



## Contents

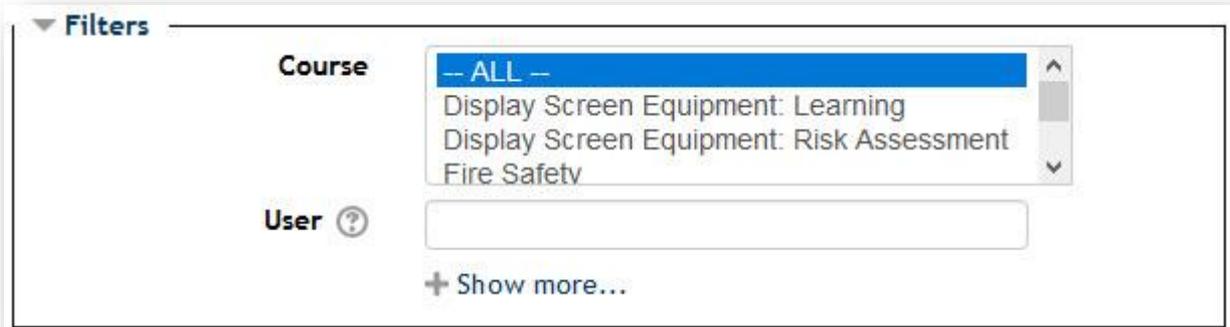
Contents.....	1
Introduction .....	1
Filtering Your Data.....	2
Exporting Data .....	2
Available Reports.....	3
Course Completion .....	3
Learning Results .....	4
Quiz Grades .....	5
Quiz Breakdown.....	6
Self-Assessment Overview .....	7
Self-Assessment Attempt.....	8
Self-Assessment Grid .....	9
Self-Assessment Comments.....	10
Self-Assessment Status .....	11

## Introduction

Your H&S e-Learning Platform includes a robust reporting engine that allows you to view and export data about your users' interaction with their training and self-assessments. This document will introduce you to the reporting available and show you how to best utilise it.

## Filtering Your Data

All reports can be filtered to show a specific subset of your data. You can find the filters at the top of each report. The filters will vary by report and according to the data you are keeping on your platform. By default, you will be able to filter by course and/or user. To access more filters, click the **'Show more'** link.



