

GREAT EDUCATION



FOR REAL CAREERS

LITMOS REPORTS MANUAL

180 SKILLS IS AN ONLINE
CAREER AND TECHNICAL
EDUCATION EXPERIENCE
THAT FILLS THE SKILLS GAP
AND GETS THE JOB. **DONE.**



Version 1.1

Released May 2017

Copyright 2017© 180 Skills, LLC All Rights Reserved

This document and its content is copyright of 180 Skills LLC® 2017. All rights reserved. Any redistribution or reproduction of part or all of the contents in any form is prohibited other than the following:

- This guide is intended for corporate and academic partner use only.
- You may print or download extracts to a local hard disk for your personal and noncommercial use only.
- You may copy the content to individual third parties for their personal use, but only if you acknowledge the owner as the source of the material.
- You may not, except with our express written permission, distribute or commercially exploit the content.



CONTENTS

Standard Reports	4
Generating Reports.....	5
Select Report.....	6
Report Dashboard.....	7
Return Values.....	8
Sample Return Values.....	9
Filter	10
Sample Filter	11
Export Report.....	12
Sample Export Report	13
Sample Quick Reports.....	14
Sample Usage Reports	16
Custom Reports.....	17
Creating Custom Reports.....	17
Sample Custom Reports.....	18
User Results Report	18
Team Comparison Report.....	18
Managing Reports.....	19
Scheduled Reports	19
Glossary.....	20

STANDARD REPORTS

Available reports are found on the Reports page.

Legacy - Create a report

QUICK REPORTS
Learning Paths
Courses
People
Teams
Modules
Assessment
Survey
Scorm or Tin Can
Compliance Summary
ILT

USAGE REPORTS
Login activity
Never logged in



GENERATING REPORTS

Do the following to generate a report:

1. Select the report
2. View report dashboard
3. Set return values
4. Set filter settings
5. Export report

SELECT REPORT

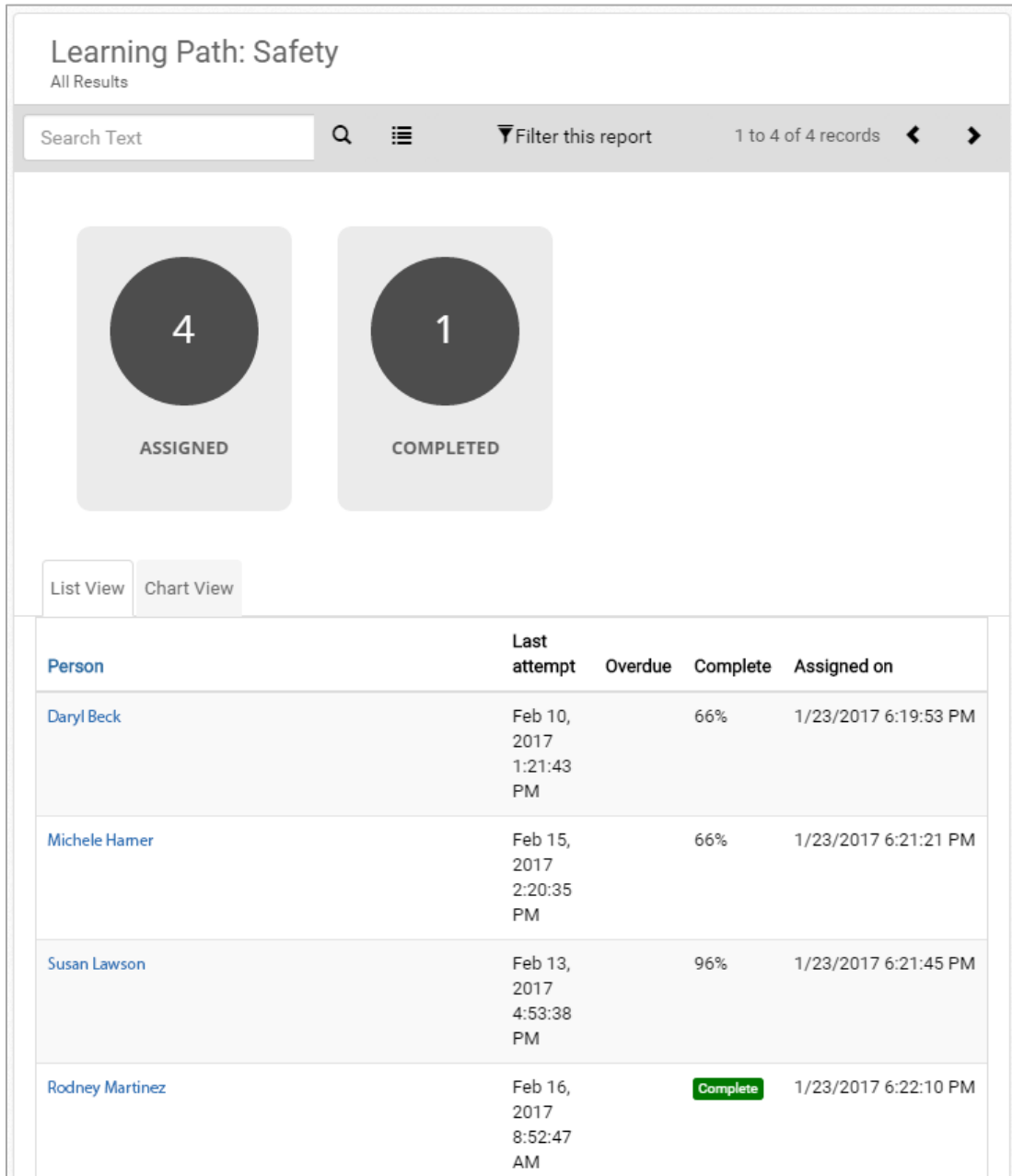
Select the appropriate report from the list.

