learning your way

informetica

Organization Manager

Revision 11-12

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Chapter 1: Introduction

Topics Covered in this Chapter

Informetica is a web-based Learning Content Management System designed to provide functionality that is easily accessible without needing to install software. 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 has been written as a guide for all Informetica Organization Managers. Therefore, it 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.

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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.

Supported Files

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.

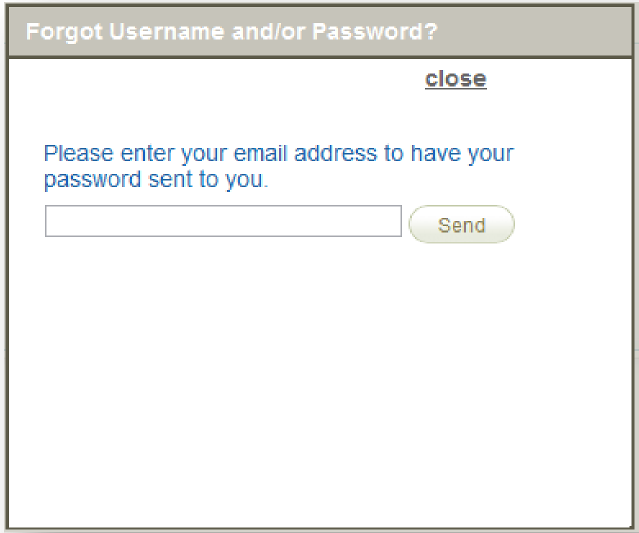
Images	bmp, gif, jpeg, .jpg, pcx, png, psd, tif, tiff
Documents	doc, docx, csv, htm, pdf, ppt, pptx, rtf, txt, wpd, xls, xlsx, zip
Templates	htm, html
Audio/Video	avi, m1v, m4v, mid, midi, mov, mp3, mp4, mpeg, mpg ,sfw, wav, wmv

File Type	Description	Destination Folder
avi	- video file	Audio/Video
bmp	- windows bitmap format - used as windows wallpapers	Images
csv	- comma separated value - exported from a database - can be opened in excel	Documents
doc/docx	- Microsoft word document file	Documents
gif	- standard web image - graphics/pictures from other websites	Images
htm/html	- html web file - used to make web pages	Templates
jpg/jpeg	- standard web image - pictures from some digital cameras - graphics/pictures from other websites	Images
midi/mid	- small music file	Audio/Video
mov/m1v	- QuickTime	Audio/Video
mp3	- sound/music file	Audio/Video
mp4/m4v	- video file quick time	Audio/Video
mpg/mpeg	- video file	Audio/Video
pcx	- pc paintbrush bitmap graphic	Images

File Type	Description	Destination Folder
pdf	- adobe portable document format	Documents
png	- graphics used for printing	Images
ppt/pptx	- Microsoft PowerPoint presentation file - animated presentations file	Documents
psd	- adobe Photoshop format - used when designing graphics	Images
rtf	- raw text file with no formatting - notepad can make these files	Documents
txt	- text file - also known as a flat file - notepad can make these files	Documents
swf	- flash web file (compressed) - usually created by a flash designer	Flash
tif/tiff	- pictures from digital cameras - used for printing/faxing	Images
wav	- audio or sound file	Audio/Video
wmv	- windows media file - audio/video windows media	Audio/Video
wpd	- word perfect document	Documents
xls/xlsx	- Microsoft excel spreadsheet file	Documents
zip	- compressed file - used to join multiple files into one single file	Documents

Login Page

Once reaching the Informetica website set up for your organization, a user 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.



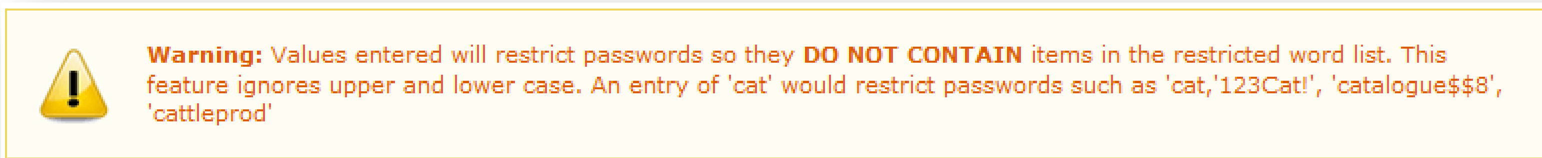
Forgotten Password

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.

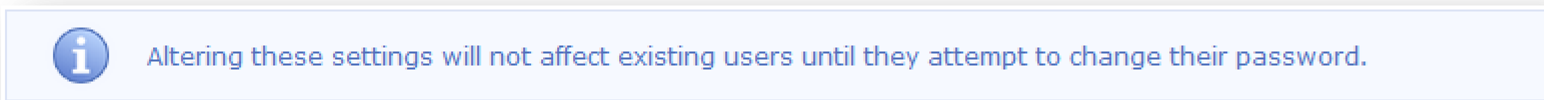
Alert Panels

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

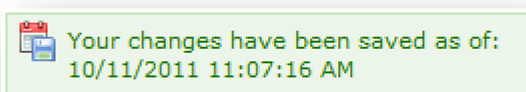
Warning Alert Panel –warns users about the possible consequences of an action or alerts them to steps or information that is missing before they can proceed.



Information Alert Panel – presents general information to users.



Save Panel – Shows a confirmation of changes made to the system.



The Organization Manager

In the Informetica LCMS, an Organization Manager can access all the User Groups that are assigned to them and are able to obtain reports on those users. Organization Managers are able to create and manage users and User Groups, upload mass groups of users toward user creation and/or Product registration and they can assign training to individual or multiple users. The Organization Manager's access looks just like a Participant's so that the Organization Manager will see how things look for the end user. Below is a list of rights that may be present for Organization Managers, depending on your site's configuration:

Access Codes - Create new codes, view detailed debit information, edit, activate and deactivate access codes.
Subscriptions - View and purchase subscriptions
User Groups - View user groups, add and remove users to groups, create new groups and activate or deactivate user groups
Users - View users by various filters, create, activate and deactivate users, import users and register users via access codes.
Curriculum - View current curriculum, create, edit, activate and deactivate curriculum.
Discipline - View current disciplines, manage campuses, create or delete disciplines.

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.

Account 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.

Site Manager

The Site Manager accesses the Administration site of Informetica where they can create organizations, user groups, course topics, certification tracks (including rules) and assign different user types to users. For example, the Site Manager can provide a user with Publisher access to author a specific course or courses. This way, multiple publishers can be assigned to the system to create courses for an organization. Course assets include: modules, assignments, references, tests, assessments, certifications and more. Refer below for the user types that a Site Manager can create.

Desktop Manager

Desktop Managers have the combined permissions of Publishers and Organization Managers, including reports for campuses which they manage. Please see the descriptions for Publisher and Organization Manager user types for more details.

Organization Manager

An Organization Manager can access all the User Groups within their assigned Organizations and may obtain reports on all users within those User Groups. Organization Managers are able to create and manage users and User Groups, upload mass groups of users toward user creation and/or Product registration and they can assign training to individual or multiple users. Below is a list of rights that may be present for Organization Managers, depending on your site's configuration.

1. Users
    a. View users by various filters, create, activate and deactivate users and register users via access codes.
    b. Transcript - You can view a user's transcript to see a list of the Products they are registered to as well as which gradable assets they have attempted/not yet attempted the number of attempts and the grades received for each.
    c. Manage User Groups - You can add or remove the User Groups a user is assigned to.
    d. Enrollments - You can see which Products a specific user is registered to as well as when or if they have completed them.
    e. Exceptions – (also known as extensions) Grant give additional access to a course or a course item. This is usually used for a testing asset such as an Evaluation or Assessment.
    f. Access Codes - See a list of any access codes that have been used either by the user or by a Manager on the user's behalf.
    g. Evaluations - This section of the User details shows which Evaluations (tests) the User is registered to.
    h. Assessments - This section of the User details shows which Assessments (surveys) the User is registered to.
    i. Certifications - The certifications section shows a listing of all certifications the selected user has already obtained, is working toward or has qualified for.
2. Access Codes - Create new codes, view detailed debit information, edit, activate and deactivate access codes.
3. Subscriptions - View and purchase subscriptions
4. Curriculum - View current curriculum, create, edit, activate and deactivate curriculum.
5. Classifications – (Used with the Curriculum feature) View current classifications, create, edit, activate and deactivate classifications.
6. Discipline - View current disciplines, manage campuses, create or delete disciplines.
7. Import - import Users, User Certifications and User Course Registrations from an Excel spreadsheet.

Certificate Issuer

As users complete the requirements of a certification, they may receive an official certificate through the mail. The Certificate Issuer user type exists to easily compile a list of earned certifications, use's, and their mailing addresses. Informetica will also track a Certification Sent Date to indicate the date the certification of completion was mailed to the user by the Certificate Issuer. For example, as a Site Manager, you can create a certificate name called "First Aid 101 Certification". The rules that may apply are that users must pass four course exams by obtaining a mark of no less than 80%. The exam titles might be: Severe Bleeding, Cardiovascular Emergencies, Wound Care, and Burns. When a Certificate Issuer goes into the system, they can access reports to display names of those users that have achieved this certification in order for the certificates to be mailed. Reports are also available to show when certificates were issued and when they are up for renewal.

Alternatively, the Site Manager can create a certification that carries a user-printable certificate upon successful completion of the certification requirements. This user type is not used in configurations which provide digital certificates to be printed by the user.

Helpdesk User

A Helpdesk User may access the account list of their respective Organizations and User Groups. From the account list, Helpdesk Users may have the ability to reset passwords, unlock accounts, grant exceptions, and view other profile information. The permissions of the Helpdesk User will vary based on the configuration of your Informetica system.

Forum Expert

Not a true User Type – this is assigned to a user at the Topic level. Especially useful when assignments/courses are being undertaken by a mixture of junior and senior staff, Informetica allows you to designate any user from any User Type (even a Participant/Learner) as the "Topic Forum Expert". Through the Topic Forum utility users may post questions and/or comments for the Expert and their colleagues to view and return comment upon; the Topic Expert is automatically e-mailed notification of the post to permit them to respond in their expert capacity.

User Group Manager

When a User Group Manager logs into the system, they are able to obtain reports on users within their User Group(s) that are under their supervision. The reports they select can show a user's activity, grades, and the IP address they used when going into the system. When viewing a student's activity, the Group Manager is able to see what areas of the course the student looked at, the amount of time he/she looked at each area, and their grades. The Site Manager can provide Group Managers with access to more than one user group, if needed.

Publisher

The Publisher/Author is able to create course material within the system, as well as exams and assessments. Courses from other providers can also be uploaded into the system. Tools to upload a number of file formats are available 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

An 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

A Participant is the learner or student taking the course. Participants may access their assigned training, a list of courses available for registration, a list of in progress and earned certifications, a transcript, a calendar, forums, activity log, a roster, and a task list. Access to many of these options will be dependent on the configuration of your Informetica system. In the Corporate Market, a Participant is often that company's employee. The flexibility of the Informetica System enables organizations to use it as a collaboration and communication tool for specific user groups. For example, Senior Board members are able to select their committee name under the Topics Section in order to obtain key documents and share ideas.

Products and Assets

What is a Product?

Products house a collection of 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. Here are some more examples of Product types our clients are using within Informetica: Solution, Course, 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 Manager, Desktop Manager and Publisher user types.

What is an Asset?

Assets are the individual elements that make up your entire Product, each with unique features, such as testing capabilities. Assets can be created by Site Managers, Desktop Managers and Publishers. Note that Assets may be customized for your system and named differently than the default names listed in this manual.

Asset Type	Description
Assessment	An Assessment is an informal way to evaluate something about your participant by posing content where there is no right or wrong answer. Assessments are often an objective way to measure things like abilities or aptitudes.
Assignment	An Assignment is a resource that has a grade weight and due date attached to it so they are automatically removed from the Product list when they are past due. Assignments are typically used to grade an element of the Product that is done off line. For example, an instructor may issue a portion of the Product grade to Participants who email a video created for the Product to the Instructor.
Courseware	Courseware refers to a premade course that can be imported directly into Informetica and run as is. Courseware uses the standardized SCORM format that can be easily shared among different learning management systems.
Evaluation	An Evaluation can automatically grade most Participant answers and give a mark upon completion. Evaluations may be used to test knowledge of the content that you have provided, collect Participant feedback about a Product or an Instructor or as practice exercises. Evaluations support several different types of questions: Essay, Fill in the Blank, Matching, Multiple Answer, Multiple Choice, Ranking and True or False. Informetica can automatically grade every type of question in an Evaluation except for Essays.
Markup Document	A Markup Document is an interactive review tool. A Markup Document allows participants and instructors to communicate issues or illustrate point about the document without changing the actual document in the Product.
Module	A module is training content that typically contains the lesson portion of a Product. Modules can be assigned a deadline, grade weights and even publishing dates to turn a lesson on or off. Modules can contain any of the supported file types, including videos.
Reference	References are assets are always available and often contain resources for Participants such as external links, a relevant glossary of terms or can be used as a landing page for the Product. Reference pages can even be linked to from other pages or set up as popup windows throughout the Product to be used as in-Product help tools.
Wiki	This is a collaborative resource which allows users to add and edit content collectively, directly on the asset itself.

Chapter 2: The Home Page

Topics Covered in this Chapter

Main Navigation
Information Bar
Quick Register
Product Menu
Accessibility Box
Events Box

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 Manage and Reports tabs are where you will access most Organization Manager tools. Much of the content on this page can be designed by a course creator. This could be a Site Manager, Desktop Manager or Publisher.

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. However, all editing work will be initiated on the Home page.

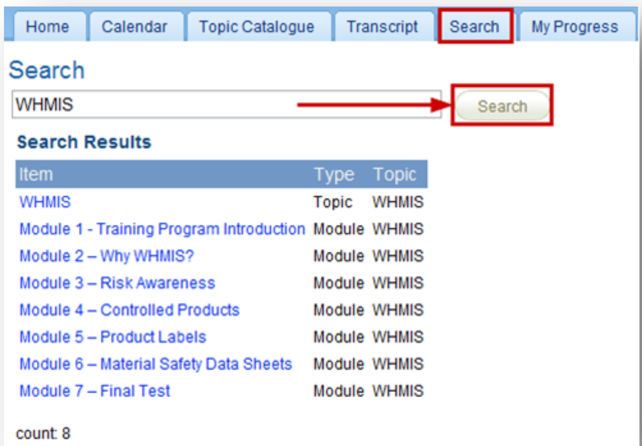
Home – This tab will always return you to the Welcome Page.

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 (courses) that are available for Participants (students).

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.

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.



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.

Quick Register

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

Product Menu

The Product (courses) 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 are seen by the Publisher so they can be edited. 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.

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.
Page Link – Page Link If your LMS is configured for this option, you can create a direct URL link to any Informetica page to send to other users. Users who click the link will be prompted to login and then will either be directed to the destination page or will see a message that they do not have access to the destination page.

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.

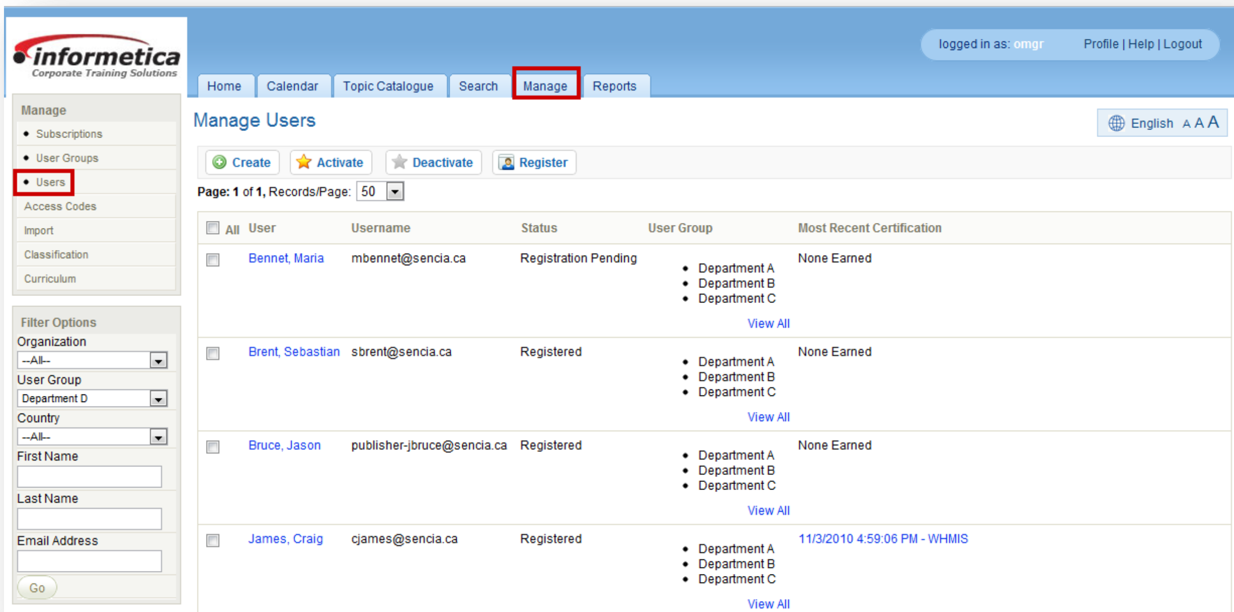
Chapter 3: Managing Users

Topics Covered in this Chapter

The Manage Users Page

The Manager Users screen allows you create new users, view a list of existing users, register users to new Products, activate or deactivate user accounts and edit their user information. Information provided at a glance from the Manage Users page is the user's name (User) and login (Username), Status, which User Groups the accounts belong to and any recent certifications earned.

Using the Filter Options menu on the left, you can filter the results to only show specific user accounts such as users in specific User Groups or country or by searching name or email address. To access to the Manage Users screen, click the Manage tab from the main navigation bar, then click the Users link from the Manage menu on the left.



Manage Users Page Information

Field	Description	Interactive
Check Box	Select any user by clicking the check box on front of their name. Select the All check box to select every user in the list at once.	Yes
User	This is the name of the user. Click any name to enter the Edit User Info screen.	Yes
User Name	This is the name the user logs in with.	No
Status	If this field says registered, then the account is active. If the field says registration pending, this indicates that the account is not active but can be reactivated.	No
User Group	Shows a list of all User Groups the user belongs to. For users that belong to many User Groups, this list is often truncated. You can view the entire list by clicking View All.	No
Most Recent Certifications	This field indicates any recent certifications the user has obtained, if any.	Yes

Filtering Users

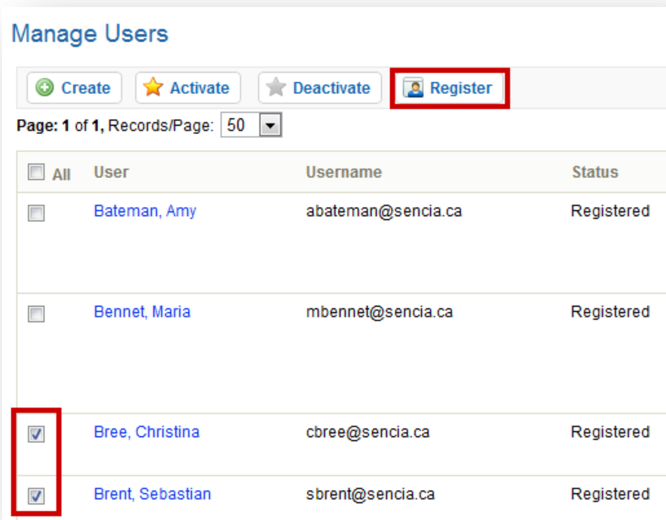
To change the order in which the list of Users is displayed, use any of the options under the Filter Options menu on the left hand side. By default, Users are sorted alphabetically by Last Name. Please note that the field names used for your system may be customized and therefore differ from the examples in this manual.

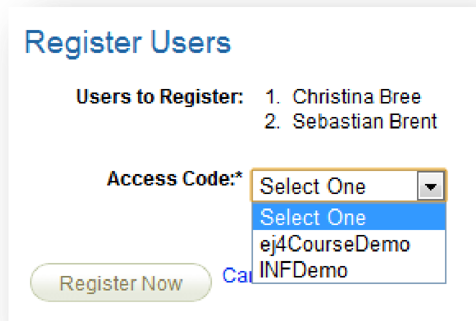
Filter Option	Description	Click Go
Organizations	Use the drop down menu to see only accounts assigned to a specific Organization.	Required
User Group	Use the drop down menu to see only accounts assigned to a specific User Groups.	Required
Country	Use the drop down menu to see only accounts from a specific country.	Required
Last Name	Type in a full or partial search term for a specific first name.	Required
First Name	Type in a full or partial search term for a specific last name.	Required
Email Address	Type in a full or partial search term for a specific username or email address.	Required

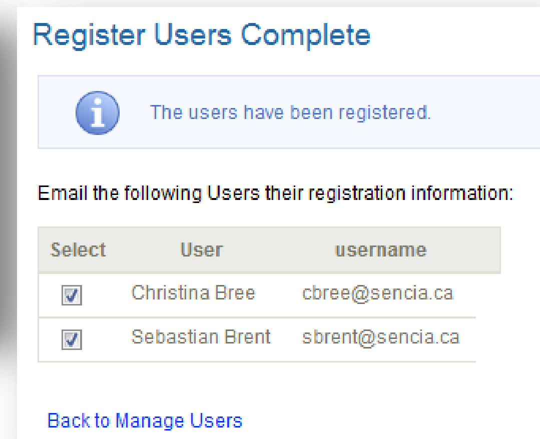
Register Users to Products

Organization Managers can register users to Products using an Access Code. You will first need to have some Access Codes already available to you or you will need to create an Access Code prior to registering individual users to Products. Information on creating Access Codes can be found in the Access Codes and Subscriptions chapter of this manual.

To register users to Products, select the users on the Manage Users page by checking the box in front of their names. To narrow the list of users, use the sorting and filtering options menu to the left. Click the register button to open the Register Users screen. The Register Users screen will summarize the users you have selected so you can confirm which users you wish to register Product to. Use the access code drop down menu to select an access code for the users and then click the register now button Register Now . You can also click the cancel link to stop the registration. The access code drop down menu will contain only access codes that the Organization Manager has access to. Alternatively, you can register many users at once using the Import Tool. This is covered in the Importing Data chapter of this manual.





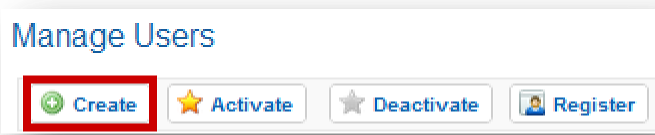


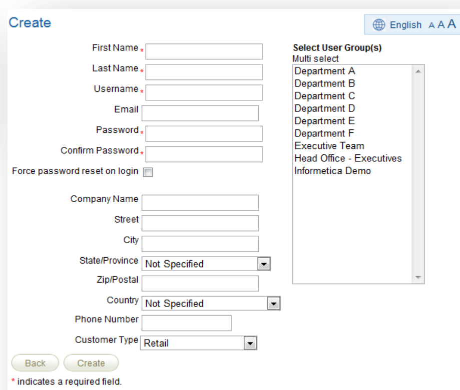
What is a Product?

Products at their most basic concept can be considered to be courses. Products house a collection of 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 your specific LMS may use only one or two Product types. Here are some more examples of Product types our clients are using within Informetica: Solution, Course, eLearning, Instructor Led Course, Job Listing, Trials, Project, eTraining, Policy or Procedure, Documentation, Professional Development, How to Article, Feature Article and Quiz.

Create a New User

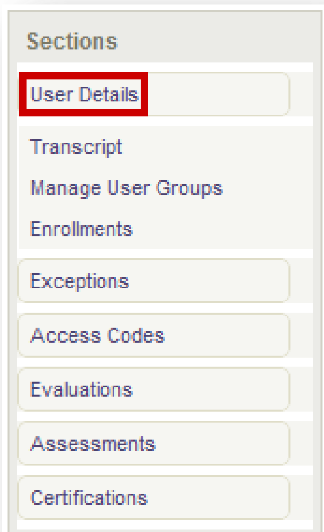
To create a new user account, click the create button from the Manage Users page. Fill out all of the required fields (indicated with a red asterisk *) and select at least one User group. Click the create button at the bottom Create or click back to cancel the creation and return to the Manage Users page. Alternatively, you can create many users accounts at once using the Import Tool. This is covered in the Importing Data chapter of this manual. The fields and criteria you see may differ from the example below, depending on your system's configuration.

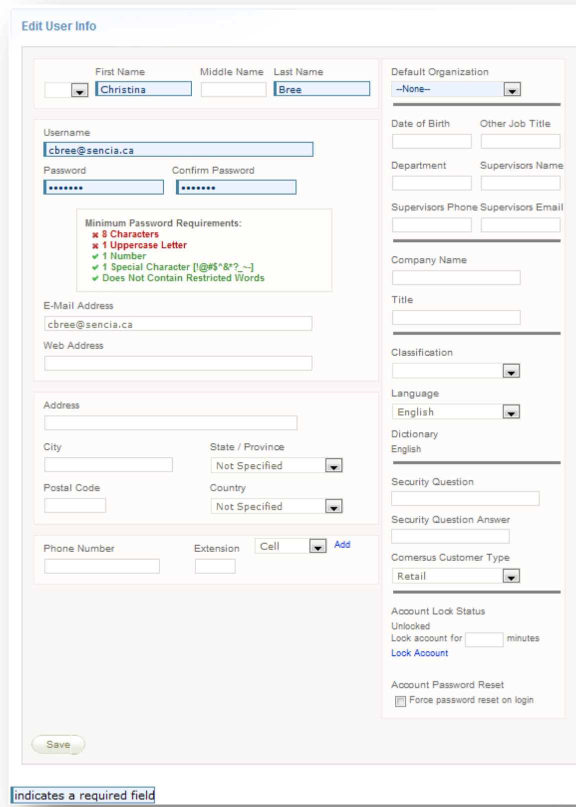




Edit User Details

Click on any user's name to open the Section menu. By default, clicking a user's name will open the Edit User Info page. If you navigate away from this page, simply click the User details link in the sections menu on the left to return to it. Alternatively, you can update many user accounts at once using the Import Tool. This is covered in the Importing Data chapter of this manual.





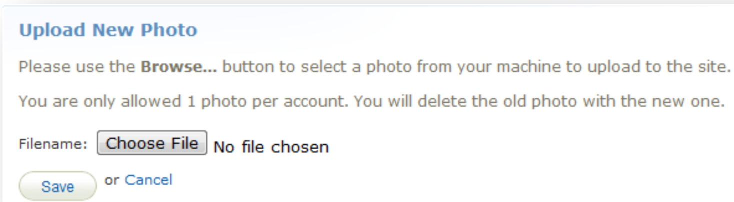
User Info Field Descriptions

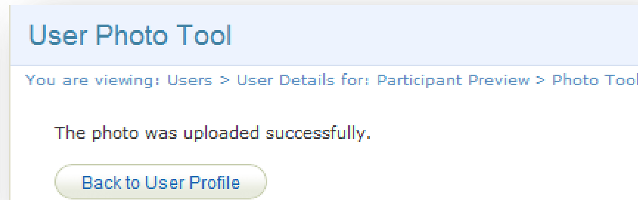
Info Field	Description
Name	Change the User's First Name and Last Name. A prefix such as Dr. or Mrs. can be added or changed from a drop down menu as well.
Username	Enter the new Username.
Password	You can change the user's password here. Confirm the change by typing it in exactly the same in the Confirm Password field.
Minimum Password Requirements	This field simply shows if the user's password meets specifications previously set up for your LMS. The criteria with a red x are not met and the criteria with a green checkmark √are met.
Contact Information	Enter or change User's Email address, Web Address, Address or Phone Number and extension in these fields. You can use the dropdown list to determine the type of phone number and add multiple phone numbers with the add button.
Default Organization	The user's default organization can be changed using the dropdown menu here assuming the Organization Manager manages more than one Organization. Changing the organization will also change the user's corresponding landing page.
Upload User Photo	Upload a digital copy of the user's photo. See instructions below.
Date of Birth	You can enter the user's birth date here.

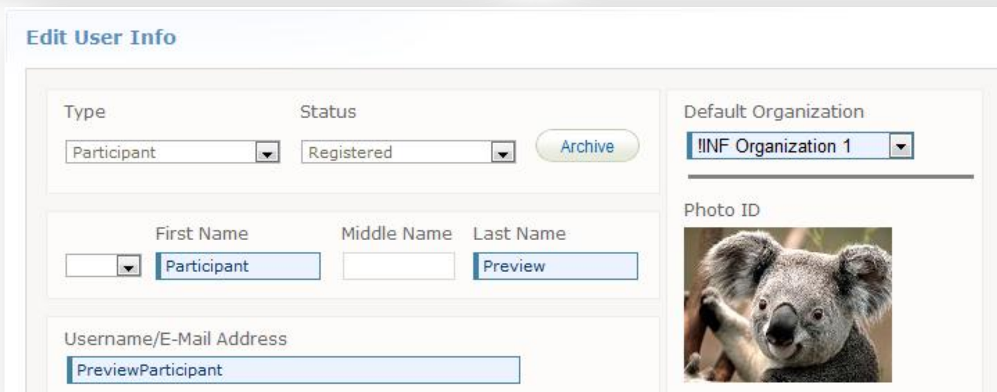
Info Field	Description
Company Contact Information	Enter such information as Other Job Title (secondary title), Department, Supervisor's name, phone and email and the User's Company Name.
Classification	Use the dropdown list to select a classification if necessary
Language & Dictionary	See the language the user currently views the LMS in and the corresponding dictionary assigned to that language
Security Information	View the User's security question and answer. Users will be prompted for the answer to their security question when using the Forgot Password feature on the LMS login. An account will become automatically locked when the security question has been answered incorrectly 3 times or if a Site Manager manually locks the account.
Comersus Customer Type	For clients with using Ecommerce features, this type can be selected from a dropdown menu.
Account Lock Status	Here you can see if a User's account is unlocked or locked. You can also Unlock the account or Lock in for a number of minutes or indefinitely. An account will become automatically locked when the security question has been answered incorrectly 3 times.
Account Password Reset	The force password reset option allows an admin to flag single accounts to require a password reset. If you toggle this option on for a User, that User will be prompted by the LMS to change their password upon login. The User will be unable to do anything else until they change their password, which will have to match the current security settings.
Required Fields	Required fields are determined during your initial LMS set up. Users will be prompted to fill out all required fields when registering.

Upload a User Photo

Some sites have an optional configuration to upload a photo of the user to the account information. Click on the Upload link under Photo ID and then use the Browse or Choose File button to select a photo to upload. Click save and a confirmation window will let you know that the photo was uploaded successfully.



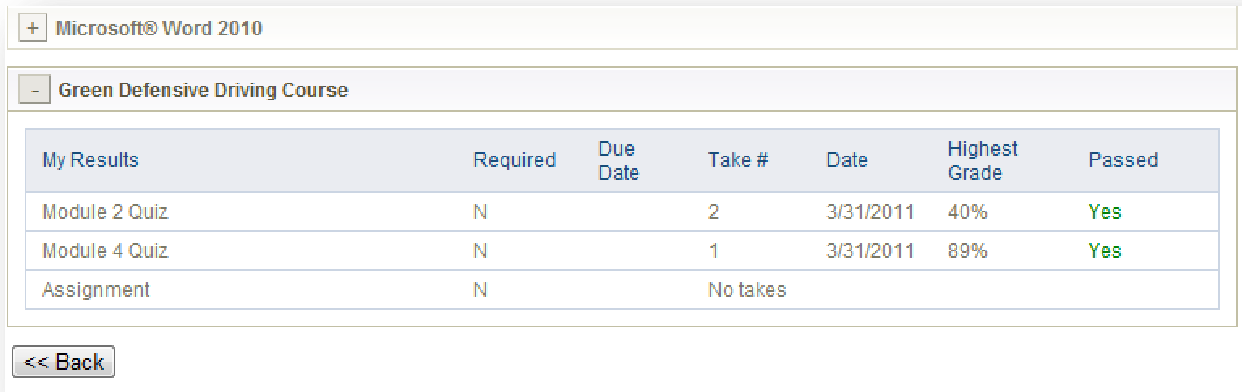




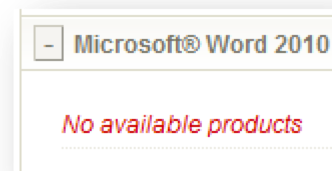
The photo will now show up in the User's Profile.