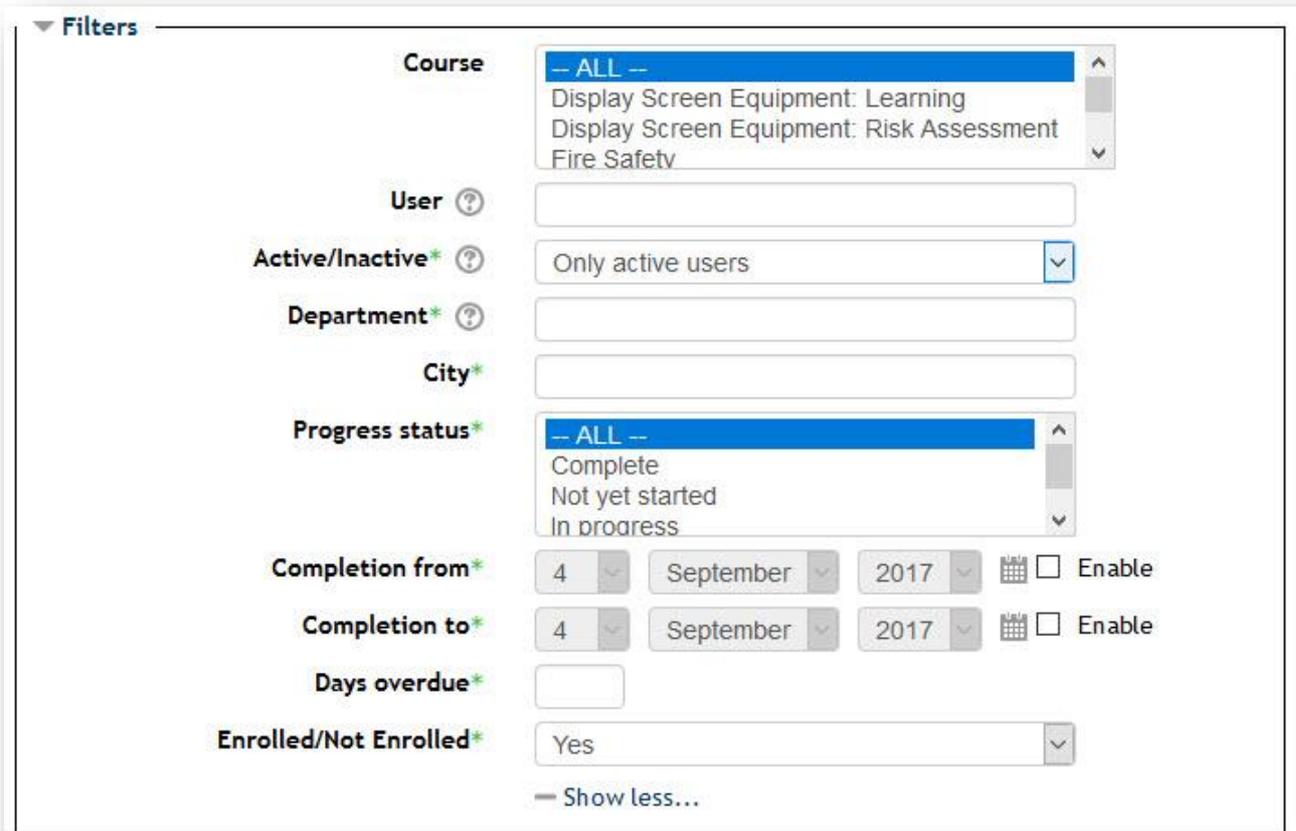
▼ Filters

Course

User

+ Show more...

Figure 1 – The filters (Course Completion report)



▼ Filters

Course

User

Active/Inactive\*

Department\*

City\*

Progress status\*

Completion from\*     Enable

Completion to\*     Enable

Days overdue\*

Enrolled/Not Enrolled\*

- Show less...

Figure 2 - The filters expanded (Course Completion report)

## Exporting Data

Each report can be exported to a spreadsheet file. There are two buttons beneath each report: **Submit** will display the report data on screen, **Export** will save the data to a spreadsheet file.

## Available Reports

The reports available on the platform are:

### Course Completion

#### (Administration > Reports > Course completion)

This report contains data on the completion status for all users on all courses. On each course, users can be in one of three current completion states and one archived completion state:

- **Not yet started:** None of the course steps have been completed
- **In progress:** At least one of the course steps have been completed but not all
- **Complete:** All the course steps have been completed
- **Archive:** A record of a previous completion prior to the current attempt

If a user has completed a course before their current attempt, their previous completion date will be stored as an archive value.

First name / Surname	Username	Course	Status	Completion date	Reset date
Oscar Wilde	admin1	Fire Safety	Not yet started		
Edgar Allen Poe	employee1	Fire Safety	Not yet started		
Sylvia Plath	manager1	Fire Safety	Not yet started		
George Orwell	employee2	Fire Safety	Complete	06/02/2017	06/02/2019
Jane Austen	employee3	Fire Safety	Complete	08/02/2017	08/02/2019
Mary Shelley	employee4	Fire Safety	Not yet started		
Leo Tolstoy	manager2	Fire Safety	Not yet started		
Edgar Allen Poe	employee1	Fire Safety	Archive	06/02/2017	

Figure 3 - The Course Completion report filtered to Fire Safety

The Course Completion Report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Course:** The course name
- **Status:** The user's completion status
- **Completion date:** If completed, the date of completion
- **Reset date:** If repeat training has been configured for that course, the date the training will be reset
- **Days overdue:** (included only when the report is exported) How many days since an incomplete user was added to the course

You can click on the text in the **Status** column to drill-down further. This will enable you to see when each activity in the course was completed and which are outstanding.

## Learning Results

### (Administration > Reports > Learning results)

This report allows you to view the scores achieved from the learning knowledge checks. The Learning Results Report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Course:** The course name
- **Learning package:** The name of the e-learning package
- **Started on:** The date the e-learning was begun by the user
- **Last accessed on:** The date the e-learning was last accessed by the user
- **Score:** The score achieved

If a user has never accessed the learning they will not appear in this report.

**Understanding the score:** The score reported is the result of the latest attempt on the knowledge check. The pass mark for each course is 80/100 so a score of 80 or above will mark the course as complete. A score of 0 usually indicates that the user has not begun the knowledge check activity yet.