Legacy - Create a report

QUICK REPORTS	
Learning Paths	
Courses	
People	Show user progress from various viewpoints.
Teams	
Modules	
Assessment	
Survey	The following quick reports are not applicable.
Scorm or Tin Can	
Compliance Summary	
ILT	
USAGE REPORTS	
Login activity	Show system login activity.
Never logged in	

REPORT DASHBOARD

The report dashboard allows you to review simplified report data.



RETURN VALUES

Learning Path: Safety

All Results

Return Values

Filter this report
1 to 4 of 4 records

4

ASSIGNED

1

COMPLETED

Each report has specific return values

List View

Chart View

Person	Last attempt	Overdue	Complete	Assigned on
Daryl Beck	Feb 10, 2017 1:21:43 PM		66%	1/23/2017 6:19:53 PM
Michele Hamer	Feb 15, 2017 2:20:35 PM		66%	1/23/2017 6:21:21 PM
Susan Lawson	Feb 13, 2017 4:53:38 PM		96%	1/23/2017 6:21:45 PM
Rodney Martinez	Feb 16, 2017 8:52:47 AM		Complete	1/23/2017 6:22:10 PM

SAMPLE RETURN VALUES

Learning Path: Safety

All Results

Return Values

Q

☰

Filter this report
1 to 4 of 4 records

For example, in the learning path report you can

1. Click Return Values
2. Deselect Overdue
3. Select Expiration Date
4. Click the Run report button

The report dashboard has been updated.

NOTE: this only affects the dashboard view. The export contains all possible return values for that specific report.

List View
Chart view

Person	Last attempt	Complete	Assigned on	Expiration Date
Daryl Beck	Feb 10, 2017 1:21:43 PM	66%	1/23/2017 6:19:53 PM	Feb 6, 2018
Michele Hamer	Feb 15, 2017 2:20:35 PM	66%	1/23/2017 6:21:21 PM	Feb 6, 2018
Susan Lawson	Feb 13, 2017 4:53:38 PM	96%	1/23/2017 6:21:45 PM	Feb 6, 2018
Rodney Martinez	Feb 16, 2017 8:52:47 AM	Complete	1/23/2017 6:22:10 PM	Feb 6, 2018

FILTER

Learning Path: Safety

All Results

Q
☰
▼ Filter this report
1 to 4 of 4 records < >

4

- Each report has settings that can be used narrow search parameters
- For example, the default view of this report shows both complete and incomplete values.

