learning your way

informetica

Instructor

Revision 14-4

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1. Introduction

Informetica is a web-based Learning Content Management System designed to provide functionality that is easily accessible without needing to install software. The robust system allows users of any computer competence to easily perform the tasks needed.

Topics Covered in this Chapter

The Informetica LCMS was built with the end-user in mind, for user-friendliness and ease of access forefront in its architecture. First time users can easily navigate through self-registration, online training and personal account management.

Because the Informetica system can be used in a number of ways, generic terms or titles are used throughout this manual, such as "participant" rather than "student" or "products" rather than "courses".

This manual may reference features that do not apply to your Informetica system and features may be named differently due to customizations specific to your site. Additionally, some systems have customizations they may not be covered in this manual. Please keep in mind that Informetica itself is under constant development and some differences between the live application and this manual may occur.

1.1.1 Disclaimers

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1.1.2 Restrictions

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1.2 System and Browser Requirements

Informetica is accessible via any platform with internet access and requires a minimum of 56 Kbps connection speed. No third party programs are required to access Informetica. However, course content, such as flash files, may require 3rd party plugins to view. It is recommended that you view Informetica using a current web browser that has JavaScript enabled. Informetica always tests system upgrades and client content on the most current version of a web browser.

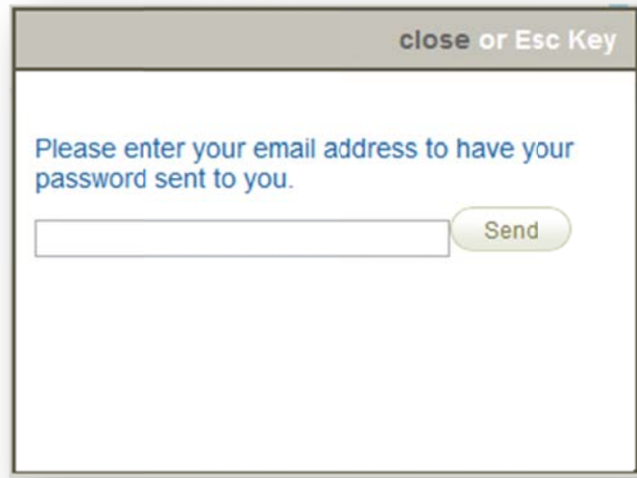
1.3 Supported File Formats

Informetica supports all standard web based media formats, as well Microsoft office suite file formats and Adobe PDF. Other supported formats include SCORM, AICCS and Engage packages. A detailed list of supported file formats is shown below. Your specific set up may have different options depending on your needs.

Images	bmp, gif, jpeg, .jpg, pcx, png, psd, tif, tiff
Documents	doc, docx, csv, htm, pdf, ppt, pptx, rtf, txt, wpd, xls, xlsx, xml, zip
Templates	htm, html
Audio/Video	avi, m1v, m4v, mid, midi, mov, mp3, mp4, mpeg, mpg ,sfw, wav, wmv

Login Page

Once reaching the Informetica website set up for your organization, users will be required to use a login and password to access the content. Informetica offers a single, secure login page. Entering your registered email address and the password you chose during registration will grant you access to the system.



Forgotten Password

If you have forgotten your password, click the "Forgot Your Password?" link on the login page to access the password retrieval form. Enter your assigned user name and click the Send button. Your password will be sent to the email address that is associated with your user account.

1.4 Selecting Items in Informetica

The tab on the right side of the Item Information Box has three different states: Selected, Not Selected, Hover. The examples below show the Organizations in Detailed View. List View selections are similar, however there is not tab; only the line entry will change colour.

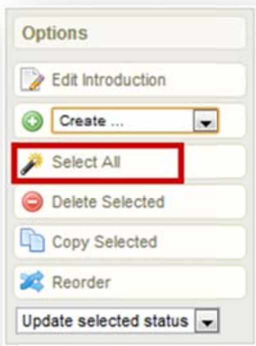
Selected – The tab on this organization is light blue with a checkmark. To deselect this organization click anywhere on the box. The tab will change to a light gold color to show that it isn't selected.

Not Selected – The tab on this organization is light gold showing that the item is not selected. To select this item, click anywhere on the box. The tab will change to a light blue color with a checkmark to show that it is selected.

Hover – When an organization is not selected it will change to a dark blue tab when you move the mouse over it that says "Select" with a checkmark. Click anywhere on the box to select this organization.

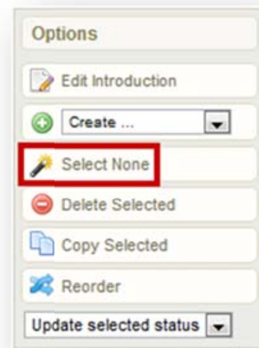
Select All Items

Click on Select All in the Options section of the sidebar. When all items are selected, the Select All option becomes Select None.



Deselect All Items

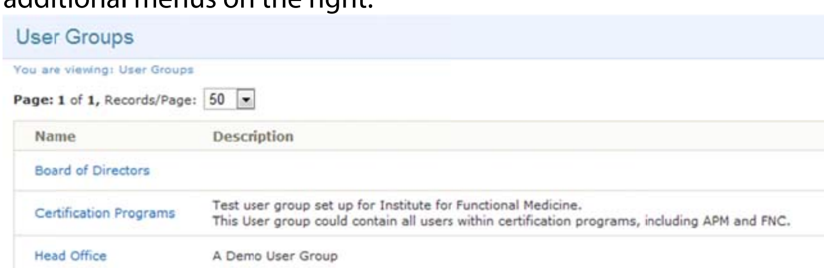
Click on Select All in the Options section of the sidebar. When all items are selected, the Select All option becomes Select None.



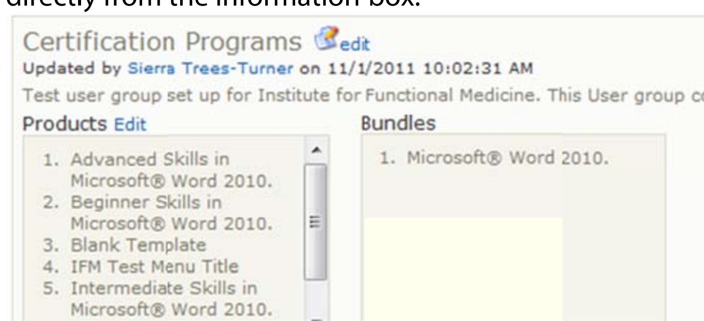
1.5 List and Detailed Views

There are two ways to view most lists in Informetica (such as user groups and products): List View or Detailed View. The instructions in this manual are usually shown using the detailed view.

List View displays your organizations in rows so you can view many at once. Edit details or delete options are generally available via additional menus on the right.

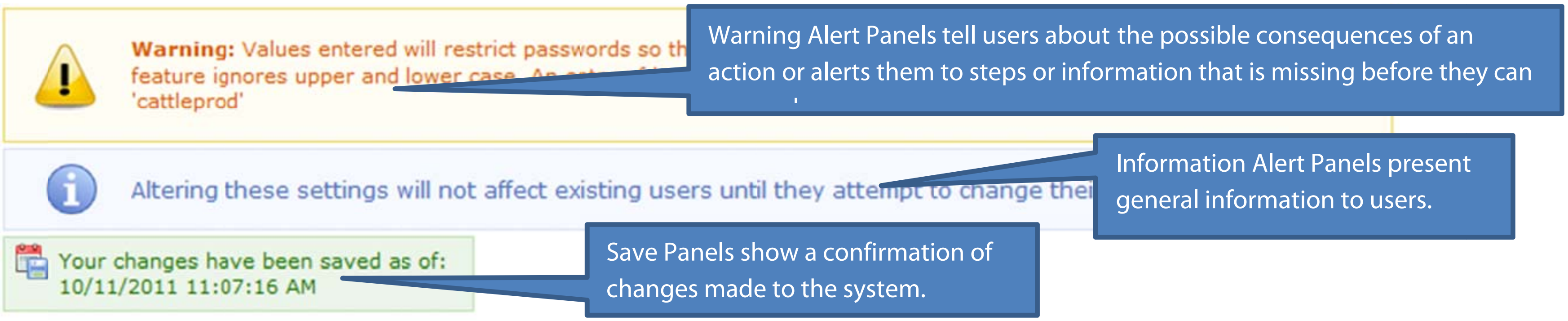


Detailed View displays more information about each item in the information box and generally gives the ability edit details or delete directly from the information box.



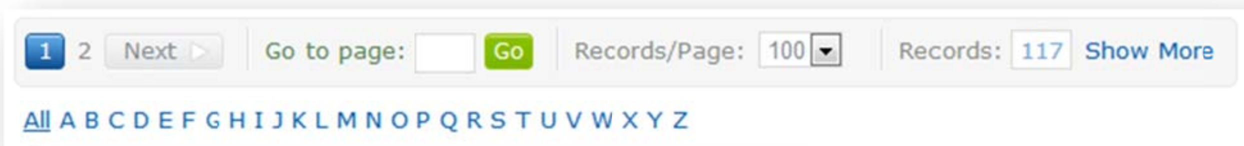
1.6 Alert Panels

Alert Panels are used throughout Informetica to convey a message or warning to users when using features within the LCMS.



1.7 Pagination

Page with long lists have pagination on the top and bottom of the page to help you navigate through the lists.



The page navigation bar lets you click a page number , go directly to a specificpage number and may reflect the number of records.

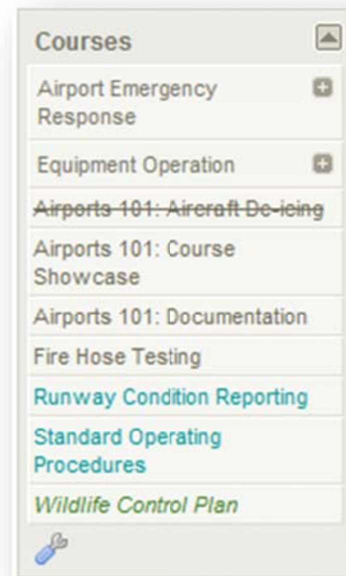
The alpha filter bar lets you click any letter to filter to see only the records that start with the letter selected. IN the case of lists with user names, this will be the user's last name.

1.8 What is an Organization?

An organization is a way of grouping user groups, products, access codes, and bundles together. Informetica must have at least one organization set up to manage users. The cornerstone of setting up Informetica's Learning Content Management System is the ability to create and manage multiple, distinct groups of users, and the ability for each organization or campus to have a fair measure of its own administrative abilities. To create this environment, a site manager has created at least one organization that corresponds to a broad based area, region or separate company/campus.

1.9 What is a Product?

Products house a collection of items (assets) and related media used to teach participants on a specific subject matter. Informetica allows clients to have five different product types at a time, each with their own unique capabilities. Note that products may be customized for your system and named differently than the default names listed in this manual. Here are some examples of product types our clients are using within Informetica: course, solution, eLearning, instructor led course, job listing, trials, project, eTraining, policy or procedure, documentation, professional development, how-to article, feature article, quiz. Products can be created by site managers, campus admins and publishers. The products menu on the left hand side of the home page lists all of the products your Instructor account is registered to. In this example the menu is called courses. Here is a legend to the Products Menu:



Products that have a strikethrough are not available to participants and are not seen when they log into Informetica. Changing a product's status to inactive will make it unavailable to participants as will changing the publishing date.

Products that show up in **teal** have completion rules assigned to them and are incomplete.

Products that show up in ***green italics*** have completion rules assigned to them and are complete.

Names with a plus symbol next to them indicate that they are bundled products. Press the plus symbol to open the list of individual products within the bundle.

1.10 What is an Asset?

Assets are the individual elements that make up your entire product, each with unique features. Assets can be created by site managers, campus admins and publishers. Note that assets may be customized for your system and named differently than the default names listed in this manual.

1.11 User Types

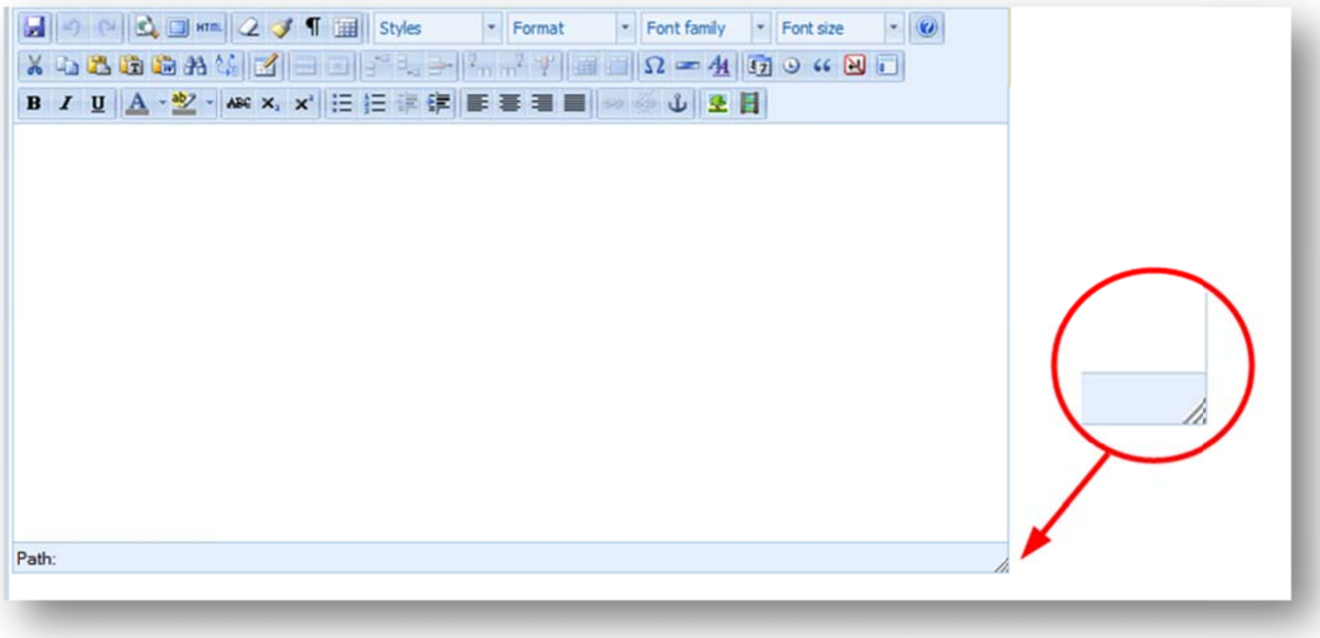
The Informetica system has a number of default user types to allow for accounts with varying levels of access and permissions. Some account types have configurations which may modify their respective permissions to meet your specific needs. Below is a short description of the major types.
Site Manager: the only user type to have access to the Informetica administration modules and support team. They have the tools to create and manage your entire online training environment;
Campus admin: has the same user access as publisher and instructor accounts coupled with additional administrative access rights of an organization manager, based on your needs;
Organization/Campus Manager: can access all the user groups that fall under their organization(s), create and manage users and user groups, upload mass groups of users via the Informetica import tool toward user creation and/or training registration and they can assign training to individual or multiple users;
User Group Manager: able to obtain records and reports on users within the groups that are under their supervision;
Publisher: is able to create learning materials within the system, such as courses, exams and modules. Publishers can also upload 3rd party courseware (SCORM/AICC) and upload a number of file formats such as PowerPoint presentations, PDFs, excel spreadsheets, word documents, flash presentations and a number of others. A publisher is able to access participant records and other reports, based on the user group(s) to which they belong;
Instructor: is able to facilitate a course and view all applicable students' records and reports but, unlike a publisher, a trainer does not have the 'rights' to modify any of the course assets. They are able to approve users for pending registrations, as well as grade their users;
Participant: the learner taking the course or training. The participant has no administrative abilities.

1.12 Informetica's Content Editor

Informetica's Content Editor utilizes a WYSIWYG (What You See is What You Get) editor to make it as easy as possible for non-technical managers and instructors to edit content. With our editor, you can format text, insert media files such as video and photos, add hyperlinks, paste existing content from Microsoft Word, insert tables, insert CSS, add templates and more using familiar tools that are found in most office productivity programs. If you prefer working in code view, simply click the Edit HTML Source button to open the source editor. See the end of this manual for a description of each of the publishing tools.

Resizing the Publishing Window

You can easily increase or decrease the height and width of the publishing window by clicking and dragging the bottom right corner of the window.



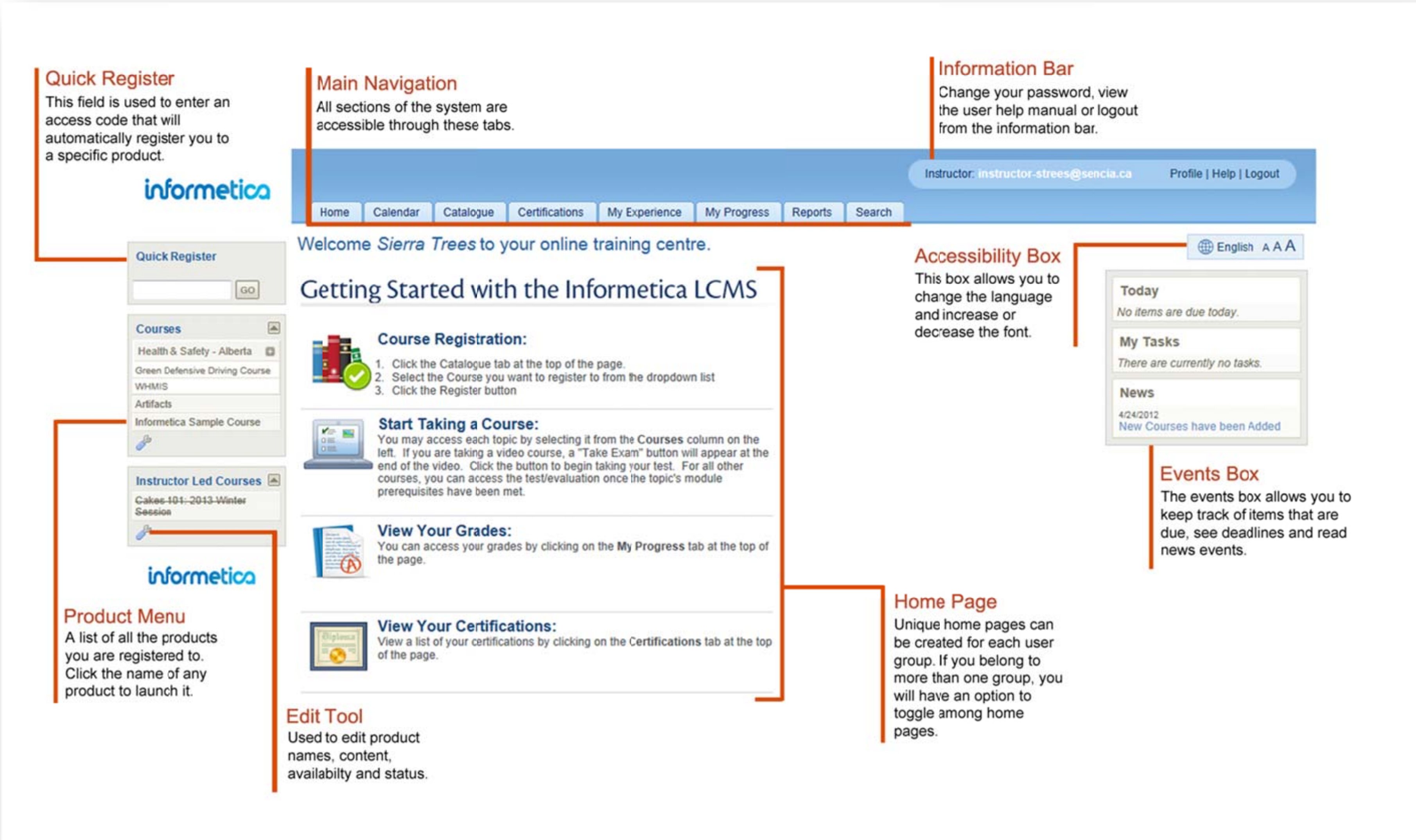
1.13 Spellchecker

A spellchecker  is available in all publishing windows. To use the spellchecker you must toggle the spellchecker button on, located at the top of any publishing window. If a word is spelled incorrectly, a squiggly red line will show up under the word. Click the word to bring up a list of suggestions for the correct spelling or to ignore the misspelling.

2. The Home Page

After logging into Informetica, you will see the home page where you can access your assigned courses, see the catalogue, change your password, logout, change the language you view the LCMS in and view events, news and tasks. Note that not all of the features listed here may be available on your system and your system may have configurations which may modify what the features mentioned below are named. If your organization has several user groups that use custom home pages, then you may have a selection of home pages that you can view. The content on this page is what all desktop users see, with the exception of the Instructor Tool and Reports tab. Much of the content on this page can be designed by a course creator. This could be a site manager, campus admin or publisher.

Topics Covered In This Chapter


Quick Register
This field is used to enter an access code that will automatically register you to a specific product.
Main Navigation
All sections of the system are accessible through these tabs.
Information Bar
Change your password, view the user help manual or logout from the information bar.
Instructor: instructor-strees@sencia.ca
Profile | Help | Logout
Home
Calendar
Catalogue
Certifications
My Experience
My Progress
Reports
Search
Quick Register
GO
Courses
Health & Safety - Alberta
Green Defensive Driving Course
WHMIS
Artifacts
Informetica Sample Course
Instructor Led Courses
Cakes 101: 2013 Winter Session
Welcome Sierra Trees to your online training centre.
Getting Started with the Informetica LCMS
Course Registration:
1. Click the Catalogue tab at the top of the page.
2. Select the Course you want to register to from the dropdown list
3. Click the Register button
Start Taking a Course:
You may access each topic by selecting it from the Courses column on the left. If you are taking a video course, a "Take Exam" button will appear at the end of the video. Click the button to begin taking your test. For all other courses, you can access the test/evaluation once the topic's module prerequisites have been met.
View Your Grades:
You can access your grades by clicking on the My Progress tab at the top of the page.
View Your Certifications:
View a list of your certifications by clicking on the Certifications tab at the top of the page.
Accessibility Box
This box allows you to change the language and increase or decrease the font.
English A A A
Today
No items are due today.
My Tasks
There are currently no tasks.
News
4/24/2012
New Courses have been Added
Events Box
The events box allows you to keep track of items that are due, see deadlines and read news events.
Product Menu
A list of all the products you are registered to. Click the name of any product to launch it.
Edit Tool
Used to edit product names, content, availabilty and status.
Home Page
Unique home pages can be created for each user group. If you belong to more than one group, you will have an option to toggle among home pages.

2.1 Main Navigation

All sections of the system are accessible through the Main Navigation tabs at the top. You have access to your own transcripts, and can work through products just as a participant user can. For more information in these areas, please see the Participant Manual.

Home: This tab will always return you to the home page.

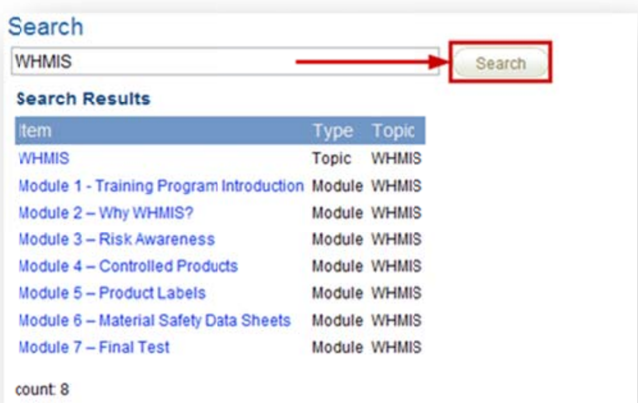
Calendar: This tab will take you to the calendar where you can view or add personal tasks.

Catalogue: If available, this tab contains a list of products that are available for participants.

Transcript or My Progress: Only one will be available. Transcript will show you passing and failing grades as well as incomplete attempts for every product (course) you are registered to. My Progress contains the same information as Transcript as well as certification information progress, if applicable.

Reports: Click this tab to run available preset reports.

Search: This tab allows you to enter simple search terms to look for something in the system. The returned results are also links that you can click to go directly to the item.



2.2 Information Bar

Displays your user login status and contains the following links:

Profile: Click this link to update your account information and password.

Help: Click this link to open a copy of this manual.

Logout: Click this link instead of simply closing the browser window to ensure that any changes you have made will be saved and that your session will be properly recorded.

2.3 Quick Register

If available, this field is used to enter an Access Code that can automatically register you to specific products (courses).

2.4 Product Menu

The product menu on the left is an interactive list that lets you launch any products that you are registered to. Simply click the name of any product to begin. You can hide or show this menu by clicking the triangle at the top of the menu. Here is a guide to some of the colours and symbols you may see on this menu:

~~Airports 101: Aircraft De-icing~~ Products that have a strikethrough are not available to participants and are not seen when they log into Informetica. They can be edited by publishers. Changing a product's status to inactive will make it unavailable to participants.

Runway Condition Reporting Products that show up in **teal** have completion rules assigned to them and that have not yet been finished.

Wildlife Control Plan Products that show up in ***green italics*** have completion rules assigned to them that have been finished. For example, there may be two exams in the product that must be passed for the product is considered complete.

Equipment Operation Items in the list with a plus symbol before the name are courses that are bundled together. Click the plus symbol to expand the list. Click it again to re-collapse the list.

!Airports 101 Items in the list with an exclamation before the name are courses that have been granted an extension.

2.5 Accessibility Box

This box allows you to change the language and the size of the font on the page.

English: Click English to change the language you view the page in if multiple languages are in use by your system.

aAA: Click AAA to change the font size you view the page in. Click the leftmost A to view in the smallest font and the right most A to view in the largest font.

2.6 Events Box

The events box allows you to keep track of items that are due, see deadlines and read news events. It is typically used as a way to send global messages to all users on the system and to allow participants (students) to keep track deadlines and tasks. Note that not all three items in the example of the events box may be in use on your system.

Today: This area shows any items that are due on the current day. This includes automated deadlines.

My Tasks: This area shows self-created tasks entered from the calendar tab.

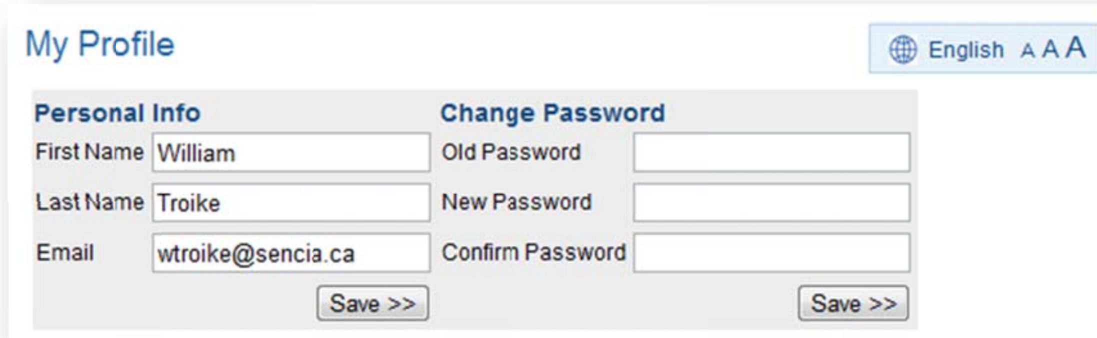
News: These news items are events set up by site managers.

2.7 Instructor Tool

The wrench icon is used throughout the system to give you access to instructor tools. This includes editing product names, availability, and status.

2.8 Change Password or Profile Information

You can access your user profile at any time by clicking on Profile next to your name in the Status Panel. Make changes to your Personal Info or Change Password and then click the Save button to keep the changes. This information can be viewed by site managers and instructors.

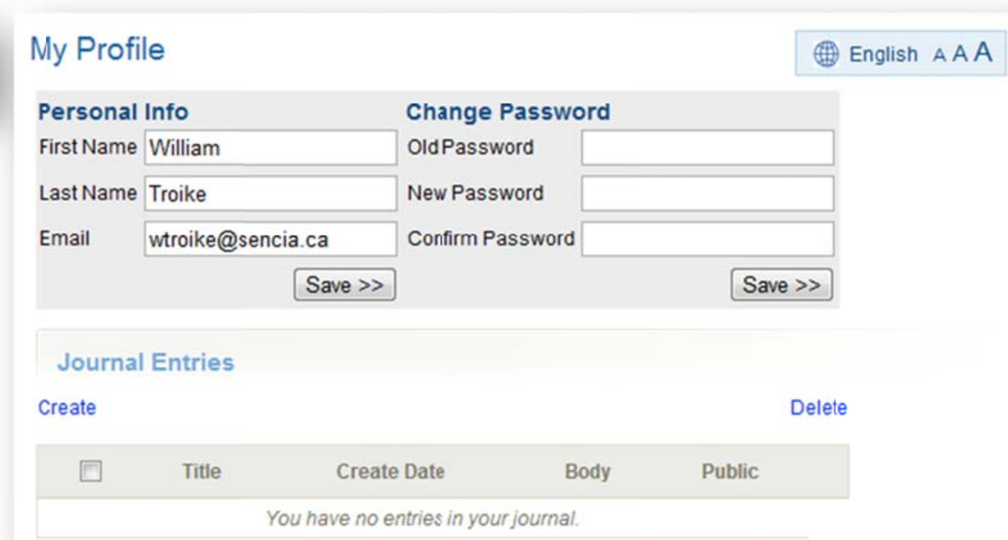


3. Profile and Journal Entries

Topics Covered in This Chapter

3.1 Profile

You can access your user profile at any time by clicking on Profile next to your name in the status panel. Make changes to your personal info or change your password and then click **Save**. This information can be viewed by site managers and instructors.



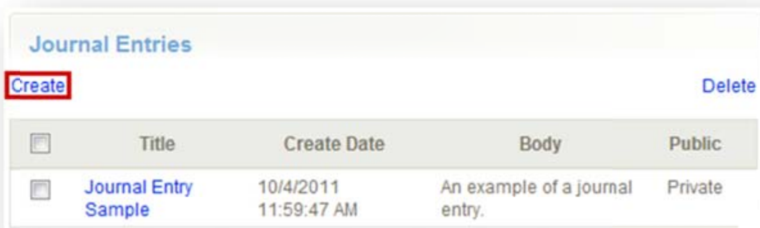
3.2 Journal Entries

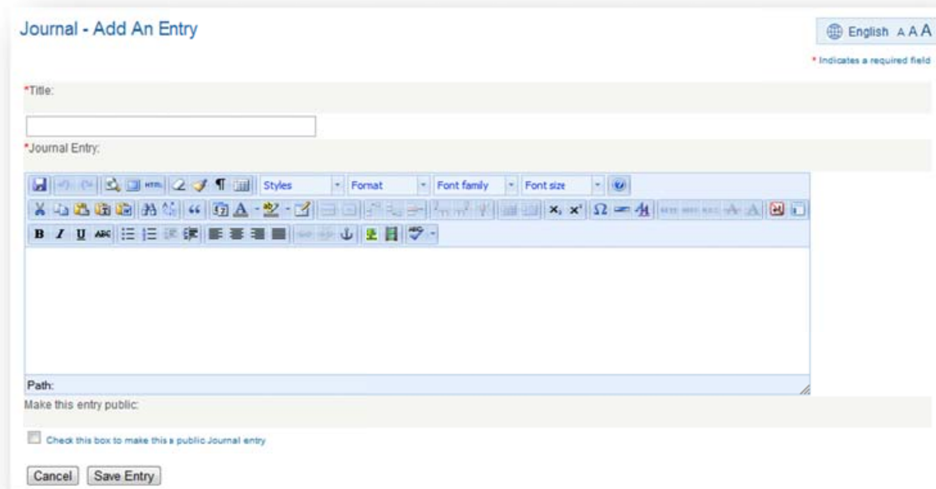
Your participant (student) account includes a journal which is accessed from your profile page. From the journal entries section, you can create, edit or delete journal entries. Journal entries can be set to Private so that they can only be viewed by you or they can be set to public which can be viewed by other students and instructors.