First name / Surname	Username	Course	Learning package	Started on	Last accessed on	Score
George Orwell	employee2	Fire Safety	Fire Safety	06/02/2017	06/02/2017	85
Jane Austen	employee3	Fire Safety	Fire Safety	08/02/2017	08/02/2017	100

Figure 4 - The Learning Results report filtered to Fire Safety

## Quiz Grades

### (Administration > Reports > Quiz reports > Quiz grades)

The Quiz Grades report has been replaced with the Learning Results report for our latest courses. If you still have legacy courses on your platform this report will provide you with the marks achieved by your users on those courses. The Quiz Grades report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Course:** The course name
- **Quiz name:** The name of the quiz
- **Started on:** The date the quiz was begun by the user
- **Last accessed on:** The date the quiz was last accessed by the user
- **Marks & Grade:** The score achieved
- **Status:** Was the grade achieved on the current attempt or archived course attempt

**Understanding the grade:** The pass mark for the legacy courses is 7/10. A score of 7 or above will mark the quiz as compete.

First name / Surname	Username	Course	Quiz name	Started on	Last accessed on	Marks	Grade	Status
George Orwell	employee2	Display Screen Equipment: Risk Assessment	Quiz - Health and Safety Training for DSE Users	19/03/2015	19/03/2015	5.0/10.0	5.0/10.0	Current
George Orwell	employee2	Display Screen Equipment: Risk Assessment	Quiz - Health and Safety Training for DSE Users	19/03/2015	19/03/2015	10.0/10.0	10.0/10.0	Current
Oscar Wilde	admin1	Display Screen Equipment: Risk Assessment	Quiz - Health and Safety Training for DSE Users	17/08/2015	17/08/2015	9.0/10.0	9.0/10.0	Current

Figure 5 - The Quiz Grades report

## Quiz Breakdown

### (Administration > Reports > Quiz reports > Quiz breakdown)

The Quiz Breakdown report is relevant to legacy courses only. Data from our latest courses is not accessible from this report. This report contains the text of each question presented to a user, the available responses and the response chosen. A course must be selected from the drop-down list before data can be displayed. The Quiz Breakdown report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Attempt:** Each attempt a user makes on a quiz is numbered
- **Question:** The text of the question provided to the user and the answer options (separated by semicolons)
- **Answered:** The answer given by the user
- **Last accessed on:** The date the quiz was last accessed by the user
- **Status:** Was this data recorded on the current attempt or archived course attempt

First name / Surname	Username	Attempt	Question	Answered	Last accessed on	Status
George Orwell	employee2	1	When reading from your DSE, the correct distance from your eyes to the screen is between:: 25 - 30cm (10 - 12 inches).; 40 - 60cm (16 - 24 inches).; 90 - 100cm (35 - 40 inches).	40 - 60cm (16 - 24 inches).	19/03/2015	Current
George Orwell	employee2	1	When completing large amounts of screen-based tasks, which schedule is most likely to minimise fatigue?: Organising your work so that you spend 10 minutes on non screen-based activities after every 2 hours.; Organising all your intensive screen-based work into one session, without changing to non screen-based activities.; Organising your work so that you spend at least 5 minutes every hour on non screen-based activities.	Organising all your intensive screen-based work into one session, without changing to non screen-based activities.	19/03/2015	Current

Figure 6 - The Quiz Breakdown report

## Self-Assessment Overview

### (Administration > Reports > Self Assessment > Overview)

If you have a course on your platform that contains a self-assessment activity, this report provides details of each self-assessment question answered by the user and the status of any reported issues. The Self-Assessment: Overview report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Question:** The self-assessment question presented to the user
- **Status:** The status of the issue.
- **Submitted on:** The date the self-assessment was submitted

### Understanding the status:

There are three possible values for the status:

- **No issue** – There was no issue logged for this question
- **Unresolved** – A compliance issue has been logged and is not yet resolved
- **Resolved** – A compliance issue has been logged and resolved