List View Chart View

Person	Last attempt	Overdue	Complete	Assigned on
Daryl Beck	Feb 10, 2017 1:21:43 PM		66%	1/23/2017 6:19:53 PM
Michele Hamer	Feb 15, 2017 2:20:35 PM		66%	1/23/2017 6:21:21 PM
Susan Lawson	Feb 13, 2017 4:53:38 PM		96%	1/23/2017 6:21:45 PM
Rodney Martinez	Feb 16, 2017 8:52:47 AM		Complete	1/23/2017 6:22:10 PM

SAMPLE FILTER

Learning Path: Safety

All Results

Q
☰
▼ Filter this report
1 to 4 of 4 records < >

For example, in the learning path report you can

1. Click Filter this report
2. Select Only Incomplete results
3. Click the Run report button

The report dashboard has been updated.

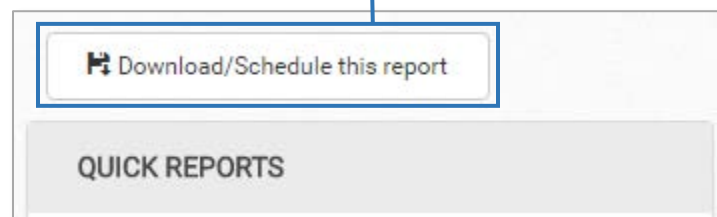
NOTE: Affects both the dashboard view and the export for that specific report.

List View
Chart View

Person	Last attempt	Overdue	Complete	Assigned on
Daryl Beck	Feb 10, 2017 1:21:43 PM		66%	1/23/2017 6:19:53 PM
Michele Hamer	Feb 15, 2017 2:20:35 PM		66%	1/23/2017 6:21:21 PM
Susan Lawson	Feb 13, 2017 4:53:38 PM		96%	1/23/2017 6:21:45 PM

EXPORT REPORT

- Extract data to a digital file for further analysis
- The current report can be
 - Downloaded now, or
 - Scheduled as a recurring email



SAMPLE EXPORT REPORT

Title

Options


Email To:

Frequency

Format

or [cancel](#)

CREATED REPORTS

 [Export Report](#)

Schedule recurring report that is emailed to recipients for further analysis in Microsoft Excel:

1. In the Title field, input a descriptive title for the report
2. Under Options, select Schedule
3. In the Email to field, input recipient email addresses
 - o separate multiple email recipients with a comma
4. Under Frequency, select every Monday
5. Under Format, select CSV
6. Click the Run button

The LMS will perform the scheduled export and email the CSV file.



SAMPLE QUICK REPORTS

The following sample reports have been modified to eliminate unnecessary data.

Learning Paths

Shows user progress for all users in a learning path.

Learning Path: Safety

Last Name	First Name	Date Assigned	Expiration Date	Last Attempt	Percentage Completed	Completed
Beck	Daryl	1/23/2017 18:21	2/6/2018	2/15/17 14:20	66	FALSE
Harner	Michele	1/23/2017 18:21	2/6/2018	2/13/17 16:53	96	FALSE
Lawson	Susan	1/23/2017 18:19	2/6/2018	2/10/17 13:21	66	FALSE
Martinez	Rodney	1/23/2017 18:22	2/6/2018	2/16/17 8:52	100	TRUE

Courses

Shows user progress in a course.

Course: Introduction to Safety

Last Name	First Name	Assigned Date	Start Date	Last Attempt	Percentage Completed	Completed	Completed Date
Beck	Daryl	1/20/2017	1/20/2017 16:55	1/20/2017 16:55	100	TRUE	1/20/2017 16:55
Harner	Michele	1/16/2017	1/16/2017 16:54	1/16/2017 16:54	100	TRUE	1/16/2017 16:54
Lawson	Susan	1/23/2017			0	FALSE	
Martinez	Rodney	1/16/2017	1/16/2017 10:20	1/16/2017 10:20	100	TRUE	1/16/2017 10:20

People

Shows all enrolled courses and percentage of completion by user.

