learning your way

informetica

Reports Rev 17-01

Topics Covered In This Manual

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Introduction

This manual covers the standard reports available via the Report Wizard and reporting interface. This manual does not reflect reports customized for your system. For example, some reports may have additional fields or hidden fields. Report names and headers used in the example reports may be different on your system

Reports are available in multiple download options. Many reports have summarized graphical data and are in a responsive, mobile-friendly format that is WC3 compliant. You must use a modern browser and Internet Explore version 9 and higher to view report graphs.

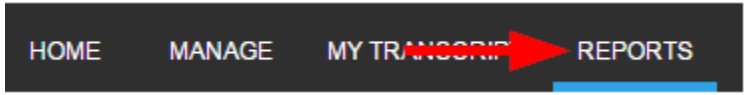
Reports have a unique identifier so for easy identification. This is especially important if you have renamed your reports.

The Report Wizard

The report wizard guides you through the steps needed to build and generate reports.

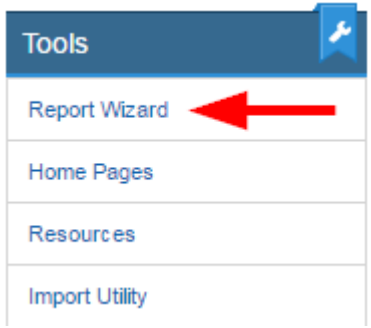
Access the Report Wizard

To launch the Report Wizard, users with reporting permissions must select the Reports tab at the top of any page.

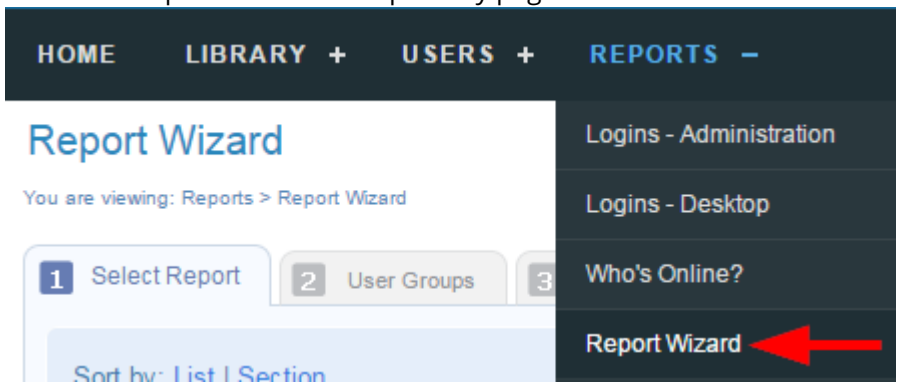


For **Site Managers**, there are two ways to launch the Report Wizard.

1. Select Report Wizard from the Site Manager dashboard under the Tools menu.



2. Select the Reports tab at the top of any page.



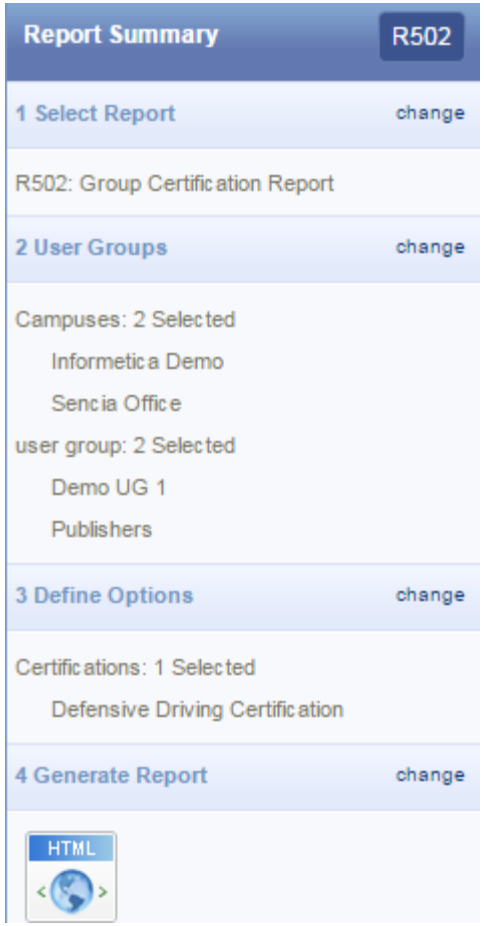
Run a Report

The Report Wizard walks you through four steps. Your current step is highlighted and you can navigate by selecting a tab at the top or a button at the bottom.

Select the tabs at the top

Use the buttons at the bottom

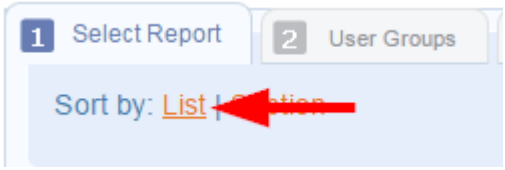
As you go through the steps, the report summary provides a running overview of the report data selected. You can easily change your selections from the report summary by selecting **Change** to return to a particular step. If the summary is not visible, expand the column using select the arrow .



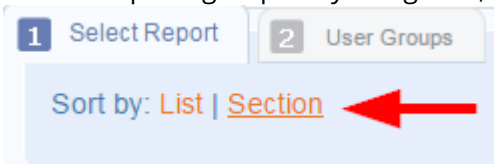
Step 1: Select Report

The Report Wizard automatically shows you the reports you can run. There are two views available. Selecting a report shows additional information about the report. Select Step 2 to continue.

1. To view reports in alphabetical order, select **List**.

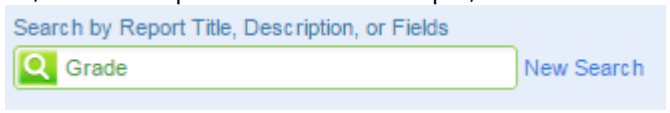


2. To view reports grouped by categories, select **Section**.



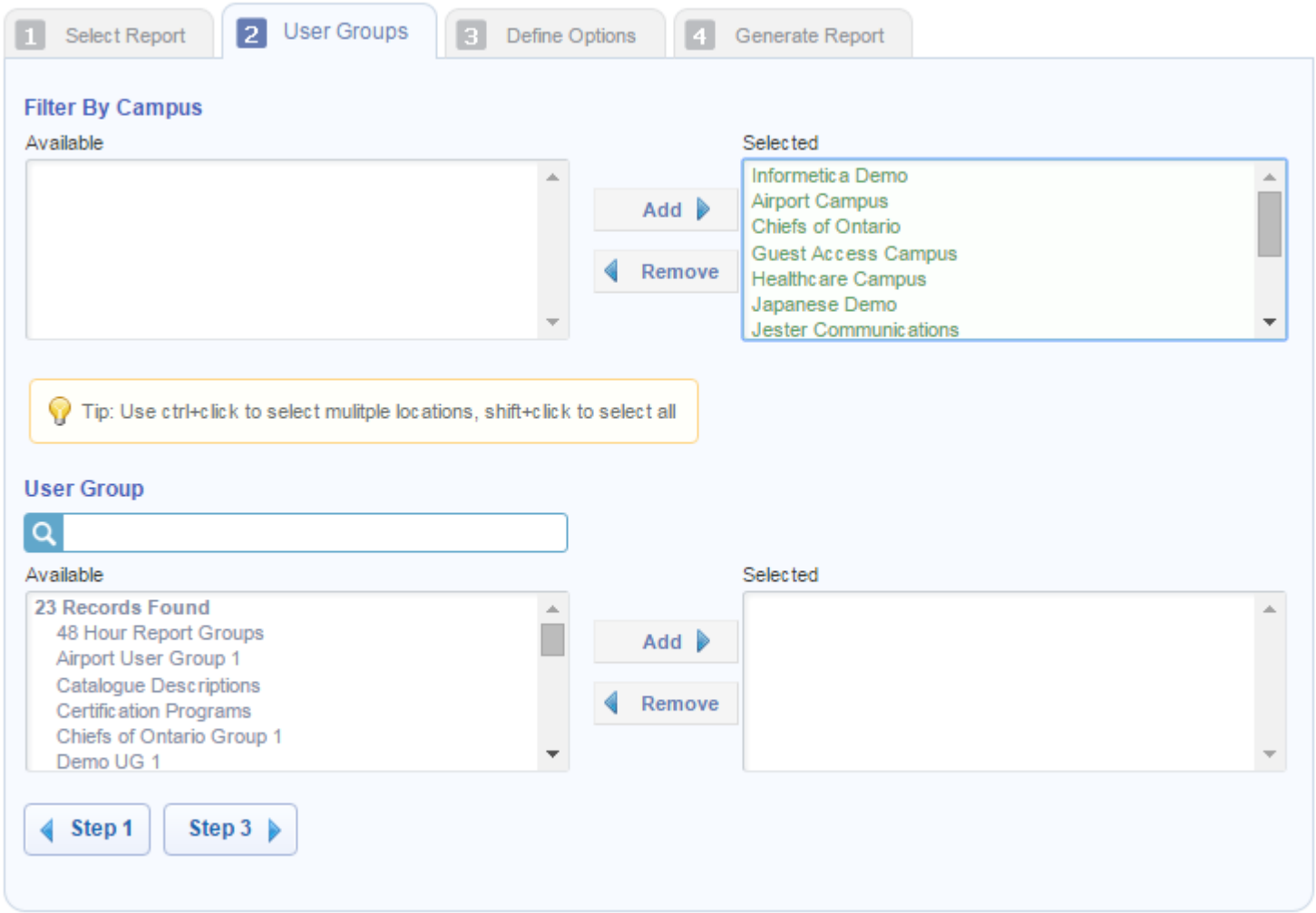
Search

Use the search box to enter one or two words to find the report you need. Search results are returned from the report title, the description text, and the report fields. For example, to see which reports show grade information, enter **grade,** to view relevant reports.



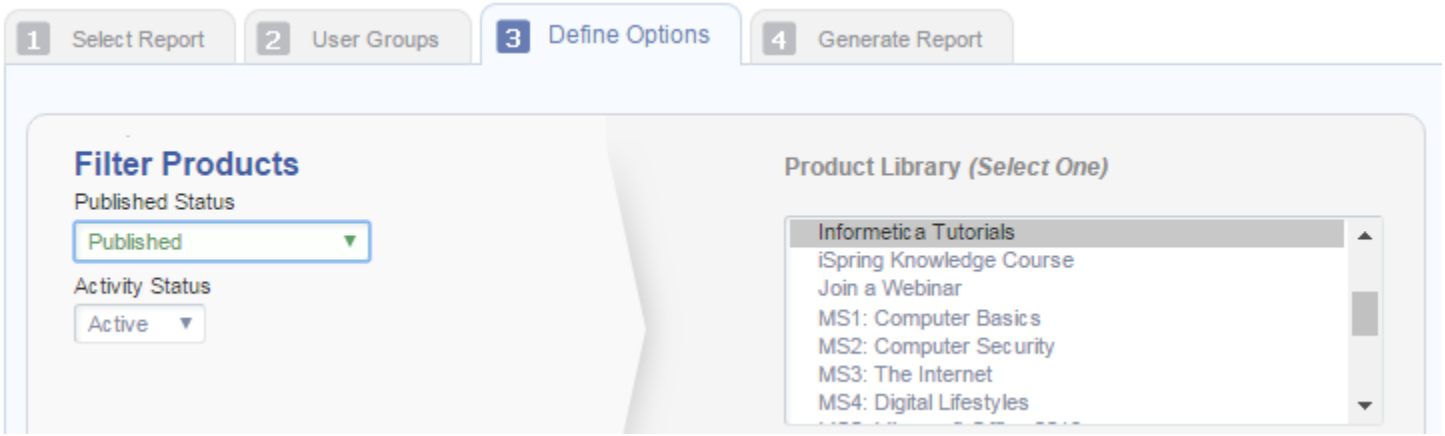
Step 2: User Groups

Select the campuses and user groups you want to report on and then continue to step 3. The available user groups are based the campuses that you have are selected. When a campus is added or removed, the available user groups are also affected. If there are more than 10 user groups, the user group filter is available to help you search for a specific group by name.

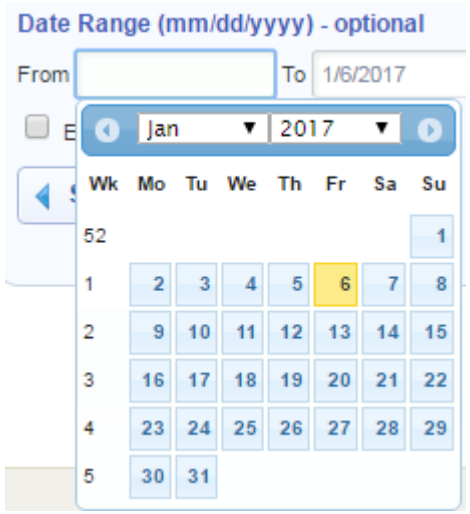


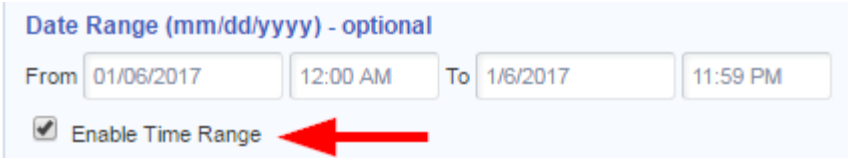
Step 3: Define Options

Complete the fields and then continue to step 4. Each report has different criteria so step 3 will differ depending on the report you select.



