Vodeclic – Analytics

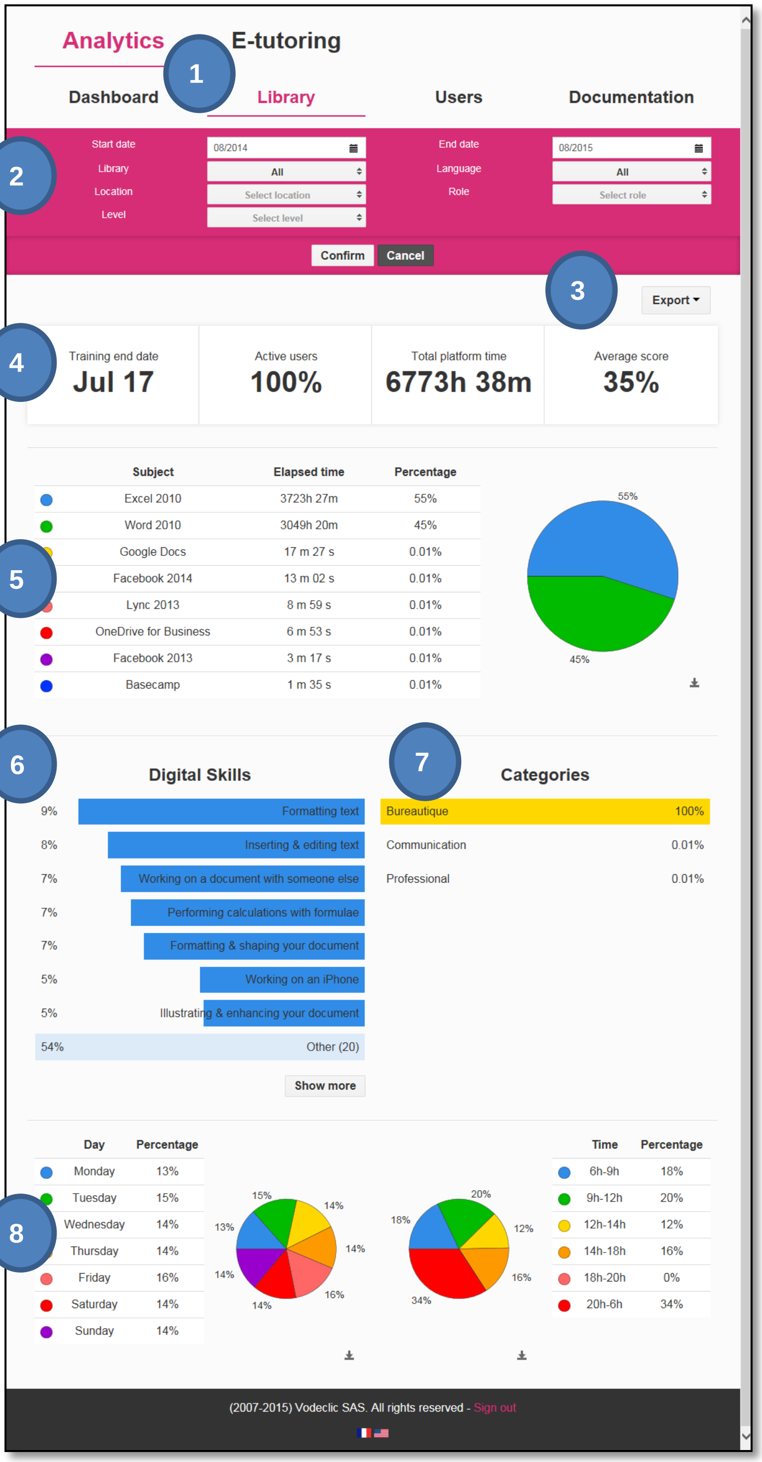
This quick start guide shows how to use and interpret the administrative analytics of Vodeclic.

