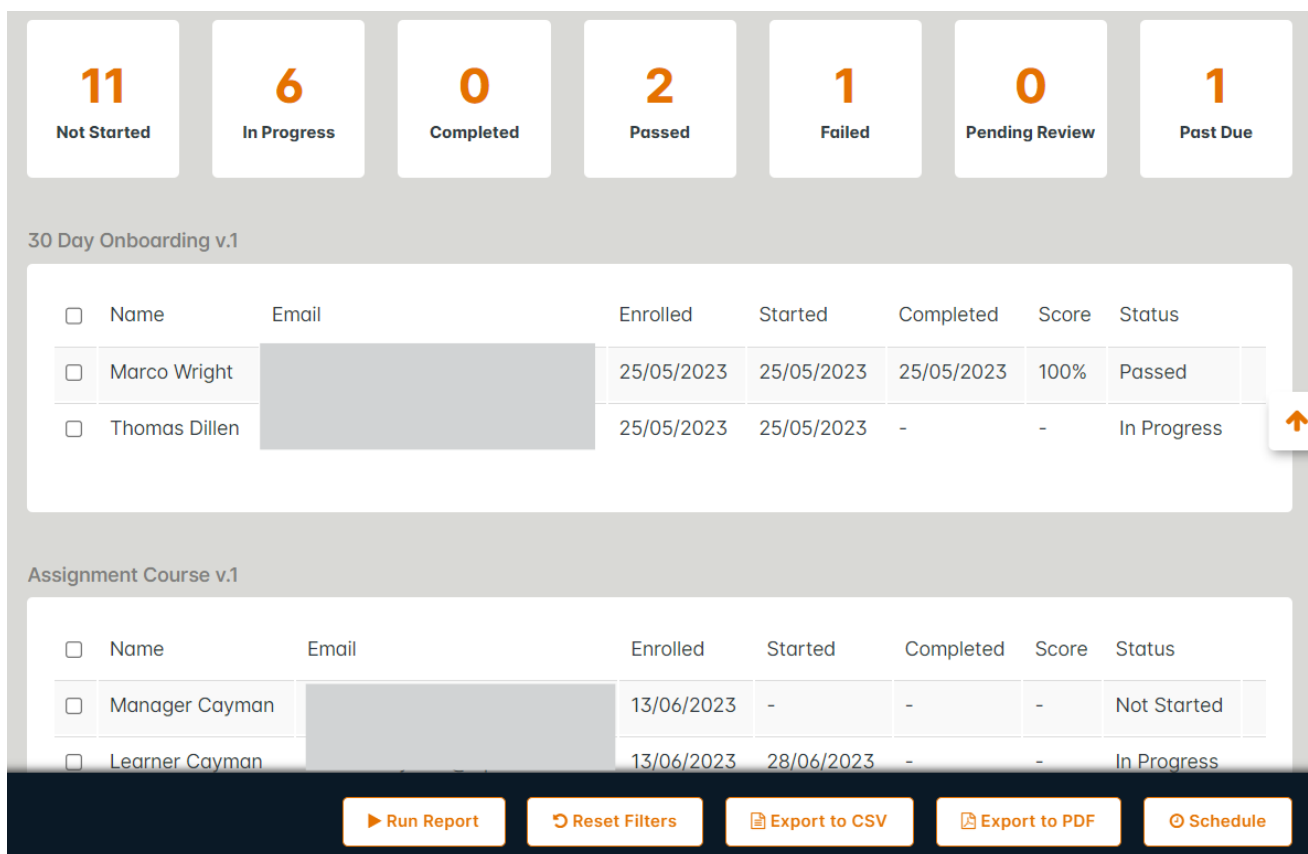
Note: In the report, the **Enrolled** date is the date a learner is enrolled on a course by an admin, by a manager, or by self-enrollment. The **Started** date is the date the learner selected the course **Start** button.

Schedule a Basic Report

1. After running the report (see example above), click the **Schedule** button.
2. Give the report a title and choose to send the report **Daily, Weekly** or **Monthly.**
   o For **Weekly** or **Monthly**, select the day or date respectively.
3. Click **Create.**

Note: To edit the report, click the 3 dots to the right of the report and select **Edit.**

Running a Basic Report: Example – External Training

You can use the **External trainings** report to view the external (not offered through the LMS/attended outside of CIG. E.g., conferences). This report can only be run for one employee at a time.

1. From primary navigation select **Reports > Create repor**t.
2. From **Basic Reports**, click the **+** button beside **External training**s report.
3. Select the user for whom you want to run the report.
   - You do not have to select any other fields. All that's needed to run the report is selecting the user. You can use the other fields to filter your report.
4. Select **Run Report**.

After running the report once you can:

- edit the filters to change the results, and select **Run Report** to repeat the run
- select **Reset Filters** to start over
- select **Export to CSV** or **Export to PDF** to download a complete report

Running an Advanced Report

The advanced report available is the **Progress report**. It provide highlights for quick review: see the "headline" numbers at the top of each report.

Note: For a **Progress report**, you can select up to 100 courses for the report, or leave the field empty to report on all courses.

1. From main navigation go to **Reports > Create report**.
2. From **Filters**, select the filters you need.
3. Select **Report Layout** to set layout options:
   o Select columns from **Available Data** to add to **Your Report**
   o Remove columns from **Your Report** by selecting **X** on the column name
   o Drag and drop columns to change their display order
4. When complete, select **Create report**.

Example results:

You can export the report or edit it to add other/more filters.