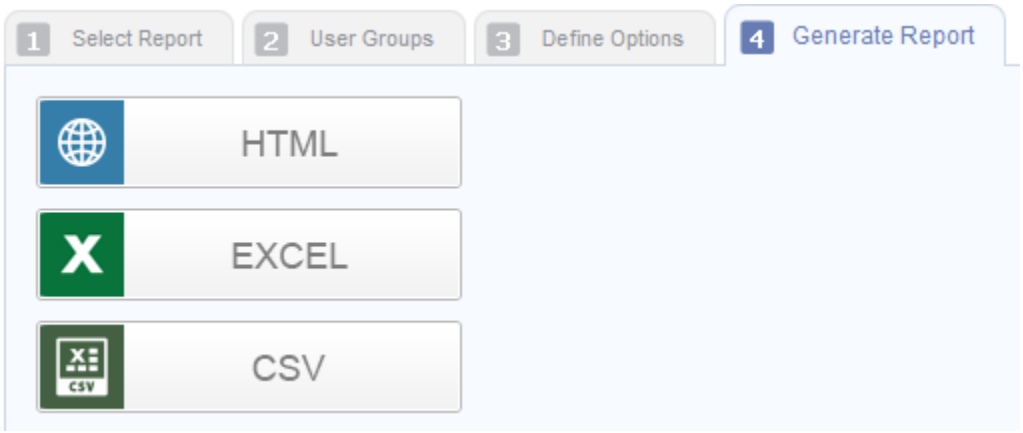
Many reports require a date range. You can enter the date into the field or use the available calendar. These reports usually have an optional time range that can be enabled.



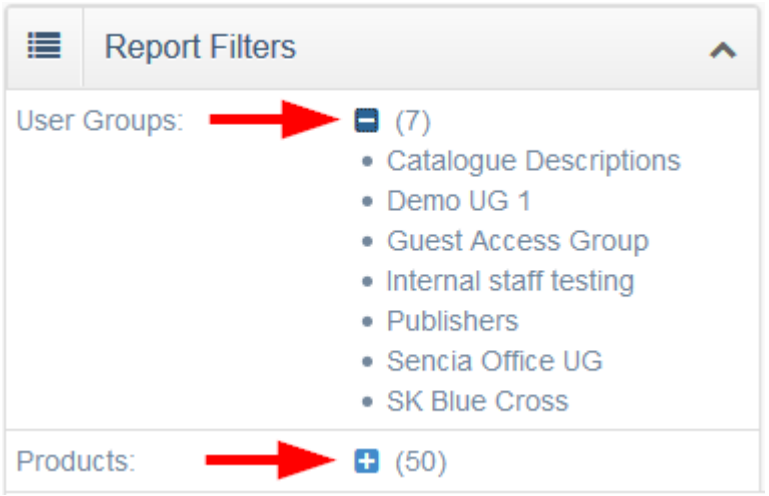


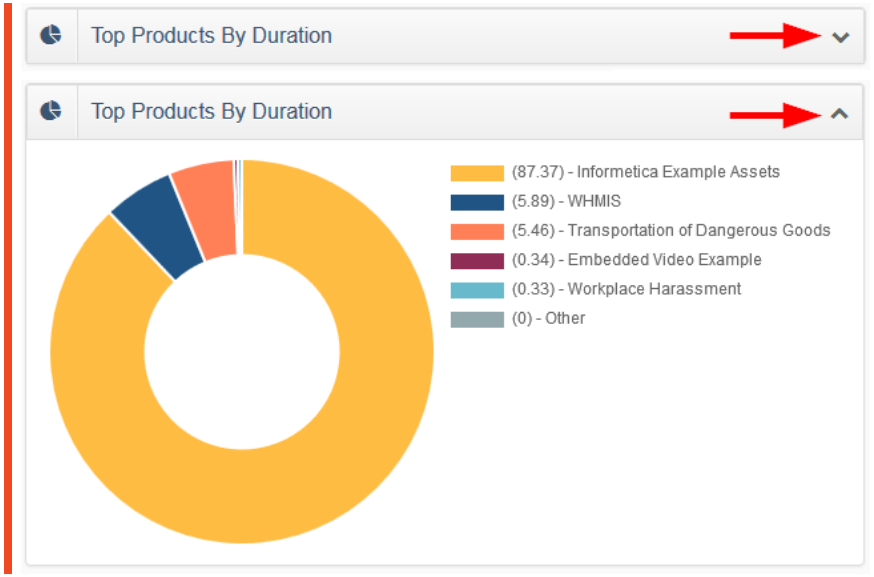
Step 4: Generate Report

Select the output for your report. Choose HTML to view it in your browser or download in Excel (.xlsx) or CSV format.



Some HTML reports have interactive elements. For example, many report filters can be expanded to view more information. Report filters and graphs can be collapsed or expanded by selecting the arrow. You can also select/deselect the data showing on a graph.





Report Descriptions

R101 Participant Record Overview

dictionary label: reports_ R101_name

View a single user's group and product enrolments, access codes, earned certifications, affidavit activity, and supplemental training records. The report below is bisected to display it in its entirety.

Last Name	First Name	Username	E-Mail Address	Date Registered
Dresden	Harry	hdresden		8/5/2010 9:21:05 AM

Campus	User Group
Informetica Demo	Demo UG 1

Product Name	Status	Product Type	Product Expiry Date	Enrollment	Enrollment Date	Duration (Days)	Finish Date
C001 Beginner Skills	active	Course		Approved	11/01/2010 04:05:15 PM	0	01/20/2011 12:32:32 PM
C002 Intermediate Skills	active	Course		Approved	11/01/2010 04:05:25 PM	0	
C003 Advanced Skills	active	Course		Approved	11/01/2010 04:05:47 PM	0	

Access Code Name	Access Code Number
Harry Dresden has not been assigned to any	

Certification Name	Earned Date	Certification Sent
Safety Compliance Training Certification	8/5/2010 1:23:00 PM	
Transportation of Dangerous Goods	8/5/2010 2:22:28 PM	
WHMIS Certification	2/26/2013 9:39:05 AM	
Workplace Violence Prevention	3/25/2013 3:40:47 PM	

Affidavit Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
Harry Dresden has not been assigned to any Title						

Internal Supplemental Training

Product Name	Start Date	End Date	Expiry Date	Duration
WHMIS	5/16/2014 12:00:00 AM	5/18/2014 12:00:00 AM	5/31/2017 12:00:00 AM	1077

External Supplemental Training

Title	Instructor	Vendor	Location	Start Date	End Date	Price
CPR	Dale Brown	Ottawa		3/5/2014 12:00:00 AM	3/5/2014 12:00:00 AM	45

R102 Participant Questionnaire Scores

dictionary label: reports_ R102_name

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

Participant Questionnaire Scores Report R102

Generated On: 2/2/2015 3:28:39 PM
User: Alice Doe

Green Defensive Driving (inactive)

Questionnaire	Take	Complete	Bucket	Results	Average
Comprehensive Course Survey	1	4/1/2011 10:02:44 AM	Course Satisfaction	24 out of 35	18.82
			Student Services	16 out of 20	13.73

Informetica Sample Course

Questionnaire	Take	Complete	Bucket	Results	Average
Questionnaire Example	1	6/12/2014 11:29:57 AM	Organization	8 out of 20	12.75
			Communication	14 out of 20	10.75
			Motivation	9 out of	10
			Creative Thinking		

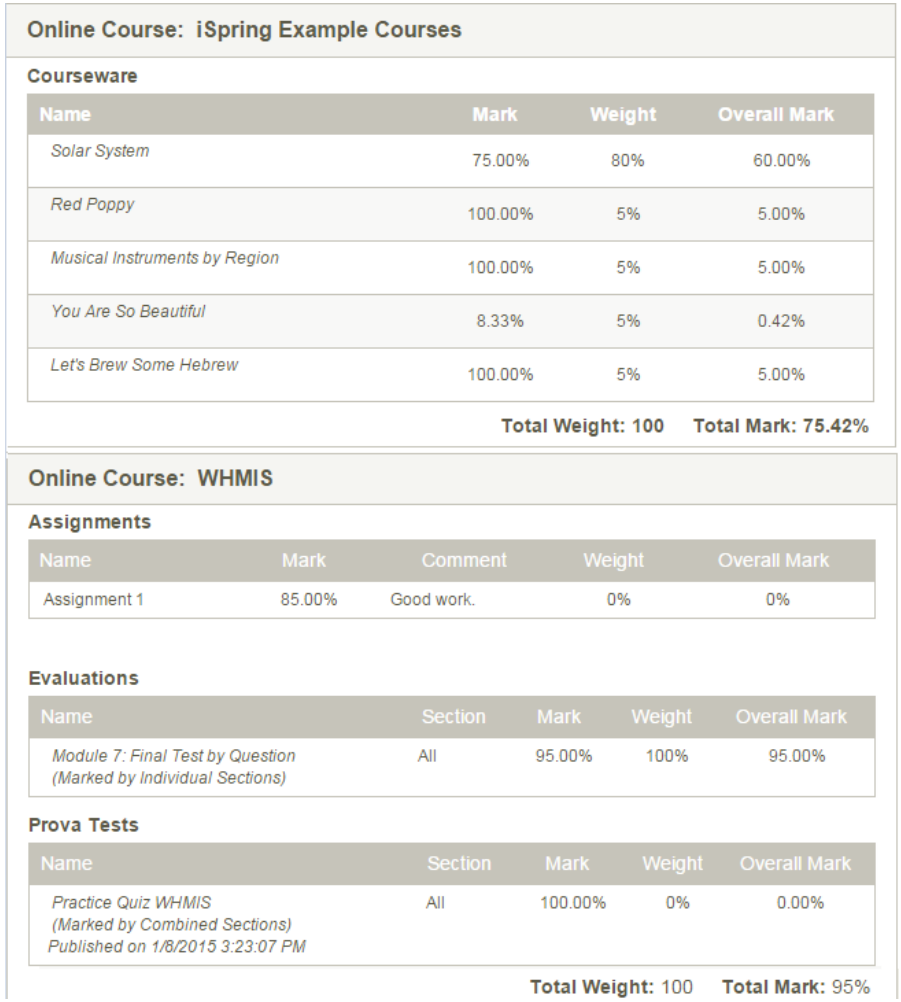
More Questionnaire Reports:

- R105
- R203
- R208
- R219

R103 Grades by Participant

dictionary label: reports_ R103_name

View one individual's grades for all of the products they are enrolled to. In step 3, you can group all Prova test publishes into one result.



Online Course: iSpring Example Courses

Courseware

Name	Mark	Weight	Overall Mark
Solar System	75.00%	80%	60.00%
Red Poppy	100.00%	5%	5.00%
Musical Instruments by Region	100.00%	5%	5.00%
You Are So Beautiful	8.33%	5%	0.42%
Let's Brew Some Hebrew	100.00%	5%	5.00%

Total Weight: 100 **Total Mark: 75.42%**

Online Course: WHMIS

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	85.00%	Good work.	0%	0%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Module 7: Final Test by Question (Marked by Individual Sections)	All	95.00%	100%	95.00%

Prova Tests

Name	Section	Mark	Weight	Overall Mark
Practice Quiz WHMIS (Marked by Combined Sections) Published on 1/8/2015 3:23:07 PM	All	100.00%	0%	0.00%

Total Weight: 100 **Total Mark:** 95%

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

Field	Description
Name	Name of the gradable asset within the product.
Mark	Grade earned for that asset.
Weight	Percentage that a test is worth towards the overall product's grade, if applicable.
Section	Grade if test is configured for section pass values.
Comment	Available for manually graded items.
Overall Mark	The overall grade received for the entire product, if applicable.

R104 Affidavit Compliance Status by Participant

dictionary label: reports_R104_name

View all affidavit interactions for a single individual.

Alice Doe <demolearner>

Affidavit Info						User Info	Course Info	
Timestamp	Title	Created	Status	Feedback	Previously Accepted	Course Name	Asset Name	Asset Type
4/27/2012 10:37:41 AM	Course Credit Requirements	2/3/2012 11:50:18 AM	Viewed		4/27/2012 10:37:45 AM	Learning About INF Assets	Affidavit Example	Reference
4/27/2012 10:37:45 AM	Course Credit Requirements	2/3/2012 11:50:18 AM	Accepted		4/27/2012 10:37:45 AM	Learning About INF Assets	Affidavit Example	Reference
	Mandatory Reading	4/7/2015 2:40:12 PM	Not Viewed			WHMIS	Standard Operating Procedure	Reference

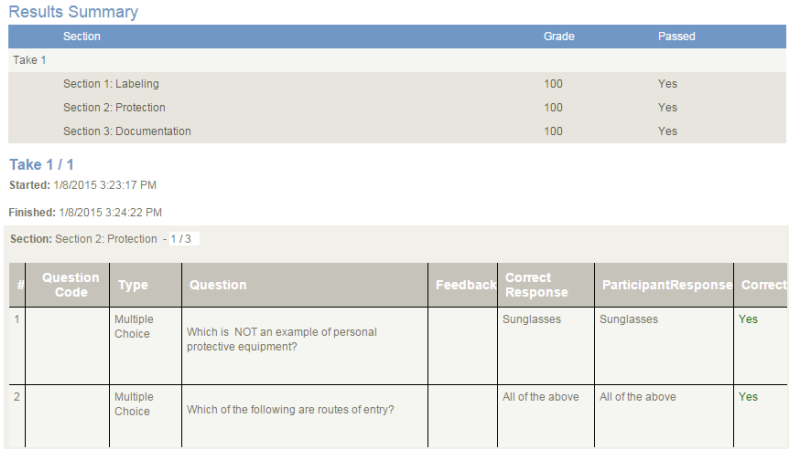
Similar Report

You may also be interested in R205, a similar report that can be run on groups.