Transcript

You can view a user's transcript to see a list of the Products they are registered to as well as which gradable assets they have attempted or have not yet attempted, the number of attempts and the grades received for each. Select any user by clicking their name to access the Sections menu. Click the Transcript link from the sections menu on the left to open the user's transcript. Click the + symbol to expand the Product and view the individual gradable Product Assets.



The transcript will not show any information if the user is registered to a Product but has not yet attempted it or if there is no gradable content.



My Results – Shows the name of the gradable Asset.

Required – This indicates if the Asset is required as part of a curriculum. This field will show as either N (no) or Y (yes). This field will show N when there is no curriculum requirement, if the curriculum requirement is optional or when the curriculum option is not being utilized at all. Y indicates that the Asset is a curriculum requirement.

Due Date – If applicable, this will show the date by which the Asset must be completed.

Take # – This is the number of attempts that the user has attempted the Asset. The most recent passed attempt will show over other attempts. If the user had not attempted the Asset, then the field will read "No takes". If the user has started the Asset, but not yet completed it, then this field will show Take # 0.

Date – This is the date that the Asset was completed by the user.

Highest Grade – This shows the best mark that the user has received for the Asset.

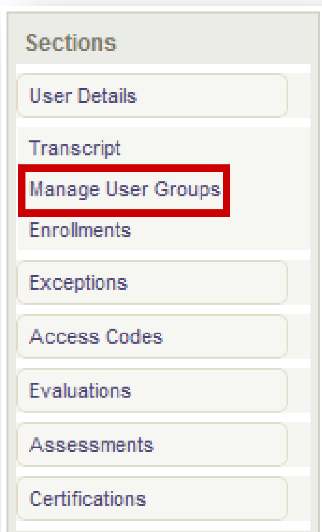
Passed – Shows whether or not the user has passed the Asset. This field will shows as Yes, No or Incomplete. Yes shows when the user has received a passing score. No shows when the user has not received a passing score. Incomplete shows when the user has started the Asset but not yet completed it to receive a score/grade.

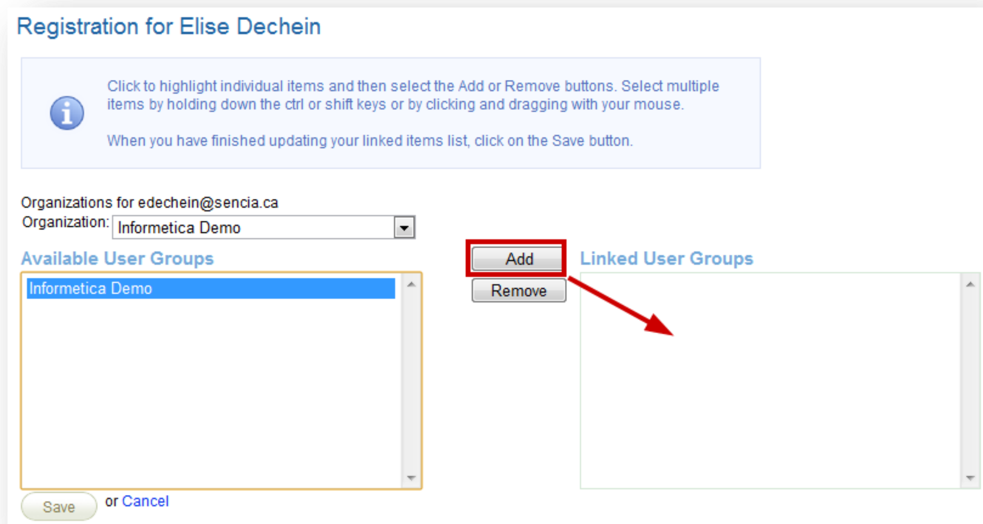
Manage User Groups

You can add or remove the User Groups a user is assigned to. Select any user by clicking their name to access the Sections menu. Click the Manage User Groups link from the sections menu on the left to open the Registration page for the user.

Add User Groups

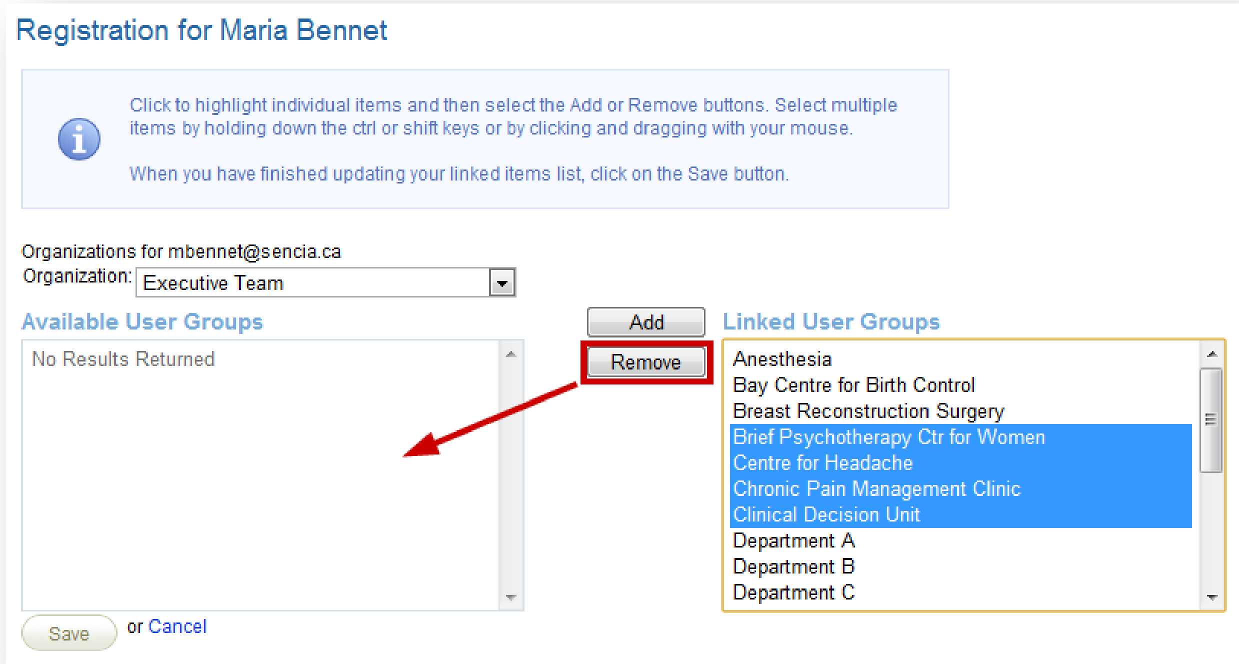
To add User Groups, use the Organization drop down menu to populate the available users groups for that Organization. Select the User Groups from the Available Users Group box by clicking to highlight them. Hold down shift or control on your keyboard while clicking to select more than one User Group. Click the add button to move the User Group to the Linked User Groups box. Click save and user will belong to the User Groups you moved over to the Linked User Groups box.





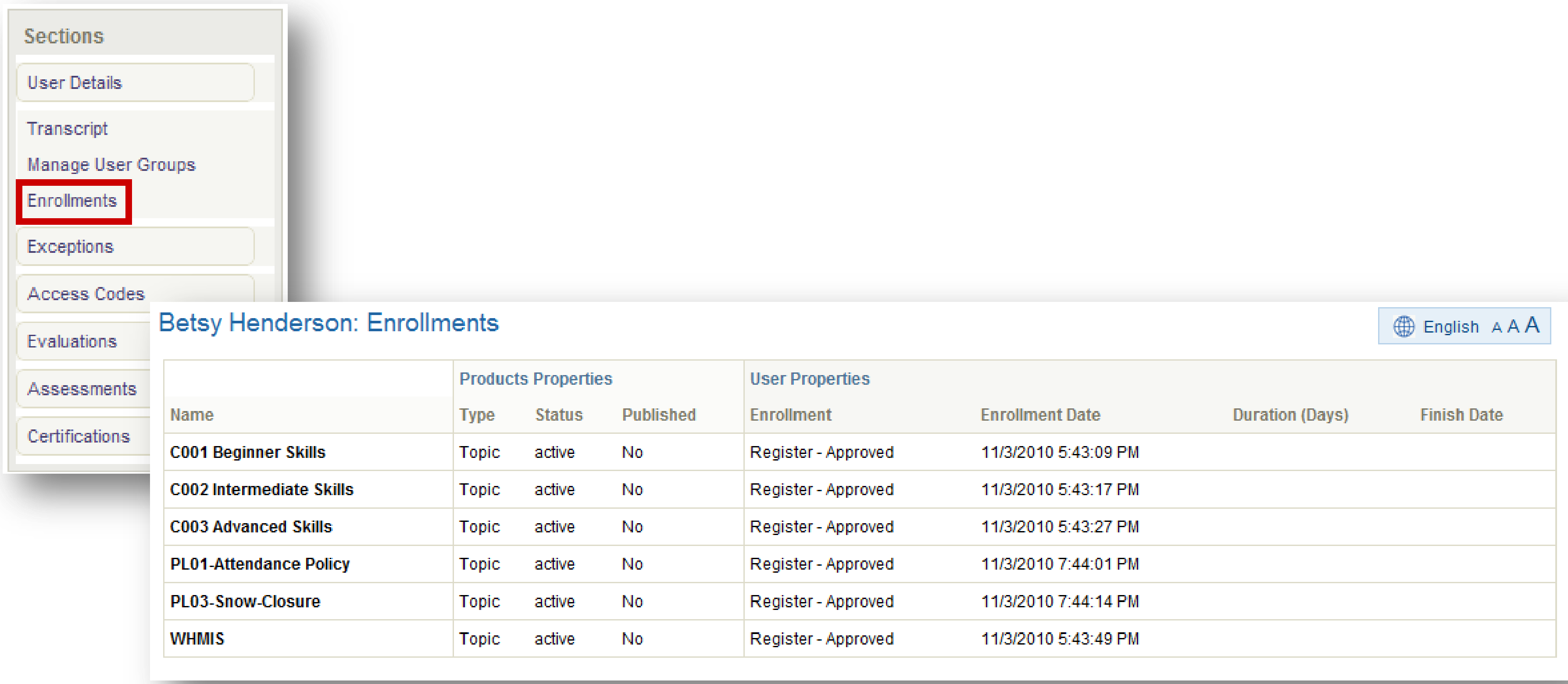
Remove User Groups

To remove the User Groups a user belongs to, select the User Groups from the Linked User Groups box and then click the remove button to move the User Groups back over to the Available Users Groups box. Click save and user be removed from the User Groups you moved over to the Available Users Groups box.



Enrollments

You can see which Products a specific user is registered to as well as when or if they have completed them. Select any user by clicking their name to access the Sections menu. Click the Enrollments link from the sections menu on the left to open the Enrollments page for the user.

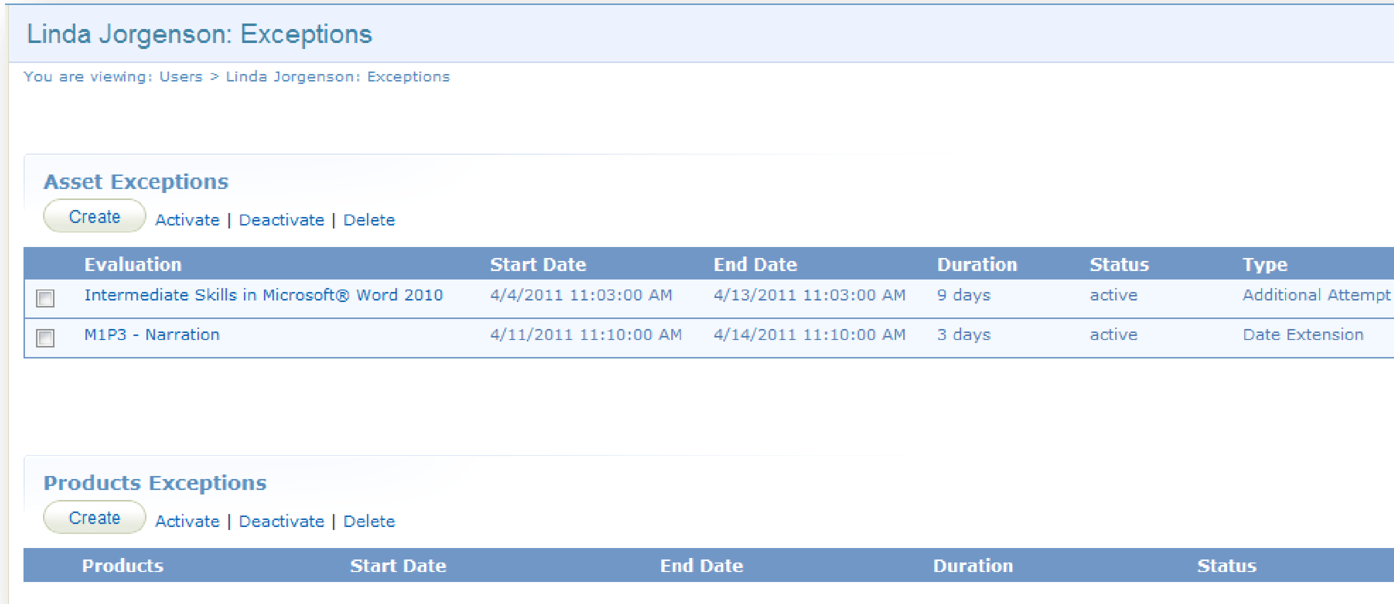


	Products Properties			User Properties			
Name	Type	Status	Published	Enrollment	Enrollment Date	Duration (Days)	Finish Date
C001 Beginner Skills	Topic	active	No	Register - Approved	11/3/2010 5:43:09 PM		
C002 Intermediate Skills	Topic	active	No	Register - Approved	11/3/2010 5:43:17 PM		
C003 Advanced Skills	Topic	active	No	Register - Approved	11/3/2010 5:43:27 PM		
PL01-Attendance Policy	Topic	active	No	Register - Approved	11/3/2010 7:44:01 PM		
PL03-Snow-Closure	Topic	active	No	Register - Approved	11/3/2010 7:44:14 PM		
WHMIS	Topic	active	No	Register - Approved	11/3/2010 5:43:49 PM		

Field	Description
Name	The name of the Product the user is registered to.
Type	This lists the Product type.
Status	Indicates whether or not the Product is active or inactive.
Published	Published indicates if the current date and time falls within the publishing dates for the course. If a course is not currently published, the publishing dates could be either in the past or the future. A course that is published forever will show a Yes in this column.
Enrollment	Indicates whether the user is approved or pending registration for the corresponding Product.
Enrollment Date	This is the date and time that the user was enrolled to the Product.
Duration	This indicates the number of days the user has access to the Product, if applicable.
Finish Date	This field shows the date that the use completed the Product.

Exceptions (Extensions)

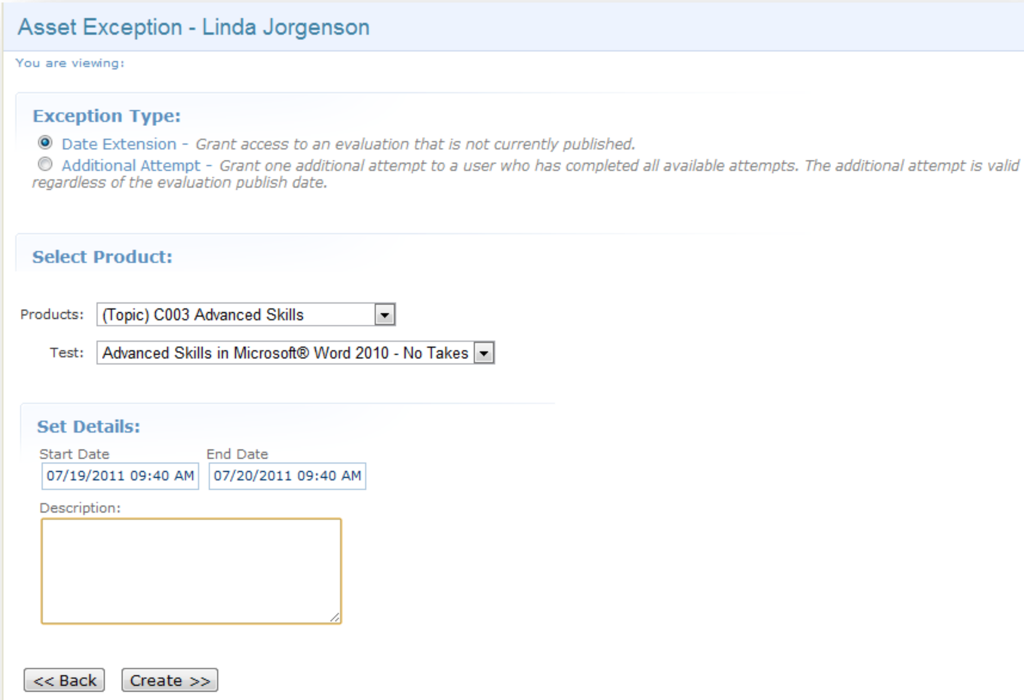
Exceptions can be found on the Edit User Info page under the Sections menu on the right hand side. Exceptions, also known by some of our clients as Extensions, give additional access to a Product or an Asset within the product. This is usually used for a testing asset such as an Evaluation or Assessment. Site Managers can override a Product or Asset for a Participant by extending the days of a Product or Asset with a deadline or change the number of attempts for that specific Participant. The Exceptions pages shows all the Participant's current Exceptions listed by Evaluation Name, Start and End Date, Duration, Status and Type. From here you can also create, activate, deactivate or delete an Exception.



Asset Exceptions

By Date

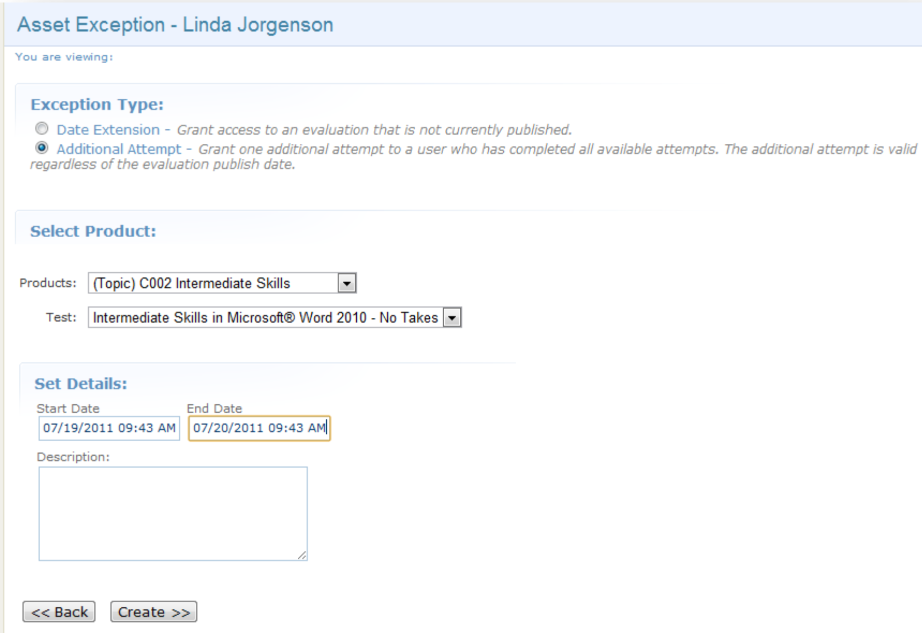
- Click the Create button Create under Asset Exceptions
- Select the Date Extension option under the Exception Type
- Select the Product and Asset you would like to extend the date for from the dropdown menus
- Set the new start and end dates
- Add a description for the Exception if you desire
- Click the Create button Create >>



By Additional Attempt

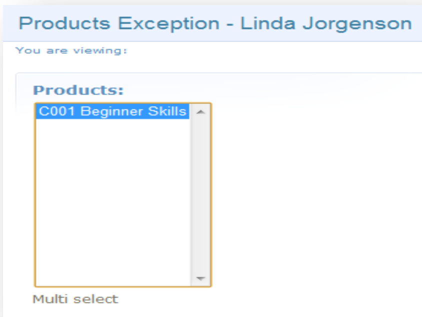
- Click the Create button Create under Asset Exceptions
- Select the Additional Attempt option under the Exception Type
- Select the Product and Asset you would like to extend the date for from the dropdown menus
- Set the new start and end dates
- Add a description for the Exception if you desire
- Click the Create button Create >>

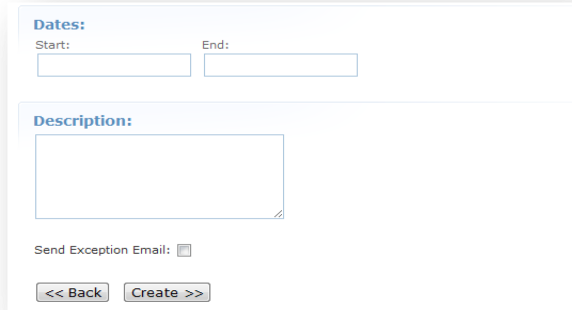
This will grant one additional attempt to a user who has completed all available attempts. The additional attempt is valid regardless of the evaluation publish dates entered, even though the dates are required to be entered.



Create Product Exceptions

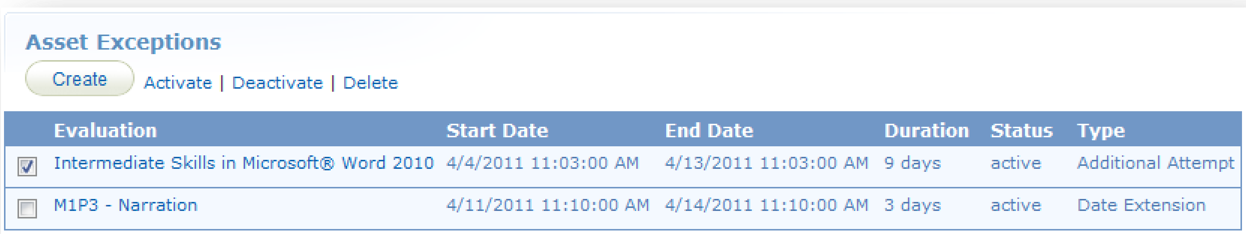
- Click the Create button Create under Product Exceptions
- Select the Product(s) from the dropdown menu
- Set the new start and end dates
- Add a description for the Exception if you desire
- Click the option to send an Exception email to the Participant if desired
- Click the Create button





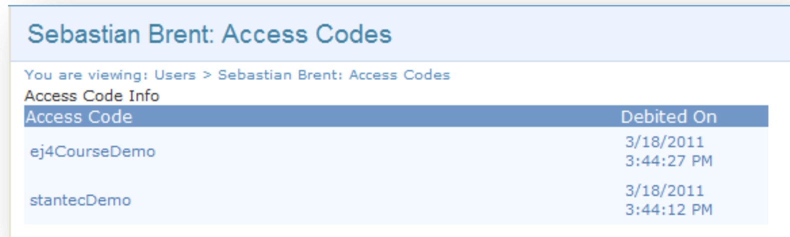
Activate, Deactivate or Delete Exceptions

- Select the Exceptions link under Asset Exceptions or Product Exceptions that you wish to change
- Click the box before the name of the exception you wish to change
- Select the Activate, Deactive or Delete link



Access Codes

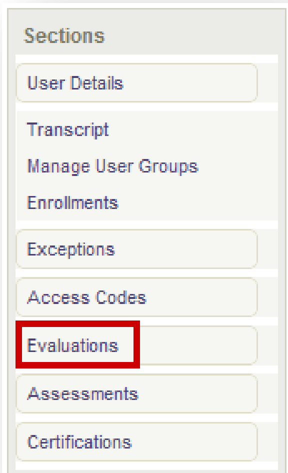
To see a list of Access Codes any access codes that have been used either by the user or by a manager on the user's behalf, select any user by clicking their name to access the Sections menu on the right and click Access Codes. The column called Access Code indicates the name of the access code and column called Debited On indicates the date and time the code was used. Organization Managers must use access codes to register a user to Products. Please visit the Register Users to Products section of this manual for

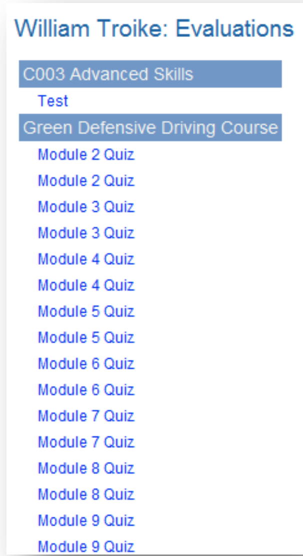


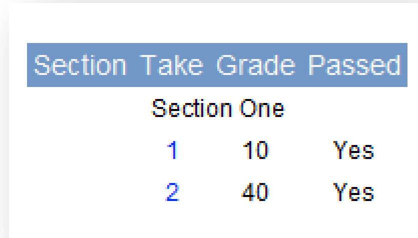
instructions.

Evaluations

Evaluations can be found on the Edit User Info page under the Sections menu on the right hand side. This section of the User details shows which Evaluations the User is registered to. The names of all Evaluations are listed under Products they belong to.





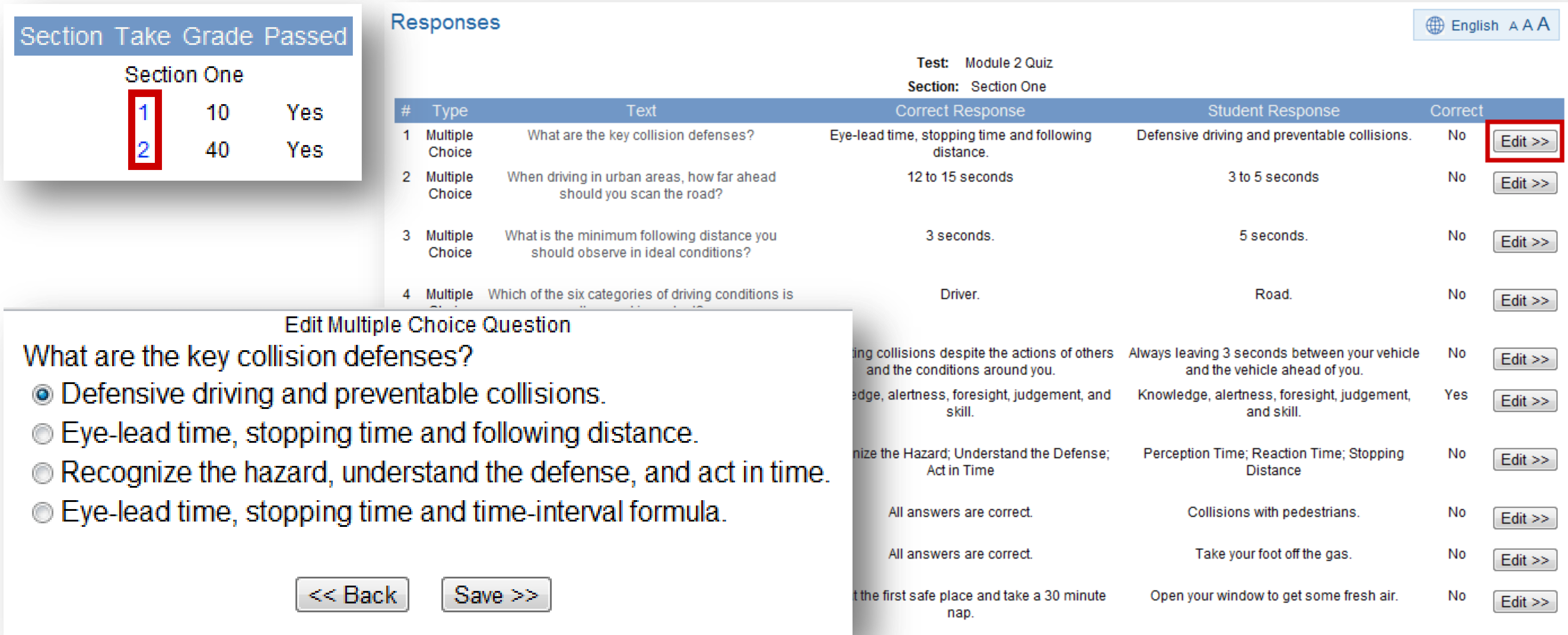


Click any Evaluation name to open a window with more details. This will be a mostly blank page if the user had not yet attempted the Evaluation.

Field	Description
Section Take	Indicates which section of the Evaluation was attempted and how many times the user attempted the Evaluation.
Grade	Indidcates the score or grade the user received for each attempt of the Evaluation.
Passed	Indicates whether or not the user passed the Evaluation.

Override an Evaluation Answer

Organization Managers can override specific answers on an Evaluation for a user if necessary. Click on any Evaluation in the user's list to see more details about the Evaluation and then click the blue interactive text. In the example below, this interactive text is the number of the section. This will open a page of the user's specific responses, what the correct responses are and if the user answered correctly or incorrectly. Click the edit button on the far right for any question to manually change the user's answer and then click save. The answer and any grade change will automatically be reflected on the user's account.

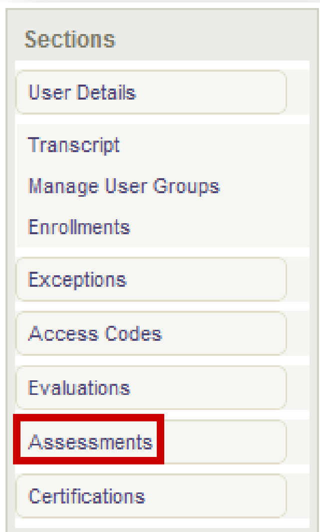


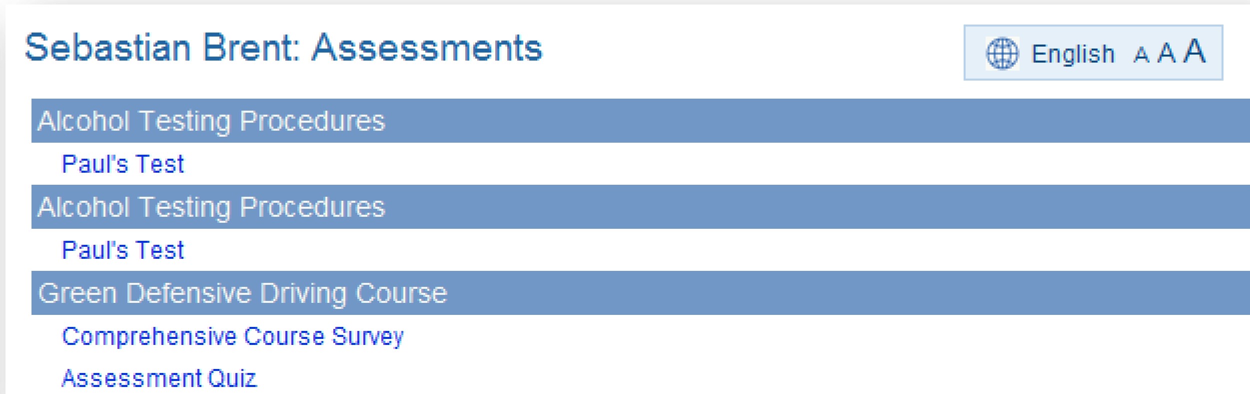
What is an Evaluation?

