

Reporting

Introduction

IMPORTANT! The system generates reports strictly for the selected period. Data outside this period is not considered. For example, if an employee took a test on the 5th, and the report is built from the 6th to the 10th, the results from the 5th will not be reflected in the report.

1. Reports are available to the moderator (all report types for all employees), to the employee for themselves in the left menu, and to the manager for themselves and their subordinates in the left menu.
2. Report settings are saved to avoid constant re-entry. If the organization's structure changes and old report parameter settings are used, the report will generate Incorrectly. It is necessary to re-enter the report parameters (select the appropriate departments or groups).
3. By default, when building reports, active employees are selected. If you want to include dismissed employees, activate this element (if available)

Search in inactive as well



Report types



Reports

1. Clicking on the element  opens reports.

Date	Entity	N	Name	Points
2025-01-23	Comment	45	Comment	6
2025-01-23	Comment	58	Comment	6

2.The following report types are available in the application:

Course reports:

- Employees-Courses - employees and the Courses they are taking.
- Courses-Employees - Courses and the employees taking them.
- Specific course - Employees - a specific course and the employees taking it. Multiple courses can be selected.
- SCORM-employees. Shows the results of completing courses that contained lessons in the SCORM standard.

Test reports:

- Departments - Tests.
 - Departments for which the report needs to be generated are selected. If a department includes level 2 departments, they will also be included in the report. All employees from the selected departments will be included in the report.
 - Dates are selected. Then, the report is built.
 - The report will present detailed results of employees' Test completion, if they fall within the department and date filters. Moreover, for each question, it will be indicated whether the answer was correct or incorrect: correctly, incorrectly.
 - This report will be useful for situations where it is necessary to analyze the Learning progress in a department, while highlighting specific Groups of employees (for example, these could be Groups by functional or territorial attribute).
- Employees-Tests - employees and the Tests they are taking.
- Tests-Employees - Tests and the employees taking them.
- Specific Test - Employees - a specific test and the employees taking it. Multiple tests can be selected.

Events:

- Events: External and In-Person - participation of selected employees in external and in-person events.

Assignment reports:

- Number of employees - shows how many people are in each assignment in total.
- Percentage of successfully completed employees - shows the percentage of employees who successfully completed testing in the assignment.
- Learning progress by assignment - shows the status of test completion in the context of assignments.
- Overall learning progress - for each employee, the total progress across all their assignments for the selected period.

Group reports (if available):

- Number of employees - shows how many people in total are taking tests within groups.
- Percentage of successfully completed employees - shows the percentage of employees who successfully completed testing in groups.
- Learning progress by group - shows the status of test completion in the context of groups.
- Overall learning progress - for each employee, the total progress across all their groups for the selected period.

Miscellaneous:

- Employee rating (write-off). The report allows obtaining information about the current level of accumulated scores and performing their write-off.
- Employee rating (detail). The report allows obtaining detailed information on score accrual.
- Feedback Forms - report on the results of collecting Feedback Forms.
- Programs. Report on the results of employees completing Programs.
- 360 Assessment. The report shows the integrated assessment results.
- Surveys. The report shows the results of survey completion.

3. Test specifics. The Test status displays information on whether the test was Passed or Not passed, the score obtained, and the Passing score. The status also indicates whether the test was assigned by a moderator - in this case, "Assignment" will be displayed, or if the learner enrolled themselves, in which case "Self-enrollment" is displayed.

Example. In this screenshot, the test is Not passed, 0% was scored, with a Passing score of 70, and the student enrolled themselves.

Assignment Status	Completion Status	Success Status	Results, for the test, %/%
Self-Assigned	Not Completed	Not Passed	0/70

In the screenshot below, the Test is passed, 100 percent was Scored, with a Passing score of 50, and the Test was assigned to the student by a moderator.

Assignment Status	Completion Status	Success Status	Number of attempts	Results, for the test, %/%
Assigned	Completed	Passed		100/50

If an employee did not pass the testing, the following information will be displayed:

- How many questions out of how many were answered correctly;
- Questions that were answered incorrectly.

If there were questions with multiple choice among the questions, then for these questions the following will be marked:

correct selected - answer correct

correct not selected - answer incorrect

incorrect not selected - answer correct

incorrect selected - answer incorrect

In the screenshot below we have:

- Choice 1 – correct and it is selected – i.e., the answer is correct;
- Choice 2 – incorrect, but it is selected – i.e., the answer is incorrect.
- Choice 3 – correct, but it is not selected – i.e., the answer is incorrect.
- Choice 4 – incorrect and it is not selected – i.e., the answer is correct;

Results, for the test, %/%	Text	Results, for the test. Action	Results, for the test. Status
0/70			
Choose the correct statements	Fats dissolve in water	Selected	Incorrect
	Water boils at 100 degrees(Correct)	Selected	Correct
	Sugar dissolves in water(Correct)	Not Selected	Incorrect
	Water has 5 states of matter	Not Selected	Correct

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