R105 Participant Test Responses

dictionary label: reports_ R105_name

View a user's information and responses for a single test, questionnaire, or appraisal, including the test questions, associated feedback, correct answers, and the individual's answers. R105 does not capture SCORM test results.



Results Summary

Section	Grade	Passed
Take 1		
Section 1: Labeling	100	Yes
Section 2: Protection	100	Yes
Section 3: Documentation	100	Yes

Take 1 / 1

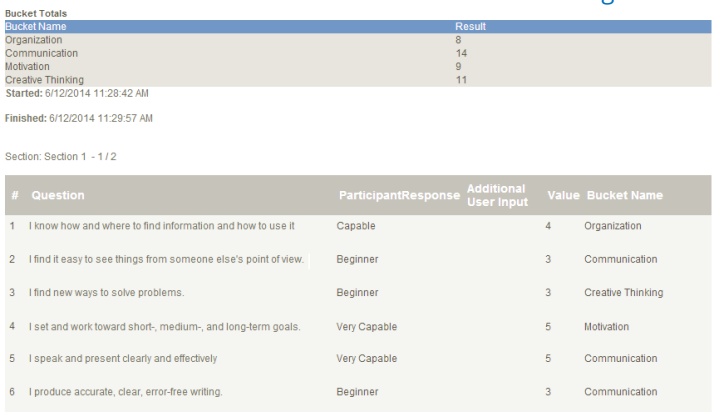
Started: 1/8/2015 3:23:17 PM

Finished: 1/8/2015 3:24:22 PM

Section: Section 2: Protection - 1 / 3

#	Question Code	Type	Question	Feedback	Correct Response	ParticipantResponse	Correct
1		Multiple Choice	Which is NOT an example of personal protective equipment?		Sunglasses	Sunglasses	Yes
2		Multiple Choice	Which of the following are routes of entry?		All of the above	All of the above	Yes

Test Configured to Grade by Individual Sections



Bucket Totals

Bucket Name	Result
Organization	8
Communication	14
Motivation	9
Creative Thinking	11

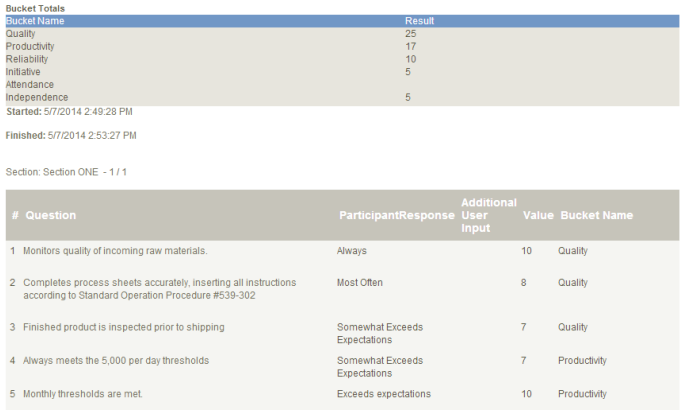
Started: 6/12/2014 11:28:42 AM

Finished: 6/12/2014 11:29:57 AM

Section: Section 1 - 1 / 2

#	Question	ParticipantResponse	Additional User Input	Value	Bucket Name
1	I know how and where to find information and how to use it	Capable		4	Organization
2	I find it easy to see things from someone else's point of view.	Beginner		3	Communication
3	I find new ways to solve problems.	Beginner		3	Creative Thinking
4	I set and work toward short-, medium-, and long-term goals.	Very Capable		5	Motivation
5	I speak and present clearly and effectively	Very Capable		5	Communication
6	I produce accurate, clear, error-free writing.	Beginner		3	Communication

Questionnaire



Bucket Totals

Bucket Name	Result
Quality	25
Productivity	17
Reliability	10
Initiative	5
Attendance	
Independence	5

Started: 5/7/2014 2:49:28 PM

Finished: 5/7/2014 2:53:27 PM

Section: Section ONE - 1 / 1

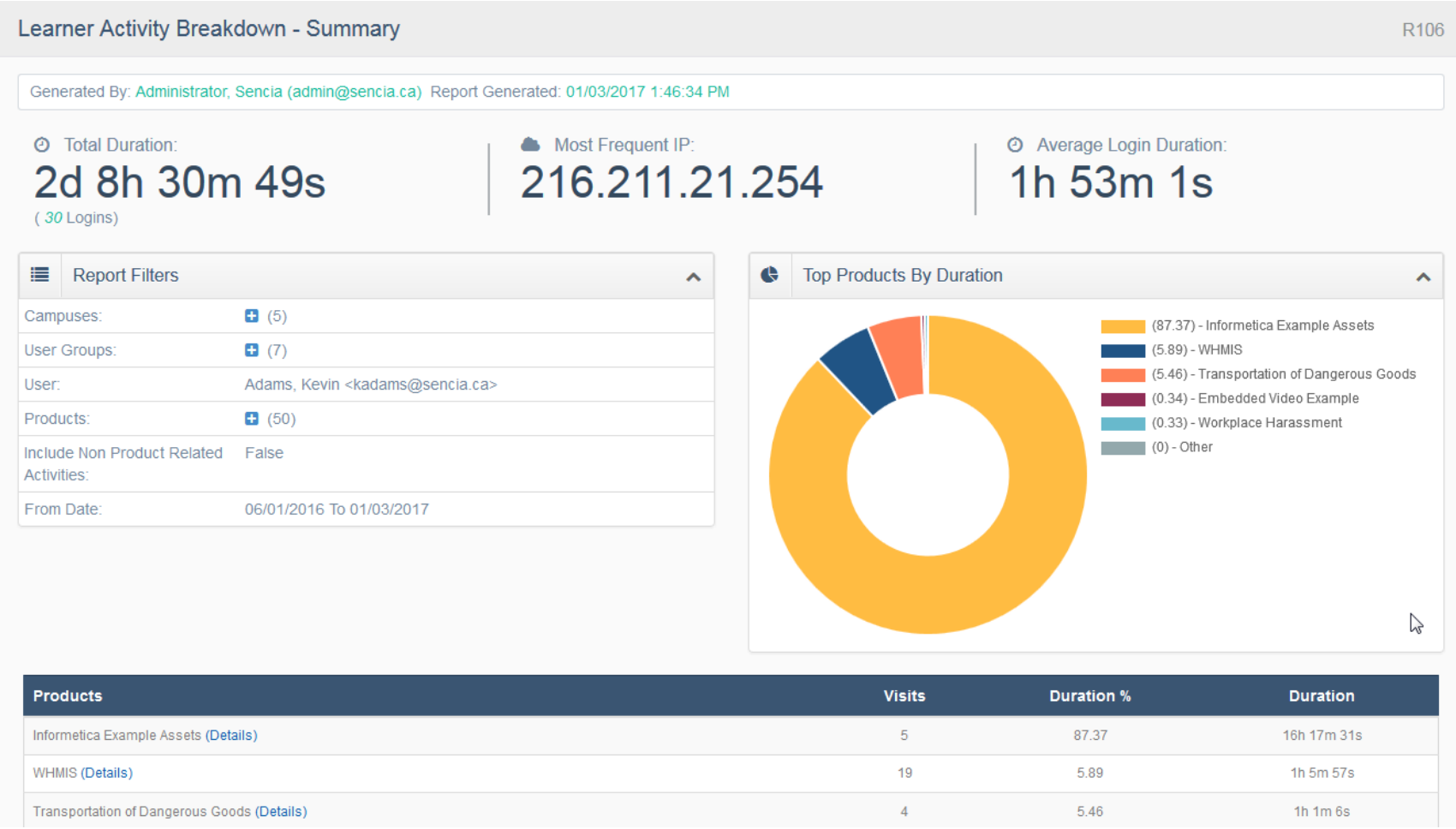
#	Question	ParticipantResponse	Additional User Input	Value	Bucket Name
1	Monitors quality of incoming raw materials.	Always		10	Quality
2	Completes process sheets accurately, inserting all instructions according to Standard Operation Procedure #539-302	Most Often		8	Quality
3	Finished product is inspected prior to shipping	Somewhat Exceeds Expectations		7	Quality
4	Always meets the 5,000 per day thresholds	Somewhat Exceeds Expectations		7	Productivity
5	Monthly thresholds are met.	Exceeds expectations		10	Productivity

Appraisal

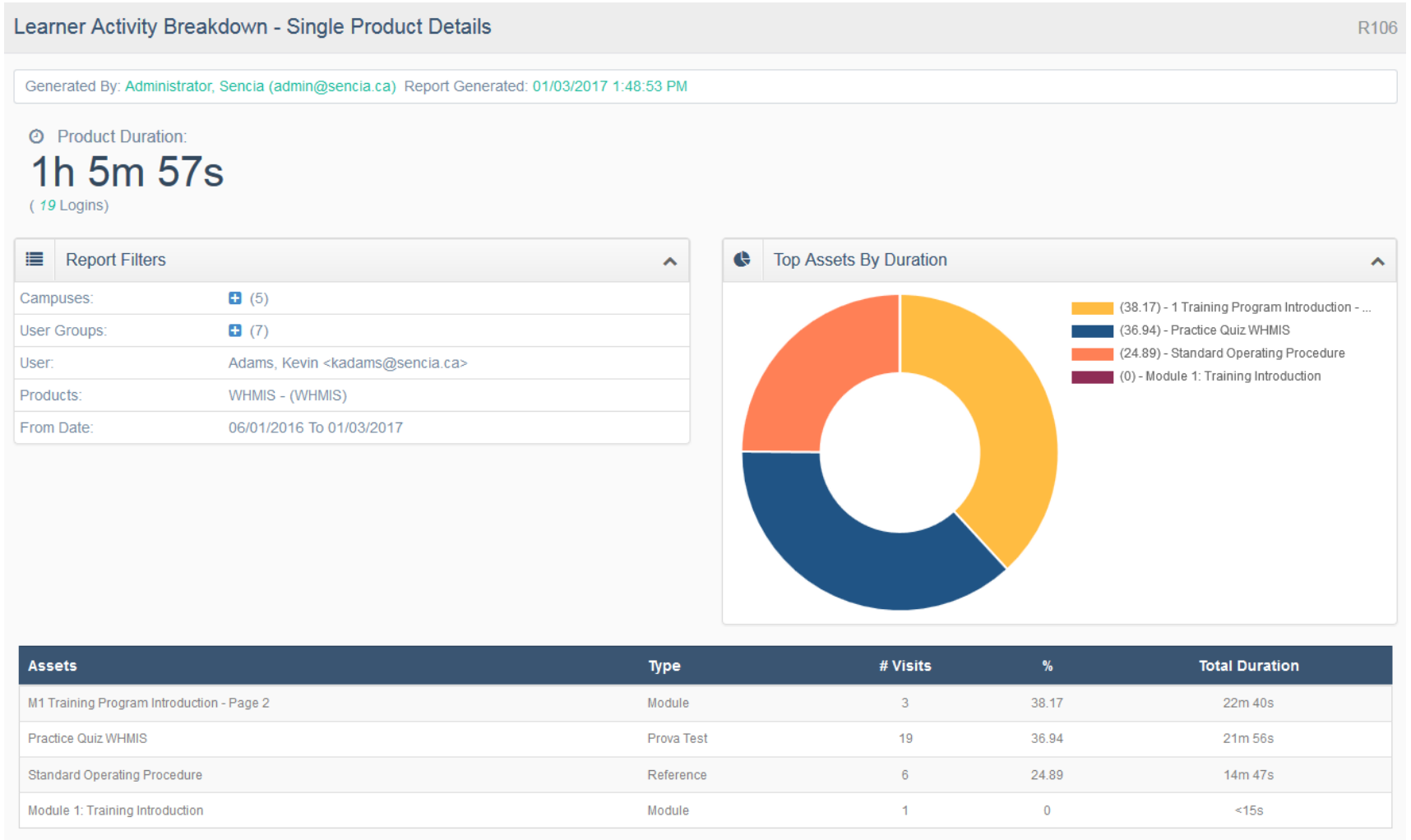
R106 User Activity Breakdown

dictionary label: reports_ R106_name

For a given date range, view the products a user has accessed and how much time the user has spent in them. The report also offers details on the time spent on individuals assets within a selected product. This image shows the Summary view. The graph shows the top products visited and the data below shows information for all products visited.



