Skillport 8 Reporting Quick Start Guide

Getting Started

Log in to your Skillport with an Admin-Level account.

Note that different Admin-Level accounts have different reporting capabilities.

Admin rights can also be customized. Contact your organization's Skillport administrator if you don't see the Reporting options in Admin.

A **Company Administrator** *can run reports on all users, groups, and content.*

An **Administrator** *or* **Manager** *can run reports on the users and subgroups contained in their normal (organizational) group or advanced group. Additionally, they can report on only the assets that are entitled (available) to them in the Catalog.*

Access Reporting through the Admin Link

Skillport Managers and Administrators will see an "Admin" link in Quick Links. In Admin, the Reports tab provides access to the reporting system.
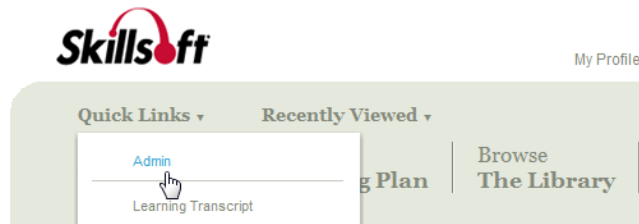
Help is available throughout the reporting system. In Help, detailed field definitions are available by navigating to: Skillport 8 for Administrators / Reports / Report Definitions. You can also access help from the Skillport 8 Knowledge Base.

Main Reporting Sections

Report Related Icons

These icons display in the reporting section next to report and chart templates.

Indicates a grid type report

Indicates a chart type report

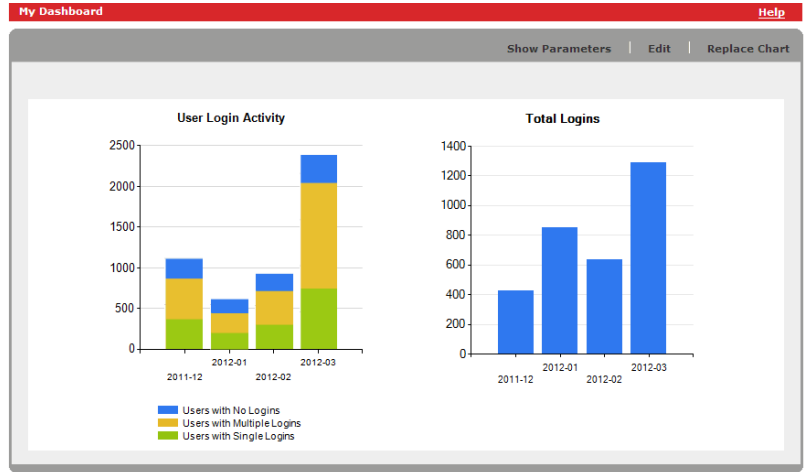Indicates the chart is currently displayed on My Dashboard

Indicates a shared template

My Dashboard lets you quickly see two charts. By default, the *Content Completion* and *Total Logins* charts are displayed

In the Dashboard, you can:

- **Show Parameters** for each chart displayed.

- **Edit** charts to create personal chart templates.

- **Replace Charts** that display on the Dashboard with any two default or personal charts.

The chart icon in the Templates tab indicates which charts are currently displayed on My Dashboard.

Templates are organized into four main categories. Click the + or double-click the folder name to expand a folder. A brief description of each template is included to help you quickly find the report you want.

You can modify and save templates as **Personal Templates.** You can share personal templates to make them available for other Skillport Administrators.

For the owner of the template, the shared icon indicates which templates are shared.

All administrators see Shared Templates on the "Shared" tab.

Schedules give you the ability to run reports in the future.

When you save a Report as a Personal Template, you have the ability to schedule the report to run daily, weekly, monthly, or on a specific day. The **Schedules** tab shows all you all your scheduled reports and also gives you the opportunity to select a scheduled report and **Run Now**.

Results

By default, results are kept for 7 days, with an option to save for 30 days.

The Results tab is refreshed every few seconds and the status changes from *Queued* to *In Progress* to *Completed.*

You can open Completed reports by double-clicking the report.

