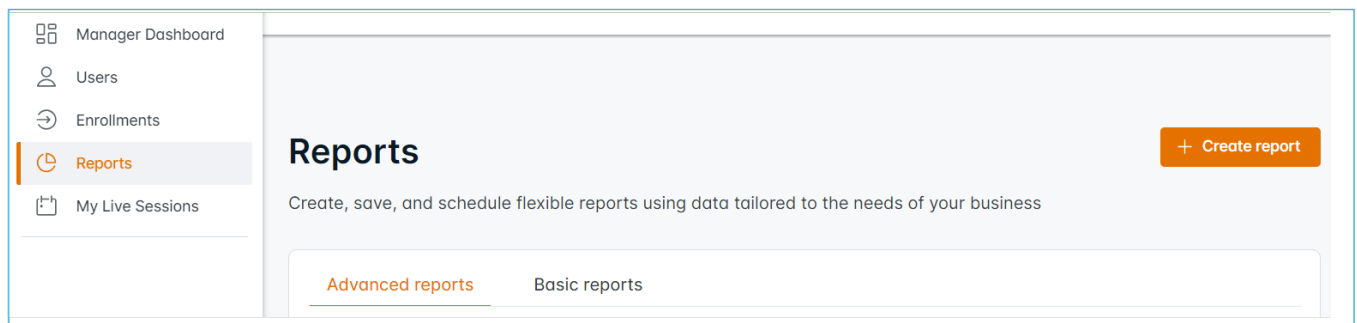


## Manager: Running Reports

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**.

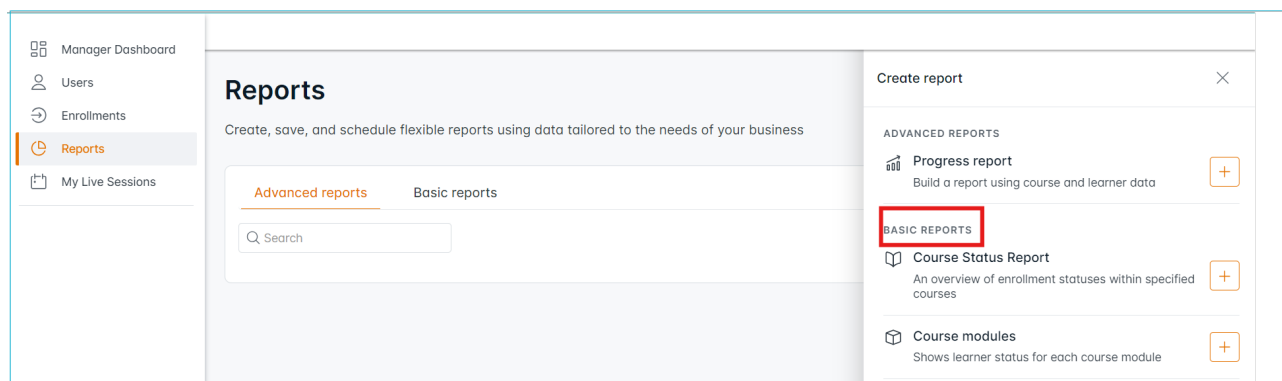


**Note:** Newly-assigned managers can encounter temporary delays, the first time they run a basic course status report. If the delays persist contact the LMS Administrator at [csc@gov.ky](mailto:csc@gov.ky).

## 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**.

Filters

Report Type  
Course Status

Date From  
Set Date

Date To  
Set Date

Courses  
Search by course name

30 Day Onboarding v.1  
Assignment Course v.1  
Climate Change Policies v.1  
Course Testing - Tavia - V2 v.1  
Data Security v.2  
Data Security v.1  
Exam Course v.1  
HR Compliance v.1

