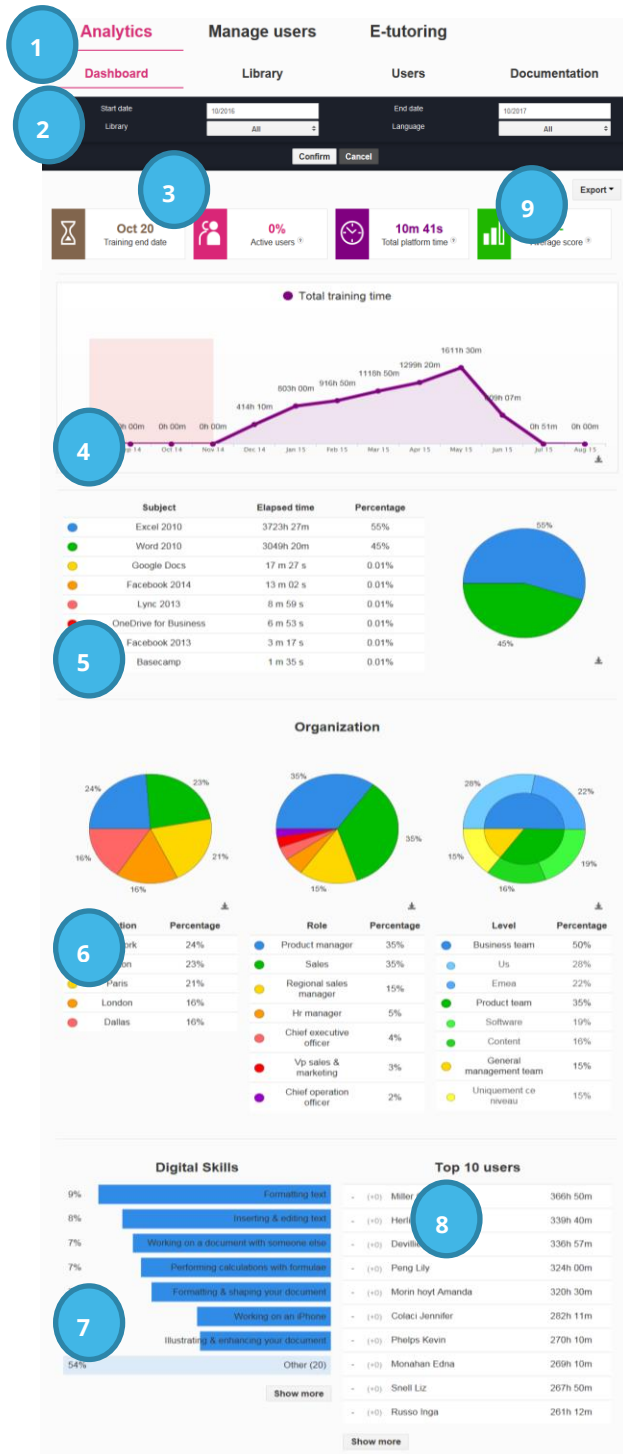


Skillsoft Digital Skills Analytics

This quick start guide shows how to use and interpret the administrative analytics of Skillsoft Digital Skills

Skillsoft Digital Skills Dashboard



- After logging into the admin area, click **Analytics > Dashboard**.
- Use the filters in the header 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
 - If enabled, User-defined fields of Role, Location, or Level
- 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
- View total hours of training time over time.
- View the time spent in each course accessed.
- View the percentage breakdown for each of the user-defined fields for Location, Role and Level, if enabled.
- View the top-accessed tutorials.
- View the top 10 users with the most training time.
- 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

The screenshot shows the Skillssoft Analytics Library Data dashboard. It includes a navigation bar with 'Analytics', 'Manage users', and 'E-tutoring'. The 'Library' tab is selected. A filter bar at the top allows filtering by start date (10/2016), end date (10/2017), library (All), and language (All). A summary section displays statistics: Oct 20 Training end date, 0% Active users, 18m 21s Total platform time, and Average score. A table lists subjects with elapsed time and percentage, accompanied by a pie chart. A 'Digital Skills' bar chart shows the most used skills, and a 'Categories' bar chart shows the most accessed categories. Two pie charts at the bottom show usage breakdown by day and time of day.

Subject	Elapsed time	Percentage
Excel 2010	3723h 27m	55%
Word 2010	3049h 20m	45%
Google Docs	17 m 27 s	0.01%
Facebook 2014	13 m 02 s	0.01%
Lync 2013	8 m 59 s	0.01%
OneDrive for Business	6 m 53 s	0.01%
Facebook 2013	3 m 17 s	0.01%
Basecamp	1 m 35 s	0.01%

Category	Percentage
Bureautique	100%
Other (20)	54%

Day	Percentage
Monday	13%
Tuesday	15%
Wednesday	14%
Thursday	14%
Friday	16%
Saturday	14%
Sunday	14%

Time	Percentage
6h-9h	18%
9h-12h	20%
12h-14h	12%
14h-18h	16%
18h-20h	0%
20h-6h	34%

1. After logging into the admin area, click **Analytics > Library**.
2. Use the filters in the header 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
 - If enabled, User-defined fields of Role, Location, or 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.

