imc
part of Scheer

imc Learning Suite Reporting

imc Learning Suite 14.16

im-c.com

Contents

1	**Introduction and Overview**	**3**
2	**imc Learning Suite Standard Reports**	**3**
2.1	Standard Report Types	3
2.2	What data is available for reporting?	5
2.3	How does reporting work in the Learning Suite?	6
3	**Report Categories**	**11**
3.1	Assigning reports to categories	12
3.2	Creating new report categories	12
4	**Standard Reports**	**13**
4.1	Miscellaneous	13
4.2	Achievement	15
4.3	Compliance	26
4.4	Content	32
4.5	Activities	37
4.6	Reaction	42
4.7	Learning Path	45
5	**Optional add-on reporting possibilities**	**48**
5.1	Report builder	48
5.2	Power BI Learning Analytics integration	49
5.3	Custom reports as a service	50

imc
information multimedia communication AG
Headquarters Saarbrücken
Scheer Tower, Uni-Campus Nord
D-66123 Saarbrücken
T. +49 681 9476-0 | Fax -530
info@im-c.com
im-c.com

1 Introduction and Overview

There are a range of reporting possibilities out of the box and some more advanced licenced reporting options. This document provides an overview of the imc Learning Suite's out-of-the-box reporting functionality including descriptions for the standard reports along with their assigned report categories and outlines the further options to provide imc customers with complete information of the reporting possibilities.

It is important to understand the general reporting approach and flexibility of the imc Learning Suite reporting functions. Consideration of the options at the outset of a system implementation is beneficial as it may affect both what data is collected and how that data can be reported.

Reporting needs may be considered in advance such that the system integrations, configuration, and migration can make the best data preparations for these needs.

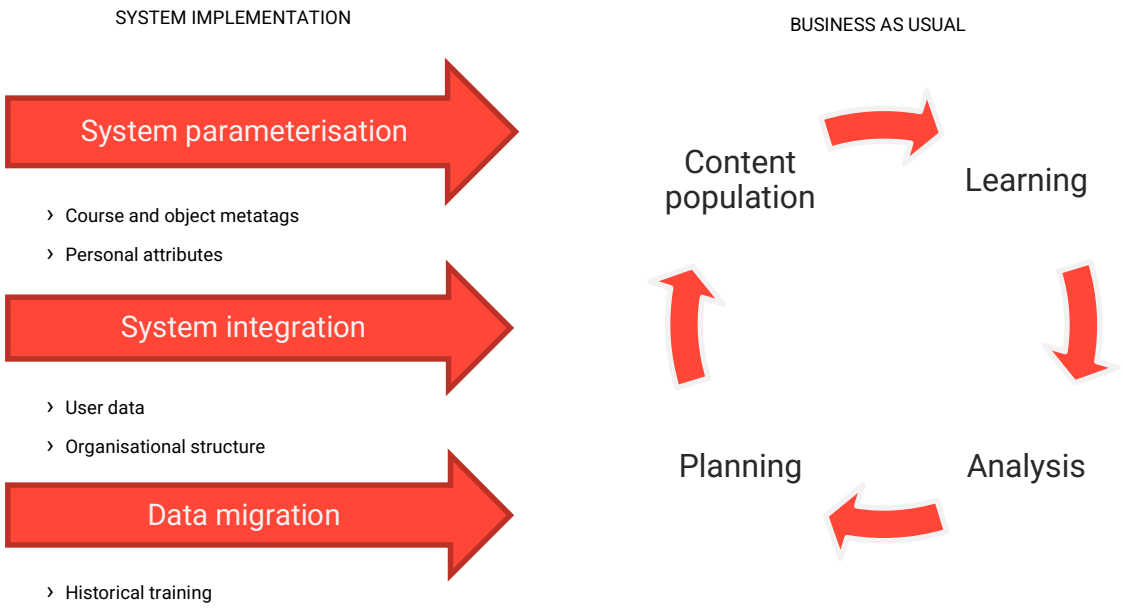

Fig. 1.1: Reporting in the context of system preparation

2 imc Learning Suite Standard Reports

2.1 Standard Report Types

There are over one hundred standard reports in the imc Learning Suite that return valuable data for each core function and many activities. There are three standard report formats used in the imc Learning Suite which are:

1. On-screen reports,
2. .CSV reports, and
3. Wizard reports

This section will focus on the three standard report types. However, in the imc Learning Suite most in functions searches are also configurable in terms of filters or columns, saving desired

searches and exporting results to .CSV or .XLSX format; This basically means that all searches also can export data like basic reports.

2.1.1 On-screen reports

On-screen reports are the most common and have the most features. For example, it is possible to configure all filters as well as result columns, change the graphs, select the export format, save favourite searches, and even subscribe to automatically receive the saved 'default' reports by email on desired days.

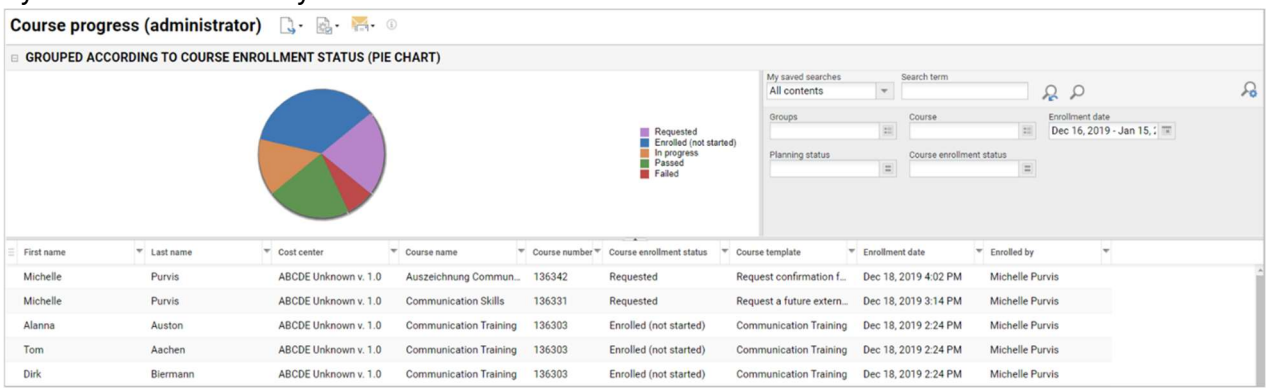

Fig. 2.1: Example of an on-screen report.

2.1.2 CSV reports

CSV reports are the most basic where available filters, result columns and output formats are fixed. With these reports filter criteria is first selected, then a 'Generate' button is clicked and a .CSV file will be generated to download then view results.

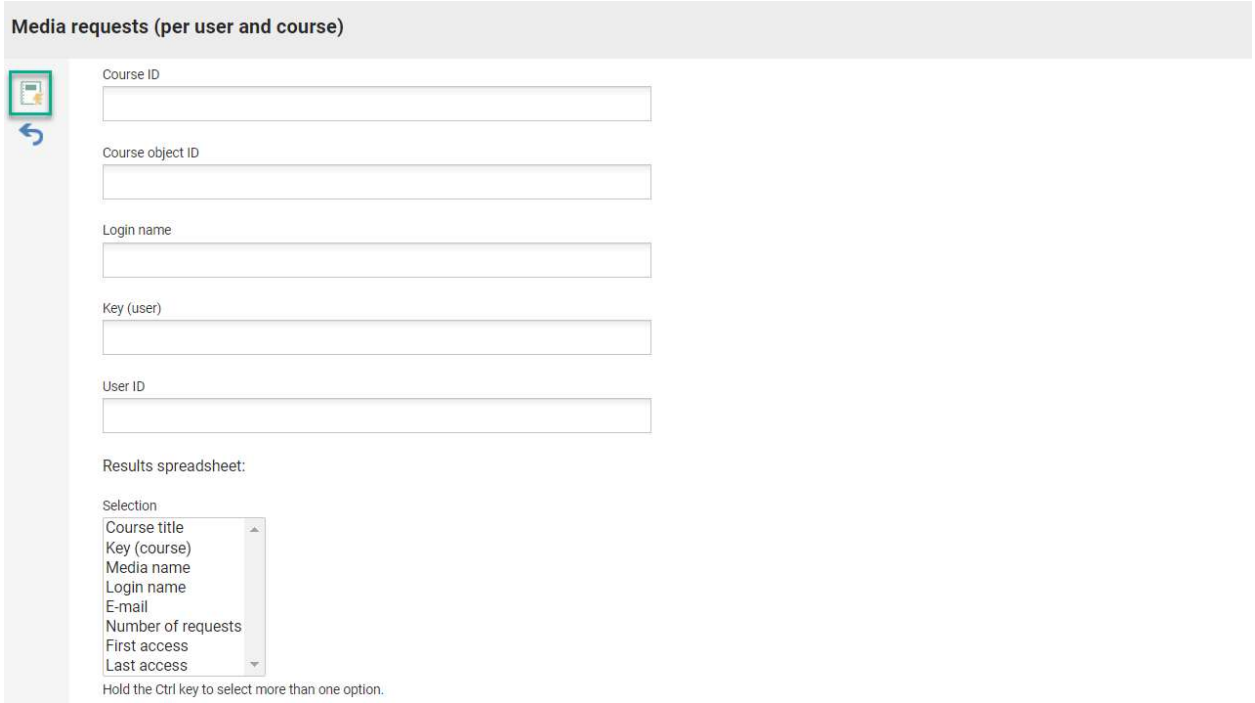

Fig. 2.2: Example of a CSV report with basic filtering and column selection.

2.1.3 Wizard reports

Wizard reports are the least utilised type of report and see report filters being selected in multiple steps, with selected options defining what values are available in subsequent steps. This type of report is used mostly for reporting on the Test and Feedback (survey) functions.

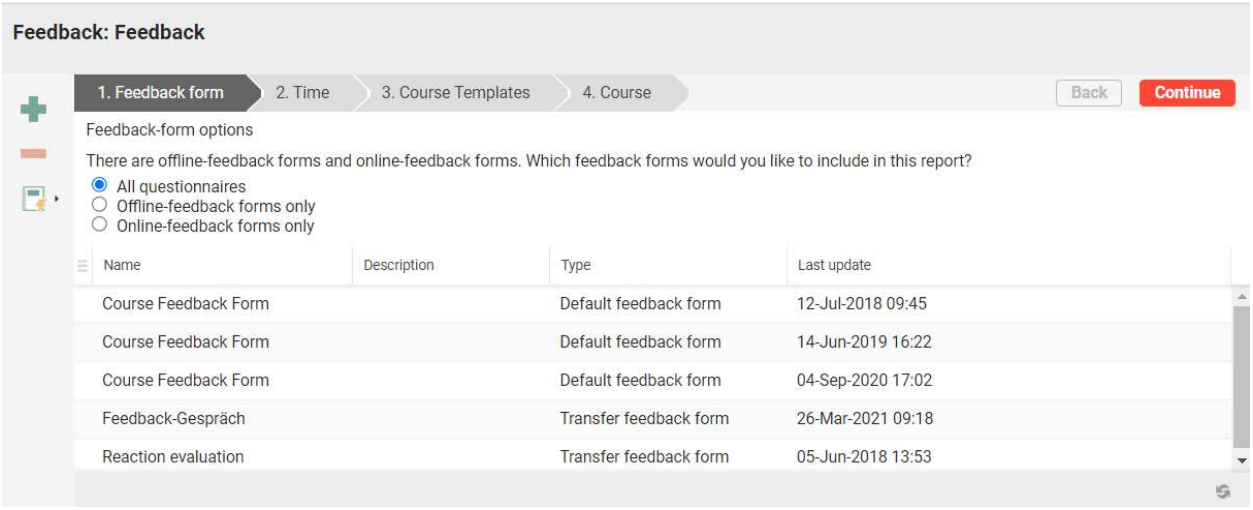

Fig. 2.3: Example of a wizard report with multiple steps.

2.2 What data is available for reporting?

All functions in the imc Learning Suite are available for reporting in at least one standard report, but many functions have multiple reports providing key metrics. The reported functions include:

- Users and user metadata
- Organisational structure and user roles
- Training objects including:
  - Learning paths,
  - Courses/Course templates,
  - Catalogues,
  - Media,
  - Tests, and
  - On-the-job trainings.
- Training activity (registrations, requests, and completions of training objects),
- Resource usage,
- Job Profiles and Skills,
- Training Compliance and KPIs,
- Feedback summaries, and
- General system activity (E.g., Logins and usage).

All such reporting possibilities are made available by a collection of dashboards, wizard-based and list-based reports. Many of the reports can be further enhanced by the inclusion of client context-specific configurations. In addition, since Version 2013, Innovation Pack 9, changes to related objects and relations are also tracked and can be reported on if the system is marked as *validation relevant*.

2.2.1 Consideration of customer specific data

On-screen reports provide the ability to customise filters and result columns with customer specific 'Personal attributes' that are used to describe users and 'Meta tags' that are used to describe learning content. The 'User lists' and 'Meta tag lists' functions is where it is possible to configure each relevant on-screen report. The 'Spreadsheets' tab controls the result columns and the 'Advanced search criteria' tab controls the filters. Ticking a checkbox ensures means the attribute or meta tag will display by default and when unchecked means they can be added by administrators running the report.