3.2.1 Create a Journal Entry

Journal Entries are created using the Informetica Publishing Window. Please see the next section for more information on using the Publishing Window.

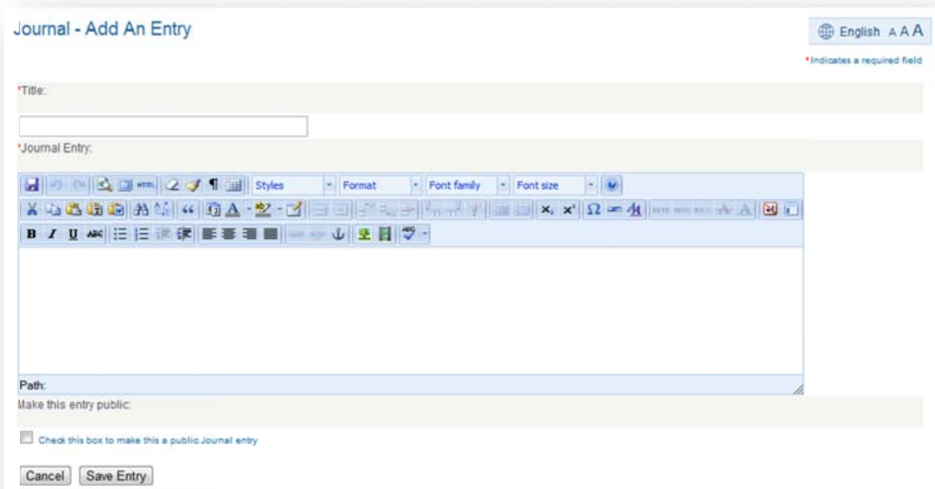
1. On your profile page, scroll down to the Journal Entries section and click Create to open the WYSIWYG editor
2. Enter a Title and text for your Journal Entry
3. Place check in checkbox if you would like to make your Journal Entry Public (leave checkbox blank to set it at Private)
4. Click Save Entry





3.2.2 Informetica's Publishing Window

Informetica's Publishing Window utilizes a WYSWYG editor to make it as easy as possible for non-technical users to edit content. A WYSIWYG (pronounced "wiz-ee-wig") editor allows you to see how things will be displayed while the document is being created instead of requiring knowledge of developer code. Informetica's WYSIWYG editor uses familiar tools found in most popular office programs. WYSIWYG is an acronym for "what you see is what you get". In the Publishing Window, you can format text, add hyperlinks, paste existing content from Microsoft Word and insert tables using familiar tools that are found in most office productivity programs. If you prefer working in code view, simply click the Edit HTML Source button to open the Source Editor. For a complete guide to all the editor tools, please see the Glossary of Publishing Window Tools at the end of the manual.



Spellchecker

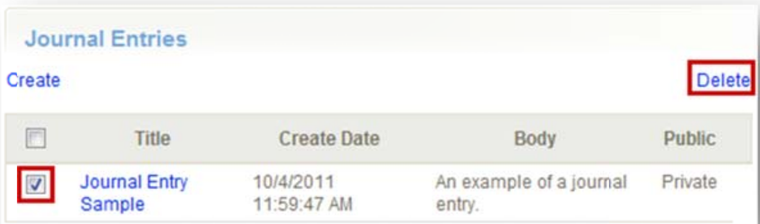
A spellchecker is available in the publishing window. To use the spellchecker you must toggle the spellchecker button on, located at the top of any publishing window. If a word is spelled incorrectly, a squiggly red line will show up under the word. Click the word to bring up a list of suggestions for the correct spelling or to ignore the misspelling.

3.2.3 Edit a Journal Entry

Simply click on the name of the Journal Entry to open it. Make your edits using the Informetica Publishing Window and click Save.

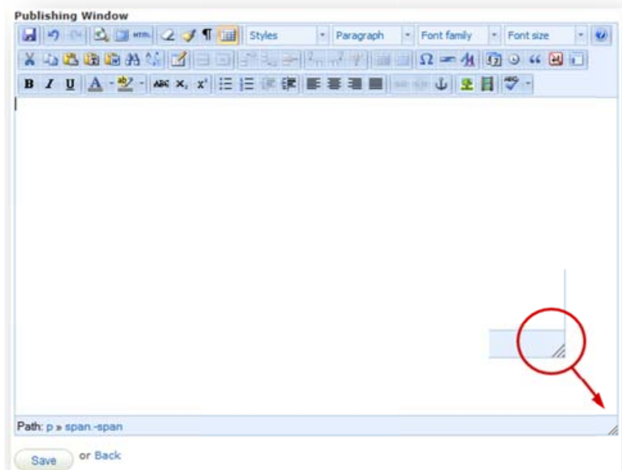
3.2.4 Delete a Journal Entry

Click the checkbox next to the Journal Entry you would like to permanently delete and select **Delete**.



3.2.5 Resizing the Publishing Window

You can easily increase or decrease the height and width of the Publishing Window by clicking and dragging the bottom right corner of the window.



4. Calendar, Tasks, News, and Forums

Topics Covered in This Chapter

4.1 Notification Legend

Several types of notifications can be displayed on a user's desktop calendar or in the News & Task box on their home page. Some events are created by managers, publishers, or instructors, some are personal tasks created by the user, and some are automatically added to the calendar based on the event type and date.

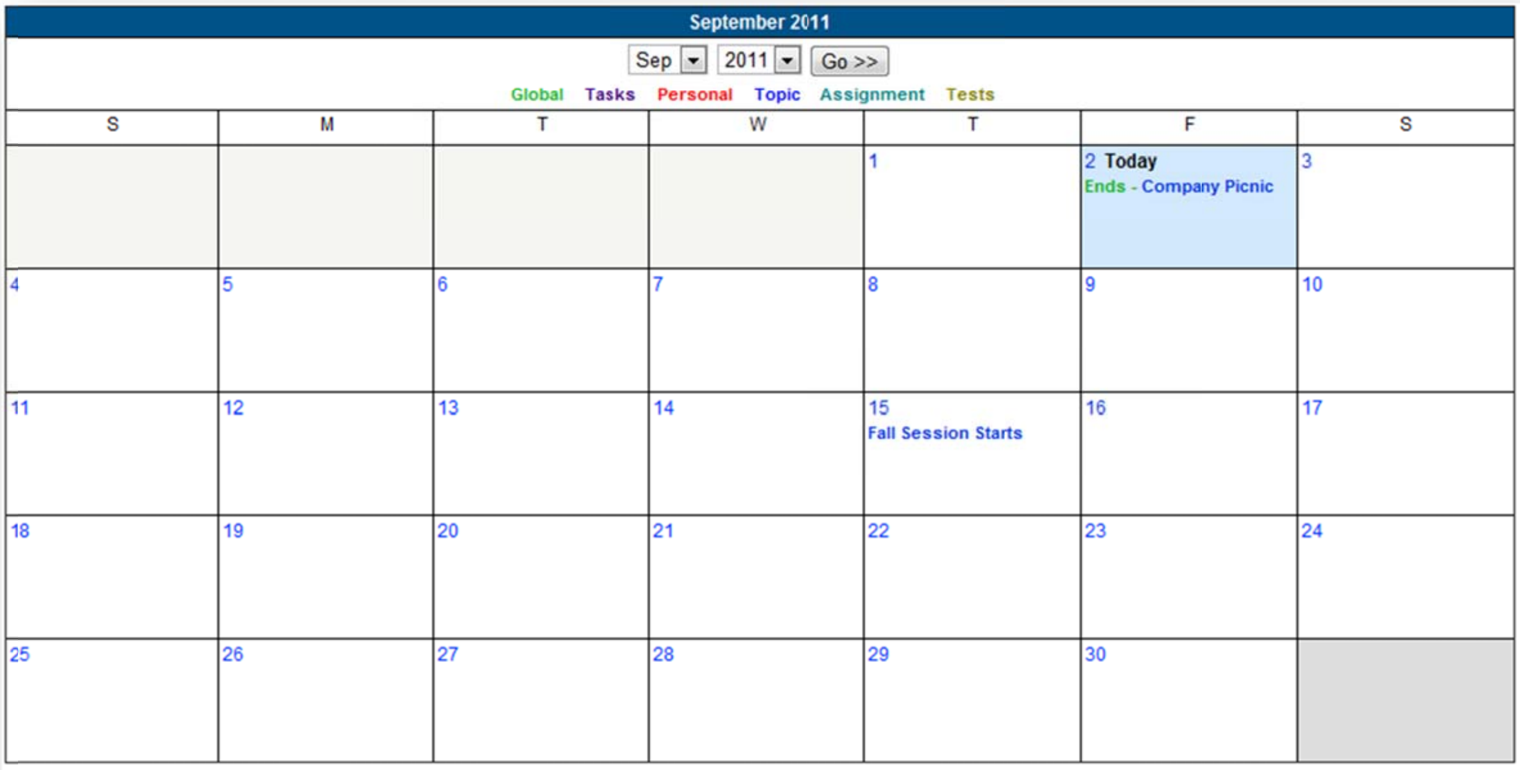
Type	Description	Created by
Assignment	Assignments are added to the calendar automatically based on the due date. **These events are displayed on the calendar in teal**	Automatically Created
Global	Global events are displayed on the calendar for most registered users as well as in the news box on user's home pages. **These events are displayed on the calendar in green**	Site Manager
Personal	A personal event can only be viewed by the user who created it. These are personal reminders for the user and are not necessarily related to their course material or training. **These events are displayed on the calendar in red**	Any User (except Help Desk Users)
Tasks	Tasks are displayed on the calendar for relevant users as well as in the news box on user's home pages. **These events are displayed on the calendar in purple**	Any User (except Help Desk Users)
Tests	Tests are added to the calendar automatically based on the date. **These events are displayed on the calendar in gold**	Automatically Created
Course	Course calendar entries represent the start and end date of any particular course. **These events are displayed on the calendar in blue**	Publishers and Instructors
User Group	This event item will be displayed in the news box on the home page of all users in the particular user group to which it was assigned.	Site Managers and Publishers

4.2 Calendar

Some Informetica systems feature a calendar where users can view events, tasks, and deadlines for courses, assignments, modules, and tests. Items may be added automatically based on their due dates or scheduled by managers, publishers, and instructors. See the News and Task Box section to learn how to add personal tasks to the calendar.

Access the Calendar:
Click the Calendar tab from the main navigation bar at the top.

Site Managers:
From the control panel, select the calendar link.

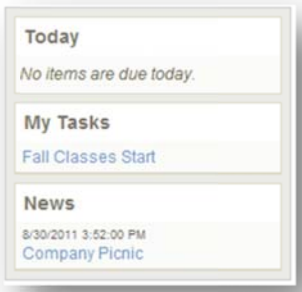


By default the calendar shows the current month with the current day highlighted in blue. To view a month that is not the current month, use the drop down menus to change the month and year and then press the go button. Click on any event to view more details, who created the event, and the start and end dates.

4.3 My Tasks and News Box

This view is not available to site managers.

Some Informetica systems feature a box on the home page that shows news and tasks relevant to the user.



4.3.1 Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

4.3.2 My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

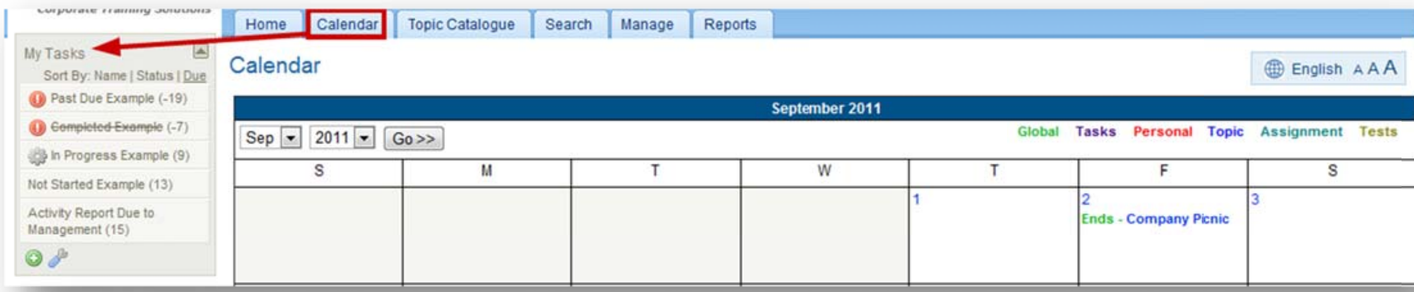
4.3.3 News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.

4.3.4 Managing Tasks

This view is not available to site managers.

Open the calendar to view and manage tasks. Click the to collapse or expand the list. The numbers to the right of the tasks indicate how many days until the task is due. A negative number is the number of days it is past due.



Task Icon	Description
No icon	Items that you have not started.
	Items that are in progress.
	Items that are due today or past due.
~~Completed Example~~ (5)	Lined out Items have been completed. Completed items will stay at the top, even when sorted.

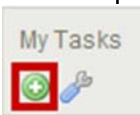
4.3.5 Sort Tasks

Tasks are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name, completion status, or due date. To interact with My Tasks, click the calendar tab from the main navigation bar and use menu on the left. Tasks sorted by status show completed items first, then not started and then in progress.

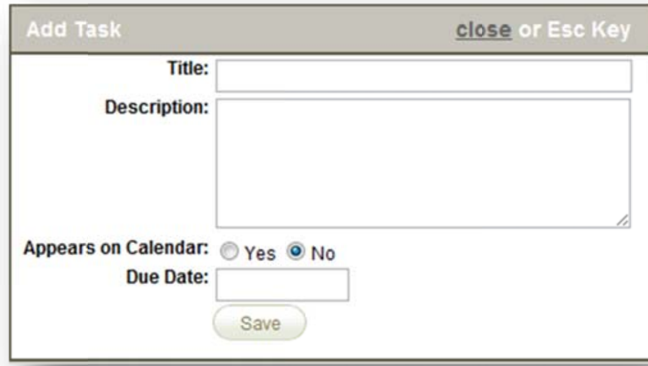
4.3.6 Add Tasks

Participants can only add personal tasks.

1. Open the calendar
2. Click the plus symbol at the bottom of the My Tasks menu



3. Complete the form (an example is shown at right)
4. Save

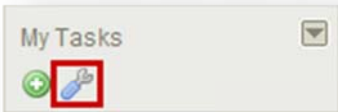


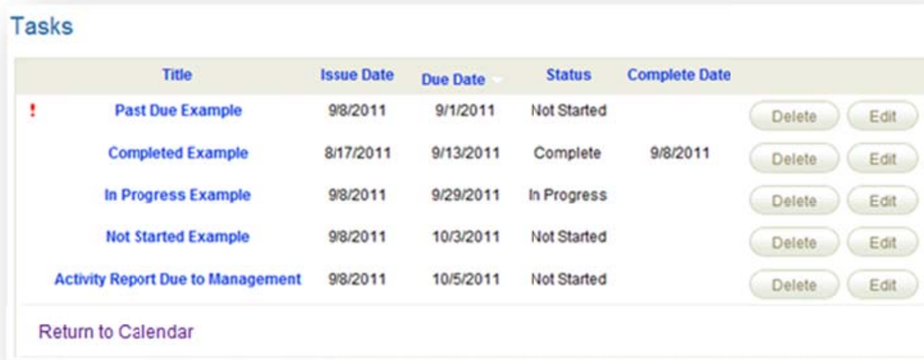
Below is a brief description of the fields.

Field	Description
Title	Add a name for your task.
Description	Enter a description for the task, if desired.
Appears on Calendar	Select yes to see this task on the calendar. Select no to see this task only on the my tasks list.
Due Date	Enter the date by which this task must be completed.
Save	Click Save. Upon saving, the event will be viewable on the my task list and on the calendar if you selected that option.
Close or ESC	Click the close link at the top or press the ESC key to cancel the creation.

4.3.7 Delete and Edit Tasks

Click the wrench at the bottom of the My Tasks menu to see a list of tasks. You can edit or delete tasks from this page.



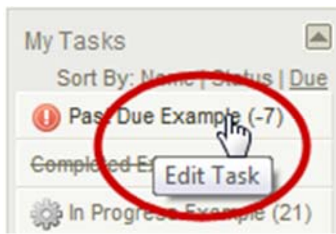

Tasks

	Title	Issue Date	Due Date	Status	Complete Date		
!	Past Due Example	9/8/2011	9/1/2011	Not Started		Delete	Edit
	Completed Example	8/17/2011	9/13/2011	Complete	9/8/2011	Delete	Edit
	In Progress Example	9/8/2011	9/29/2011	In Progress		Delete	Edit
	Not Started Example	9/8/2011	10/3/2011	Not Started		Delete	Edit
	Activity Report Due to Management	9/8/2011	10/5/2011	Not Started		Delete	Edit

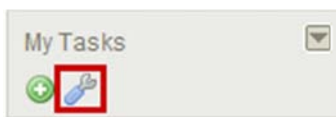
Return to Calendar

You can edit a task's title, description, status, calendar presence, or due date. There are three ways to edit a task. Make sure to save your changes.

1. Click the name of the task from My Tasks to open the edit task page.



2. Click the wrench at the bottom of My Tasks, and then click the edit button to edit that task.



3. Click the name of the task on the calendar. This will open the manage tasks page. Click the edit button to open the edit task page.

Below is a brief description of the fields:

Field	Description
Title	This is the name of the task.
Issue Date	This is the date that the task was created.
Due Date	This is the date by which this task must be completed.
Status	This indicates if the task is completed, in progress or not started.
Complete Date	If the task is complete, this indicates the date it was completed.
Delete	Click the delete button to remove a task.
Edit	Click the edit button to make changes to the task's title, description, status, appearance on the calendar or due date.

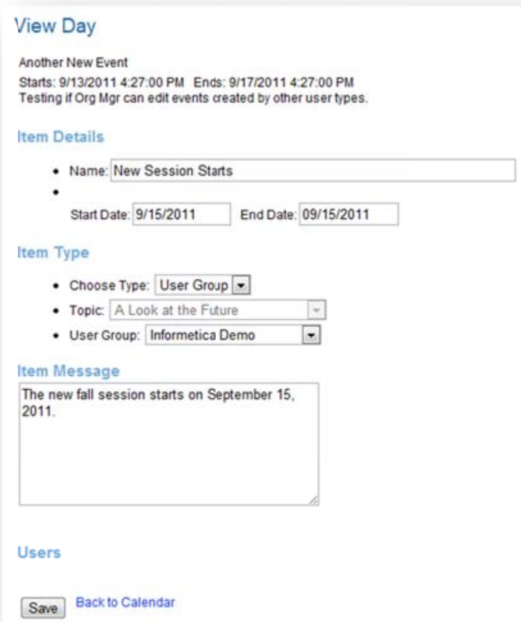
4.4 Managing Calendar and News Events

This option is not available to participants.

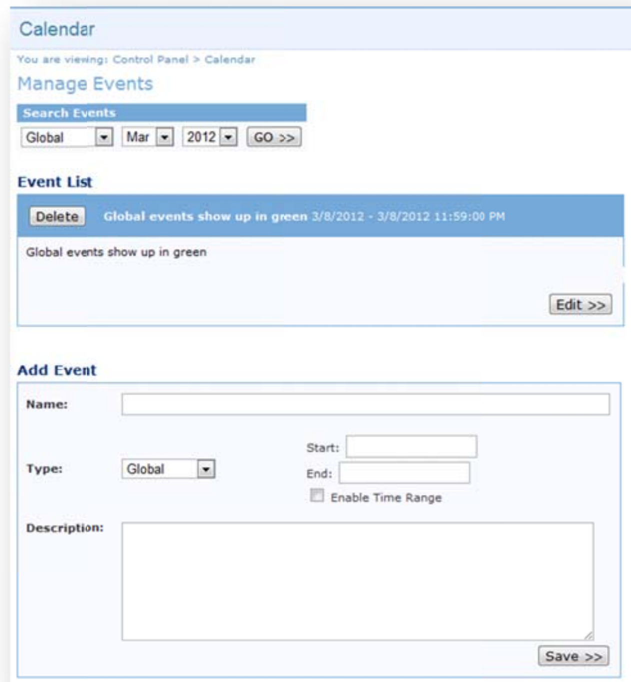
4.4.1 Add and View Events

You can create events and announcements for other users.

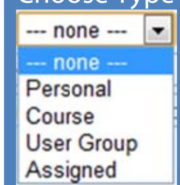
Add and View: From the calendar, click the date for the new event to open the View Day page, fill out the fields (described below), and then save. Existing events, if any, will show up at the top. Item details, item type and item message must all be completed to create a new event.



Site Managers: Click the calendar link, fill out the Add Event fields (described below), and then save. Existing events, if any, will show up under Event List and can be searched for by type and date.

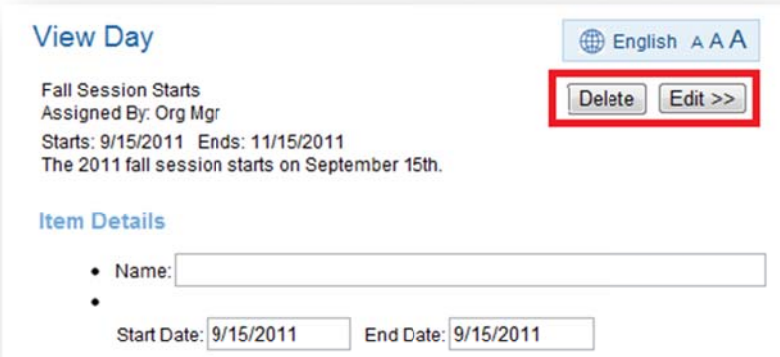


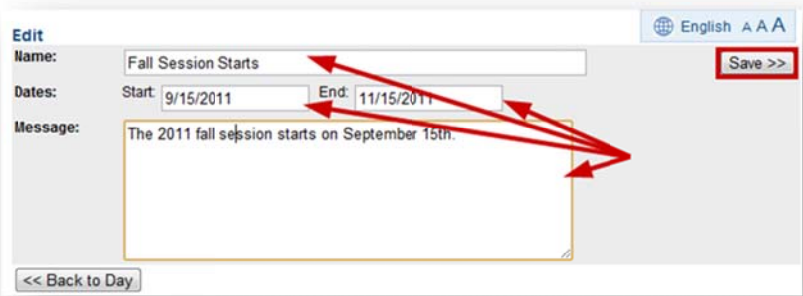
Below is a brief description of the fields:

Field	Description
Search Events	Select an event type, month, and year from the drop down menus, and then click the go button. **Site manager only.**
Event List	A list of events for the current month shows near the top of the page. If there are no events for the current month, you will see the message: "*There are currently no items for this date.* "
Name	Add a name for your event.
Start Date	Enter the start date for the event.
End Date	Enter the end date for the event.
Enable Time Range	You can add a time range to your dates by checking the box before "enable time range". **Site manager only.**
Choose Type 	Choose one type from the drop down menu. Note that not all options below may be available to you. Personal When this type is chosen, it will create a personal event that only you can view; **available to all desktop users** Course When this type is chosen, it will create an event that all users enrolled to the product selected from the Topic field can view; **available to campus admins, campus managers, user group managers, publishers, and instructors** User Group When this type is chosen, it will create an event that users belonging to the selected user group can view; **available to site managers, campus admins, campus managers, and user group managers** Assigned When this type is chosen, it will create an event that only the users selected in the users listing at the bottom of the page can view. **available to campus admins, campus managers, user group managers, and publishers** Global When this type is chose, it will create an event that every desktop user in the system can see. Global events are displayed on the desktop calendar for most registered users as well as in the news box on user's homepage. **available to site managers**
Topic	If you have selected course from the choose type field, then use this drop down menu to select the product. Everyone registered to the selected product will be able to view the event.
User Group	If you have selected user group from the choose type field, then use this drop down menu to select the user group. Everyone registered to the selected user group will be able to view the event.
Message/Description	Enter the text you wish to appear for the event.
Users	If you have selected assigned from the choose type field, then this area will be populated with a multiple select box based in the user groups you belong. Select which users you want to be able to view the event.
Save	Click Save. Upon saving, the event will be viewable on the calendar by the selected users.

4.4.2 Edit and Delete Events

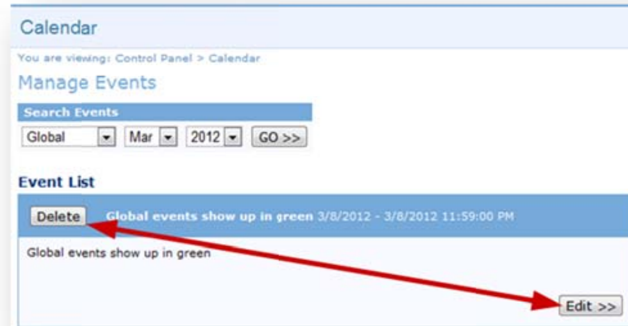
Edit: You can edit the details on events that you have created. Click the event from the calendar to open the View Day page, click the edit button on the top right, make your changes, and then save. You cannot edit global events that are set up by site managers.





Delete: You can delete an event that you have created. Click the event from the calendar to open the View Day page, and then click the delete button on the top right. You cannot delete global events that are set up by site managers.

Site Managers: Click the calendar link and then edit or delete events directly from the Event List. A list of events automatically shows for the current month, but you can also use Manage Events to search for specific events and events in different months: select type, month, and year from the drop down menus, and then click the go button.

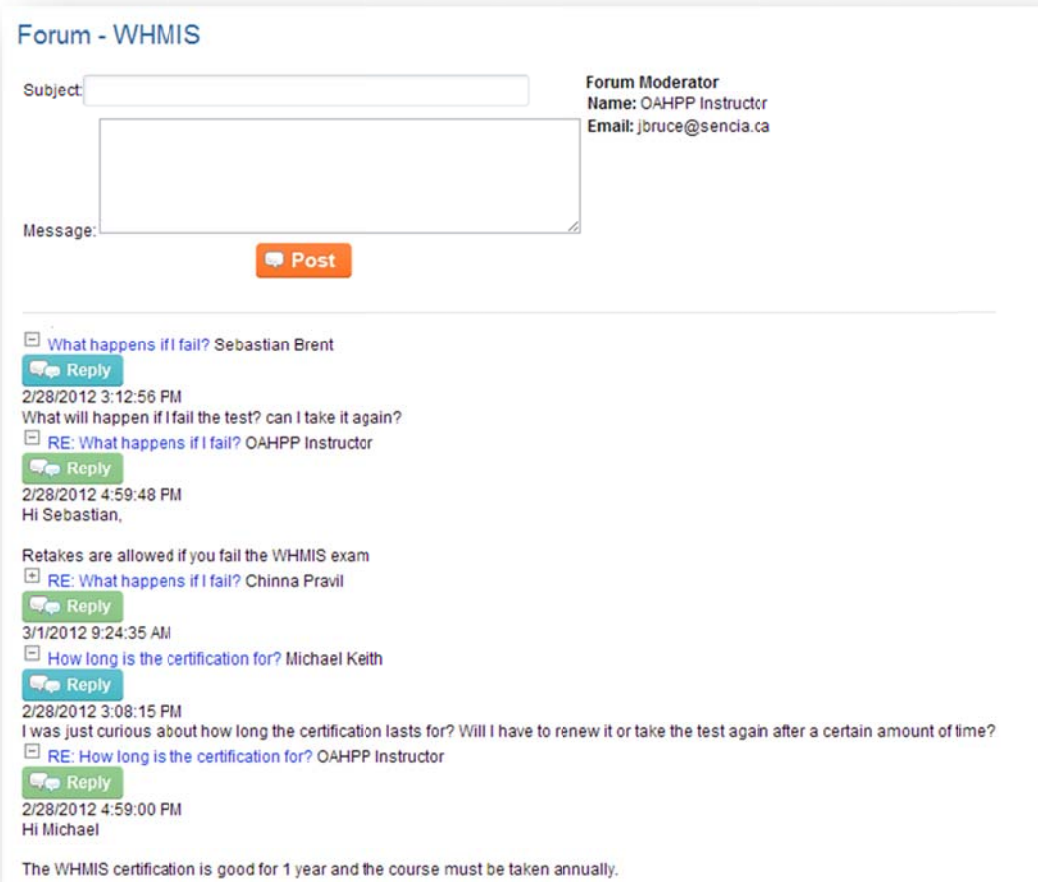


4.5 Product Forums

This view is not available to site managers.

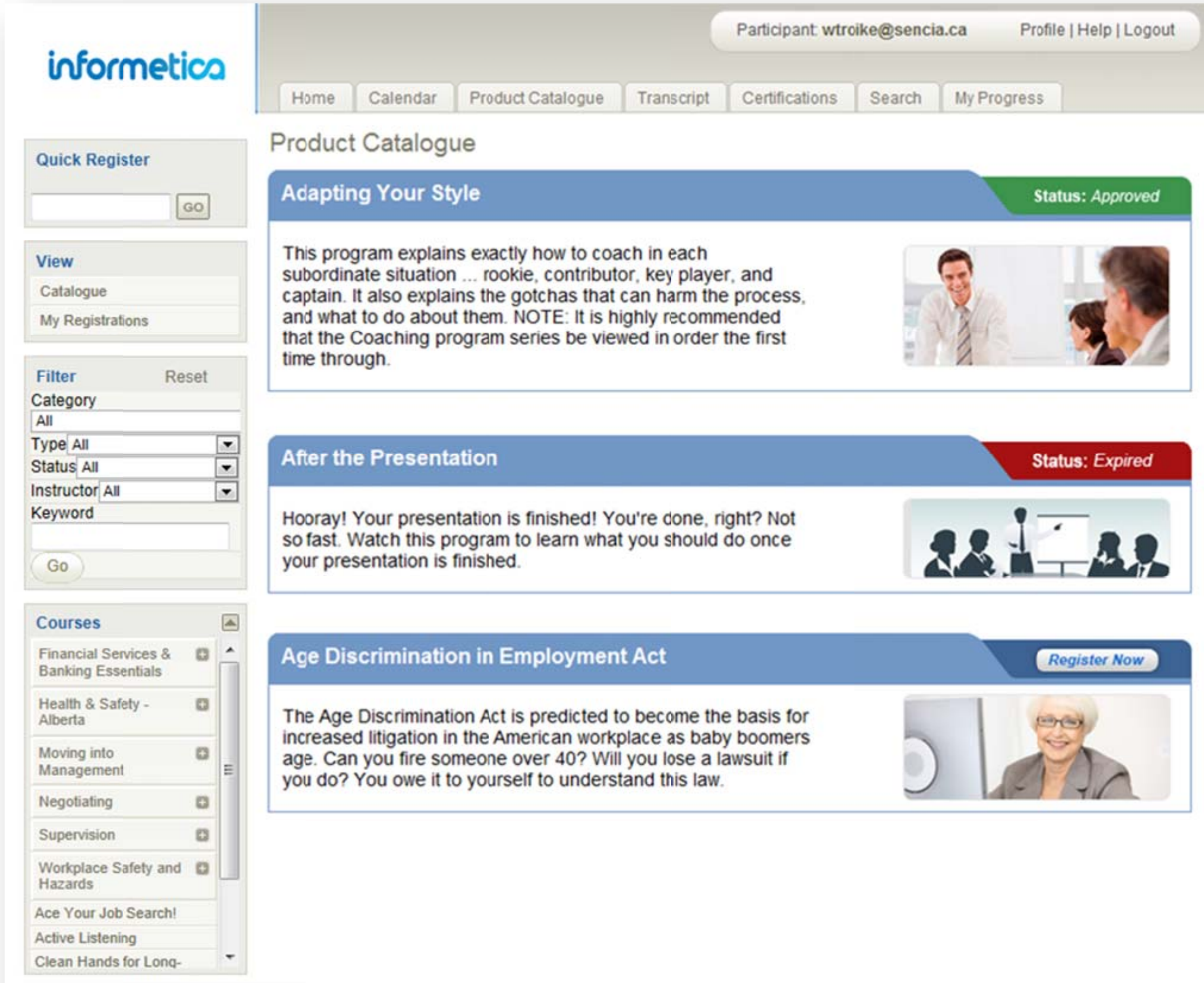
Some Informetica systems use a forums feature. Click the name of any course from your home page to see the Utilities menu and then click the forum link to open the forum board for that course. Everyone with access to the course will be able to read the forum posts.