First name / Surname	Username	Question	Status	Submitted on
Edgar Allen Poe	employee1	Is the height of your desk suitable for comfortable working?	No issue	24/04/2017
Edgar Allen Poe	employee1	Do you need to be supplied with a footrest?	No issue	24/04/2017
Edgar Allen Poe	employee1	Do you need to be supplied with a document holder?	Unresolved	24/04/2017
Edgar Allen Poe	employee1	Do you have sufficient leg-room under your desk for your comfort?	No issue	24/04/2017
Edgar Allen Poe	employee1	Is your desk surface large enough to allow you to position your equipment correctly for comfortable working?	No issue	24/04/2017
Edgar Allen Poe	employee1	Do you have any problems with glare or reflections on your screen which you are unable to resolve?	No issue	24/04/2017
Edgar Allen Poe	employee1	Can your screen be swivelled from side to side and tilted up and down?	No issue	24/04/2017
Edgar Allen Poe	employee1	Is your screen at a comfortable height?	No issue	24/04/2017
Edgar Allen Poe	employee1	Is the screen image stable and flicker free?	No issue	24/04/2017
Edgar Allen Poe	employee1	Can you adjust your screen's brightness for comfortable viewing?	No issue	24/04/2017
Edgar Allen Poe	employee1	Can you adjust the contrast of your screen to produce images that are clear and easy to view?	No issue	24/04/2017

Figure 7 - The Self-Assessment Overview report

## Self-Assessment Attempt

### (Administration > Reports > Self Assessment > Assessment attempt)

If you have a course on your platform that contains a self-assessment activity, this report lists all self-assessment attempts, how many issues were reported and how many have been resolved. The Self-Assessment: Assessment Attempt report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Assessment name:** The name of the submitted self-assessment
- **Started on:** The date the self-assessment was begun
- **Last accessed on:** The date the self-assessment was last updated by the user
- **Compliant:** Of the answers given, how many were complaint (did not raise issues)
- **Resolved:** Of the issues raised, how many have been resolved

First name / Surname	Username	Assessment name	Started on	Last accessed on	Compliant	Resolved
Oscar Wilde	admin1	DSE Self Assessment	16/04/2014	16/04/2014	36 of 36	0 of 0
Oscar Wilde	admin1	DSE Self Assessment	17/08/2015	17/08/2015	36 of 36	0 of 0
George Orwell	employee2	DSE Self Assessment	19/03/2015	19/03/2015	18 of 36	6 of 18
Edgar Allen Poe	employee1	DSE Self Assessment	15/04/2014	15/04/2014	12 of 36	24 of 24
Edgar Allen Poe	employee1	DSE Self Assessment	24/04/2017	24/04/2017	28 of 36	3 of 8
Mary Shelley	employee4	DSE Self Assessment	22/08/2014	22/08/2014	27 of 36	9 of 9
Mary Shelley	employee4	DSE Self Assessment	15/04/2015	15/04/2015	20 of 36	3 of 16
Jane Austen	employee3	DSE Self Assessment	16/04/2014	16/04/2014	36 of 36	0 of 0
Jane Austen	employee3	DSE Self Assessment	16/04/2014	16/04/2014	22 of 36	4 of 14
Jane Austen	employee3	Home Worker Risk Assessment	13/02/2017	13/02/2017	11 of 15	0 of 4
Leo Tolstoy	manager2	DSE Self Assessment	08/10/2014	08/10/2014	22 of 36	11 of 14

Figure 8 - The Self-Assessment Attempt report

## Self-Assessment Grid

### (Administration > Reports > Self Assessment > Grid)

If you have a course on your platform that contains a self-assessment activity, this report provides a list in downloadable spreadsheet format that contains details of all current outstanding issues.

- **Email:** The user's email address
- **First name:** The user's first name
- **Last name:** The user's last name
- **Department:** The user's department
- **City:** The user's location
- **Last attempt on:** The date the self-assessment was submitted
- **Total:** How many of the user's issues are unresolved
- **Questions:** Each question asked in the self-assessment. A value of '1' indicates an open issue, a value of '0' indicates a compliance or a resolved issue