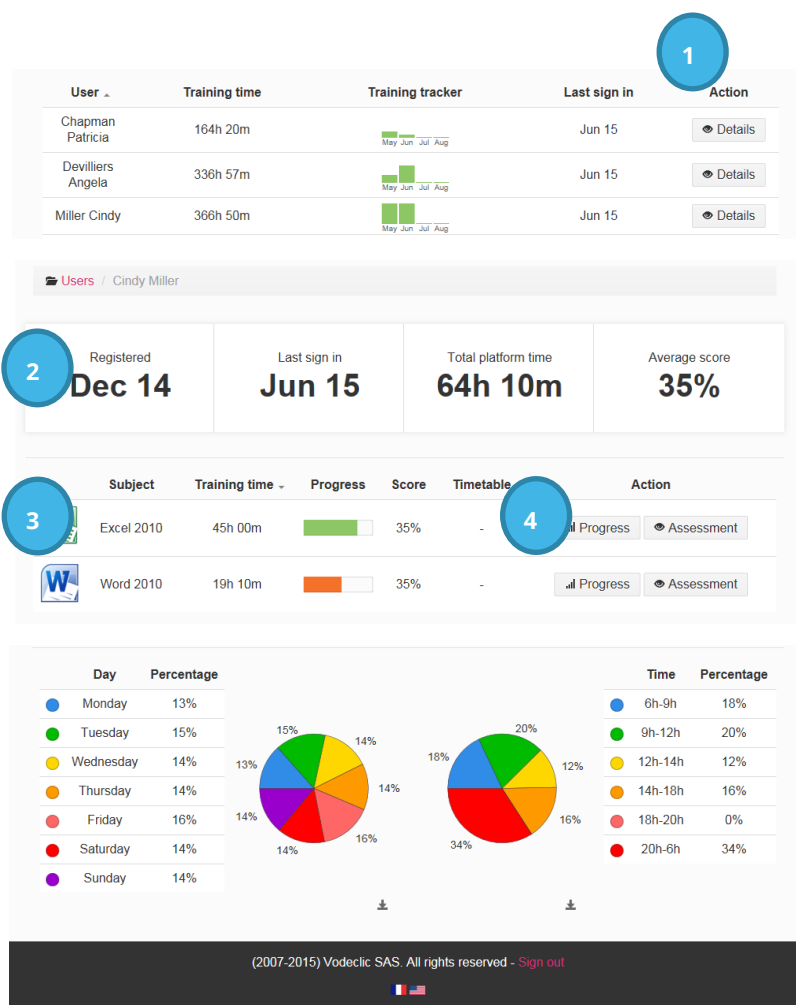
Analytics - User Data

The screenshot shows the 'Users' page in the Skillsft analytics dashboard. It features a navigation menu with 'Analytics', 'Manage users', and 'E-tutoring'. The 'Users' sub-section is selected. A filter bar at the top allows filtering by Start date (10/2016), End date (10/2017), Library (All), and Language (All). Below the filter bar is a dashboard with four widgets: Active users (100%), Active timetables (0), Total platform time (26m 41s), and Average score (-). A table below the dashboard lists users with columns for User, Training time, Training tracker, Last sign in, and Action. The table contains three rows: Chapman Patricia (164h 20m), Devilliers Angela (336h 57m), and Miller Cindy (386h 50m). A search bar and an export button are also visible.

1. After logging into the admin area, click **Analytics>Users**.
2. Use the filters in the header area to narrow the data you see. You can filter on:
 - Date range
 - Library collection
 - Language
 - If enabled, User-defined fields of Role, Location, or 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.

Analytics - User Details



- After logging into the admin area, click **Analytics > Users**, then click **Details** next to the user whose details you want to view.
- 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.
- View specific training details for that user, including:
 - Course or subject accessed.
 - Language of course 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.

- 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

The screenshot shows the 'Analytics > Documentation' page. At the top, there are three tabs: 'Analytics', 'Manage users', and 'E-tutoring'. Under 'Analytics', there are sub-tabs: 'Dashboard', 'Library', 'Users', and 'Documentation'. Callout 1 points to the 'Documentation' sub-tab. Callout 2 points to the filter area at the top, which includes 'Start date' (10/2016), 'End date' (10/2017), 'Library' (All), and 'Language' (All). Callout 3 points to the 'User' column heading in a table. Callout 4 points to the 'Selected users' section, which includes a search bar and a list of users with their elapsed times. Below the table are three report options: 'Attendance report', 'Training report', and 'Advanced report', each with a 'Download' button.

User	Elapsed time
Chapman Patricia	19h 10m
Devillers Angela	52h 57m
Miller Cindy	64h 10m
Morin hoyt Amanda	47h 20m
Schmitz Andrea	79h 30m
Wallace Johnna	33h 20m

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:
 - Date range
 - Library collection
 - Language
 - If enabled, User-defined fields of Role, Location, or 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.