		Refresh	Download	Delete
Format	Last Activity	Run time	Delete On	
Excel	2014-03-14 12:09	00:09:28	2014-03-21	
Excel	2014-03-14 11:42	00:00:08	2014-03-21	
CSV	2014-03-14 09:00	00:00:29	2014-03-21	

Reporting Workflow

Until you become familiar with the various reporting features, we suggest the workflow outlined here:

Also see this suggested workflow in Chart Form on Page 5.

Select a **Template.**

Click Preview to see the results.

If it's OK, Click **Save Template** or **Save Result**.
If it's not OK, Click **Edit** to modify the template**.**

Preview the results.

If it's OK, Click **Save Template** or **Save Result.**

Is it a one-time need, or will you want to run this report again?

If one-time, click **Save Result.**

If you'll need to run it again, select **Save Template** to save it as a Personal Template. You will be given the option to schedule the report.

Detailed Walk-through Creating a User Activity Report

1   To see all types of assets (courses, books, Videos, Job Aids, etc.), select the **User > Learning Activity> Asset Activity by User** template.

Note: Learning Programs are not included in Activity Reports. See the Learning Program reports in the Content folder.

Default	Personal

Title
- 🗀 User
  - 🗀 User Listing
  - 🗀 User Privilege
  - 🗀 Learning Activity
    - Summary by User
    - Summary by Group
    - Asset Activity by Group
    - Asset Activity by User
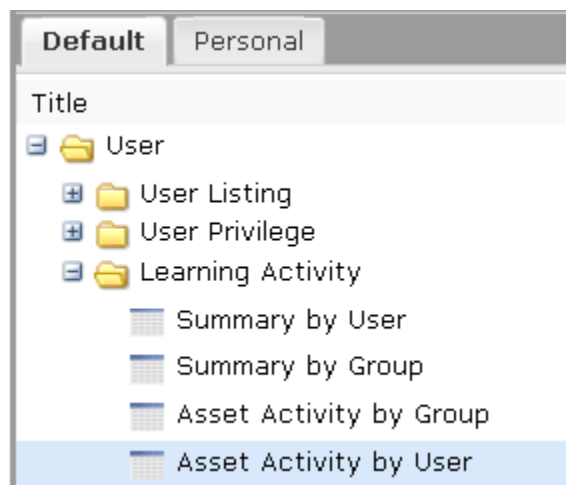
2 **Preview** the Report

Last Name ↕	Group Org Code ↕	Asset Title ↕	Asset ID ↕	Asset Type ↕	First Access Date ⊙	Last Access Date ↕	Times Accessed ↕
aus5							
Cook	AUS	Business Planning Essentials: Preparing a Business Plan	stgy_10_a01_bs_en us	Courses	2014-03-06	2014-03-06	2
Cook	AUS	Fewer Meetings Means Better Communication	54423	Videos	2014-03-06	2014-03-06	1
Cook	AUS	Dictionary of Business, Fourth Edition	19525	Books	2014-03-06	2014-03-06	1

3 Select **Edit**

Note that the default **Activity Date Range** is "the previous calendar month, plus this month, to date.

Select a specific date range or explicit dates. Note that un-checking **To Date** will always report on usage for the previous calendar period(s) only.

▲ Activity Dates   Default Dates as of 2014-04-08

◉ Previous   1   Month(s) ⌄   ☑ To Date

○ *From   2014-03-01 🗓   To   2014-04-08 🗓

4 By default, your report will include all users that your Admin account can see.

In the **Group/Users** tab, you can select the user(s) or group(s) you want to include in the report. Select the group(s) on the left and then click the green arrow to add them to the template. You can use Shift-click or Control-Click to select multiple groups.

| Group / Users | Asset Filter | Filter Options |

▲ Group / Users

Select   ○ Users   ◉ Groups
[   ]   Search   Refresh

⊟ 👥 All Groups
　⊞ 👥 Demo Companies (DemoComp)
　⊟ 👥 Assignment Groups (AssignmentGroups2)
　　⊞ 👥 New Hire (Assignment Group) (NewHire1)
　　⊞ 👥 Managers Only (org_15)
　　⊞ 👥 Hi-Pos 2011 (org_16)

➡

Groups
Group Title

5 **Display Options**
Display Options are at the bottom of the screen. You can set the time zone for the report or consolidate data for users in multiple groups. By default, Access and Completion dates are shown as dates only. Selecting **Include Timestamps** will also include the time of day (in the selected Time Zone).