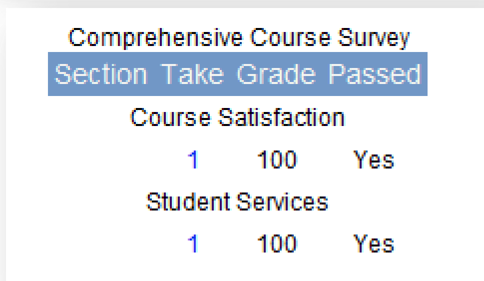
Evaluations are built within Informetica and are the primary testing assets. They may be used to test a Participant's knowledge of the content that is provided, collect feedback about a Product or an Instructor or used as practice exercises. There are 7 different types of questions that can be used to create an Evaluation: Essay, Fill in the Blank, Matching, Multiple Answer, Multiple Choice, Ranking and True or False. Informetica can automatically grade every type of question in an Evaluation except for Essays. A Product may contain any number of Evaluations.

Assessments

Assessments can be found on the Edit User Info page under the Sections menu on the right hand side. This section of the User details shows which Assessments the User is registered to. The names of all Assessments are listed under Products they belong to.





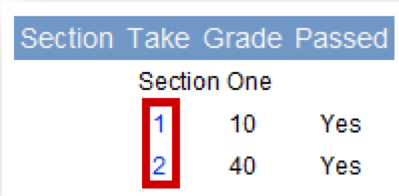


Click any Assessment name to open a window with more details. This will be a mostly blank page if the user had not yet attempted the Assessment.

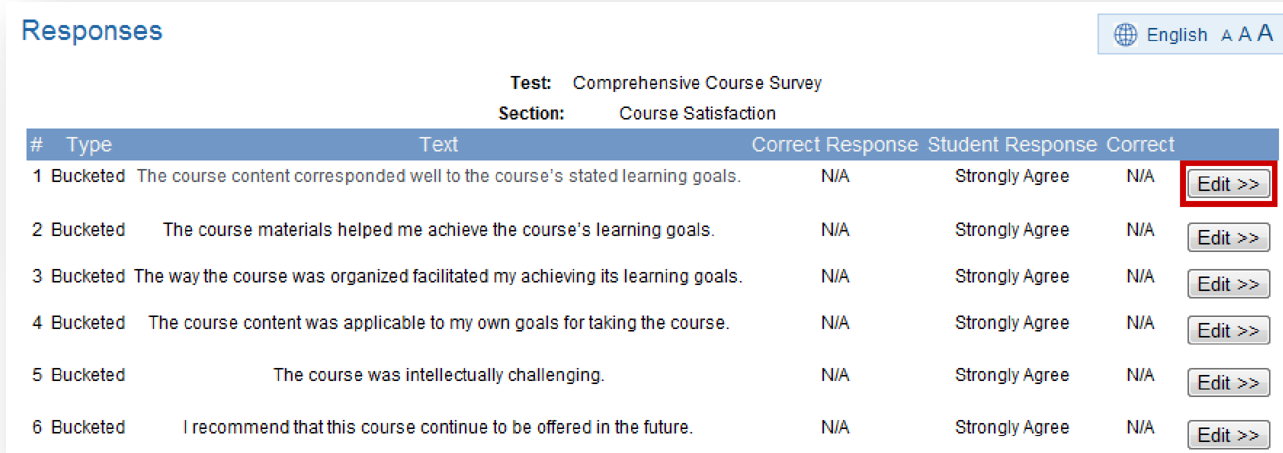
Field	Description
Section Take	Indicates which section of the Evaluation was attempted and how many times the user attempted the Evaluation.
Grade	Indidcates the score or grade the user received for each attempt of the Evaluation.
Passed	Indicates whether or not the user passed the Evaluation.

Override an Evaluation Answer

Organization Managers can override specific answers on an Assessment for a user if necessary. Click on any Assessment in the user's list to see more details about the Assessment and then click the blue interactive text. In the example below, this interactive text is the number of the section. This will open a page of the user's specific responses. Click the edit button on the far right for any question to manually change the user's answer and then click save. The answer and any bucketed question score will automatically be reflected on the user's account.



Section	Take	Grade	Passed
Section One			
	1	10	Yes
	2	40	Yes



Responses

English A A A

Test: Comprehensive Course Survey

Section: Course Satisfaction

#	Type	Text	Correct Response	Student Response	Correct	
1	Bucketed	The course content corresponded well to the course's stated learning goals.	N/A	Strongly Agree	N/A	Edit >>
2	Bucketed	The course materials helped me achieve the course's learning goals.	N/A	Strongly Agree	N/A	Edit >>
3	Bucketed	The way the course was organized facilitated my achieving its learning goals.	N/A	Strongly Agree	N/A	Edit >>
4	Bucketed	The course content was applicable to my own goals for taking the course.	N/A	Strongly Agree	N/A	Edit >>
5	Bucketed	The course was intellectually challenging.	N/A	Strongly Agree	N/A	Edit >>
6	Bucketed	I recommend that this course continue to be offered in the future.	N/A	Strongly Agree	N/A	Edit >>

What is an Assessment?

Assessments are an informal way to measure something about your Participant by posing content where there is no right or wrong answer. Assessments are often an objective way to measure things like professional strengths and weaknesses, time management abilities, goals or aptitudes. Assessments can also be used as a survey tool to measure something, like online course satisfaction

Within Informetica, an Assessment is created using bucketed questions. This bucketed style of testing allows for points to be assigned to a variety of predetermined responses presented either question by question or by sections. A report run on an Assessment provides scores for each assessment bucket for each user's section and take of the Assessment. The report quickly summarizes:

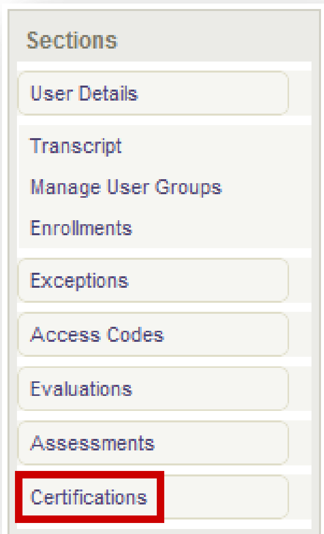
Which of their employees are taking the Assessment and how many times they attempted the it,

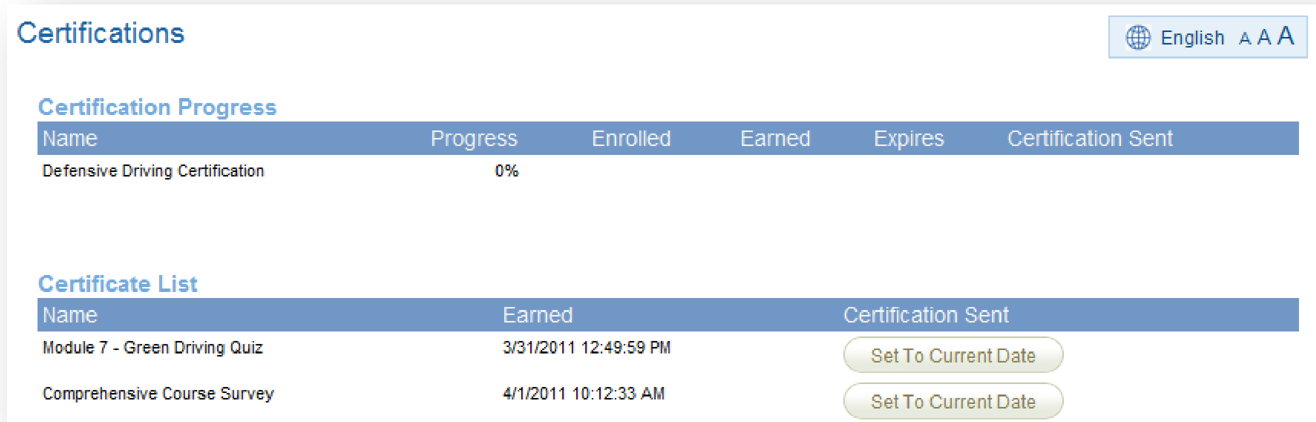
The date of employees' last completion,

Each employee's response "score" (i.e. level of competency within a given skill set).

Certifications

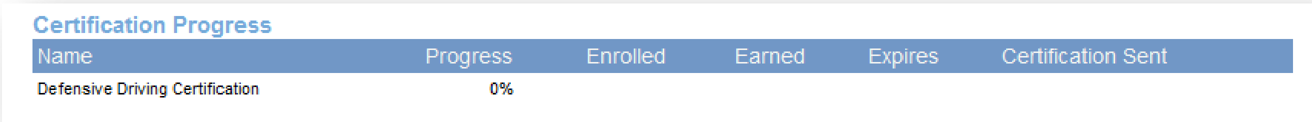
Certifications can be found on the Edit User Info page under the Sections menu on the right hand side. The certifications section shows a listing of all certifications the selected user has already obtained, is working toward or has qualified for.





Certification Progress

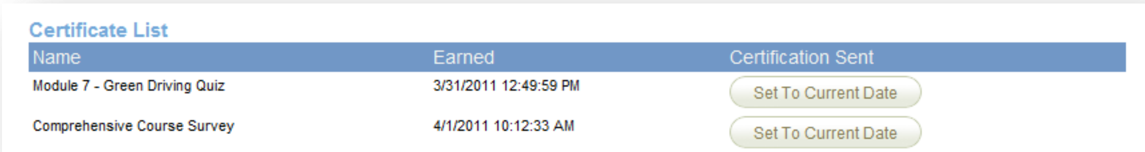
Certification shows how far a User had progressed toward completion of a Certification.



Field	Description
Name	The name of the Product.
Progress	This is is a percentage of completion towards the certificate.
Enrolled	The date the user enrolled into the Product.
Earned	The date the certificate was earned.
Set Earned Date	This interactive field lets you set a new date that the certificate was earned on.
Certification Sent	The date that the certification was sent. This is used for clients who send out manual certifications.

The Certificate List

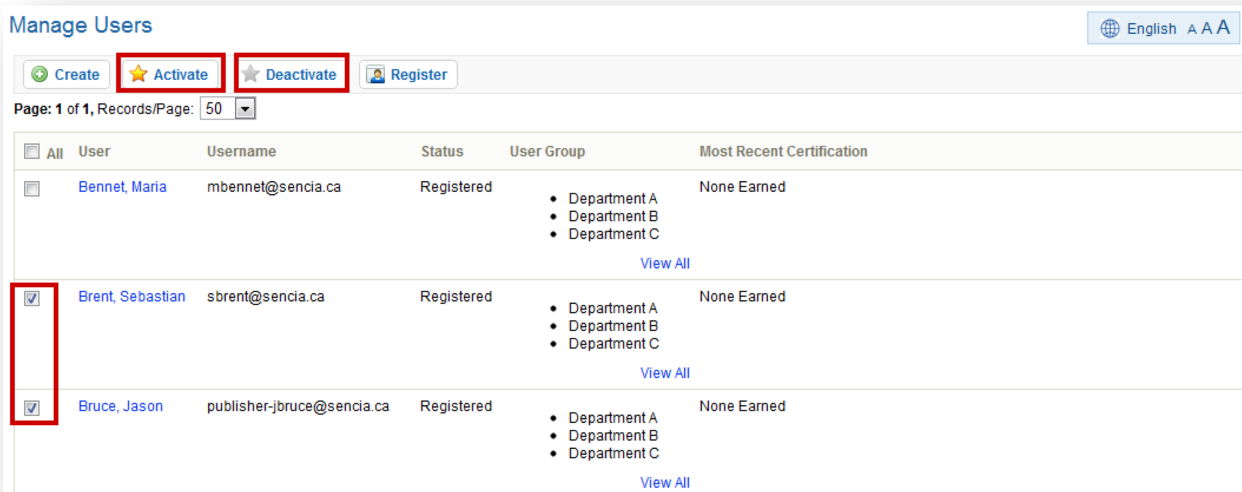
The Certificate List is not to be confused with Certifications. Certificate list show a simple list of achieved Assets with a date and time stamp of when an asset was completed in the system by the user.



Field	Description
Name	The name of the Asset.
Earned	The date the Asset was completed.
Certification Sent	This will either show the date that the certification was sent or will have a button that the Organization Manager can click to set the date to current the current date.

Activate or Deactivate Users

From the Manager Users screen, you can activate or deactivate users. This affects their access to the Informetica system.



Activate a User

To activate a user listed with a status of Registration Pending, select the user by clicking the check box in front of the user. Click the Activate button near the top of the Manage Users page to give the user access to the Informetica system.

Deactivate a User

To deactivate a user listed with a status of Registered, select the users by clicking the check box in front of the user. Click the Deactivate button near the top of the Manage Users page to remove the user's access to the Informetica system.

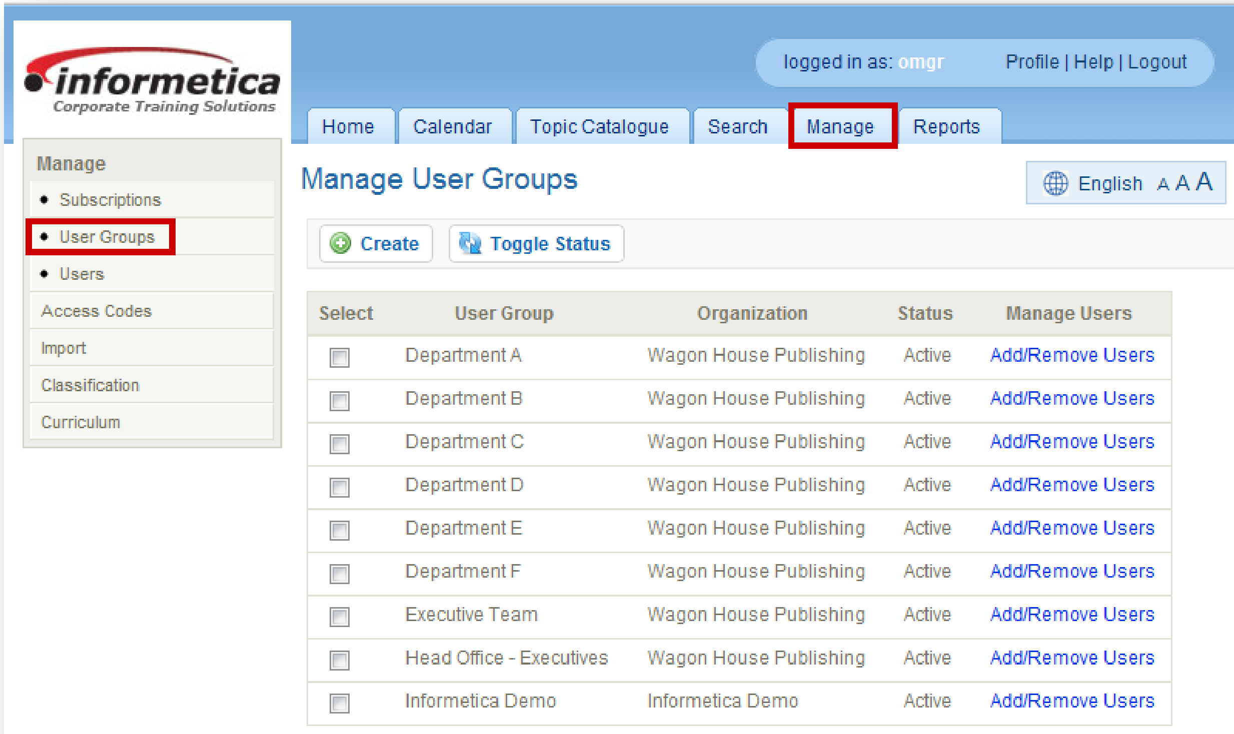
Chapter 4: Manage User Groups

Topics Covered in this Chapter

What is a User Group?

User Groups are the primary method of managing users in Informetica. Users are grouped by Organizations / Campuses and then divided further into User Groups. There is no limit to the number of User Groups to which each user may be assigned. User Groups are typically named in a logical group of users, for example, a User Group may be named based on a skill, a job role, a department, a location or even a division. User Groups are used in many important aspects of Informetica such as Product registrations, reports and access codes. For example, a user's Product catalogue is limited to the Products assigned to their current user groups. Manager reports are also restricted by Organizations / Campuses and User Groups.

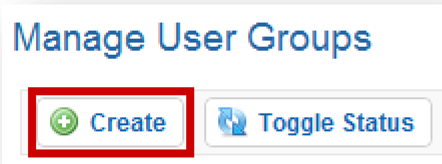
The Manage Users Groups Page

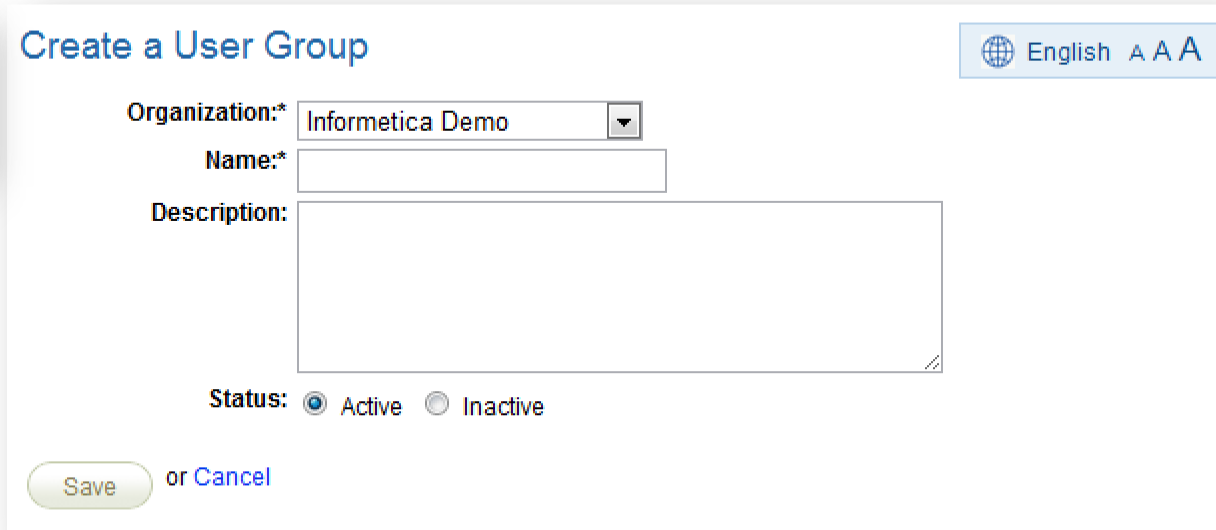


The Manager User Groups page allows you see which User Groups are assigned to your Organizations. You can add and remove users to these User Groups, create new User Groups and activate or deactivate User Groups.

Create a User Group

From the Manage User Groups page, click on the create button near the top of the page to open the Create a User Group screen.



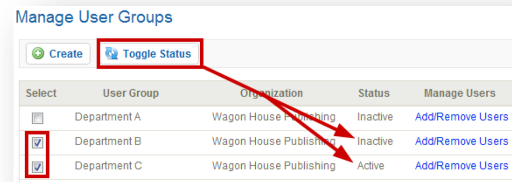


Field	Description	Optional or Required
Organization	Select an Organization to link the new User Group to.	Required
Name	Enter a name for the User Group.	Required
Description	Enter a description for the User Group if desired. The description is not publicly displayed.	Optional
Status	Set the status of the User Group to either active or inactive.	Required

Click the save button to create the new User Group or hit cancel to stop the creation. You will be returned to the main Manage User Group page

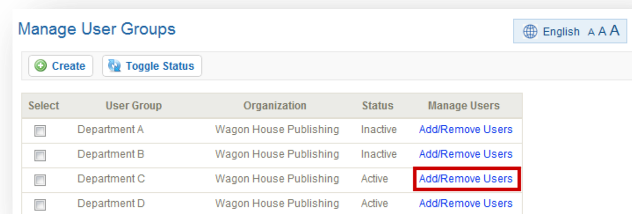
Activate/Deactivate a User Group

From the Manage User Groups page, select the User Groups you would like to activate or deactivate by clicking the check boxes in front of them. Click the Toggle Status button near the top of the page. Any active User Groups selected will become inactive and any inactive User Groups selected will become active.



Add or Remove Users from User Groups

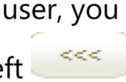
From the Manage User Groups page, click the Add/Remove Users link next for the appropriate User Group. This will open the Manage User Groups Users page where you can see a list of all users registered to the selected User Group.



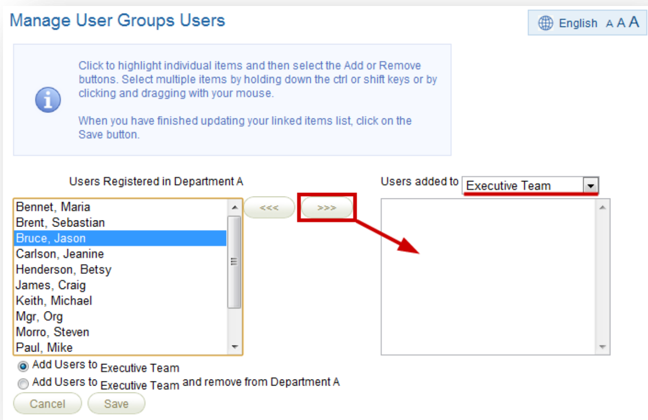
Add Users to a User Group

Select the users that you want to add to a new User Group from the “Users Registered in Department A” box on the left. The names of the User Groups you select will be populated on this screen. Use the drop down menu to select a target User Group to add the users to (Executive Team in this example). Select the first radial dial below the list of names, “Add Users to Executive Team”. The name of User Group you actually select will appear here.

Click the button with three arrow heads facing to the right 

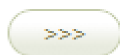
to move the user names over to the “Users added to Executive Team” box. If you changed your mind or accidentally selected the wrong user, you can select the user name from the “Users added to Executive Team” box and click the button with three arrow head saving left 

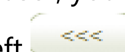
to remove them before you save. Click the save button to assign the users to the Executive Team User Group. These users will also remain registered to the Department A User Group.



Remove Users from a User Group

Select the users that you want to remove from the "Users Registered in Department A" box on the left. The names of the User Groups you select will be populated on this screen. Use the drop down menu to select a target User Group to add the users to (Executive Team in this example). Select the second radial dial below the list of names, "Add Users to Executive Team and remove from Department A".

Click the button with three arrow heads facing to the right 

to move the user names over to the "Users added to Executive Team" box. If you changed your mind or accidentally selected the wrong user, you can select the user name from the "Users added to Executive Team" box and click the button with three arrow head saving left 

to remove them before you save. Click the save button to assign the users to the Executive Team User Group and remove them from the Department A User Group.

Chapter 5: Access Codes and Subscriptions

Topics covered in this chapter

What is an Access Code?

An access code is a group of alphanumeric characters that are unique to specific User Groups and Products. Organization Managers can create and assign access codes to users who can in turn use the code to register to these User Groups and Products automatically. Access Codes can be utilized in several ways:

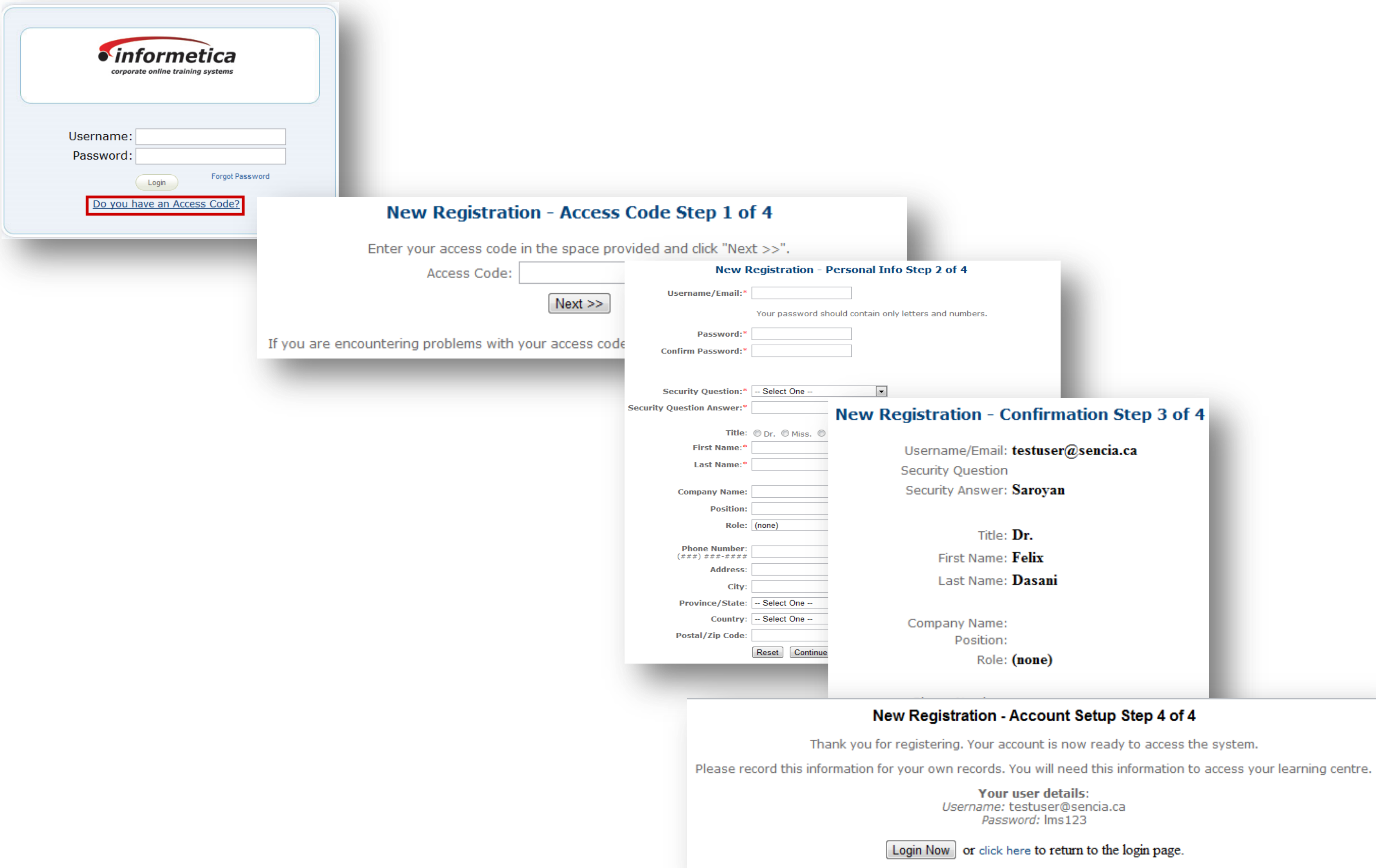
- Users who do not already have an account within the system can enter their Access Code from the login screen. This will promt them through a registration wizard.
- Users who already have an account can enter their Access Codes after they log in to register to new Products.
- Organization Managers can register users to Products manually using an Access Code. Instructions for manually registering users to Products can be found in the Manage Users chapter under Register Users to Products.

Using Access Codes for Auto-enrolment

How access codes are used and work for your users is dependent upon the configuration of your system. One typical use for Access Codes is to automatically enroll users into specific Products based on the User Groups they belong to. The Access Code registers a user to User Groups and the auto-enrolment then enrolls the user to all Products attached to that user group. If your site uses the auto-enrolment configuration, then everyone in a User Group has the exact same list of courses as each other. When de-registering a user from a User Group, all of the Products that are linked to that group are automatically removed from their account. Users would either enter the access code in the quick register box after logging in, or enter it via the Log In page to register for a new account as appropriate.

Using Access Codes for New User Registrations

How access codes are used and work for your users is dependent upon the configuration of your site, however one typical use for Access Codes is for users who do not already have an account within the LMS. Those users can enter their Access Code from the login screen by clicking the link: Do you have an Access Code? This will start a quick four step process to create a new account. In Step 1, the user enters the Access Code; Step 2 is the registration screen where the user enters the required information; Step 3 is a confirmation screen where the user can edit and accept the information; In Step 4, the user is given a login link and summary of their username and password.

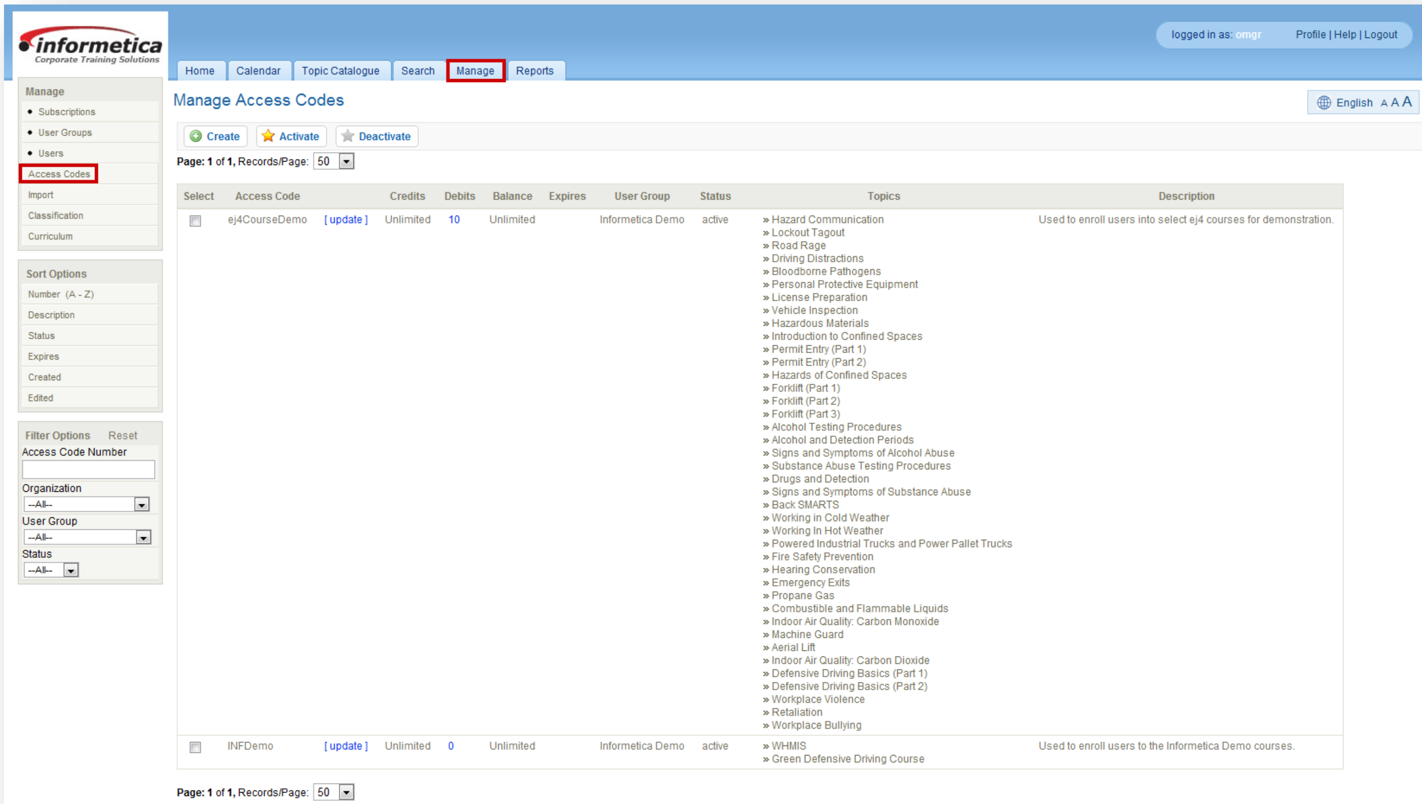

informetica
corporate online training systems
Username:
Password:
Login
Forgot Password
Do you have an Access Code?
New Registration - Access Code Step 1 of 4
Enter your access code in the space provided and click "Next >>".
Access Code:
Next >>
If you are encountering problems with your access code
New Registration - Personal Info Step 2 of 4
Username/Email:*
Your password should contain only letters and numbers.
Password:*
Confirm Password:*
Security Question:*
-- Select One --
Security Question Answer:*
Title:
Dr.
Miss.
First Name:*
Last Name:*
Company Name:
Position:
Role:
(none)
Phone Number:
(###) ###-####
Address:
City:
Province/State:
-- Select One --
Country:
-- Select One --
Postal/Zip Code:
Reset
Continue
New Registration - Confirmation Step 3 of 4
Username/Email: testuser@sencia.ca
Security Question
Security Answer: Saroyan
Title: Dr.
First Name: Felix
Last Name: Dasani
Company Name:
Position:
Role: (none)
New Registration - Account Setup Step 4 of 4
Thank you for registering. Your account is now ready to access the system.
Please record this information for your own records. You will need this information to access your learning centre.
Your user details:
Username: testuser@sencia.ca
Password: lms123
Login Now
or click here to return to the login page.