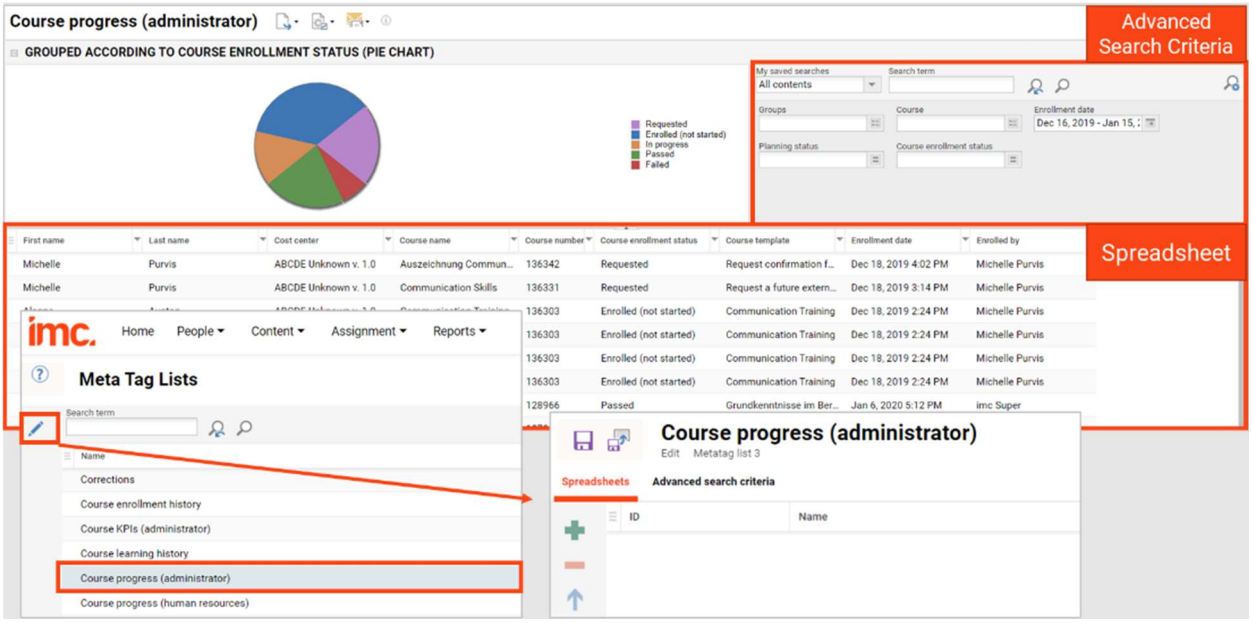

Fig. 2.4: Example of custom fields being added via 'Meta tag lists' function.

If an attribute or meta tag has not been added as a result column or filter it will not be selectable to include when generating reports. The 'User lists' and 'Meta tag lists' additionally allows configuration per client to provides flexibility in a multi-client system configuration.

2.3 How does reporting work in the Learning Suite?

Reporting in the Learning Suite is designed around the following general principles:

1. You only see what you are allowed to see, and the same is true for reports.
2. If you can see data in a list, you can export it (E.g., course lists, user lists).
3. Where a report concerns analytical relations between objects, the reports are found in Learning Analytics (E.g., Feedback on course, Skills overview).
4. You can configure Learning Analytics on-screen reports in a dashboard to be easily accessible for relevant users.

These topics are further explained in the following sections.

2.3.1 Consideration of user specific access rights

Access control list functionality is highly important in the imc Learning Suite as it controls who sees what including reports and results within. Any list view, list-based report, dashboard report as well as reports integrated via the imc reporting server (RDL reports) consider the access rights to reported imc Learning Suite objects like users, content, and other objects at the point

of time. This means that although the report itself might be accessible to multiple users in the system, each reporting user in many reports can only report on objects which they have clearance for (E.g., courses and users). All Supervisor reports however do not consider clearances to objects or users, but rather return all objects for the users who report to the supervisor (E.g., via 'Superior email' or BU group 'Supervisor' relationship). In multi-tenant systems, reporting is defaulted to restrict results by tenant. However, if needed reporting system wide considering more than one or all tenants is possible at any time. Again, this can be fully controlled by a global system administrator.

2.3.2 Flexible list view-based reporting

imc Learning Suite provides a wide range of user and content specific lists. The lists are configurable regarding search fields, advanced search fields as well as optional search fields which can be added by a user to the list search at any time. Given that flexibility and by configuration each user can arrange searches and output table to fully fit the daily needs perfectly. Any combination of search parameters and tailor table output of the search results can be saved and is therefore re-useable at any time in a sense of a tailored report. Throughout the system list-based views provide the options outlined below in Fig. 2.5. Essentially each list view in the imc Learning Suite supports the following options:

1. Primary search areas can be enhanced with customer specific search fields always needed.
2. Advanced search areas can be freely defined and arranged via drag & drop.
3. Further search criteria can be added here. Advanced search can be collapsed.
4. Output table can be freely layout, column order defined by drag & drop.
5. Details of a selected object are presented here.
6. Searches can be saved for re-use, even as default view when entering the manager again.
7. Lists can be exported as formatted XLS file, or.CSV, for further processing.

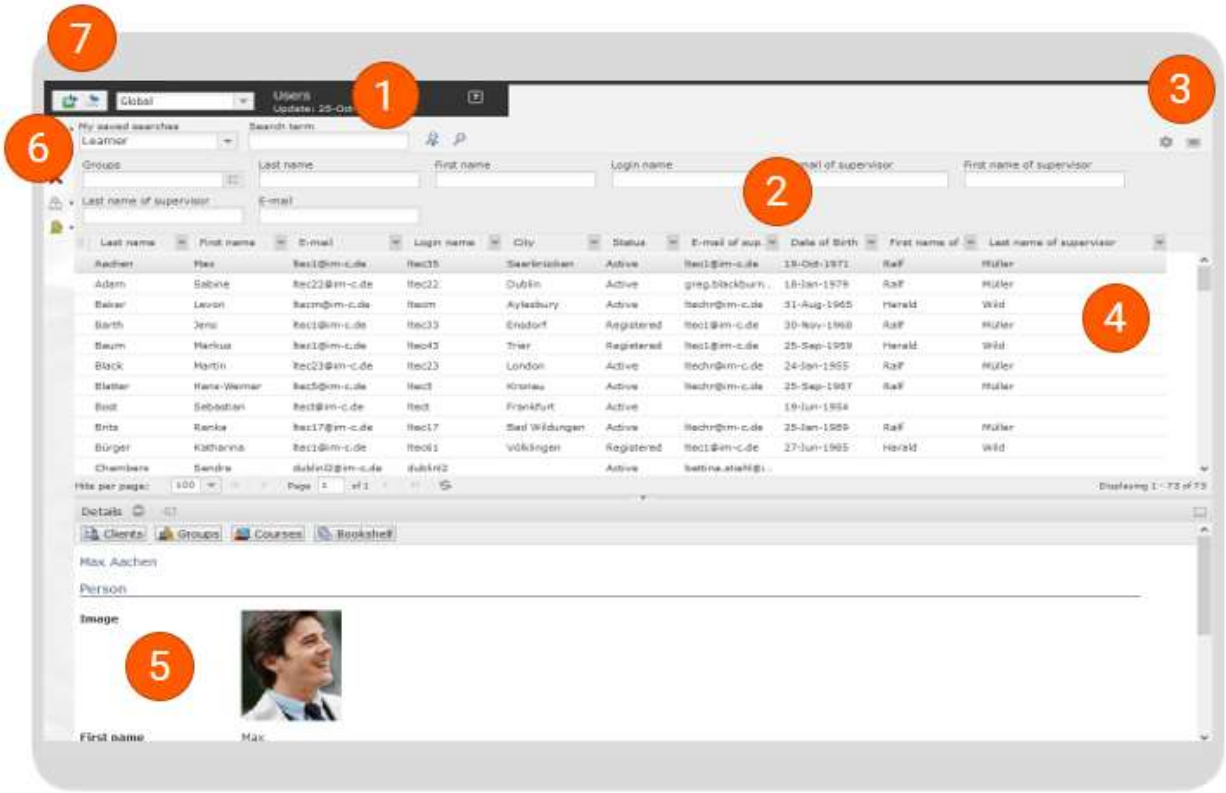

Fig. 2.5: Flexible list view reporting exemplified with a person list.

2.3.3 Learning Analytics detailed reports

The ‘Reports’ Learning Analytics function is where administrators access the detailed standard reports to generate results. Here the administrators will see the report categories and reports within for which they have clearances for. The different report types described in 2.1 can be identified by different icons. Opening a report is done by searching for and clicking the report.

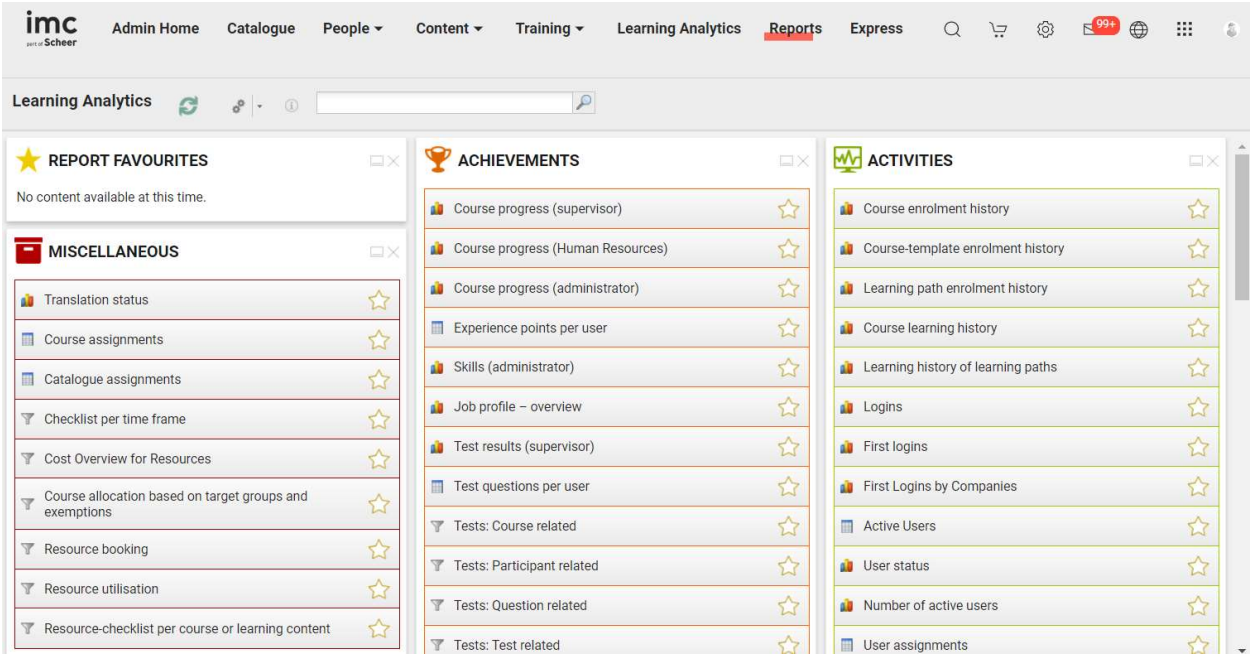

Fig. 2.6: Example of the ‘Reports’ learning analytics detailed report view.

As mentioned earlier ‘On-screen’ reports are the most detailed type of report and below is a view of ‘Course progress (administrator)’ report showing many options to further refine result data.