Display Options also lets you choose which Display Fields you would like to include in your report. Simply check or uncheck the fields.

▲ Display Options

Select Time Zone (GMT) Coordinated Universal Time   ▼

List users within multiple groups in separate rows Multiple Rows ▼

☐ Include Timestamps

Asset Fields
☑ Asset Title <- Mandatory   ☑ Asset ID <- Default   ☑ Asset Category
Group Fields
☑ Group Name   ☑ Group Org Code   Optional -> ☐ Group Path
User Fields
☑ First Name   ☑ Last Name   ☐ User Status

6	**Filters**	Completion Status Any ▾
	Filters let you narrow your results even further. You can filter on dates, on user profile fields, or completion status.	Any Completed In Progress
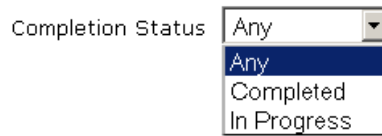
7 **Preview** the Report.

8 Is it OK?

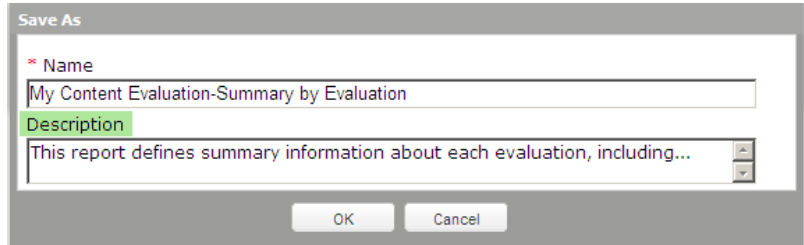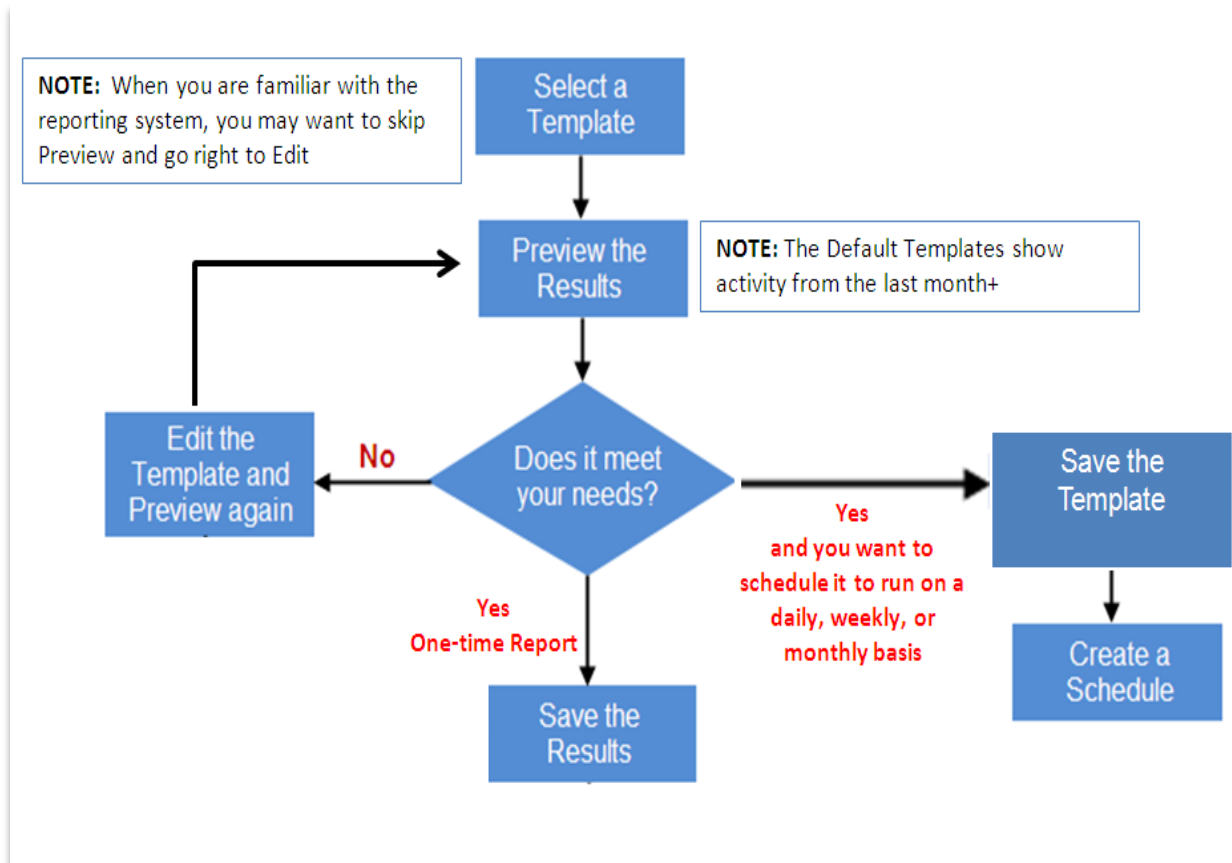   Is it a one-time need, or will you want to run this report again?