Using Access Codes with Current User Registrations

How access codes are used and work for your users is dependent upon the configuration of your site, however one typical use for Access Codes is for users who already have an account within the LMS. Those users would enter their access code after they log in from the quick register information field on the left side. The quick register box will let the user know if they have already used the code, if the code is invalid or if the code is accepted. The user would then be eligible to register for any of the Products the access code granted them access to from the Product Catalogue.

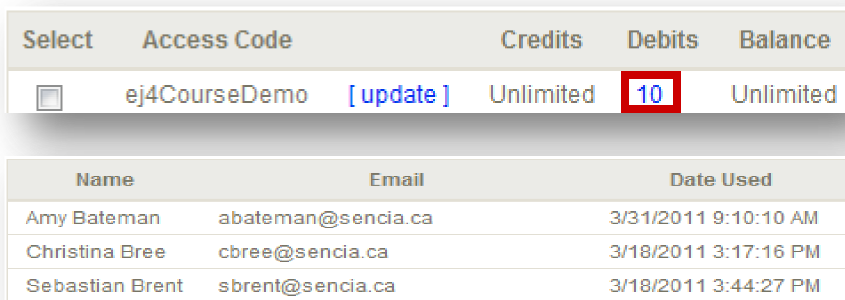
The Manage Access Codes Page

The Manage Access Codes screen allows you to view a list of all Access Codes in use by your Organization, create new Access Codes, view details about each Access Code, activate or deactivate codes and rename codes. To access to the Manage Access Codes screen, click the Manage tab from the main navigation bar, then click the Access Codes link from the Manage menu on the left.



Manage Access Codes Page Information

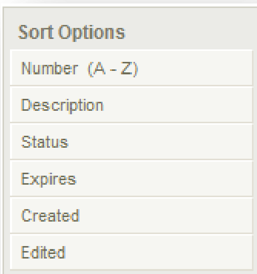
Field	Description	Interactive
Select	Use the check box in front of any code name to actively select specific Access Codes. Selection is used to activate or deactivate an Access Code.	Yes
Access Code	The name of the access code. Use the update link [update] to change the name of the access code.	Yes
Credits	The total number of times the access code can be used. Note that Organization Managers cannot affect the number of uses; it is set as unlimited by default. However, there may be a number here if the Access Code were set up by a Site Manager.	No
Debits	The number of times the access code has been used. You can click the entry to view a list of which accounts have used the access code, including their email address and the date the code was used.	No



Balance	The number of uses remaining for the access code.	No
Expires	If applicable, this will indicate the date that the access code becomes unavailable.	Yes
User Group	Lists the User Group the access code belongs to.	No
Status	Indicates whether the access code is active or inactive.	No
Topics/Products	Lists the Products that the access code will register users to.	No
Descripton	Shows a description of the access code if one was entered.	No

Sort Access Codes

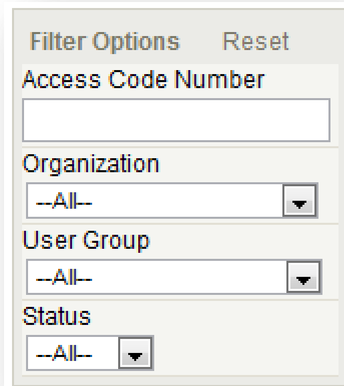
Access codes are sorted alphanumerically by default. To change the order in which the list of access codes is displayed, click any of the options under the Sort Options menu on the right hand side:



Number – sorts alphabetically and numerically by name (ascending or descending).
Description – sorts by description alphabetically (ascending or descending).
Status – sorts by the active or inactive status of the codes (ascending or descending).
Expiration Date – sorts from oldest to newest expiry or from newest to oldest expiry.
Created Date – sorts from oldest to newest creation date or from newest to oldest creation date.
Edited Date – sorts from oldest to newest edit date or from newest to oldest edit date.

Filter Access Codes

To show only specific access codes, use the filter menu on the right. This is particulary useful if you have many access codes.



Reset – Choose reset to remove any filter options.

Access Code Number –Enter a word or two that is contained in the name of the access code.

Organization – Use the drop down menu to see only access codes assigned to a specific Organization.

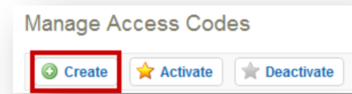
User Group – Use the drop down menu to see only access codes assigned to a specific User Group.

Status – Use the drop down menu to view only access codes that are active or inactive.

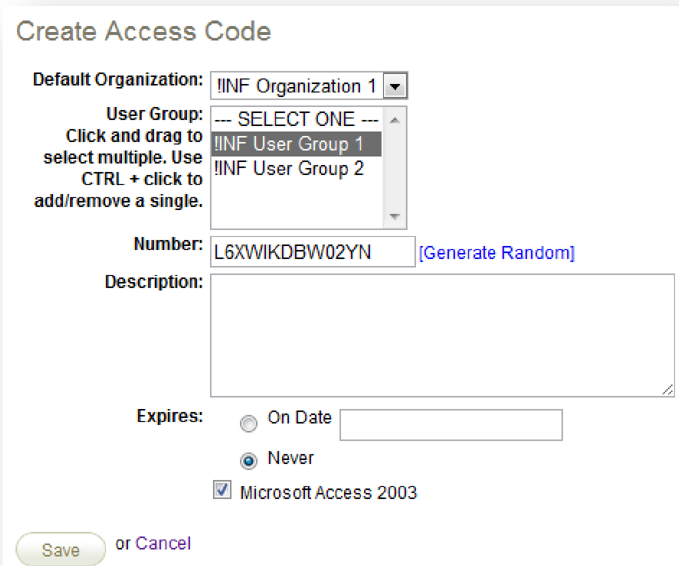
Create an Access Code

Informetica offers two access code creation configurations for Organization Managers. Your system will only have one configuration. Instructions for both configurations are shown below. Note that Organization Managers can only create active access codes with an unlimited use and once an access code is created, only the name can be changed.

Configuration 1: Create an Access Code without Subscriptions



This configuration gives Organization Managers the authority to assign Products via access codes without needing to purchase subscriptions. To create a new access code, click the Create button from the Manage Access Codes page.



Default Organization – Use the drop down menu to select Organizations to assign the access code to.

User Group – Use the drop down menu to select the User Groups to assign the access code to.

Code Number – Enter an access code name/number or click generate random to create one for you.

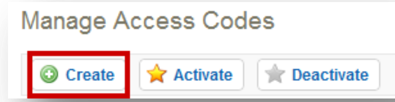
Description – Enter an optional brief description of the access code. This description is for internal use only.

Expires – Enter an expiry date or select never.

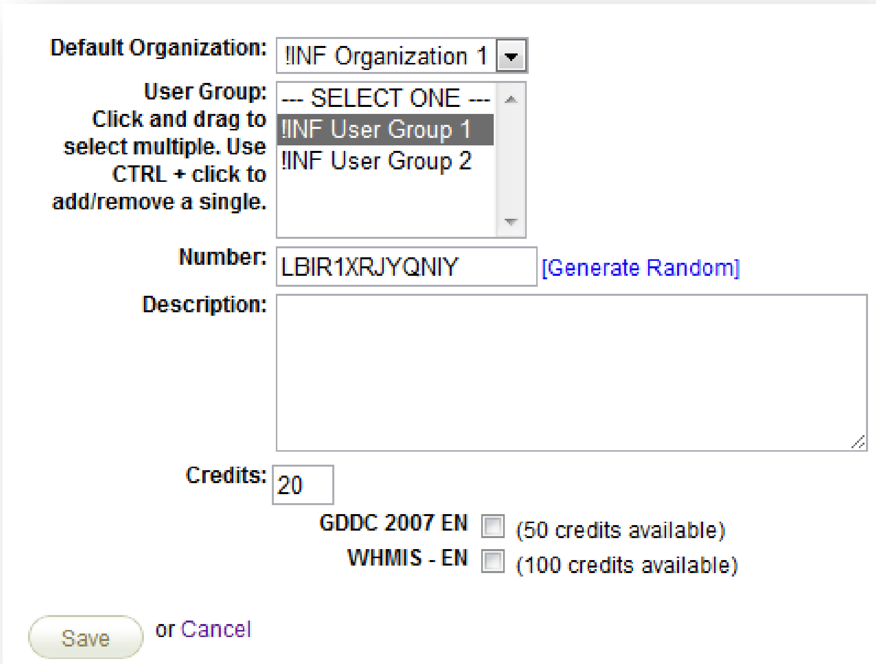
Product Selection – ☑ Microsoft Access 2003 Use the check boxes to select Products to assign to this access code. The Products that are available here are populated by what is available to your Organization.

Save or cancel.

Configuration 2: Create an Access Code with Subscriptions



This configuration gives Organization Managers the ability to use their subscriptions to create access codes. To create a new access code, click the Create button from the Manage Access Codes page. You will not be able to create an access code if you have no subscriptions available. See the subscriptions part of this chapter for more information.



Default Organization – Use the drop down menu to select Organizations to assign the access code to.

User Group – Use the drop down menu to select the User Groups to assign the access code to.

Code Number – Enter an access code name/number or click generate random to create one for you.

Description – Enter an optional brief description of the access code. This description is for internal use only.

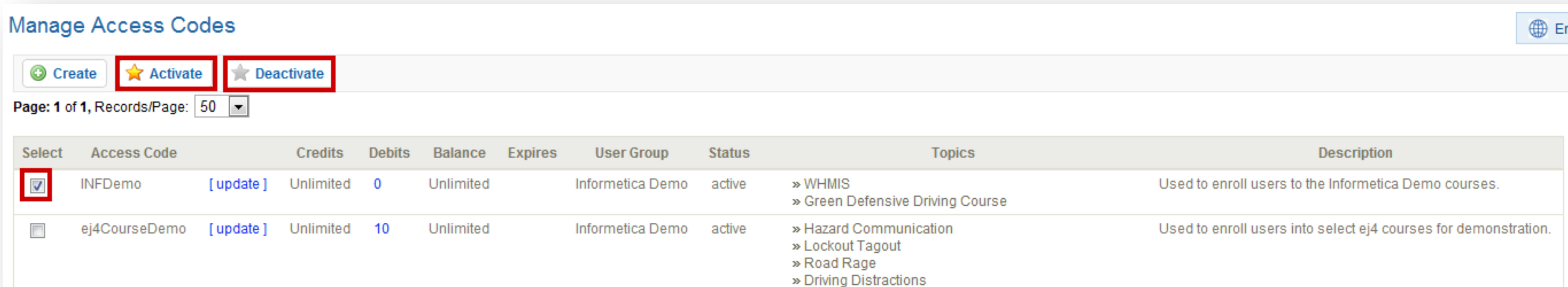
Credits – Enter a number from your available subscription credits to assign uses for this access code. Note the number of subscription credits you have available as the system will not let you use more than what is available.

Product Selection – Use the check boxes to select which Products to assign to this access code. The Products that are available here are populated by what is available on your Organization's storefront.

The system will use the number of credits you enter for each of the Products you selected. For example, if you enter 20 credits and select two Products, then 20 credits will be debited from the credits available for both Products. The access code can be used 20 times and will register users to both products. Once the credits are used regardless if the users ever login with it, the credits are spent.

Activate/Deactivate an Access Code

From the Manager Access Codes screen, you can activate or deactivate Access Codes.



Activate an Access Code

To activate Access Codes listed with a status of Inactive, select the Access Codes by clicking the check boxes in front of their names. Click the Activate button near the top of the Manage Access Codes page to make the code active. Only active Access Codes can be used by users accessing the system.

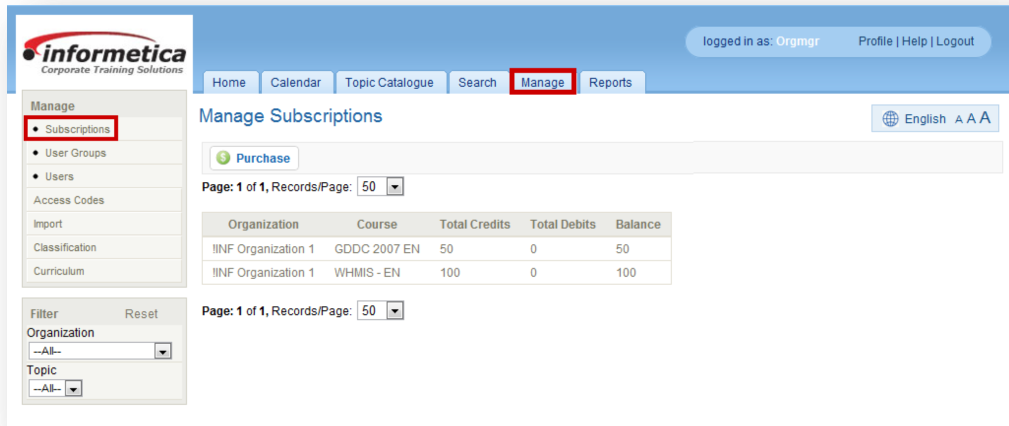
Deactivate an Access Code

To deactivate an Access Code listed with a status of Active, select the Access Codes by clicking the check boxes in front of their names. Click the Deactivate button near the top of the Manage Access Codes page to make the code inactive. An inactive code cannot be used by users accessing the system.

Subscriptions

What is a Subscription?

A subscription is the advance purchase of a specific quantity of Products that can then be administered to users within the Organization's User Groups. Subscriptions are available to clients with e-Commerce and are automatically created by Organization Managers when they order a specific number of Products for their own use. Subscriptions are generally used for bulk purchases.



The Manage Subscriptions Page

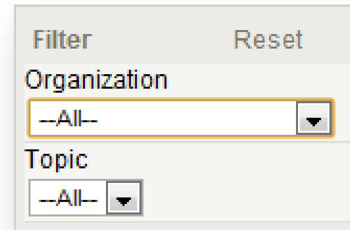
To access the Manage Subscriptions screen, click the Manage tab from the main navigation bar, then click the Subscriptions link from the Manage menu on the left. This page shows a list of Subscriptions for your Organizations. You can use the filter option to the left hand side to see subscriptions for a single Organization if you belong to more than one or to view Subscriptions by Product ("Topic" in the example).

Field	Description
Organization	The name of the Organization this subscription is associated with.
Course	The Name of the Product the subscription was generated for. In this example the Products are referred to

	as Topics.
Total Credits	The total number credits that were purchased for the subscription. This represents the number of times the access code can be used.
Total Debits	The total number of times the access code has been used.
Balance	The number of uses remaining for the access code.

Sort and Filter Subscriptions

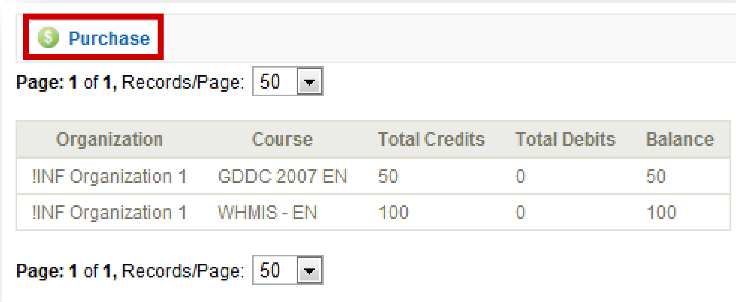
By default, subscriptions are sorted alphabetically by Organization and then by Product. To change the order in which the list of Subscriptions is displayed you can filter by specific Organizations or Products (shown as “Topics” in the example below).

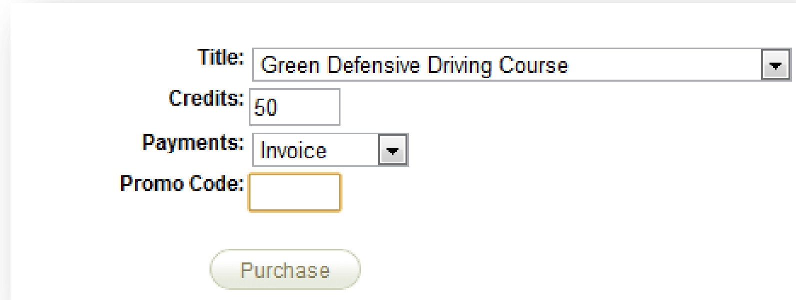


Filter Option	Description
Reset	Choose the reset link at the top of the filter options menu to remove any filters.
Organization	Use the dropdown menu to view only Subscriptions associated with a specific Organization.
Product (Topic)	Use the dropdown menu to view only Subscriptions associated with a specific Product.

Create a Subscription

From the Manage Subscriptions page, click the Purchase button to create a new subscription.



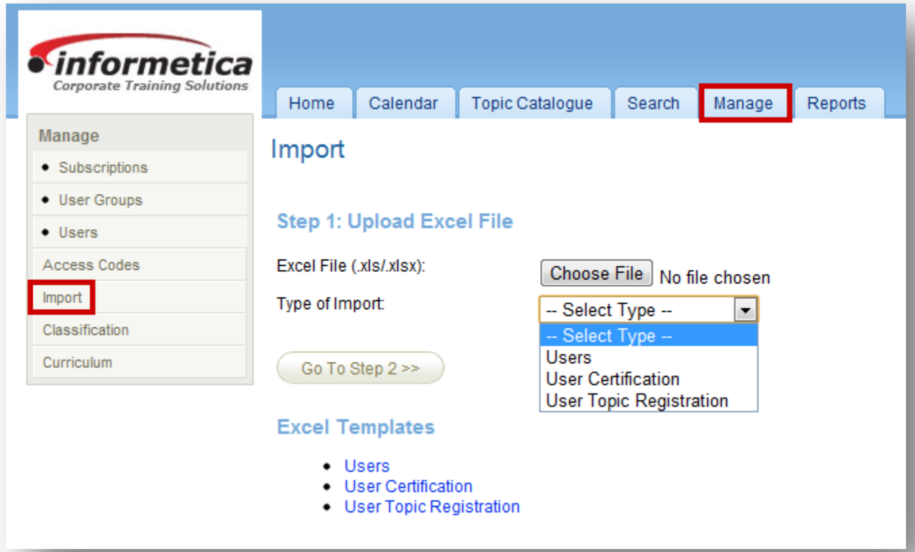


Field	Description
Title	Use the drop down menu to select the Product the subscription will be generated for.
Credits	The total number credits that were purchased for the subscription. This represents the number of times the access code can be used.
Payments	Use the drop down menu to select your payment type.
Promo Code	Enter a promotion code for a bulk discount. Promo Codes are generally supplied by a Site Manager if available.
Purchase	Click the purchase button to start the transaction. A confirmation page will appear so you can agree to the purchase price before completing the transaction.

Chapter 6: Importing Data

Topics Covered in this Chapter

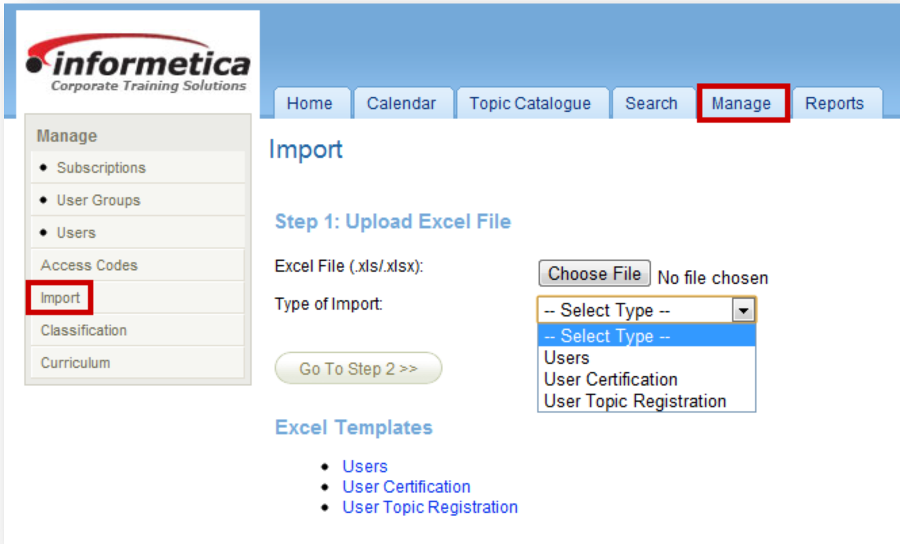
Import an Excel File
Step One: Upload Excel File
Step Two: Select Data Table
Step Three: Select Import Options
Step Four: Preview File Data
Step Five: Import Data



The import tool allows Site Managers and Organization Managers to import Users, User Certifications and User Topic Registrations from an Excel spreadsheet. The tool uses a five step import wizard. You can navigate around the steps or start over at any time.

To access the Import Tool, click the Manage tab from the main navigation bar, and then click the Import link from the Manage menu on the left.

Import Users, User Certifications or Product Registrations with Excel



Choose File/Browse: Depending upon the browser you are using, the option showing here may be Browse or Choose File. Select the Excel file you wish to upload from your computer.

Type of Import: Select Use the dropdown menu to choose one of the types of import:

Users - Users are inserted or updated.

User Certification – Users are associated with completed certifications.

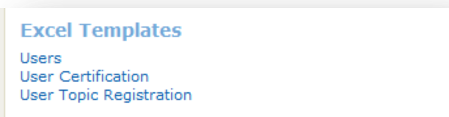
User Topic Registration – Users are registered to courseware.

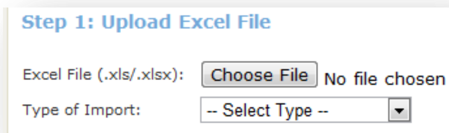
Excel Templates: Select the appropriate link to download an Excel file showing the required format for your imported content.

Step One: Upload Excel File

Select the link for the appropriate Excel Template from the list at the bottom and ensure that the file you are importing is set up the same way. The types of import available may be different for your system's set up. Click Choose File/Browse button to select the file you want to upload. Use the dropdown menu to choose one of the types of import:

Users - Users are inserted or updated
User Certification – Users are associated with completed certifications
User Topic Registration – Users are registered to courseware.





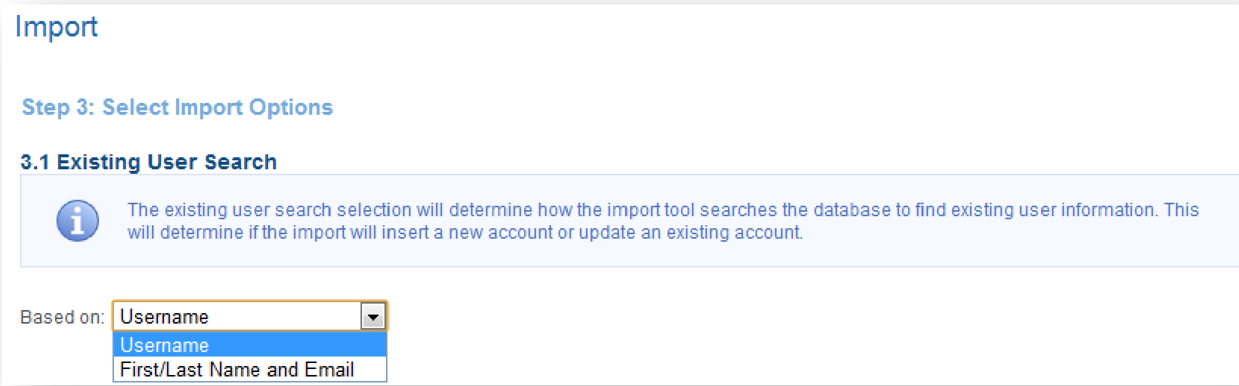
Step Two: Select Data Table

You will be prompted to select the excel sheet to import from the dropdown menu. If you have only one worksheet with no name, it will show up as Sheet1$. Excel can have any number of sheets or defined names that correspond to a data table when importing.

Step Three: Select Import Options

Existing User Search

The existing user search selection will determine how the import tool searches the database to find existing user information. This will determine if the import will insert a new account or update an existing account. Use the drop down menu to set this search parameter as the Username or the First/Last Name and Email.



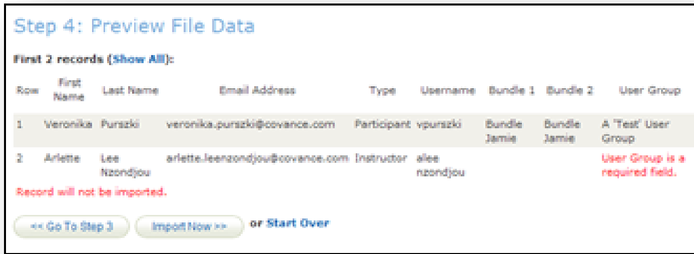
Match Table Columns

Next, you will be prompted to match columns from the Excel file with columns that are needed for import. If the names of each column are the same, the Excel file column is automatically selected. If "--Skip Column--" is selected or if the data is blank in the Excel file, it is possible to set a default value for each column. Certain fields, marked by an asterisk, are required to import. If no value gets associated with a required field, the import will continue, but without importing that record.

Step Four: Preview File Data

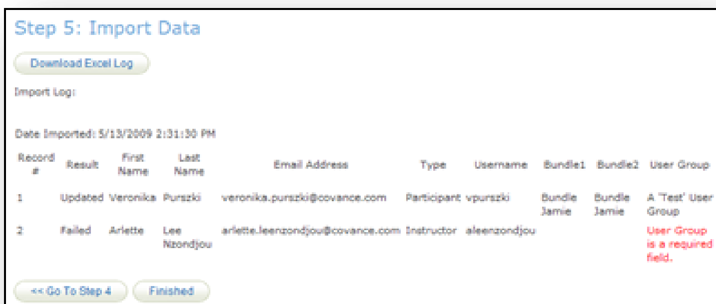
In this preview step, up to the first 50 records of what will be imported are shown. Records that will not be imported are displayed with red warning messages, indicating the reason such as the wrong data type, too long, missing or otherwise. To show all records, the Show All link can be clicked.

For all types of imports, a match is attempted on First Name, Last Name and Email Address. If a match is found, the user record is updated. For example, if a match is not found and the type of import is "User', then a new user is inserted. If a match is not found and the type of import is "User Course Registration" or "User Certification", the record is not imported at all. If a new user is inserted and the username or password is blank, these fields are automatically created from the user's first name and last name. For example, "Bill Herst" will have a username of "bherst" or possibly "bherstX" where X is a number making the username unique.



Step Five: Import Data

Once the Import Now button is clicked the import will run and then display a full import log. The result can be Updated, Inserted or Failed. If failed, the reason is given in red. The import log is saved and can be downloaded right away by clicking the Download Excel Log button, or at any time in the future from the first step screen. Lastly, if new users were inserted, a button will show, which when clicked will send a registration email to each new user.



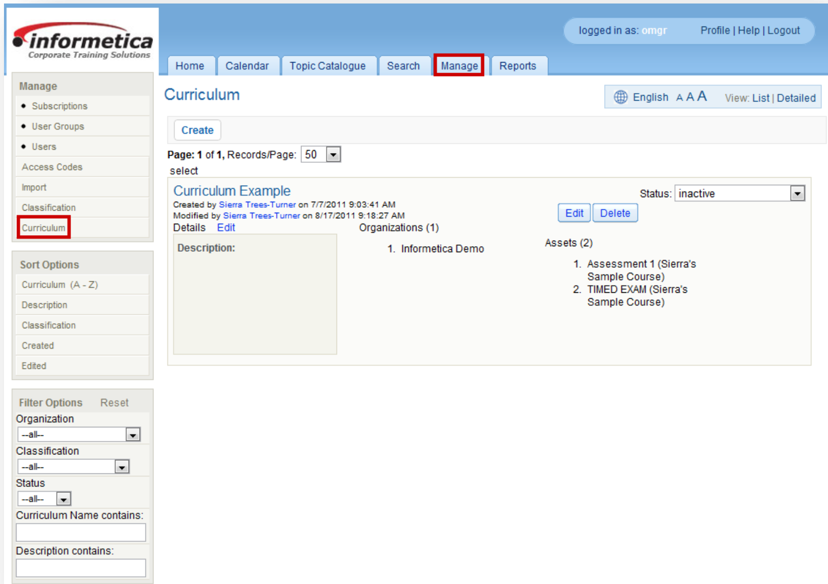
Chapter 7: Curriculum and Classifications

Topics covered in this chapter

What is Curriculum?

The Curriculum feature allows Site Managers and Organization Managers to build a group of Products that are required materials for their Participants. Each Curriculum consists of one User Group, one Classification, a list of required Assets and a set of due dates defined for each Asset. Curriculum is defined by Organization/Campus and discipline. Curriculum managed by bundles may be assigned to any user group Curriculum also allows Participants to filter their transcript by their current discipline's defined curriculum. Organization Managers can manage all Curriculums from within the Manage tab by clicking the Curriculum link on the Manage menu. If your site is not set up for Curriculum, then you will not see the link.

Curriculum Main Page Information



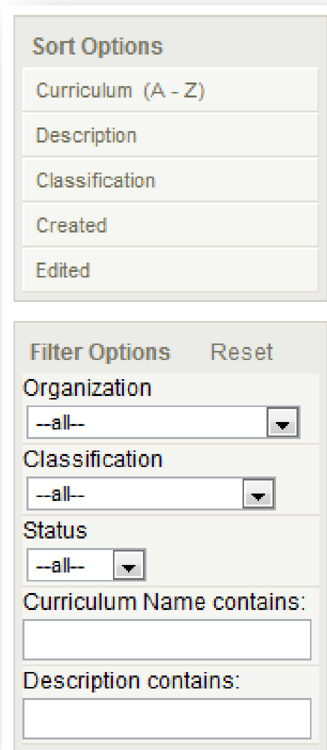
Field	Description	Interactive
Created By	Shows the Username of who created the Curriculum and the date it was created.	No
Modified By	Shows the Username of who last modified the Curriculum and the date it was modified.	No
Status	Indicates whether the Curriculum is active or inactive. The status can also be changed from this drop down menu.	Yes
Details	You can edit the name and description of the Curriculum by clicking the Details Edit link.	Yes
Description	Shows the description text for the Curriculum	No
Organization Count	Indicates the number of Organizations assigned to this Curriculum	Yes
Required Assets	Indicates the number of Assets assigned to this Curriculum.	Yes
Edit	Allows you to make changes to the Curriculum set up.	Yes
Delete	Deletes the Curriculum. You will be asked to confirm this choice. *Deletion is permanent and cannot be undone!*	Yes

You can also see the name of the Classification that the Curriculum is assigned to if you change the view to list view.