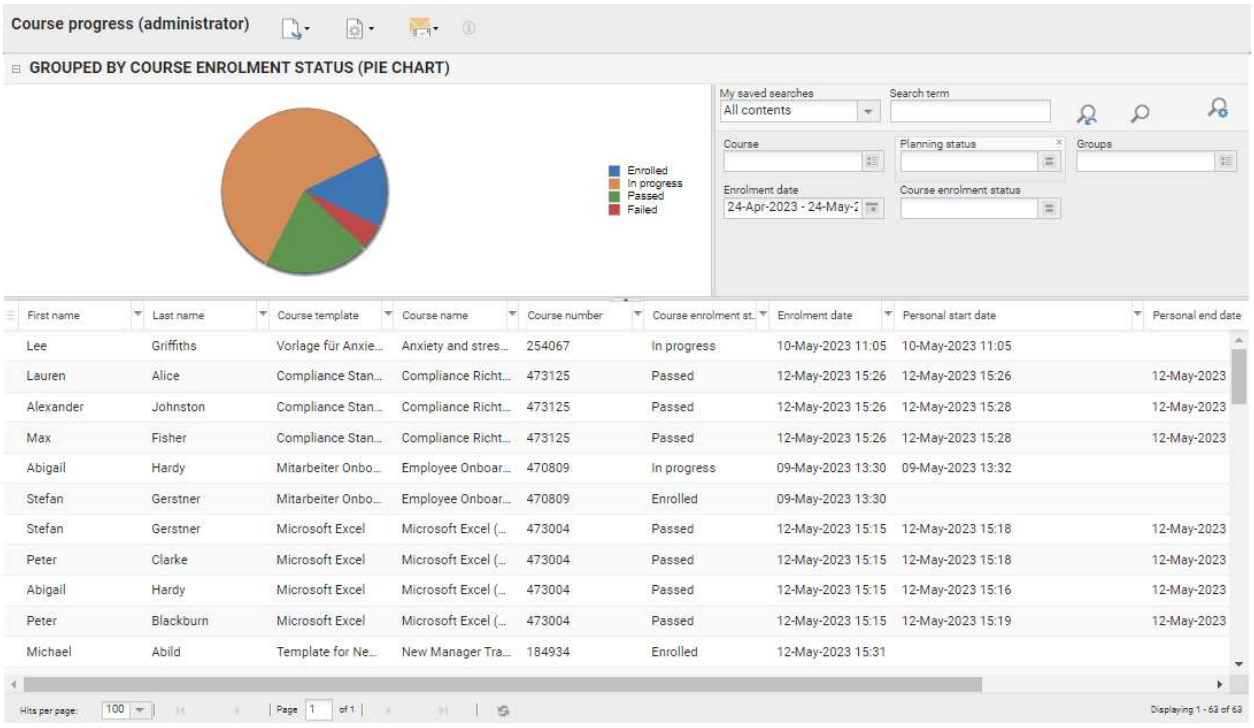

Fig. 2.7: Example of an on-screen report in a detailed view.

Each on-screen report provides options in the upper section for setting Export formats, email Subscription preferences (based on access rights) and Chart configuration (see Fig. 2.8).

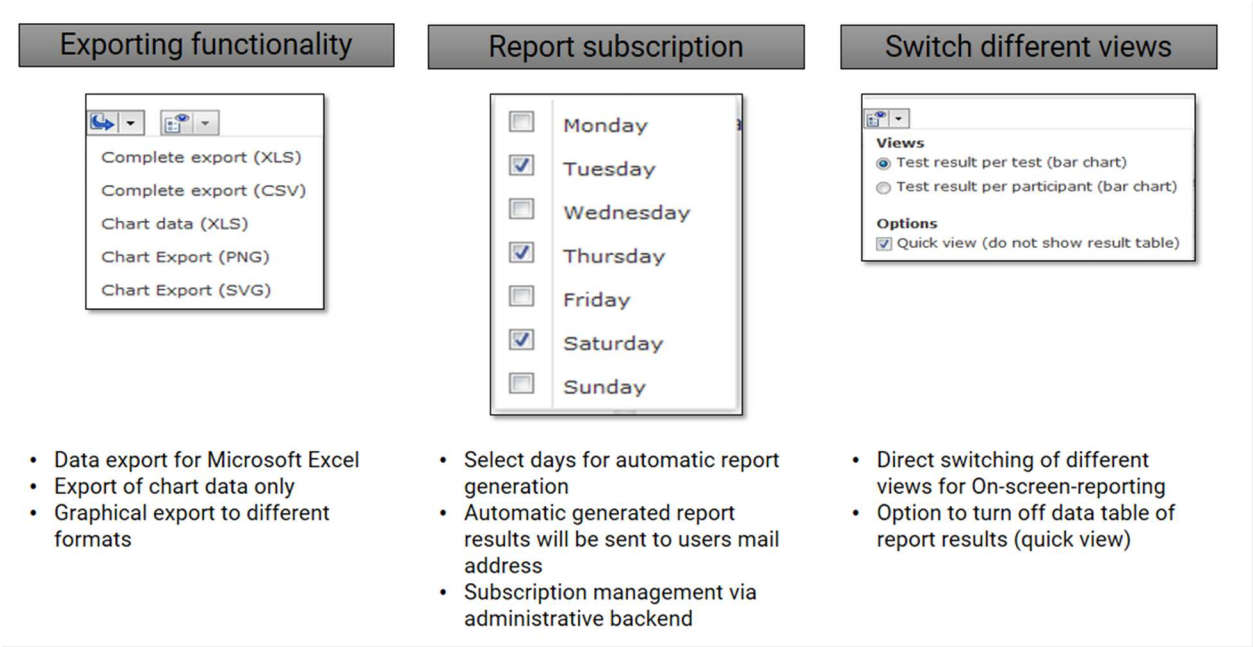

Fig. 2.8: General dashboard reporting features

To help ensure only desired data is returned the filter area can be further configured by administrators to add or remove filters and even re-arrange via drag and drop. The ability to add further filters is determined by the meta tags made optional in the 'Meta tag lists' function and the personal attributes made optional in the 'User lists' function for the corresponding report.

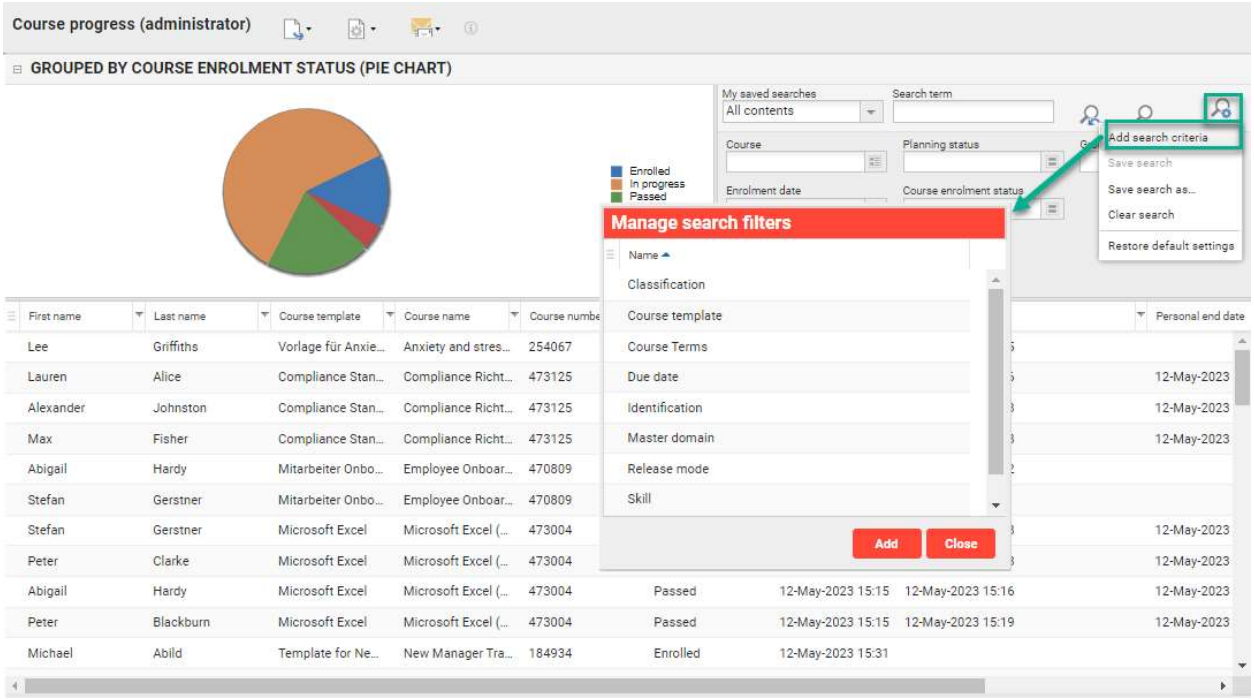

Fig. 2.9: Example of adding filters via 'Add search criteria'.

The table output area consisting of result columns can also be further configured by administrators to add or remove columns and even re-arrange via drag and drop. The ability to add further columns is determined by the meta tags made optional in the 'Meta tag lists' function and the

personal attributes made optional in the ‘User lists’ function for the corresponding report. In addition, the results table can be sorted alphabetically or by date or grouped by value for selected columns.

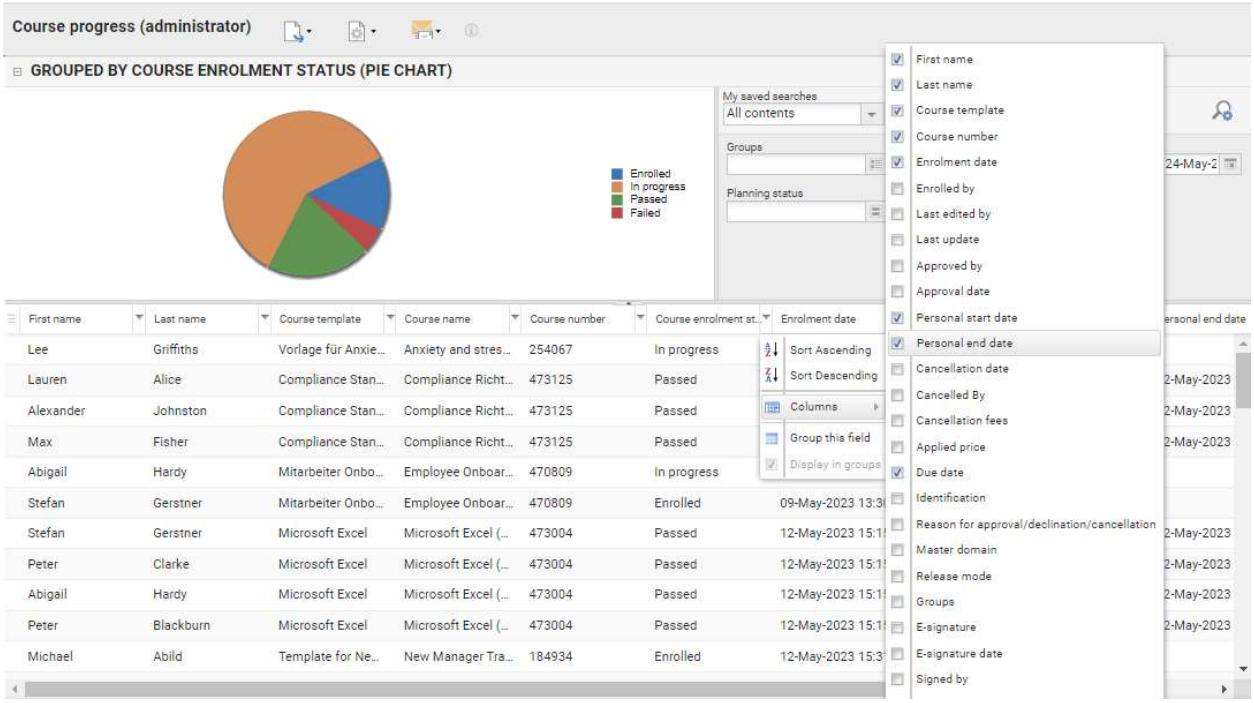

Fig. 2.10: Options for report result tables.

Dependent on the report, one or more of the following graphical representations are available.

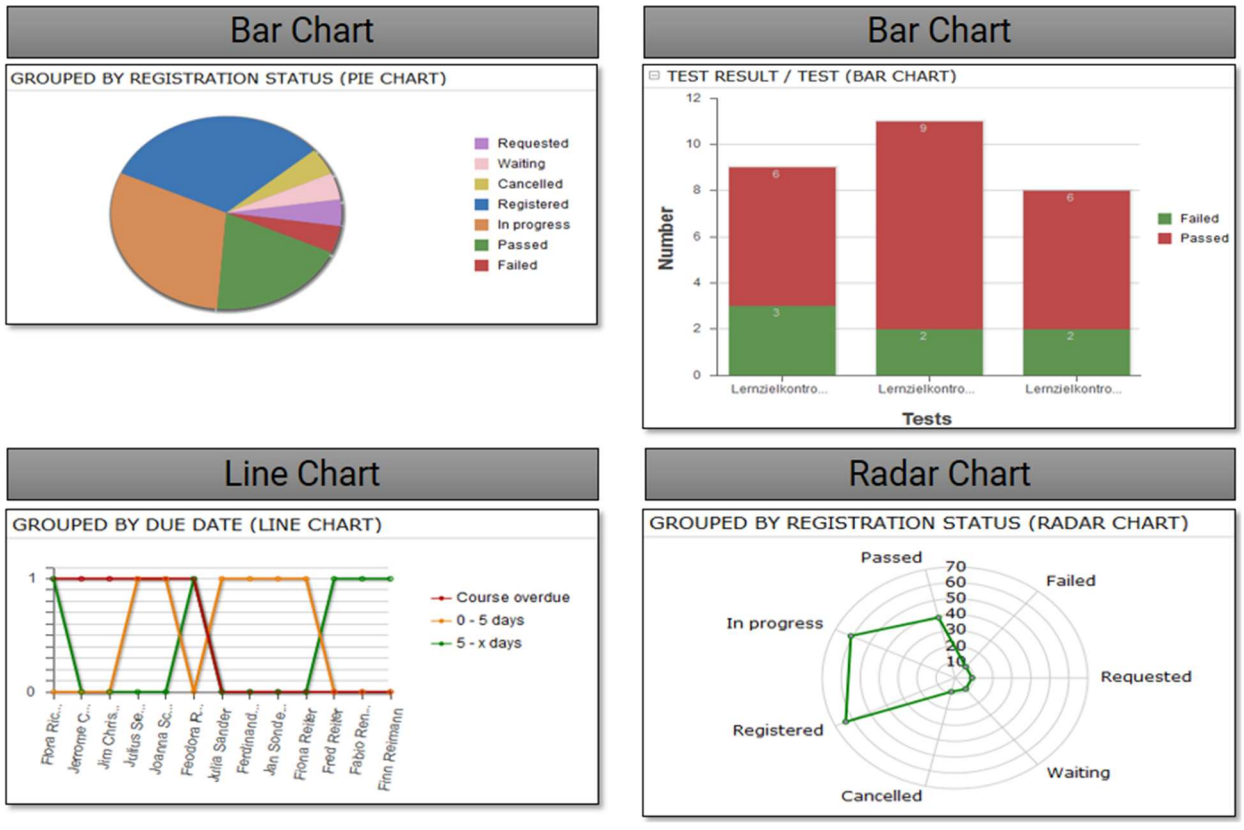

Fig. 2.11: Diagram types for dashboard reports

2.3.4 Dashboard reports

Dashboard reports are report panels that can be assigned to internal dashboards. These report panels are basic representations of the on-screen reports that remove the configurability such as the ability to add or remove columns, save searches, subscribe, select export formats or view graphs. These reports are created to be more responsive for mobile devices or tablets with smaller screens and are commonly used for Supervisor dashboards.