- **Post a new subject:** fill out the subject and message and then click "Post".
- **Respond to a post**: click "Reply" next to the post you want to respond to, create your message, and then click "Post Reply".
- **Read full posts:** click ⊞ (plus symbol) to read full posts.



5. Catalogue

The catalogue, if utilized on this system, contains a list of all of the products (courses, topics, etc.) that you are eligible to register for, including products that you are already enrolled to. The catalogue will often also contain a short description of each product. This tab is predominately used by participants.



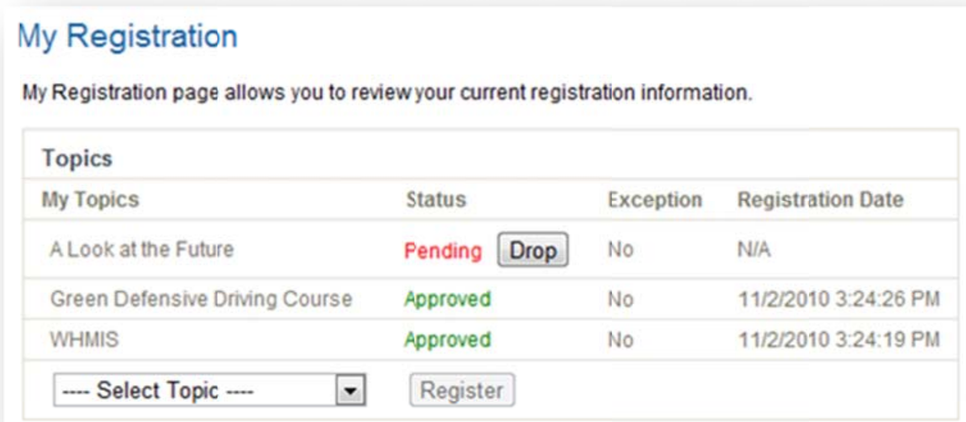
Register Now Some systems are set up so that participants can select items from the catalogue and register for the items they are interested in. Systems may be configured to give participants immediate access when registering in this manner.

Status: Approved The approved status indicates that you are currently registered for this course.

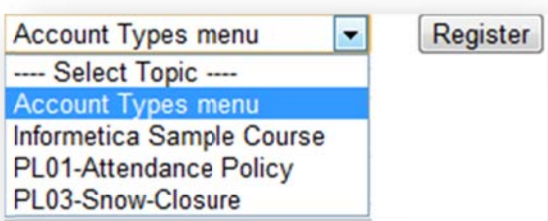
Status: Pending The pending status means that a site manager has to approve your registration for before you can access the item.

Status: Expired The expired status means you no longer have access to a course due to an expiry date.

You can change the view of this catalogue by using the view menu on the left. Catalogue is the default view, as discussed above. My Registrations will change the view to show only the products you are enrolled to.

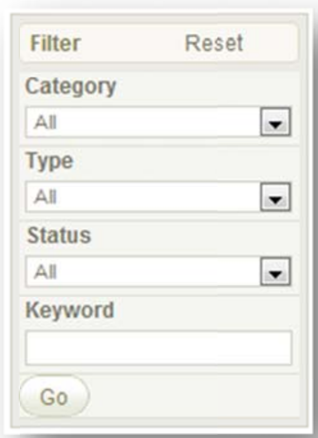


From here you can drop pending products by clicking the Drop (drop button) and use the drop down menu to register for offered products.



Filter and Search

You can filter the items you see in the catalogue by the category they belong to, the product type or their status by using the drop down menus. You can also search for specific products by keyword. Note that not all filters mentioned below may be visible on your system. Below is a brief decription of filter options. Below is a brief description of the fields:

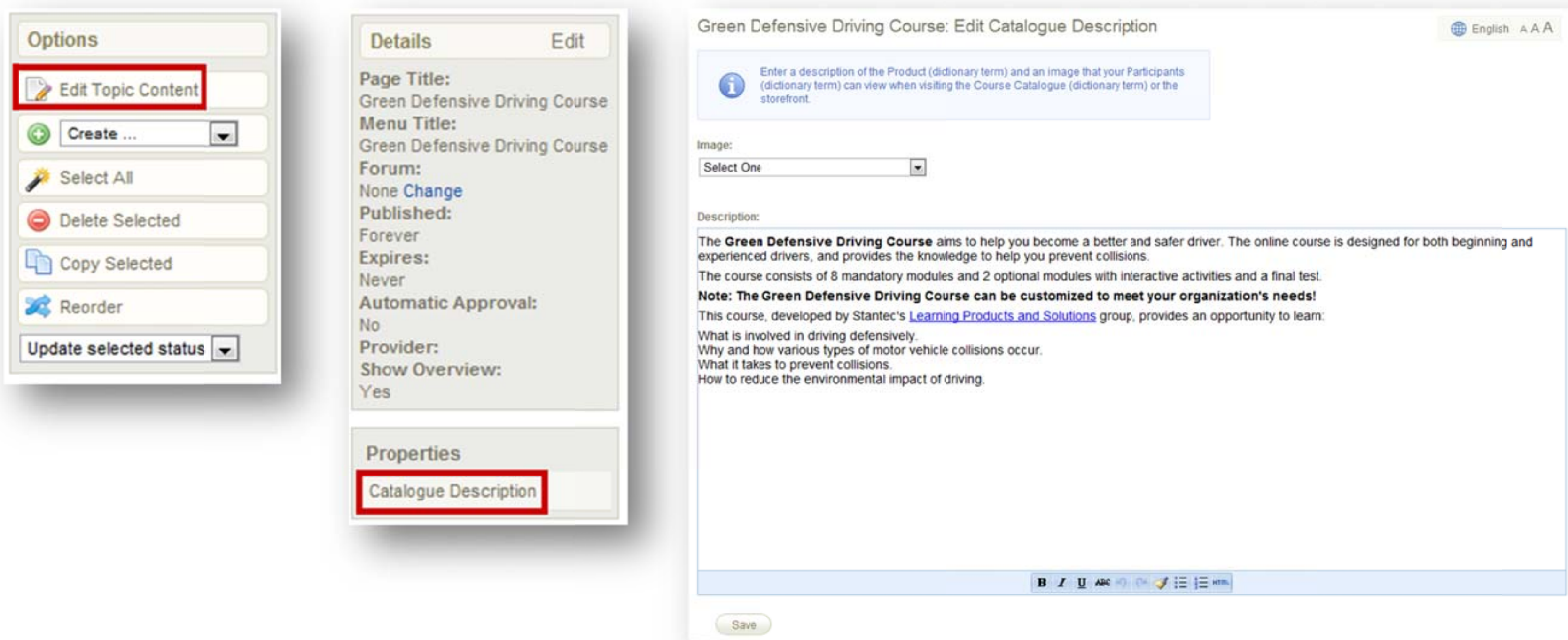


Filter Name	Description
Category	If products have been bundled into categories, this filter will find only the courses listed under selected categories in the catalogue.
Type	For systems that use more than one product type, you can filter to see only one type at a time. This filter is automatically hidden on systems that use only one product type.
Status	Users can filter the list to view only offerings based on one of the four statuses: approved, pending, expired or not registered.
Keyword	Users can enter keyword to help them find offerings in the catalogue. The system will search both the titles and descriptions for the search term.
User Group (not pictured)	This will allow desktop users to filter to see any items within a selected user group that they are allowed access to. This filter can be turned on or off for your system.
Instructor (not pictured)	For systems that make use of the Instructor Led tools, this filter will allow users to filter to see only items led by a specific instructor. Note that this filter is automatically hidden for systems that do not use the Instructor Led tools.

5.1 Edit Catalogue

This option is available only to publishers and campus admins.

Publishers and campus admins can add an image and a description for products in the catalogue page. This will be seen by anyone viewing the catalogue. It also affects the descriptions on storefront for clients using Informetica's e-Commerce feature. Navigate to the manage assets page, by opening a product and then clicking the wrench tool. Click **Edit Topic Content** under the options menu. Click **Catalogue** under the properties section of the left side menu.



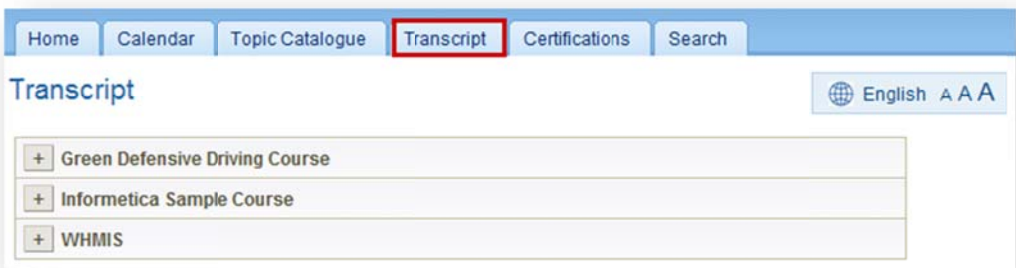
Select an image, if needed. Images must be previously loaded into the product's media library. Edit the description as needed, and click the save button at the bottom when finished.

6. Grades and Certifications

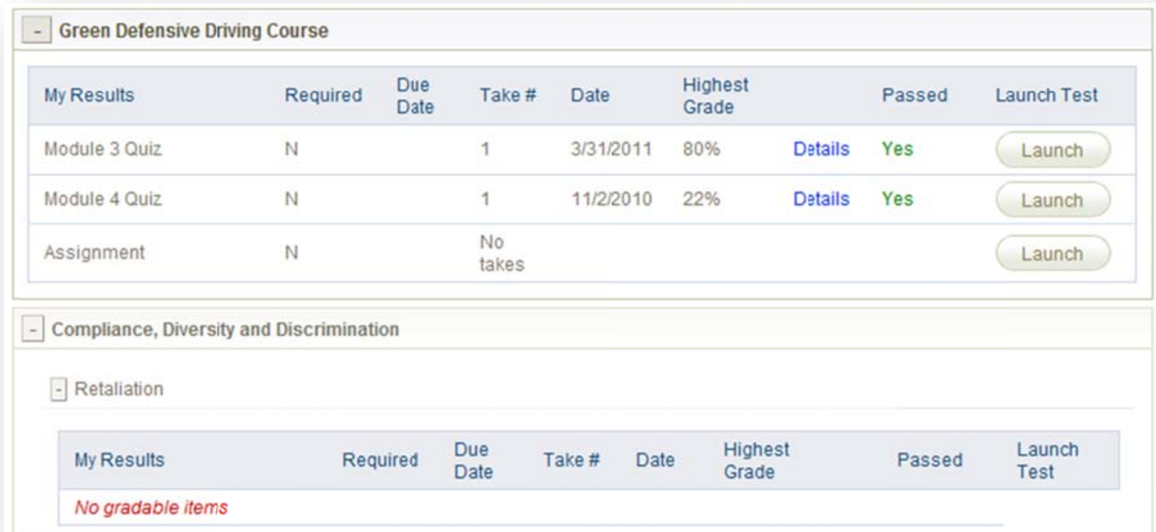
Topics Covered in This Chapter

Your system may have any of the above three configurations or a combination of them to show participants their grades and progress towards certifications. Remember that your system is customized so the default names of the tabs mentioned below may be different than what you see:

6.1 Transcript



The transcript or grades tab shows you a list of the courses that you are registered to as well as which gradable items within the course (assets) you have attempted or have not yet attempted. The transcript will also show you the number of attempts you have made for each gradable item within a course and the grade or mark, if applicable, that you received for each attempt. Click + (plus symbol) to expand the details of a course and view the individual gradable items within that course. The transcript will not show any grade information if you have not yet attempted the course or if there is no gradable content in that course.



Below is a brief description of the fields pictured. Your transcript may have additional information not mentioned here:

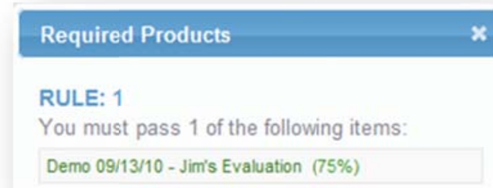
Field	Description
My Results	Shows the name of the individual gradable item (asset) within the product (course). If there are no gradable items in the product, then the transcript will read: *No gradeable items* and the rest of the fields described below will be blank.
Required	This indicates if the item is required as part of a curriculum. This field will show as either N (no) or Y (yes). • N shows when there is no curriculum requirement. • Y indicates that the asset is a curriculum requirement.
Due Date	Items with a due date have a deadline for completion.
Take #	This is the number of attempts that you have attempted the item. The most recent passed attempt will show over other attempts. • If you have not attempted the asset, then the field will read “No takes”. If you have started the item, but not yet completed it, then this field will show Take # 0.

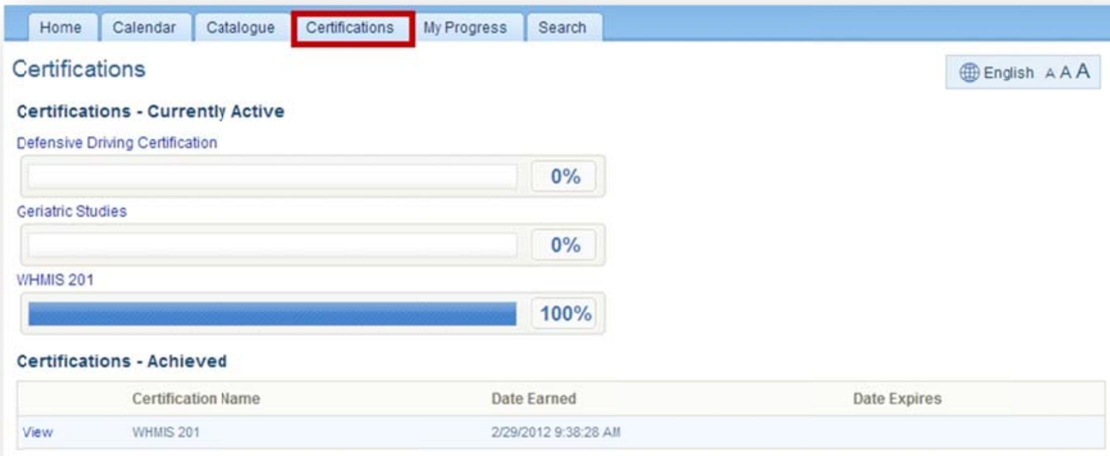
Field	Description
Date	This is the date that the item was completed by you.
Highest Grade	This shows the best mark that you have received for the item.
Details	Click this interactive link to see a more detailed summary of your grade for this item.

Field	Description
Passed	Shows whether or not you have passed the item. This field will shows as Yes, No or Incomplete. • Yes shows when you have received a passing score. • No shows when you have not received a passing score. • Incomplete shows when you have started the item but not yet completed it to receive a score/grade.
Launch Test	Click launch to go straight to the test item and attempt it.

6.2 Certifications

The certifications tab will show all progression of any certifications that are you working towards, if applicable. Note that not all systems or courses use certifications, so this feature my not be available to you. If your system uses certifications, then they are obtained by you after you have completed the requirements to become certified in specific courses. Click the name of a certification to reveal which items and requirements you need to pass in order to achieve the certification.



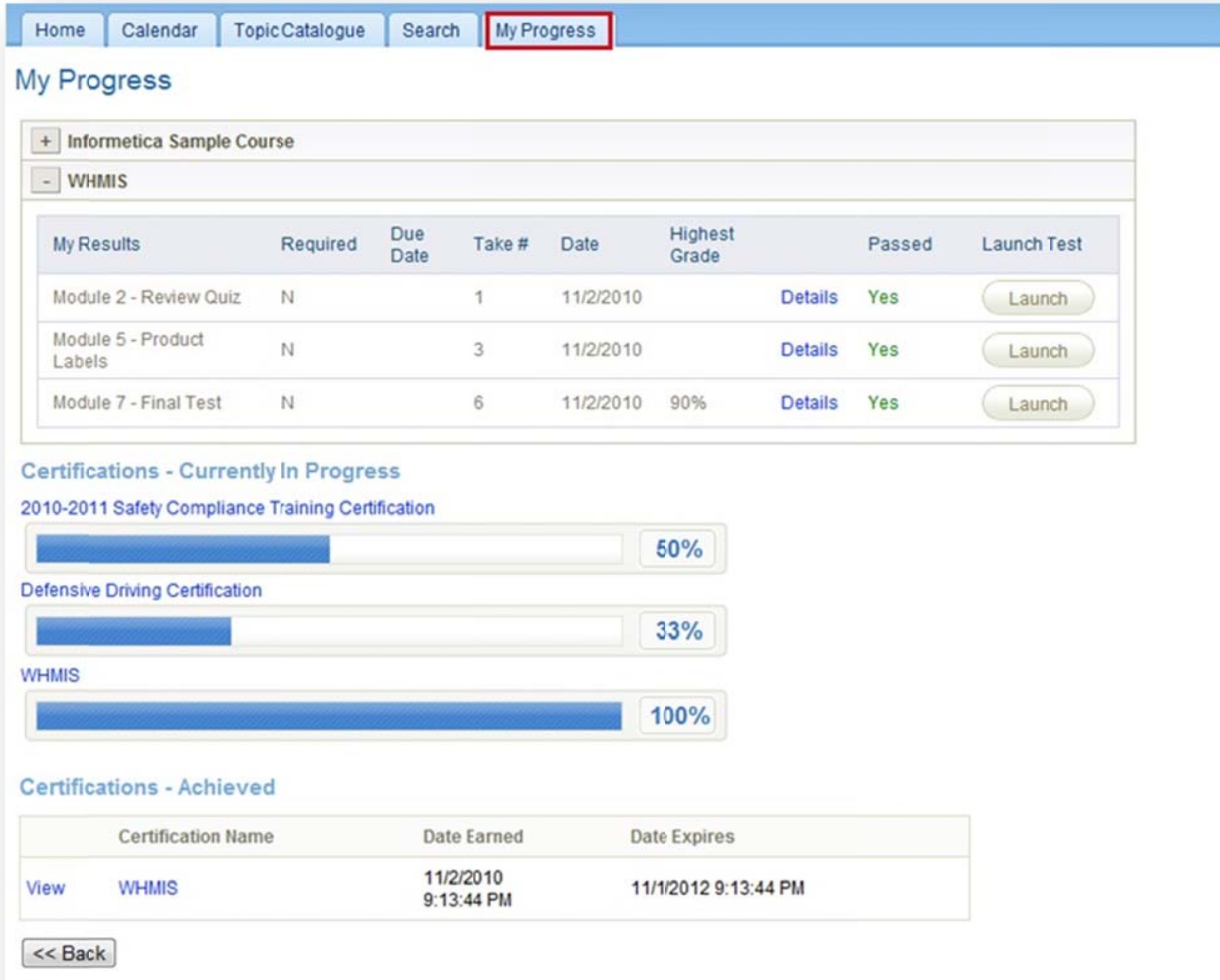


Below is a brief description of the fields:

Field	Description
Certifications – Currently Active	Shows a list of all certifications that you are currently eligible for as well as a percentage representing you progress towards completion of each of the certifications.
Certifications - Achieved	Shows a list of all certifications that you have completed.
View	If a physical copy of the certificate is offered, you can click view to see a copy and print it out. Expired certifications can no longer be viewed.
Certification Name	Indicates the name of the certification that you completed.
Date Earned	Indicates the date that you completed the certification.
Date Expires	Indicates the date that your completed certification expires, if applicable.

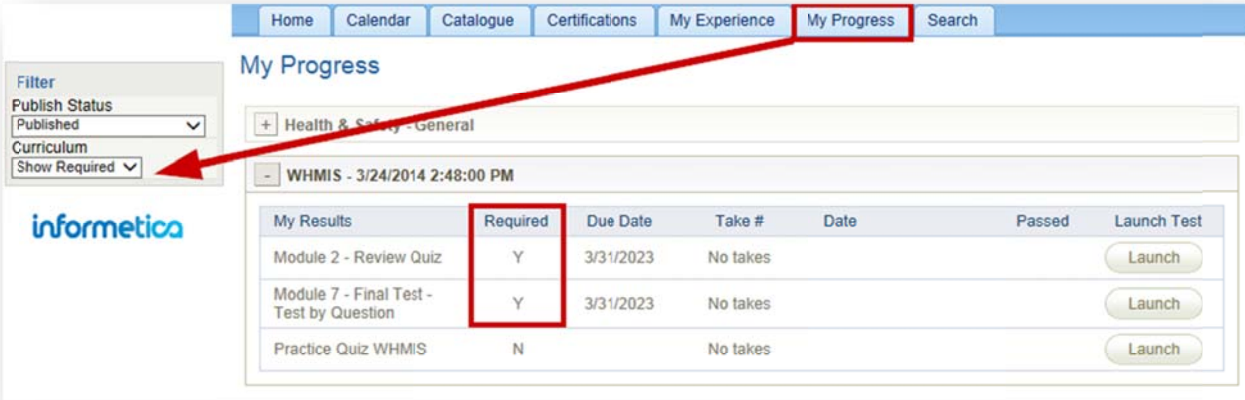
6.3 My Progress

My progress combines the features of the transcript tab with the certifications tab, showing the progression of certifications within a progress bar. See transcripts or certifications above for more details on each. My progress is not generally used when either the transcript or certifications features are available, but every system is different.



6.4 Curriculum

Some systems use a curriculum feature that lets you filter to see required tests and when they are due. Select the**My Progress** or **Transcript** tab at the top and then use the filter options at the left. Under **Curriculum**, you can change the drop down to **Show Required**. In the example below, the participant filtered to show only required items. This participant has over 30 enrolments, but only WHMIS shows as required. You can also see that there are 3 tests, but only 2 required tests (the practice quiz is not required). Required tests have a Y in the required column.


Home
Calendar
Catalogue
Certifications
My Experience
My Progress
Search
Filter
Publish Status
Published
Curriculum
Show Required
informetica
My Progress
Health & Safety - General
WHMIS - 3/24/2014 2:48:00 PM
My Results
Required
Due Date
Take #
Date
Passed
Launch Test
Module 2 - Review Quiz
Y
3/31/2023
No takes
Launch
Module 7 - Final Test - Test by Question
Y
3/31/2023
No takes
Launch
Practice Quiz WHMIS
N
No takes
Launch

7. Utilities

This chapter covers the tools available to content authors, such as how to review assets within a course, view the results of any product, grade items for participants, add a new student to a product, activate or deactivate a product and view forum posts. Note that not all of these features may be available, depending on your system's set up.

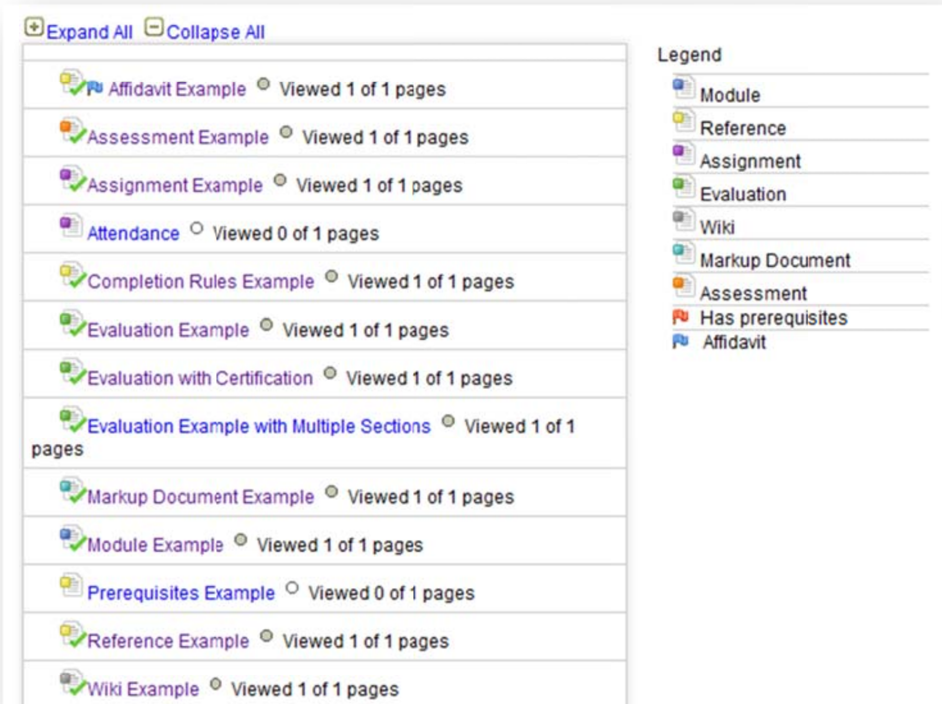
Topics Covered In This Chapter

7.1 Review Assets within a Course

Click the name of any product from the product menu on the left side of your home page to open the All Items menu unique to that product. The all items menu will give you an overview of each of the individual assets within the product. To view any of the assets as the participant sees it, simply click the name to open it. Note that utilities

7.1.1 Overview Page

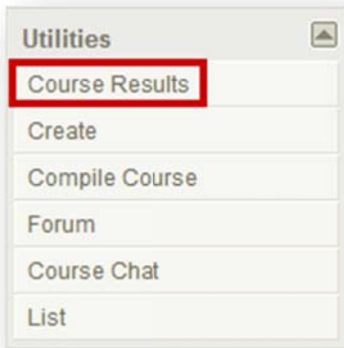
The optional overview page displays all assets available within a product. It is accessible by participants, instructors, and publishers and shows the asset type, visibility, page views and prerequisites. Below is an example of an overview within a product as it appears to participants.

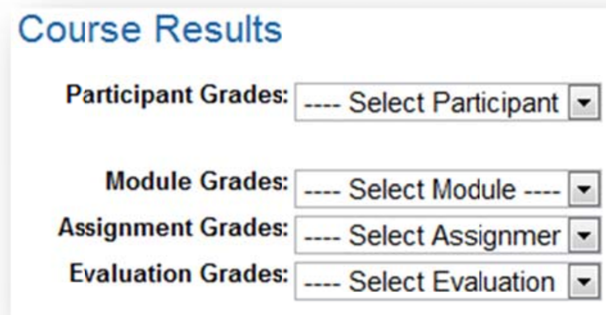


7.2 View Grades

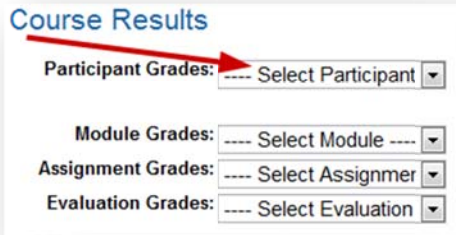
This option is available to campus admins, instructors, participants, publishers, and user group managers. Participants and user group managers can only see their own grades.

Click the name of any product from the product menu on the left side of your home page to open the Utilities menu. Click **Course Results** at the top. This will open a panel so you can select which participant or asset with in that product that you want to view grades for. Use the drop down menus on the course results page to make your selections.

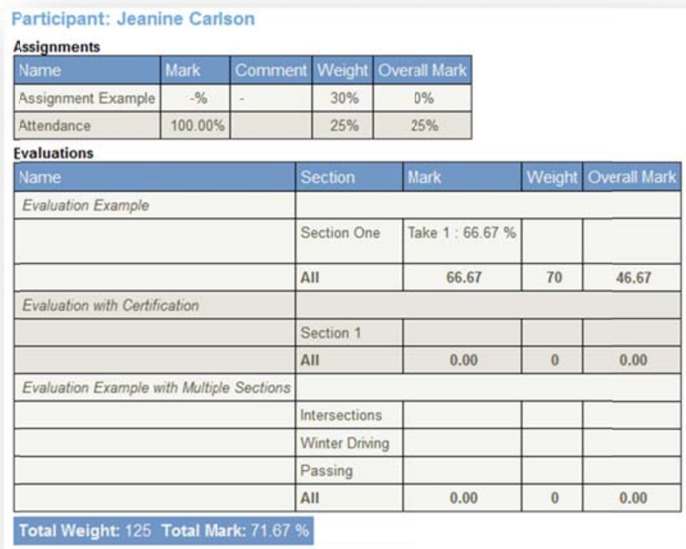




Use the “Participant Grades” drop down menu to pick one person and view all of their grades for the product.



In this example, Jeanine Carlson was selected from the drop down menu and now her grades for all assets within the product can be viewed, sorted by asset type. Her total weight and overall mark for the product are also shown at the bottom.