People: All people

Last Name	First Name	Created Date	Login Date	Total Courses	Started	Not Started	Total Completed	Percentage Complete	Complete
Beck	Daryl	1/23/2017	2/10/2017 11:57	41	1	33	7	17	FALSE
Harner	Michele	1/23/2017	2/15/2017 12:25	41	1	33	7	17	FALSE
Lawson	Susan	1/23/2017	2/13/2017 11:58	41	0	33	8	19	FALSE
Martinez	Rodney	1/23/2017	2/16/2017 17:13	41	3	29	9	21	FALSE



Teams

Shows user progress based on the team's courses and learning paths.

Team: Safety

Last Name	First Name	Assigned Date	Total Courses	Total Assigned	Total Completed	Total Not Started	Total Started	Complete %	Complete
Beck	Daryl	2/7/2017 15:40	41	0	10	30	1	24	FALSE
Harner	Michele	2/7/2017 15:16	41	0	9	30	2	21	FALSE
Lawson	Susan	2/7/2017 15:13	41	0	9	29	3	21	FALSE
Martinez	Rodney	2/7/2017 15:10	41	0	8	33	0	19	FALSE

Modules

Shows user progress for modules and assessments.

Module: Greatest Day Ever

Last Name	First Name	Attempt	Time Taken	Complete	Status	Last Attempt
Beck	Daryl	1	0:05:38	TRUE	Passed	1/30/2017 12:44
Harner	Michele	1	0:08:08	TRUE	Passed	1/30/2017 13:30
Lawson	Susan	0	0:00:00	FALSE	Not Attempted	
Martinez	Rodney	1	0:00:17	FALSE	In Progress	

Assessments

Shows user progress for assessments.

Assessment: Personal Protective Equipment

Last Name	First Name	Score	Attempt	Time Taken	Complete	Status	Last Attempt
Beck	Daryl	100	12	0:26:24	TRUE	Passed	2/2/2017 11:13
Harner	Michele	91	2	0:11:17	FALSE	Failed	1/21/2017 14:52
Lawson	Susan	100	4	0:07:13	TRUE	Passed	1/30/2017 15:51
Martinez	Rodney	0	0	0:00:00	FALSE	Not Attempted	



SAMPLE USAGE REPORTS

The following sample reports have been modified to eliminate unnecessary data.

Login Activity

Shows user's last login date.

Peoples login activity

Last Name	First Name	Login Date
Beck	Daryl	2/10/2017 11:57
Harner	Michele	2/15/2017 12:25
Lawson	Susan	2/13/2017 11:58
Martinez	Rodney	2/16/2017 17:13

Never Logged In

Shows users that have never logged in.

People that haven't logged in

Last Name	First Name	Login Date	Created Date	Started	Not Started	Total Completed
Doe	John		1/12/2017	0	0	0

CUSTOM REPORTS

CREATING CUSTOM REPORTS

Legacy - Create a report

QUICK REPORTS


Use the following custom report on the Reports page.

BUILD A CUSTOM REPORT

Create a report then save it as a favorite or set it up to automatically export to your email


User results report

View the course or module results for 1 or more people

 Create report

Team comparison report

Compare the course completion results between your teams

 Create report



SAMPLE CUSTOM REPORTS

The following sample reports have been modified to eliminate unnecessary data.

USER RESULTS REPORT

Shows user progress for courses and modules.

All Users: ORI-503 Student Orientation

Last Name	First Name	Course	Completed	% Complete	Date Completed	Module	Attempts	Time Taken	Last Attempt	Module Status
Beck	Daryl	ORI-503 Student Orientation	Yes	100	1/30/2017	Greatest Day Ever	1	338	1/30/2017	Complete
Beck	Daryl	ORI-503 Student Orientation	Yes	100	1/30/2017	How to Navigate the LMS	1	849	1/30/2017	Complete
Beck	Daryl	ORI-503 Student Orientation	Yes	100	1/30/2017	How to Take a Course	1	365	1/30/2017	Complete
Beck	Daryl	ORI-503 Student Orientation	Yes	100	1/30/2017	Tips for Succeeding in Online Learning	1	605	1/30/2017	Complete
Harner	Michele	ORI-503 Student Orientation	Yes	100	1/30/2017	Greatest Day Ever	1	488	1/30/2017	Complete
Harner	Michele	ORI-503 Student Orientation	Yes	100	1/30/2017	How to Navigate the LMS	1	474	1/30/2017	Complete
Harner	Michele	ORI-503 Student Orientation	Yes	100	1/30/2017	How to Take a Course	1	1204	1/30/2017	Complete
Harner	Michele	ORI-503 Student Orientation	Yes	100	1/30/2017	Tips for Succeeding in Online Learning	1	8457	1/30/2017	Complete

TEAM COMPARISON REPORT

Shows user progress for courses and/or modules between two teams.