Sort and Filter Curriculum

Curriculum names are sorted alphabetically by default. To change the order in which Curricula is displayed, click any of the options under the Sort Options menu on the left hand side: alphabetically by Organization they are assigned to (ascending or descending), by Description, by Created Date (from oldest to newest or from newest to oldest) or by Modified Date (from oldest to newest or from newest to oldest).

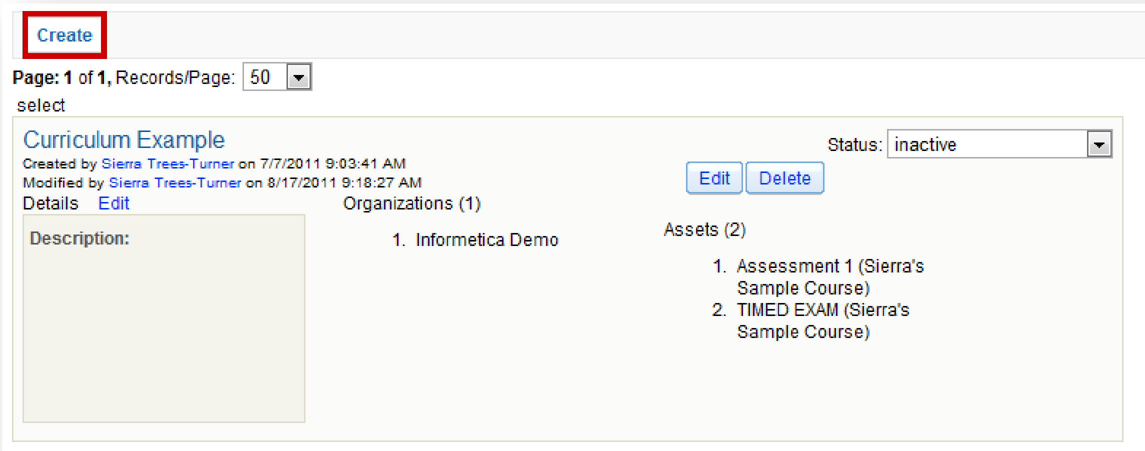
To show only specific Curricula, use the Filter menu on the left to help you find specific Curricula by typing in a simple search term. This is particulary useful if you have many Curricula.



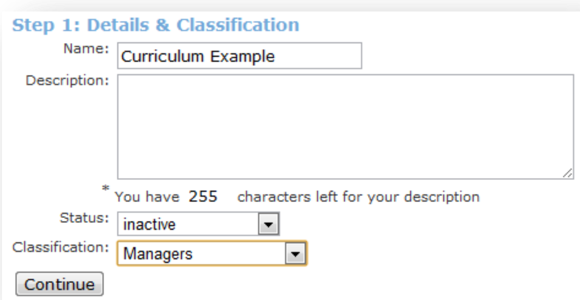
Filter Option	**Description**	**Click** 
Reset	Choose the reset link at the top of the filter options menu to remove any filters.	Click Reset
Organization	Use the drop down menu to see only Curricula assigned to a specific Organization.	Required
Classification	Use the drop down menu to see only Curricula assigned to a specific Classification.	Required
Status	Use the drop down menu to see only Curricula that are active or inactive.	Required
Curriculum Name Contains	Enter a word or two that is contained in the name of the Curriculum.	Required
Description Contains	Enter a word or two that is contained in the description of the Curriculum.	Required

Create Curriculum

To create a new Curriculum item, press the create button under the word Curriculum near the top of the page.

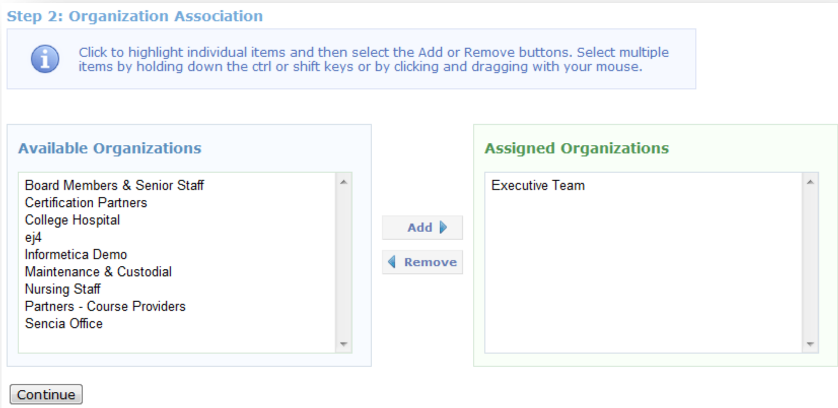


Step One



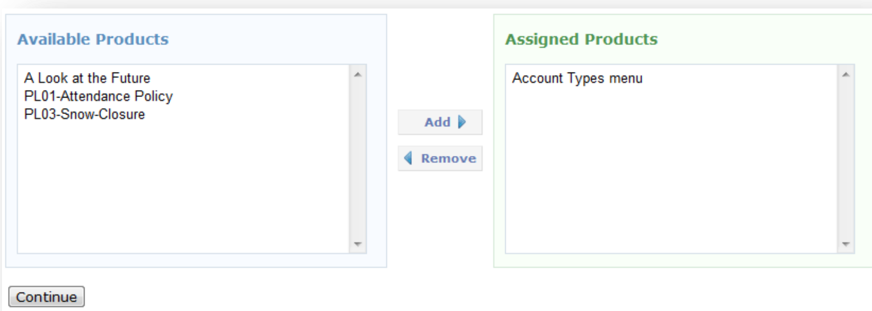
Name – Enter the name of the Curriculum.
Description – Enter a Description if desired.
Status – Select Active or Inactive.
Classification – Use the dropdown menu to select which Classification will be assigned to this Curriculum.

Step Two



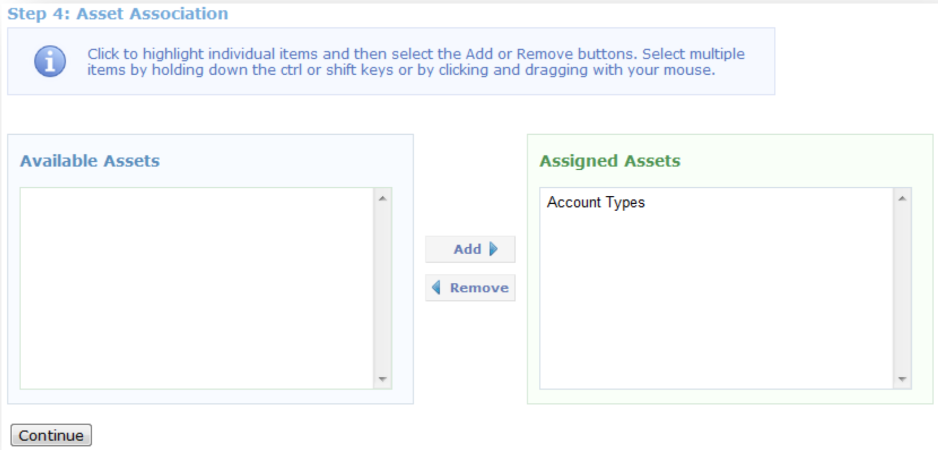
Select the Organizations from the left and then click the add button to move them to the Assigned Organizations box on the right. This will add the Organizations to the selected Curriculum when you click the continue button.

Step Three



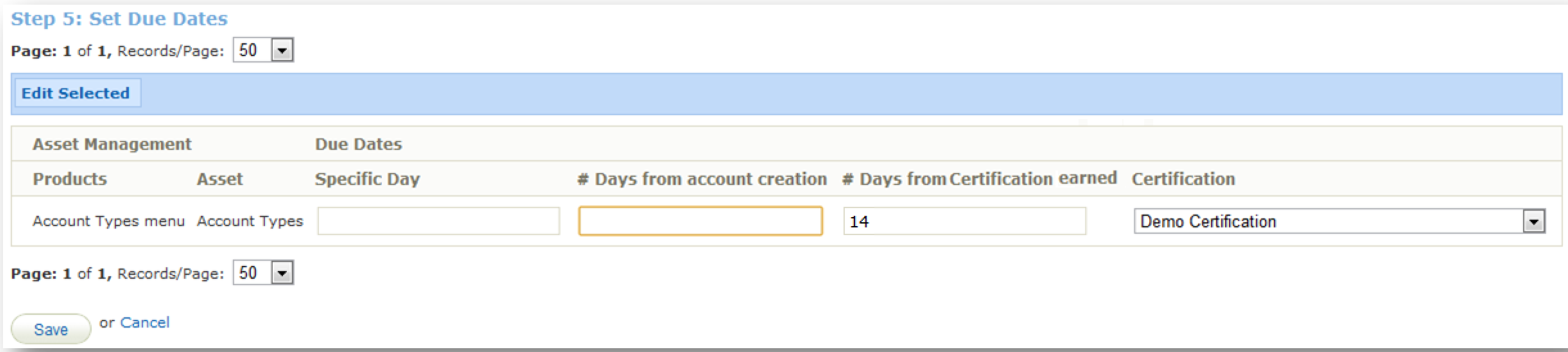
Select the Products from the Available Products on the left and then click the add button to move them to the Assigned Products box on the right. This will add the Products to the selected Curriculum when you click the continue button.

Step Four



Select the Assets from the Available Assets on the left and then click the add button to move them to the Assigned Assets box on the right. This will add the Assets to the selected Curriculum when you click the continue button.

Step Five

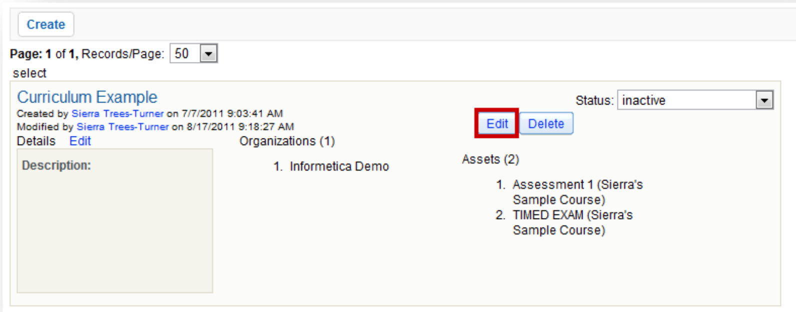


Fill in the details for the Due Date. There are three different due date rules to select from. If more than one rule is used, the LMS will select whichever date is later:

> **Specific Day** - A specific calendar date, OR
> **# Days from Account Creation** - A number of days from account creation, OR
> **# Days from Certification Earned** - A number of days after a specific certification was earned, AND
> **Certification** – If you select option c), then use the drop down menu to select any created Certification.

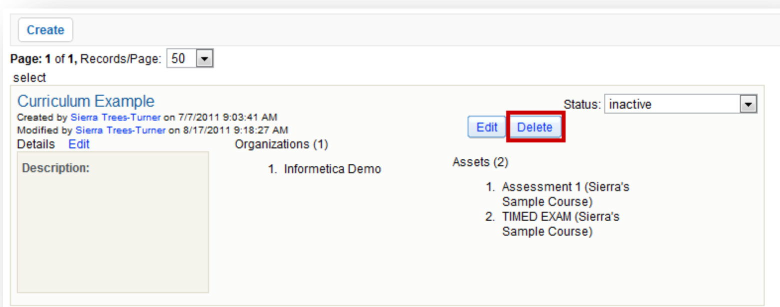
Save – Click save to complete the creation of the new Curriculum and return to the Curriculum page.

Edit Curriculum



To edit a Curriculum item, press the edit button Edit on the right and make changes to any of the steps in the Create Curriculum instructions.

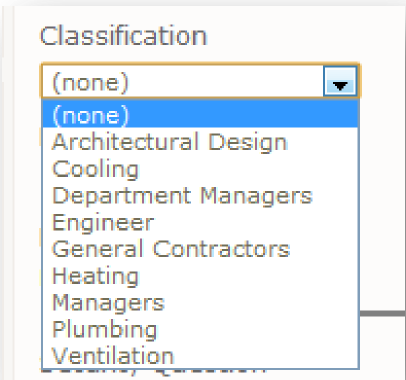
Delete Curriculum



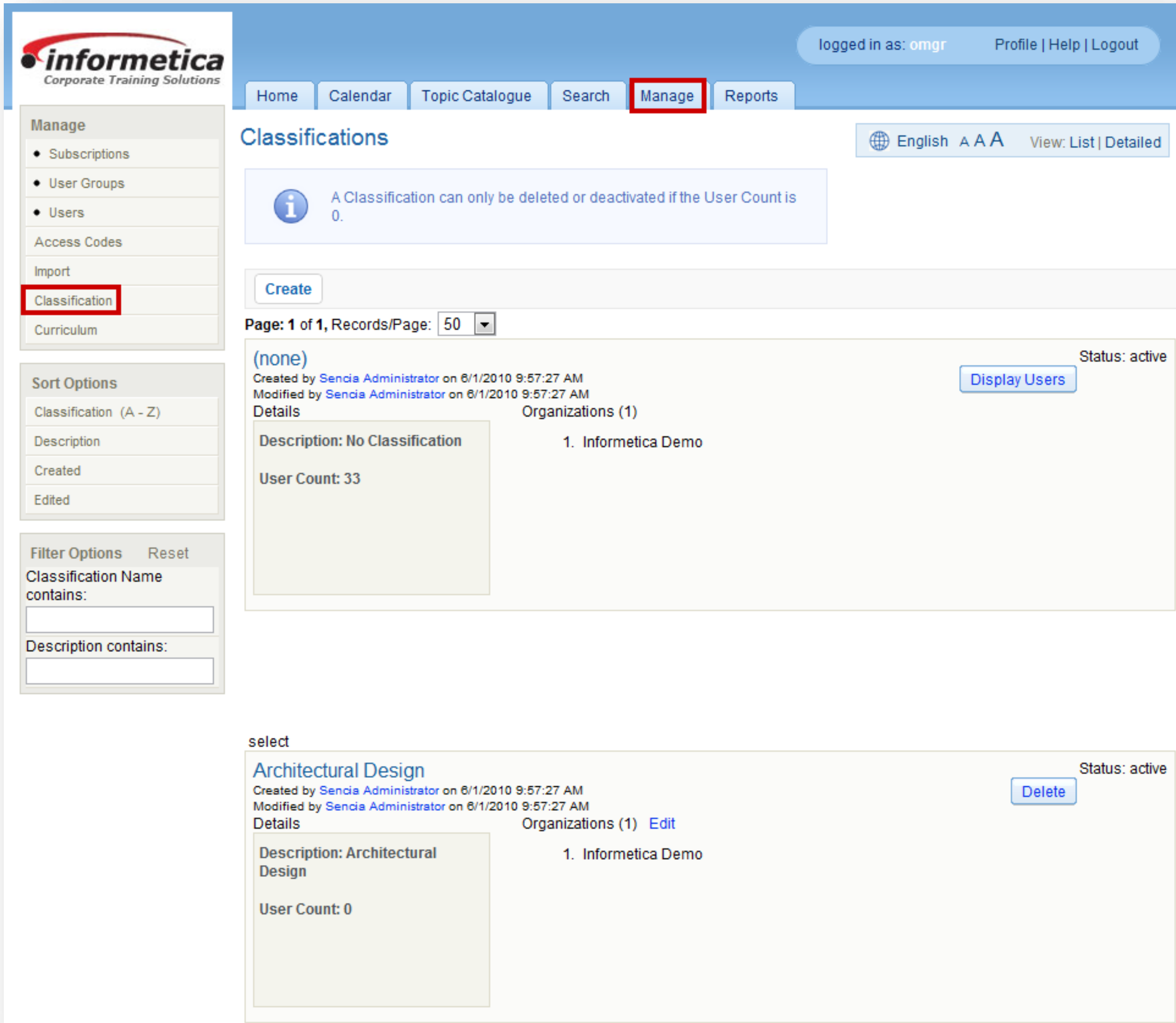
To delete a Curriculum item, press the delete button Delete on the right hand side. *Deletion is permanent and cannot be undone!*

Classifications

Classifications are an additional way to categorize users within the Informetica system in order to determine the correct required materials for them. Classifications are a standard part of a user's profile. User Groups are the primary method of managing users in Informetica, but users may be further defined for reporting purposes by Classification. For example, a user's Classification may be IT Professional. Each user may only be assigned to one Classification. Organization Managers can select a Classification for the user when editing a profile or creating a new User Account. Here is an example of the Classification options in a User's Profile:



Classifications may only be managed if the Curriculum option is enabled for your site. If the Curriculum module is not enabled, any edits to the list of default Classifications that was created during your initial site set up and would need to be completed by a Sencia Administrator. If the Curriculum option is enabled, Site Managers can manage the Classification list based on the default Organization. Classifications can be found by clicking the Manage tab on main navigation bar and then selecting Classifications from the Manage menu on the left.


informetica
Corporate Training Solutions
logged in as: omgr
Profile | Help | Logout
Home
Calendar
Topic Catalogue
Search
Manage
Reports
Manage
Subscriptions
User Groups
Users
Access Codes
Import
Classification
Curriculum
Sort Options
Classification (A - Z)
Description
Created
Edited
Filter Options
Reset
Classification Name contains:
Description contains:
Classifications
English A A A
View: List | Detailed
A Classification can only be deleted or deactivated if the User Count is 0.
Create
Page: 1 of 1, Records/Page: 50
(none)
Created by Sencia Administrator on 6/1/2010 9:57:27 AM
Modified by Sencia Administrator on 6/1/2010 9:57:27 AM
Status: active
Display Users
Details
Organizations (1)
Description: No Classification
User Count: 33
1. Informetica Demo
select
Architectural Design
Created by Sencia Administrator on 6/1/2010 9:57:27 AM
Modified by Sencia Administrator on 6/1/2010 9:57:27 AM
Status: active
Delete
Details
Organizations (1) Edit
Description: Architectural Design
User Count: 0
1. Informetica Demo

Classifications Main Page Information

Field	Description	Interactive
Created By	Shows the Username of who created the Classification and the date it was created.	No
Modified By	Shows the Username of who last modified the Classification and the date it was modified.	No
Status	Indicates whether the Classification is active or inactive. The status can also be changed from this drop down menu.	Yes
Display Users	Indicates the number of Users assigned to each Classification as well as those who have no Classification. The names of the users can be clicked to open their Edit User Info page.	Yes
Details	Shows the description text for the Classification and the number of Users assigned to it.	No
Organization	Indicates the number of Organizations assigned to this Classification and shows a list of the Organization names. Click the edit next to the name of any Organization listed to change to edit which Organizations belong to the Classifications.	Yes
Delete	Deletes the Classification. You will be asked to confirm this choice. ⚠ *Deletion is permanent and cannot be undone.*	Yes

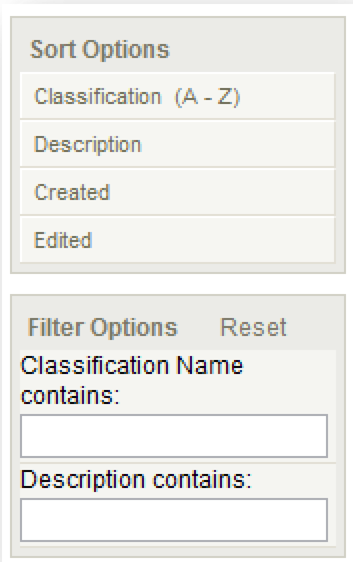
Classifications versus User Groups

Here is a quick guideline on the differences between User Groups and Classifications so you can best understand how to use them. User Groups are the primary method of managing users in Informetica. At least one User Group is required to be in use in Informetica and must be attached to at least one Organization. User Groups are used in many important aspects of Informetica such as Product registrations, reports and access codes. Classifications are an optional secondary grouping of users within the same organization or user groups. Only a select few features in Informetica, such as Curriculum, are dependent on Classifications.

Sort and Filter Classifications

To change the order in which the list of Classifications is displayed, click any of the options under the Sort Options menu on the left hand side. Classifications are sorted alphabetically by default.

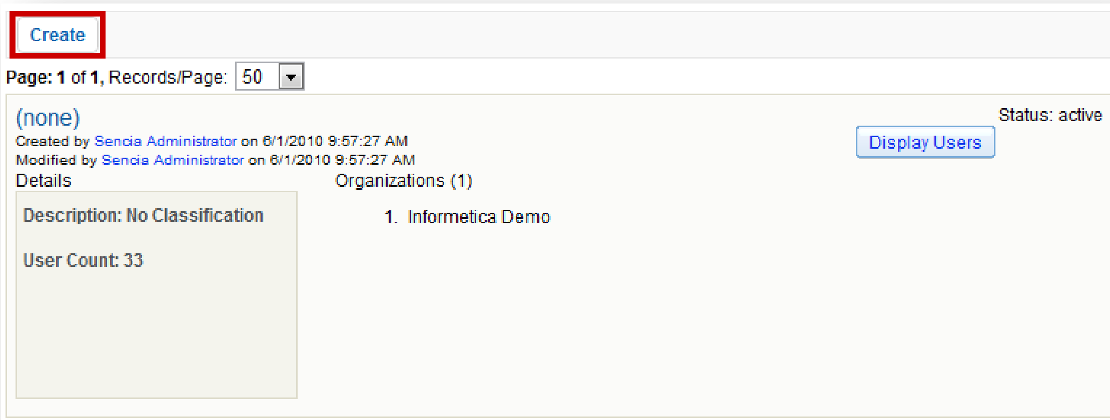
To show only specific Classification items, use the Filter menu on the left hand side.

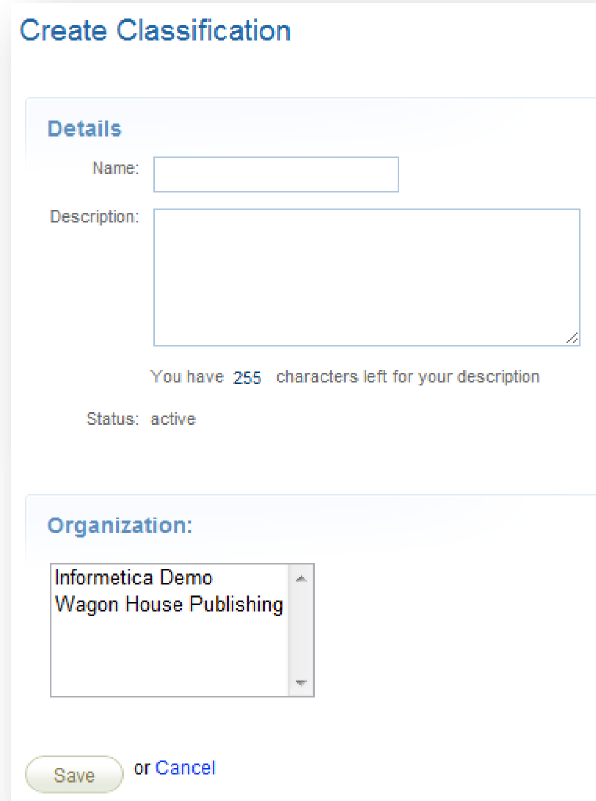


Filter Option	Description
Reset	Choose the reset link at the top of the filter options menu to remove any filters.
Classification Name Contains	Enter a word or two that is contained in the name of the Classification.
Description Contains	Enter a word or two that is contained in the description of the Classification.

Create Classifications

To create a new Classification, navigate to the Classifications page and then press the create button near the top of the page.
Once a Classification is created, only the Organizations associated with it, the Status and the Users can be modified.





Field	Description	Optional or Required
Name	Enter a name for the Classification.	Required
Description	Enter a description for the User Group. The description is not publicly displayed.	Optional
Organization	Select the Organizations this Classification will be associated with.	Required

Click the save button to create the new Classification and be returned to the main Classifications page or hit cancel to stop the creation.

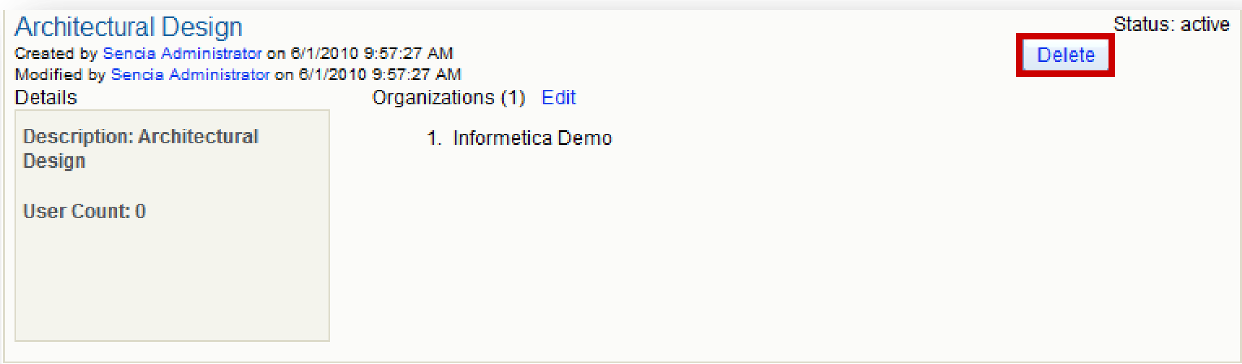
Edit Classifications

Once a Classification is created, the details cannot be modified. However, Organizations, Status and Users can all be modified after creation. All of these can be changed from the Classifications Main page. For more details, please see the Classifications Main Page Information section earlier in this chapter.

Delete Classifications

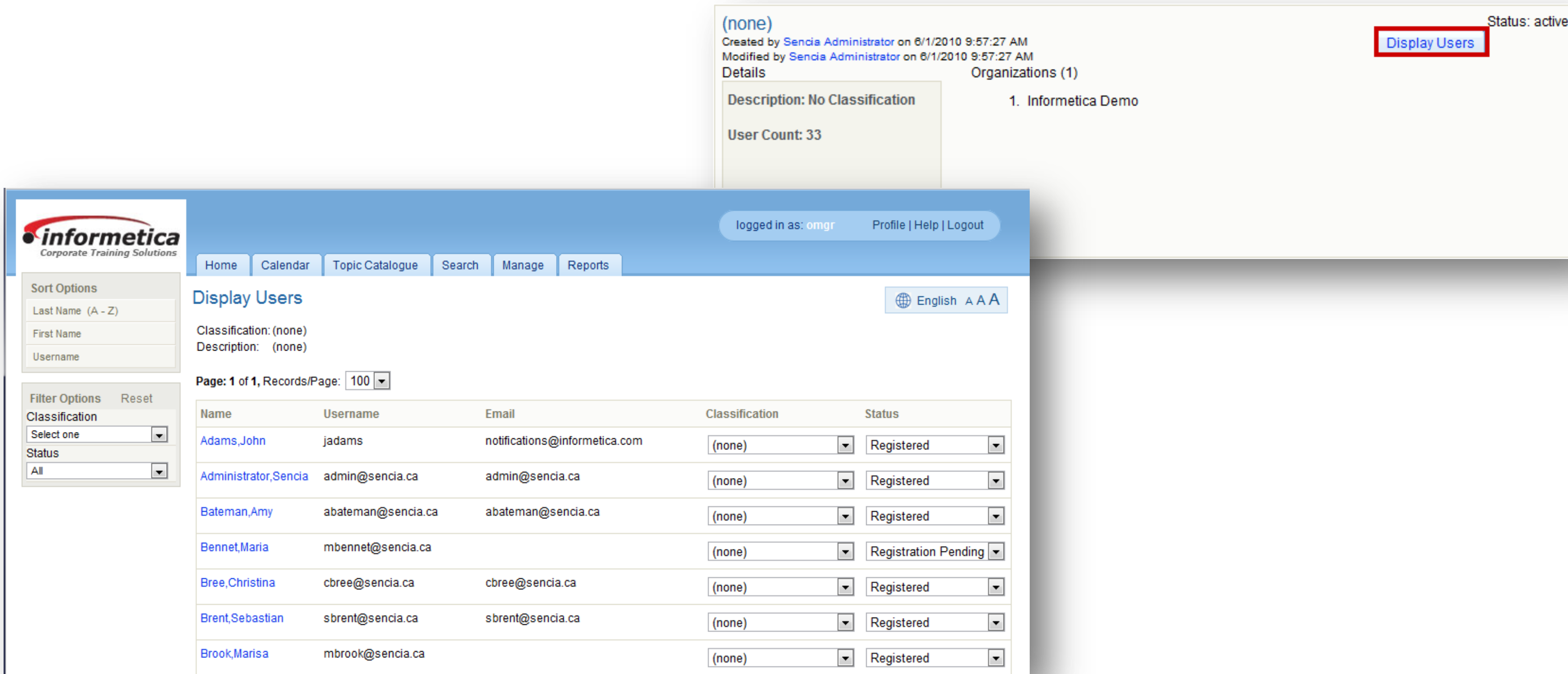
To delete a Classification, press the delete button Delete on the right hand side of the Classification information box. You will be asked to confirm this choice.

Deletion is permanent and cannot be undone.



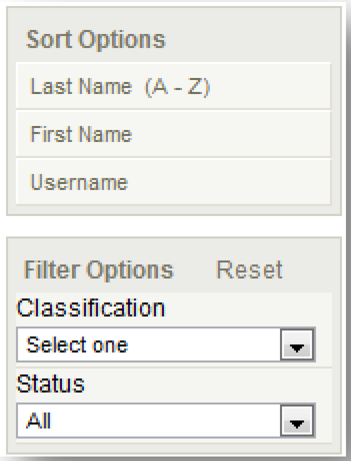
Display Users for Classifications

Click the Display Users button in the Classifications information box to display the users assigned to the Classification.



The names of the users can be clicked to open their Edit User Info page and make edits to the Classification or other information as necessary.

Sort and Filter Classification Users



To change the order in which the list of users is displayed, click any of the options under the Sort Options menu on the left hand side. Users are sorted alphabetically by last name by default.

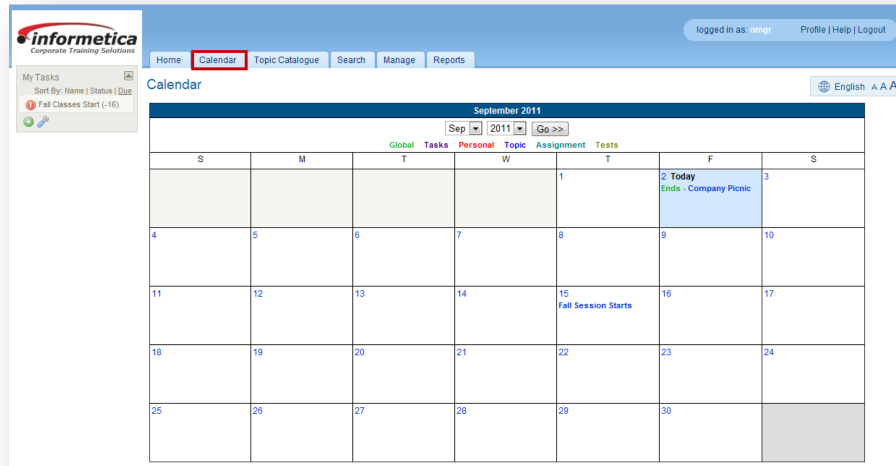
To show only specific user names, use the Filter menu on the left hand side.

Filter Option	**Description**
Reset	Choose the reset link at the top of the filter options menu to remove any filters.
Classification	Use the drop down menu to view only users that belong to a specific Classification.
Status	Use the drop down menu to view only users with a specific status.