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Email	First name	Last name	Department	City	Last attempt on	Total	What is the	If your chai	Is the back	Is the heigh	Do you need	
2	kerry.britsa	Oscar	Wilde	Human Res	Dublin	17/08/2015	0	0	0	0	0	0	
3	kerry.britsa	George	Orwell	IT	London	19/03/2015	12	0	0	0	1	1	
4	kerry.britsa	Edgar Allan	Poe	IT	London	24/04/2017	5	0	0	1	0	1	
5	kerry.britsa	Mary	Shelley	Finance	Edinburgh	15/04/2015	13	0	1	0	0	1	
6	kerry.britsa	Jane	Austen	Finance	Edinburgh	16/04/2014	10	0	0	0	1	0	
7	kerry.britsa	Leo	Tolstoy	Finance	Edinburgh	08/10/2014	3	0	0	0	0	0	

Figure 9 - The Self-Assessment Grid report

Self-Assessment Comments

**(Administration > Reports > Self Assessment > Comments)**

If you have a course on your platform that contains a self-assessment activity, this report lists all comments that have been made on any self-assessment issues reported by your employees. The Self-Assessment: Comments report provides the following information:

- **First name / Surname:** The name of the person who made the comment
- **Username:** The unique username of the person who made the comment
- **Course:** The course containing the risk-assessment
- **Assessment name:** The name of the submitted self-assessment
- **Resolved:** How many issues were reported and how many have been resolved
- **Comment:** The text of the comment
- **Time created:** The date the comment was made

First name / Surname	Username	Course	Assessment name	Resolved	Comment	Time created
Edgar Allen Poe	employee1	Display Screen Equipment: Risk Assessment	DSE Self Assessment	24 of 24	Replaced screen	15/04/2015
Edgar Allen Poe	employee1	Display Screen Equipment: Risk Assessment	DSE Self Assessment	24 of 24	My desk is very old.	15/04/2014
George Orwell	employee2	Display Screen Equipment: Risk Assessment	DSE Self Assessment	6 of 18	The window reflects on my screen. There are no blinds.	30/06/2015
George Orwell	employee2	Display Screen Equipment: Risk Assessment	DSE Self Assessment	6 of 18	I keep hitting my knees underneath the desk.	30/06/2015
George Orwell	employee2	Display Screen Equipment: Risk Assessment	DSE Self Assessment	6 of 18	Checked company policies regarding eye tests.	03/03/2016
Oscar Wilde	admin1	Display Screen Equipment: Risk Assessment	DSE Self Assessment	24 of 24	Supplied Ed with case	01/05/2014
Oscar Wilde	admin1	Display Screen Equipment: Risk Assessment	DSE Self Assessment	24 of 24	Suppled ed with case	01/05/2014
Oscar Wilde	admin1	Display Screen Equipment: Risk Assessment	DSE Self Assessment	4 of 14	Do you need a desk lamp?	09/05/2014

Figure 10 - The Self-Assessment Comments report

## Self-Assessment Status

### (Administration > Reports > Self Assessment > Assessment status)

If you have a course on your platform that contains a self-assessment activity, this report lists all users who are due to submit a self-assessment, if they have submitted their assessment and if they have any outstanding issues. The Self-Assessment: Assessment Status report provides the following information:

- **First name / Surname:** The user's name
- **Username:** The unique username provided to the user
- **Assessment name:** The name of the submitted self-assessment
- **Status:** The status of the self-assessment
- **Enrolled:** Whether the person still enrolled on the course

### Understanding the status:

There are two possible values for the status:

- Complete – The user has submitted their self-assessment and no issues were logged or remain outstanding
- Outstanding – The user has not submitted their self-assessment or outstanding issues remain

First name / Surname	Username	Assessment name	Status	Enrolled
Oscar Wilde	admin1	DSE Self Assessment	Complete	Yes
Oscar Wilde	admin1	DSE Self Assessment	Complete	Yes
George Orwell	employee2	DSE Self Assessment	Outstanding	Yes
Sylvia Plath	manager1	DSE Self Assessment	Outstanding	Yes
Edgar Allen Poe	employee1	DSE Self Assessment	Complete	Yes
Edgar Allen Poe	employee1	Home Worker Risk Assessment	Outstanding	Yes
Mary Shelley	employee4	DSE Self Assessment	Complete	Yes
Jane Austen	employee3	DSE Self Assessment	Complete	Yes
Jane Austen	employee3	Home Worker Risk Assessment	Outstanding	Yes
Leo Tolstoy	manager2	DSE Self Assessment	Outstanding	Yes

Figure 11 - The Self-Assessment Status report