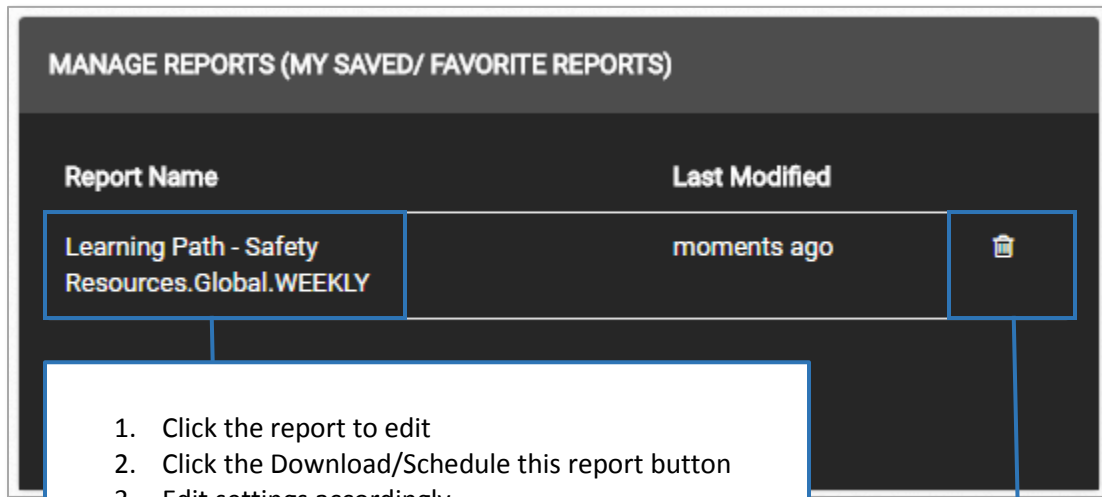
SAF-512 Personal Protective Equipment: Production team compared to Safety team

Team Name	Last Name	First Name	Course	Completed	% Complete	Date Completed (mm/dd/yyyy)
Production	Harris	Troy	SAF-512 Personal Protective Equipment	Yes	100	1/16/2017
Production	Zander	Mike	SAF-512 Personal Protective Equipment	No	0	
Production	Turner	Jane	SAF-512 Personal Protective Equipment	Yes	100	1/16/2017
Production	Carlson	Trent	SAF-512 Personal Protective Equipment	No	0	
Safety	Beck	Daryl	SAF-512 Personal Protective Equipment	Yes	100	1/30/2017
Safety	Harner	Michele	SAF-512 Personal Protective Equipment	Yes	100	2/1/2017
Safety	Lawson	Susan	SAF-512 Personal Protective Equipment	Yes	100	1/30/2017
Safety	Martinez	Rodney	SAF-512 Personal Protective Equipment	Yes	100	2/1/2017

MANAGING REPORTS

SCHEDULED REPORTS

When you schedule a recurring report it is saved in the Manage Reports area. A saved quick report can be managed.



1. Click the report to edit
2. Click the Download/Schedule this report button
3. Edit settings accordingly
4. Click the Run button to save the changes

The report settings have been updated.

1. Click the trashcan icon to delete that saved report

The report has been deleted.

GLOSSARY

Module

A single unit of competency-based online training.

Assessment

Multiple questions that assess a user's knowledge of a module.

Course

One or more modules and assessments arranged in a specific order.

Learning Path

Multiple courses arranged in specific order.

Team

A group of users enrolled into specific courses and/or learning paths.

Report Dashboard

A simplified report visible in a web page.

Return Values

Settings that returns specific data to the dashboard.

Filter

Settings to narrow the results of a report.

Export

Extract data to a digital file for further analysis.