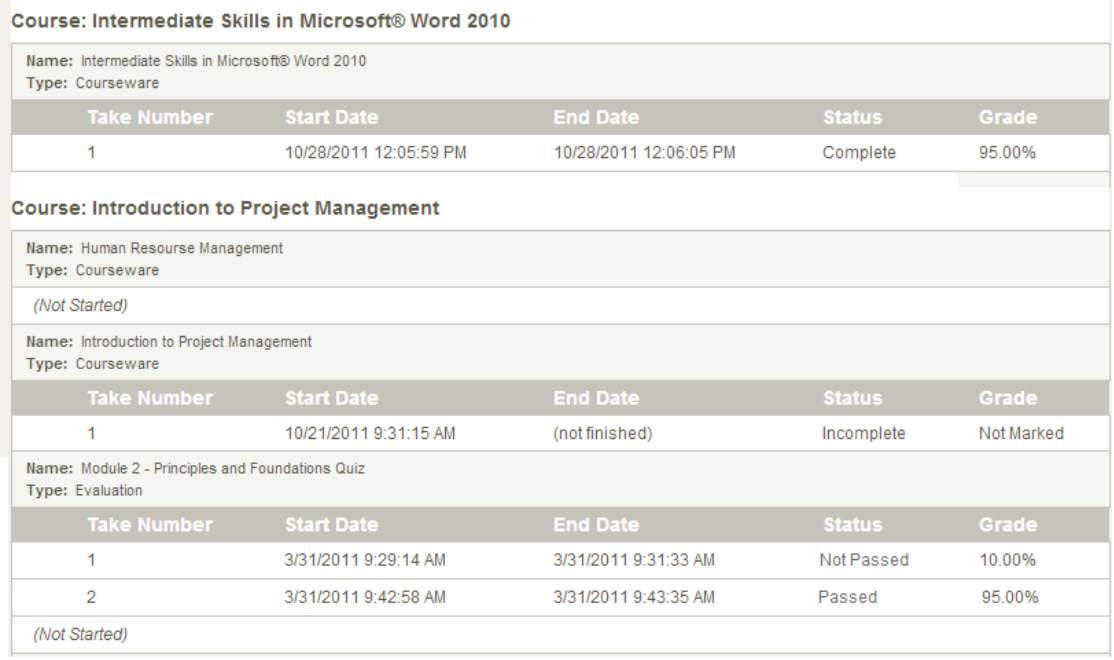
This image shows the detailed view, accessed by selecting Details for a product from the Summary view. For the selected product, the graph shows the top asset visited and the details below contain information for all assets visited.



R107 Participant Completion Status

dictionary label: reports_ R107_name

View an individual's pass, fail and completion status for all assets within a product they are assigned to. This report applies to Informetica evaluation, assessment and SCORM assets. In step 3, you can group all Prova test publishes into one result.



Course: Intermediate Skills in Microsoft® Word 2010

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

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

Course: Introduction to Project Management

Name: Human Resourse Management
Type: Courseware

(Not Started)

Name: Introduction to Project Management
Type: Courseware

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

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

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

(Not Started)

Similar Report

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

R108 Participant Taxonomy Performance

dictionary label: reports_ R108_name

Identify the performance gaps and successes of an individual for specific taxonomy terms used within selected tests. Terms are automatically reported based on the tests that you select. There is a separate entry for each test and attempt.

Course IBA v2.0: Practice Exams
Asset IBA Practice Exam
Take 11
Take Date 1/4/2016 9:07:39 AM
Publish Date 1/30/2014 3:37:14 PM

Taxonomy	Terms	Total Questions	Total Correct	(%)
WFAv2-PE-IBA	01	2	1	50
	02	5	3	60
	03	3	3	
	04	2	2	
	05	8	4	
	06	6	5	
	08	1	1	
	09	1	1	
	10	4	4	
	11	3	3	
	12	1	0	
	14	2	2	
	15	5	4	
	16	2	1	
	17	1	1	
	18	1	1	
	21	3	3	100
	Total	**50**	**39**	**78**

Here are more details on some of the report fields:

Field	Description
Taxonomy	Main level terms (parent) associated to test questions.
Terms	Nested level terms (child) associated to test questions.
Total Questions	The total number of questions belonging to the taxonomy term
Questions Correct	The total number of questions the participant got correct within the taxonomy term.
%	The percentage of correct questions within the taxonomy term.

Taxonomy Questions

This report does not identify the questions themselves and questions that are not associated with a taxonomy are not reported.

R201 Product Expirations

dictionary label: reports_ R201_name

View a list of individuals enrolled to products that will be expiring (based on defined product expiry date) and the date they enrolled to the products. The report covers a date range starting with the current date through a future date of your choice.

Expiration Date	Days Until Expiry	Product	Last Name	First Name	Username	E-Mail Address	Register Date
02/08/2015	5	WHMIS	Jameswe	Irene	ijameswe@sencia.ca		01/09/2015
02/08/2015	5	WHMIS	Gonzales	Rose	Rgonzales		01/09/2015
02/08/2015	5	WHMIS	Tookers	Morgan	Mtookers		01/09/2015
02/11/2015	8	WHMIS	hill	irene	ihill@sencia.ca	ihill@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Jones	Sue	sjones@sencia.ca	sjones@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Ahola	Ken	kahola@sencia.ca	kahola@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Mayer	Irene	imayer@sencia.ca	imayer@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Fisher	Charlie	cfisher@sencia.ca	cfisher@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Taylor	Greg	gtaylor@sencia.ca	gtaylor@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Jones	John	jjones@sencia.ca	jjones@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Hoffman	Lisa	lhoffman@sencia.ca	lhoffman@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Fox	Joanne	jfox@sencia.ca	jfox@sencia.ca	01/12/2015
02/12/2015	9	WHMIS	Strong	James	jstrong@sencia.ca	jstrong@sencia.ca	01/13/2015
02/25/2015	22	WHMIS	Callahan	Melanie	mcallahan@sencia.ca	mcallahan@sencia.ca	01/26/2015

R202 Participant and Grade Details by Classification

dictionary label: reports_R202_name

View a progress summary for the selected tests (classic and Prova), including the level of completion and grade for each take. There are a number of filters to run this report against, including user type, classification, and last login date range. You may also elect run the report on a single individual or view only the most recent attempt. In step 3, you can group all Prova test publishes into one result.

Campus	User Group	Start Date	End Date	Evaluation	Last Name	First Name	Take	Status	Discipline	Grade
Informetica Demo	Demo UG 1			Avoiding Discrimination	Smith	Kevin		Not Started	General Contractors	
Informetica Demo	Demo UG 1	2/9/2011		Avoiding Discrimination	Doe	Betty	1		General Contractors	100.00%
Demo Campus	Demo Group	3/18/2011		Avoiding Discrimination	Brook	Marisa	1		Cooling	100.00%
Human Resources	ABC Company	3/18/2011		Avoiding Discrimination	Brent	Sebastian	1		Managers	100.00%
Human Resources	ABC Company	12/13/2012		Avoiding Discrimination	Kozlowski	Irene	1		(none)	100.00%
Informetica Demo	Demo UG 1	4/19/2013		Avoiding Discrimination	Lillington	John	1		Heating	100.00%
Informetica Demo	Demo UG 1			Combustible Liquids	Adams	Kevin		Not Started	(none)	
Informetica Demo	Demo UG 1	4/19/2013		Combustible Liquids	Lillington	John	1		Heating	This test is waiting to be marked.
Informetica Demo	Demo UG 1			Defensive Driving Basics (Part 1)	Oshagan	Zareh		Not Started	Engineer	
Demo Campus	Demo Group			Defensive Driving Basics (Part 1)	Bennet	Maria		Not Started	Department Managers	
Informetica Demo	Demo UG 1	2/10/2011		Defensive Driving Basics (Part 1)	Doe	Betty	1		General Contractors	100.00%

Status and Grades

Field	Description
Filter by Status	Not started, Started, Completed, and All (users who have any one of the other statuses). Users may appear under multiple statuses, i.e. if Sara starts a second attempt, she will appear under both started and completed.
Grade by Individual Section Configuration	Classic evaluations (not Prova) show the best effort a participant received on an attempt until they earn a better mark. It does not show the specific grade obtained for that attempt. For example, Sara attempted a test 3 times and scored 50, 35, and 100. The report shows two attempts with highest score of 50 until she scored 100 on her third attempt.

Take	Status	Discipline	Grade
1	Failed	(none)	50.00%
2	Failed	(none)	50.00%
3	Passed	(none)	100.00%

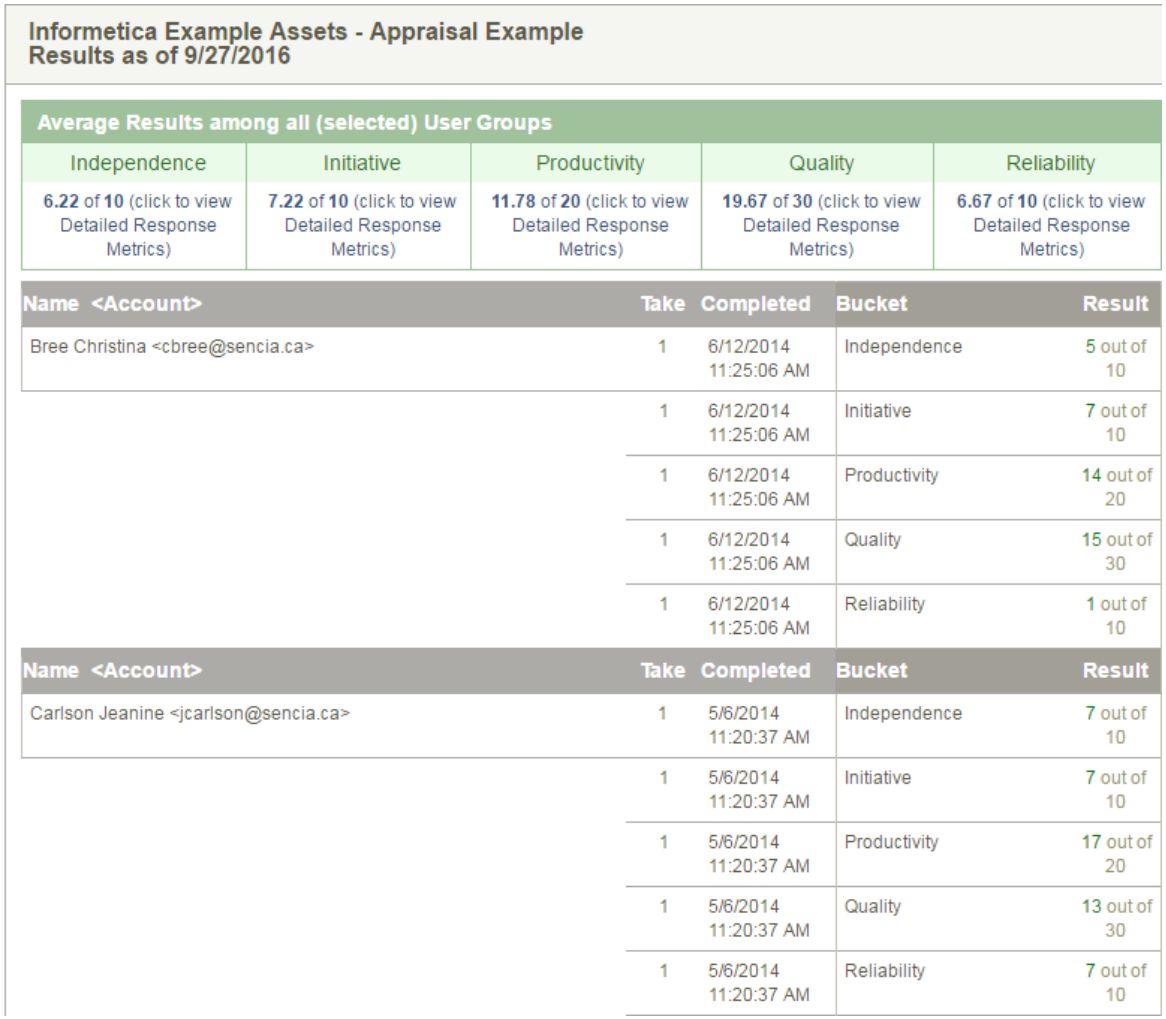
Similar Report

You may also be interested in R107, a similar report that can be run on individuals or R105 that the shows grades received per attempt.

R203 Group Questionnaire and Appraisal Scores

dictionary label: reports_ R203_name

View the scores for each questionnaire or appraisal bucket including the section, the number of takes, and the average results of the selected user groups within each question bucket. Select detailed response metrics to see scores and frequency of specific distractors within each question.



Informetica Example Assets - Appraisal Example
Results as of 9/27/2016

Average Results among all (selected) User Groups				
Independence	Initiative	Productivity	Quality	Reliability
6.22 of **10** (click to view Detailed Response Metrics)	**7.22** of **10** (click to view Detailed Response Metrics)	**11.78** of **20** (click to view Detailed Response Metrics)	**19.67** of **30** (click to view Detailed Response Metrics)	**6.67** of **10** (click to view Detailed Response Metrics)

Name <Account>	Take	Completed	Bucket	Result
Bree Christina <cbree@sencia.ca>	1	6/12/2014 11:25:06 AM	Independence	5 out of 10
	1	6/12/2014 11:25:06 AM	Initiative	7 out of 10
	1	6/12/2014 11:25:06 AM	Productivity	14 out of 20
	1	6/12/2014 11:25:06 AM	Quality	15 out of 30
	1	6/12/2014 11:25:06 AM	Reliability	1 out of 10
Name <Account>	**Take**	**Completed**	**Bucket**	**Result**
Carlson Jeanine <jcarlson@sencia.ca>	1	5/6/2014 11:20:37 AM	Independence	7 out of 10
	1	5/6/2014 11:20:37 AM	Initiative	7 out of 10
	1	5/6/2014 11:20:37 AM	Productivity	17 out of 20
	1	5/6/2014 11:20:37 AM	Quality	13 out of 30
	1	5/6/2014 11:20:37 AM	Reliability	7 out of 10

Group Questionnaire and Appraisal Scores - Detailed Bucket Info Report	R203-Detailed
Generated On: 9/27/2016 3:21:55 PM	
Completion Start Date: 9/1/2006 12:00:00 AM	
Completion End Date: 9/27/2016 11:59:00 PM	
Bucket Name: Independence	
Number of Users: 7 **Number of Attempts:** 9	

Question: Monitors quality of incoming raw materials.