Select all | Deselect all

Groups  
Department: Finance

Statuses  
In Progress  
Pending Review  
Completed  
Passed  
Failed  
Not Done

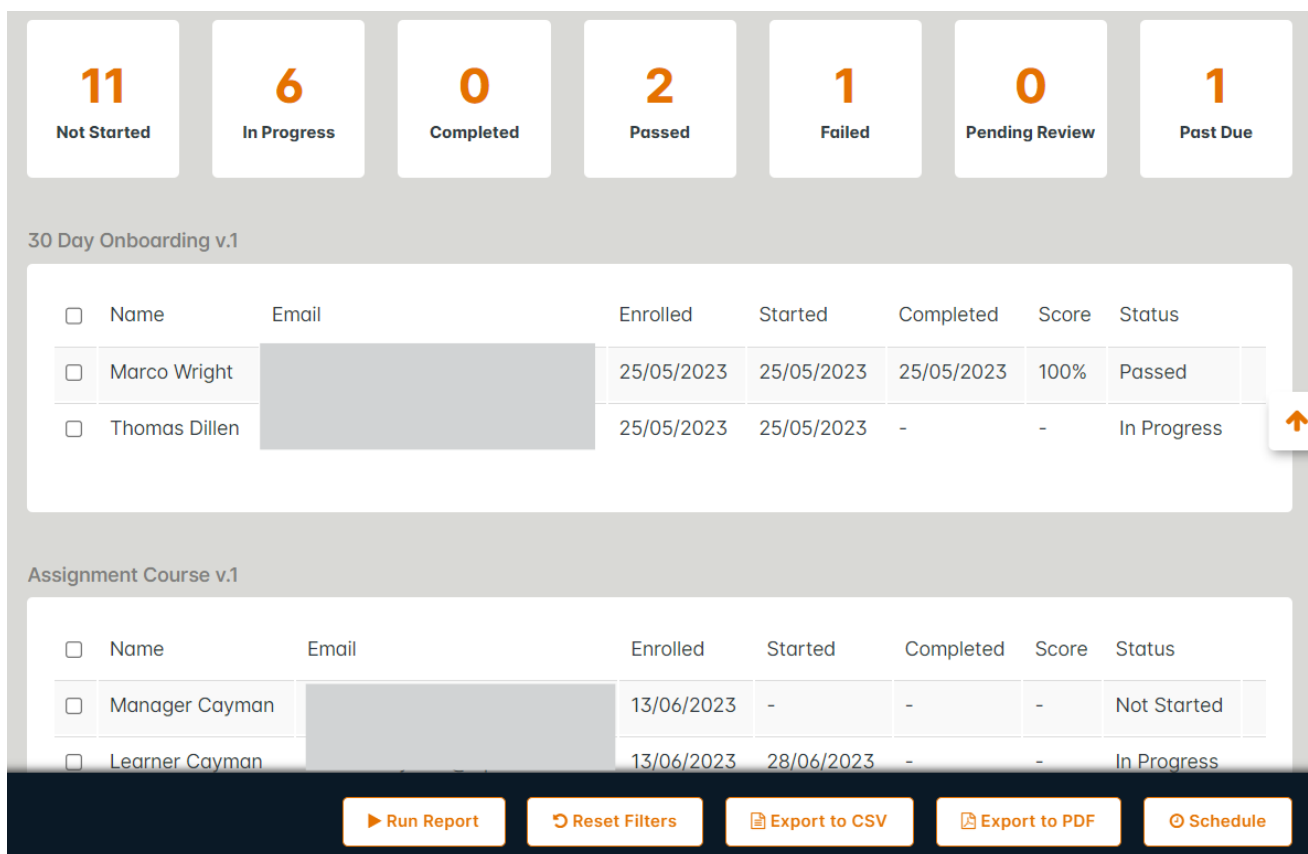
User Status  
Login enabled  
Login disabled

User Type  
Learner  
Admin  
Instructor  
Manager

Custom User Data Filters

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
- 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**.
  - For **Weekly** or **Monthly**, select the day or date respectively.
3. Click **Create**.

Title

New Course Status Schedule

Repeats

Weekly

Repeat on

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☒ Thu
☐ Fri
☐ Sat

Powered by

Create

Cancel

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

Advanced reports		Basic reports	
Name	Report Type	Last Run	Schedule
New Course Status Schedule	Course status	2024-08-16T15:03:16Z	Monthly

## 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.

- From primary navigation select **Reports > Create report**.
- From **Basic Reports**, click the + button beside **External trainings** report.
- 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.
- Select **Run Report**.

Filters

Report Type

External Training

Date From

Set Date

Date To

Set Date

User

Learner Cayman

Learner Cayman

Name of the activity	Credit Type	Number Of Credits	Score	Date Completed	Expiry date
Core Competency - Individual Contributor	CC	25.0	N/A	30/06/2023	N/A
Total Credits				CC:	25.0

Run Report

Reset Filters

Export to CSV

Export to PDF

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:
  - Select columns from **Available Data** to add to **Your Report**
  - Remove columns from **Your Report** by selecting **X** on the column name
  - Drag and drop columns to change their display order
4. When complete, select **Create report**.

Filters

Layout

Filter the data you use to build your report using some or all of the fields below. If you don't want to filter your data, you can go directly to **Layout** to get started.

?

If you leave a field blank, the report uses all data available for this filter type.

Course

Select course

User

Select user

Group

Select group

Enrollment period

Custom range

From

DD/MM/YYYY

To

DD/MM/YYYY

Completion period

Custom range

From

DD/MM/YYYY

To

DD/MM/YYYY

Progress

Overdue

User login

☐ Not started

☐ Yes

☐ Enabled

☐ In progress

☐ No

☐ Disabled

☐ Pending review

☐ Completed

☐ Passed

☐ Failed

Custom user data

+

Add as filter

Create report

Example results:

Progress report

Export

Edit

NOT STARTED

11

IN PROGRESS

6

PENDING REVIEW

0

COMPLETED

0

PASSED

2

PAST DUE

1

FAILED

1

Full name	Email	Course name	Progress	Score	Course completion %	Enrolled	Started	Last d
Marco Wright		30 Day Onboarding v.1	PASSED	100%	<div></div> 100%	25/05/2023 11:10	25/05/2023 11:12	25/05
Thomas Dillen		30 Day Onboarding v.1	IN PROGRESS	0%	<div></div> 25%	25/05/2023 11:10	25/05/2023 11:18	25/05
Manager Cayman		Assignment Course v.1	NOT STARTED	0%	<div></div> 0%	13/06/2023 18:57	-	-
Learner Cayman		Assignment Course v.1	IN PROGRESS	0%	<div></div> 0%	13/06/2023 18:57	28/06/2023 19:55	28/06

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