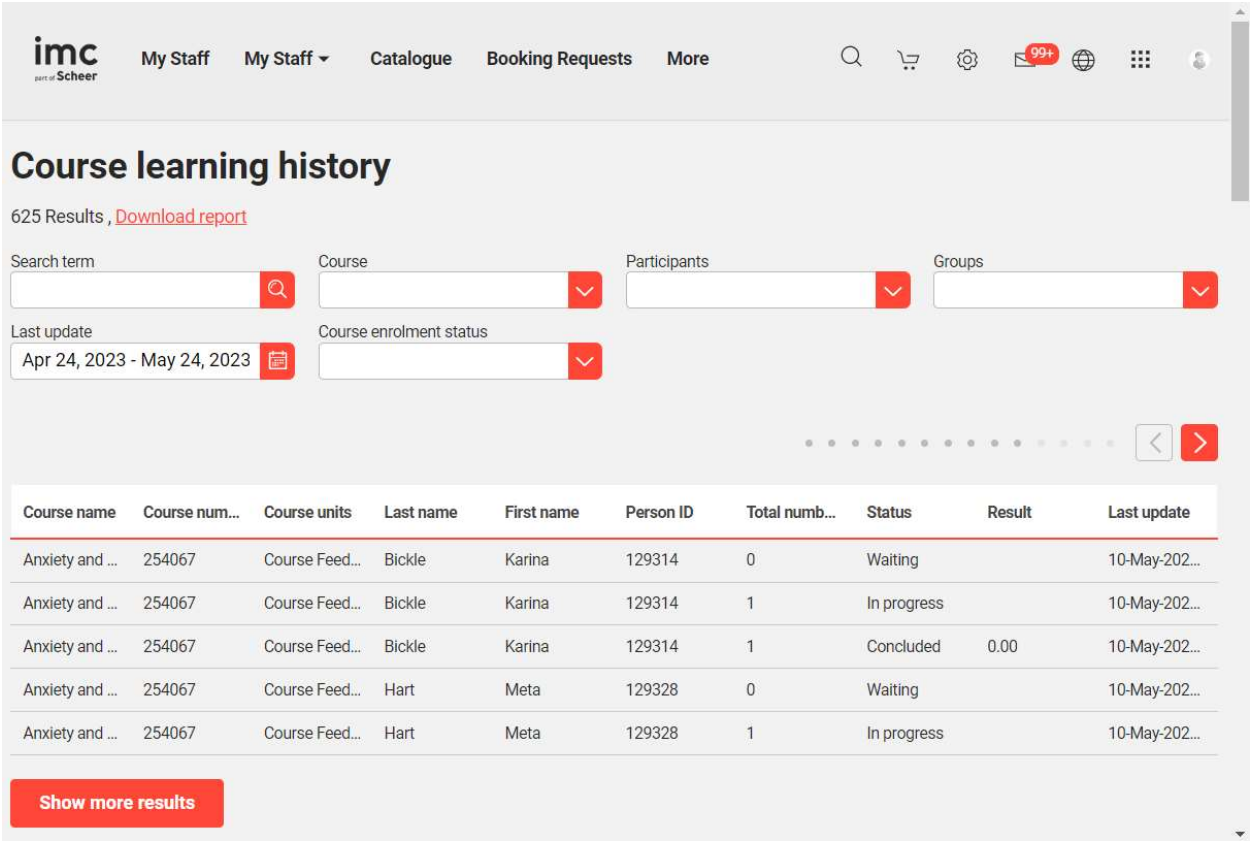

Fig. 2.12: Example dashboard report in the imc Learning Portal.

3 Report Categories

Given the large number of standard reports, the imc Learning Suite conveniently categorises them into relevant groupings that are completely configurable. Therefore, report categories control where reports are displayed in the Learning Analytics function.
This section provides a description of the standard categories:

- **Miscellaneous**: In this Category, reports that have no relation to specific categories are usually displayed here. These include course or content assignment reports.
- **Achievement**: Reports that display completion of courses or components such as test results are seen in this category
- **Compliance**: Contains reports that show details of completions, gaps or tracking for mandatory training activities such as compliance courses and competencies
- **Content**: Content reports show results for web-based training modules such as SCORM, AICC or even xAPI/Tin Can. Various media reports can additionally be added here.
- **Activities:** Many reports here display details of general system activities such as accesses to system, components, and general contents.

- **Reaction**: These reports contain results of user reactions such as Feedbacks from surveys are assigned here
- **Learning Paths**: The standard reports for Learning Paths including overviews and detailed breakdowns for both content driven and level-based are assigned here.

3.1 Assigning reports to categories

By default, not all standard reports have been assigned to a report category. This means that without assignment the reports will not be visible to any user via the 'Reports' learning analytics menu. The assignment of further reports is done using the 'Report categories' function which allows existing categories which the administrator has clearance to be edited. When editing a report category, the 'Reports' tab displays all assigned reports and clicking the 'Add' icon will launch a report search pop-up where further desired reports can be selected. Likewise, a 'Remove' icon allows selecting already assigned reports that are no longer desired.

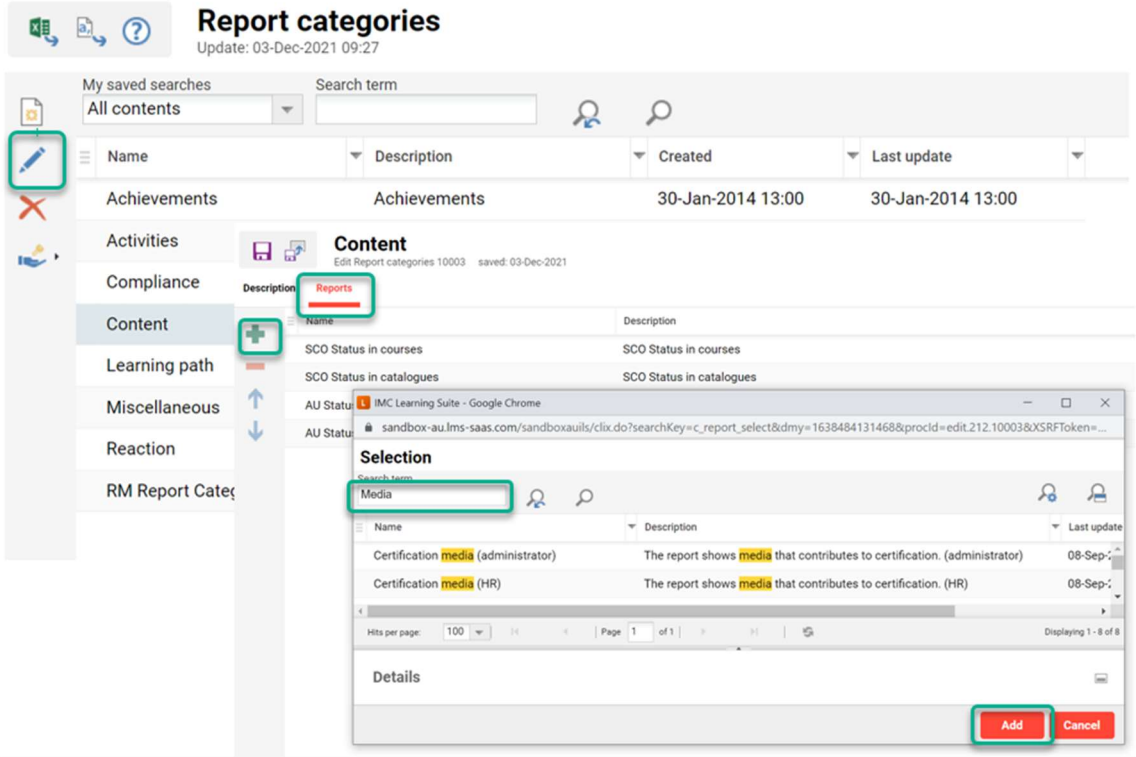

Fig. 3.1: Image of assigning reports to a report category.

Note: When assigning additional reports, it is recommended to first test reports by assigning reports to a new 'test' category that has limited clearances; this is because users will only see reports they have clearances for and if the report resides in categories they have clearance for.

3.2 Creating new report categories

If additional report categories are needed to segregate reports, this is also possible via the 'Report categories' function. Multiple report categories can be created with preferred HEX colouring, images and reports assigned. Once the new report categories are created clearances are provided for users and groups that will need to view the Report categories in the 'Reports' menu.

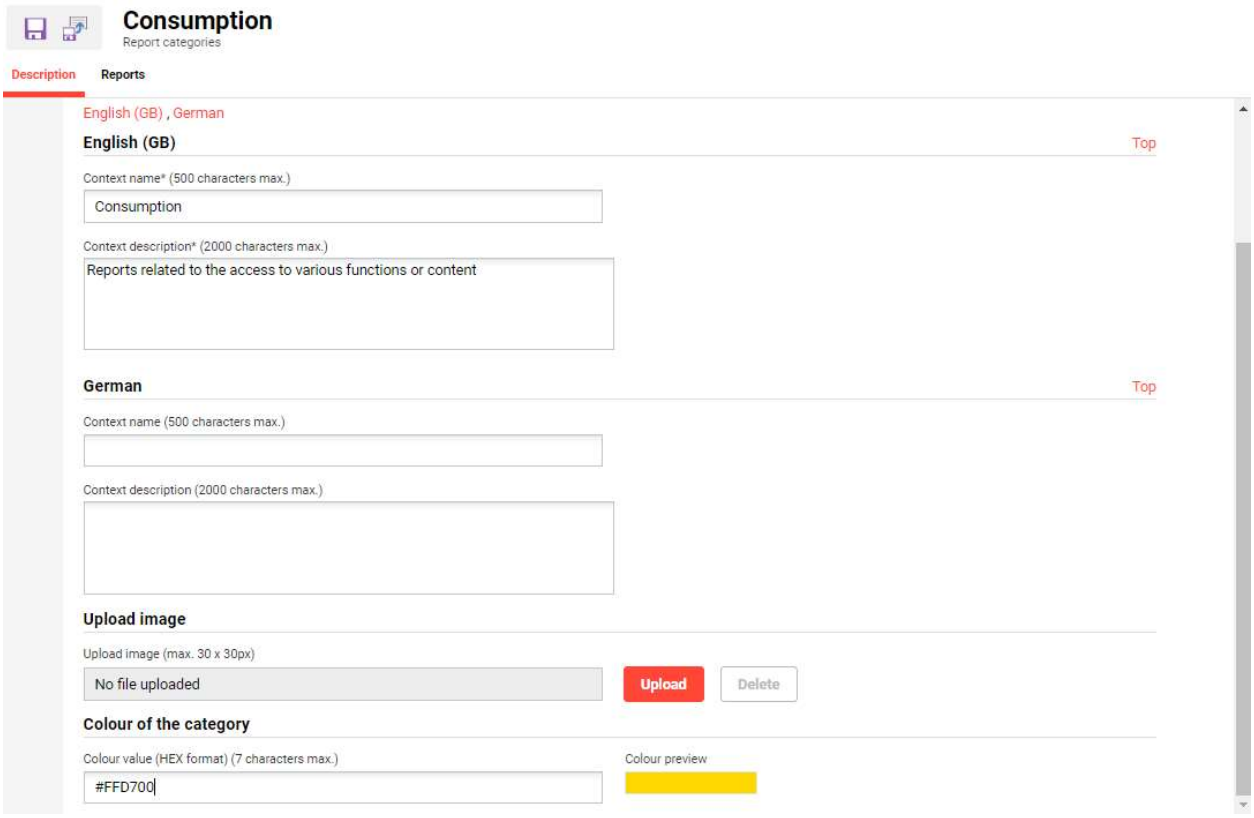

Fig. 3.2: Image of creating a report category.