Participant: Jeanine Carlson

Assignments

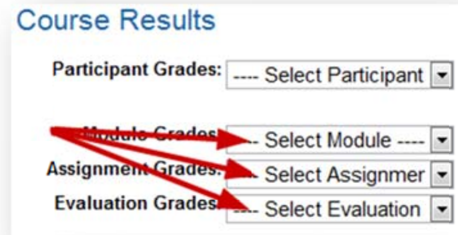
Name	Mark	Comment	Weight	Overall Mark
Assignment Example	-%	-	30%	0%
Attendance	100.00%		25%	25%

Evaluations

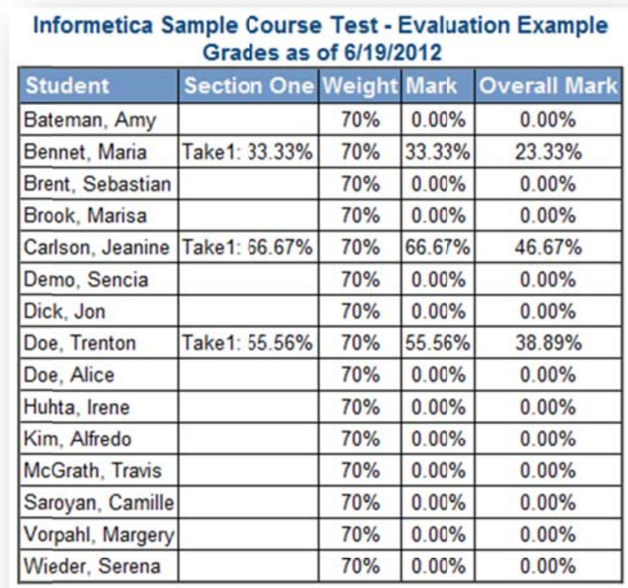
Name	Section	Mark	Weight	Overall Mark
Evaluation Example				
	Section One	Take 1 : 66.67 %		
	All	66.67	70	46.67
Evaluation with Certification				
	Section 1			
	All	0.00	0	0.00
Evaluation Example with Multiple Sections				
	Intersections			
	Winter Driving			
	Passing			
	All	0.00	0	0.00

Total Weight: 125 Total Mark: 71.67 %

Use the “Grades” drop down menus to view all participant’s grades for one selected asset.



In this example, module grades, assignment grades and evaluation grades are available. The image below shows an example of an evaluation selected from the “Evaluation Grades” drop down menu.



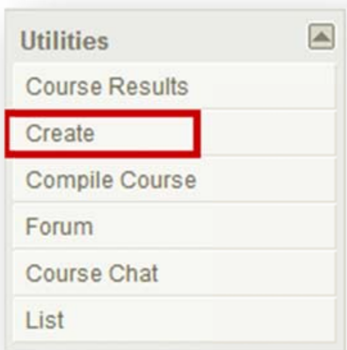
Informetica Sample Course Test - Evaluation Example
Grades as of 6/19/2012

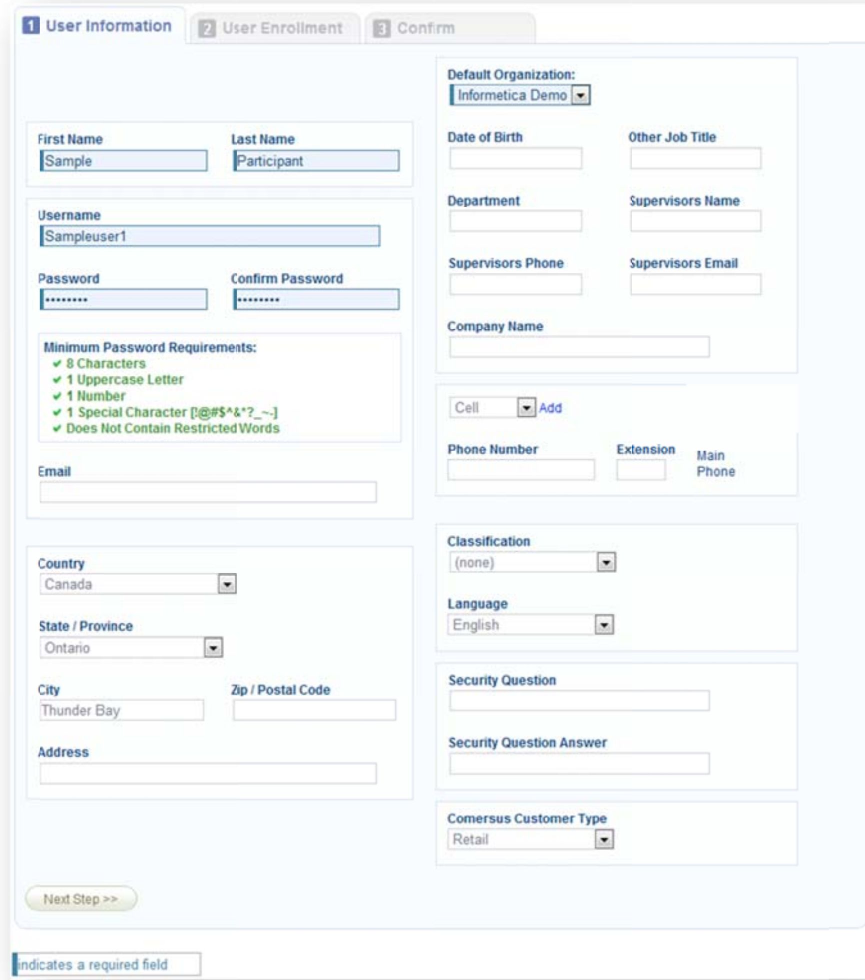
Student	Section One	Weight	Mark	Overall Mark
Bateman, Amy		70%	0.00%	0.00%
Bennet, Maria	Take1: 33.33%	70%	33.33%	23.33%
Brent, Sebastian		70%	0.00%	0.00%
Brook, Marisa		70%	0.00%	0.00%
Carlson, Jeanine	Take1: 66.67%	70%	66.67%	46.67%
Demo, Sencia		70%	0.00%	0.00%
Dick, Jon		70%	0.00%	0.00%
Doe, Trenton	Take1: 55.56%	70%	55.56%	38.89%
Doe, Alice		70%	0.00%	0.00%
Huhta, Irene		70%	0.00%	0.00%
Kim, Alfredo		70%	0.00%	0.00%
McGrath, Travis		70%	0.00%	0.00%
Saroyan, Camille		70%	0.00%	0.00%
Vorpahl, Margery		70%	0.00%	0.00%
Wieder, Serena		70%	0.00%	0.00%

7.3 Create and Enroll a New Participant

This option is available to campus admins, publishers, and instructors.

You may need to create a new account for a user who is taking a product and enroll them to that product. Click the name of any product from the product menu on the left side of your hope page to open the Utilities menu unique to that product. Click **Create** to start the three step creation process.



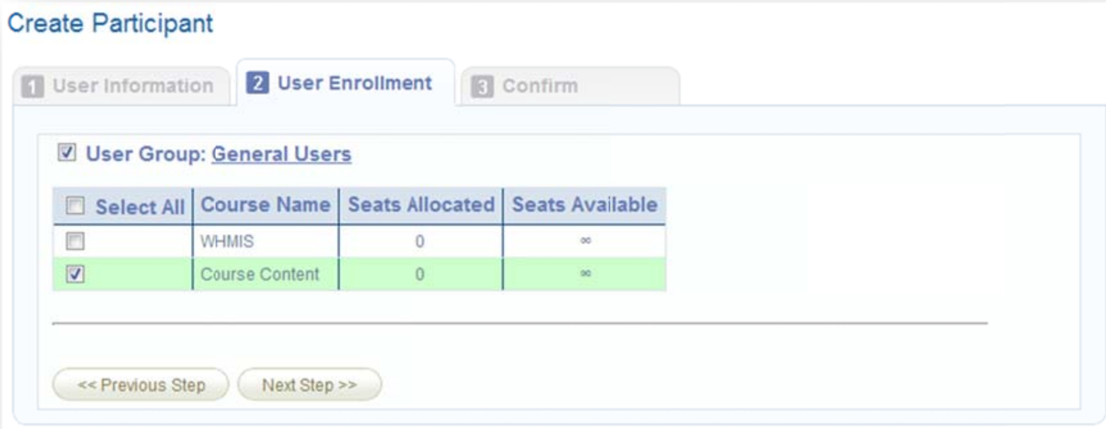


Step 1: Fill out all of the required fields for the user information and then click 

(next step button).

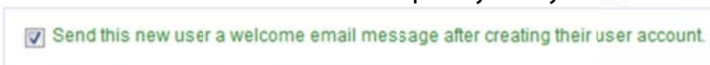
Step 2: Select the user group(s) and product(s) you wish to register the new participant to and then click **Next Step** 

. You may very well belong to multiple user groups, each with their own selection of products, however, in this example only one user group is available.

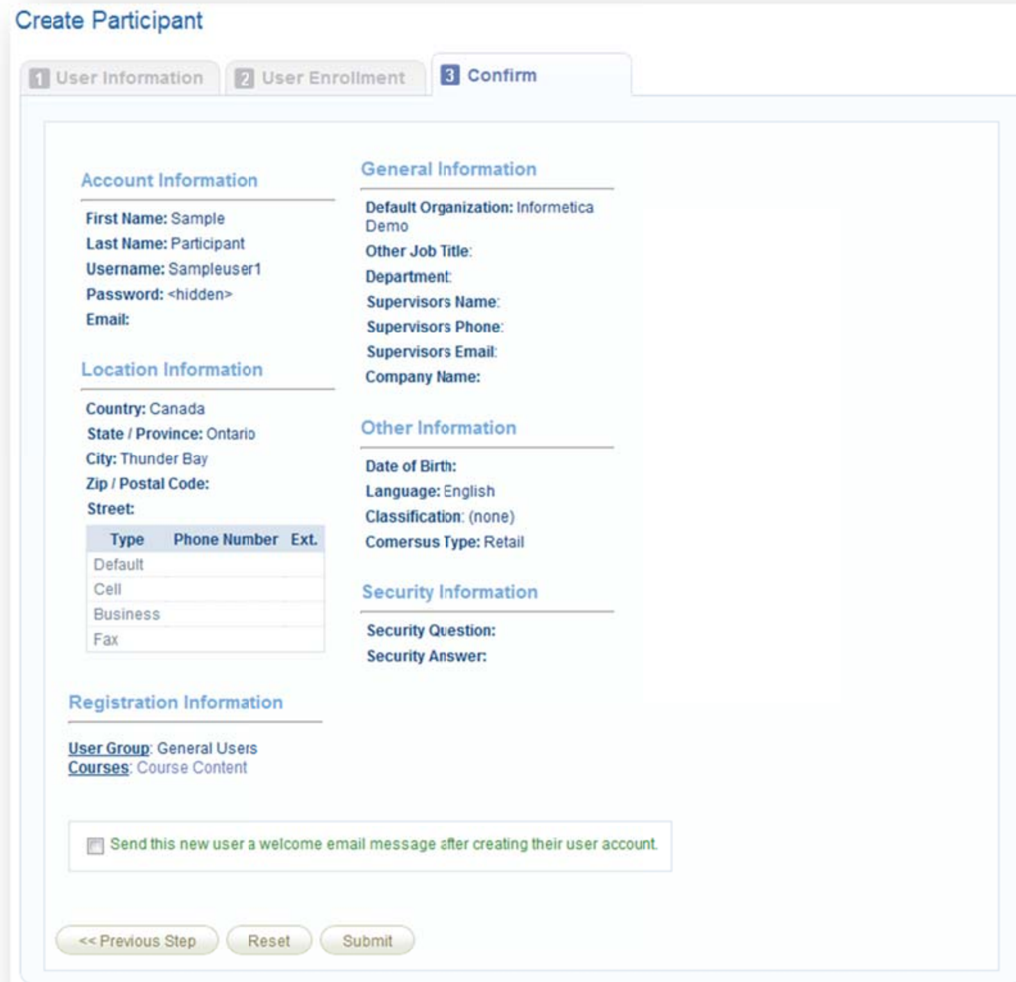


Step 3: Will ask you to confirm that the information you entered is correct and allows you to notify the participant.

- Select the box at the bottom to send an automated email to the new participant providing them with their account login information. You may wish to first check with your site manager before selecting this option to make sure that the feature is set up for your system.



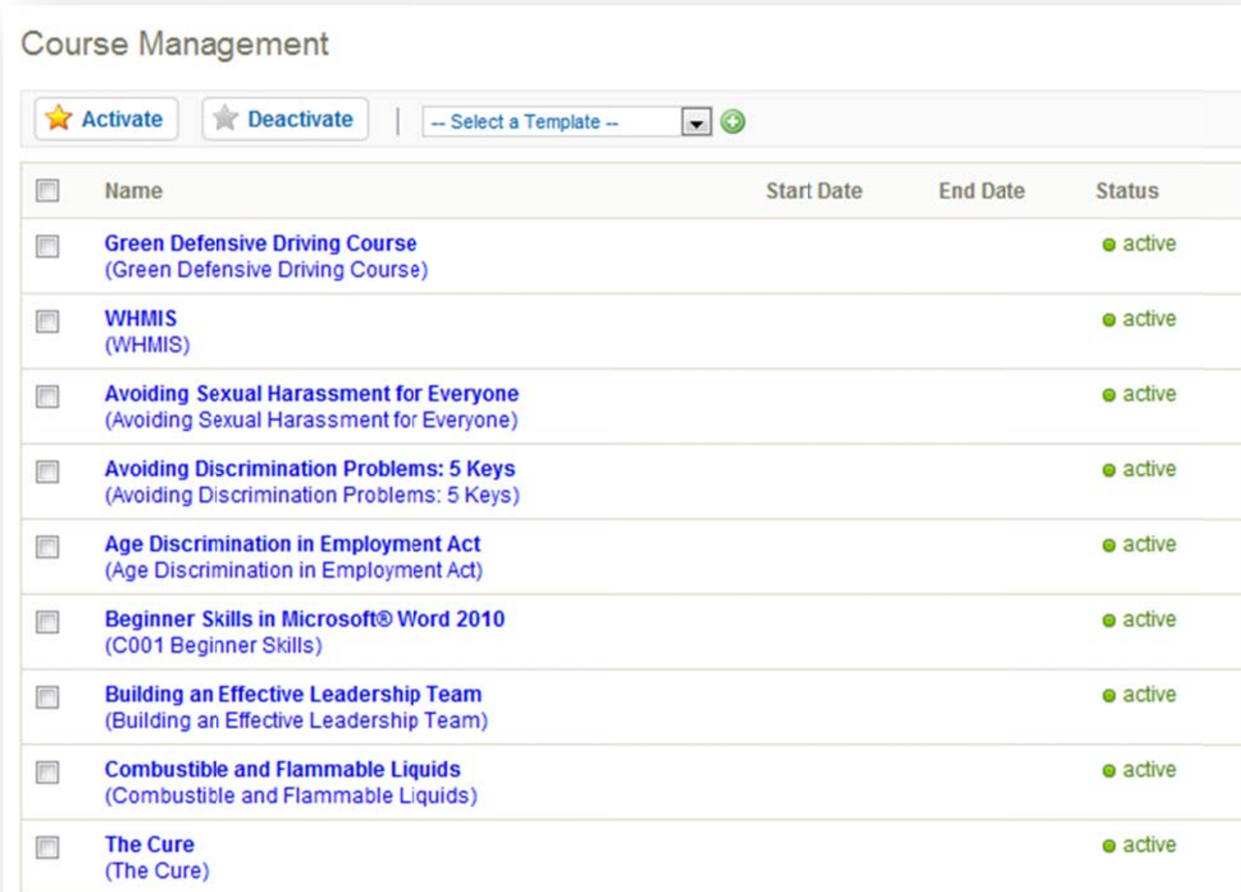
- Click << Previous Step (previous step) to go back and make a change.
- Click Reset (reset) to clear all of the information and start over.
- Click Submit (submit) to accept the information and complete the participant creation.



7.4 Product Management

This option is available to campus admins, publishers, and instructors.

Click (wrench icon) on the left side of your home page to open a management page where you can change the title, status or dates.

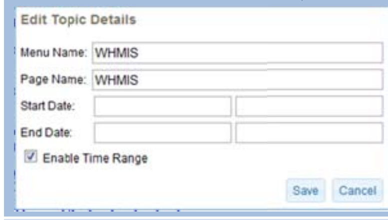
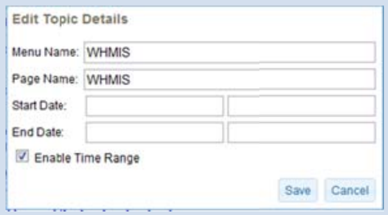


Course Management

Activate | Deactivate | -- Select a Template --

	Name	Start Date	End Date	Status
	Green Defensive Driving Course (Green Defensive Driving Course)			active
	WHMIS (WHMIS)			active
	Avoiding Sexual Harassment for Everyone (Avoiding Sexual Harassment for Everyone)			active
	Avoiding Discrimination Problems: 5 Keys (Avoiding Discrimination Problems: 5 Keys)			active
	Age Discrimination in Employment Act (Age Discrimination in Employment Act)			active
	Beginner Skills in Microsoft® Word 2010 (C001 Beginner Skills)			active
	Building an Effective Leadership Team (Building an Effective Leadership Team)			active
	Combustible and Flammable Liquids (Combustible and Flammable Liquids)			active
	The Cure (The Cure)			active

Below is a brief description of the task that can be done from this menu:

Task	Instructions
Edit Title and Menu Names	Click on the name of any product in the list to change the names of the title and menu and then save. 
Change Publishing Dates	Click on the name of any product in the list to change the publishing dates and then save. 
Status Active	Products must have an active status before you can work with them. When a new product is created, it is inactive by default. To change a product to active, check the box to the left of the product name, and then click the Activate button  at the top of the list.
Status Inactive	To change a product to inactive, check the box to the left of the product name, and then click the Deactivate button  at the top of the list.
Save	Save your new product.

7.5 Compile Course

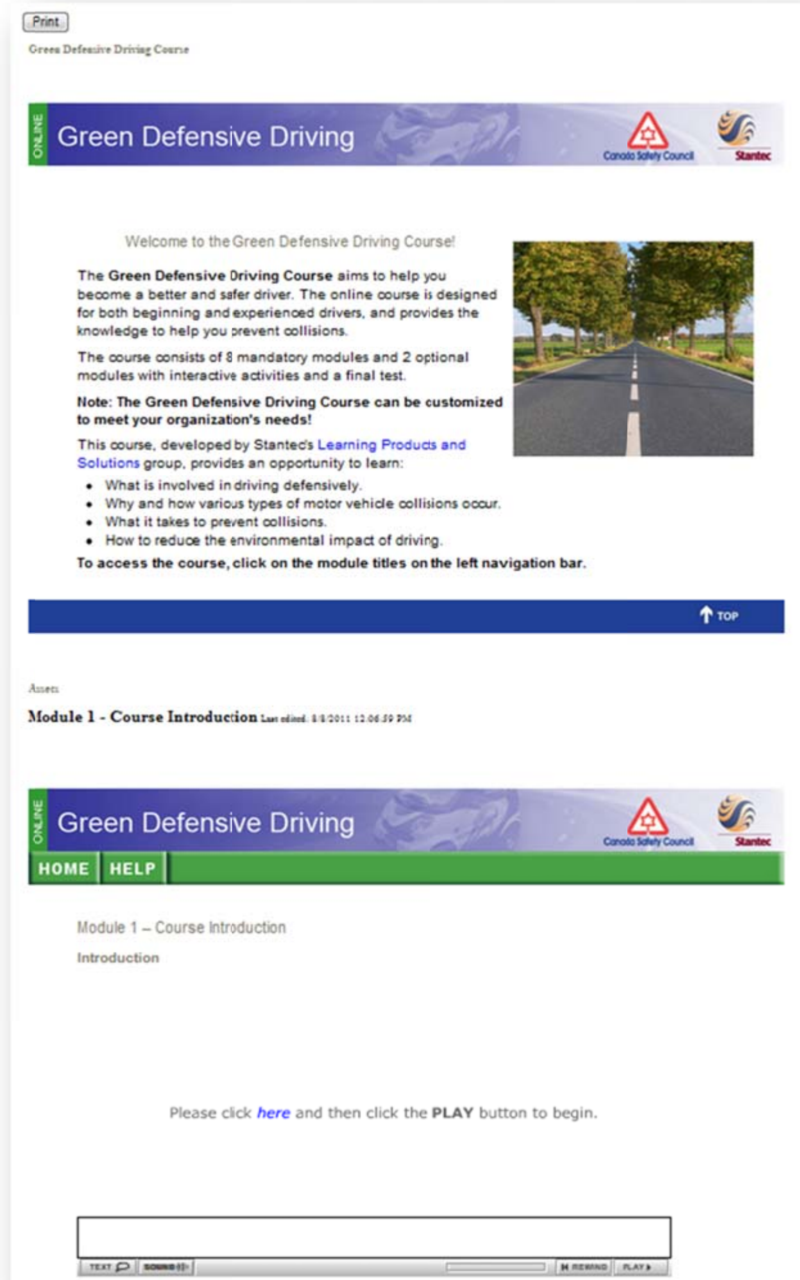
This option is not available to site managers.

If available on your system, the compile course tool creates a printable version of the course. This compilation will include all text and images. Testing assets are not included in the printable version. Additionally, assets must be active to be compiled.

Click the name of any product from the product menu to open the Utilities menu unique to that product, and then click **Compile Course** to create a printable collection of the pages from the product. The image on the right only shows two pages from a compiled course as an example of the tool.

The following assets cannot be compiled:

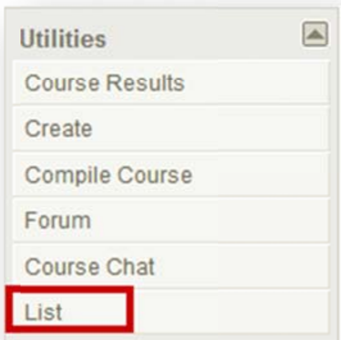
- **SCORM**
- **Tests and questionnaires**
- **Multimedia elements**
- **Inactive, hidden, popup, or overview only assets**

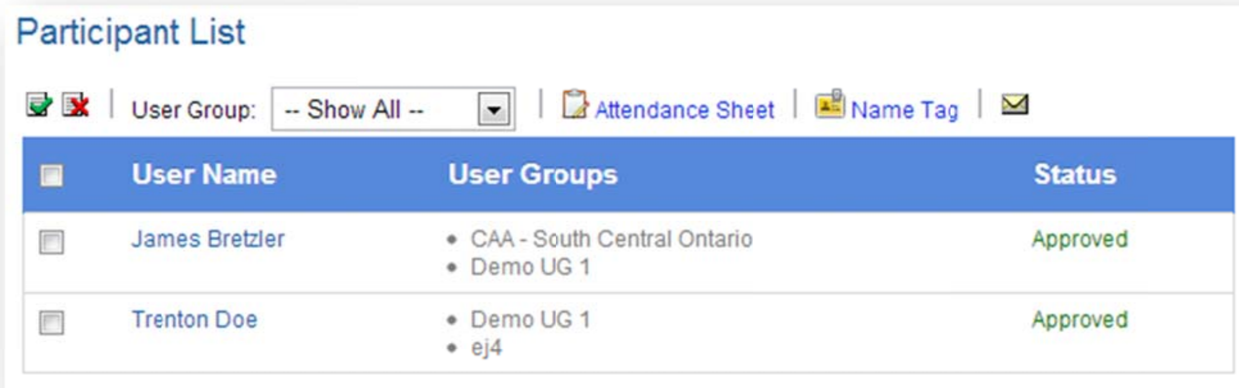


7.6 Participant List

This option is available to campus admins, instructors, participants, publishers, and user group managers.

Some systems let you view a list of participants enrolled to a product, approve or decline pending registrations, print out an attendance sheet, print name tags for instructor led courses, and email the class list. To access these functions, click a product to open it, and then click **List** from the Utilities menu. If you belong to multiple groups, you can selecting a group from the drop down menu at the top of the list to see only users in that group.





7.6.1 Manage Wait Listed Users

This option is available to campus admins, instructors, publishers, and user group managers.

Products configured to restrict enrolment will place all users attempting to enroll onto the product's participant list with a pending status. In this case, you must approve each enrolment and may also drop a user's enrolment at any time. A user may also drop their enrolment request prior to being approved. If desired, you may email students at any time from the product's participant list.

User names will show a status of approved, declined, or pending. Pending indicates that registration to the product has not yet been approved or declined. Select the check box in front of the names you wish to grant access or deny/remove access and then click either **Approve** or **Decline** at the top of the list.

7.6.2 Attendance Sheet

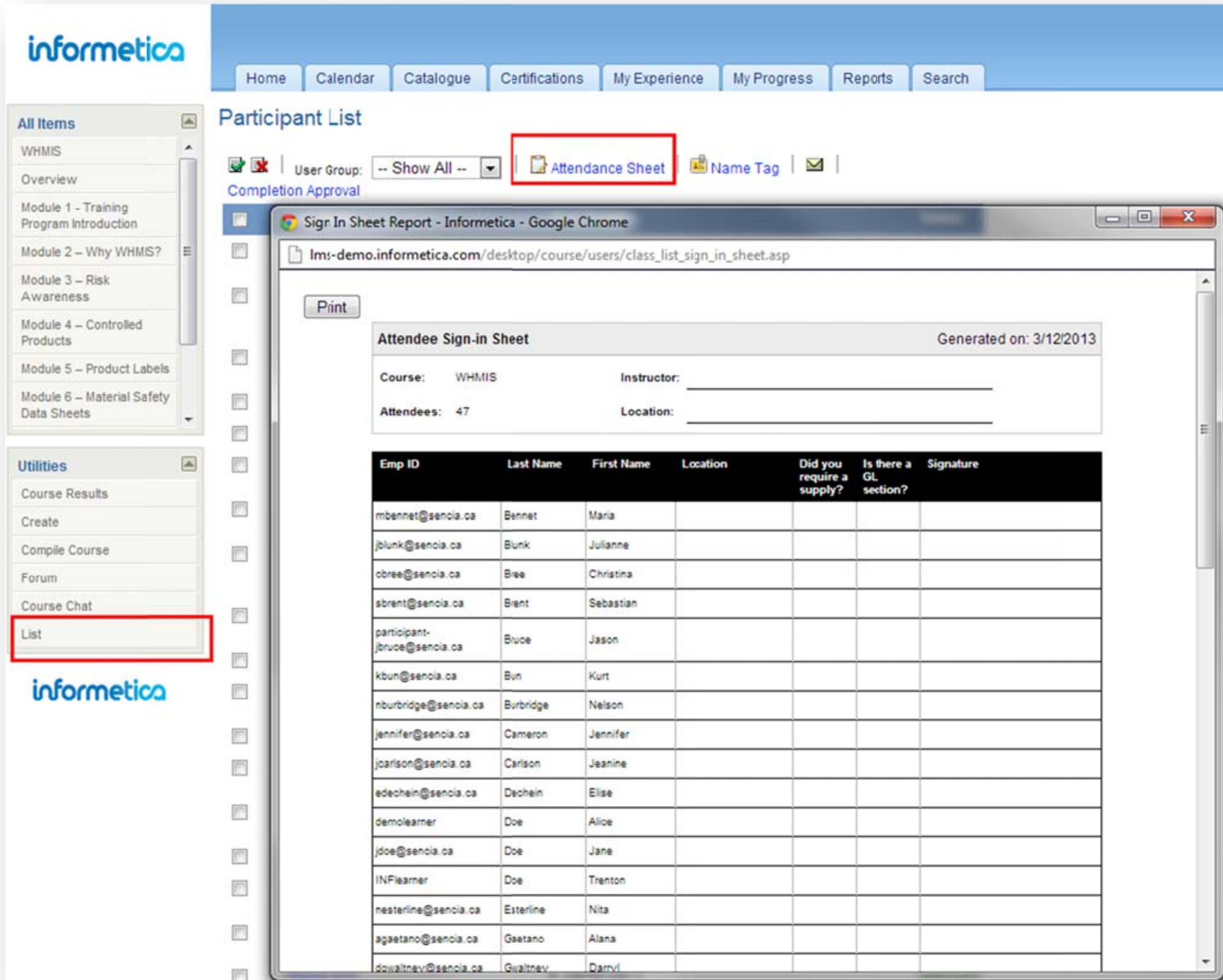
This option is available to campus admins, instructors, publishers, and user group managers

Click **Attendance Sheet** at the top of the page to generate a printable sign-in list of everyone registered to the product. Click **Print** at the top of the attendance sheet to send the sign-in sheet to your printer. This is most commonly used with Instructor Led Courses where a physical attendance will be taken on site.

Note that the fields to the right of the user information in the example below, such as “location”, will most likely be different for the attendance sheet you generate. These fields are unique based on the needs of your specific system.

Tracking Attendance for eLearning

You may run an activity report to determine a user’s logins as well as the duration spent within products and/or assets.



7.6.3 Name Tag

This option is available to campus admins, instructors, publishers, and user group managers.

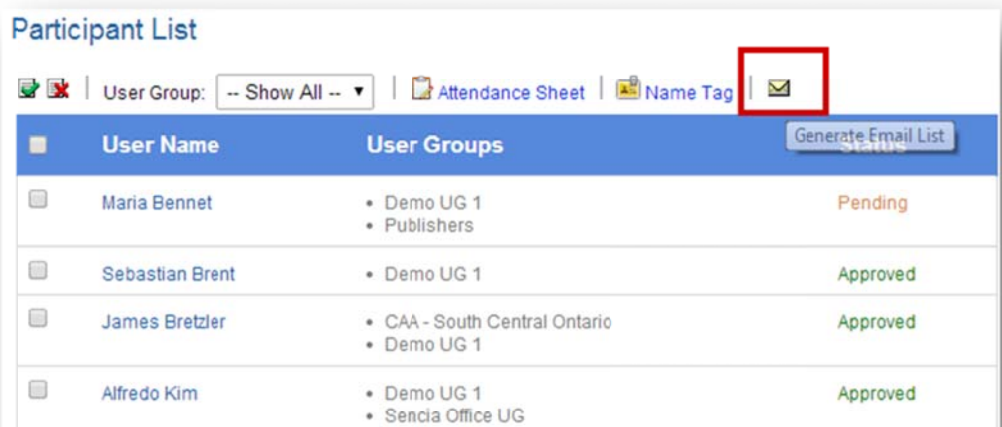
Click **Name Tag** at the top of the page to generate a printable list of names for everyone registered to the product that can be printed out to labels. Click **Print** button at the top of the name tag list to send the tags to your printer. The name tags are printed out on standard name tag label size, 12 labels per page.

This feature is most commonly used with courses that are conducted in a classroom environment.

7.6.4 Email List

This option is available to campus admins, instructors, publishers, and user group managers.

If your system is configured for it, you can generate an email list of everyone registered to the product. The Informetica LCMS will automatically populate the addresses into the To: field of your Microsoft Outlook email. Click **Generate Email List** at the top of the page to generate the list.

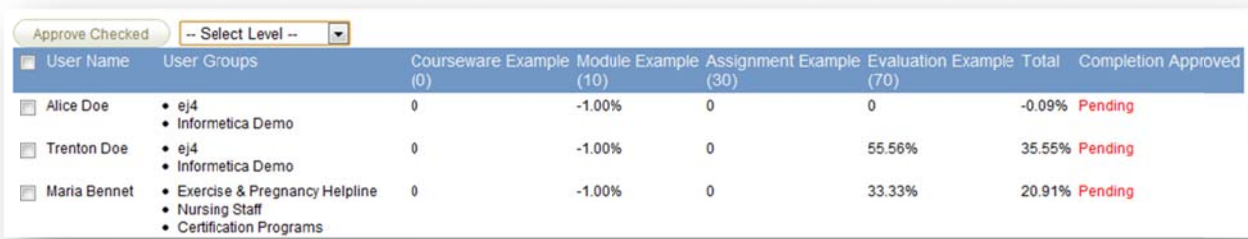


7.6.5 Completion Approval

This option is available to instructors only.