Chapter 8: Calendar

Topics covered in this chapter

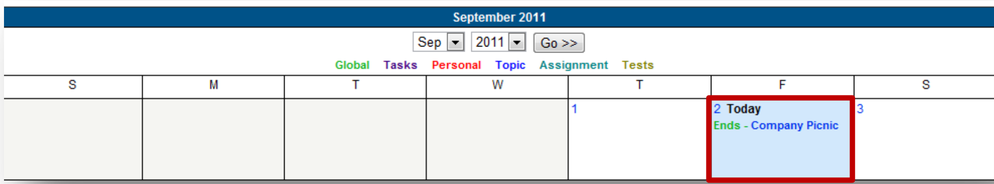
Event & Notification Types
Events
Add an Event
Edit an Event
Remove an Event
Tasks
Sorting Tasks
Add a Personal Task
Manage Tasks Tool
Edit a Task
Remove a Task
Legend for My Tasks Icons

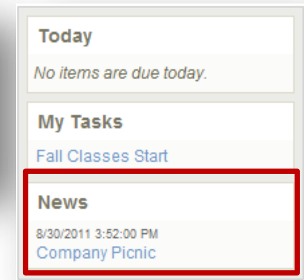


The Calendar page is where users can view deadlines for Products and Assets and see personally created tasks. Organization Managers can create and edit announcements and events for other desktop users. To access the calendar, click the Calendar tab from the main navigation bar at the top.

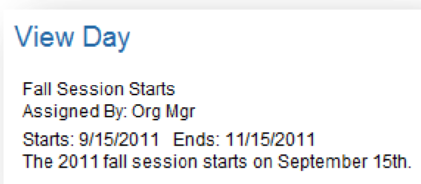
Organization Managers can create events for both entire User Groups and for all users taking a specific Product. User Group events can be sent out for all members of the specified User Group and course level events can be sent out to everyone registered to a specific Product. Both types of events can be viewed by users in their Desktop Calendar and on their homepage in the News box.

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 such as who created the event and the start and end dates.





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 such as who created the event and the start and end dates.



Event & Notification Types

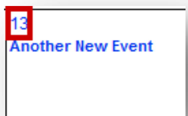
Several types of notifications can be displayed on a user's desktop calendar or in the News & Task boxes on their home page. Some events are created by Site Managers, Publishers or Instructors, some are personal tasks created by the user and some are automatically added to the calendar based on the event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

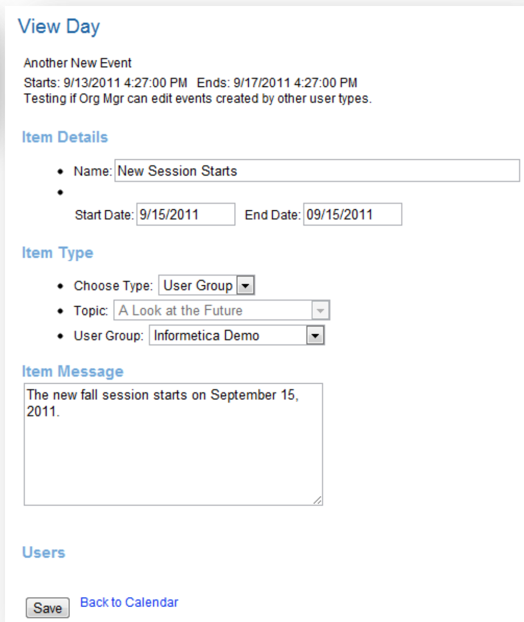
Type	Description	Created by
Assignment	Assignments are added to the calendar automatically based on the due date. These events are displayed on the Desktop Calendar in teal	Automatically Created
Global	Global Events are displayed on the desktop calendar for all registered users (except Help Desk Users) as well as in the News box on user's homepage. These events are displayed on the Desktop 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 Desktop Calendar in red	Any User (except Help Desk Users)
Tasks	Tasks are created by participants and are only displayed in their desktop calendar and in the My Tasks box on the calendar page and homepage. These events are displayed on the Desktop 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 Desktop Calendar in gold	Automatically Created
Topic	Topic calendar entries represent the start and end date of any particular course/topic. These events are displayed on the Desktop Calendar in blue on the calendar	Publishers and Instructors
User Group	This event item will be displayed in the News box on the homepage of all users in the particular User Group to which it was assigned.	Site Managers and Publishers

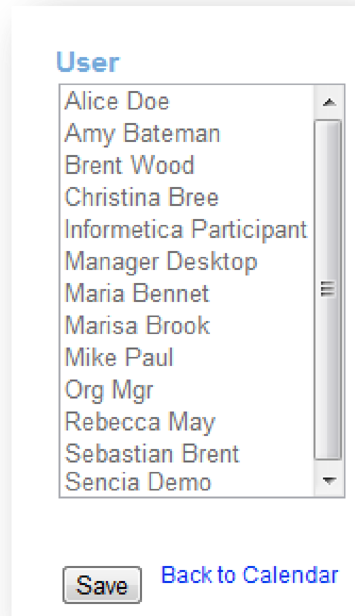
Events

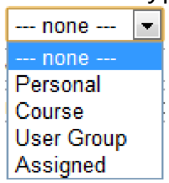
Add an Event

The number of each day of the month is a blue link. Click the number of the any date that you wish to create a new event for to open the View Day page. Here you can create a new event and if there is an existing event for that day it show you more details. The information underneath View Day and before Item Details shows the details of an event that is already on that day. If there are no other events for that day, then this area will contain no text. The Item Details, Item Type and Item Message areas must be completed in order to create a new event.



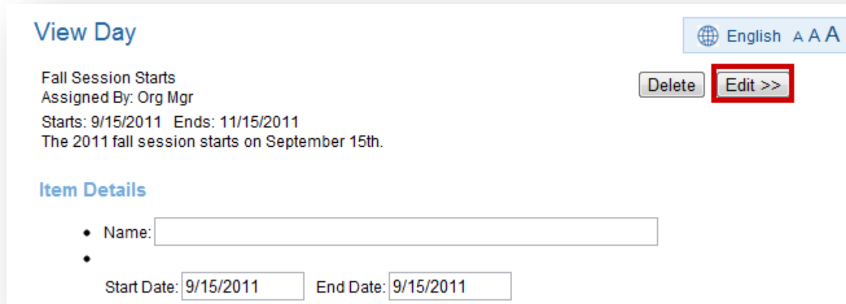


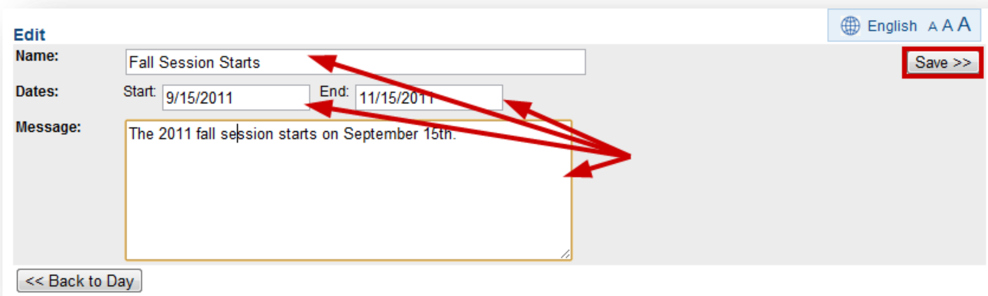


Field	Description
Name	Add a Name for your event.
Start Date	Enter the start date for the event.
End Date	Enter the end date for the event.
Choose Type	From one type from the drop down menu.  Personal When this type is chosen, it will create a personal event that only you can view; Course When this type is chosen, it will create an event that all users enrolled to the Product selected from the Topic field can view; User Group When this type is chosen, it will create an event that users belonging to the selected User Group can view; 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.
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.
Description	Enter a Description 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 the Organization Manager belongs to. Select which users you want to be able to view the event.
Save	Click Save. Upon saving, the event will be viewable on the Desktop Calendar by the selected users.

Edit an Event

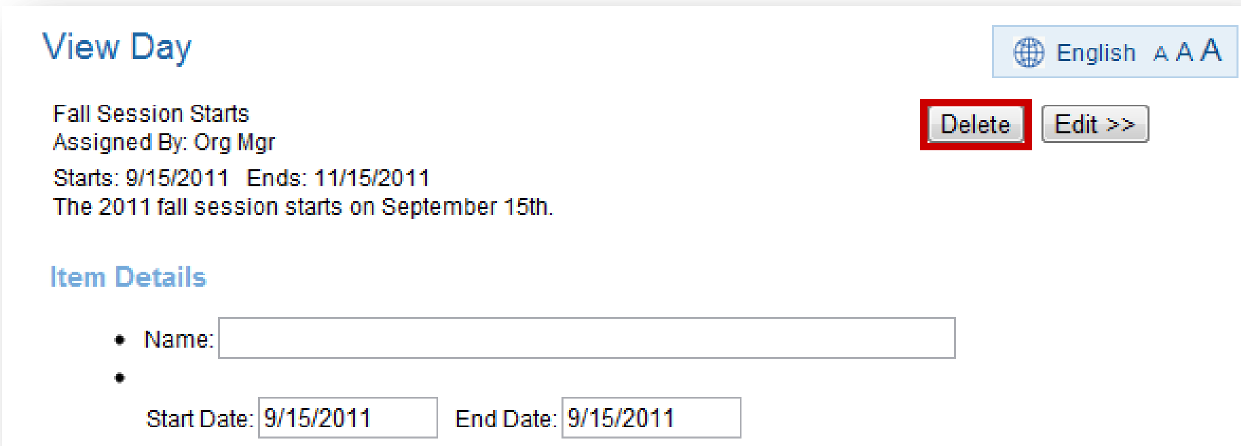
As an Organization Manager, you have the ability to edit the details on events that you have created. Click the event on the calendar itself to open the View Day page and then click the edit button on the top right. Opening the View Day page will also let you create a new event, so ensure that you have clicked the edit button to open the Edit page for the selected event. From the Edit page you can change details to the name of the event, the start and end dates and the message. Click the save button to keep your changes or click the Back to Day button to return to the View Day page without keeping the changes you made. Note that Organization Managers cannot edit global events that are set up by Site Managers.





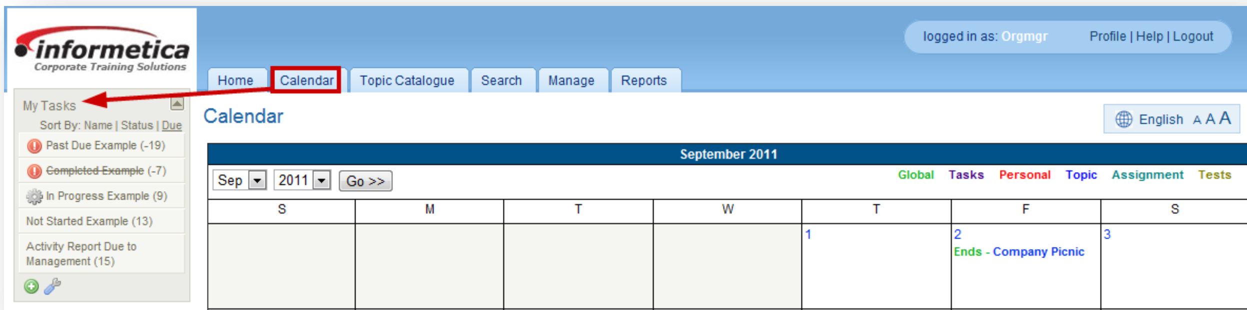
Remove an Event

Organization Managers can delete an event that they have created whether it is currently active or expired. Click the event on the calendar itself to open the View Day page and then click the delete button on the top right. Opening the View Day page will also let you create a new event, so ensure that you have clicked the delete button for the selected event. Note that Organization Managers cannot delete global events that are set up by Site Managers. *Deletion is permanent and cannot be undone!*



Tasks

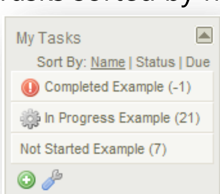
My Tasks is a to-do list that desktop users can create to keep track of personal items within Informetica. These tasks are only seen by the creator and you can opt to view them on the calendar in addition to the My Tasks list. Tasks are sorted automatically by due date, but you can change them to be shown by name, due date or status (Not Started, In Progress, Complete). To navigate to the My Tasks list, click the Calendar tab from the main navigation bar.



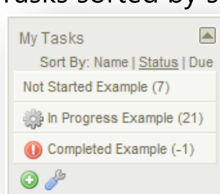
Sorting Tasks

Task are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name or by status (Not Started, In Progress, Complete). The status sort shows complete items first, then not started and then in progress. Items that are completed are not sorted and will stay at the top of the menu unless deleted.

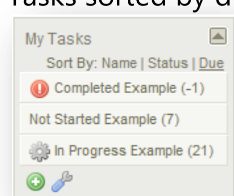
Tasks sorted by name:



Tasks sorted by status:

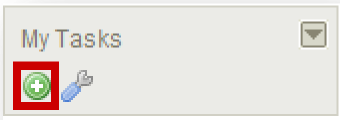


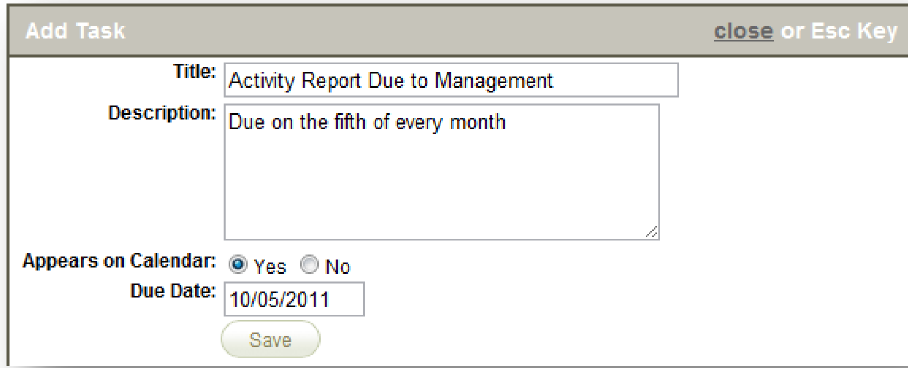
Tasks sorted by due date:



Add a Personal Task

To add a new task, click the green plus symbol at the bottom of the My Tasks menu to open the Add Task screen.

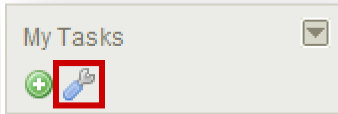


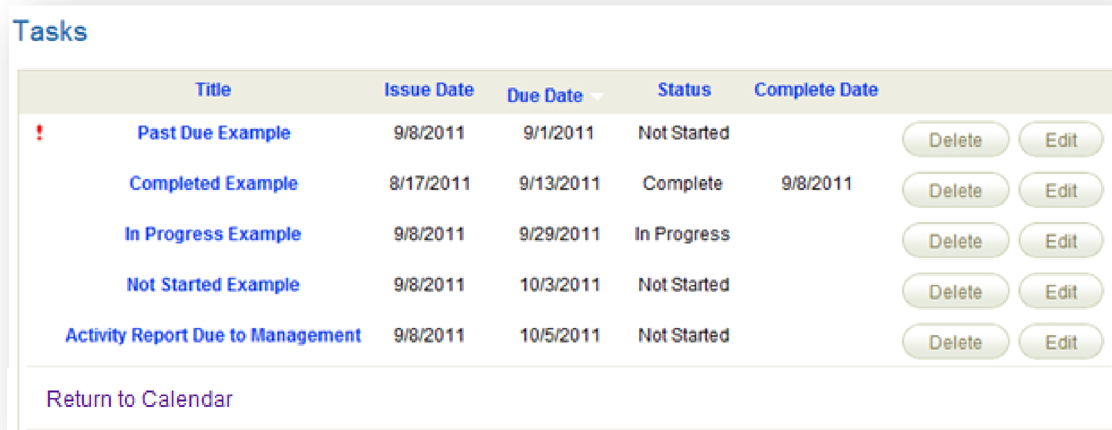


Field	Description
Title	Add a name for your task.
Description	Enter a description for the task, if desired.
Appears on Calendar	Select yes to see this task on the calendar. Select no to see this task only on the My Tasks list.
Due Date	Enter the date by which this task must be completed.
Save	Click Save. 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.

Manage Tasks Tool

Click the Manage Tasks tool to view a chart of yours tasks and to edit or delete them. This is the best method to manage multiple tasks at once.



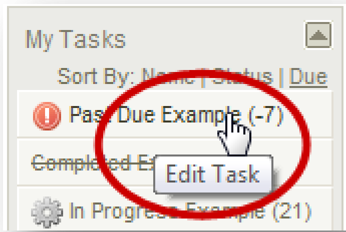


Field	Description
Title	This is the name of the task.
Issue Date	This is the date that the task was created.
Due Date	This is the date by which this task must be completed.
Status	This indicates if the task is completed, in progress or not started.
Complete Date	If the task is complete, this indicates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

Edit a Task

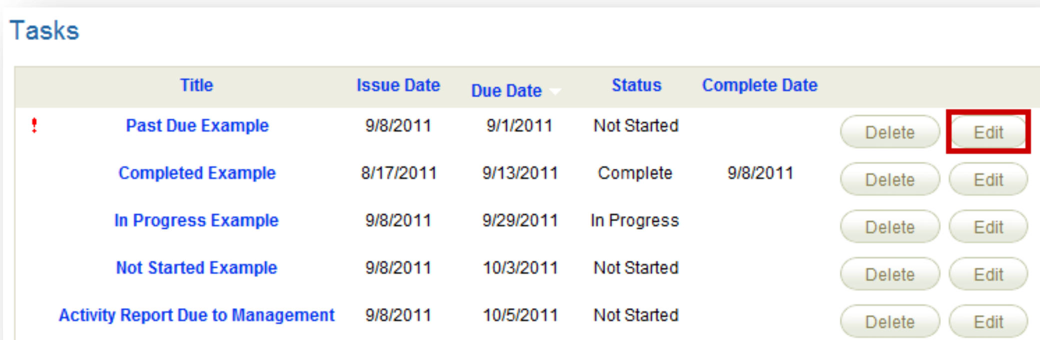
You can edit a task's title, description, status, appearance on the calendar or due date. There are three ways to edit a task:

1. Click the name of the task from the My Tasks list to open the Edit Task page. Make your changes and then click the save button.



2. Click the name of the task on the calendar. This will open the Manage Tasks. Click the edit button to open the Edit Task page, make your changes and then click the save button.

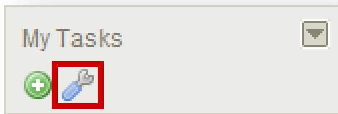
3. Click the Manage Tasks tool from the My Tasks menu, click the edit button to open the Edit Task page. Make your changes and then click the save button.

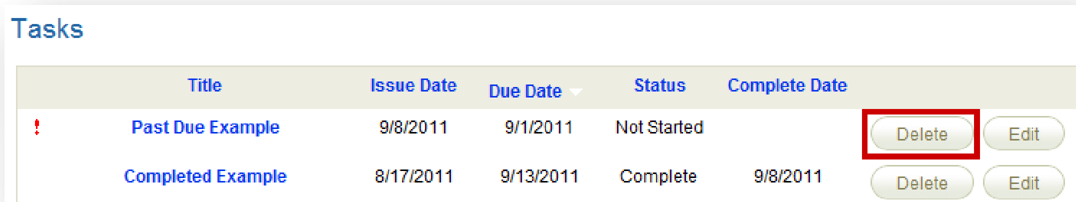

Tasks

	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

Remove a Task

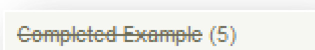
To delete a task, click the Manage Tasks tool and then click the delete button next to the task you wish to remove. *Deletion is permanent and cannot be undone!*



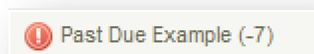


Legend for My Tasks Icons

Lined out text indicates that this item is completed.



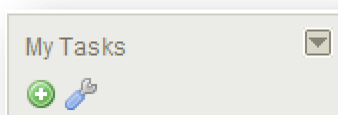
An exclamation mark indicates that this task is due or past due.



The gear indicates that this item is in progress.

The numbers to the right of the task name indicate how many days until the task is due. A negative number is the number of days it is past due.

Click the to collapse the list so the tasks are no longer in view.

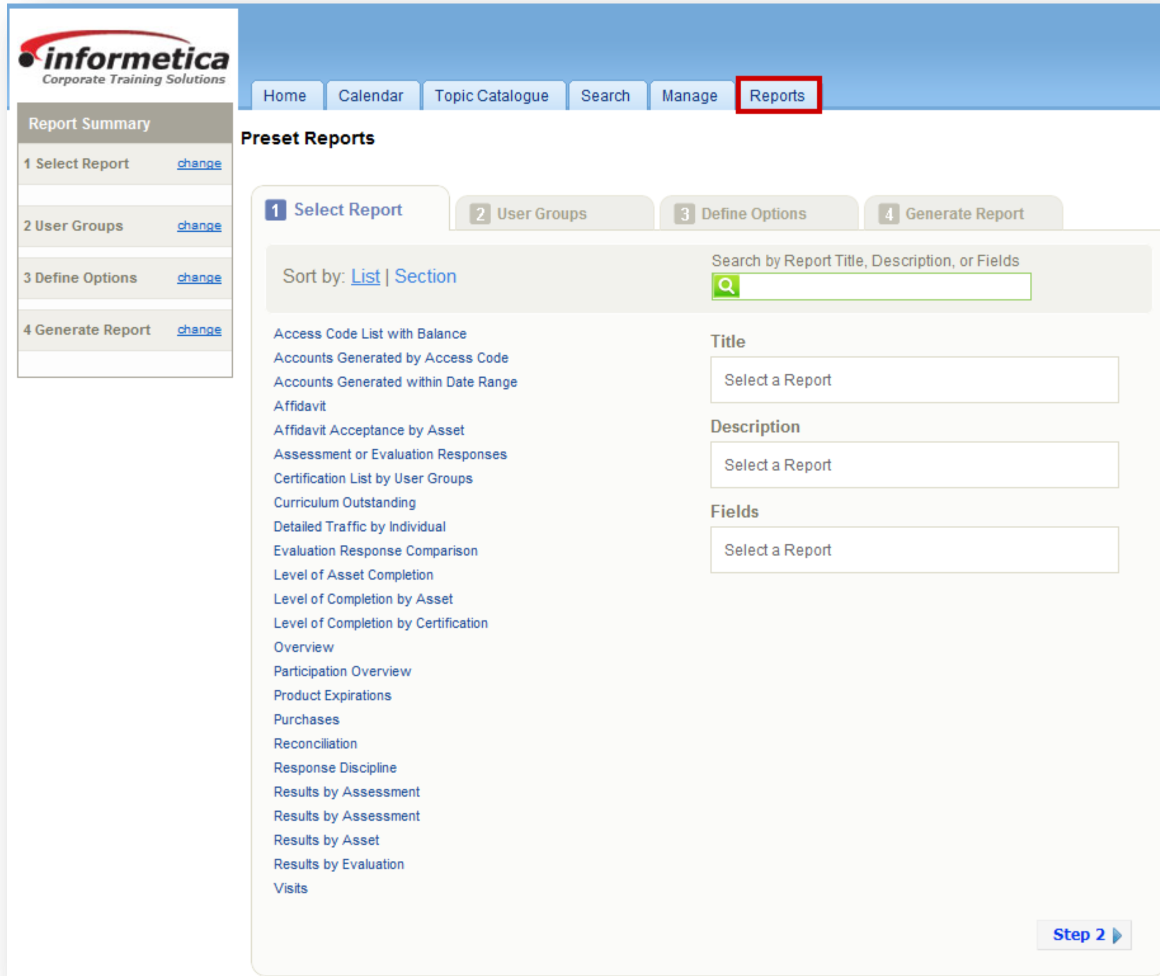


Chapter 9: Reports

Topics covered in this chapter:

Report Views
Report Search
Report Output Criteria
Using the Report Wizard
Report Summary
Report Types
Access Code List with Balance
Accounts Generated by Access Code
Accounts Generated within Date Range
Affidavit Acceptance
Affidavit Acceptance by Asset
Assessment or Evaluation Responses
Certification List by User Groups
Detailed Traffic by Individual
Evaluation Answer Key
Evaluation Response Comparison
Level of Asset Completion
Level of Completion by Asset
Level of Completion by Certification
Participation Overview
Product Expirations
Purchases
Reconciliation Report
Response Discipline
Results by Assessment – Group
Results by Assessment - Individual
Results by Asset – Individual
Results by Evaluation - Group
Visits

Reports allow Organization Managers to view specific information pertaining to the Products and Participants within the User Groups assigned to them. Informetica provides several standard predefined reports that can be viewed in a web browser or exported to Excel. Select a specific report to view a short description of it in the information box. All Preset Reports are built using a step-by-step wizard. Reports can be viewed by List or by Section. Please note that that if you have reports that have been created specifically for your system, those unique reports 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. The specific reports available to you may vary, depending on your system's configuration.



To navigate to the reports, click the Reports tab from the main navigation bar at the top of any page.

Report Views

List view shows all of the reports in alphabetical order.

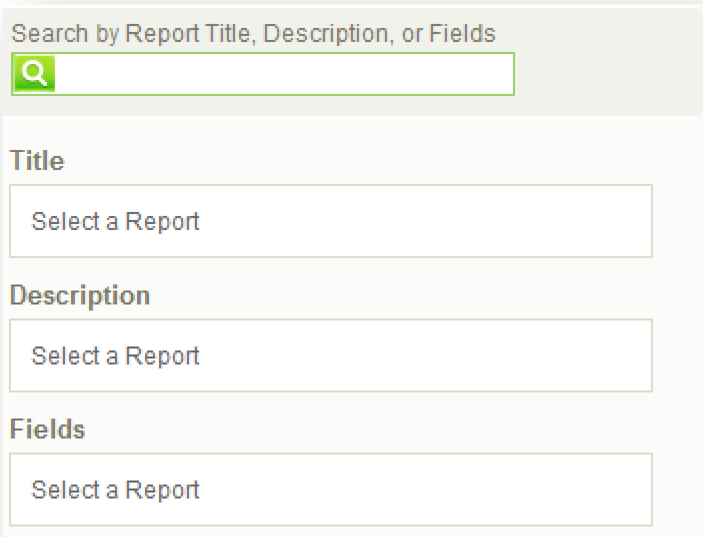
Figure 1: The report screen shown sorted by List.

Section view shows the reports grouped by categories.

Figure 2: The report screen shown sorted by Section.

Report Search

The simple search box allows you to enter one or two words to help find the reports you need. Search results are located within the report title, the description text and in the report fields. For example, if you want a report that included information on an individual, search for the word “individual” and only relevant reports will be listed.



Report Output Criteria

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:

Status Report

Report generated: 6/6/2011 1:21:11 PM

Programs:
- Informetica Demo
  - Informetica Demo

Product Items:
- Green Defensive Driving Course
  - Module 10 - Final Test

Date range: 06/01/2010 to 06/06/2011

Status: Completed And Started

User Status: All

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
May	Rebecca	1	03/31/2011	03/31/2011	Passed
Troike	William	1	03/31/2011	03/31/2011	Failed
Troike	William	2	03/31/2011	03/31/2011	Passed

Using the Report Wizard

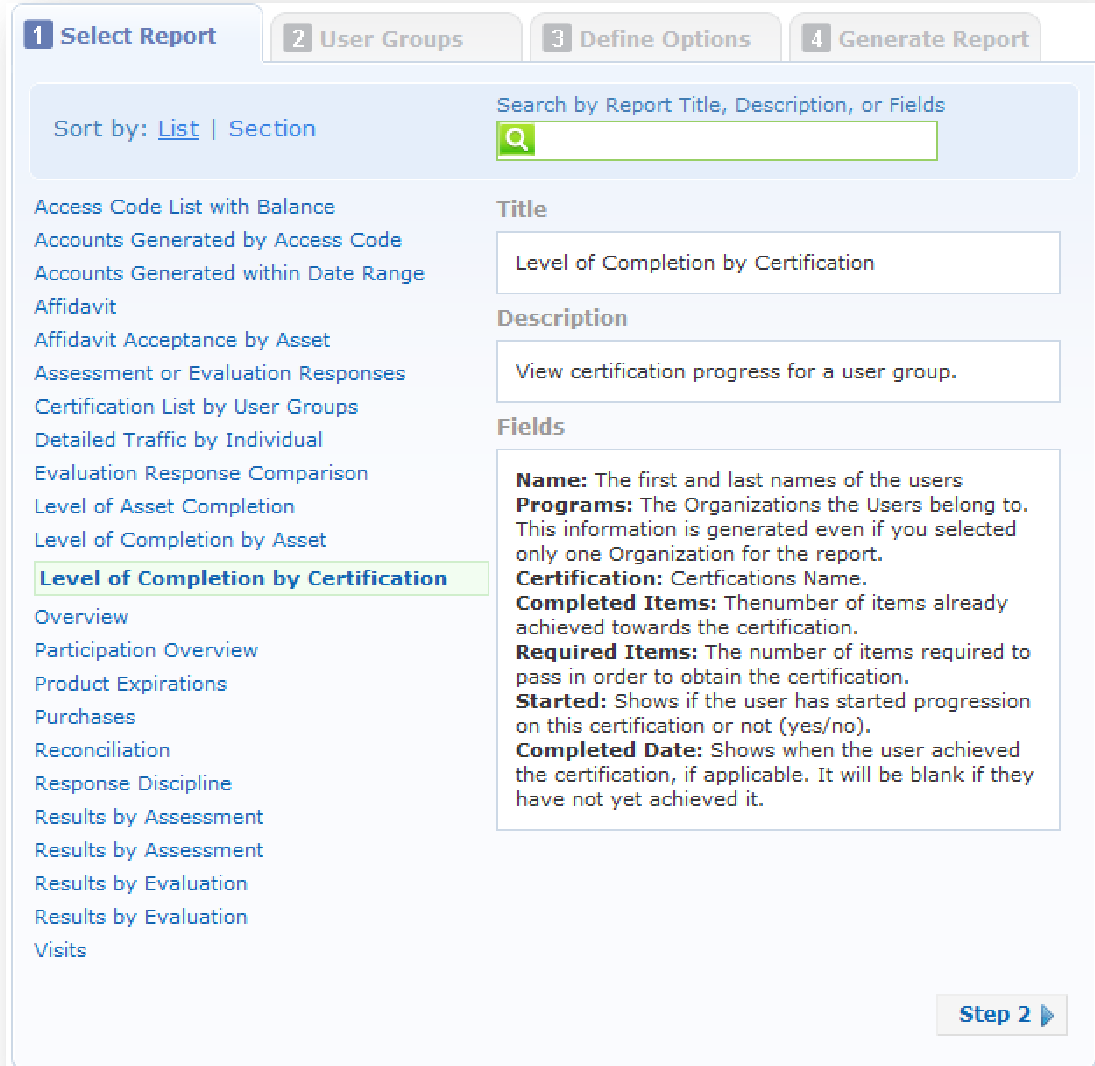
To access the Report Wizard, click on the Reports tab in the main menu, then click Preset Reports. The Report Wizard guides you through four steps to build and generate your report. Each step contains options and data selections to build the report. The step you are currently on will show a blue tab 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.