4 Standard Reports

All standard reports are described in this section with a focus on the purpose of each report, the intended target audience, the type of report and the default report category to which each is assigned. Specific details of filters and result columns will not be documented given most reports are on-screen that offer further configuration possibilities.

4.1 Miscellaneous

Contains a series of reports from various functions.

4.1.1 Translation status

Name	Translation status
Internal ID	126
Description	Used to identify multi-language content objects that needs translation where there is a 'Gap in translation' flagged. Filtering enables restricting content results based on translation statuses and language.
Target Audience	Administration
Analysed Data	List of contents with the relevant translation status
Report Type	On-screen report

4.1.2 Checklist per time frame

Name	Checklist per time frame
Internal ID	28400
Description	This report lists locations along with assigned resources for a given time frame. It serves as an overview for the equipment of locations and courses with resources.
Target Audience	Administration
Analysed Data	Locations with assigned resources
Report Type	Standard

4.1.3 Cost Overview for Resources

Name	Cost overview for resources
Internal ID	28200
Description	Used to return a list of bookings for selected resources which includes the booking periods and cost rates.
Target Audience	Administration
Analysed Data	Bookings, cost
Report Type	Standard

4.1.4 Resources Booking

Name	Resources booking
Internal ID	28100
Description	This report lists resource bookings and their purposes. Results may be filtered by resource and booking period.
Target Audience	Administration
Analysed Data	Resources, booking period
Report Type	Standard

4.1.5 Resources Utilisation

Name	Resources utilisation
Internal ID	28300
Description	This report lists resources and their operating capacity in percent, filtered by resources and booking periods.
Target Audience	Administration, Learner
Analysed Data	Resources, booking period
Report Type	Standard

4.1.6 Resource-Checklist Per Course or Learning Content

Name	Resources- checklist per course or learning content
Internal ID	28500
Description	This report lists locations along with assigned resources, filtered by courses or media.
Target Audience	Administration
Analysed Data	Resources, courses, media
Report Type	Standard

4.1.7 Catalogue Assignments

Name	Catalogue assignments
Internal ID	155
Description	Displays when training content such as courses or media was assigned to or updated within catalogues.
Target Audience	Administration
Analysed Data	Assignments to catalogues
Report Type	On-screen report

4.1.8 Course Assignments

Name	Course assignments
Internal ID	153
Description	Returns a list of training components assigned to courses. Filtering enables selecting specific courses, media, OJTs, tests, or feedback to return desired results; For example, identifying all courses where a specific media item has been assigned.
Target Audience	Administration
Analysed Data	Assignments to courses
Report Type	On-screen report

4.2 Achievement

Reports that display completion of courses or components such as test results are seen in this category.

4.2.1 Course Progress (Supervisor)

Name	Course Progress (Supervisor)
Internal ID	116

Description	This is a popular report that returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. Results are returned based for users based on either the supervisor email link or being a BU group supervisor.
Target Audience	Line Manager: All users having subordinates (according to the line manager relationship) registered to courses.
Analysed Data	Course, user information, booking information.
Report Type	On-screen report

4.2.2 Course Progress (Learner)

Name	**Course progress (Learner)**
Internal ID	118
Description	This report returns the current enrolment statuses for courses of the user who is generating the report. Filtering enables reducing results by specific courses, enrolment statuses, and enrolment date periods.
Target Audience	Learners (All people having registered to courses)
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.3 Course Allocation Based on Target Groups and Exemptions

Name	**Course allocation based on target groups and exemptions**
Internal ID	30800
Description	This report shows all courses for a selected user (by entering PERSON_ID) for which automatic enrolment occurred based on target group membership and individual exemptions.
Target Audience	Learner
Analysed Data	Course
Report Type	Standard

4.2.4 Course Progress Human Resources

Name	**Course progress HR**
Internal ID	122
Description	This report returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. The 'HR' version of the report returns results based on the user generating being in a group with a 'HR' function.

Target Audience	Human Resources members, which are responsible for persons, and which have the ACL on these persons.
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.5 Course Progress Administrator

Name	**Course progress Administrator**
Internal ID	125
Description	This is a popular report that returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. The 'Administrator' version of the report returns results based on clearance to users.
Target Audience	Course-Administrators: Course registration information of all courses the admin has ACL for and/or the courses he is set as administrator.
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.6 Experience Points Per User

Name	**Experience points per user**
Internal ID	172
Description	Shows how users are tracking against assigned 'Experience tracks' which is a gamification feature. The reports detail the user's current number of points, the experience track level and points to the next level.
Target Audience	Line managers and human resources, who will check the progress of their employees
Analysed Data	User information, experience points
Report Type	On-screen report

4.2.7 Individual Test Assessment

Name	**Individual test assessment**
Internal ID	17
Description	This report provides a compressed summary of a learner´s test results. A detailed GAP analysis identifies the learner´s strengths and weaknesses.
Target Audience	Learner
Analysed Data	Test results
Report Type	Wizard report

4.2.8 On-the-job Training Status Overview (Administrator)

Name	On-the-job training status overview (administrator)
Internal ID	161
Description	The report provides information to administrators and those in charge of HR, about on-the-job Training from staff members.
Target Audience	Content administrators and human resource personnel: Training information of all users the admin/HR user has ACL for
Analysed Data	User information, course information, training information
Report Type	On-screen report

4.2.9 On-the-job Training Status Overview (Supervisor)

Name	On-the-job training status overview (supervisor)
Internal ID	162
Description	The report provides supervisors information about the on-the-job training of their staff members.
Target Audience	Supervisors: Training information of my staff
Analysed Data	User information, course information, training information
Report Type	On-screen report

4.2.10 On-the-job Training Status Overview (Tutor)

Name	On-the-job training status overview (tutor)
Internal ID	163
Description	The report provides mentors and tutors information about supervised On-the-job Training.
Target Audience	On-the-job training mentors and tutors that are allowed to review trainings: Training information of all users for that they are assigned as mentor or are allowed to review a training in a course
Analysed Data	User information, course information, training information
Report Type	On-screen report

4.2.11 On-the-job Training-Status Details (Administrator)

Name	On-the-job training status details (administrator)
Internal ID	164
Description	The report provides detailed information to administrators and those in charge of HR, about on-the-job training from staff members.

Target Audience	Content administrators and human resource personnel: Training information of all users the admin/HR user has ACL
Analysed Data	User information, training information, task information
Report Type	On-screen report

4.2.12 On-the-job Training-Status Details (Supervisor)

Name	**On-the-job training status details (supervisor)**
Internal ID	165
Description	The report provides supervisors detailed information about the on-the-job training of their staff members.
Target Audience	Supervisors: Training and task information of my staff
Analysed Data	User information, training information, task information
Report Type	On-screen report

4.2.13 On-the-job Training-Status Details (Tutor)

Name	**On-the-job training status details (tutor)**
Internal ID	166
Description	The report provides mentors and tutors detailed information about supervised on-the-job training.
Target Audience	On-the-job training mentors and tutors that are allowed to review trainings: Training and task information of all users for that they are assigned as mentor or are allowed to review a training in a course
Analysed Data	User information, training information, task information
Report Type	On-screen report

4.2.14 Personal Syllabus and Pre-Booking (Administrator)

Name	**Personal syllabus and pre-booking (administrator)**
Internal ID	212
Description	Returns information on user progress towards course completions where initial enrolment was to a course template. This would normally be via an automatic recertification enrolment workflow on course templates. Details visible are the initial course template enrolment status (pre-booked or Personal syllabus), the latest status the user has with a course derived from the course template, the latest completion date, and the next due date. The report is helpful to identify overdue enrolments in recertification workflows where the onus is on the participant to enrol for a course from the mandatory course template.
Target Audience	Admins, checking the personal syllabus or pre-booked for courses they are administering

Analysed Data	All courses the current user has either ACLs on or is administrator
Report Type	On-screen report

4.2.15 Personal Syllabus and Pre-Booking (HR)

Name	**Personal syllabus and pre-booking (HR)**
Internal ID	213
Description	Returns information on user progress towards course completions where initial enrolment was to a course template. This would normally be via an automatic recertification enrolment workflow on course templates. Details visible are the initial course template enrolment status (pre-booked or Personal syllabus), the latest status the user has with a course derived from the course template, the latest completion date, and the next due date. The report is helpful to identify overdue enrolments in recertification workflows where the onus is on the participant to enrol for a course from the mandatory course template.
Target Audience	HR, checking the personal syllabus or pre-booked for persons they are administering
Analysed Data	All users the current user has ACLs on
Report Type	On-screen report

4.2.16 Report on Badges

Name	**Report on badges**
Internal ID	232
Description	Information about badges that users have earned and when. Participant and badge filter options allow restricting data to return desired results.
Target Audience	HR, Supervisor
Analysed Data	Badges, User information
Report Type	On-screen report

4.2.17 SOLR Course Learning History

Name	**SOLR course learning history**
Internal ID	1004
Description	Displays full learning history of participants on courses where each status change per component is recorded on separate rows. This level of detail provides a granular view of participant progress and various filter options ensure returned data can be restricted to desired results, E.g., per course, participant/s, and components. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.

Target Audience	Administration / Management
Analysed Data	Learning history of course/person
Report Type	On-screen report

4.2.18 SOLR Course Progress (Administrator)

Name	**SOLR course progress (administrator)**
Internal ID	1003
Description	This is a popular report that returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. The 'Administrator' version of the report returns results based on clearance to users. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Course-Administrators: Course registration information of all courses the admin has ACL for and/or the courses he is set as administrator.
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.19 SOLR Course Progress (Human Resources)

Name	**SOLR course progress (human resources)**
Internal ID	1002
Description	This report returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. The 'HR' version of the report returns results based on the user generating being in a group with a 'HR ‘function. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Human Resources members, which are responsible for persons, and which have the ACL on these persons.
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.20 SOLR Course Progress (Learner)

Name	**SOLR course progress (learner)**
Internal ID	1001
Description	This report returns the current enrolment statuses for courses of the user who is generating the report. Filtering enables reducing results by specific courses, enrolment statuses, and enrolment date

	periods. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Learners (All people having enrolled to courses)
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.21 SOLR Course Progress (Supervisor)

Name	**SOLR course progress (supervisor)**
Internal ID	1000
Description	This is a popular report that returns the current enrolment state of participants for courses. Filtering enables reducing results by specific courses, groups, participants, enrolment statuses, and enrolment date periods. Results are returned based for users based on either the supervisor email link or being a BU group supervisor. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Supervisors
Analysed Data	Course, user information, booking information
Report Type	On-screen report

4.2.22 SOLR Test Questions Per User

Name	**SOLR test questions per user**
Internal ID	233
Description	A comprehensive report that is used to show very detailed information on test results for tests delivered via courses. The displayed information includes full details including results and answers with individual rows per test question, per course, per participant. Due to heavy data loads it is recommended to use the SOLR version or select filter criteria to reduce data for specific courses, tests, test questions and participants. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Administration
Analysed Data	User information, test questions
Report Type	On-screen report

4.2.23 Test Questions Per User

Name	**Test questions per user**

Internal ID	158
Description	A comprehensive report that is used to show very detailed information on test results for tests delivered via courses. The displayed information includes full details including results and answers with individual rows per test question, per course, per participant. Due to heavy data loads it is recommended to use the SOLR version or select filter criteria to reduce data for specific courses, tests, test questions and participants.
Target Audience	Administration
Analysed Data	List of contents with the relevant translation status
Report Type	On-screen report

4.2.24 Test Results (Learner)

Name	**Test results (learner)**
Internal ID	119
Description	This report returns all overview results of tests delivered through courses that the user who is generating the report has completed.
Target Audience	Learner
Analysed Data	Course, user and test registration and result information of all tests the user has ever started and submitted.
Report Type	On-screen report

4.2.25 Test Results (Supervisor)

Name	**Test results (supervisor)**
Internal ID	117
Description	This report returns all overview results of tests delivered through courses for users that the user who is generating the report is responsible for. Results are returned based for users based on either the supervisor email link or being a BU group supervisor.
Target Audience	Supervisor
Analysed Data	Course, user, test registration and result information
Report Type	On-screen report

4.2.26 Tests: Course Related

Name	**Tests: course related**
Internal ID	3
Description	To determine how successful participants of a given course were at tests and questions, select the "Courses" section, then select a course. Results for tests may be calculated in aggregate form. Results are shown for each version of the test included in a version of

	the course. The same applies to questions assigned to courses via tests.
Target Audience	Learner
Analysed Data	Course, test results from course taken
Report Type	Wizard report

4.2.27 Tests: Participant Related

Name	**Tests: participant related**
Internal ID	4
Description	Reports created in this section focus on the performance of individual learners in selected test elements. Results may be filtered by courses taken by learners, by the tests included in those courses, and by individual questions. If elements were processed multiple times in multiple versions, results will be aggregated for each version.
Target Audience	Learner
Analysed Data	Course, user and test result
Report Type	Wizard report

