

# Reports

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# Create reports on learning progress

In the system you can create reports which inform you about the learners' learning progress. Different reports with various levels of detail are available. As the reports are published as Excel files, results can be easily processed for internal reporting.

## Report types:

- **Course results:** The report "Course results" may display an unlimited number of courses and persons.
- **Course results with course contents:** The report "Course results with course contents" can only contain one course and it may display an unlimited number of persons. This report not only shows the actual course end-result, but also the results of all its course contents.
- **Detail report:** The "Detail report" can only contain one course and it may display an unlimited number of persons. The main goal of this report is to offer a deep insight into the learning progress information of a course. The detail report displays the given answers in an e-learning module, which allows you to analyse the results in case of a revision.
- **Survey report:** if the course contains also a survey.xml, then you may generate this report to see learners' responses to the feedback form.

## Where you can generate the reports:

- Assigned courses screen in the person profile
- Assigned persons screen in the course profile
- Course plans: Overview screen in the course planner

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Under macOS with the browser Safari a file "Unknown" is downloaded. This file must be renamed to "report.xlsx" in order to be then opened correctly. The download works properly for other browsers.

# CreateReport

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# Description of detail report


The detail report is only compatible with courses created with the authoring tools STAGE or TESTPOOL.

## How to read the detail report - Report structure

Compared to the other reports, the detail report – with its large amount of information – is complex but easy to read.

The detail report is always generated on the course content level. If a course consists of multiple course contents, each course content to be reported will be displayed in its own tab in the Excel file.

The beginning of the report lists some of the learners' master data.

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The following section displays a summary of the results of the entire course content (learning object).

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The summary is followed by a list containing every page of the course content (learning object). Thereby, each of the green sections represents a course content page and its corresponding response options.

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A course content (learning object) may consist of several chapters listed one after the other and of a terminal summary chapter (grey).

- **% Result:** Calculated from the "Result" and "MaxScore" columns
- **Not correct:** Pages which have not been successfully evaluated (determined by the learning object)
- **Correct:** Visited pages which have been successfully evaluated (determined by the learning object)

# Report interpretation

- **A:** Chapter ID in the learning object / learning module
- **B:** Item ID, i.e., page ID of a page of the learning object
- **C:** Instruction of a page
- **D:** Exercise type (here: Multiple Choice)
- **E:** The maximum score of a page defined in the learning object
- **F:** Listed answers (A-D). Letters with a star represent answers which in the learning object are marked "correct".
- **G:** Display of user entries (1 = clicked / selected)

## Interpretation of the result

If you see a 1 in the column of a marked letter (e.g. A\*), the learner has selected one of the correct answers.

On the picture on the left, the learner has correctly answered the question on the exercise page, as s/he clicked on the correct answers A\* and B\* and did not select the answers C and D which are marked "incorrect". Thus, s/he achieved a result of 4 points – the maximum score defined for this page.

# Detailed description

## User data present

Person							
Name	First name	User name	E-mail address	Employee ID	Status	Organizational unit	Jobdescription

## Learning object information

Time	Time Overall	Completed by Admin	Certificate	Completed	Created	Valid until	Best Result %	Last Result	Max Score	Last Result %	na	i	f	p	c
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Total time of LO (session Time)	Cumulative total time (created by TRC)	Has the course been manually completed?	has a certificate been issued? yes / no.	date at which the course was completed	date at which the certificate has been issued	date until which the certificate is valid	Best result of LO in % (SCORM)	Points (calculated from result by page)	Max Score of LO in points	Result of LO in % (SCORM)	not attempted	incomplete	failed	passed	completed
Sum															
Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum	Sum
Average	Average	Percentage	Percentage	Percentage	Percentage	Percentage	Percentage	Average	Average	Percentage	Percentage	Percentage	Percentage	Percentage	Percentage

## Page Information

Sum and average calculation: For this calculation only those participants of the report are considered who display learning progress information on the respective page of the learning object.

MaxScore		
Time	Result	Status
Processing time for this page	Result on this page (communicated by learning object)	cmi.objective.n.status Status of page: completed = 1 all others = 0 or empty A page is completed when the criteria on the page have been met. When an exercise page is left, it will only be set to complete once it has been evaluated.
Sums		
Sum	Sum	Sum
Average	Percentage	Percentage

## Special page types

Fill in (exercise)


MaxScore						
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Time	Result	Status	Exercise title			
Processing time for this page	Result on this page (communicated by learning object)	cmi.objective.n.status Status of page: completed = 1 all others = 0 or empty	The detail report does not distinguish between upper and lower case in the answers. This distinction is done in the learning object / learning module, but it is not communicated to the system. Thus, all involved fields are filled with 1			


# General survey report

With the introduction of the general survey report it is now possible to conduct regular quality assurance processes for your courses: the survey data of all courses linked to a specific survey are now available to administrators.

In the **Admin panel > Contents > Course contents**, search for the desired survey. In the **Used courses** screen you can generate and download the report over the **Overall report** button.

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In the report you will see all data of the completed survey over all the courses with which it is linked. Empty surveys will not be included in this report.

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