Products can be set up to require manual approval by an Instructor before the product is considered complete. This is often the case for eLearning courses that have an offline element to them, such as an assignment that must be emailed to the Instructor. For example, an Instructor running a Photoshop course may require the participant to email their final project in for review before the completion of the course can be determined.

Click **Completion Approval** at the top of the page to generate a list of names for everyone registered to the product that needs to have their completion of the product manually approved. Select the check box in front of the names you wish to approve completion of the product for and then click **Approve Checked** at the top of the list. The completion approved field will read as either pending or approved, as applicable.

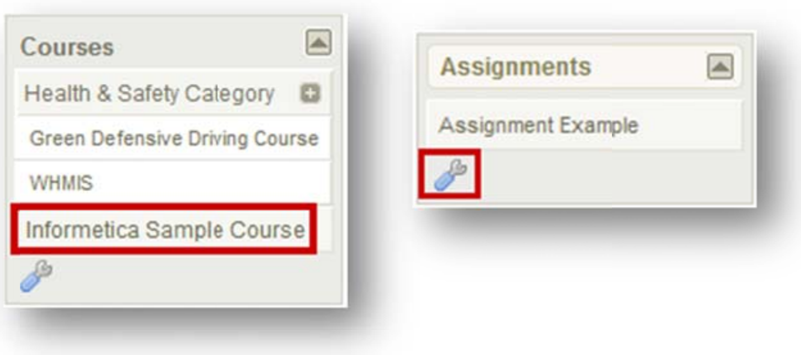

Approve Checked -- Select Level --

User Name	User Groups	Courseware Example (0)	Module Example (10)	Assignment Example (30)	Evaluation Example (70)	Total	Completion Approved
Alice Doe	• ej4 • Informetica Demo	0	-1.00%	0	0	-0.09%	Pending
Trenton Doe	• ej4 • Informetica Demo	0	-1.00%	0	55.56%	35.55%	Pending
Maria Bennet	• Exercise & Pregnancy Helpline • Nursing Staff • Certification Programs	0	-1.00%	0	33.33%	20.91%	Pending

7.7 Grade Items

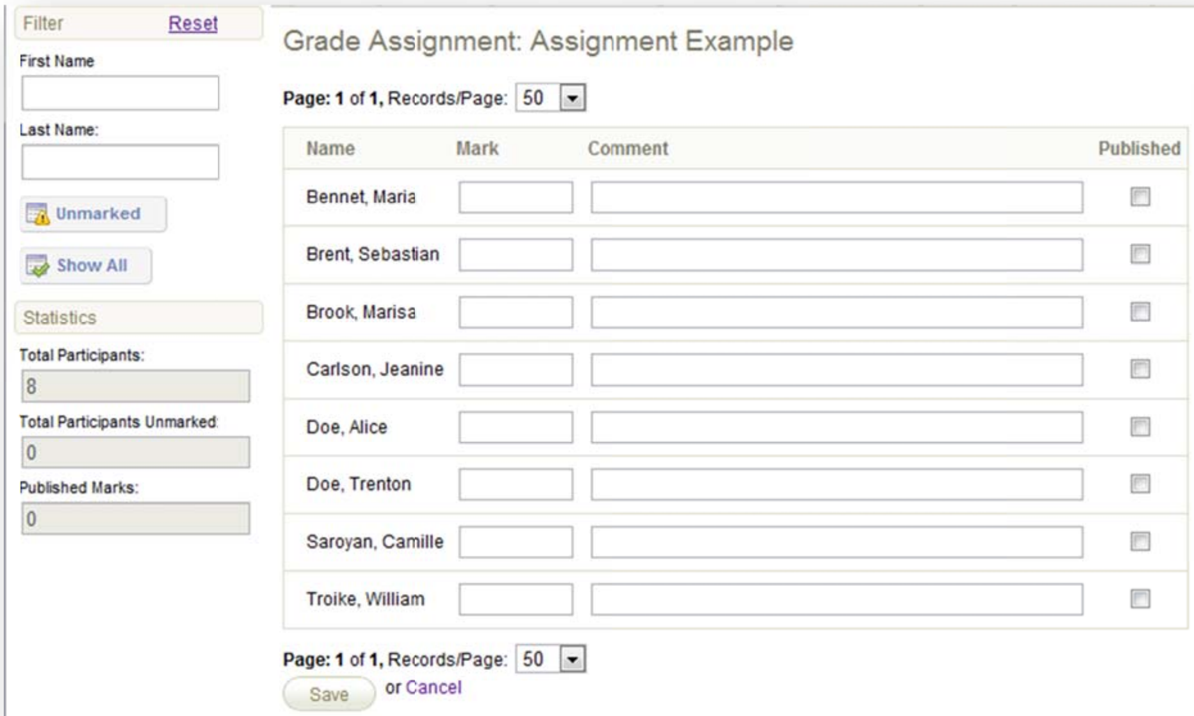
This option is available to campus admins, publishers, and instructors.

Select the asset that needs to be graded. Non-site managers must click the wrench icon To open grade the assignment page. You may have several asset types available, so scroll down to the one you need. In this example, we have opened a course called “Informetica Sample Course” in which there is an assignment that needs to be graded, called “Assignment Example”. Click the arrow on the edit button and then select **Grade**.



Filter – For long lists, the filter tool is particularly useful. Filter users in the following ways:

- Click **Reset** at the top to remove any filters.
- Enter a user’s first or last name to filter the list to see only that user.
- Click **Unmarked** to see only users who have not yet been given a grade
- Click **Show All** to show both grades and ungraded users.



Note that for evaluations and Prova tests, only essay questions are graded manually.

Statistics –At-a-glance information is available about the participants registered to the product:

- Total Participants Unmarked
- Published Marks

Mark – Here is where you can add a grade for each participant.
Comment – You may add a comment about the mark you gave a participant here.
Published – Click the check box if you want the comments to be visible to the participant.
Save – Make sure to save so the system will keep the grades you have entered.

7.8 Issue Certifications upon Approval

You can opt to manually issue certifications upon approval. There are different methods to accomplish this, as discussed below.

Step 1	•Create a gradable asset, such as a module (see the Assignments Modules References chapter).
Step 2	•Add a completion rule to the asset that requires a passing grade, such as 100% to pass (see the Products and Assets chapter).
Step 3	•Create a certification rule to include passing the asset. Use the same percentage you used when creating the completion rule in step 2.
Step 4	•Use a site manager, campus admin, publisher, or instructor account to grade the asset for users. Once the passing grade is applied, the certification will be issued (see the Products and Assets chapter).

8. My Experience

Participants can add their own training events that can then be approved by a manager. Participants can track their practical experience and personal development plans such as project management experience, flight logs, offline certifications, or other qualifying activities.

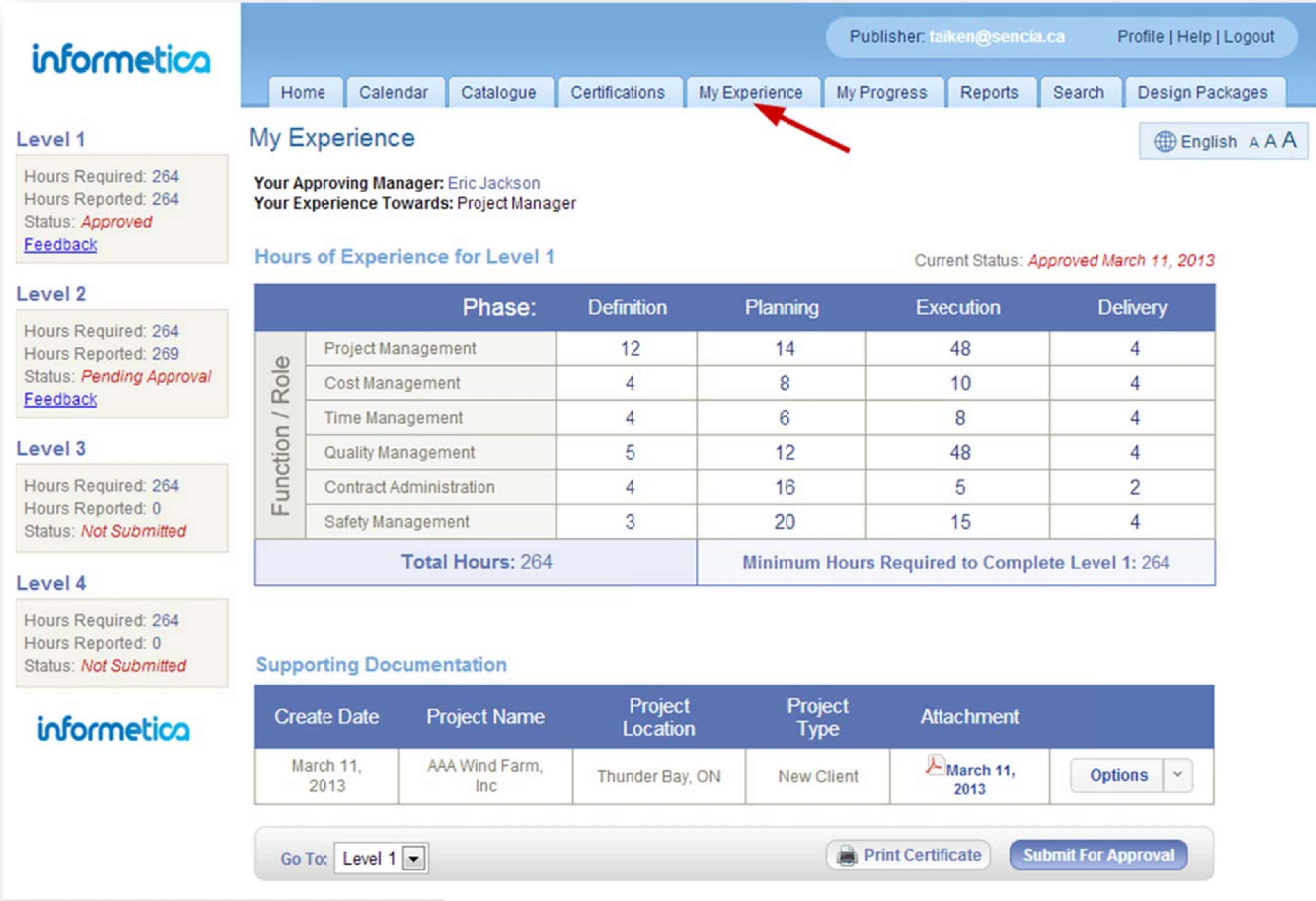
The experience log can be configured to track experience within a web form, by uploading supporting documents (i.e. PDF or word), or a combination of both. Authorized managers are provided with tools for reviewing and endorsing employee experiences as qualifying activities. Managers may also promote employees to up to four levels of pre-defined experience progression.

Topics Covered in this Chapter

8.1 Add Experience and Submit for Approval

1. Click the My Experience tab from your main navigation area to open the experience log.
2. Enter your hours for the current level. This can be done all at once, or a little at a time. You can also change the level at the bottom of the form.
3. Submit your hours for approval after you have met the requirements.
4. Your manager will review your submission and you may get an email to say if the level was approved or not approved.
5. Proceed to the next level, if applicable.

Configuration of the experience log is customized for your specific requirements, so while it will not look like exactly like the examples in this chapter, the functionality is the same.

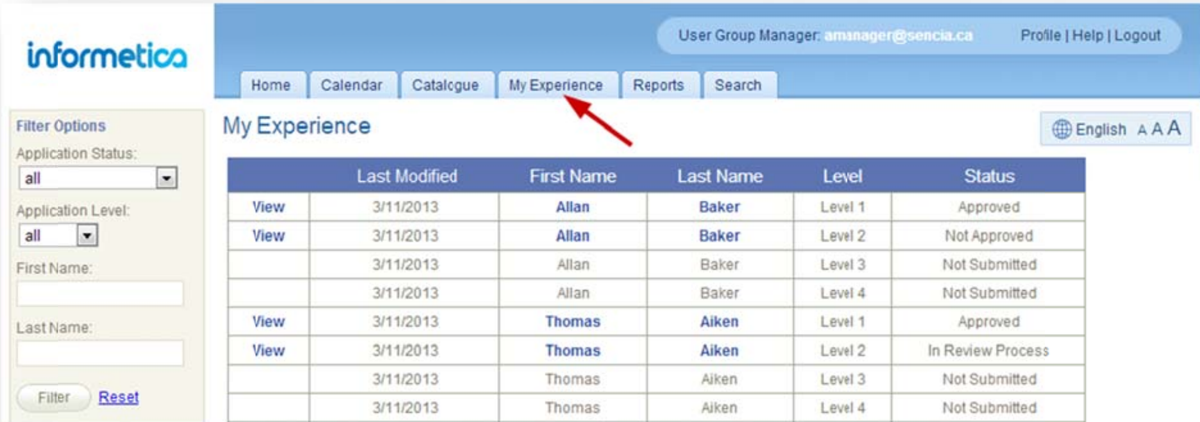

informetica
Publisher: taiken@sencia.ca
Profile | Help | Logout
Home
Calendar
Catalogue
Certifications
My Experience
My Progress
Reports
Search
Design Packages
Level 1
Hours Required: 264
Hours Reported: 264
Status: Approved
Feedback
Level 2
Hours Required: 264
Hours Reported: 269
Status: Pending Approval
Feedback
Level 3
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
Level 4
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
informetica
My Experience
English A A A
Your Approving Manager: Eric Jackson
Your Experience Towards: Project Manager
Hours of Experience for Level 1
Current Status: Approved March 11, 2013
Phase:
Definition
Planning
Execution
Delivery
Function / Role
Project Management 12 14 48 4
Cost Management 4 8 10 4
Time Management 4 6 8 4
Quality Management 5 12 48 4
Contract Administration 4 16 5 2
Safety Management 3 20 15 4
Total Hours: 264
Minimum Hours Required to Complete Level 1: 264
Supporting Documentation
Create Date
Project Name
Project Location
Project Type
Attachment
March 11, 2013
AAA Wind Farm, Inc
Thunder Bay, ON
New Client
March 11, 2013
Options
Go To: Level 1
Print Certificate
Submit For Approval

Brief description of the form areas

Item	Description
Levels	You can have up to five levels of experience tracking and approval. Change the level that you are viewing at the bottom of the form.
• Hours	Hours required and hours currently reported per level.
• Status	The current status of each level of experience. 1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager
• Feedback	View your manager's message after you have submitted hours.
Approving Manager	Name of the manager responsible for approving your experience.
Your Experience Towards	The type of experience you are logging (i.e. project management, flight logs).
Hours of Experience	Enter the hours you have applied towards the project.
• Current Status	Shows the status for this level and the date the status was applied, if applicable.
• Function/Role	Specific to the type of project you are working toward.
• Phase	Specific to the function and roles of the project you are working toward.
• Total Hours	The current hours you have entered towards this level.
• Minimum Hours	The minimum hours required to complete this level.
Supporting Documentation	Add details regarding to the hours you entered and upload supporting documents, if applicable.
• Create Date	The date the supporting document was entered.
• Project Name	The name of the project you are working on.
• Project Location	The location of the project (e.g. city, corporate facility).
• Project Type	The type of project you are working on (e.g. new client, service request).
• Attachment	Upload and view supporting documents (e.g. client contact list, signed service requests).
• Options	Click options to view, edit or delete your supporting documentation.

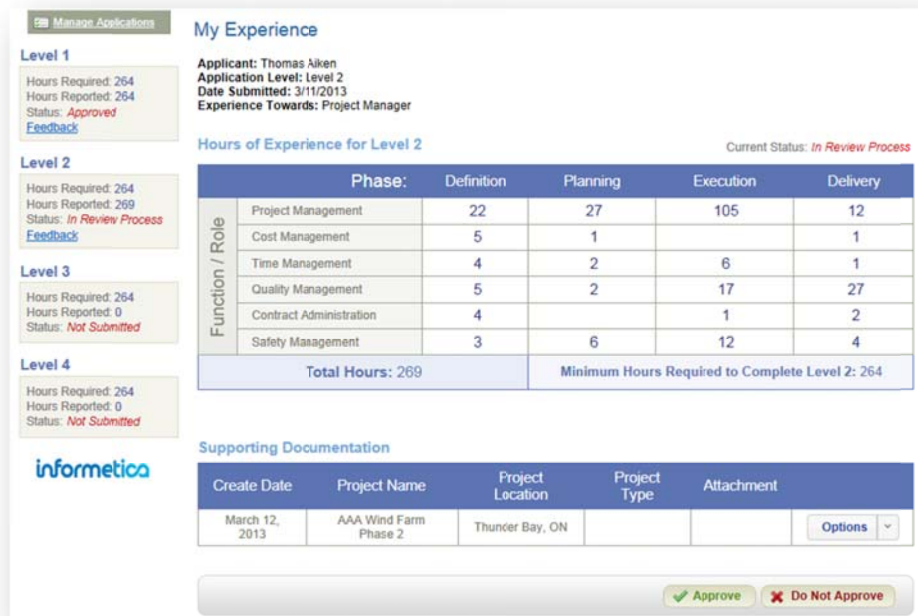
8.2 Approve Experience

A user who is assigned as the authorized approving manager may approve or not approve experience logs that have been submitted.



Generally, anyone who is assigned as the approving manager can do so, regardless of user type.

1. Click the My Experience tab from your main navigation area to open the experience logs for the users that you are managing.
2. Click "View" to open the selected user's submitted experience: Click "Options" to view any supporting documentation.
3. Review the submission and click "Approve" or "Do Not Approve", leave optional feedback for the user, and then click "Confirm".
4. Emails can automatically be sent to the user to let them know if the level was approved or not approved.

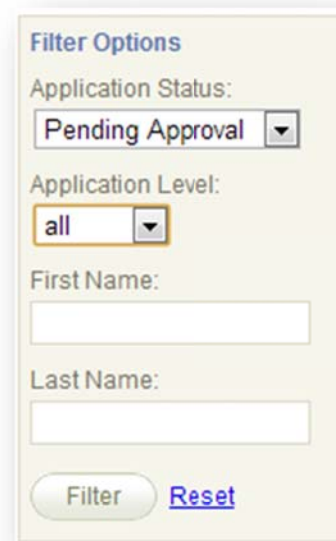


Brief description of the approval page

Item	Description
View	Click view to see the submission for a user's experience. View is available for any experience that has been submitted (approved, not approved and pending statuses).
Last Modified	The date that the experience was last modified. For example, for submissions that were not approved, updated, and then submitted again, the date will update each time changes are made to the log.
First Name	The user's first name. Click the name to see the user's experience submission.
Last Name	The user's last name. Click the name to see the user's experience submission.
Level	Indicates which level of experience the user has submitted.
Status	1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager

8.2.1 Experience Filter

Use the filter options to narrow your list to specific user experience. By default, users are sorted alphabetically by Last Name. You can filter by the status of the submission, the level of the experience, or by first or last name.



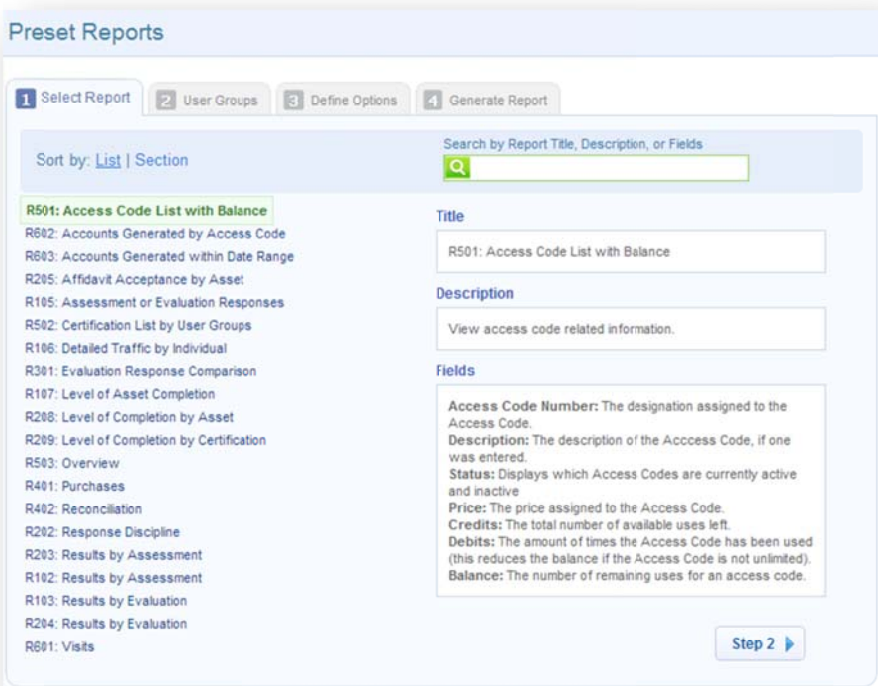
9. Reports

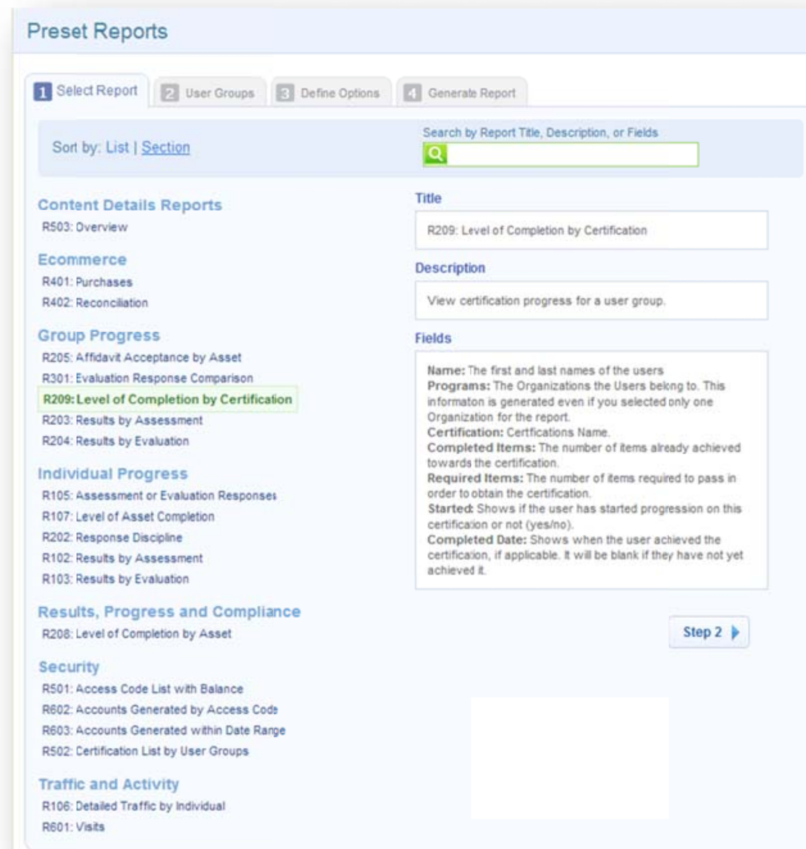
Informetica features a robust reporting engine that allows you to report on a wide variety of activity, information, and user-related data. All reports are in real time and can be exported in HTML and Excel formats. Click the reports tab from any page within Informetica to access the reports.

Topics Covered In This Chapter

9.1 Report Views

Reports can be viewed in two ways: list view and section view. List view shows all of the reports in alphabetical order and section view shows the reports grouped by categories. Each report is assigned a unique identifier to help us do any troubleshooting with reports that may be renamed on your system. This identifier is located before the name of each report on the reports page before each preset report and can also be seen within the title of the report and on the report summary reports page. It is also visible on exported reports. When downloading reports to Excel, the name of the file is based on the report code. Click on the name of any report to see additional information under the description and fields.





9.2 Report Search

The simple search box allows you to enter one or two words to help find the reports you need. Search results are returned from the report title, the description text and in the report fields. For example, if you want a report that included grade information, search for the word "grade" and relevant reports will be listed.

9.3 Using the Report Wizard

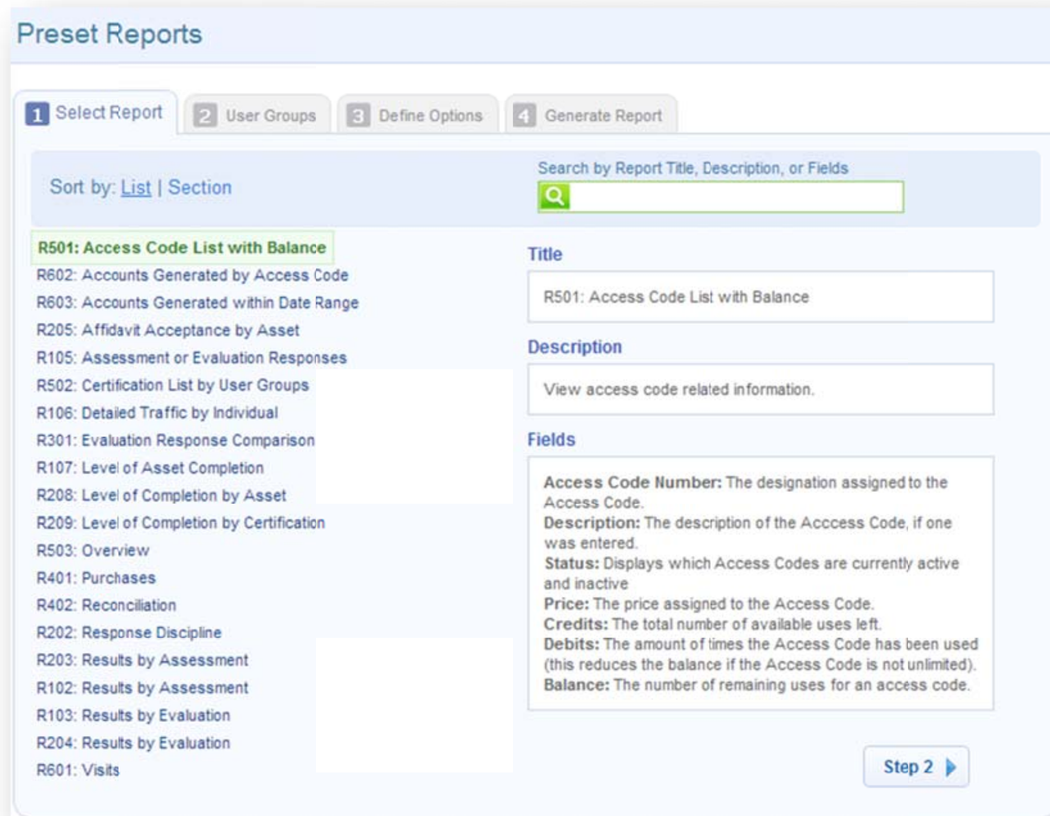
To access the report wizard, click on the reports tab in the main menu, and then click **Report Wizard**. The report wizard guides you through four steps to build and generate your report. Each step contains options and data selections to build the report. The step you are currently on will show a blue tab while the other steps will show with grey tabs. Once your options are selected for a particular step, you can navigate to next or previous steps to make edits by using the report summary on the right hand side, by pressing the step buttons or by selecting the applicable tab.

Click on the tabs to proceed to the next step of building your report *or* Click the next step button to proceed

Once you've completed building your report, the data will populate upon clicking the generate report button in step 4 of the report wizard.

Step 1

Select any of the reports listed and click the step 2 button to continue.



Step 2

Use the drop down menus to select organizations and user groups. Click anywhere outside the selection area to close a drop down menu.   Click the step 3 button to continue.

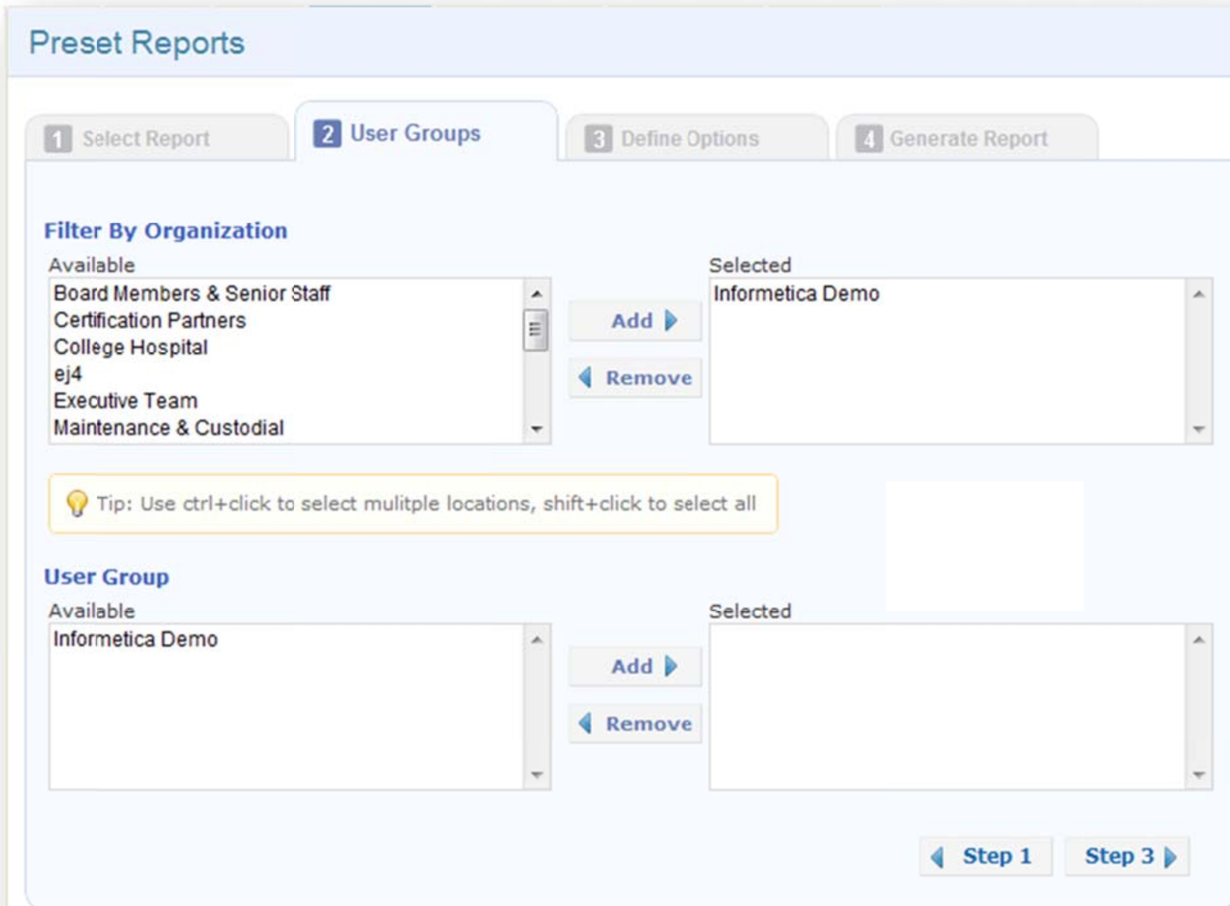
Filter by Organization Selection Box

To add organizations to the report criteria, click any organizations to highlight them in the available box on the left and then select the add button. To remove organizations from the report criteria, click any organizations to highlight them in the selected box on the right and then select the remove button. Select multiple items by holding down the ctrl or shift keys and clicking with your mouse.

User group selection is populated based which organizations are selected here. When an organization is added or removed the user group lists for that organization are also affected.