4.2.28 Tests: Question Related

Name	**Tests: question related**
Internal ID	1
Description	To determine the results on multiple levels of aggregation, multiple reports may be created for a given question. With the help of a wizard, overall results, results in a given test, overall results achieved by users of a given course template, and average results achieved by participants of a given course may be determined.
Target Audience	Administration
Analysed Data	Course, user and test result
Report Type	Wizard report

4.2.29 Tests: Test Details

Name	**Tests: test details**
Internal ID	18
Description	The reports created in this section focus on the results of selected tests. The results can be filtered by time, course templates and courses. The results are displayed individually for each test version. If a test version is assigned to several course template versions, their results are aggregated.
Target Audience	Administration

Analysed Data	Test result
Report Type	Wizard report

4.2.30 Tests: Test Related

Name	**Tests: test related**
Internal ID	2
Description	Reports created in this section focus on the results of selected tests. Results may be filtered by course templates and courses. Results will be displayed individually for each test version. If a test version was assigned to multiple course-template versions, their results will be aggregated.
Target Audience	Administration
Analysed Data	Course, test result
Report Type	Wizard report

4.2.31 Tests: Test User Related

Name	**Tests: test user related**
Internal ID	5
Description	Reports created in this section focus on the results of individual tests. The results of selected tests may be displayed for individual learners. Results may be filtered by course templates and by courses in which the test was used. Results will be displayed individually for each test version. If a test version was assigned to multiple course-template versions, their results will be aggregated.
Target Audience	Learner
Analysed Data	User and test result
Report Type	Wizard report

4.2.32 Tests: User Course Related

Name	**Tests: user course related**
Internal ID	6
Description	Reports created in this section focus on the performance of individual learners in tests used in individual courses based on a given template. Results may be filtered by tests and test questions.
Target Audience	Learner
Analysed Data	Course, user, test result
Report Type	Wizard report

4.3 Compliance

Reports contained in the Compliance category are typically related to Compliance trainings or requirements such as mandatory courses, certifications and skill achievements.

4.3.1 Audit Report

Internal ID	149
Description	Displays a detailed list of participant progress for courses down to a module/component level that indicated current status and start/end dates. Filtering by participants, groups, courses, and enrolment dates enables restricting data to return desired results.
Target Audience	Administration
Analysed Data	The report provides an overview of which courses and which corresponding modules were assigned to the employee and the status of those elements.
Report Type	On-screen report

4.3.2 Audit Trail

Name	**Audit trail**
Internal ID	216
Description	A comprehensive report that is used to track changes or updates with system components and general settings which are relevant for the audit.
Target Audience	Admins who need to show the changes of the system while an audit
Analysed Data	All objects which are marked as audit relevant. No ACLs are checked.
Report Type	On-screen report

4.3.3 Certification Courses (administrator)

Name	**Certification courses (administrator)**
Internal ID	221
Description	The report shows all courses that contribute points or hours towards a certification. The 'Administrator' version of the report returns results based on clearance to users.
Target Audience	Administrator
Analysed Data	Course, user information, certifications
Report Type	On-screen report

4.3.4 Certification Courses (HR)

Name	Certification courses (HR)
Internal ID	219
Description	The report shows all courses that contribute points or hours towards a certification. The 'HR' version of the report returns results based on the user generating being in a group with a 'HR „function.
Target Audience	HR
Analysed Data	Certification, course
Report Type	On-screen report

4.3.5 Certification Courses (Supervisor)

Name	Certification courses (Supervisor)
Internal ID	217
Description	The report shows all courses that contribute points or hours towards a certification. The 'Supervisor' version of the report returns results based on the user generating the report being a direct line manager of users based on email relationship or a BU group supervisor.
Target Audience	Supervisor
Analysed Data	Course, user information, certifications
Report Type	On-screen report

4.3.6 Certification media (Administrator)

Name	Certification media (Administrator)
Internal ID	238
Description	The report shows all media items that contribute points or hours towards a certification. The 'Administrator' version of the report returns results based on clearance to users.
Target Audience	Administrator
Analysed Data	Media, user information, certification
Report Type	On-screen report

4.3.7 Certification media (HR)

Name	Certification media (HR)
Internal ID	236
Description	The report shows all media items that contribute points or hours towards a certification. The 'HR' version of the report returns results based on the user generating being in a group with a 'HR' function.
Target Audience	HR

Analysed Data	Media, user information, certification
Report Type	On-screen report

4.3.8 Certification media (Supervisor)

Name	**Certification media (supervisor)**
Internal ID	237
Description	The report shows all media items that contribute points or hours towards a certification. The 'Supervisor' version of the report returns results based on the user generating the report being a direct line manager of users based on email relationship or a BU group supervisor.
Target Audience	Supervisor
Analysed Data	Media, user information, certification
Report Type	On-screen report

4.3.9 Certification Set Status (Administrator)

Name	**Certification set status (administrator)**
Internal ID	243
Description	Provides an overview of the certification set status per certification period, including achieved points/hours per sub-certification, for all users that have assigned certifications. Results are returned based on clearances.
Target Audience	Administrator
Analysed Data	User information, certifications
Report Type	On-screen report

4.3.10 Certification Set Status (HR)

Name	**Certification set status (HR)**
Internal ID	241
Description	Provides an overview of the certification set status per certification period, including achieved points/hours per sub-certification, for all users that have assigned certifications. Results are returned based on the user generating the report being in a group with the 'HR' function enabled.
Target Audience	HR
Analysed Data	User information, certifications
Report Type	On-screen report

4.3.11 Certification Set Status (Supervisor)

Name	Certification set status (supervisor)
Internal ID	242
Description	Provides an overview of the certification set status per certification period, including achieved points/hours per sub-certification, for all reporting users that have assigned certifications. Results are returned based for users based on either the supervisor email link or being a BU group supervisor.
Target Audience	Supervisor
Analysed Data	User information, certifications
Report Type	On-screen report

4.3.12 Certification Status (Administrator)

Name	Certification status (administrator)
Internal ID	222
Description	Provides an overview of the certification status per certification period, including achieved points/hours, for all users that have assigned certifications. Results are returned based on clearances.
Target Audience	Administrator
Analysed Data	Course, user information, certifications
Report Type	On-screen report

4.3.13 Certification Status (HR)

Name	Certification status (HR)
Internal ID	220
Description	Provides an overview of the certification status per certification period, including achieved points/hours, for all users that have assigned certifications. Results are returned based on the user generating the report being in a group with the 'HR' function enabled.
Target Audience	HR
Analysed Data	Course, user information, certifications
Report Type	On-screen report

4.3.14 Certification Status (Superior

Name	Certification status (Supervisor)
Internal ID	218
Description	Provides an overview of the certification status per certification period, including achieved points/hours, for all reporting users that have assigned certifications. Results are returned based for users

	based on either the supervisor email link or being a BU group supervisor.
Target Audience	Supervisor
Analysed Data	Course, user information, certifications
Report Type	On-screen report

4.3.15 Due Date Consideration (Supervisor)

Name	**Due date consideration (supervisor)**
Internal ID	124
Description	A key report used in training compliance where supervisors are responsible for ensuring their staff are completing mandatory training courses by a due date. The reports clearly indicate where a supervisor's staff members are at in terms of due dates with filtering enabling quick identification of those already encroached or those about to.
Target Audience	Supervisor
Analysed Data	Skill and user
Report Type	On-screen report

4.3.16 Overall Compliance Status (Administrator)

Name	**Overall compliance status (administrator)**
Internal ID	159
Description	Displays information on the overall compliance status (compliant, in progress, overdue, not compliant) of the learners. Only the data where the user has the registration status BOOKED, STARTED, FINISHED, PASSED or FAILED and the planning status of the course is not CANCELD or CLOSED, are considered. The following aggregation rules are used: – Compliant: A user who passed all courses where he is or was registered to. He is also compliant when a course was passed in overdue. Position 1, use green color for the chart pie. The user has only status FINISHED (ID 10) and PASSED (ID 11). – In Progress: A user who has no failed compliance training, he can only have passed and in progress courses and there is no overdue course. Position 2, use yellow color for the chart pie. The user has can have status FINISHED (ID 10), PASSED (ID 11), but has at least one course with registration status BOOKED (ID 8) or STARTED (ID 9) which is not overdue. – Overdue: User has at least one not finished compliance training which is overdue. He has no failed training. Position 3, use orange color for the chart pie. The user has can have status FINISHED (ID 10), PASSED (ID 11), but has at least one course with registration status BOOKED (ID 8) or STARTED (ID 9) which is overdue. – Not Compliant: A user who has failed at least one compliance training. Position 4, use red color for the chart pie. The user has at least one course with registration status FAILED (ID 12).

Target Audience	Course-administrators (compliance officers in ILP): Course registration information of all courses the admin has ACL for.
Analysed Data	Course, user information, booking information, due date
Report Type	On-screen report

4.3.17 Personal Syllabus and Pre-Booking

Name	**Personal syllabus and pre-booking**
Internal ID	212
Description	Returns information on user progress towards course completions where initial enrolment was to a course template. This would normally be via an automatic recertification enrolment workflow on course templates. Details visible are the initial course template enrolment status (pre-booked or Personal syllabus), the latest status the user has with a course derived from the course template, the latest completion date, and the next due date. The report is helpful to identify overdue enrolments in recertification workflows where the onus is on the participant to enrol for a course from the mandatory course template.
Target Audience	Line managers, checking personal syllabus or pre-booked of their employees
Analysed Data	All users the current user has a line manager relationship
Report Type	On-screen report

4.3.18 Skill (Administrator)

Name	**Skill (administration)**
Internal ID	167
Description	This report provides a list of users and assigned skills. Skills are issued with the achieved value and information about the expiration of the skill. For organisations with competency driven training frameworks this report is used to quickly identify the users with mandatory skills in the job profiles that have lapsed and where training or assessment is required.
Target Audience	Administrator
Analysed Data	Skill and user
Report Type	On-screen report

4.3.19 Skill (Supervisor)

Name	**Skill (Supervisor)**
Internal ID	121
Description	This report provides a list of users and their status for assigned skills. Skills are issued with the achieved value and information about the expiration of the skill. For organisations with competency

	driven training frameworks this report is used to quickly identify the users with mandatory skills in the job profiles that have lapsed and where training or assessment is required. Results return users who the logged in supervisor is responsible for based on a direct supervisor email relationship or being a BU group supervisor.
Target Audience	Supervisor
Analysed Data	Skill and user
Report Type	On-screen report

4.3.20 User Compliance Status (Administrator)

Name	**User compliance status administrator**
Internal ID	160
Description	Returns detailed statuses for users against all their course enrolments via automatic enrolment workflows that contain due dates. A 'Compliant' status indicates the users has successfully completed all their mandatory training courses. If there are any overdue courses, then an 'Overdue' status will be displayed. Where there are mandatory courses that are not yet completed a 'Pending status' will display. Should at least one mandatory training be failed then a 'Not compliant' status is returned. The report is intended to provide detailed summaries or select users or courses rather than overall compliance status.
Target Audience	Course-administrators (compliance officers in ILP): Course registration information of all courses the admin has ACL for.
Analysed Data	Course, user information, booking information, due date
Report Type	On-screen report

4.3.21 Job Profile Overview

Name	**Job profile overview**
Internal ID	168
Description	This report provides a list of users and assigned job profiles. Job profiles are issued with confirmation status and degree of fulfilment (in percentage) of the skills contained.
Target Audience	Administrator
Analysed Data	User and job profile
Report Type	On-screen report

4.4 Content

Consists of reports related to training content (media) accesses or completions rather than courses or learning paths.

4.4.1 Aggregated Monthly Course Attendance (Administrator)

Name	Aggregated monthly course attendance (administrator)
Internal ID	1005
Description	Report showing the aggregated monthly course attendance, so that for each course per month it can be seen how many participants had a new enrolment status for the course.
Target Audience	Administrator
Analysed Data	Course attendance (enrolled course)
Report Type	On-screen report

4.4.2 Au Status in Catalogues

Name	Au status in catalogues
Internal ID	135
Description	A list showing all accesses or completions of 'WBT (AICC)' media type components by participants directly via catalogues, E.g., the media item is directly assigned to the catalogue rather than in a course.
Target Audience	Administration
Analysed Data	AUs which are assigned to persons within catalogues
Report Type	On-screen report

4.4.3 Au Status in Courses

Name	Au status in courses
Internal ID	134
Description	A list showing all accesses or completions of 'WBT (AICC)' media type components by participants directly via courses, E.g., the media item is directly assigned to the course syllabus rather than in a catalogue.
Target Audience	Administration
Analysed Data	AUs which are assigned to persons within courses
Report Type	On-screen report

4.4.4 Detailed xAPI WBT Report (Administrator)

Name	Detailed xAPI WBT report (administrator)
Internal ID	240
Description	Report shows all activity statements recorded in the Learning Record Store (LRS) for 'WBT (xAPI/Tin Can)' media modules. This can include answers to inline test and survey questions contained within the modules.