Distractor Text	Value	Score	Frequency	%
Always	10	30	3	33.33 %
Most Often	8	24	3	33.33 %
Periodically	5	5	1	11.11 %
Rarely	2	2	1	11.11 %
Never	0	0	1	11.11 %
	Total:	61 of 90	9	99.99 %

More Questionnaire Reports:

- R102
- R105
- R208
- R219

R204 Grades by Product

dictionary label: reports_ R204_name

View the grades for selected Informetica evaluations (classic and Prova), assignments, modules, and SCORM assets for selected products. The report returns the highest grade obtained by users and shows the number of attempts and results by section. Users who have not obtained a grade will not be on the report. In step 3, you can group all Prova test publishes into one result.

Example of a Prova test configured for grading by individual section.

Informetica Sample Course - Practice Exam (Prova Test - Marked by Individual Sections)

User Info			Final				Evaluation Sections	
Last Name	First Name	Username	Taken	Completed	Grade	Passed	Section 1	Section 2
Bennet	Maria	mbennet@sencia.ca	1	6/3/2014 10:03:55 AM	86%	Yes	100%	0%
Durane	Nathaniel	NDurane@sencia.ca	2	6/3/2014 10:06:07 AM	86%	Yes	83%	100%
Peares	Emilio	epeares@sencia.ca	1	8/12/2014 9:45:35 AM	0%	No	0%	0%
Saroyan	Camille	csaroyan@sencia.ca	1	6/3/2014 10:15:48 AM	100%	Yes	100%	100%

Example of a SCORM asset

Awareness Quiz (Scorm - Marked by Individual Sections)

Last Name	First Name	Username	Taken	Completed	Grade	Passed
GIOIA	SHARI	[redacted]	1	4/4/2014 4:01:38 PM	80	completed
REVER	ALVIN	[redacted]	1	3/5/2014 1:20:25 PM	87	completed
SPRACK	KEVIN	[redacted]	1	4/21/2014 11:56:08 AM	100	completed

Tests Graded by Individual Sections

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.

R205 Affidavit Compliance Status by Product

dictionary label: reports_ R205_name

View affidavit activity for all users within the selected user group for selected assets. Information includes the outcome of the interaction (i.e. an indication if the individual accepted, rejected or viewed the affidavit), a dated timestamp for each interaction, and if they accepted an earlier version of the affidavit. By default, only the most recent version of an affidavit is shown. You can opt to report on all versions in Step 3 of the report wizard. *An affidavit must be associated with a specific asset rather than the product as a whole.*

Acknowledgement-Internet Access- Acceptable Use

Affidavit Info						User Info		Course Info	
Timestamp	Title	Created	Status	Feedback	Previously Accepted	Name <Account>	User Group	Asset Name	Asset Type
5/25/2015 8:12:10 AM	Internet Acceptable Use	5/12/2015 3:12:05 PM	Rejected		11/13/2014 2:07:10 PM	Jessica Bernard	Employees	Acknowledgement-Acceptable Use	Reference
5/13/2015 2:19:48 PM	Internet Acceptable Use	5/12/2015 3:12:05 PM	Viewed		5/13/2015 2:19:48 PM	Reagan Morton	Employees	Acknowledgement-Acceptable Use	Reference
5/13/2015 2:19:48 PM	Internet Acceptable Use	5/12/2015 3:12:05 PM	Accepted		5/13/2015 2:19:48 PM	Reagan Morton	Employees	Acknowledgement-Acceptable Use	Reference
5/13/2015 2:19:02 PM	Internet Acceptable Use	5/12/2015 3:12:05 PM	Viewed		5/13/2015 2:19:48 PM	Kenneth Gilbert	Employees	Acknowledgement-Acceptable Use	Reference
5/13/2015 2:19:02 PM	Internet Acceptable Use	5/12/2015 3:12:05 PM	Accepted		5/13/2015 2:19:48 PM	Kenneth Gilbert	Employees	Acknowledgement-Acceptable Use	Reference
	Internet Acceptable Use	5/12/2015 3:12:05 PM	Not Viewed		9/16/2013 4:45:46 PM	rodney miles	Employees	Acknowledgement-Acceptable Use	Reference
	Internet Acceptable Use	5/12/2015 3:12:05 PM	Not Viewed			Lane Driedger	Employees	Acknowledgement-Acceptable Use	Reference

Similar Report

You may also be interested in R104, a similar report that can be run on individuals.

R206 Cost Summary by Campus

dictionary label: reports_ R206_name

View a list of the users enrolled into selected products, with the unit cost of the product indicated. This report can be run to determine the cost of a product for an entire campus or for selects user groups within that campus. Export the report to Excel to 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**
[redacted]	MARC	5	11/1/2011 4:23:00 PM		N/A
[redacted]	MARC	6	11/1/2011 4:22:58 PM		N/A
[redacted]	PHIL	3	11/1/2011 10:21:44 AM		N/A
[redacted]	LINDSAY	4	11/1/2011 4:23:01 PM		N/A
[redacted]	DON	4	11/1/2011 4:48:17 PM		N/A
[redacted]	PERCY	4	11/1/2011 4:48:15 PM		N/A

R207 Curriculum Outstanding

dictionary label: reports_ R207_name

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

Organization	User Group	Asset	Classification	Last Name	First Name	Due Date	Date Passed	Take	Days Overdue
Canadian Red Cross	Champlain Cornwall	Form Coding	Assessor	Blanchette	Angel	7/31/2014 11:59:59 PM	6/19/2014 1:26:09 PM	1	-42
Canadian Red Cross	Champlain Cornwall	Pre-Test	Assessor	Charbonneau	Gisele	7/31/2014 11:59:59 PM		0	-17
Canadian Red Cross	National team	Form Coding	Management	MacDonell	Shelby	7/31/2014 11:59:59 PM		0	-17
Canadian Red Cross	National team	Pre-Test	Management	McMahon	Elizabeth	7/31/2014 11:59:59 PM		0	-17

Days Overdue

The Days Overdue column is relative to the date that the report was run.
Positive numbers indicate how many days past due a user is on the test or another asset. Negative values indicate how many days the user has left to complete the test or another asset before the due date. For example, in the first line of the report above, the user still has 42 days from the date the report was run to complete the Form Coding test.

R208 Group Completion Status

dictionary label: reports_ R208_name

Provides group completion status for selected Informetica evaluations (classic and Prova), questionnaires, appraisals, SCORM assets, and some integrated client proprietary testing systems. Filter by completion status and date range. In step 3, you can group all Prova test publishes into one result, based on site configuration.

This report shows two tests with ALL completion statuses selected

WHMIS - Quiz for WHMIS - Published: 3/12/2013 2:20:17 PM

Name	Username	Enrolment	Enrolment Date	Take Number	Start Date	End Date	Status
Andall, Amelia	aandall@sencia.ca	1	03/25/2013	1	03/25/2013	03/25/2013	Passed
Bennet, Maria	mbennet@sencia.ca						Not Started
Carlson, Benjamin	bcarlson@sencia.ca	1	03/25/2013	1	03/25/2013	03/25/2013	Passed
Carlson, Jeanine	jcarlson@sencia.ca						Not Started
Dresden, Harry	hdresden	1	08/05/2010	1	03/25/2013	03/25/2013	Failed
Dresden, Harry	hdresden	1	08/05/2010	2	03/25/2013	03/25/2013	Passed
Johnson, Douglas	djohnson	1	04/24/2013	1	04/24/2013		Incomplete

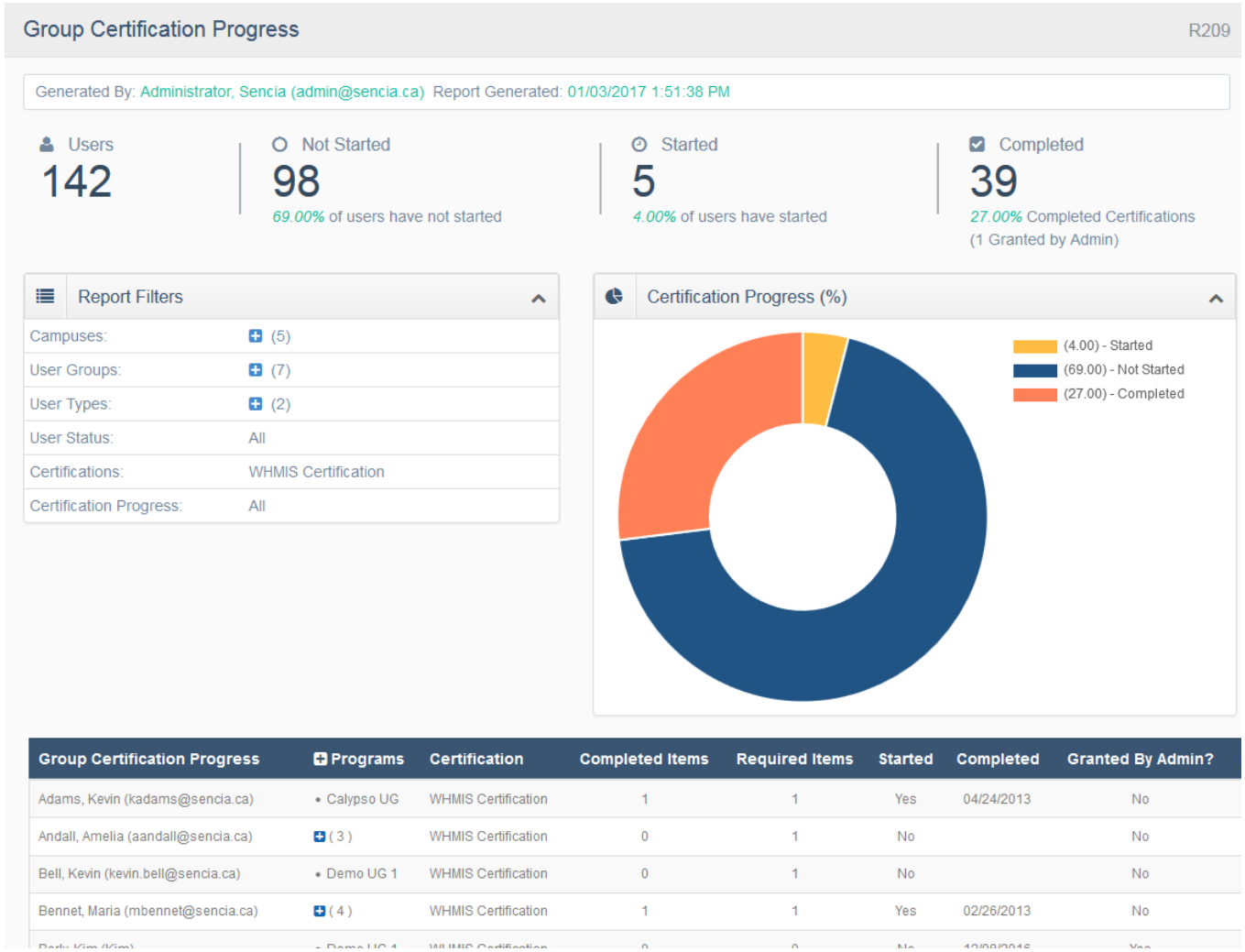
WHMIS - Module 7 - Final Test - Test by Question

Name	Username	Enrolment	Enrolment Date	Take Number	Start Date	End Date	Status
Bennet, Maria	mbennet@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Passed
Bree, Christina	cbree@sencia.ca	1	02/27/2012	1	12/03/2012		Incomplete
Brent, Sebastian	sbrent@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Failed
Bun, Kurt	kbun@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Passed
Carlson, Benjamin	bcarlson@sencia.ca						Not Started
Carlson, Jeanine	jcarlson@sencia.ca	1	11/02/2010	1	11/02/2010	11/02/2010	Failed

R209 Group Certification Progress

dictionary label: reports_ R209_name

View the progress toward a specific certification for users in selected user groups. You can filter the report to see specific user types.



R213 Product Enrollments

dictionary label: reports_R213_name

Generate a list of users enrolled to a single product, the date they enrolled, date of completion, enrollment status, and the number of days they have left to access the product (duration) based on expiry date, if applicable.