What does it look like?

This example shows one organization that has been moved from the left box and into the right box, adding it to the report criteria.



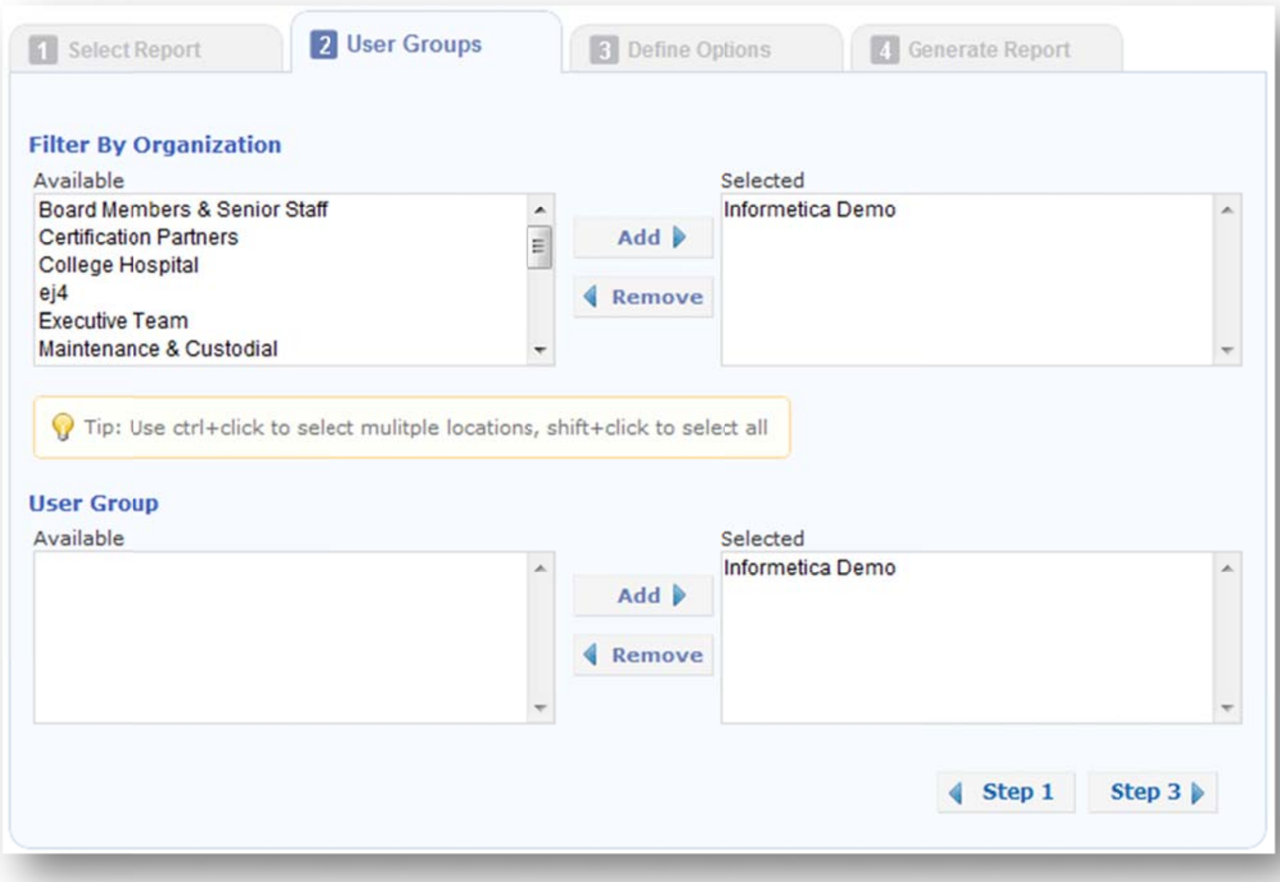
User Group Selection Box

User groups will populate in the available box on the right when the organizations they are connected to are selected in filter by organization. When an organization is added, the user groups associated with it are added to the available selection box. When an organization is removed, the user groups associated with it are removed from both the available and the selected user group selection boxes. Removing all organizations will completely reset the user groups.

To add user groups to the report criteria, click any user groups to highlight them in the available box on the left and then select the add button.
To remove user groups from the report criteria, click any user groups to highlight them in the selected box on the right and then select the remove button.
Select multiple items by holding down the ctrl or shift keys and clicking with your mouse.

What does it look like?

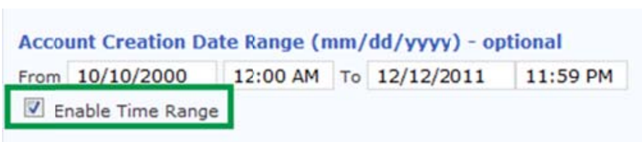
This example shows one user group that has been moved from the left box and into the right box, adding it to the report criteria.

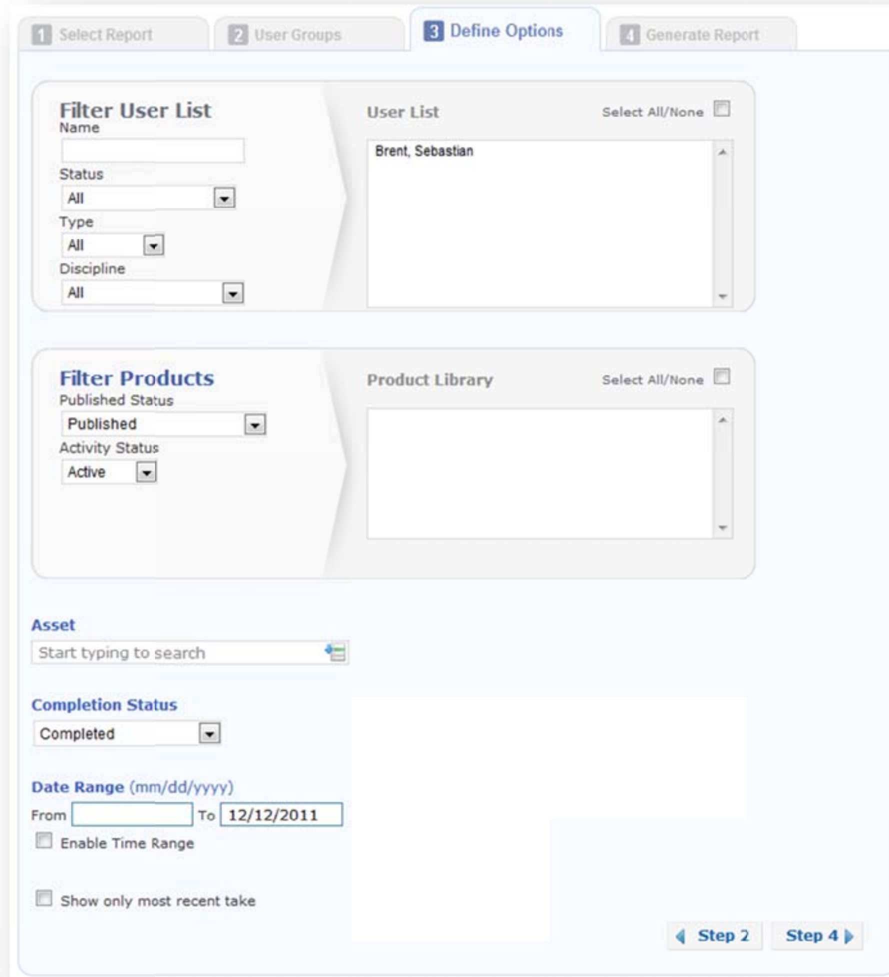


Step 3

Complete the fields and then click the step 4 button to continue. Each report has specific criteria so the appearance of step 3 will depend on the report you have selected.

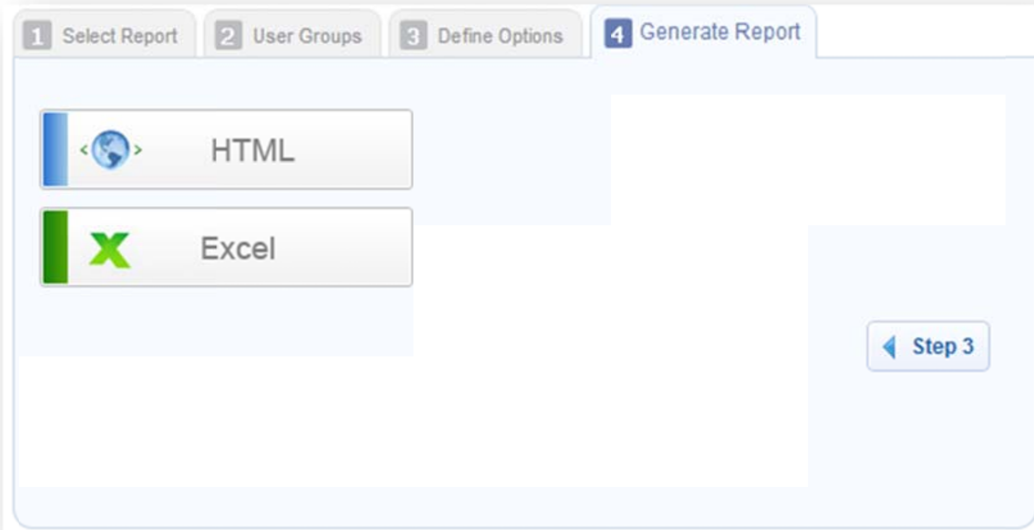
Some reports will require a date or a date range. Click the date box to open the calendar control or simply type a date into a date box. Some reports also have an optional time range that can be enabled.





Step 4

Select the output for your report. Choose HTML to view in your browser or export it to Excel.



For some reports, the HTML option may be interactive and allow you to drill down for more information.

Report Summary

The report summary is an at a glance overview of the data selected from each step of the report wizard. It is located in the column next to the report wizard.

As you progress through the wizard, you can easily modify the options you selected by clicking the change links in the report summary. Clicking a "change" link will bring you back to the particular step in the report wizard where you can modify the selected options.

If the summary is not visible, select the arrow to expand the column on the right side of your screen.

9.4 Report Output

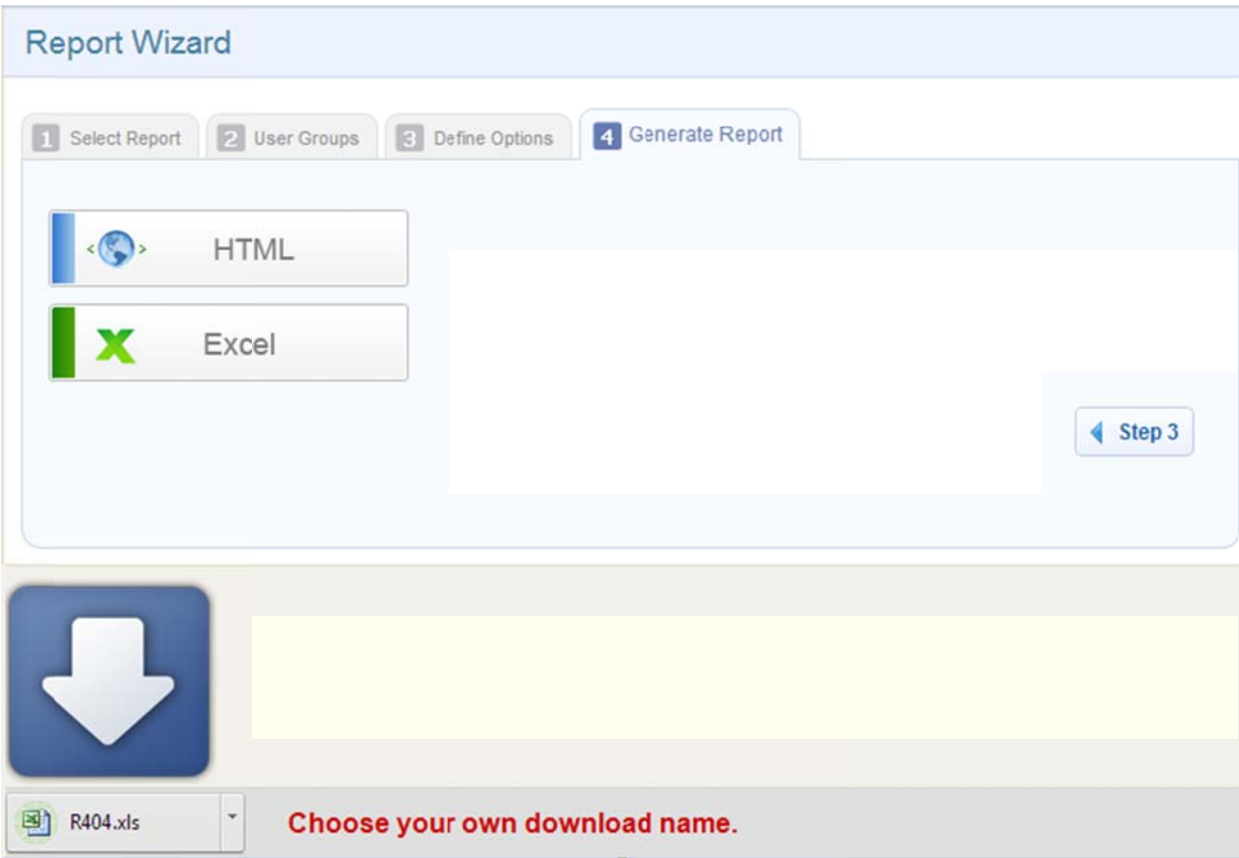
Report outputs include a summary of the criteria used to compile the report located at the top of the report in the blue header. The screenshots in the examples do not show this summary of criteria, just the report itself, but here is an example:

Reports that have been customized for your system are not reflected in this manual. Report names and specific header or column names can be customized, so the terms used in the example reports may be different on your system.

Customize the Name of Downloaded Reports

This option is available only to site managers.

By default, the files created by a report download are named by their report code, such as R404. You can create a custom name for your report download files by changing the variable labels in the dictionary. The labels for all download report names can be found under reports_file_name_RXXX where XXX is the report code. The file names will still include the report code, but will be suffixed by the variable label name. For example, changing the label for the R404 report download file to Internal Training Report will result in a downloaded filed named R404_InternalTrainingReport.



For more details on changing label names, please see the Languages and Dictionaries chapter in the Site Manager manual.

9.5 Report Descriptions

Informetica provides several standard predefined reports in various formats. Select a report to view a short description of it in the information box.

R101 Participant Record Overview

dictionary label: reports_ R101_name

View a snapshot of a single user account including user group and product enrolments, access codes, certifications earned, and affidavit activity.

Example of report

Last Name	First Name	Username	E-Mail Address	Date Registered
Doe	Alice	demolearner	strees@sencia.ca	1/17/2011 10:59:35 AM

Campus	User Group
• Informetica Demo	• ej4

Product Name	Status	Product Type	Product Expiry Date	Enrollment	Enrollment Date	Duration (Days)	Finish Date
Informetica Sample Course	active	Topic	05/15/2012 11:59:59 PM	Approved	03/29/2011 03:39:49 PM	0	
Green Defensive Driving Course	active	Topic		Pending	03/30/2011 10:21:58 AM	0	
WHMIS	active	Topic		Approved	04/27/2012 10:40:39 AM	0	
A Look at the Future	active	Topic	10/19/2012 11:59:59 PM	Approved	04/27/2012 10:31:54 AM	15	04/27/2012 10:37:14 AM

Access Code Name	Access Code Number
INFDemo	4/27/2012 10:40:39 AM

Certification Name	Earned Date	Certification Sent
Defensive Driving Certification	4/27/2012 12:00:00 AM	

Affidavit Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
4/27/2012 10:37:41 AM	Course Credit Requirements	Viewed		Informetica Sample Course	Affidavit Example	Reference
4/27/2012 10:37:45 AM	Course Credit Requirements	Accepted		Informetica Sample Course	Affidavit Example	Reference

Brief description of the report fields

Field	Description
Account Information	Name, user name, email address and the date the user was registered to the system.
Organization and User Group	Lists all of the organizations and user groups this account is registered to.
Product Information	Lists all of the products the user is registered to with information on the product's status, type, expiry date, enrolment status, enrolment date, duration and finish date.
Access Code Name	A list of all access code names and numbers the account has access to.
Certification Name	A list of all Certifications the account has earned by name, earned date and certification sent (if applicable).
Affidavit Timestamp	A list of any affidavits the user has interacted with by title, including information on status, feedback, course name, asset name, and asset type.

R102 Participant Questionnaire Scores

dictionary label: reports_ R102_name

View the bucket results for each questionnaire registered to a defined participant.

Example of report

Assessment Results Report for Alice Doe (strees@sencia.ca)

A Look at the Future

Assessment	Take	Complete	Results
Sample Assessment	*No scores are available for this assessment.*		

Green Defensive Driving Course

Assessment	Take	Complete	Results
Comprehensive Course Survey	1	4/1/2011 10:02:44 AM	Course Satisfaction: 48
			Student Services: 32
Assessment Quiz	*No scores are available for this assessment.*		

Informetica Sample Course

Assessment	Take	Complete	Results
Assessment Example	*No scores are available for this assessment.*		

WHMIS

Assessment	Take	Complete	Results
	No assessment items for this course		

The report generates a separate entry box for each Assessment starting with the name of the Product followed by:

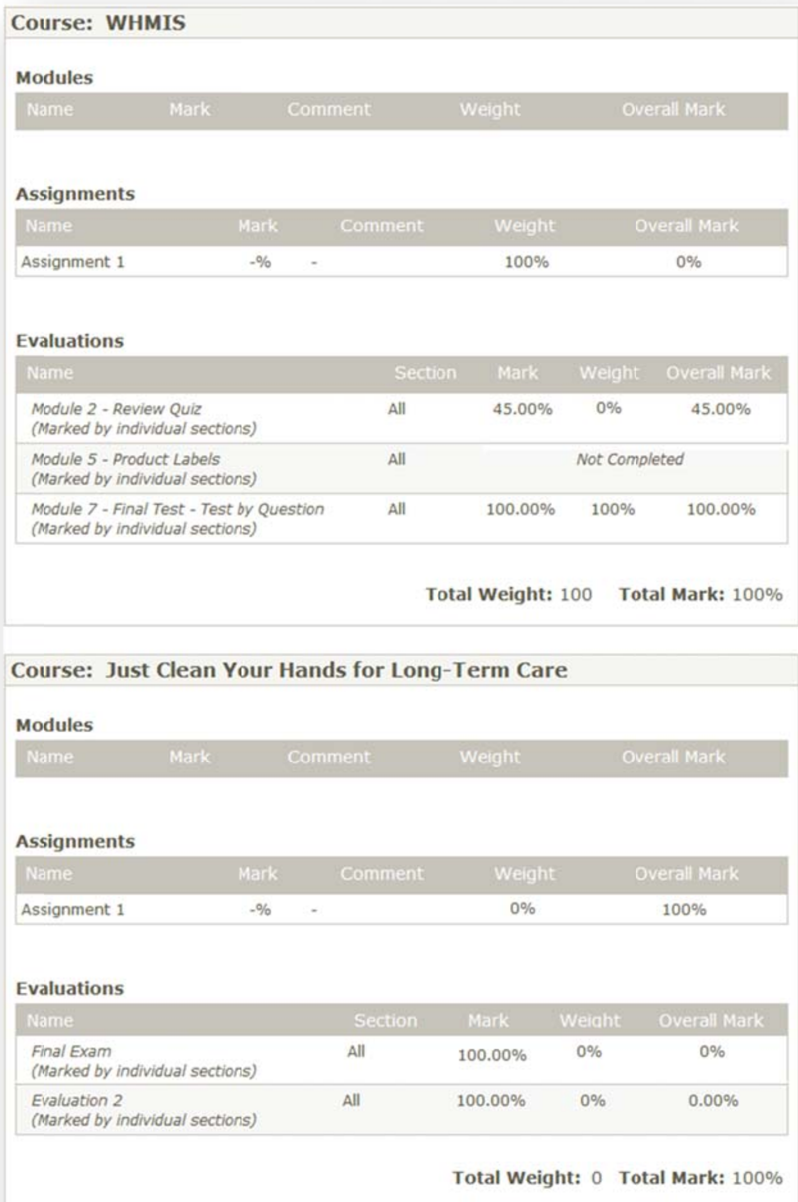
Brief description of the report fields

Field	Description
Assessment	The name of the assessment assigned to the product.
Take	The number of times the assessment was completed by that user.
Complete	This is the date during which the participant completed the specified assessment.
Results	Each participant's response "score" (i.e. level of competency) within the assigned buckets.

R103 Grades by Participant

dictionary label: reports_ R103_name

Example of report



Course: WHMIS

Modules

Name	Mark	Comment	Weight	Overall Mark

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	-%	-	100%	0%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Module 2 - Review Quiz (Marked by individual sections)	All	45.00%	0%	45.00%
Module 5 - Product Labels (Marked by individual sections)	All		*Not Completed*	
Module 7 - Final Test - Test by Question (Marked by individual sections)	All	100.00%	100%	100.00%

Total Weight: 100 **Total Mark:** 100%

Course: Just Clean Your Hands for Long-Term Care

Modules

Name	Mark	Comment	Weight	Overall Mark

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	-%	-	0%	100%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Final Exam (Marked by individual sections)	All	100.00%	0%	0%
Evaluation 2 (Marked by individual sections)	All	100.00%	0%	0.00%

Total Weight: 0 **Total Mark:** 100%

View the grades for one participant for as many products and assets as you select. The report generates a separate entry box for each evaluation starting with the name of the product and the type of asset followed by:

Brief description of the report fields

Field	Description
Name	The name of the assets within the product the participant is registered to.
Section	Gives a section grade for evaluations that are set up with sepepate section pass values.
Score	The percentage they received upon completeing the asset.
Weight	The assigned importance given to the particular asset.
Overall Mark	The overall grade received for the entire product, if applicable.

R104 Affidavit Compliance Status by Participant

dictionary label: reports_R104_name

View an historical snapshot of the selected participant's affidavit activity. You can run this report on one person at a time or for as many individuals as you like.

Example of report

Alice Doe <demolearner>

Affidavit Info				User Info	Course Info	
Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
4/27/2012 10:37:41 AM	Course Credit Requirements	Viewed		Informetica Sample Course	Affidavit Example	Reference
4/27/2012 10:37:45 AM	Course Credit Requirements	Accepted		Informetica Sample Course	Affidavit Example	Reference
8/9/2011 3:23:38 PM	Affidavit	Viewed		Informetica Sample Course	Module Example	Lesson

Brief description of the report fields

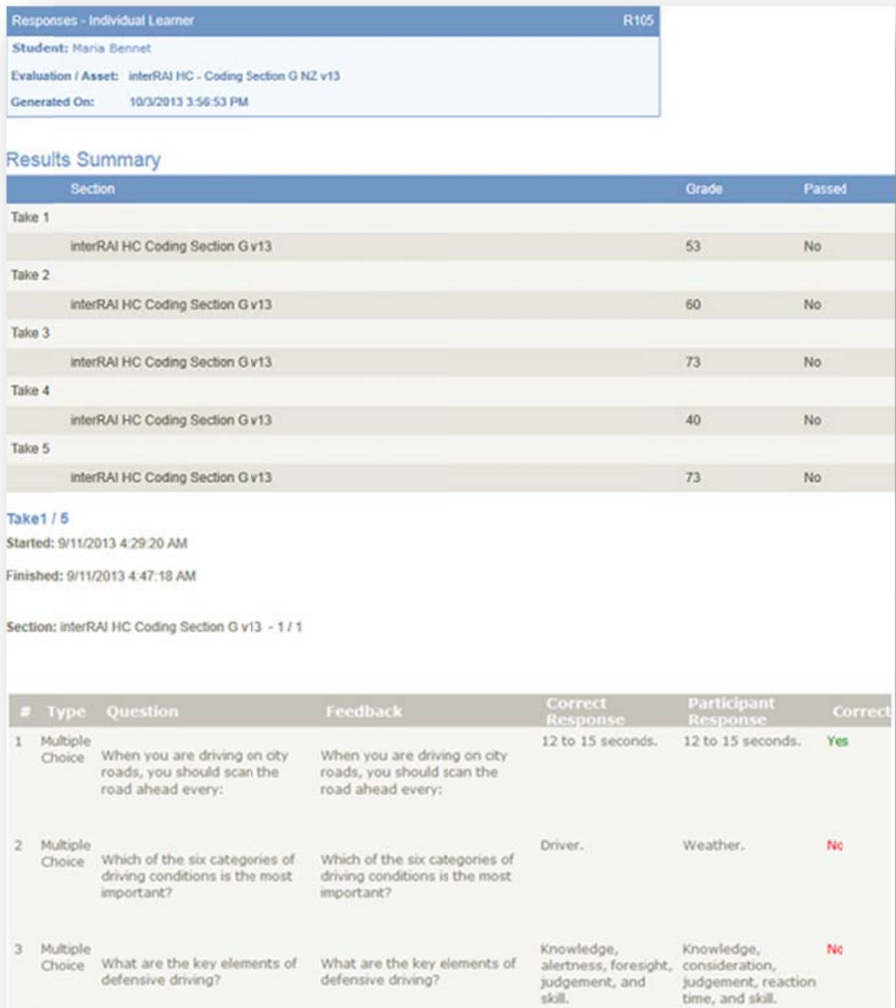
Field	Description
Timestamp	The date/time that the participant accessed the affidavits.
Title	The name of the affidavits.
Status	An indication if the participant accepted, rejected or viewed the affifdavit.
Feedback	If the participant provided any feedback upon interacting with the affidavit at the time, it will be shown here.
Course Name	The name of the product that the affidavit is bound to.
Asset Name	The name of the asset that the affidavit is bound to.
Asset Type	A list of the asset types each affidavit is in.

R105 Participant Test Responses

dictionary label: reports_ R105_name

View a specific participant's attempt information and responses for a single evaluation, questionnaire, or appraisal. The report shows the test questions, associated feedback, correct answer, and participant's answers.

Example of report



Responses - Individual Learner	R105
Student: Maria Bennet	
Evaluation / Asset: interRAI HC - Coding Section G NZ v13	
Generated On: 10/3/2013 3:56:53 PM	

Results Summary

	Section	Grade	Passed
Take 1			
	interRAI HC Coding Section G v13	53	No
Take 2			
	interRAI HC Coding Section G v13	60	No
Take 3			
	interRAI HC Coding Section G v13	73	No
Take 4			
	interRAI HC Coding Section G v13	40	No
Take 5			
	interRAI HC Coding Section G v13	73	No

Take1 / 5

Started: 9/11/2013 4:29:20 AM

Finished: 9/11/2013 4:47:18 AM

Section: interRAI HC Coding Section G v13 - 1 / 1

#	Type	Question	Feedback	Correct Response	Participant Response	Correct
1	Multiple Choice	When you are driving on city roads, you should scan the road ahead every:	When you are driving on city roads, you should scan the road ahead every:	12 to 15 seconds.	12 to 15 seconds.	Yes
2	Multiple Choice	Which of the six categories of driving conditions is the most important?	Which of the six categories of driving conditions is the most important?	Driver.	Weather.	No
3	Multiple Choice	What are the key elements of defensive driving?	What are the key elements of defensive driving?	Knowledge, alertness, foresight, judgement, and skill.	Knowledge, consideration, judgement, reaction time, and skill.	No

This report applies to Informetica evaluations (classic and Prova), questionnaires and appraisals, but does not capture SCORM assets.

Results Summary

- Take: Each time the user attempted this assessment or evaluation is listed separately on the report.
- Grade: The grade that the user received for each attempt.
- Passed: Indicates whether the user passed or failed the assessment or evaluation.
- Started/Finished: Shows the dates that the user started the asset and completed the asset. When a user first starts an evaluation or assessment, a timestamp is made. When the user finishes the evaluation, which could be at any point in the future, another timestamp is made. These are the start and end times shown on the report.
- Section: Each section within the assessment or evaluation is listed separately, if applicable.

Brief description of the report fields

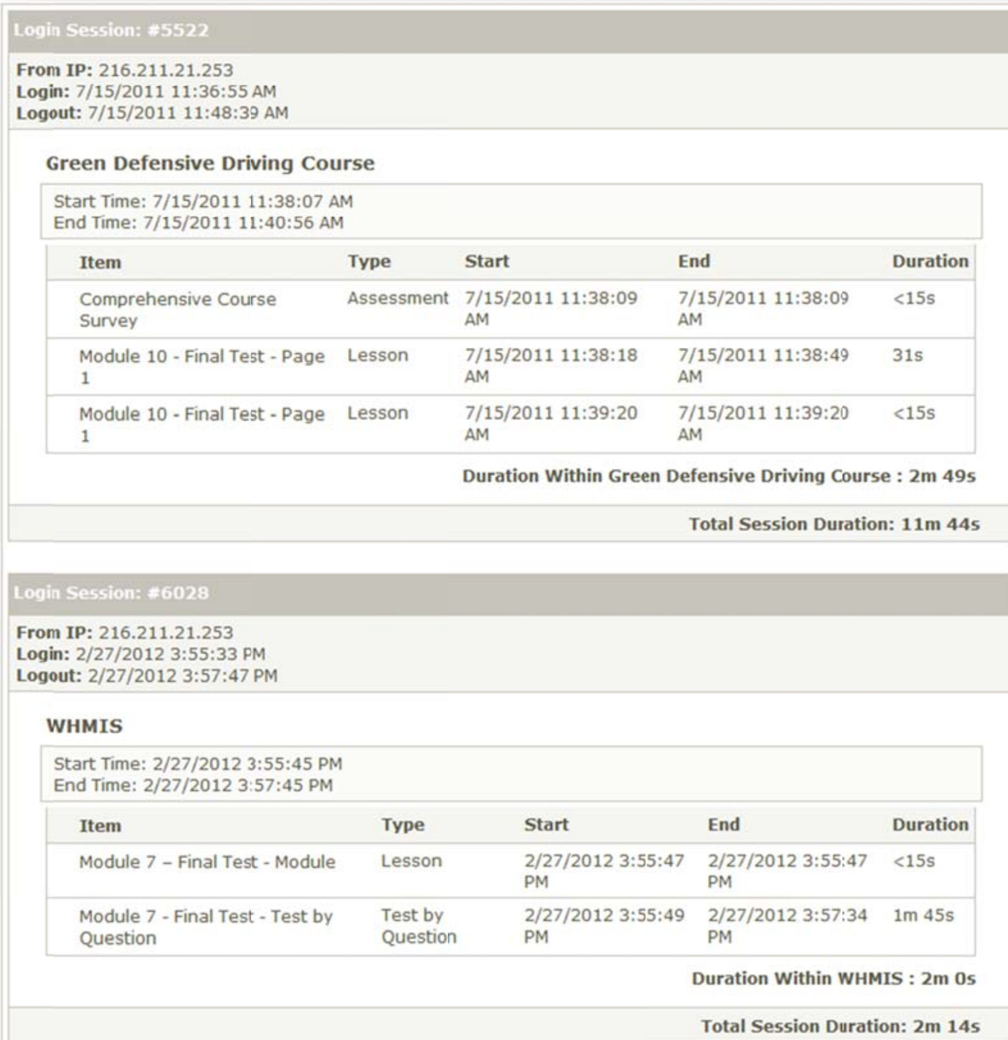
Field	Description
#	This column shows the question order.
Type	Indicates the type of question.
Question	Shows the question as it appears to the participant.
Feedback	Shows the feedback the particpant reveiced for their answer.
Correct Response	This is the correct answer for the question.
Participant Response	This is the answer the particpant gave.
Correct	Indicates whether or not the answer was correct (yes) or incorrect (no).