Target Audience	Administrator
Analysed Data	User information, xAPI WBT status, highest score
Report Type	On-screen report

4.4.5 Extended WBT Report

Name	**Extended WBT report**
Internal ID	201
Description	The Extended WBT Report was developed to extract some additional information on top of the SCORM standard for modules produced via the imc authoring tool 'Content Studio'. Compared to the 'SCO status in courses' report there is more ways to get the data.
Target Audience	HR and administrators
Analysed Data	Course status, WBT progress, user data
Report Type	WBT report

4.4.6 Extended WBT Report (Tutor)

Name	**Extended WBT report (tutor)**
Internal ID	202
Description	The Extended WBT Report was developed to extract some additional information on top of the SCORM standard for modules produced via the imc authoring tool 'Content Studio'. Compared to the 'SCO status in courses' report there is more ways to get the data. The 'tutor' version of the report limits results to WBTs delivered in courses the user is listed as a tutor for.
Target Audience	Tutors and instructors
Analysed Data	Course status, WBT progress, user data
Report Type	WBT report

4.4.7 Media Request (Per User and Course)

Name	**Media request (per user and course)**
Internal ID	22435
Description	This report determines current media requests per user and course. In addition to AICC WBTs and individual AUs, it includes all media assigned to a given course. With the help of object IDs (see media administration), results may be filtered by individual media. With the help of login names, results may be filtered by user or course. Results are displayed in a spreadsheet, sorted by media access per user and per course.
Target Audience	Administrator
Analysed Data	Media, user and course

Report Type	Standard

4.4.8 Media Request (Per User Group and Calendar Week)

Name	**Media request (per user group and calendar week)**
Internal ID	22093
Description	This report determines the number of weekly requests for individual media. Results may be filtered by time frame, user group and media type.
Target Audience	Learner
Analysed Data	Media, user
Report Type	Standard

4.4.9 Media Request (Per User Group and Day)

Name	**Media request (per user group and day)**
Internal ID	22076
Description	This report determines the number of daily requests for individual media. Results may be filtered by time frame, user group and media type.
Target Audience	Learner
Analysed Data	Media, user
Report Type	Standard

4.4.10 Media Request in Catalogues (Per User)

Name	**Media request in catalogues (per user)**
Internal ID	22518
Description	This report determines current media requests in catalogues per user. In addition to AICC WBTs and individual AUs, it includes all media assigned to a given catalogue. With the help of object IDs (see media administration), results may be filtered by medium. With the help of login names, results may be filtered by user. Results are displayed in a spreadsheet, showing media requests per user and per catalogue.
Target Audience	Learner
Analysed Data	Media, user
Report Type	Standard

4.4.11 Participant Status and Progress in POWERTRAINER and Content Studio WBTs (irrespective of course)

Name	**Participant status and progress in POWERTRAINER and content studio WBTs (irrespective of course)**

Internal ID	30200
Description	This report provides a list of POWERTRAINER and Content Studio WBT users, along with their progress and status. Data from all WBTs is also considered if there is no assignment of the WBTs to a course.
Target Audience	Tutors, instructors
Analysed Data	Course status, WBT progress, user data
Report Type	Standard

4.4.12 Participant Status and Progress in POWERTRAINER and Content Studio WBTs (depending on course)

Name	**Participant status and progress in POWERTRAINER and content studio WBTs (depending on course)**
Internal ID	30100
Description	This report provides a list of participants of POWERTRAINER and Content Studio WBTs, along with their progress and status. Only WBT data which is learned within a course is considered.
Target Audience	Tutors, instructors
Analysed Data	Course status, WBT progress, user data
Report Type	Standard

4.4.13 SCO Status in Catalogues

Name	**SCO status in catalogues**
Internal ID	133
Description	Returns result statuses and details of participants who have accessed WBT SCORM modules directly via the catalogues.
Target Audience	Administration
Analysed Data	SCOs which are assigned to persons within catalogues
Report Type	On-screen report

4.4.14 SCO Status in Courses

Name	**SCO status in courses**
Internal ID	132
Description	Returns result statuses and details of participants who have accessed WBT SCORM modules via a course syllabus. Various filtering is possible to restrict to desired courses, SCORM modules, and participants.

Target Audience	Administration
Analysed Data	SCOs which are assigned to persons within courses
Report Type	On-screen report

4.4.15 SOLR SCO Status in Courses

Name	**SOLR SCO status in courses**
Internal ID	235
Description	Returns result statuses and details of participants who have accessed WBT SCORM modules via a course syllabus. Various filtering is possible to restrict to desired courses, SCORM modules, and participants. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Administration
Analysed Data	SCOs which are assigned to persons within courses
Report Type	On-screen report

4.4.16 xAPI WBT Report (Administrator)

Name	**xAPI WBT report (administrator)**
Internal ID	239
Description	Report shows overview of statuses in the Learning Record Store (LRS) for 'WBT (xAPI/Tin Can)' media modules. Unlike the detailed report this will not include detailed activity statements and is just for an overview of module progress.
Target Audience	Administrator
Analysed Data	WBT media modules
Report Type	On-screen report

4.5 Activities

Many reports here display details of general system activities such as accesses to system, components, and general contents.

4.5.1 Access to platform components

Name	**Access to platform components**
Internal ID	145

Description	Allows reporting on how many times navigation menus (components) have been accessed during a desired date range. The results can be further restricted by desired component types and accesses by users within selected groups.
Target Audience	Administration / Management
Analysed Data	Platform-component requests in a specific time
Report Type	On-screen report

4.5.2 Active User

Name	**Active user**
Internal ID	148
Description	Returns a list of all the users that have been active by logging into the LMS within a defined time and includes the number of logins.
Target Audience	Administration / Management
Analysed Data	Logins in each given timeframe
Report Type	On-screen report

4.5.3 Course Enrolment History

Name	**Course enrolment history**
Internal ID	127
Description	This report lists all enrolment statuses changes for participants for selected courses with details including dates and change triggers. Many filter possibilities enable restricting results based on course templates, individual participants, participants from select groups, enrolment dates and specific enrolment statuses.
Target Audience	Administration / Management
Analysed Data	Registration history of courses/users
Report Type	On-screen report

4.5.4 Course KPIs (Administrator)

Name	**Course KPIs (administrator)**
Internal ID	123
Description	Courses with participant capacity limits are shown in this report with results illustrating seat fulfilment.
Target Audience	Admin: to see the booking KPIs of selected courses at a glance
Analysed Data	Course, user information, booking information

Report Type	On-screen report

4.5.5 Course Learning History

Name	**Course learning history**
Internal ID	130
Description	Displays full learning history of participants on courses where each status change per component is recorded on separate rows. This level of detail provides a granular view of participant progress and various filter options ensure returned data can be restricted to desired results, E.g., per course, participant/s, and components.
Target Audience	Administration / Management
Analysed Data	Learning history of course/person
Report Type	On-screen report

4.5.6 Course- Template Enrolment History

Name	**Course-template enrolment history**
Internal ID	128
Description	This report lists all enrolment statuses changes for participants for selected course template with details including dates and change triggers. Many filter possibilities enable restricting results based on course templates, individual participants, participants from select groups, enrolment dates and specific enrolment statuses.
Target Audience	Administration / Management
Analysed Data	Registration history of course
Report Type	On-screen report

4.5.7 First Logins

Name	**First logins**
Internal ID	144
Description	The report shows how many users have logged into the LMS for the first time in a given period; thus, identifying how many new active users there really are.
Target Audience	Administration / Management
Analysed Data	First logins in a specific time
Report Type	On-screen report

4.5.8 First Logins by companies

Name	First logins by companies
Internal ID	142
Description	The report shows how many users from each company have logged into the LMS for the first time in a given time period that belong. This report is based on the standard personal attribute 'Company' selection list values being selected on user profiles.
Target Audience	Administration / Management
Analysed Data	Logins in a specific time per company
Report Type	On-screen report

4.5.9 Learning History of Learning Paths

Name	Learning history of learning path
Internal ID	131
Description	Displays a detailed list of participant progress for learning paths down to a course level that indicates the status of each course in the syllabus. Filtering by participants, groups, learning paths, and last update periods enables restricting data to return desired results.
Target Audience	Administration / Management
Analysed Data	Learning history of learning path
Report Type	On-screen report

4.5.10 Learning Path Enrolment History

Name	Learning path enrolment history
Internal ID	129
Description	This report lists all enrolment statuses changes of participants for selected learning paths with details including dates and change events. Many filter possibilities enable restricting results based on learning path, individual participants, participants from select groups, last update range and specific enrolment statuses.
Target Audience	Administration / Management
Analysed Data	Registration history of learning path
Report Type	On-screen report

4.5.11 Logins

Name	Logins
Internal ID	143
Description	Returns details on how many users have logged into the LMS within a specific date range with details aggregated per hour block. Each

	user will only be considered once in a day if they have logged in multiple times. Filtering enables identifying logins by users within select groups as well.
Target Audience	Administration / Management
Analysed Data	Logins in a specific time
Report Type	On-screen report

4.5.12 Number Of Active Users

Name	**Number of active users**
Internal ID	151
Description	Aggregates the number of active users who are users that have logged into the LMS in the defined time. Results are displayed in monthly blocks and filtering is possible by group.
Target Audience	Administration / Management
Analysed Data	Active users in a specific time
Report Type	On-screen report

4.5.13 User Assignments

Name	**User assignments**
Internal ID	146
Description	Displays user assignments with a row per selected user and columns indicating which clients, groups, and courses to which they are assigned. Filtering is possible by individual users, groups, and clients.
Target Audience	Administration
Analysed Data	Users and their assignments to groups, clients and courses
Report Type	On-screen report

4.5.14 User Status

Name	**User status**
Internal ID	152
Description	Aggregates the number of active users who are users that have an 'Active' authentication status in the LMS, and results are displayed by 'Company' which is a selection list user profile attribute. Filtering is possible based on 'Company' and 'Client'.
Target Audience	Administration / Management
Analysed Data	User / Client / Company
Report Type	On-screen report

4.6 Reaction

Contains reports mostly related to the Feedback module where reaction is around completion of surveys.

4.6.1 Corrections

Name	Corrections
Internal ID	150
Description	This report lists all corrections performed by assessors for submitted exercises created from the 'Exercise' media type. This is an ILS2013 feature that was deprecated in ILS14.
Target Audience	Administration / Management
Analysed Data	Exercises and their corrections
Report Type	On-screen report

4.6.2 Feedback Question: Course Template

Name	Feedback question: course template
Internal ID	23003
Description	The first criterion in the feedback-question selection wizard is course template. Subsequent criteria are time, tutor, course, feedback form and feedback question.
Target Audience	Administration / Management
Analysed Data	Feedback question, course
Report Type	Wizard report

4.6.3 Feedback Question: Question

Name	Feedback question: question
Internal ID	23004
Description	The wizard for selecting questions starts with the criterion "Question". Further steps are time, course template and course.
Target Audience	Administration / Management
Analysed Data	Feedback question, course
Report Type	Wizard report

4.6.4 Feedback Question: Time

Name	Feedback question: time
Internal ID	23007

Description	The first criterion in the feedback-question selection wizard is time. Subsequent criteria are time, course, feedback form and feedback question.
Target Audience	Administration / management
Analysed Data	Time, course, feedback question
Report Type	Wizard report

4.6.5 Feedback Question: Tutor

Name	**Feedback question: tutor**
Internal ID	23005
Description	The first criterion in the feedback-question selection wizard is tutor. Subsequent criteria are time, course, feedback form and feedback question.
Target Audience	Tutor
Analysed Data	Course, feedback question
Report Type	Wizard report

4.6.6 Feedback Questions

Name	**Feedback questions**
Internal ID	156
Description	Evaluates feedback forms submitted in courses, catalogues, or dashboards.
Target Audience	Administration
Analysed Data	Media requests in courses
Report Type	On-screen report

4.6.7 Feedback Submission

Name	**Feedback submission**
Internal ID	157
Description	Evaluates feedback forms submitted in courses, catalogues, or dashboards.
Target Audience	Administration
Analysed Data	Feedback
Report Type	On-screen report

4.6.8 Feedback: Course Template

Name	**Feedback: course template**

Internal ID	23000
Description	The first criterion in the feedback-form selection wizard is course template. Subsequent criteria are time, tutor, course, and feedback form.
Target Audience	Administration / Management
Analysed Data	Course, feedback form
C	Wizard report

4.6.9 Feedback: Feedback

Name	**Feedback: feedback**
Internal ID	23001
Description	The first criterion in the feedback-form selection wizard is feedback form. Subsequent criteria are time, course template and course.
Target Audience	Administration / Management
Analysed Data	Course, feedback form,
Report Type	Wizard report

4.6.10 Feedback: Time

Name	**Feedback: Time**
Internal ID	23006
Description	The first criterion in the feedback-form selection wizard is time. Subsequent criteria are course and feedback form.
Target Audience	Administration / Management
Analysed Data	Course, time, feedback form
Report Type	Wizard report

4.6.11 Evaluation Of Event Feedback

Name	**Evaluation of event feedback**
Internal ID	38000
Description	In ILS2013 it was possible to assign feedback forms to 'Event' media where people attending the event could leave feedback. This feature was deprecated in ILS14 as events are normally delivered within courses.
Target Audience	Administration / management
Analysed Data	Feedback form
Report Type	Standard

4.6.12 Feedback: Tutor

Name	Feedback: Tutor
Internal ID	23002
Description	The first criterion in the feedback-form selection wizard is tutor. Subsequent criteria are time, course, and feedback form.
Target Audience	Tutor
Analysed Data	Course, feedback form
Report Type	Wizard report

4.6.13 SOLR Feedback Questions

Name	SOLR feedback questions
Internal ID	234
Description	Evaluates feedback forms submitted in courses, catalogues, or dashboards. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Administration
Analysed Data	Feedback forms, courses/catalogues/dashboards
Report Type	On-screen report

4.7 Learning Path

The standard reports for Learning Paths including overviews and detailed breakdowns for both content driven and level-based are assigned here.