Analytics - Dashboard

1. After logging into the admin area, click **Analytics** > **Dashboard**.
2. Use the filters in the pink area to narrow the data you see. Select from a filter drop down and click **Confirm** to set the filter. You can filter on:
   - Date range
   - Library collection
   - Language
   - User-defined fields of
     - Role
     - Location
     - Level
3. View high-level statistics based on the filters specified:
   - Last date someone accessed system
   - How many users were active
   - The total time users spent in the system
   - Average score across all assessments
4. View total hours of training time over time.
5. View the time spent in each course accessed.
6. View the percentage breakdown for each of the user-defined fields for Location, Role and Level.
7. View the top-accessed tutorials.
8. View the top 10 users with the most training time.
9. Export data on the page to Excel spreadsheet.

Note: Clicking the down arrow icon in the lower right corner of an image downloads it.

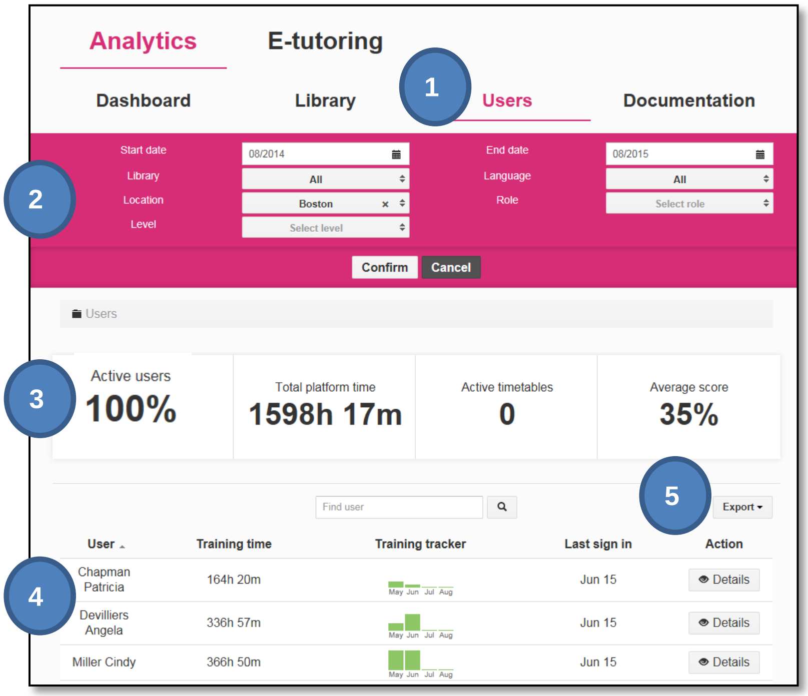
Analytics - Library Data



1. After logging into the admin area, click **Analytics > Library**.
2. Use the filters in the pink area to narrow the data you see. Select from the filter drop down and click **Confirm**. You can filter on:
   - Date range
   - Library collection
   - Language
   - User-defined fields of
     - Role
     - Location
     - Level
3. Export data on the page to Excel spreadsheet.
4. View high-level statistics based on the filters specified:
   - Last date someone accessed system
   - How many users were active
   - The total time users spent in the system
   - Average score across all assessments
5. View the time spent in each accessed course.
6. View the top-accessed tutorials.
7. View the top accessed categories.
8. View the usage breakdown by day of the week and time of day.

Note: Click the down arrow icon in the lower right corner of an image to download it.