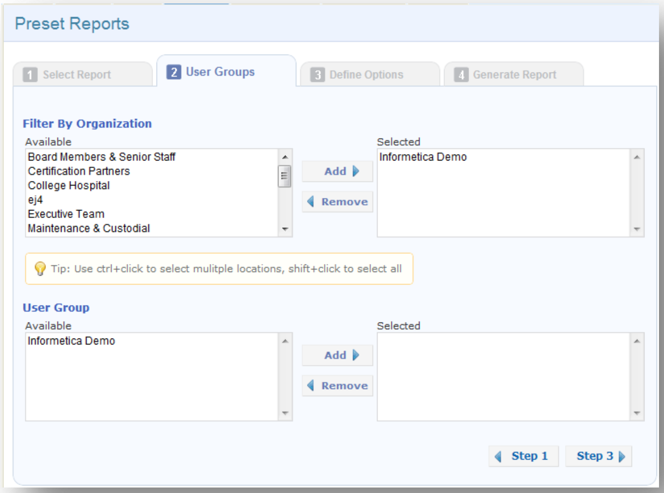
To remove Organizations from the report criteria, click any Organizations to highlight them in the selected box on the right and then select the Remove button.

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?

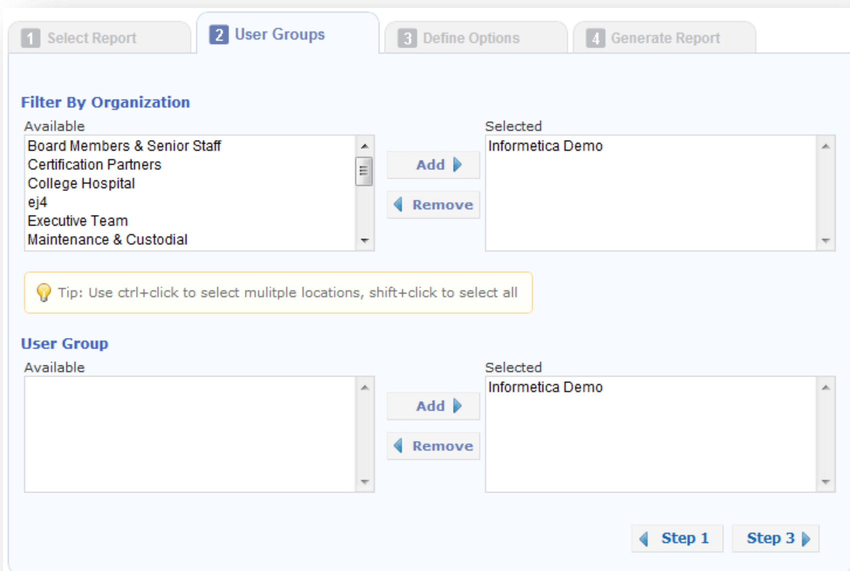
This example shows one Organization that has been moved from the left box and into the right box, adding it to the report criteria.



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.

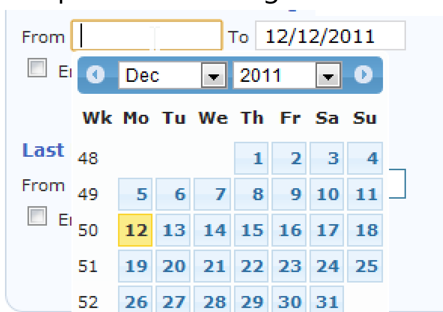
What does it look like?

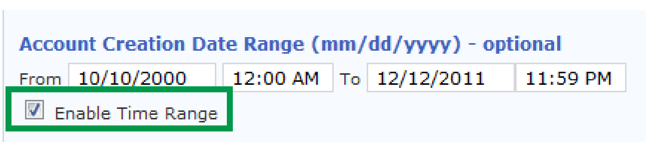


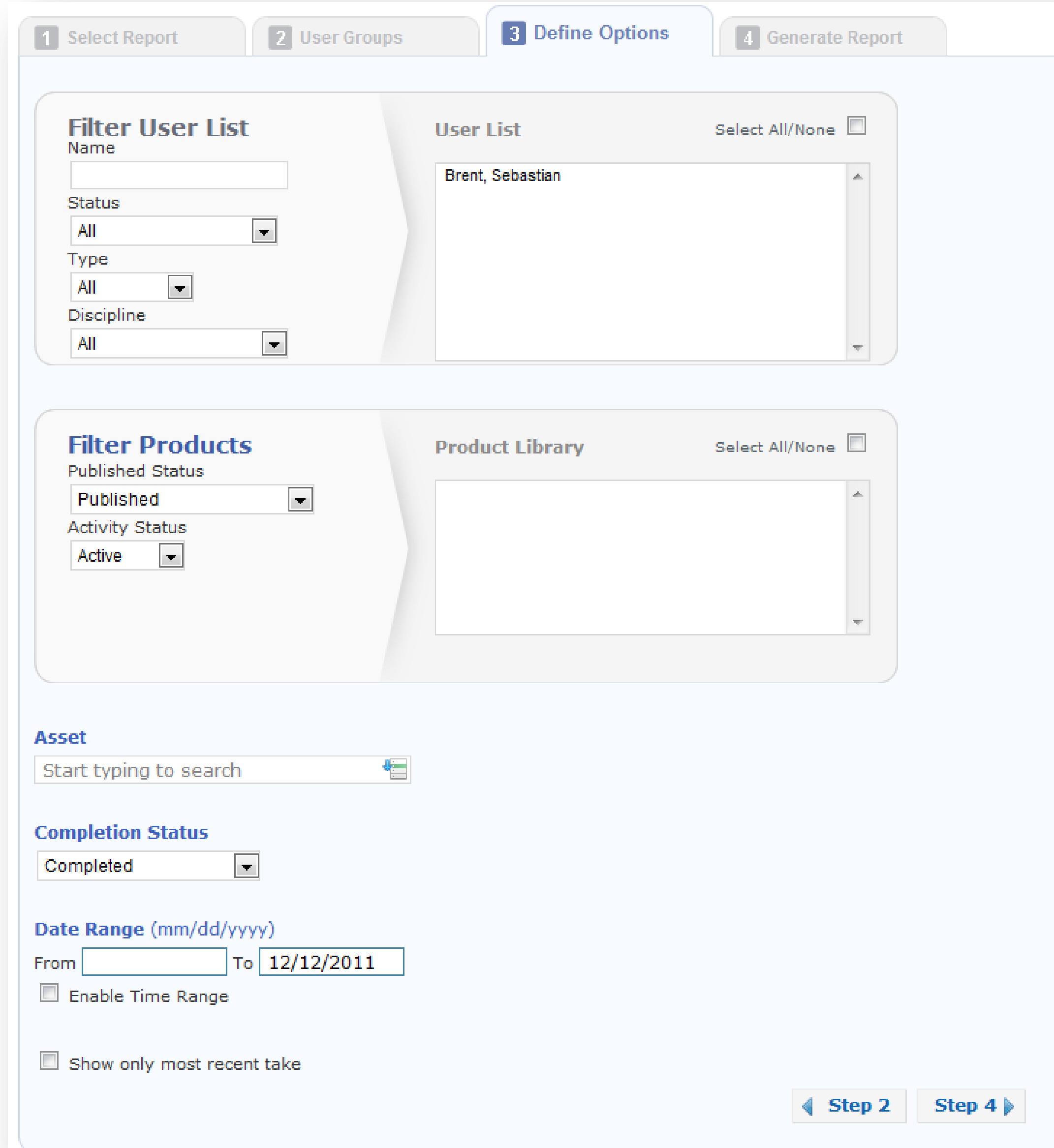
Step 3

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.

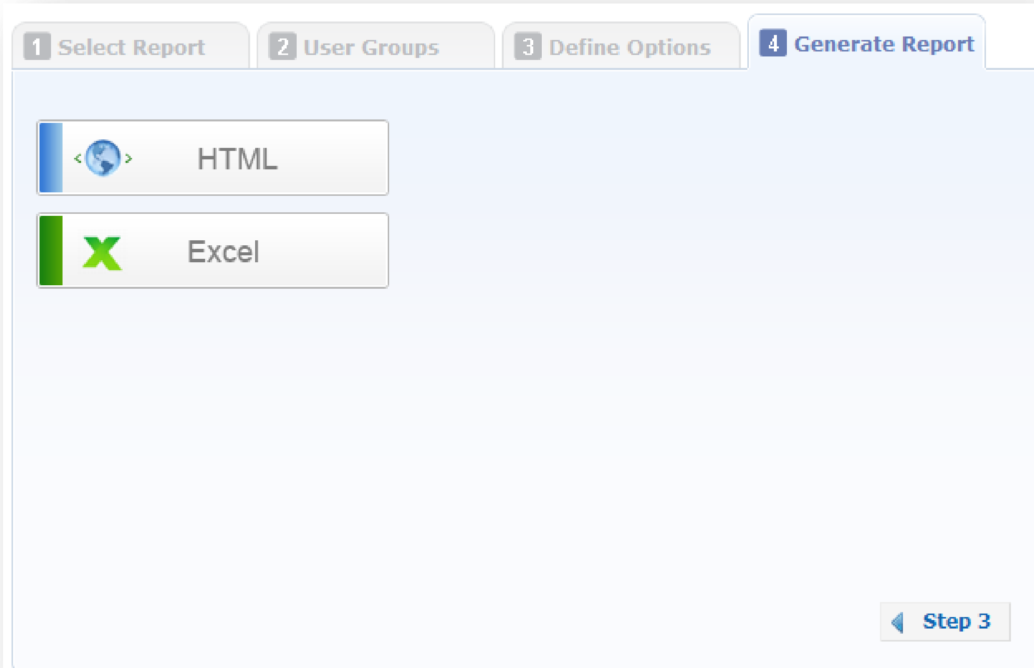






Step 4

Select the output format for your report. Choose HTML to view it in your browser or export it to Excel. *Please note that 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 Report Summary is not visible on your page, click on the button to expand the column on the right side of your screen.

Report Types

Access Code List with Balance

The Access Code List with Balance report shows a list of access codes created to allow users to automatically register to a predetermined selection of Products. You can run this report for a specific access code or all access codes. *Clients running an old version of the Informetica report engine may know this report under the name: Access Code.*

Access Code Number	Description	Status	Price	Credits	Debits	Balance
ej4CourseDemo	Used to enroll users into select ej4 courses fro demonstration.	active	$0.00	Unlimited	10	Unlimited
INFDemo	Used to enroll users to the Informetica Demo courses.	active	$0.00	Unlimited	0	Unlimited
sencia		active	$0.00	Unlimited	1	Unlimited
stantecDemo		active	$0.00	Unlimited	2	Unlimited

Access Code Number: 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 available uses left.
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 remaining uses for an access code.

Accounts Generated by Access Code

The Accounts Generated by Access Code report shows the accounts that have been created through the use of an access code. You can run this report for a specific access code or all access codes. *Clients running an old version of the Informetica report engine may know this report under the name: Access Code – Accounts.*

User Name (Last, First)	User Account	Account Created	Access Code	Access Code Used
Bateman, Amy	abateman@sencia.ca	5/23/2011 5:43:54 PM	P3SF1J2XZQWN8	5/24/2011 12:52:16 PM
Bree, Christina	cbree@sencia.ca	5/1/2011 9:23:21 PM	L3G9U7124LGC0	5/1/2011 9:30:49 PM
Dechein, Elise	edechein@sencia.ca	1/13/2011 11:12:38 AM	4ARXFL6NFDZ70	4/27/2011 2:40:48 PM
May, Rebecca	rmay@sencia.ca	4/4/2011 5:25:42 PM	9YGSX1B08KI4T	4/4/2011 5:51:02 PM
Smith, Kevin	ksmith@sencia.ca	1/13/2011 10:53:27 AM	36PAUYKCK8HCM	4/7/2011 6:41:15 PM

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 enrollment box on the home page, the account will have been already created before the code was used to register to new Products.

Accounts Generated within Date Range

The Accounts Generated within Date Range report allows you to 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. *Clients running an old version of the Informetica report engine may know this report under the name: Accounts.*

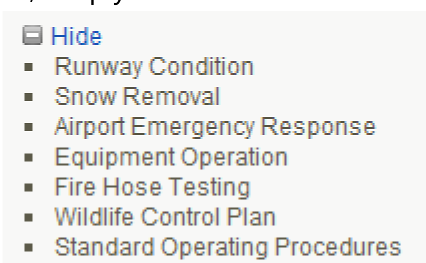
Last Name: The last names of the user accounts created.

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.

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: The date and time of the user's last login to the system.

Accounts Generated within Date Range

Report generated:	10/4/2011 8:53:36 AM
User Groups:	6
Enroll Date Range:	08/01/2009 to 10/04/2011
Last Login Date Range:	Any to Any
User Count:	67

Last Name	First Name	Username	Email	Enroll Date	User Group Count	User Groups	Discipline	Status	Account Type	Last Login
Abdul-Rahman	Iad	iyadsusan@sympatico.ca	[illegible]	7/21/2011 9:34:42 PM	1	Show	(none)	Registered	Participant	8/30/2011 7:56:45 AM
Adkins	Ian	iadkins@vernon.ca	[illegible]	9/20/2011 11:16:26 AM	1	Show	(none)	Registered	Participant	9/26/2011 2:36:54 PM
Agra	Alberto	alberto.c.agra@gmail.com	[illegible]	7/10/2011 1:07:27 AM	1	Show	(none)	Registered	Participant	7/17/2011 9:51:30 PM
Allard	Jamie	allardj@tbairport.on.ca	[illegible]	5/23/2010 5:52:02 PM	7	Show	(none)	Registered	Participant	9/21/2011 8:03:49 PM
Allen	Corinne	callen@pgairport.ca	[illegible]	8/23/2011 3:38:13 PM	1	Show	(none)	Registered	Participant	8/23/2011 3:42:19 PM
Arrigo	Sam	samuel.arrigo@GTAA.com	[illegible]	8/29/2011 9:38:29 AM	1	Show	(none)	Registered	Participant	9/13/2011 11:28:21 AM
Battigelli	Tom	battigt@tbairport.on.ca	[illegible]	5/26/2011 5:47:15 AM	4	Show	(none)	Registered	Participant	9/23/2011 6:29:52 PM
Beeman	Tracy	beemant@navcanada.ca	[illegible]	7/7/2011 1:32:58 PM	1	Show	(none)	Registered	Participant	8/19/2011 2:25:42 PM
Behnke	Lynn	lbehnke@nanaimoairport.com	[illegible]	7/15/2011 4:22:41 PM	1	Show	(none)	Registered	Participant	7/15/2011 5:44:22 PM
Bianco	Ken	bianck@tbairport.on.ca	[illegible]	5/23/2010 5:47:58 PM	7	Show	(none)	Registered	Participant	9/7/2011 9:53:30 AM
Brading	Ryan	bradinr@tbairport.on.ca	[illegible]	5/23/2010 5:43:24 PM	7	Show	(none)	Registered	Participant	9/28/2011 10:06:15 PM

Affidavit Acceptance

The Affidavit Acceptance report provides 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. *Clients running an old version of the Informetica report engine may know this report under the name: Affidavits Summary Individual.*

Craig James <cjames@sencia.ca>

Affidavit Info				User Info	Course Info	
Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
11/3/2010 10:10:15 PM	Policy Read	Viewed		PL03-Snow-Closure	Snow - School Closure	Reference
11/3/2010 10:10:15 PM	Policy Read	Viewed		PL03-Snow-Closure	Snow - School Closure	Reference

Steven Morro <smorro@sencia.ca>

Affidavit Info				User Info	Course Info	
Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
11/3/2010 10:14:30 PM	Policy Read	Viewed		PL03-Snow-Closure	Snow - School Closure	Reference
11/3/2010 10:21:28 PM	Read & Understood Policy	Viewed		PL01-Attendance Policy	Bully Policy	Reference
11/4/2010 10:29:26 AM	Read & Understood Policy	Viewed		PL01-Attendance Policy	Bully Policy	Reference
11/5/2010 4:09:13 PM	Read & Understood Policy	Viewed		PL01-Attendance Policy	Bully Policy	Reference

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.

Affidavit Acceptance by Asset

The Affidavit Acceptance by Asset report provides a list of Participant interactions with an affidavit for selected Products, grouped by asset. 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. *Clients running an old version of the Informetica report engine may know this report under the name: Affidavit Summary.*

PL01-Attendance Policy

Affidavit Info				User Info		Course Info	
Timestamp	**Title**	**Status**	**Feedback**	**Name <Account>**	**User Group**	**Asset Name**	**Asset Type**
11/5/2010 4:09:13 PM	Read & Understood Policy	Viewed		Steven Morro <smorro@sencia.ca>	Clerk	Bully Policy	Reference
11/4/2010 10:29:26 AM	Read & Understood Policy	Viewed		Steven Morro <smorro@sencia.ca>	Clerk	Bully Policy	Reference
11/3/2010 10:21:28 PM	Read & Understood Policy	Viewed		Steven Morro <smorro@sencia.ca>	Clerk	Bully Policy	Reference
11/3/2010 10:21:28 PM	Read & Understood Policy	Viewed		Steven Morro <smorro@sencia.ca>	Clerk	Bully Policy	Reference

PL03-Snow-Closure

Affidavit Info				User Info		Course Info	
Timestamp	**Title**	**Status**	**Feedback**	**Name <Account>**	**User Group**	**Asset Name**	**Asset Type**
11/3/2010 10:14:30 PM	Policy Read	Viewed		Steven Morro <smorro@sencia.ca>	Clerk	Snow - School Closure	Reference
11/3/2010 10:10:15 PM	Policy Read	Viewed		Craig James <cjames@sencia.ca>	Clerk	Snow - School Closure	Reference
11/3/2010 10:10:15 PM	Policy Read	Viewed		Craig James <cjames@sencia.ca>	Clerk	Snow - School Closure	Reference

The name of the Product that contains the affidavit is listed first and then followed by:

Timestamp: The date and time that the affidavits were last viewed.

Title: The name of the affidavits.

Status: An indication if the Participant accepted, 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.

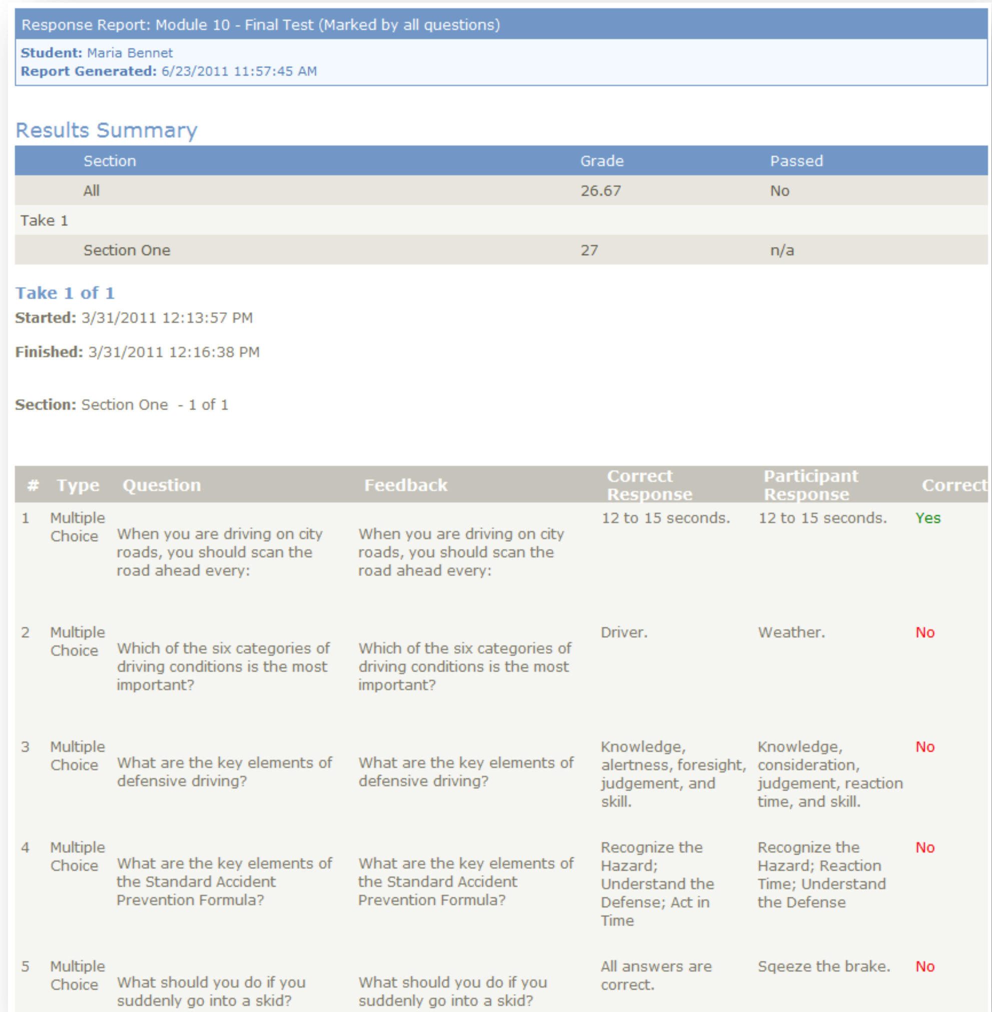
User Group: The name of the User Group that the Participant belongs to containing the viewed affidavit.

Asset Name: The name of the Asset that contains the Affidavit.

Asset Type: The type of Asset that the affidavit is bound to. *Please note that an Affidavit must be associated with a specific Asset rather than the Product as a whole.* .

Assessment or Evaluation Responses

The Assessment or Evaluation Responses report allows you to view all of a specific participant's responses for a single Assessment or Evaluation. The report shows the test questions, associated feedback, correct answer and participant's answers. This report applies to Informetica Evaluation and Assessment assets, but does not capture SCORM courses. *Clients running an old version of the Informetica report engine may know this report under the name: Responses.*



Response Report: Module 10 - Final Test (Marked by all questions)

Student: Maria Bennet
Report Generated: 6/23/2011 11:57:45 AM

Results Summary

	Section	Grade	Passed
	All	26.67	No
Take 1			
	Section One	27	n/a

Take 1 of 1

Started: 3/31/2011 12:13:57 PM

Finished: 3/31/2011 12:16:38 PM

Section: Section One - 1 of 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
4	Multiple Choice	What are the key elements of the Standard Accident Prevention Formula?	What are the key elements of the Standard Accident Prevention Formula?	Recognize the Hazard; Understand the Defense; Act in Time	Recognize the Hazard; Reaction Time; Understand the Defense	No
5	Multiple Choice	What should you do if you suddenly go into a skid?	What should you do if you suddenly go into a skid?	All answers are correct.	Sqeeze the brake.	No

Results Summary

1. Take: Each take and section for the assessment or evaluation is listed seperately with the date and time spend on it.
2. Grade: The grade the Participant got for each attempt.
3. Passed: Indicated whether or not the Participant passed or failed the assessment or evaluation.

#: 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 or incorrect.

Certification List by User Groups

The Certification List by User Groups report shows information related to all available or selected certifications within that user group. *Clients running an old version of the Informetica report engine may know this report under the name: Certification.*

Certification	Description	Status	User Groups	Topics	Price	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 Family Practice Health Centre Head Office - Executives	C002 Intermediate Skills	$ 0	Years:1	Sencia Administrator 8/5/2010 10:29:52 AM	Sencia Administrator 8/5/2010 10:29:52 AM
Defensive Driving	This is a certification that will be created once the course has been completed and a passing grade attained.	active	Informetica Demo	Informetica Demo	$ 0	Never Expires	Sierra Trees-Turner 3/31/2011 11:44:07 AM	Sierra Trees-Turner 3/31/2011 11:52:13 AM
Demo Certification	This is the certificate that will be produced upon successful completion of the evaluation.	active	General Users Family Practice Health Centre Head Office - Executives	Green Defensive Driving Course	$ 0	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 Clinic Clerical Staff Clerk	WHMIS	$ 0	Years:2	Sencia Administrator 8/5/2010 2:21:47 PM	Sierra Trees-Turner 1/31/2011 10:32:12 AM

Certification: The name of the certification.
Description: The description of the certification if one is available.
Status: Indicates if the certification is currently active or inactive.
User Groups: The User Groups in which this certification is associated.
Topics: 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. The field 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.

Cost Summary by Organization

The Cost Summary by Organization report will list out the selected Products with the cost of the Product. Below each Product, the enrollments into that product are listed. 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.

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
[illegible]	ALEXANDER	4	11/1/2011 4:48:13 PM		N/A
[illegible]	KEVIN	2	11/1/2011 10:21:41 AM		N/A

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-enrollments, 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.

Curriculum Outstanding

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

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
Calgary Restar	Black Diamond Office	Coding v10	RN	Hallar	Veronica	6/30/2011		126

Organization: Lists all of the Organizations the users are registered to.
User Group: Show a list of the User Groups this person belongs 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.

Detailed Traffic by Individual

The Detailed Traffic by Individual report provides an historical snapshot of an individual user's login activity through all assets of a Product within a date range. *Clients running an old version of the Informetica report engine may know this report under the name: Activity – Individual.*

Summary: The top of the report summarized 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.

Log#5337
From IP: 216.211.21.254
Login: 3/31/2011 9:09:47 AM
Logout: 3/31/2011 9:22:06 AM
Duration: 12 minutes 19 seconds

Green Defensive Driving Course
Start Time: 3/31/2011 9:10:52 AM
End Time: 3/31/2011 9:21:58 AM
Duration: 12 minutes 19 seconds

Item	Type	Start	End	Duration
Module 4 - Intersections Quiz	Test by Question	3/31/2011 9:10:53 AM	3/31/2011 9:11:09 AM	15 seconds
Module 1 - Course Introduction - Page 1	Lesson	3/31/2011 9:11:21 AM	3/31/2011 9:11:21 AM	< 15 seconds
Module 1 - Course Introduction - Page 2	Lesson	3/31/2011 9:11:28 AM	3/31/2011 9:11:28 AM	< 15 seconds
Module 1 - Course Introduction - Page 3	Lesson	3/31/2011 9:11:32 AM	3/31/2011 9:12:28 AM	56 seconds
Module 1 - Course Introduction - Page 1	Lesson	3/31/2011 9:12:41 AM	3/31/2011 9:12:56 AM	15 seconds
Module 1 - Course Introduction - Page 2	Lesson	3/31/2011 9:13:01 AM	3/31/2011 9:13:01 AM	< 15 seconds
Module 1 - Course Introduction - Page 3	Lesson	3/31/2011 9:13:04 AM	3/31/2011 9:13:04 AM	< 15 seconds
Module 1 - Course Introduction - Page 4	Lesson	3/31/2011 9:13:07 AM	3/31/2011 9:13:07 AM	< 15 seconds

Log#5355
From IP: 216.211.21.254
Login: 4/1/2011 10:05:16 AM
Logout: 4/1/2011 10:10:44 AM
Duration: 5 minutes 27 seconds

Green Defensive Driving Course
Start Time: 4/1/2011 10:05:38 AM
End Time: 4/1/2011 10:10:44 AM
Duration: 5 minutes 27 seconds

Item	Type	Start	End	Duration
Module 3 - The Driver Quiz	Test by Question	4/1/2011 10:05:39 AM	4/1/2011 10:05:40 AM	< 15 seconds
Comprehensive Course Survey	Assessment	4/1/2011 10:05:47 AM	4/1/2011 10:06:33 AM	45 seconds

Log#5456
From IP: 216.211.21.253
Login: 5/27/2011 10:39:45 AM
Logout: 5/27/2011 10:40:24 AM
Duration: 38 seconds

Evaluation Answer Key

The Evaluation Answer Key report shows an overview of a single Assessment, generating a list of questions and weights for each answer or a single Evaluation's section of questions, generating a list of correct answers. *Clients running an old version of the Informetica report engine may know this report under the name: Evaluation Overview.*

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.
4	1	Multiple Choice	What should you do if you find yourself too tired to drive?	[ ] Open your window to get some fresh air. [ ] Rest one eye at a time. [x] Stop at the first safe place and take a 30 minute nap. [ ] Drink an espresso.	What should you do if you find yourself too tired to drive?	**Fabulous!** Do not drive if you are tired! If possible, sleep for 30 minutes or more and drink some coffee before resuming driving.
5	1	Fill in the Blank	William ___ wrote Romeo and ___	Blank 1: Shakespeare Blank 2: Juliet.	Incorrect.	Correct!

Generated Report for an Evaluation

Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
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		
7	1	Bucketed	I know how to assemble, motivate, and empower an effective team.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
8	1	Bucketed	I can identify and use business forms; file and record financial transaction.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
9	1	Bucketed	I set and work toward short-, medium-, and long-term goals.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		

Generated Report for an Assessment

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 Product 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.

Evaluation Response Comparison

The Evaluation Response Comparison reports at the question level. It provides an overview of the total responses given within a defined evaluation and compares the number of correct vs. incorrect responses given for each question. This report is valid only for Informetica evaluations. *Clients running an old version of the Informetica report engine may know this report under the name: Response Comparison.*

Section 1: Section One

Question				Response			
#	Pool #	Status	Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	Current	What are the five important elements of defensive driving?	2	2	100	44%
2	1	Current	What is a typical parking lot hazard?	0	2	0	n/a
3	1	Current	What should you do if you suddenly go into a skid?	1	2	50	56%
4	1	Current	What should you do if you find yourself too tired to drive?	1	2	50	33%
5	1	Current	William ___ wrote Romeo and ___	2	2	100	44%
6	1	Current	Match the instrument with its description by placing the number of the definition in the space preceding the instrument name	1	1	100	33%
		Archived	Match the instrument with its description by placing the number of the definition in the space preceding the instrument name	0	1	0	n/a
7	1	Current	Which of the following are viable methods for traveling from London to Paris?	1	2	50	33%
8	1	Current	Once you determine it is safe for you to help a victim, you should immediately determine if the victim has any life threatening conditions. Identify the steps by order of importance	2	2	100	44%
9	1	Current	The armadillo is a member of the reptile class.	0	2	0	n/a

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 Product 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 evalaution who answered the question incorrectly.

Level of Asset Completion

The Level of Asset Completion report provides an overview of a selected Participant's pass, fail and completion status for all Assets within a Product they are assigned to. This report applies to Informetica Evaluations, Assessments and SCORM assets. Clients running an old version of the Informetica report engine may know this report under the name: Status - Individual.

Topic: Beginner Skills in Microsoft® Word 2010

Name: Assessment 1
Type: Assessment

Take	Start	Finish	Passed
(not started)			
		(not finished)	Incomplete

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

Take	Start	Finish	Passed
1	11/2/2010 1:59:51 PM	(not finished)	Incomplete

Topic: Green Defensive Driving Course

Name: Comprehensive Course Survey
Type: Assessment

Take	Start	Finish	Passed
1	4/1/2011 10:13:17 AM	4/1/2011 10:13:43 AM	Complete

Name: Module 10 - Final Test
Type: Evaluation

Take	Start	Finish	Passed
1	3/31/2011 9:50:03 AM	3/31/2011 9:53:44 AM	No
2	3/31/2011 11:26:27 AM	3/31/2011 11:33:17 AM	Yes
3		(not finished)	Incomplete

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

Take	Start	Finish	Passed
1	3/31/2011 9:29:14 AM	3/31/2011 9:31:33 AM	Yes
2	3/31/2011 9:42:58 AM	3/31/2011 9:43:35 AM	Yes
3		(not finished)	Incomplete

Name: Module 3 - The Driver Quiz
Type: Evaluation

(not started)

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 evaluation or assessment.

Finish: The date that the Participant completed the evaluation or assessment.

Passed: Indicates if the Participant has passed, failed completed or not completed the Asset.

Level of Completion by Asset

The Level of Completion by Asset 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 and SCORM assets. *Clients running an old version of the Informetica report engine may know this report under the name: Status – Discipline or Evaluation Status.*

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

Last Name: The last name of the Participants who have taken the selected evaluation or assessment.

First Name: The first name of the Participants who have taken the selected evaluation or assessment.

Take Number: How many times the Participant has taken the evaluation or assessment. Each take is listed on a separate line.

Start Date: The date that the Participant started the evaluation or assessment.

End Date: The date that the Participant completed the evaluation or assessment.