4.7.1 Learning Path Courses (Administrator)

Name	Learning path courses (administrator)
Internal ID	227
Description	A report which provides a list of courses per user per learning path and the status of the courses.
Target Audience	Administration
Analysed Data	Learning path courses, user information
Report Type	On-screen report

4.7.2 Learning Path Courses (Supervisor)

Name	Learning path courses (supervisor)
Internal ID	228

Description	A report which provides a list of courses per user per learning path and the status of the courses. All users are shown for which the user has supervisor relationship.
Target Audience	Supervisor
Analysed Data	Learning path courses, user information
Report Type	On-screen report

4.7.3 Learning Path Overview (Administrator)

Name	**Learning path overview (administrator)**
Internal ID	223
Description	This report provides the total number as well as the number of recertified employees per level-based learning path.
Target Audience	Administrators
Analysed Data	Learning path courses, user information
Report Type	On-screen report

4.7.4 Learning Path Overview (Supervisor)

Name	**Learning path overview (supervisor)**
Internal ID	224
Description	A report which provides the total number and the number of recertified employees per level per learning path.
Target Audience	Supervisor
Analysed Data	Learning path courses, user information
Report Type	On-screen report

4.7.5 Learning Path Status - Content Driven (Administrator)

Name	**Learning path status-content driven (administrator)**
Internal ID	230
Description	Provides a list of learning paths with learning path type "Content driven" per user together with the learning path status/date. All users are shown for which the reporter has clearance for.
Target Audience	Administrator
Analysed Data	Learning path status, user information
Report Type	On-screen report

4.7.6 Learning Path Status - Content Driven (Supervisor)

Name	**Learning path status-content driven (supervisor)**

Internal ID	229
Description	A report which provides a list of courses per user per content driven learning path and the status of the courses. All users are shown for which the user has supervisor relationship.
Target Audience	Supervisor
Analysed Data	Learning path status, user information
Report Type	On-screen report

4.7.7 Learning Path Status Report - Level Based (Administrator)

Name	**Learning path status report-level based (administrator)**
Internal ID	225
Description	Provides a list of learning paths with learning path type "Level based" per user together with the learning path status/date and recertification status/date. All users are shown for which the reporter has clearance for.
Target Audience	Administrator
Analysed Data	Learning path status, user information
Report Type	On-screen report

4.7.8 Learning Path Status Report - Level Based (Supervisor)

Name	**Learning path status report-level based (supervisor)**
Internal ID	226
Description	Provides a list of learning paths per user together with the learning path status and achievement date. All users are shown for which the user has supervisor relationship.
Target Audience	Supervisor
Analysed Data	Learning path status, user information
Report Type	On-screen report

4.7.9 SOLR Learning Path Courses (Administrator)

Name	**SOLR Learning path courses (administrator)**
Internal ID	1007
Description	A report which provides a list of courses per user per learning path and the status of the courses. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Administrator
Analysed Data	Learning path courses
Report Type	On-screen report

4.7.10 SOLR Learning Path Courses (Supervisor)

Name	SOLR Learning path courses (supervisor)
Internal ID	1006
Description	A report which provides a list of courses per user per learning path and the status of the courses. All users are shown for which the user has supervisor relationship. The SOLR version of the report extracts data from replicated database tables to reduce system load and therefore the data would be up to 24 hours old.
Target Audience	Supervisor
Analysed Data	Learning path courses
Report Type	On-screen report

5 Optional add-on reporting possibilities

For customers requiring more reporting capability than the standard reports, imc offers some additional add-on reporting solutions and services. For further detailed information on the following areas please speak with your imc sales representative or account manager.

5.1 Report builder

The imc Learning Suite has an inbuilt report builder function where own reports can be created directly with SQL statements or produced in an analytics tool then uploaded in RDL (report Definition Language) format. Utilising this function requires updating architecture with a real-time read-replica database and ordering a 4-day report writer training that largely focusses on the comprehensive database and creating reports, rather than educating on how to produce SQL statements which is a prerequisite. The read-replica database is required to allow external tools to tap into the data source and will additionally be used to run custom reports to protect the Productive database.

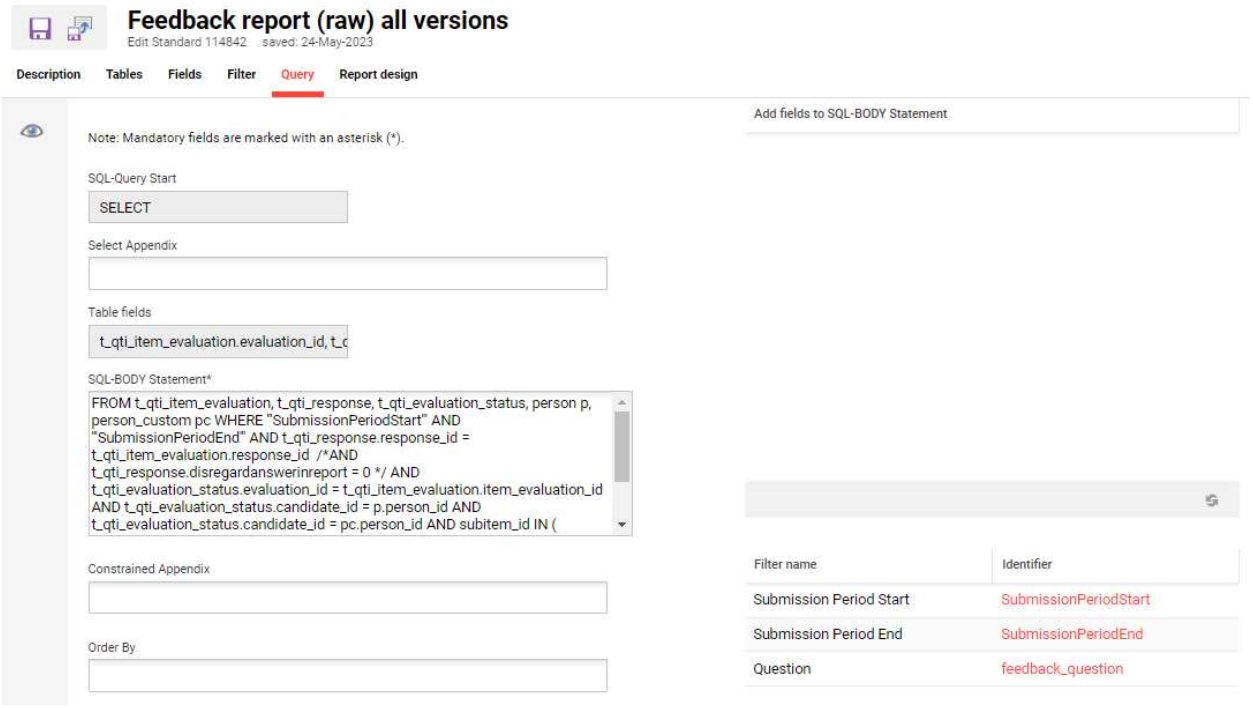

Fig. 5.1: Image of sample SQL statement in the inbuilt report builder function.

5.2 Power BI Learning Analytics integration

This is the latest and greatest reporting offering from imc and brings the power of Power BI dashboards into the imc Learning Suite with a range of immersive drill down dashboards. These standard dashboards provide a large variety of reports with a real focus on many KPI metrics compared with standard reports. This integration enables the ability to view trends in data over periods of time and determine many KPIs. Furthermore, the integration allows the creation and importing of own Power BI dashboards for customers that are either experienced in or already utilise Power BI.

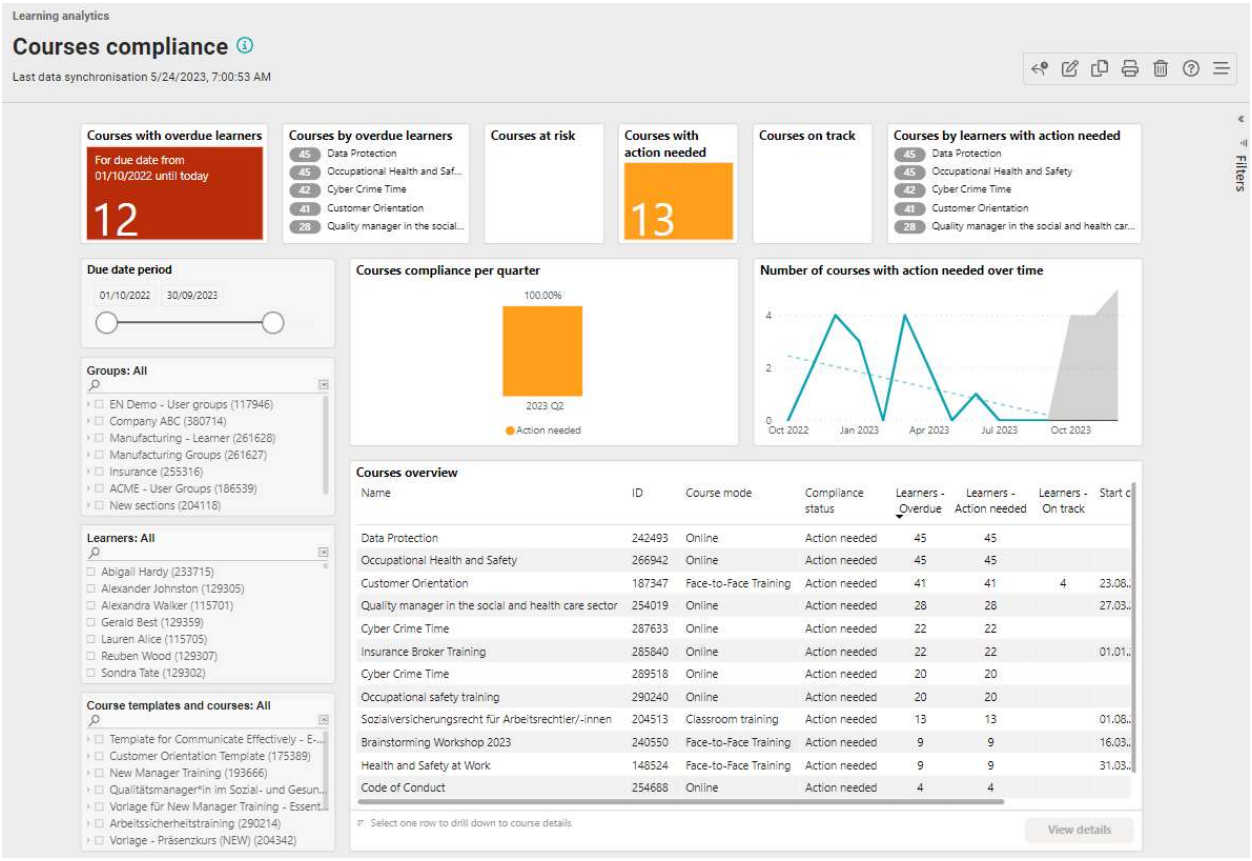

Fig. 5.2: Image of an integrated Power BI dashboard.

5.3 Custom reports as a service

Where there is a need for very specific reports that is not possible via the standard offering, the imc Technical Service team is able to offer custom development services to produce the reports in desired formats. This approach is ideal for customers without the technical ability to write own reports and normally would not require any architecture updates such as replica databases or additional licencing. Common custom reports may require specific processing or require automatic transfer via a batch file or API. Such requests can be raised with the imc Account Manager to request either a requirement analysis or a direct development estimation.

First Name or preferred name	Job Profile	BW Site	BW Service Area	BW start date	Termination Date	Course Date	Course Name	Course Duration	Location	Trainer	Competency attached yes or no	Competency Name	Date of competency	Competency Status if applicable
Grania		KIN	RAC	12/12/2010		10/01/2019	Working in Harmony				Yes			Passed
Wendy		OAT	DIS	1/07/2007		15/01/2017	Personhood				No			
Michelle		AHSN	BAH	23/04/2019		19/02/2019	Foodsafe				Yes			Overdue/NYC

Fig. 5.3: Image of sample of custom RDL report output with colour coding.

- End of Document -