R106 Participant Activity Breakdown

dictionary label: reports_ R106_name

View an historical snapshot of an individual user's login activity through all assets of a product within a date range.

Example of report



Login Session: #5522

From IP: 216.211.21.253
Login: 7/15/2011 11:36:55 AM
Logout: 7/15/2011 11:48:39 AM

Green Defensive Driving Course

Start Time: 7/15/2011 11:38:07 AM
End Time: 7/15/2011 11:40:56 AM

Item	Type	Start	End	Duration
Comprehensive Course Survey	Assessment	7/15/2011 11:38:09 AM	7/15/2011 11:38:09 AM	<15s
Module 10 - Final Test - Page 1	Lesson	7/15/2011 11:38:18 AM	7/15/2011 11:38:49 AM	31s
Module 10 - Final Test - Page 1	Lesson	7/15/2011 11:39:20 AM	7/15/2011 11:39:20 AM	<15s

Duration Within Green Defensive Driving Course : 2m 49s

Total Session Duration: 11m 44s

Login Session: #6028

From IP: 216.211.21.253
Login: 2/27/2012 3:55:33 PM
Logout: 2/27/2012 3:57:47 PM

WHMIS

Start Time: 2/27/2012 3:55:45 PM
End Time: 2/27/2012 3:57:45 PM

Item	Type	Start	End	Duration
Module 7 – Final Test - Module	Lesson	2/27/2012 3:55:47 PM	2/27/2012 3:55:47 PM	<15s
Module 7 - Final Test - Test by Question	Test by Question	2/27/2012 3:55:49 PM	2/27/2012 3:57:34 PM	1m 45s

Duration Within WHMIS : 2m 0s

Total Session Duration: 2m 14s

Brief description of the report fields

Field	Description
Report Summary	The top of the report summarizes the visit with a log number, IP address, login and logout dates/times and total duration of the visit to this product (within the specified date range).
Item	The name of the assets visited.
Type	The type of asset that was viewed.
Start Date	The date and time the user last accessed the asset.
End Date	The date and time the user last navigated away from the asset.
Duration	The length of time a user is spending on each asset.

R107 Participant Completion Status

dictionary label: reports_ R107_name

View a selected participant's pass, fail and completion status for all assets within a product they are assigned to. This report applies to Informetica evaluation, assessment and SCORM assets. *The Grade column was added to this report in summer 2013.*

Example of report

Course: Intermediate Skills in Microsoft® Word 2010

Name: Intermediate Skills in Microsoft® Word 2010
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/28/2011 12:05:59 PM	10/28/2011 12:06:05 PM	Complete	95.00%

Course: Introduction to Project Management

Name: Human Resourse Management
Type: Courseware

(Not Started)

Name: Introduction to Project Management
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/21/2011 9:31:15 AM	(not finished)	Incomplete	Not Marked

Name: Module 2 - Principles and Foundations Quiz
Type: Evaluation

Take Number	Start Date	End Date	Status	Grade
1	3/31/2011 9:29:14 AM	3/31/2011 9:31:33 AM	Not Passed	10.00%
2	3/31/2011 9:42:58 AM	3/31/2011 9:43:35 AM	Passed	95.00%

(Not Started)

Brief description of the report fields

Field	Description
Topic	The name of the product the participant is registered to.
Name	The name of the asset within the product.
Type	The type of asset.
Take	The number of attempts the participant has taken the asset. Each take is listed on a separate line.
Start	The date that the participant started the asset.
Finish	The date that the participant completed the asset.
Passed	Indicates passed/not passed or complete/incomplete for each asset.

You may also be interested in R202, a similar report that can be run on groups.

R201 Product Expirations

dictionary label: reports_ R201_name

View a list of participants enrolled to products that will be expiring. Expiries are products that are only available to a participant for a limited amount of time; take for example, 15 days. The report covers a date range starting with the current date through a future date of your choice.

Example of report

Expiration Date	Days Until Expiry	Product	Last Name	First Name	Username	E-Mail Address	Register Date
07/03/2011	10	Forklift (Part 3)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011
07/03/2011	10	Forklift (Part 2)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011
07/03/2011	10	Forklift (Part 1)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011

Brief description of the report fields

Field	Description
Expiration Date	The date when the product will no longer be available.
Days Until Expiry	The number of days until the product expires.
Product	The name of the product that is going to expire.
Last Name	The last name of the participant enrolled to the product.
First Name	The first name of the participant enrolled to the product.
Username	The username of the participant enrolled to the product.
E-Mail Address	The email address of the participant enrolled to the product.
Register Date	The date that the participant was enrolled to the product.

The report wizard skips step three for this report.

R202 Participant and Grade Details by Classification

dictionary label: reports_ R202_name

View a summary of participant progress for the selected evaluations (classic and Prova), including the level of completion and grade for each take. You can optionally select a number of different filters to run this report against, including user type, classification and last login date range. You may also elect run the report on a single individual or view only the most recent attempt.

Example of report

Organization	User Group	Start Date	End Date	Evaluation Name	Last Name	First Name	Take Number	Status	Discipline	Grade
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	Doe	Alice	1	Completed	(none)	100.00%
Sample Org 1	General Users	4/1/2011	4/1/2011	Comprehensive Course Survey	Bateman	Amy	1	Completed	(none)	100.00%
Sample Org 1	General Users	4/1/2011	4/1/2011	Comprehensive Course Survey	Bateman	Amy	2	Completed	(none)	100.00%
Sample Org 2	Family Practice Health Centre	4/1/2011	4/1/2011	Comprehensive Course Survey	Bree	Christina	1	Completed	(none)	100.00%
Board Members & Senior Staff	Mental Health	4/1/2011	4/1/2011	Comprehensive Course Survey	Brent	Sebastian	1	Completed	(none)	100.00%
Sample Org 2	Family Practice Health Centre	4/1/2011	4/1/2011	Comprehensive Course Survey	Troike	William	1	Completed	(none)	100.00%
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	May	Rebecca	1	Completed	(none)	100.00%
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	Demo	Sencia	1	Completed	(none)	100.00%
Informetica Demo	Informetica Demo	4/1/2011	4/1/2011	Comprehensive Course Survey	Dechein	Elise	1	Completed	(none)	100.00%
Executive Team	Breast Reconstruction Surgery	4/1/2011	4/1/2011	Comprehensive Course Survey	Brook	Marisa	1	Completed	(none)	100.00%
Executive Team	Exercise & Pregnancy Helpline	4/1/2011	4/1/2011	Comprehensive Course Survey	Bennet	Maria	1	Completed	(none)	100.00%
ej4	ej4	3/30/2011	3/31/2011	Module 10 - Final Test	Doe	Alice	1	Passed	(none)	96.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Troike	William	1	Failed	(none)	6.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Troike	William	2	Passed	(none)	93.33%
Executive Team	Exercise & Pregnancy Helpline	3/31/2011	3/31/2011	Module 10 - Final Test	Bennet	Maria	1	Failed	(none)	26.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Bree	Christina	1	Passed	(none)	100.00%
Board Members & Senior Staff	Mental Health	3/31/2011	3/31/2011	Module 10 - Final Test	Brent	Sebastian	1	Passed	(none)	100.00%
Executive Team	Breast Reconstruction Surgery	3/31/2011	3/31/2011	Module 10 - Final Test	Brook	Marisa	1	Passed	(none)	96.67%
Informetica Demo	Informetica Demo	3/31/2011	3/31/2011	Module 10 - Final Test	Dechein	Elise	1	Passed	(none)	100.00%
ej4	ej4	3/31/2011	3/31/2011	Module 10 - Final Test	Demo	Sencia	1	Passed	(none)	93.33%
ej4	ej4	3/31/2011	3/31/2011	Module 10 - Final Test	May	Rebecca	1	Passed	(none)	100.00%

You may also be interested in R107, a similar report that can be run on individuals.

Brief description of the report fields

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Organization</td><td>Lists the organization associated with the product the participant is registered to.</td></tr>
<tr><td>User Group</td><td>Lists the user group associated with the product the participant is registered to.</td></tr>
<tr><td>Start/End Date</td><td>The start and end dates that the participant attempted the asset.</td></tr>
<tr><td>Evaluation Name</td><td>The name of the asset attempted.</td></tr>
<tr><td>Last/First Name</td><td>The first and last name of the participant who attempted the asset.</td></tr>
<tr><td>Take Number</td><td>How many times the participant has attempted the asset. Each take is listed on a separate line.</td></tr>
<tr><td>Status</td><td>Not started: only users who have never launched this course will show under this status.
Started: only users currently in progress will show under this status.
Completed: only users who have completed this course will show under this status.
All: users who have any of the three statuses show here.
Note that users may appear under more than one status, depending on the take allowance of your product. For example, Sierra Trees may have completed the course and then started a second attempt. She will show up under both the started and completed statuses.</td></tr>
<tr><td>Discipline/Classification</td><td>This is the user's assigned discipline or classification, if set up on the user's profile information.</td></tr>
<tr><td>Grade</td><td>Grades display differently depending upon how grading for the test is set up. This affects Informetica's original testing engine, not Prova tests. Prova tests will always show the actual grade.
Grade by Individual Section: Shows the best effort a participant has received on an attempt until a better mark is obtained. It does not show the specific grade obtained for that attempt. Refer to report 105 to see the specific grade received per attempt.

For example: A participant attempts a test 4 times. In order of attempt they received the following grades: 50, 0, 35, 100. The report shows attempts 1-3 with the highest scored obtained = 50 until the 4^{th} attempt 100.<table><tr><th>Take Number</th><th>Status</th><th>Discipline</th><th>Grade</th></tr><tr><td>1</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>2</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>3</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>4</td><td>Passed</td><td>(none)</td><td>100.00%</td></tr></table>
Grade by Combined Section: The actual grade for each attempt is presented.</td></tr>
</table>

R203 Group Questionnaire and Appraisal Scores

dictionary label: reports_ R203_name

View the scores for each questionnaire or appraisal bucket for entire user groups, including the section and number of takes.

Example of report

Informetica Sample Course - Year 1 Appraisal
Results as of 5/8/2013

Average Results among all User Groups

Independence	Initiative	Productivity	Quality	Reliability
6 of 10	7 of 10	7 of 20	18.5 of 30	8.5 of 10

User Group: Demo UG 1

Name <Account>	Take	Completed	Bucket	Result
Dechein Elise <edechein@sencia.ca>	1	5/7/2013 12:06:34 PM	Independence	7 out of 10
			Initiative	7 out of 10
			Productivity	14 out of 20
			Quality	23 out of 30
			Reliability	7 out of 10

Name <Account>	Take	Completed	Bucket	Result
Wieder Serena <swieder@sencia.ca>	1	5/8/2013 2:38:45 PM	Independence	5 out of 10
			Initiative	7 out of 10
			Productivity	0 out of 20
			Quality	14 out of 30
			Reliability	10 out of 10

Brief description of the report fields

Field	Description
Average Results	The average results of the selected user groups within each question bucket.
User Group	The user groups that the report was filtered for. The example was filtered for one user group (Demo UG1).
Name <account>	The user's first and last names as well as their user account name.
Take	The number of times the assessment was completed by that participant.
Completed	This is the date during which the participant completed the specified assessment.
Bucket	The name of the buckets within the questionnaire or appraisal.
Results	The scored result of the participant's response or manager's appraisal within the assigned buckets.

R204 Grades by Product

dictionary label: reports_ R204_name

View a list of grades or marks for selected gradable assets from one product. The report returns the highest grade obtained by users who completed the assets and shows the number of attempts and results by section. Users who have not obtained a grade will not be on the report. This report applies to asset types that can be graded: evaluations (classic and Prova), SCORM, assignments and modules.

Example of report

WHMIS - Module 7 - Final Test - Test by Question (Evaluation - Marked by Individual Sections)

User Info			Final				Evaluation Sections
Last Name	First Name	Username	Taken	Completed	Grade	Passed	Section One
Bennet	Maria	mbennet@sencia.ca	1	2/27/2012 3:53:11 PM	100%	Yes	100%
Blunk	Julianne	jblunk@sencia.ca	1	2/27/2012 3:25:00 PM	95%	Yes	95%
Bree	Christina	cbree@sencia.ca	1	2/27/2012 3:55:18 PM	100%	Yes	100%
Brent	Sebastian	sbrent@sencia.ca	1	2/27/2012 3:57:42 PM	45%	Yes	45%
Bruce	Jason	jbruce@sencia.ca	2	1/28/2011 2:35:43 PM	90%	No	90%
Bun	Kurt	kbun@sencia.ca	1	2/27/2012 3:27:20 PM	90%	Yes	90%
Burbridge	Nelson	nburbridge@sencia.ca	3	2/27/2012 2:42:10 PM	95%	Yes	95%
Carlson	Jeanine	jcarlson@sencia.ca	5	11/3/2010 5:12:12 PM	95%	Yes	95%
Doe	Jane	jdoe@sencia.ca	2	8/5/2010 1:00:32 PM	25%	Yes	25%
Esterline	Nita	nesterline@sencia.ca	1	2/27/2012 3:14:43 PM	95%	No	95%
Gaetano	Alana	agaetano@sencia.ca	1	2/27/2012 3:20:00 PM	95%	Yes	95%
Gwaltney	Darryl	dgwaltney@sencia.ca	1	2/27/2012 3:29:58 PM	95%	Yes	95%

Brief description of the report fields

Field	Description
First Name	The first name of the users who have taken the selected product.
Last Name	The last name of the users who have taken the selected product.
User Name	The username on the account.
Takes	The number of times a user has attempted the asset.
Completed	The date the user last attempted the asset wherein they have completed all of the questions. Completion does not indicate a successfully passed attempt, only that the evaluation was completed to the end.
Section	The grade that the user received for that specific section. For evaluations graded by section, the section grade is the first passing grade recorded for that section for any attempt. Evaluations graded by section do not allow users to reattempt a section once passed, so subsequent attempts will inherit the section grade from the first attempt in which that section was passed. Each section is listed separately in the report.
Grade	The overall grade that the participant received for the most recent completed attempt of the product.
Passed	Indicates whether or not the user passed with a yes/no or pass/fail entry.

R205 Affidavit Compliance Status by Product

dictionary label: reports_ R205_name

View an historical snapshot of affidavit activity for all users within the selected user group for selected assets. Information includes the outcome of the interaction, that is, an indication if the participant accepted, rejected or viewed the affifdavit, as well as a dated timestamp for each interaction. The example below shows two different courses. The first has two affidavits and the second has only one.

Example of report

Informetica Sample Course

Affidavit Info				User Info		Course Info	
Timestamp	Title	Status	Feedback	Name <Account>	User Group	Asset Name	Asset Type
4/23/2012 10:44:54 AM	Course Credit Requirements	Viewed		Sencia Demo <demo-@sencia.ca>	Sencia Office	Affidavit Example	Reference
12/20/2011 3:03:02 PM	Course Credit Requirements	Accepted		Campus Manager <CampusManager>	Sencia Office	Affidavit Example	Reference
10/5/2011 12:18:52 PM	Affidavit	Viewed		Campus Manager <CampusManager>	Sencia Office	Module Example	Lesson
8/9/2011 3:23:38 PM	Affidavit	Rejected		Maria Bennet <mbennet@sencia.ca>	Sencia Office	Module Example	Lesson

Workplace Harassment

Affidavit Info				User Info		Course Info	
Timestamp	Title	Status	Feedback	Name <Account>	User Group	Asset Name	Asset Type
2/6/2012 2:53:13 PM	Workplace Harassment Policy	Viewed		Maria Bennet <mbennet@sencia.ca>	Informetica Demo	Affidavit	Reference
2/6/2012 2:53:06 PM	Workplace Harassment Policy	Viewed		Amy Bateman <abateman@sencia.ca>	Informetica Demo	Affidavit	Reference
2/6/2012 2:52:47 PM	Workplace Harassment Policy	Accepted		Jason Bruce <publisher-@sencia.ca>	Informetica Demo	Affidavit	Reference

Brief description of the report fields

Field	Description
Timestamp	The date and time that the affidavits were last viewed.
Title	The name of the affidavits.
Status	An indication if the participantaccepted, rejected or simply viewed the affifdavit.
Feedback	If the participant provided any feedback upon interacting with the affidavit at the time, it will be shown here.
Name <Account>	The participant's first and last names as well as their username.
User Group	The name of the user group that the participant belongs to containing the viewed affidavit.
Asset Name	The name of the asset that contains the affidavit.
Asset Type	The type of asset that the affidavit is bound to.

An affidavit must be associated with a specific asset rather than the product as a whole.

R206 Cost Summary by Campus

dictionary label: reports_ R206_name

View a list of the users enrolled into selected products, with the unit cost of the product indicated. This report can be run to determine the cost of a product for an entire organization or just for one user group within that organization. Simply choose the organizations and user groups you want to see and then export the report to Excel, so you can easily see how much the cost of the product was for a single user group.

Example of report

WHMIS-Workplace Hazardous Materials Information System - $12.50

Last Name	First Name	Take	Start Date	End Date	Status
[illegible]	MARC	5	11/1/2011 4:23:00 PM		N/A
[illegible]	MARC	6	11/1/2011 4:22:58 PM		N/A
[illegible]	PHIL	3	11/1/2011 10:21:44 AM		N/A
[illegible]	LINDSAY	4	11/1/2011 4:23:01 PM		N/A
[illegible]	DON	4	11/1/2011 4:48:17 PM		N/A
[illegible]	PERCY	4	11/1/2011 4:48:15 PM		N/A

Brief description of the report fields

Field	Description
Last Name/First Name	The first and last names of the users.
Take	This is the amount of times the user is registered to the product. With re-enrolments, a user may be registered multiple times to the same product and this is how the system keeps track of how many times the user has registered to each product.
Start Date	The date that the user was registered to the product.
End Date	The completion date for the product. If the product does not have any completion rules, then no end date will be listed.
Status	This can either be complete, incomplete or N/A. • If the product does not have completion rules, then this will always display N/A. • If the product has completion rules, then this will display complete/incomplete based on the user's completion status of the product.

R207 Curriculum Outstanding

dictionary label: reports_ R207_name

The Curriculum Outstanding report is only available to clients using the curriculum feature. The report compiles a list of users that have overdue assets (such as evaluations). You can filter the results by selecting specific users, due date and products in step 3.

Example of report

Organization	User Group	Asset Name	Discipline	Last Name	First Name	Due Date	Date Passed	Days Overdue
Calgary Restar	Airdrie Office	Coding v11	RN	anderson	Edward	6/30/2012		-240
Calgary Restar	Airdrie Office	Coding v10	RN	Cooper	Trina	6/30/2011		126
Calgary Restar	Airdrie Office	Coding v11	Therapist	Edwards	Dawn	6/30/2012		-240
Calgary Restar	Airdrie Office	Coding v10	RN	Fischers	Melanie	6/30/2011	Jul 28 2011 1:07PM	28
Calgary Restar	Banff Office	Coding v11	Therapist	Breckenridge	Suzanne	6/30/2012		-240
Calgary Restar	Banff Office	Coding v11	RN	Tyrell	Laurie	6/30/2012		-240
Calgary Restar	Black Diamond Office	Coding v11	RN	Bridge	Brenda	6/30/2012		-240

Brief description of the report fields

Field	Description
Organization/User Group	Lists all of the organizations and user groups the users are registered to.
Asset Name	The name of the asset within the curriculum that is overdue**.**
Discipline	Lists the discipline/classification that the user belongs to within the curriculum, if applicable.
Last Name/First Name	The first and last names of the users.
Due Date	The date that the curriculum was supposed to be completed by.
Date Passed	The date that the user passed the listed asset.
Days Overdue	All of the values in this column are relative to the date that the report was run. Positive numbers indicate how many days past due a user is on the asset or evaluation. Negative values indicate how many days the user has left to complete the asset or evaluation before the due date, For example, in the first line of report above, the user still has 240 days from the date the report was run to complete the asset named Coding v11.

R208 Group Completion Status

dictionary label: reports_ R208_name

This report provides a user group overview of the selected assets within a product based on the level and status of completion within a date range. This report applies to Informetica evaluations, assessments, appraisals, SCORM assets, and some integrated client proprietary testing systems.

Example of report

Comprehensive Course Survey

Last Name	First Name	Take Number	Start Date	End Date	Status
Bateman	Amy	1	04/01/2011	04/01/2011	Completed
Bateman	Amy	2	04/01/2011	04/01/2011	Completed
Bennet	Maria	1	04/01/2011	04/01/2011	Completed
Bree	Christina	1	04/01/2011	04/01/2011	Completed
Brent	Sebastian	1	04/01/2011	04/01/2011	Completed
Brook	Marisa	1	04/01/2011	04/01/2011	Completed
Dechein	Elise	1	04/01/2011	04/01/2011	Completed
Demo	Sencia	1	04/01/2011	04/01/2011	Completed
Doe	Alice	1	04/01/2011	04/01/2011	Completed
May	Rebecca	1	04/01/2011	04/01/2011	Completed
Troike	William	1	04/01/2011	04/01/2011	Completed

Module 10 - Final Test

Last Name	First Name	Take Number	Start Date	End Date	Status
Bennet	Maria	1	03/31/2011	03/31/2011	Failed
Bree	Christina	1	03/31/2011	03/31/2011	Passed
Brent	Sebastian	1	03/31/2011	03/31/2011	Passed
Brook	Marisa	1	03/31/2011	03/31/2011	Passed
Dechein	Elise	1	03/31/2011	03/31/2011	Passed
Demo	Sencia	1	03/31/2011	03/31/2011	Passed
Doe	Alice	1	03/30/2011	03/31/2011	Passed
Jorgenson	Linda	1	11/03/2010	11/03/2010	Failed
May	Rebecca	1	03/31/2011	03/31/2011	Passed
Morro	Steven	1	11/03/2010	11/03/2010	Passed
Troike	William	1	03/31/2011	03/31/2011	Failed
Troike	William	2	03/31/2011	03/31/2011	Passed

Brief description of the report fields

Field	Description
First/Last Name	The first and last names of the participants who have taken the selected asset.
Take Number	How many times the participant has taken the asset. Each take is listed on a separate line.
Start Date	The date that the Participant started the asset.
End Date	The date that the participant completed the asset.
Status	Shows if the participant has passed or failed the asset. This option can be refined by status type when building the report.

R209 Group Certification Progress

dictionary label: reports_ R209_name

View how users in selected user groups are progressing on a specific certification. The report can be filtered to see only specific user types as well.

Example of report

Name (username)	User Groups	Certification	Completed Items	Required Items	Started	Completed Date	Expiry Date	Days until Expiration
Adams, John (jadams)	Demo UG 1 Home Builders Oshawa Hospital Tom Jones Construction	WHMIS Certification	1	1	Yes	2/26/2013 9:39:06 AM		
Adams, Kevin (kadams@sencia.ca)	Sencia Office UG Demo UG 1 001 Automotive Service Tech	WHMIS Certification	1	1	Yes	4/24/2013 7:36:46 PM		
Andall, Amy (aandall@sencia.ca)	Demo UG 1 Residential Management Edmonton Capital Region RCSM L1	WHMIS Certification	0	1	No			
Baker, Allan (abker@sencia.ca)	NTN Elgin Quality Assurance	WHMIS Certification	0	1	Yes			
Bennet, Maria (mbennet@sencia.ca)	Demo UG 1 Toshiba Medical Group 1	WHMIS Certification	1	1	Yes	2/26/2013 9:39:06 AM		

Totals:	R209
Users:	17
Started:	1
Completed Date:	2

Brief description of the report fields

Field	Description
Name (username)	The first and last names of the participantsand their usernames.
User Groups	The names of the all of the user groups the participants belong to.
Certification Name	The name of the certification.
Completed Items	The number of items already achieved towards the certification.
Required Items	The number of items required to pass in order to obtain the certification.
Started	Shows if the participant has started progression on this certification or not (yes/no).
Completed Date	Shows that date when the participant achieved the certification, if applicable. It will be blank if they have not yet achieved it.
Expiry Date	Shows when the user's certification expires, if applicable. This column will be blank if there is no expiration set for the certification.
Days Until Expiration	Shows how many days are left until the user's certification expires, if applicable. This date is based on the date that the report is run. This column will be blank if there is no expiration set for the certification.
Totals Footer	The total number of users and the number of users who have started and completed the certification.

R213 Product Enrollments

dictionary label: reports_R213_name

View an overview of a single product, generating a list of users enrolled to that product, as well as the date of enrollment, the date they finished the product, their enrollment status, and the number of days they have left to access the product.

Example of report

Introduction to Technical Writing

Name	Enroll Date	Finish Date	Status	Duration (days)
Abbott, Graham	10/29/2012 10:45:34 AM	-	Register - Approved	∞
cabral, agostino	10/29/2012 10:49:04 AM	-	Register - Approved	∞
Cameron, Jennifer	10/29/2012 9:26:49 AM	-	Registration Revoked	∞
Durelle, Gloria	10/29/2012 10:07:24 AM	10/29/2012 10:14:46 AM	Register - Approved	∞
Gagnon, Francine	10/29/2012 10:09:31 AM	10/29/2012 10:19:18 AM	Register - Approved	∞
Pais, Carlos	10/29/2012 10:08:48 AM	10/29/2012 10:18:43 AM	Register - Approved	∞
Stewart, Doug	10/29/2012 10:08:06 AM	10/29/2012 10:19:57 AM	Register - Approved	∞
Trees, Sierra	10/25/2012 3:31:20 PM	10/29/2012 10:05:53 AM	Register - Approved	∞
Wachsmann, David	10/29/2012 1:45:22 PM	10/29/2012 1:45:48 PM	Register - Approved	∞

Brief description of the report fields

Field	Description
Name	The name of the user enrolled to the product.
Enroll Date	The date that the user was enrolled to the product.
Finish Date	The date that the user completed the product. Note that a completion rule needs t be set up to communicate this information to Informetica. A completion rule is not required for the LMS to generate a grade.
Status	Indicates the user’s enrollment status for this product.
Duration	The number of days left until expiry, if there is one set up for the product.

R301 Evaluation Response Comparison

dictionary label: reports_R301_name

View the total responses given within a defined Informetica evaluation at the question level and compare the number of correct vs. incorrect responses given for each question. Some systems also have the ability to run this report in a detailed version that gives analytics on the distractors for true false and multiple choice questions. *This report is valid only for Informetica evaluations (classic and Prova).*

Example of report

1: Section One

Question				Response			
#	#		Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	Current	When did the WHMIS regulation come into effect?	0	10	0	n/a
	2	Current	What are the hazardous materials called that are included in WHMIS legislation?	4	19	21	81%
	3	Current	According to WHMIS regulation, your employer is responsible for which of the following?	0	12	0	n/a
2	1	Current	WHMIS regulation states that employees must do which of the following?	3	19	16	70%
	2	Current	What are the three main elements of WHMIS?	4	21	19	79%
3	1	Current	Where will you find the WHMIS logo?	1	19	5	75%
	2	Current	Which of these is NOT a common route of entry for hazardous materials?	3	21	14	95%
4	1	Current	What is the best defense against ingesting hazardous materials?	2	23	9	68%
	2	Current	Which of the following descriptions is NOT a characteristic of a chronic effect?	2	16	12	65%
5	1	Current	What does PPE mean?	4	22	18	74%
	2	Current	What PPE should you always wear when working with hazardous materials?	3	17	18	80%
6	1	Current	What do barrier creams prevent?	2	18	11	65%
	2	Current	Why is it important to have regular emergency response drills?	2	21	10	60%
7	1	Current	What is the first part of a good emergency response plan?	2	39	5	92%

Detailed Report

Ecodriving Course Survey: Published 3/21/2013 3:34:50 PM

Question					Response			
#	Pool	Version	Section	Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	4	Ecodriving Survey Questions	I can save fuel by: (check all that apply)	1	4	25	21%
2	1	2	Ecodriving Survey Questions	Driving a vehicle creates carbon dioxide, a greenhouse gas.	1	4	25	21%
3	1	2	Ecodriving Survey Questions	I am aware of the guides available on the NRCan website that list the fuel consumption ratings of vehicles.	1	4	25	21%
4	1	2	Ecodriving Survey Questions	Now that I have taken this course, I plan to monitor my fuel consumption on a regular basis.	2	4	50	57%

Distractor	Correct	Selected	Total#	%
True	Y	3	4	75%
False		1	4	25%

Distractor	Correct	Selected	Total#	%
Yes	Y	3	4	75%
No		1	4	25%

Distractor	Correct	Selected	Total#	%
Yes	Y	2	4	50%
No		1	4	25%
I don't drive		0	4	0%
I already monitor my fuel consumption		1	4	25%

Brief description of the report fields

Field	Description
Question #	The question number. Evaluation questions are assigned a number when they are created and this is the order in which they are presented during an evaluation.
Pool #	Indicates which question pool the question was pulled from. A question can have up to 5 alternate versions, identified as pools. Question pools allow you to identify questions to be randomly selected from the evaluation so that not every exam is exacly the same.
Status	Indicates the status of the questions (current or archived). If a question was edited after some participants have already answered it, then the LMS will keep track of the question history by showing both the new edited question as well as creating an archived version of the original question.
Question Text	The question as the participant sees it on the desktop.
Incorrect	This shows how many participants got the question incorrect.
Total	The total number of participants who answered this question.
% Incorrect	The percentage of total participants who answered this question incorrectly.
Average Grade of Incorrect Respondents	The average grade that participants received for this evaluation who answered the question incorrectly.

R401 Purchases

dictionary label: reports_R401_name

View an historical snapshot of purchase details made via Ecommerce within a specified date range. This is a line item report that details purchases by purchaser name, date of purchase, items purchased and amount charged. It also tallies the grand total charged within a specified date range.

Example of report

Ref	Campus	Total	Date	Taxes Applied	VAT	Student	Username / Email	Course Title
36		10.00	06/23/2010	$0.00	$0.00	Wheatley, Jamie	jwheatley@sencia.ca	Purchase: COBIT Course: Online COBIT Foundation Course v4.1
37		25.00	06/23/2010	$0.00	$0.00	Wheatley, Jamie	jwheatley@sencia.ca	Purchase: Module 2 Extension - Individual
55		30.00	07/12/2010	$0.00	$0.00	Wheatley, JamieMMBA	jwheatley@sencia.ca	Purchase: Wine 101

Brief description of the report fields

Field	Description
Ref	The reference number of the transaction.
Campus	The particular store that the transaction originated from, if applicable. If you have only one store, you will not see an entry.
Total	The total charged for the purchase, including any taxes or value added tax (VAT) charged.
Date	The date the transaction occurred.
Taxes Applied	The amount of standard taxes charged, if applicable.
VAT	The amount of value added tax (VAT) charged if applicable.
Student	The first and last name of the purchaser.
Username/Email	Username & email address for each transaction.
Course Title	The title of the product that was purchased.