Status: Whether or not the Participant has passed or failed the evaluation or assessment. This option can be refined by status type when building the report.

Level of Completion by Certification

The Level of Completion by Certification report allows you to view how all of the users in selected user groups are progressing on a specific certification. The report can be filtered to see only specific user types as well. *Clients running an old version of the Informetica report engine may know this report under the name: Certification Progress.*

Name (username)	User Groups	Certification Name	Completed Items	Required Items	Started	Completed Date	Expiry Date	Days until Expiration
Bree, Christina (cbree@sencia.ca)	Family Practice Health Centre ej4 Informetica Demo !INF User Group 1 UsrGrp1	Sample Certification	2	2	Yes	12/1/2011 11:53:22 AM	12/3/2011 11:53:22 AM	2
Peters, Mike (mpeters)	General Users Department F UsrGrp1	Sample Certification	2	2	Yes	12/1/2011 11:57:45 AM	12/3/2011 11:57:44 AM	2

Name (username): The first and last names of the Participants and their usernames.

User Groups: The names of the User Groups the Participants belong to. This information is generated even if you selected only one Organization for the report.

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.

Participation Overview

The Participation Overview report gives a snapshot of a single user account including user group and product registration information, access codes assigned, certifications earned and affidavits interacted with.

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

Organization	User Group
• ej4 • Informetica Demo	• ej4 • Informetica Demo

Product Name	Status	Product Type	Product Expiry Date	Enrollment	Enrollment Date	Duration (Days)	Finish Date
Sierra's Sample Course	active	Topic		Approved	03/29/2011 03:39:49 PM	0	
Green Defensive Driving Course	active	Topic		Approved	03/30/2011 10:21:58 AM	0	
SCORM Import Test	active	Topic		Approved	05/05/2011 10:37:46 AM	0	

Access Code Name	Access Code Number
Alice Doe has not been assigned to any Access Code Name	

Certification Name	Earned Date	Certification Sent
Defensive Driving	3/31/2011 2:15:14 PM	4/11/2011 11:57:48 AM

Affidavit Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
Alice Doe has not been assigned to any Title						

Account Information: Name, User Name, Email Address and Registration Date.

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, Enrollment Status, Enrollment Date, Duration and Finish Date.

Access Code Name: A list if 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.

Product Expirations

The Product Expirations report gives 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. *Please note that the report Wizard skips part three for this 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

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.

Purchases

The Purchases report gives 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.

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

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 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 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.

Reconciliation Report

The Reconciliation Reports allows you to 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: Compiles Storefront Transactions (Purchases made on behalf of self or others). Section one contains the following types of 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: Compiles Access Code Transactions (Managed Enrolment by an Campus or Site Manager). Section two contains the following types of transactions:

- Access code enrolments using access codes created by Site Manager or Campus Manager
- Courses registered to users using access code purchased

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
4981	Executive Team	Bennet, Maria	License Preparation	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	525	675	0	105	0	630		
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		
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		
4987	Executive Team	Lisboa, Simão	Bloodborne Pathogens	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150		
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		
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	$150.00
Sub Total:								150				0			
Grand Total:								1275				1230			

Ref	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	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	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	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	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	Member	Authorization Code: 086542	No Supplier	668830	60	6/24/2011 11:28:54 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:														
4990	Non-Member	Authorization Code:	No Supplier	709357	60	6/24/2011 11:11:53 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:														
Grand Total:														

Ref: The number automatically assigned to 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.

Student: The first and last name of the purchaser

Course Title: The name of the Product purchased.

Classification: Classification 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: The listed price for the product.

Regular Cost: The regular price for the product.

Taxes Applied: The amount of standard taxes charged, if applicable.

VAT: The amount of Value Added Tax 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/Coupon 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: Length, Start Date and End Dates: # 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: Description, Start and End Dates: The designation and description of any Access Codes used by the purchaser.

Response Discipline

The Response Discipline report provides a summary of Participant progress for the selected Assets of a Product, 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. *Clients running an old version of the Informetica report engine may know this report under the name: Status - Discipline.*

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%

Organization: Lists the Organization associated with the Product the Participant is registered to.

User Group: Lists the User Group associated with the Product the Participant is registered to.

Start Date and End Date: The start and end dates that the Participant attempted the Asset.

Evaluation Name: The name of the Asset attempted.

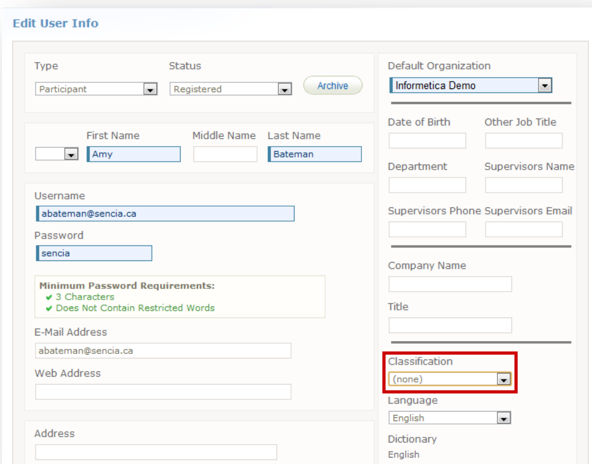
Last Name and First Name: The first and last name of the Participant who attempted the Asset.

Take Number: How many times the Participant has attempted the Asset. Each take is listed on a separate line.

Status: List whether the Participant has Completed, Passed or Failed the Asset or if it is Incomplete.

Discipline: This is the Classification, if set up on a user's profile information (see below).

Grade: What grade the Participant receives on the Asset.



Results by Assessment – Group

The Results by Assessment - Group report provides the scores for each Assessment bucket for entire User Groups, including the section and number of takes. *Clients running an old version of the Informetica report engine may know this report under the names: Survey Results or Assessment Results by Item.*

Green Defensive Driving Course - Comprehensive Course Survey
Results as of 6/21/2011

Informetica Demo

User Group	Name <Account>	Take	Completed	Results	
	Bateman Amy <abateman@sencia.ca>	1	4/1/2011 10:06:09 AM	Course Satisfaction	32
				Student Services	20
		2	4/1/2011 10:06:56 AM	Student Services	28
				Course Satisfaction	32
	Bennet Maria <mbennet@sencia.ca>	1	4/1/2011 10:22:15 AM	Course Satisfaction	60
				Student Services	40
	Bree Christina <cbree@sencia.ca>	1	4/1/2011 10:11:34 AM	Student Services	8
				Course Satisfaction	12
	Brent Sebastian <sbrent@sencia.ca>	1	4/1/2011 10:12:33 AM	Course Satisfaction	60
				Student Services	40
	Brook Marisa <mbrook@sencia.ca>	1	4/1/2011 10:17:16 AM	Course Satisfaction	32
				Student Services	24
	Dechein Elise <edechein@sencia.ca>	1	4/1/2011 10:16:28 AM	Student Services	28
				Course Satisfaction	42
	Demo Sencia <demo-participant@sencia.ca>	1	4/1/2011 10:15:37 AM	Course Satisfaction	24
				Student Services	34
	Doe Alice <demolearner>	1	4/1/2011 10:02:44 AM	Course Satisfaction	48
				Student Services	32
	May Rebecca <rmay@sencia.ca>	1	4/1/2011 10:14:38 AM	Student Services	40
				Course Satisfaction	48
	Troike William <wtroike@sencia.ca>	1	4/1/2011 10:13:43 AM	Course Satisfaction	36
				Student Services	24

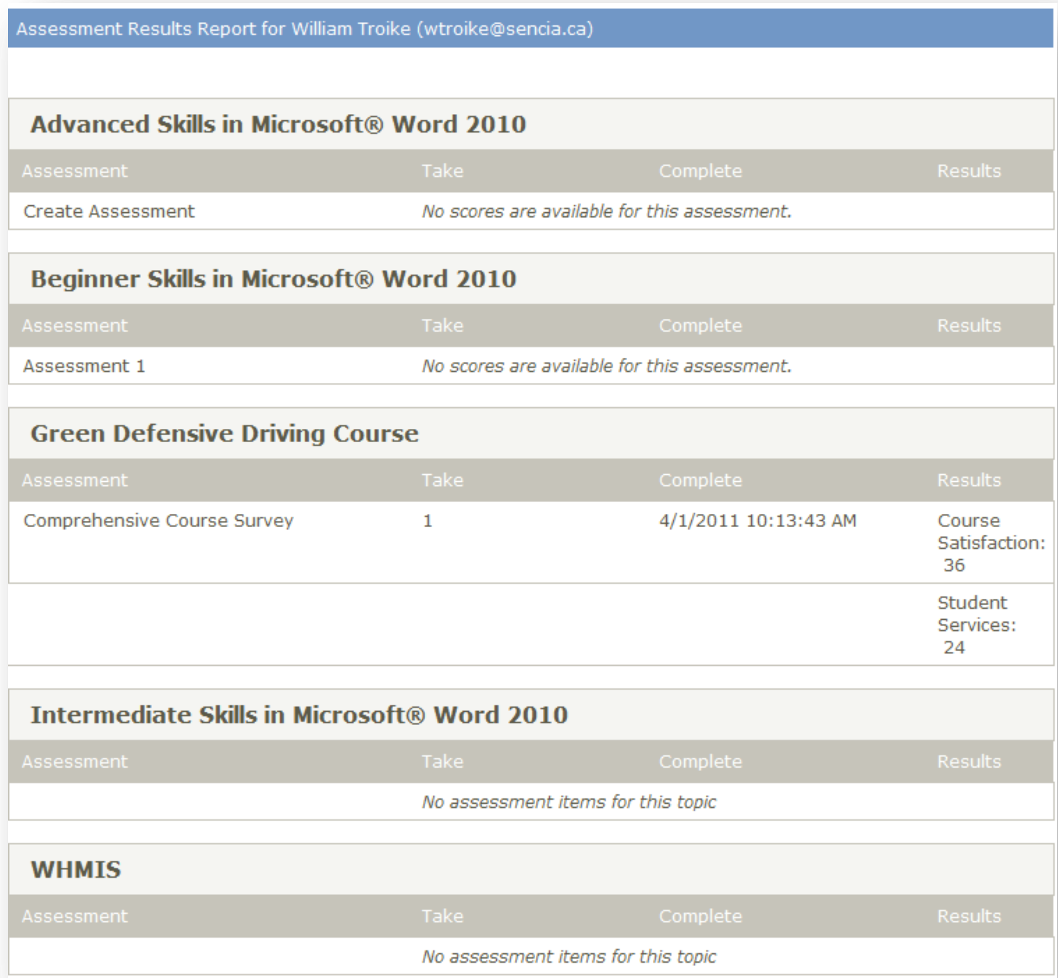
User Group: The User Groups that the report was run on (The example has only one User Group, listed above the User Group column).
Name <account>: The User's first and last names as well as their user account name.
Take: The number of times the Assessment was completed by that Participant.
Completed: This is the date during which the Participant completed the specified Assessment.
Results: Shows both the name of the Assessment Buckets completed and each Participant's response "score" (i.e. level of competency) within the assigned buckets.

Results by Assessment - Individual

The Results by Assessment - Individual report provides the bucket results for each Assessment registered to a defined Participant. *Clients running an old version of the Informetica report engine may know this report under the name: Survey Results – Individual or Assessment Results - Individual.*

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

Assessment: The name of the Assessment assigned to the Product
Take: The number of times the Assessment was completed by that Participant.
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.


Assessment Results Report for William Troike (wtroike@sencia.ca)

Advanced Skills in Microsoft® Word 2010

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

Beginner Skills in Microsoft® Word 2010

Assessment	Take	Complete	Results
Assessment 1	*No scores are available for this assessment.*		

Green Defensive Driving Course

Assessment	Take	Complete	Results
Comprehensive Course Survey	1	4/1/2011 10:13:43 AM	Course Satisfaction: 36
			Student Services: 24

Intermediate Skills in Microsoft® Word 2010

Assessment	Take	Complete	Results
	No assessment items for this topic		

WHMIS

Assessment	Take	Complete	Results
	No assessment items for this topic		

Results by Asset – Individual

The Results by Evaluation report provides the grades for one Participant for as many Products and Assets as you select. *Clients running an old version of the Informetica report engine may know this report under the name: Grades – Individual.*

The report generates a separate entry box for each Evaluation starting with the name of the Product and the type of Asset followed by:

Name: The name of the Assets within the Product the Participant is registered to.

Status: Whether or not the Participant has passed the Asset.

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.

Topic: Green Defensive Driving Course

Modules

Name	Mark	Comment	Weight	Overall Mark

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment	-%	-	80%	0%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Module 2 Quiz (Marked by individual sections)	All	40.00%	0%	0.00%
Module 3 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 4 Quiz (Marked by individual sections)	All	88.89%	0%	0.00%
Module 5 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 6 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 7 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 8 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 9 Quiz (Marked by individual sections)	All		*Not Completed*	
Module 10 - Final Test (Marked by all questions)	All	93.33%	100%	93.33%

Total Weight: 180 **Total Mark:** 93.33%

Results by Evaluation - Group

The Results by Evaluation report provides a list of current marks that can be requested for selected Evaluations from one Product. It will return the grades for all Participants who have taken the selected assets by section and show how many times they attempted them. This report applies to several Asset types with testing and gradable features: Evaluations, SCORM, Assignments and Modules. *Clients running an old version of the Informetica report engine may know this report under the name: Grades.*

Green Defensive Driving Course - Module 10 - Final Test (Evaluation - Marked by all questions)
Grades as of 6/23/2011

User Info			Evaluation Sections	Final			
First Name	Last Name	Username	Taken	Completed	Section One	Grade	Passed
Bennet	Maria	mbennet@sencia.ca	1	3/31/2011 12:16:38 PM	27.00%	26.67%	No
Bree	Christina	cbree@sencia.ca	1	3/31/2011 12:32:23 PM	100.00%	100.00%	Yes
Brent	Sebastian	sbrent@sencia.ca	1	3/31/2011 12:58:04 PM	100.00%	100.00%	Yes
Brook	Marisa	mbrook@sencia.ca	1	3/31/2011 1:13:13 PM	97.00%	96.67%	Yes
Dechein	Elise	edechein@sencia.ca	1	3/31/2011 1:26:34 PM	100.00%	100.00%	Yes
Demo	Sencia	demo-participant@sencia.ca	1	3/31/2011 2:04:46 PM	93.00%	93.33%	Yes
Doe	Alice	demolearner	1	3/31/2011 2:15:15 PM	97.00%	96.67%	Yes
May	Rebecca	rmay@sencia.ca	1	3/31/2011 2:53:34 PM	100.00%	100.00%	Yes
Morro	Steven	smorro@sencia.ca	1	11/3/2010 9:52:24 PM	97.00%	96.67%	Yes
Troike	William	wtroike@sencia.ca	2	3/31/2011 11:33:17 AM	93.00%	93.33%	Yes

Green Defensive Driving Course - Module 2 Quiz (Evaluation - Marked by individual sections)
Grades as of 6/23/2011

User Info			Evaluation Sections	Final			
First Name	Last Name	Username	Taken	Completed	Section One	Grade	Passed
Demo	Sencia	demo-participant@sencia.ca	1	3/31/2011 1:49:41 PM	90.00%	90.00%	Yes
May	Rebecca	rmay@sencia.ca	1	3/31/2011 2:25:23 PM	90.00%	90.00%	Yes
Troike	William	wtroike@sencia.ca	2	3/31/2011 9:43:35 AM	40.00%	40.00%	Yes

First Name: The first name of the Participants who have taken the selected Product.

Last Name: The last name of the Participants who have taken the selected Product.

User Name: The Particpant's username.

Takes: The number of times a Participant has attempted an exam.

Completed: This is the date of the Participant's last attempt of the Evaluation 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 Participant 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 Particpant 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.

Visits

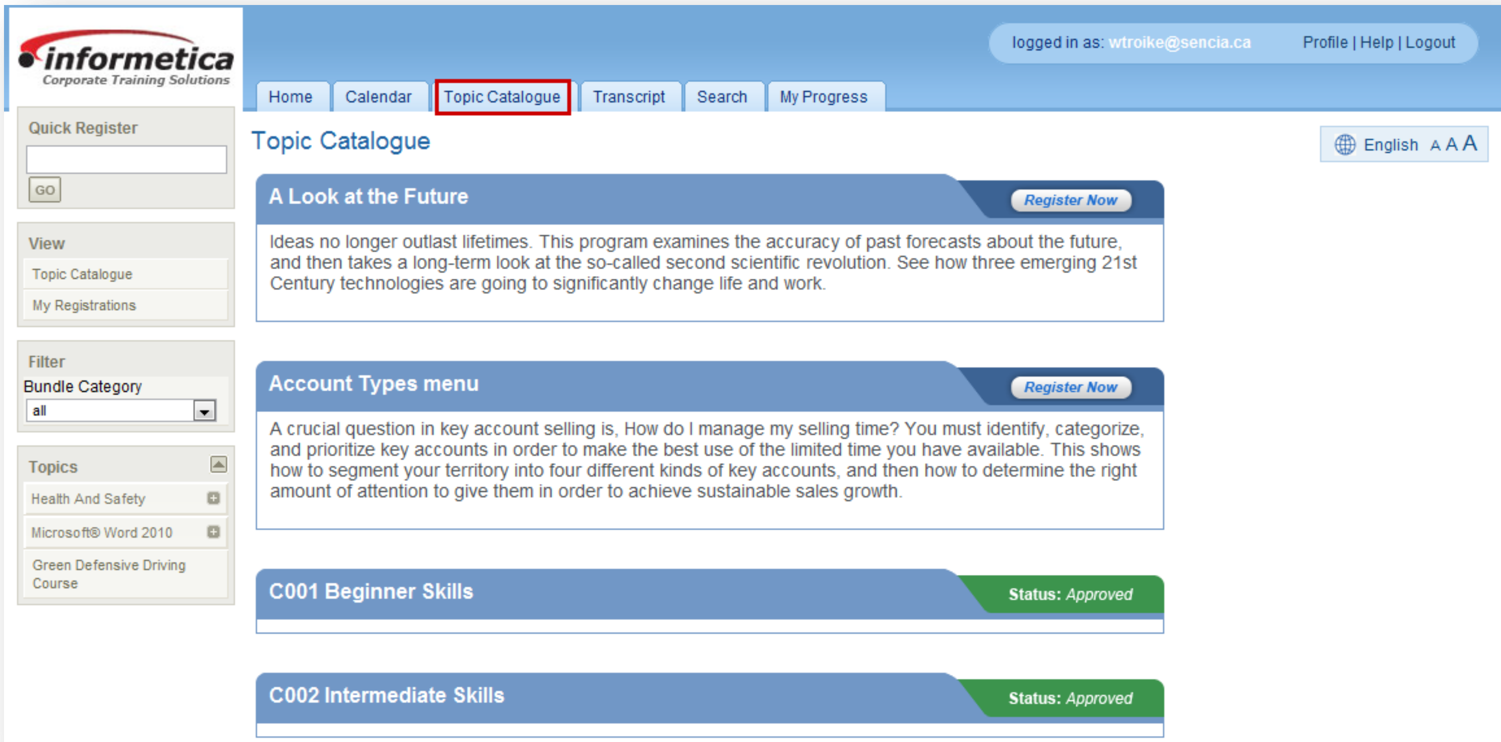
The Visits report provides an historical snapshot of user account activity for a specific Product within a date range. It shows the total time a user spent logged into the system for each session. *Clients running an old version of the Informetica report engine may know this report under the name: Activity.*

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.

User	From IP	Start Date	End Date	Duration
Bateman, Amy				
	216.211.21.254	3/31/2011 9:10:52 AM	3/31/2011 9:21:58 AM	11 minutes 6 seconds
	216.211.21.254	4/1/2011 10:05:38 AM	4/1/2011 10:10:44 AM	5 minutes 5 seconds
Bennet, Maria				
	216.211.21.254	3/31/2011 12:13:46 PM	3/31/2011 12:23:00 PM	9 minutes 14 seconds
	216.211.21.254	4/1/2011 10:21:51 AM	4/1/2011 10:22:17 AM	25 seconds
	216.211.21.254	4/5/2011 4:36:07 PM	4/5/2011 4:37:54 PM	1 minutes 47 seconds
	216.211.21.254	4/5/2011 4:38:24 PM	4/5/2011 4:43:26 PM	5 minutes 1 seconds
Bree, Christina				
	216.211.21.254	3/31/2011 12:24:41 PM	3/31/2011 12:41:15 PM	16 minutes 34 seconds
	216.211.21.254	4/1/2011 10:11:09 AM	4/1/2011 10:11:51 AM	42 seconds
Brent, Sebastian				
	216.211.21.254	3/31/2011 12:42:49 PM	3/31/2011 12:58:07 PM	15 minutes 18 seconds
	216.211.21.254	4/1/2011 10:12:06 AM	4/1/2011 10:12:51 AM	45 seconds
Brook, Marisa				
	216.211.21.254	3/31/2011 1:00:02 PM	3/31/2011 1:13:15 PM	13 minutes 12 seconds
	216.211.21.254	4/1/2011 10:16:48 AM	4/1/2011 10:21:33 AM	4 minutes 45 seconds
Bruce, Jason				
	216.211.21.253	4/12/2011 10:48:30 AM	4/12/2011 10:48:31 AM	< 15 seconds
Dechein, Elise				
	216.211.21.254	3/31/2011 1:14:29 PM	3/31/2011 1:26:36 PM	12 minutes 7 seconds
	216.211.21.254	3/31/2011 4:38:43 PM	3/31/2011 4:50:04 PM	11 minutes 20 seconds
	216.211.21.254	4/1/2011 10:16:02 AM	4/1/2011 10:16:29 AM	26 seconds
	216.211.21.254	4/5/2011 4:21:25 PM	4/5/2011 4:22:30 PM	1 minutes 5 seconds
	216.211.21.254	4/5/2011 4:32:15 PM	4/5/2011 4:34:09 PM	1 minutes 53 seconds

Chapter 10: Topic Catalogue

The Topic Catalogue, if utilized on this system, contains a list of all of the Products (courses) that you are eligible to register for, including Products that you are already enrolled to. The Topic Catalogue will often also contain a short description of each Product. This tab is predominately used by Participants.

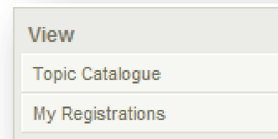


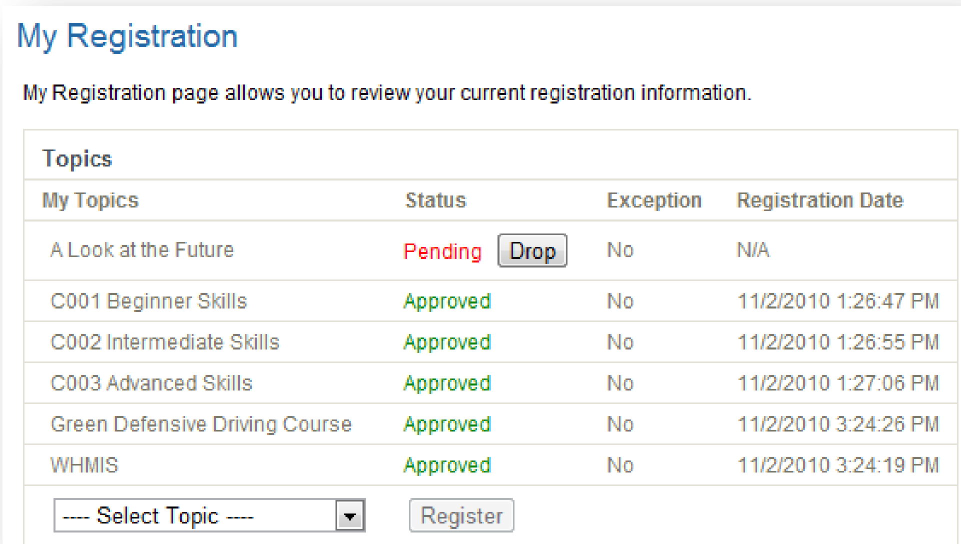
Register Now Some systems are set up so that Participants (students) can select Products from the list and register for the ones they are interested in. Some systems are set up to give Participants immediate access when registering in this manner.

Status: *Approved* The approved status indicates that you are currently registered for this course. You will find it on you Topic list and have access.

Status: *Pending* The pending status means that a Site Manager has to approve your registration for before you can access the Product.

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





My Registration

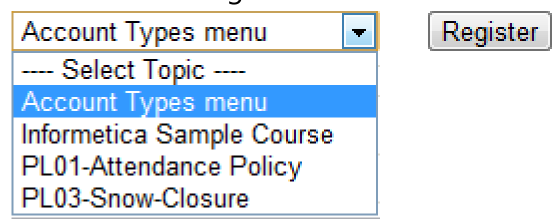
My Registration page allows you to review your current registration information.

Topics

My Topics	Status	Exception	Registration Date
A Look at the Future	Pending Drop	No	N/A
C001 Beginner Skills	Approved	No	11/2/2010 1:26:47 PM
C002 Intermediate Skills	Approved	No	11/2/2010 1:26:55 PM
C003 Advanced Skills	Approved	No	11/2/2010 1:27:06 PM
Green Defensive Driving Course	Approved	No	11/2/2010 3:24:26 PM
WHMIS	Approved	No	11/2/2010 3:24:19 PM

---- Select Topic ---- Register

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



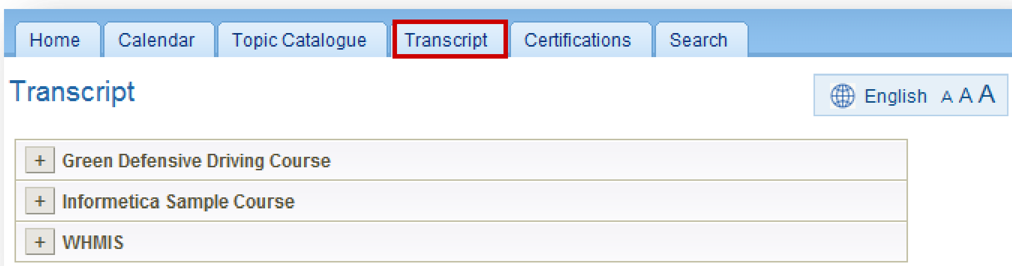
Chapter 11: Grades and Certifications

Topics Covered in this Chapter:

Transcript
Certifications
My Progress

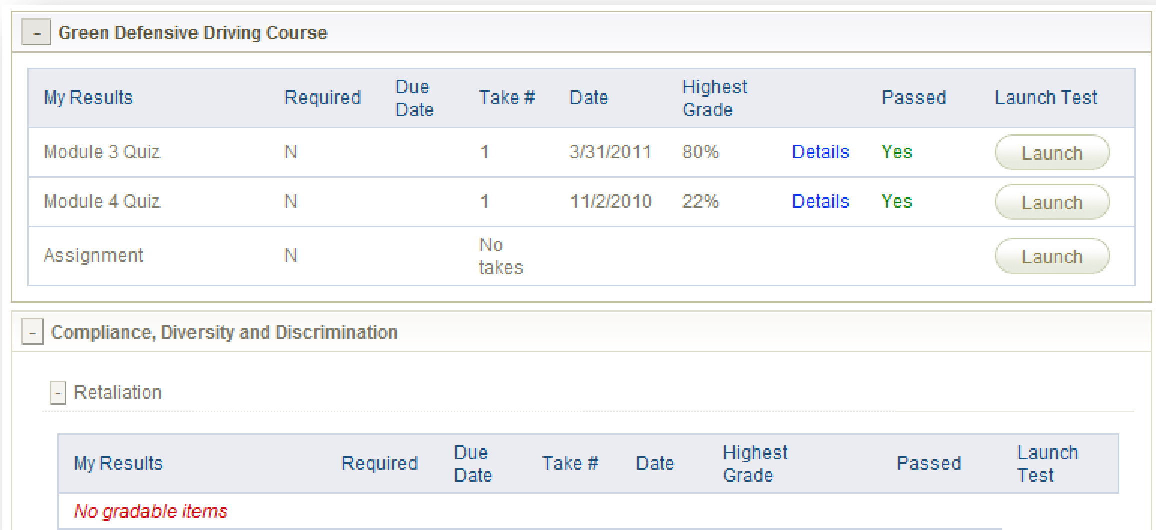
Your system may have any of these three configurations or a combination of them available to show Participants their grades and progress towards certifications. Remember that your system is customized, so default names shown here may be different on your system.

Transcript



This feature is generally meant for Participants (students), but is available to Organization Managers as well.
The Transcript or Grades tab shows you a list of the Products (courses) that you are registered to as well as which gradable items within the Product (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 Product (course) and the grade or mark, if applicable, that you received for each attempt. Click (plus symbol) to expand the details of a Product and view the individual gradable items within that Product. The transcript will not show any grade information if you have not yet attempted the Product or if there is no gradable content in that course.



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	If applicable, this will show the date by which the item must be completed.

<table>
<tr><td>Take #</td><td>This is the number of attempts that you have attempted the item. The most recent passed attempt will show over other attempts.

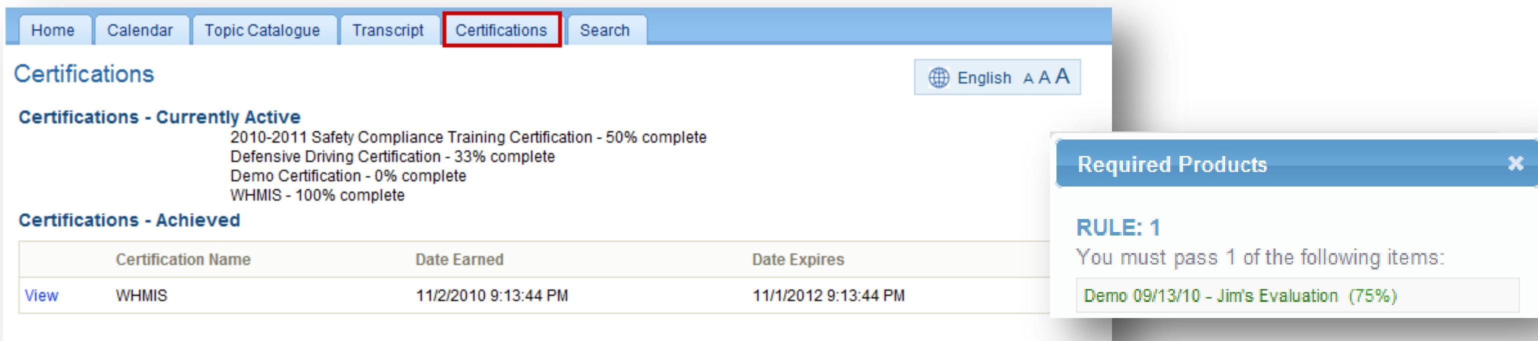
If you have not attempted the Asset, then the field will read “No takes”.
If you have started the item, but not yet completed it, then this field will show Take # 0.
</td></tr>
<tr><td>Date</td><td>This is the date that the item was completed by you.</td></tr>
<tr><td>Highest Grade</td><td>This shows the best mark that you have received for the item.</td></tr>
<tr><td>Details</td><td>Click this interactive link to see a more detailed summary of your grade for this item.

</td></tr>
<tr><td>Passed</td><td>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.
</td></tr>
<tr><td>Launch Test</td><td>Click  (launch button) to go straight to the test item and attempt it.</td></tr>
</table>

Certifications

This feature is generally meant for Participants (students), but is available to Organization Managers as well. The Certifications tab will show all progression of any certifications that are you working towards, if applicable. Note that not all systems or Products 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 Products (Courses). Click the name of a certification to reveal which items and requirements you need to pass in order to achieve the certification.



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.
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.

My Progress

This feature is generally meant for Participants (students), but is available to Organization Managers as well. The My Progress tab 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.