WHMIS

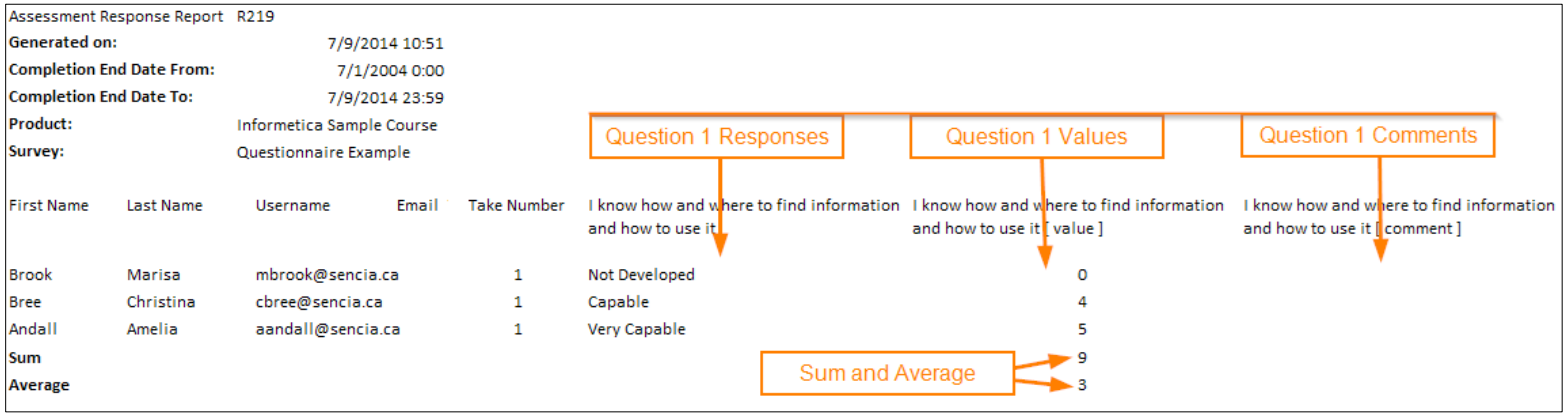
Last Name	First Name	Enroll Date	Finish Date	Status	Duration (days)	Access Code	Access Code Description
Adams	Kevin	11/4/2015 8:48:07 AM	11/4/2015 2:13:55 PM	Register - Approved	30	INFDemo	enroll to Informetica Demo
Ahola	Ken	3/11/2016 2:31:21 PM	-	Register - Pending	30	INFDemo	enroll to Informetica Demo
Andall	Amelia	3/25/2015 11:06:02 AM	-	Register - Approved	30	sencia	(demo user account)
Bateman	Amy	3/26/2014 4:29:24 PM	-	Register - Approved	∞	sencia	(demo user account)
Bell	Kevin	11/4/2015 8:48:07 AM	-	Register - Approved	30	INFDemo	enroll to Informetica Demo
Bennet	Maria	2/27/2012 12:45:47 PM	11/28/2009 12:00:00 AM	Register - Approved	∞		
Blake	Nola	10/14/2015 3:48:33 PM	11/29/2009 12:00:00 AM	Register - Approved	∞		
Blunk	Julianne	2/27/2012	11/30/2009 12:00:00 AM	Register - Approved	∞		
Bower	Dylan		-	Register - Approved	∞		
Bree	Christina	5/30/2014 12:24:43 PM	12/1/2009 12:00:00 AM	Register - Approved	∞		
Brent	Sebastian	2/27/2012 12:47:28 PM	12/2/2009 12:00:00 AM	Register - Approved	∞		
Brinkman	Shirley	10/14/2015 3:48:33 PM	12/3/2009 12:00:00 AM	Register - Approved	∞		
Brook	Marisa	10/14/2015 3:48:33 PM	12/4/2009 12:00:00 AM	Register - Approved	∞		
Bruce	Jason	5/10/2012 1:29:51 PM	12/5/2009 12:00:00 AM	Register - Approved	∞		

R219 Questionnaire Response Comparison

dictionary label: reports_R219_name

View user responses for each question within a defined questionnaire. View question responses, response values, and any comments users entered. The response values also summed and averaged at the bottom of the report. *R219 is only available as an Excel download.*

This example shows the first question with three users' responses, the values of those responses, and any comments the users made.



More Questionnaire Reports:

- R102
- R105
- R203
- R208

R220 Proctor Authorized Evaluation

dictionary label: reports_R220_name

Displays the test attempts that selected proctors have authorized (Prova tests only). In step 3, you can group all Prova test publishes into one result.

Informetica Sample Course - QB Example

Last Name	First Name	Username	Take Number	Start Date	Grade	Passed	Authorization Username
Bennet	Maria	mbennet@sencia.ca	1	10/6/2014 1:30:43 PM	100	Yes	proctor@sencia.ca
Bennet	Maria	mbennet@sencia.ca	2	10/6/2014 1:36:50 PM	16.67	No	proctor@sencia.ca
Bennet	Maria	mbennet@sencia.ca	3	10/6/2014 1:38:09 PM	In Progress	In Progress	proctor@sencia.ca

R221 Group Taxonomy Report

dictionary label: reports_R221_name

View the performance of taxonomy terms belonging to questions used within one or more Prova tests for selected groups of users. R221 identifies performance gaps and successes by presenting the percentage of questions answered correctly within the represented taxonomies. Taxonomy terms are automatically reported based on the selected tests. Users and their test attempts are listed separately on the report. Note that the questions themselves are not identified and test questions that are not associated to a specific taxonomy are not on the report. In step 3, you can group all Prova test publishes into one result.

Course ICT - Gaming Essentials v1.0 Exams
Asset ICT - Gaming Essentials v1.0 Beginner Exam
Publish Date 11/12/2014 3:57:42 PM
Date Range 12/1/2014 12:00:00 AM - 1/19/2015 11:59:00 PM

Taxonomy ICT-GAMGv1

Terms	Take	Completed	10.1 Principals	10.2 Design Process	10.3 Programming Concepts	Overall Score
Bess, Aaliyah	1	1/9/2015 12:34:30 PM	100%	66%	25%	45%
Berthod-Perez, David	1	1/9/2015 3:23:55 PM	100%	83%	50%	65%
Bennett, Kyeemonty	1	1/9/2015 1:31:08 PM	100%	66%	50%	65%

R301 Evaluation Response Comparison

dictionary label: reports_R301_name

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

1: Section One

Question				Response			
#	#		Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	Current	When did the WHMIS regulation come into effect?	0	10	0	n/a
	2	Current	What are the hazardous materials called that are included in WHMIS legislation?	4	19	21	81%
	3	Current	According to WHMIS regulation, your employer is responsible for which of the following?	0	12	0	n/a
2	1	Current	WHMIS regulation states that employees must do which of the following?	3	19	16	70%
	2	Current	What are the three main elements of WHMIS?	4	21	19	79%
3	1	Current	Where will you find the WHMIS logo?	1	19	5	75%
	2	Current	Which of these is NOT a common route of entry for hazardous materials?	3	21	14	95%

Here are more details on some of the report fields:

Field	Description
Incorrect	This shows how many participants in the selected group(s) got the question incorrect.
Total	The total number of participants in the selected group(s) who answered this question.
% Incorrect	The percentage of total participants who answered this question incorrectly.

Detailed Report

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

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

Row 2 distractor analysis:

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

Row 3 distractor analysis:

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

R401 Purchases

dictionary label: reports_R401_name

View eCommerce purchase details 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 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, Jamie	jwheatley@sencia.ca	Purchase: Wine 101

R402 Reconciliation Report

dictionary label: reports_R402_name

View detailed information for purchases (products, bundles, and extensions) and access code debits within a certain date range for selected campuses and user groups. This data-rich report is broken up into separate transactions for purchases and access codes. Each section is sub-totaled with a grand total provided at the bottom. The report below is bisected to display it in its entirety.

Ref	Campus	Student	Certification Number	Course Title	Classification	Date	Payment Method	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code
25100	Online	Patterson, Denys		Foundations Course	Bundles	9/13/2014 12:00:00 AM	Credit Card	1	190	190	0	0	0	190	
26673	Online	McLachlan, Linda		Web Design Specialist	Practice Exams	1/4/2015 12:00:00 AM	Credit Card	1	83	83	0	0	0	83	
26690	Online	Brown, Rick		Database Design	Practice Exams	1/8/2015 12:00:00 AM	Credit Card	1	83	83	0	0	0	83	
Sub Total:								1092				1092			
0	Design	Hunter , Tina		Web Design Essentials		10/10/2014 12:17:31 PM		1			$0.00	$0.00		$0.00	
0	Design	Wood, Andrew		Word Processing Essentials		10/10/2014 12:17:31 PM		1			$0.00	$0.00		$0.00	
Sub Total:								0				0			
Grand Total:								1092				1092			

Coupon Description	Member Type	Transaction Reference	Supplier Partner	Username / Email	Subscription Length (Days)	Start Date	End Date	Status	Access Code	Access Code Description
	Non-Member	Authorization Code: 054086	No Supplier	ljl2814@email.vccs.edu	120	3/20/2014 3:00:36 PM	7/18/2014 3:00:36 PM	Registered	UWL7X5ISNXJWS	eCommerce Purchase
	Non-Member	Authorization Code: 225287	No Supplier	brownr@mcsed.net	120	4/23/2014 9:10:33 AM	8/21/2014 9:10:33 AM	Registered	M8DP8YWFFDYFY	eCommerce Purchase
	Non-Member	Authorization Code: 00144C	No Supplier	pattersondee@bellsouth.net	120	5/9/2014 1:32:54 PM	9/6/2014 1:32:54 PM	Archived	IUY9ETEXANN1L	eCommerce Purchase
				tina		10/10/2014 12:17:52 PM		Registered	ICT-Add7INS	To add title to existing accounts
				Andrew		2/19/2014 2:56:41 PM		Registered	CIW-CM-Demo	Word Processing access

R403 External Supplemental Training

dictionary label: reports_R403_name

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

Bateman, Amy

Title	Instructor	Vendor	Location	Start Date	End Date	Price
Road Test	James Chambers	NOIC	Thunder Bay	06/10/2013	06/10/2013	$45.00
Driver Abstract	Patience Sobel	Ministry of Transportation	Thunder Bay	06/14/2013	06/14/2013	$0.00

Kozlowski, Irene

Title	Instructor	Vendor	Location	Start Date	End Date	Price
Driver Training	Will Reaper		Thunder Bay	03/05/2014		$0.00
WHMIS Trainer Certificate	Online		Thunder Bay	03/06/2014		$0.00

R404 Internal Supplemental Training

dictionary label: reports_R404_name

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

WHMIS

Last Name	First Name	Username	User Groups	Training Completed	Product	Start Date	End Date	Expiry Date	Duration
Bartlett	Zachary		Show	Y	WHMIS	09/15/2010	03/01/2013	05/31/2013	-371
Boroczki	Derek		Show	Y	WHMIS	08/03/2010	04/03/2013	04/03/2014	-64
Bourgeois	Vincent		Show	Y	WHMIS	07/04/2012	05/18/2014	08/30/2013	-280
Bowie	Chris		Show	Y	WHMIS	11/08/2009	11/08/2009	05/31/2017	1090

Fire Prevention and Safety

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

Here are more details on a couple of the fields displayed.

Field	Description
Expiration	The training expires on this date. This date must be entered on the training record for items to appear on this report.
Duration	The number of days remaining before the training expires. This is based on the date the report is run compared to the

R501 Access Code List with Balance

dictionary label: reports_R501_name

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

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

R502 Group Certification Details

dictionary label: reports_R502_name

View information related to a specific certification that is available to selected user groups.

Certification	Description	Recertification Allowed	Status	User Groups	Courses	Duration	Created	Edited
DYKM Cert		No	active	Demo UG 1	Do You Know Me?	Months:6	Sencia Administrator 2/21/2016 3:55:58 PM	Sencia Administrator 2/21/2016 3:55:58 PM

R503 Test Question Details

dictionary label: reports_R503_name

View an overview of a single evaluation or questionnaire, generating a list of questions and weights for each answer or a single section of questions, generating a list of correct answers. This report does not provide an answer key for question bank queries.

This example shows an evaluation with feedback for both correct and incorrect answers.

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.

This example shows a questionnaire with 4 buckets that has no feedback.

Question #	Pool #	Question Type	Question Text	Distractors / Answers
1	1	Bucketed	I find new ways to solve problems.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
2	1	Bucketed	I know how and where to find information and how to use it	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
3	1	Bucketed	I find it easy to see things from someone else's point of view.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable

R504 Asset Exceptions

dictionary label: reports_R504_name

View information related to additional time and additional attempt exceptions granted to users for selected assets within a single product.

Transportation of Dangerous Goods

Name	Created Date	Effective Date	Expiry Date	Duration (days)
Easter, Chelsea	6/13/2014 2:25:37 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Halcrow, John	6/19/2014 10:02:20 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42
Kayseas, Noah	6/13/2014 2:27:23 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Smith, Hayden	6/19/2014 9:53:04 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42

R507 Product Exceptions

dictionary label: reports_R507_name

View information related to additional time and additional attempt exceptions granted to users for selected products.

WHMIS Online

Name	Created Date	Effective Date	Expiry Date	Duration (Days)
Cretu, Iurie	1/12/2015 3:22:52 PM	1/12/2015 12:00:00 AM	1/23/2015 11:59:59 PM	11
Doerksen, Ed	9/26/2014 12:32:49 PM	9/26/2014 12:00:00 AM	10/31/2014 11:59:59 PM	35
Easter, Chelsea	6/13/2014 2:31:46 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Filby, Gary	9/26/2014 12:33:13 PM	9/26/2014 12:00:00 AM	10/31/2014 11:59:59 PM	35

Duration (Days)

Duration is the number of days that the exception is valid and is calculated by subtracting the effective date from the expiry.

R509 Certification by Approval Body

dictionary label: reports_R509_name

View users who have earned credits for the purpose of reporting to various certification approval bodies with a defined date range.

Approval Body	Jurisdiction	Last Name	First Name	Role	License No	CE	Approved Hours	Approval No	Date Earned
Canadian Certificate	Alberta	Burlet	Gil	AB LTC RAI Educator	97893	Mastering the RAI 2.0 Assessment Process	1	MNA# 2014-18	9/3/2014 4:08:41 PM
Licensed Nursing	Alberta	Cabalo-Opinio	Colleen	HC Intake Assessor	62420	Mastering the RAI 2.0 Care Planning with CAPs	1.5	MNA# 2012-10	9/30/2014 3:25:35 PM
Licensed Nursing	Florida	Doniak	Josephine	AB LTC Site Lead	PN5163144	OBRA V12	1		9/3/2014 5:08:48 PM
Licensed Nursing	Florida	Taylor	Melissa	MDS Coordinator	93926	ANCC - RAI 3.0 Intro & Basics v13	1.5		9/30/2014 4:25:35 PM

R510 Curriculum Exemption Audit Report

dictionary label: reports_R510_name

View the audit trail of the curriculum exemptions for specific assets within the system.