R402 Reconciliation Report

dictionary label: reports_R402_name

View detailed information for purchases (products, bundles, and extensions) and access code debits within a certain date range for selected organizations and user groups. This report contains a lot of data that is broken up into two sections for each organization selected in the report criteria. Each section is sub-totaled with a grand total provided at the bottom.

Section 1: Storefront Transactions

- Product enrolment purchase (self-purchase)
- Bundle enrolment purchase (self-purchase)
- Product extension purchase (self-purchase)
- Access code purchase (purchase on behalf of others)
- Activity log purchase

Section 2: Access Code Transactions

- Access code enrolments using codes created by manager
- Courses registered to users using access code purchased

Example of R402

Ref	Campus	Student	Course Title	Classification	Date	Payment Method	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code	Coupon Description	Member Type	Transaction Reference	Supplier Partner	Username / Email	Subscription Length (Days)	Start Date	End Date	Start Date	End Date	Status	Access Code	Access Code Description	Access Code Start Date	Access Code End Date
4981	Executive Team	Bennet, Maria	License Preparation	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	525	675	0	105	0	630			Member	Authorization Code: 011574	No Supplier	601297	90	6/24/2011 4:49:49 AM	9/22/2011 4:49:49 AM	6/24/2011 4:49:49 AM	9/22/2011 4:49:49 AM	Registered	SYYTD6G2I76MU	eCommerce Purchase	6/24/2011 4:49:49 AM	6/24/2012 4:49:44 AM
4982	Executive Team	Dexter, Duren	Drugs and Detection	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150			Non-Member	Authorization Code: 185765	No Supplier	706883	60	6/24/2011 8:18:40 AM	8/23/2011 8:18:40 AM	6/24/2011 8:18:40 AM	8/23/2011 8:18:40 AM	Registered	2JTAQV80NPTA4	eCommerce Purchase	6/24/2011 8:18:40 AM	6/24/2012 8:18:36 AM
4986	Executive Team	Pedrosa, Marcello	Signs and Symptoms of Alcohol Abuse	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150			Non-Member	Authorization Code: 028558	No Supplier	709336	60	6/24/2011 9:07:19 AM	8/23/2011 9:07:19 AM	6/24/2011 9:07:19 AM	8/23/2011 9:07:19 AM	Registered	X59200WXE9XJH	eCommerce Purchase	6/24/2011 9:07:19 AM	6/24/2012 9:07:15 AM
4987	Executive Team	Lisboa, Simão	Bloodborne Pathogens	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150			Non-Member	Authorization Code: 053782	No Supplier	709332	60	6/24/2011 9:42:13 AM	8/23/2011 9:42:13 AM	6/24/2011 9:42:13 AM	8/23/2011 9:42:13 AM	Registered	DQUHAH7LCA371	eCommerce Purchase	6/24/2011 9:42:13 AM	6/24/2012 9:42:09 AM
4991	Executive Team	Picada, Rodrigo	Drugs and Detection	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150			Member	Authorization Code: 086542	No Supplier	668830	60	6/24/2011 11:2854 AM	8/23/2011 11:28:54 AM	6/24/2011 11:28:54 AM	8/23/2011 11:28:54 AM	Registered	00M6T3ZFIXV25	eCommerce Purchase	6/24/2011 11:28:54 AM	6/24/2012 11:28:49 AM
Sub Total:								1125				1230																	
4990	Executive Team	Dutton, Brent	Signs and Symptoms of Alcohol Abuse	eCommerce	6/24/2011 12:00:00 AM	E-Token	1	150	150	0	0	0	0	BOFACBT23	$150.0)	Non-Member	Authorization Code:	No Supplier	709357	60	6/24/2011 11:1153 AM	8/23/2011 11:11:53 AM	6/24/2011 11:11:53 AM	8/23/2011 11:11:53 AM	Registered	2QSX6DY79MZTD	eCommerce Purchase	6/24/2011 11:11:53 AM	6/24/2012 11:11:48 AM
Sub Total:								150				0																	
Grand Total:								1275				1230																	

Brief description of the report fields

Field	Description
Ref	The number automatically assigned to the transaction.
Campus	The store the transaction originated from, if applicable. If you have only one store, you will not see an entry.
Student	The first and last name of the purchaser.
Course Title	The name of the product purchased.
Category	Category refers to a category in which the product is set up on the storefront.
Date	The date that the product was purchased.
Payment Method	The type of payment used.
Qty	The quantity (how many) of the product that was purchased by the user.
Display Price/Regular Cost	The listed price for the product and the regular price for the product..
Taxes Applied	The amount of standard taxes charged, if applicable.
VAT	The amount of value added tax (VAT)charged, if applicable.
Purchase Method Fees	Any fees that were charged to process the purchase for the specific payment method used.
Net	The amount of tax/VAT and purchase method fees that were charged and the net amount of the purchase.
Coupon Code/Description	The designation and description of any coupons redeemed by the user.
Member Type	If applicable to your LMS configuration, this will list the user group that determines membership to an organization.
Transaction Reference	The number internally used by an organization for reference
Supplier Partner	The name of the supplier partner, if applicable.
Username / Email	The username and email address for the purchaser.
Subscription Fields	Number of days the user has access to the product and when the access starts and ends.
Status	Indicates if the user is registered to the product or if the registration is pending.
Access Code Fields	The designation and description of any access codes used by the purchaser.

R403 External Supplemental Training

dictionary label: reports_R403_name

View groups of users within a date range that have external supplemental training attached to their profiles as well as details about the training that occurred. You can filter the results by selecting specific user groups and a date range that filters all training between the entered start date and end dates. *The External Supplemental Training report is only available to clients using the supplemental training feature.*

Brief description of the report fields

Field	Description
Title	The name of the training that was taken by the individual.
Instructor	The name of the instructor who taught the training, if applicable.
Vendor	The name of the vendor who offered the training, if applicable.
Location	The name of the location here the training was held.
Start Date	The date that the training began.
End Date	The date that the training was completed.
Price	The cost of the training, if applicable.

Example of R403

ARCHER, EILEEN

Title	Instructor	Vendor	Location	Start Date	End Date	Price
Load Securement Practical	Rob Reaper		Acheson AB	02/13/2013	02/13/2013	$0.00
Forklift Operator Practical Evaluation	Robert Reaper	The Alliance Group	Acheson, Ab	02/13/2013	02/13/2013	$0.00
Regular Coach Evaluation	Robin Hudson	The Alliance Group	Calgary, Ab	02/19/2013	02/19/2013	$0.00
Two Day Mountain Evaluation	Brandy George	The Alliance Group	Acheson, Ab	03/01/2013	03/01/2013	$0.00

BRIGGS, ROB

Title	Instructor	Vendor	Location	Start Date	End Date	Price
AMTA PDIC Course	Dan Lyttle		London,Ont	11/15/2012	11/15/2012	$0.00
Road Test	Bev Strachan		London,Ont	09/11/2012	12/10/2012	$0.00
Freight Handling Competency Test	Robert Reaper	The Alliance Group	Acheson, Ab	04/04/2013	04/04/2013	$0.00

R404 Internal Supplemental Training

dictionary label: reports_R404_name

View groups of users that have internal supplemental training attached to their profiles as well as details about the training that occurred. R404 can report the days until expiry for selected training based on today's date, a filtered amount of days, and an expiry date range you supply. You can filter the results by selecting specific user groups, products, only products or assets with expiries and use several date ranges: start date, end date and expiry date. *The R404 report is only relevant to clients using the supplemental training feature.*

Example of R404

WHMIS

Last Name	First Name	Username	User Groups	Training Completed	Product	Start Date	End Date	Expiry Date Duration
Bartlett	Zachary	[illegible]	Show	Y	WHMIS	09/15/2010	09/15/2010	0
Boroczki	Derek	[illegible]	Show	Y	WHMIS	08/03/2010	08/03/2010	0
Boroczki	Derek	[illegible]	Show	Y	WHMIS	08/03/2010	08/03/2010	0
Bourgeois	Vincent	[illegible]	Show	Y	WHMIS	07/04/2012	07/04/2012	0
Bowie	Chris	[illegible]	Show	Y	WHMIS	11/08/2009	11/08/2009	0
Brown	Lindsay	[illegible]	Show	Y	WHMIS	01/26/2011	01/26/2011	0
Brown-Scrbic	Lindsay	[illegible]	Show	Y	WHMIS	01/26/2011	01/26/2011	0
Chen	Boris	[illegible]	Show	Y	WHMIS	01/07/2014	01/07/2014	0

Fire Prevention and Safety

Last Name	First Name	Username	User Groups	Training Completed	Product	Start Date	End Date	Expiry Date Duration
Flora	Travis	[illegible]	Show	Y	Fire Prevention and Safety		02/07/2014	0
Hardin	Jack	[illegible]	Show	Y	Fire Prevention and Safety		01/27/2014	0
Howard	Gay	[illegible]	Show	Y	Fire Prevention and Safety		02/08/2014	0
Messerotes	Gary	[illegible]	Show	Y	Fire Prevention and Safety		01/17/2014	0
Modugno	Andrew	[illegible]	Show	Y	Fire Prevention and Safety		09/05/2013	0
Swanson	Erik	[illegible]	Show	Y	Fire Prevention and Safety		07/18/2013	0

Brief description of the report fields

Field	Description
First/Last Name	The name of the participant enrolled to the product.
Username	The username of the participant enrolled to the product.
User Groups	The user belongs to these user groups.
Training Completed	Indicates whether or not there is a training record attached to the user's profile for this product (Y/N). This field is particilarly helpful if you choose not to run on expiry or the record has no expiry.
Product	The training is associated with this product.
Start Date	The date the user started the training.
End Date	The date the user completed the training.
Expiration	The training expires on this date. This date must be entered for items to appear on this report.
Duration	The number of days remaining before the training expires. This is based on the date the report is run compared to the expiry date.

R404 can be exported to HTML, Excel and CSV formats.

R501 Access Code List with Balance

dictionary label: reports_R501_name

View how many times access codes have been used, the total number of uses made available, and the number of remaining times the codes can be used. You can run this report for selected campuses and user groups as well as for a specific access code or all access codes.

Example of R501

Access Code	Description	Status	Price	Credits	Debits	Balance
AG6U64KL0B27H	eCommerce Purchase	active	$ 0	16	16	0
NUFSYSJ1W6YBT	Access code good for 16 registrations into eLearning suite	active	$ 39.95	16	12	4
12X24BSQJ1ZE1	eCommerce Purchase	active	$ 75	10	2	8
CISSPADDON		inactive	$ 0	Unlimited	333	Unlimited

Brief description of the report fields

Field	Description
Access Code	The designation assigned to the access code.
Description	The description of the acccess code, if one was entered.
Status	Displays which access codes are currently active and inactive
Price	The price assigned to the access code.
Credits	The total number of uses applicable to the access code.
Debits	The amount of times the access code has been used (this reduces the balance if the access code is not unlimited).
Balance	The number of available uses remaining for this access code.

R502 Group Certification Details

dictionary label: reports_R502_name

View information related to all available or selected certifications within a user group.

Example of R502

Certification	Description	Status	User Groups	Courses	Duration	Created	Edited
2010-2011 Safety Compliance Training Certification	All users must complete this training to be considered within their mandated compliancy.	active	General Users	*No courses in certification.*	Years:1	Sencia Administrator 8/5/2010 10:29:52 AM	Sencia Administrator 8/5/2010 10:29:52 AM
Demo Certification	This is the certificate that will be produced upon successful completion of the evaluation.	active	General Users	*No courses in certification.*	Never Expires	Sencia Administrator 9/13/2010 12:00:22 PM	Sencia Administrator 9/13/2010 2:14:44 PM
WHMIS	WHMIS	active	General Users	*No courses in certification.*	Years:2	Sencia Administrator 8/5/2010 2:21:47 PM	Sierra Trees-Turner 1/25/2012 3:31:35 PM
Defensive Driving Certification		active	Informetica Demo	*No courses in certification.*	Never Expires	Sierra Trees-Turner 8/9/2011 10:02:28 AM	Sierra Trees-Turner 8/9/2011 10:02:28 AM
Test for Certification		active	Informetica Demo	*No courses in certification.*	Never Expires	Sierra Trees-Turner 3/1/2012 10:22:02 AM	Sierra Trees-Turner 3/1/2012 10:22:02 AM

Brief description of the report fields

Field	Description
Certification	The name of the certification.
Description	The description of the certification if one is available.
Status	Indicates whether the certification is currently active or inactive.
User Groups	The user groups in which this certification is associated.
Courses	The name of the products the certification belongs to.
Price	The price charged for obtaining the certification, if applicable. *Note that price may not show on your report. Price is determined when creating a certification only if this configuration is turned on for your site.*
Duration	The length of time for which the certification is valid.
Created	The date the certification was created.
Edited	The date the certification was last edited.

R503 Test Question Details

dictionary label: reports_R503_name

View an overview of a single evaluation or questionnaire, generating a list of questions and weights for each answer or a single section of questions, generating a list of correct answers.

Example of report for an Evaluation showing feedback

Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
1	1	Multiple Choice	What are the five important elements of defensive driving?	[x] Knowledge, alertness, foresight, judgement, and skill. [ ] Knowledge, alertness, stopping time, judgement, and reaction time. [ ] Knowledge, consideration, judgement, reaction time, and skill. [ ] Knowledge, eye-lead time, judgement, reaction time, and skill.	What are the five important elements of defensive driving?	**Great work!** Defensive driving consists of these five elements.
2	1	Multiple Choice	What is a typical parking lot hazard?	[ ] Scraping other parked vehicles while entering a tight parking spot. [ ] Hitting a moving vehicle while getting out of a parking spot. [ ] Collisions with pedestrians. [x] All answers are correct.	What is a typical parking lot hazard?	**Great work!** These are all typical parking lot hazards. When in a parking lot, remember to always back into the parking space.
3	1	Multiple Choice	What should you do if you suddenly go into a skid?	[ ] Take your foot off the gas. [ ] Turn your wheels in the same direction the rear of the vehicle is skidding. [ ] Squeeze the brake. [x] All answers are correct.	What should you do if you suddenly go into a skid?	**Great work!** If you go into a skid, don't panic and follow each of these steps. Remember, if you have ABS, do not pump the brakes.

Example of report for an Assessment showing no feedback.

Question #	Pool #	Question Type	Question Text	Distractors / Answers
1	1	Bucketed	I find new ways to solve problems.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
2	1	Bucketed	I know how and where to find information and how to use it	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
3	1	Bucketed	I find it easy to see things from someone else's point of view.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
4	1	Bucketed	I am someone who begins a task with little prompting from others.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
5	1	Bucketed	I speak and present clearly and effectively	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
6	1	Bucketed	I produce accurate, clear, error-free writing.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable

Brief description of the report fields

Field	Description
Question #	The question number. Evaluation questions are assigned a number when they are created and this is the order in which they are presented during an evaluation.
Pool #	Indicates which question pool the question was pulled from. A question can have up to 5 alternate versions, identified as pools. Question pools allow you to identify questions to be randomly selected from the evaluation so that not every exam is exacly the same.
Question Type	Lists the type of question.
Question Text	The question as the participant sees it on the desktop.
Distractors/Answers	The correct way the questions should be answered to be marked correct.
Feedback Incorrect	This text is returned for the participant to see when the answer given is incorrect.
Feedback Correct	This text is returned for the participant to see when the answer given is correct.

R504 Asset Exceptions

dictionary label: reports_R504_name

View information related to exceptions granted to users for selected assets within a single product.

Example of report

Final Test

Name	Created Date	Effective Date	Expiry Date	Duration (days)	Status
Cocker, Zoe	2/15/2013 9:37:28 AM	2/1/2013 12:00:00 AM	2/28/2013 11:59:59 PM	27	active
Leusink, Gwen	2/15/2013 9:39:30 AM	2/15/2013 12:00:00 AM	2/28/2013 11:59:59 PM	13	active
Vallis, Byron	2/15/2013 9:40:10 AM	2/15/2013 12:00:00 AM	2/28/2013 11:59:59 PM	13	active

Brief description of the report fields

Field	Description
Name	The last and first name of the user.
Created Date	The date that the exception was created.
Effective Date	The date that the exception takes affect.
Expiry Date	The date that the exception expires.
Duration	The number of days for which the exception is valid - essentially the expiry date minus the effective date.

R507 Product Exceptions

dictionary label: reports_R507_name

View information related to exceptions granted to users for selected products.

Example of report

Green Defensive Driving

Name	Created Date	Effective Date	Expiry Date	Duration (Days)	Status
Stack, Jennifer	2/15/2013 9:39:47 AM	2/15/2013 12:00:00 AM	3/31/2013 11:59:59 PM	44	active

Green Defensive Driving Course

Name	Created Date	Effective Date	Expiry Date	Duration (Days)	Status
KrishnaRaj, Sankaran	1/9/2012 1:49:41 PM	5/4/2011 12:00:00 AM	2/28/2012 11:59:59 PM	300	active

Field	Description
Name	The last and first name of the user.
Created Date	The date that the exception was created.
Effective Date	The date that the exception takes affect.
Expiry Date	The date that the exception expires.
Duration	The number of days for which the exception is valid - essentially the expiry date minus the effective date.

R601 Product Login Duration by Participant

dictionary label: reports_R601_name

View an historical snapshot of a user's account activity for all users within the selected user group within a date range, including the total time users have spent within a specific product. The system records timestamps every 15 seconds when the user opens a product. The user's recorded activity is not dependent upon which specific components within the product they visit (such as a modules or evaluations) or when those assets are started or completed. Users with no activity will be hidden from the report.

Brief description of the report fields

Field	Description
User	The first and last names of the user accounts.
From IP	The IP address of the computer the users accessed their account with.
Start Date	The date and time the user last navigated to the product.
End Date	The date and time the user last navigated away from the Product.
Duration	How long the user stayed logged in.
Total Time	Total duration of visits by the user.

Example of report

Name (username)

Maria Bennet (mbennet@sencia.ca)

Start	End	Duration
2/27/2012 3:51:27 PM	2/27/2012 3:53:14 PM	1m 47s
2/28/2012 2:02:00 PM	2/28/2012 2:02:02 PM	2s
2/28/2012 2:11:06 PM	2/28/2012 2:11:07 PM	1s
Total Time:		**1m 50s**

Julianne Blunk (jblunk@sencia.ca)

Start	End	Duration
2/27/2012 3:22:47 PM	2/27/2012 3:25:02 PM	2m 15s
Total Time:		**2m 15s**

Christina Bree (cbree@sencia.ca)

Start	End	Duration
2/27/2012 3:53:50 PM	2/27/2012 3:55:20 PM	1m 30s
Total Time:		**1m 30s**

Sebastian Brent (sbrent@sencia.ca)

Start	End	Duration
2/27/2012 3:55:45 PM	2/27/2012 3:57:45 PM	2m 0s
2/28/2012 3:12:09 PM	2/28/2012 3:12:11 PM	2s
Total Time:		**2m 2s**

R602 Access Code User Details

dictionary label: reports_R602_name

View accounts created by using an access code as well as access codes used in SSO, granted by a manager, and those used in the quick register box. You can run this report for a specific access code or all access codes.

Example of report

User Name (Last, First)	User Account	Account Created	Access Code	Access Code Used
Bateman, Amy	abateman@sencia.ca	11/2/2010 1:33:39 PM	CourseDemo	3/31/2011 9:10:10 AM
Bennet, Maria	mbennet@sencia.ca	3/18/2011 1:45:17 PM	sencia	3/18/2011 2:00:55 PM
Blunk, Julianne	jblunk@sencia.ca	2/27/2012 1:21:01 PM	123ABC	2/27/2012 2:13:35 PM
Bree, Christina	cbree@sencia.ca	3/18/2011 1:49:59 PM	stantecDemo	3/18/2011 3:22:09 PM
Brent, Sebastian	sbrent@sencia.ca	3/18/2011 1:50:50 PM	CourseDemo	3/18/2011 3:44:27 PM
Brook, Marisa	mbrook@sencia.ca	3/18/2011 1:49:08 PM	CourseDemo	3/18/2011 3:07:21 PM

Brief description of the report fields

Field	Description
User Name	The first and last names of the users who registered.
Account	The account name the user registered under.
Account Created	The date that the account was created.
Access Code Number	The designation assigned to the access code.
Access Code Used	The date the registrant used the access code. This date can sometimes differ from the account created date. If an access code is used from the enrolment box on the home page, the account will have been already created before the code was used to register to new products.

R603 System Registrations

dictionary label: reports_R603_name

View all user accounts created within date ranges for account creation or last login dates. If no users or dates are selected during the build, then the report will show all users in the user groups that the person running the report belongs to. This report is organized by user's last name.

Example of report

Accounts Generated within Date Range	
Report generated:	2/13/2012 2:27:20 PM
User Groups:	1
Enroll Date Range:	02/13/2011 to 02/13/2012
Last Login Date Range:	Any to 02/13/2012
User Count:	9

Last Name	First Name	Username	Email	Enroll Date	User Group Count	User Groups	Discipline	Status	Account Type	Last Login
Bennet	Maria	mbennet@sencia.ca		3/18/2011 1:45:16 PM	21	Show	(none)	Registered	Participant	2/9/2012 2:38:55 PM
Bree	Christina	cbree@sencia.ca		3/18/2011 1:49:59 PM	3	Show	(none)	Registered	Participant	2/3/2012 2:44:51 PM
Brent	Sebastian	sbrent@sencia.ca		3/18/2011 1:50:50 PM	12	Show	(none)	Registered	Participant	1/6/2012 3:25:23 PM
Brook	Marisa	mbrook@sencia.ca		3/18/2011 1:49:08 PM	5	Show	Cooling	Registered	Participant	10/4/2011 10:34:32 AM
Demo	Sencia	demo-participant@sencia.ca		2/25/2011 3:05:42 PM	4	Show	(none)	Registered	Participant	1/6/2012 8:39:36 AM
Huhta	Irene	ihuhta@sencia.ca		1/10/2012 5:21:15 PM	1	Show	(none)	Registered	Participant	1/1/1900 12:00:00 AM
May	Rebecca	rmay@sencia.ca		3/18/2011 1:47:59 PM	3	Show	(none)	Registered	Participant	4/1/2011 10:13:56 AM
Participant	Informetica	Learner		4/19/2011 3:44:33 PM	1	Show	(none)	Registered	Participant	4/21/2011 2:38:02 PM
Saroyan	Camille	csaroyan@sencia.ca		10/3/2011 4:25:29 PM	2	Show	(none)	Registered	Participant	10/5/2011 3:53:02 PM

Brief description of the report fields

Field	Description
Last Name	The last names of the user accounts created.
First Name	The first names of the user accounts created.
Email	The user's registered email address.
Enroll Date	The date the account was created.
User Groups	Show a list of the user groups this person belongs to. This field is interactive. By default, the user groups are hidden to conserve space. To view the user groups the user is registered to, simply click the blue + show link (Show).  Similarly, click the blue –hide button to collapse the list. The report output criterion also has this feature. Click the plus symbol ( ) in front of the user group number to see the user groups selected for the report or click the minus symbol ( ) to hide them.
Discipline	Lists which disciplines or classifications the user belongs to, if applicable.
Status	Indicates if the user is registered or if their registration is pending.
Account Type	Indicates the type of account this user has.
Last Login	Shows the date and time of the user's last login to the system.

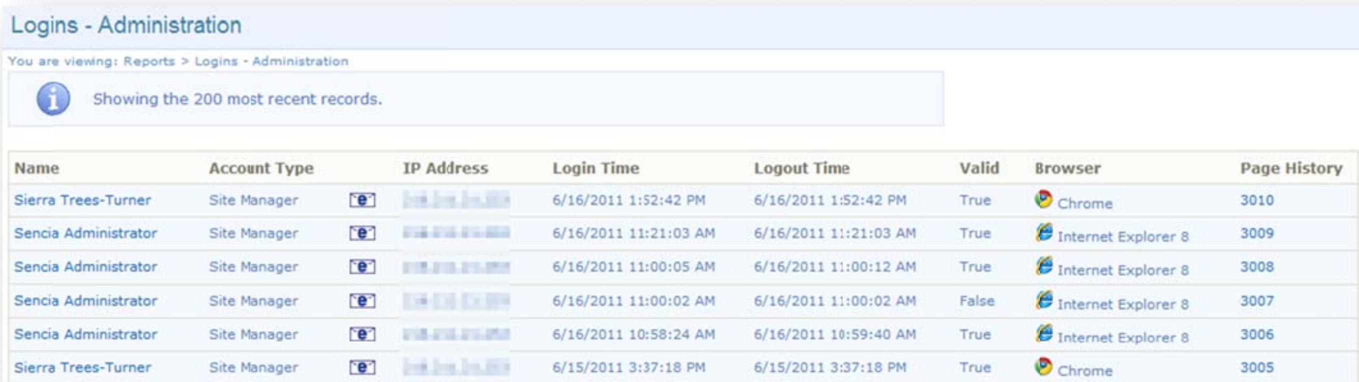
9.6 Site Manager Reports

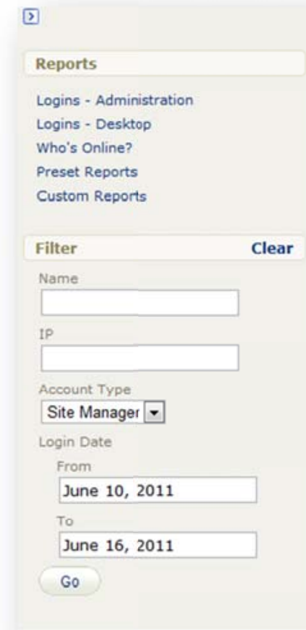
The following reports are accessible only by site managers.

Logins – Administration

View a detailed list of the 200 most recent login attempts by site managers and Sencia administrators and filter the page to view the report by account type or to search for specific names, IP addresses or login dates.

Example of report





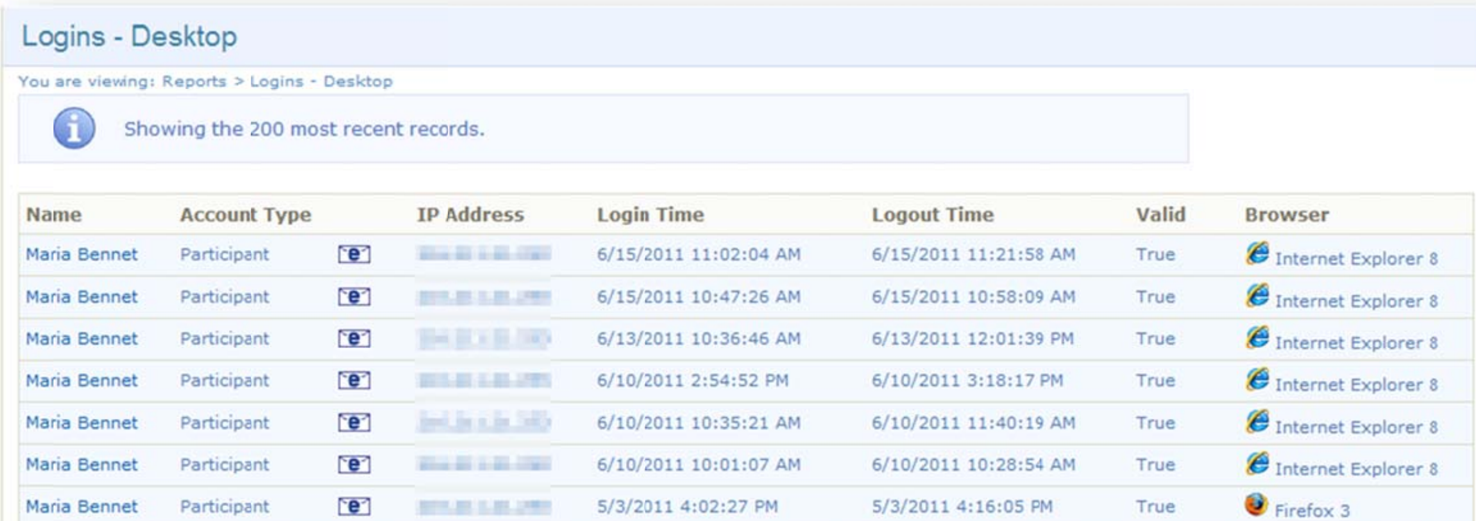
Brief description of the report fields

Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit site manager page.
Account Type	Displays the type of account that logged in (site manager or Sencia Administrator).
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login / Logout Time	Displays the login amd logout times and dates in the following format MM/DD/YYY hh:mm:ss AM/PM.
Valid	All successful logins will apprear as true in this column. Failed logins (incorrect password) will appear as false.
Browser	Displays an icon and the name of the browser and version used to login.
Page History	Each login session has a unique identifying number. Click the number to view a detailed URL list of all the pages that the user viewed during their session as well as the time that they viewed them.

Logins – Desktop

View a list of the 200 most recent login attempts on your Informetica desktop site (users that are not site managers). You can filter the list by organization, user group or account type and search for specific names, IP addresses or login dates.

Example of report



Brief description of the report fields

Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit user page.
Account Type	Displays the type of account that logged in.
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login Time	Displays the login time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Logout Time	Displays the logout time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Valid	All successful logins will apprear as True in this column. Failed logins (incorrect password) will appear as false.
Browser	Displays an icon and the name of the browser and version used to login.

Who’s Online

View a list of all users who are currently logged in to the desktop site as well as the total number of minutes that they have been logged in.

Example of report

Who's Online?

You are viewing: Reports > Who's Online?

Name		Account Type	IP Address	Login Time	Logout Time	Duration Online (minutes)	Browser
Nafees Bost		Participant	[illegible]	6/2/2011 9:39:18 AM	6/2/2011 9:40:55 AM	1	Internet Explorer 8
Tevin Parmer		Participant	[illegible]	6/2/2011 9:38:40 AM	6/2/2011 9:40:52 AM	2	Firefox 3
Alesa Pace		Participant	[illegible]	6/2/2011 9:38:20 AM	6/2/2011 9:40:53 AM	2	Firefox 3
Patrick Jean-Baptiste		Participant	[illegible]	6/2/2011 9:37:31 AM	6/2/2011 9:40:45 AM	3	Firefox 4
Michael Smith		Participant	[illegible]	6/2/2011 9:37:24 AM	6/2/2011 9:40:43 AM	3	Internet Explorer 8
david concepcion		Participant	[illegible]	6/2/2011 9:34:13 AM	6/2/2011 9:40:43 AM	6	Internet Explorer 8
Jordan Bonaparte		Participant	[illegible]	6/2/2011 9:33:47 AM	6/2/2011 9:40:51 AM	7	Firefox 3
shahrooz khan		Participant	[illegible]	6/2/2011 9:33:20 AM	6/2/2011 9:40:54 AM	7	Internet Explorer 8
Josh Smith		Participant	[illegible]	6/2/2011 9:32:50 AM	6/2/2011 9:40:54 AM	8	Chrome
Bryan Barron		Participant	[illegible]	6/2/2011 9:31:08 AM	6/2/2011 9:40:46 AM	9	Internet Explorer 7

Brief description of the report fields

Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit user page.
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login Time	Displays the login time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Logout Time	Displays the logout time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Duration	Displays the number of minutes the user has been logged into Informetica.
Browser	Displays an icon and the name of the browser and version used to login.