Analytics - User Data

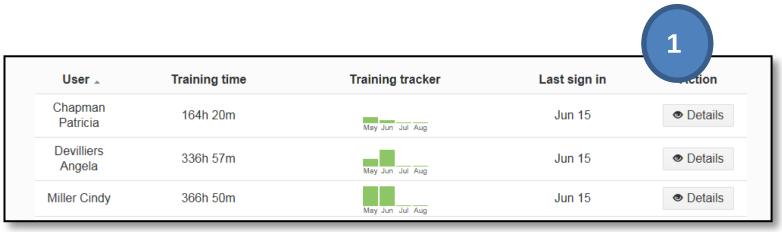


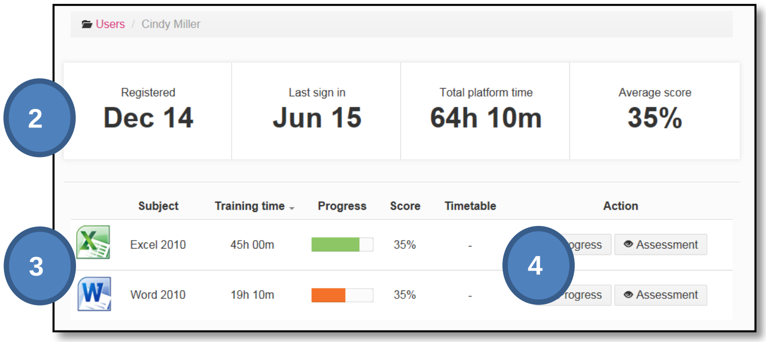
1. After logging into the admin area, click **Analytics >Users**.
2. Use the filters in the pink area to narrow the data you see. You can filter on:
   - Date range
   - Library collection
   - Language
   - User-defined fields of
     - Role
     - Location
     - Level
3. View high-level statistics based on the filters specified:
   - How many users were active
   - The total time users spent in the system
   - How many timetables are active
   - Average score across all assessments.
4. View specific data on each user, including:
   - Total training time
   - Relative training time across the last four months
   - Date the user last signed in
   - Additional Details
5. Export data on the page to Excel spreadsheet.

Note: You can sort the list by User or Training Time by clicking the column heading.

Skillsoft

Analytics - User Details





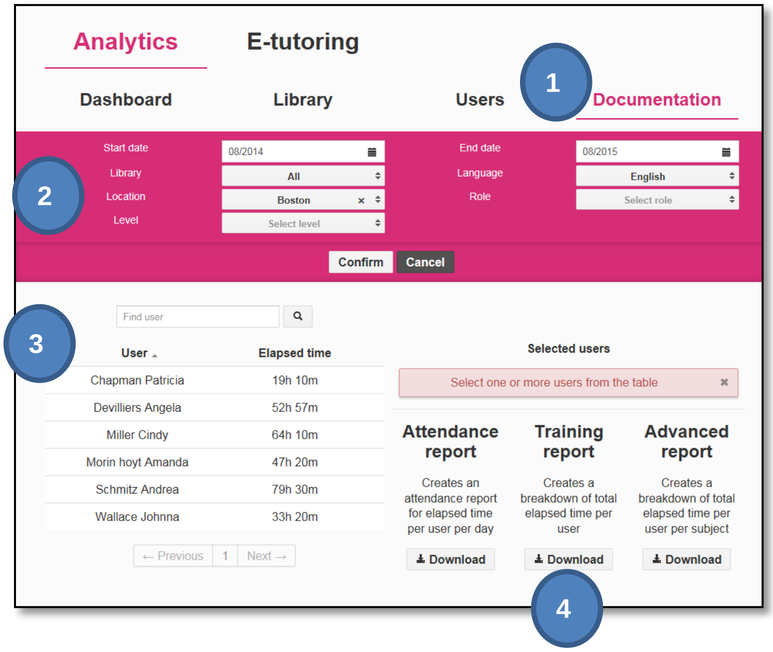
1. After logging into the admin area, click **Analytics > Users**, then click **Details**next to the user whose details you want to view.
2. View general user statistics, including:
   - Date the user was registered in the system.
   - The date they last signed in.
   - The total time they have spent in the system.
   - Average score across all their assessments.

3. View specific training details for that user, including:
   - Course or subject accessed.
   - Time spent in that subject.
   - Progress made.
   - Average score on that subject's assessment.
   - Any timetables set up for that subject.

Note: You can sort the list by Subject or Training Time by clicking the column heading.

4. View additional details on Progress and Assessments, including:
   - For each skill set the number and tutorials taken
   - For each skill set the score of the assessment

Analytics - Documentation



1. After logging into the admin area, click **Analytics >Documentation**.
2. Use the filters in the pink area to narrow the data you see. Select from the filter drop down and click **Confirm**. You can filter on:
    a. Date range
    b. Library collection
    c. Language
    d. User-defined fields of
        - Role
        - Location
        - Level
3. Select the users from the left that you want reports.
4. Click the Download button for the type of report:
    - Attendance Report – for each user selected, you see the date they accessed the system and the time spent training on that date.
    - Training Report – you see a list of all users and the total training time spent in the system.
    - Advanced Report – for each user selected, you see which courses they accessed and for how long.

Note: You can sort the User list by User or Elapsed Time by clicking the column heading.

Note: These reports are only available in PDF.