Organization	User Group	First Name	Last Name	Username	Product Item	Exemption Type	Create Date	Created By	Comment
Central	Gaines	Shirley	Fitzgerald	SFitzgerald	Post-Test	Required	8/8/2016 12:41:04 PM	Help	
Central	Gaines	Shirley	Fitzgerald	SFitzgerald	Pre-Test	Exempt	8/8/2016 12:39:57 PM	Help	

R601 Product Login Duration by Participant

dictionary label: reports_R601_name

View the total time users spent logged into a selected products based on user group and date range. Timestamps are recorded every 15 seconds after a user opens a product. Specific assets are not shown, only the product as a whole. Users with no activity are hidden from the report.

Name (username)

Maria Bennet (mbennet@sencia.ca)

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

Julianne Blunk (jblunk@sencia.ca)

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

R602 Accounts Generated by Access Code

dictionary label: reports_R602_name

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

User Name (Last, First)	User Account	User Groups	Account Created	Access Code	Access Code Used
Kozlowski, Irene	irene@parotary.com	Advanced Care Paramedics	3/6/2015 10:57:24 AM	Challenger	3/6/2015
Lauderoute, Penny	PLaud@sencia.ca	Advanced Care Paramedics	3/6/2015 11:05:01 AM	Challenger	3/6/2015
Simons, John	jsimons@sencia.ca	Advanced Care Paramedics	3/10/2015 10:45:41 AM	Challenger	3/10/2015

R603 System Registrations

dictionary label: reports_R603_name

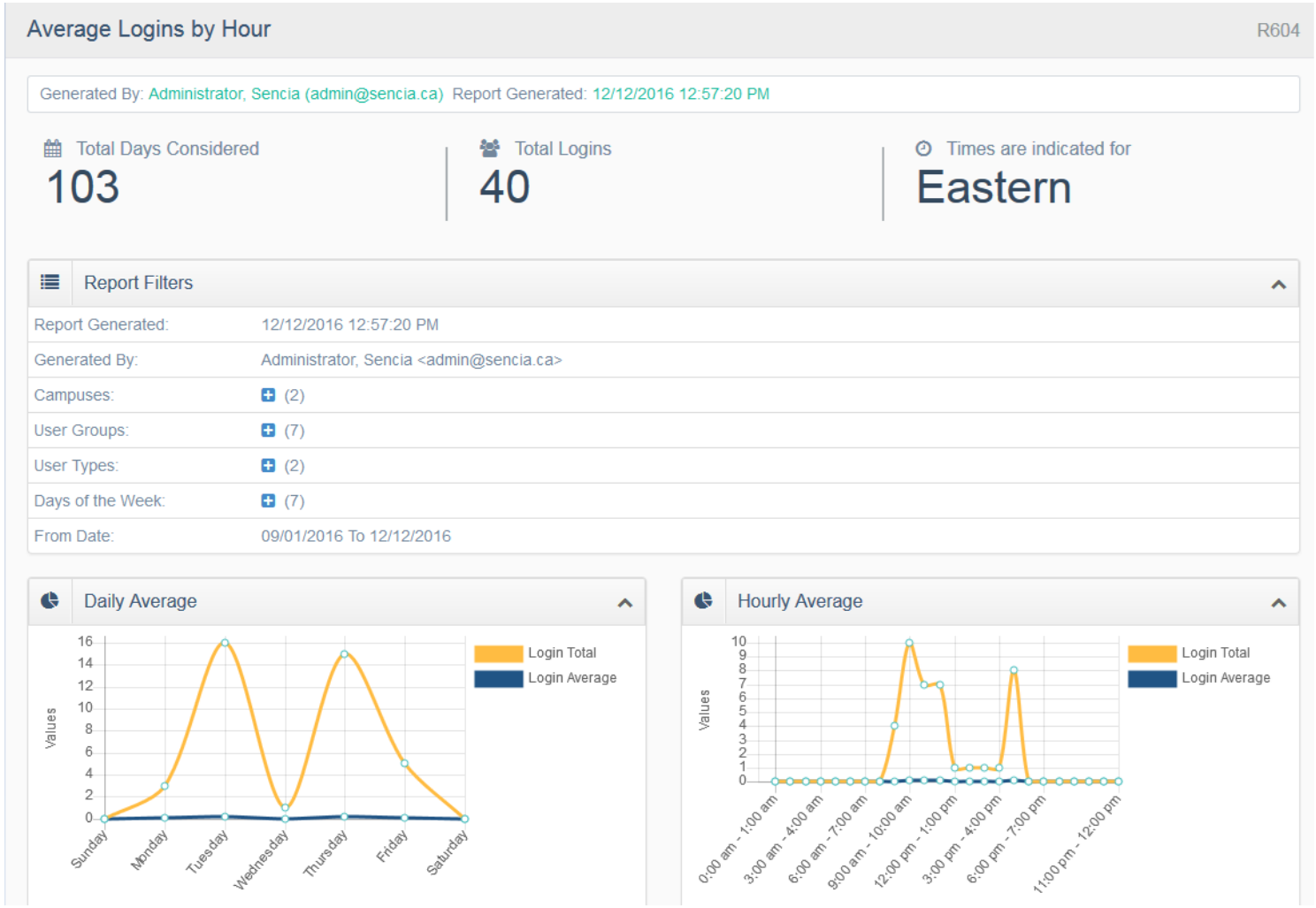
View user accounts created within a defined date range based on account creation or last login. If no users or dates are selected, then the report will show users within the same user groups that the person running the report belongs to. This report's default display is by last name. Export in HTML, Excel, or CSV format.

Last Name	First Name	Username	Integration Username	Email	Enroll Date	User Group Count	User Groups	Classification	Status	Account Type	Last Login
Adams	Kevin	kadams@sencia.ca			4/24/2013 7:05:24 PM	2	Show	(none)	Registered	Participant	8/26/2014 1:59:56 PM
Ai	Akai	aai@sencia.ca			8/12/2014 9:38:25 AM	1	Show	(none)	Registered	Participant	9/3/2014 3:44:43 PM
Andall	Amelia	aandall@sencia.ca			3/25/2013 5:17:16 PM	1	Show	Department Managers	Registered	Participant	7/29/2014 2:00:37 PM
Bennet	Maria	mbennet@sencia.ca			3/18/2011 1:45:16 PM	1	Show	Department Managers	Registered	Participant	7/31/2014 3:32:09 PM

R604 Logins – Trend

dictionary label: reports_R604_name

View the total and average number of LMS logins within a defined date range. The report has graphs that visually represent the daily and hourly averages followed by supporting data that details login totals and averages.



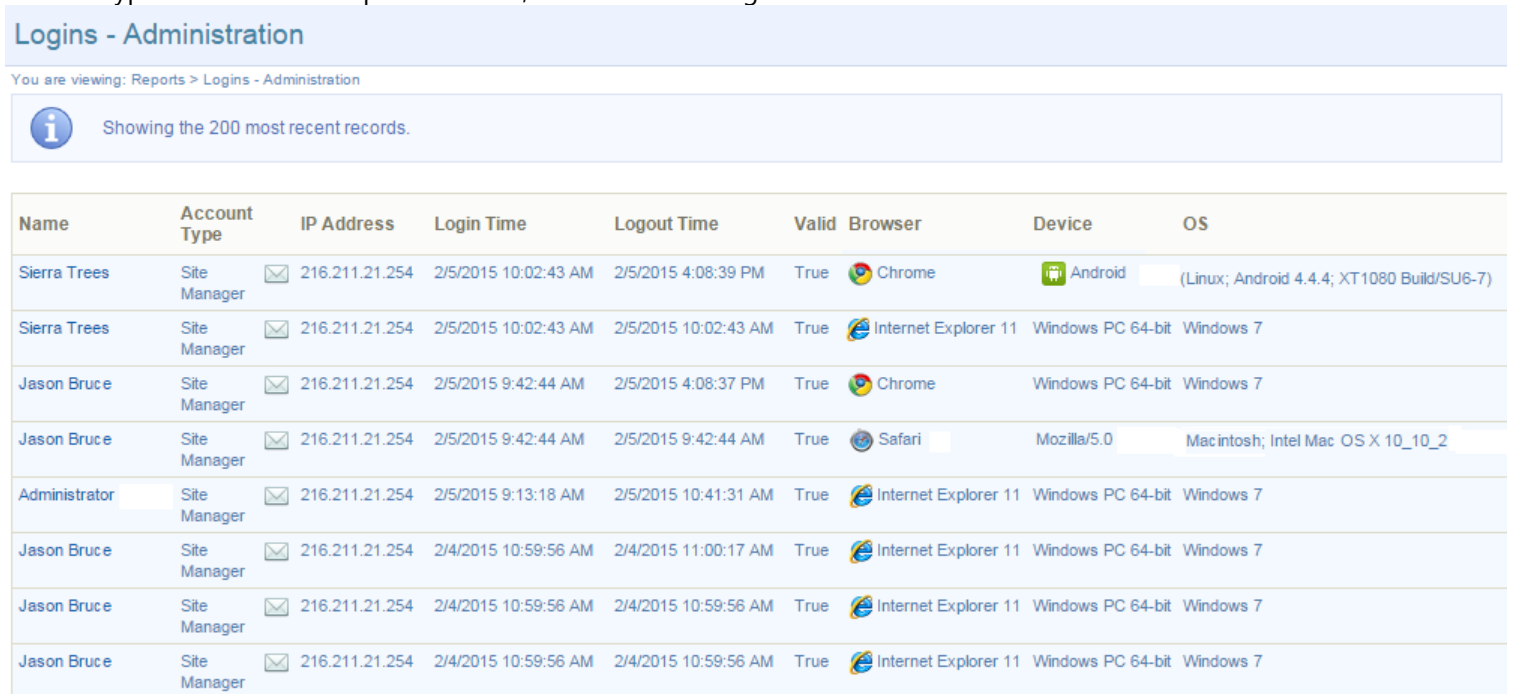
Site Manager Reports

The following reports are accessible only by Site Managers.

You can access the Site Manager reports from the Reports tab.

Logins – Administration

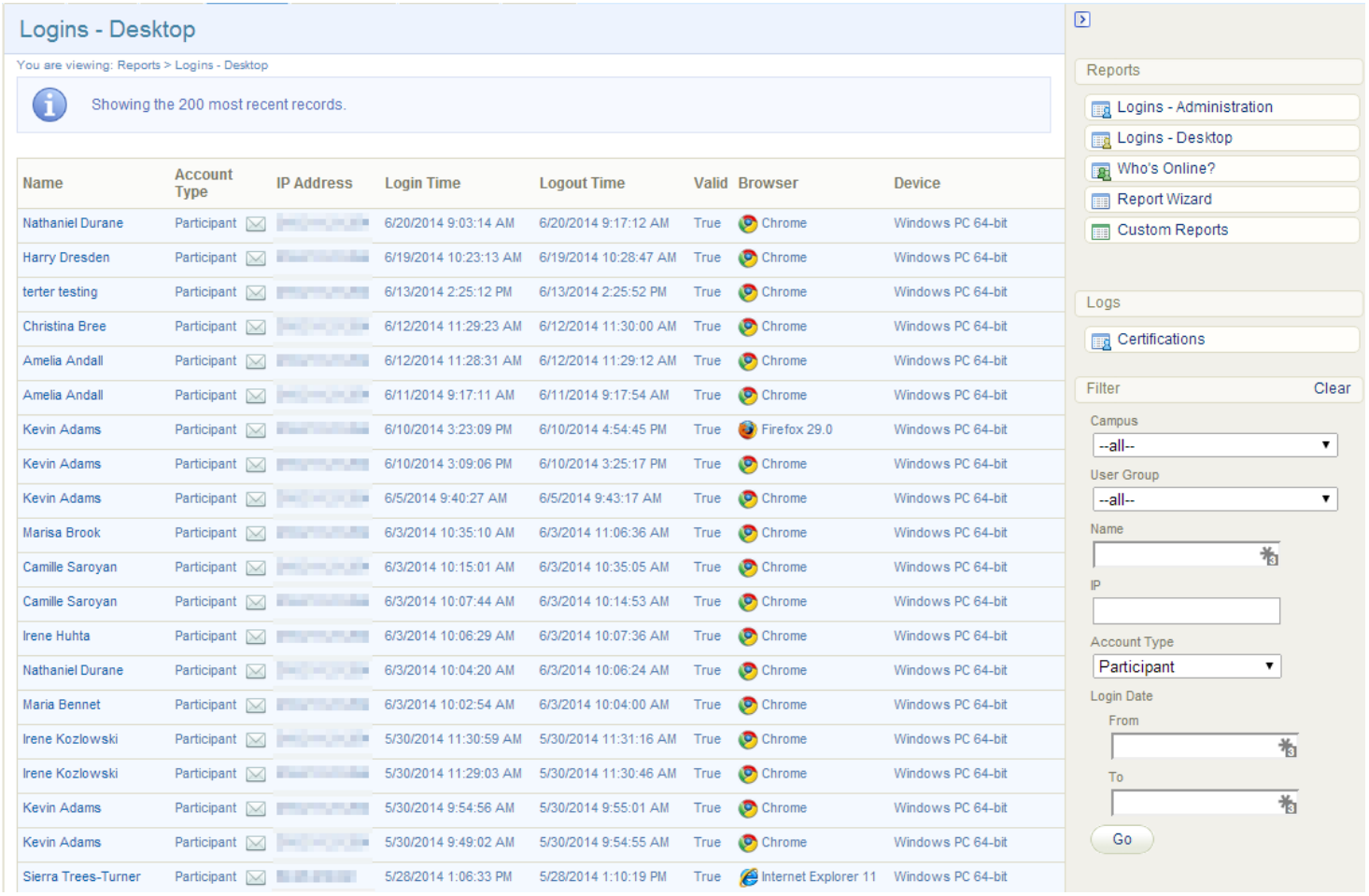
View a detailed list of the 200 most recent login attempts by site managers and Sencia administrators and filter the page to view the report by account type or to search for specific names, IP addresses or login dates.



Name	Account Type	IP Address	Login Time	Logout Time	Valid	Browser	Device	OS
Sierra Trees	Site Manager	216.211.21.254	2/5/2015 10:02:43 AM	2/5/2015 4:08:39 PM	True	Chrome	Android	(Linux; Android 4.4.4; XT1080 Build/SU6-7)
Sierra Trees	Site Manager	216.211.21.254	2/5/2015 10:02:43 AM	2/5/2015 10:02:43 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	216.211.21.254	2/5/2015 9:42:44 AM	2/5/2015 4:08:37 PM	True	Chrome	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	216.211.21.254	2/5/2015 9:42:44 AM	2/5/2015 9:42:44 AM	True	Safari	Mozilla/5.0	Macintosh; Intel Mac OS X 10_10_2
Administrator	Site Manager	216.211.21.254	2/5/2015 9:13:18 AM	2/5/2015 10:41:31 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 11:00:17 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 10:59:56 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7
Jason Bruce	Site Manager	216.211.21.254	2/4/2015 10:59:56 AM	2/4/2015 10:59:56 AM	True	Internet Explorer 11	Windows PC 64-bit	Windows 7

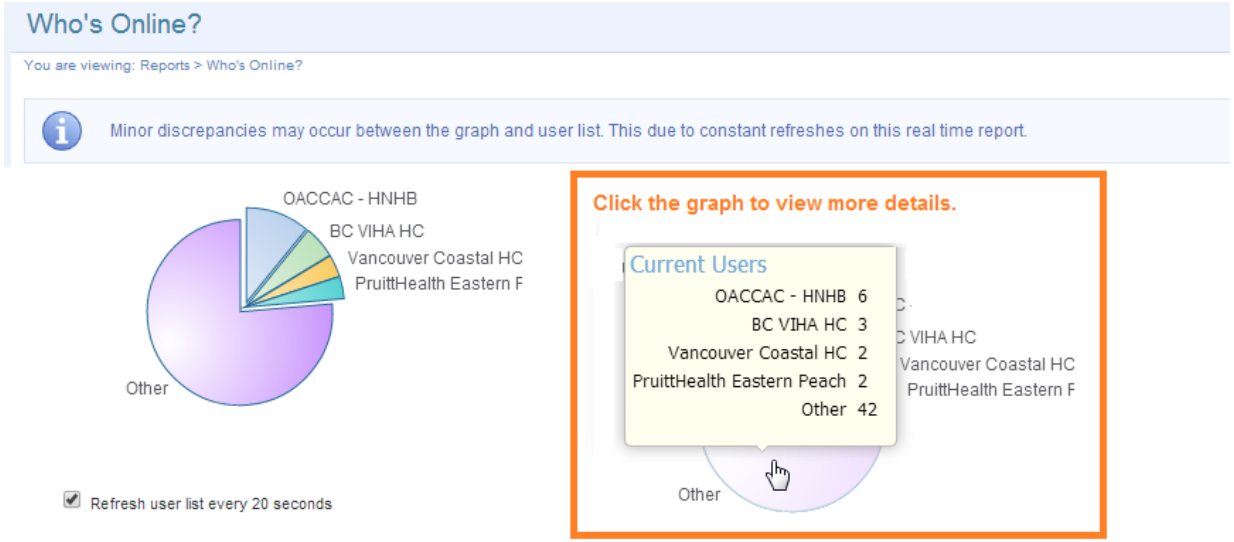
Logins – Desktop

View a list of the 200 most recent login attempts on your Informetica desktop site (users that are not site managers). You can filter the list by organization, user group or account type and search for specific names, IP addresses or login dates. In HTML view you can select the email icon to email the user (it will open in your default email client). You can also select the user's name to open their profile page.



Who's Online

View a list of desktop users currently logged in to the site and total number of minutes spent in each session. In HTML view, you can select the email icon to email the user (it will open in your default email client). You can also select the user's name to open their profile page.



Current Users: 15

Name	Account Type	IP Address	Login Time	Logout Time	Duration Online (minutes)	Browser	Device
Suzi Bird	Campus Admin	[redacted]	6/27/2014 3:55:42 PM	6/27/2014 3:56:10 PM	1	Chrome	Windows PC 64-bit
Ken Quintyn	Participant	[redacted]	6/27/2014 3:52:45 PM	6/27/2014 3:55:40 PM	3	Safari	Mozilla/5.0 (Macintosh
Erica Baranik	Participant	[redacted]	6/27/2014 3:52:20 PM	6/27/2014 3:55:41 PM	3	Internet Explorer 9.0	Windows PC 64-bit
Abigail Medis	Participant	[redacted]	6/27/2014 3:47:55 PM	6/27/2014 3:55:51 PM	8	Safari	Mozilla/5.0 (Macintosh
Tim Eastwood	Participant	[redacted]	6/27/2014 3:42:25 PM	6/27/2014 3:55:49 PM	13	Internet Explorer 8.0	Windows PC 64-bit
Sage Dechau	Participant	[redacted]	6/27/2014 3:33:30 PM	6/27/2014 3:55:52 PM	22	Firefox 23.0	Windows PC 64-bit
Nelson Oliveira	Participant	[redacted]	6/27/2014 3:31:17 PM	6/27/2014 3:55:26 PM	24	Internet Explorer 11	Windows PC 64-bit

Users May be Listed Multiple Times

Multiple instances of the same user (matching IP and browsers) may indicate that the user experienced some browser trouble, since the report checks valid logins every 60 seconds.

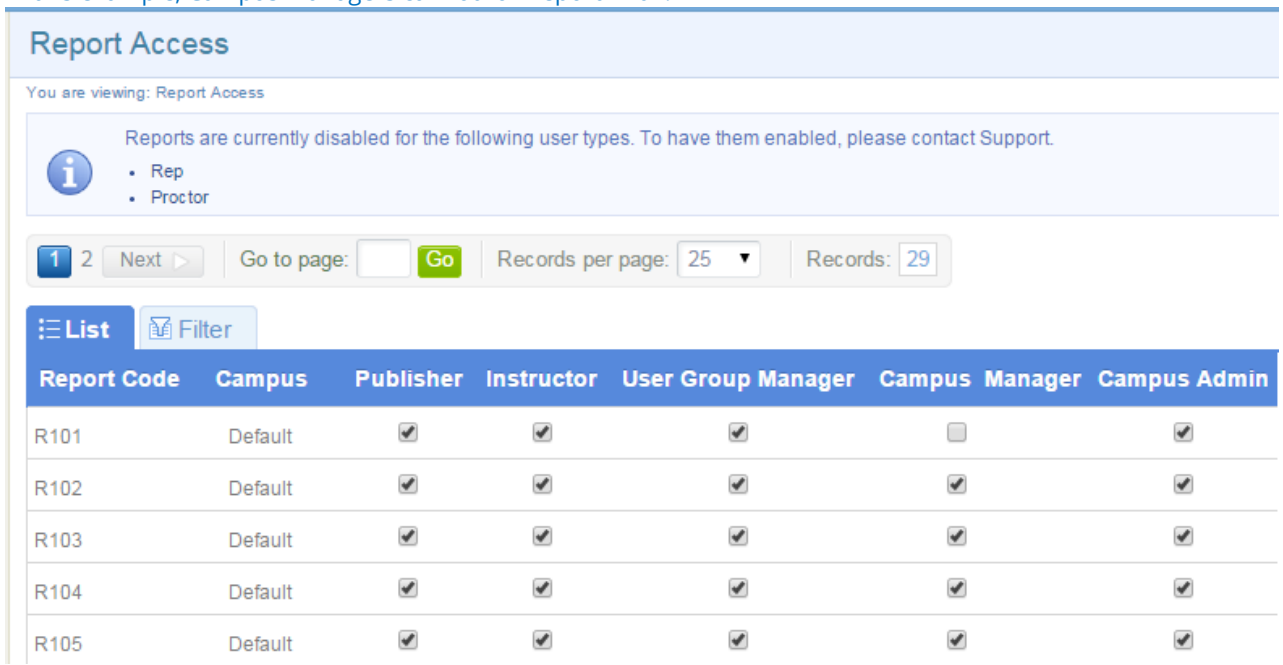
Controlling Report Access

This feature is available to Site Managers depending on system configuration.

Site Managers can control which reports are available to their available user types and campuses from the Report Access page, available via the Control Panel.

The Report Access screen shows only the reports available for your site and the user types that are configured to run those reports. In the example of the Report Access page below, the Rep and Proctor user types are not configured to run reports and therefore are not shown on the Report Access page. Each report is listed on a separate row with a selection box for the user types.

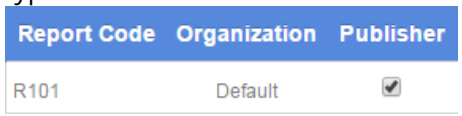
In this example, Campus Managers cannot run report R101.



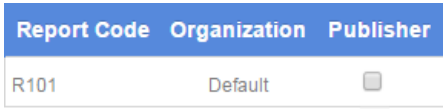
Report Code	Campus	Publisher	Instructor	User Group Manager	Campus Manager	Campus Admin
R101	Default	☑	☑	☑	☐	☑
R102	Default	☑	☑	☑	☑	☑
R103	Default	☑	☑	☑	☑	☑
R104	Default	☑	☑	☑	☑	☑
R105	Default	☑	☑	☑	☑	☑

Enable or Disable a Report for a User Type

Ensure the box is **checked** to **enable** a report for a user type.



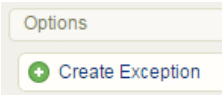
Ensure the box is **not checked** to **disable** a report for a user type.



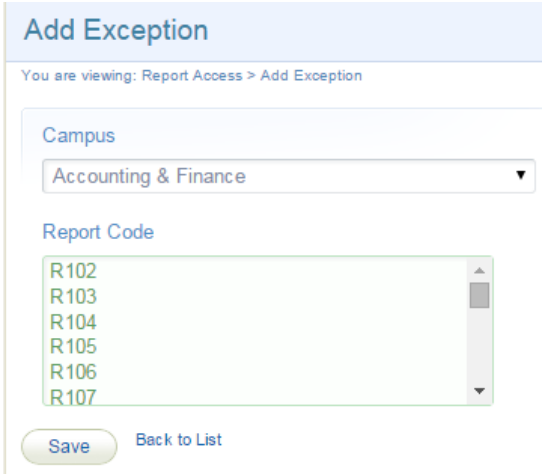
Enable or Disable Reports for a Campus

You can restrict report access at the campus level. For example, you can have R101 disabled for a campus, except for Campus Managers.

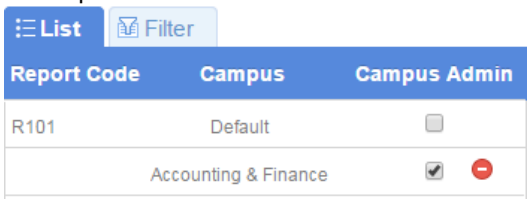
1. **Create Exception** from the options menu.



2. Select **Campus** and **Report Code**, and then **save**.



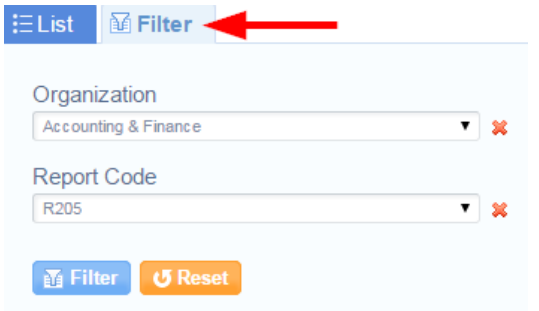
3. On the Report Access page, select the **user type** in the campus that is allowed to use the report.



Delete the exception by using the **delete** icon.

Filter the Report Access Page

The Report Access page has filters so that you can view one report at a time or view all of the exceptions set up for one campus.



Rename Reports

This feature is available to Site Managers depending on system configuration.

You can change the default name of any report to something that best suits your organization.

1. Follow the instructions in the **Site Manager** manual under the **Languages, Dictionaries, and Labels** chapter.
2. Find the report name labels in the Report Descriptions section of this manual after the name of each report. Labels follow this formula: reports_ R###_name where ### is the report code.

Rename Report Download Files

This feature is available to Site Managers depending on system configuration.

You can rename any report download file to something that best suits your organization. By default, file names use the report code and the new file name will still include the code. For example, renaming the R404 download to Training will result in a downloaded file named R404_Training.

1. Follow the instructions in the Site Manager manual under the Languages, Dictionaries, and Labels chapter.
2. The report download labels follow this formula: reports_file_name_R### where ### is the report code.

Renaming Affects the Entire LMS

Label changes are global, so make sure the name change will work for all interested parties.