9 If one-time, click **Save Result.** Add a meaningful **Description** that will help you determine the contents of the report in case you need to access it in the future.

   If you'll need to run it again, select **Save Template** to save it as a Personal Template. You will be given the option to schedule the report.

Save As

* Name

My Content Evaluation-Summary by Evaluation

Description

This report defines summary information about each evaluation, including...

OK   Cancel

Suggested Reporting Work Flow

NOTE: When you are familiar with the reporting system, you may want to skip Preview and go right to Edit

Select a Template

Preview the Results

NOTE: The Default Templates show activity from the last month+

Edit the Template and Preview again

No

Does it meet your needs?

Yes
One-time Report

Save the Results

Yes
and you want to schedule it to run on a daily, weekly, or monthly basis

Save the Template

Create a Schedule
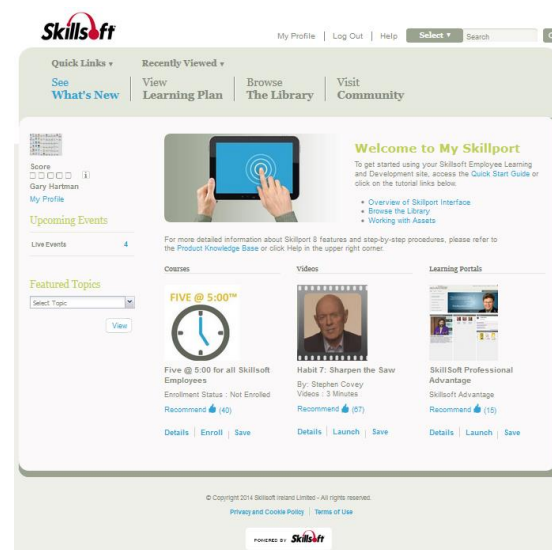

Skillport 8 Reports

User Reports

User Listing
- Summary by Group
- Detailed by Group
- Detailed by User
- Summary by Approval Manager
- Detailed by Approval Manager

User Privilege
- Summary by Group
- Detailed by Group

User Participation
- Total User Participation (Chart)
- User Participation by Group
- User Participation Summary by Group

Learning Activity
- Summary by User
- Summary by Group
- Asset Activity by Group
- Asset Activity by User
- Asset Activity by User with Lessons

Learning Plan
Note: Was "My Plan" in v7
- User Learning Plan Detailed
- User Learning Plan Summary by Content and Group
- Group Learning Plan Assignment *NEW*
- Development Plan

User Participation
- Total User Participation
- User Participation by Group
- User Participation Summary by Group

inGenius
- User Summary by Community
- Detailed by Community
- Most Active Users

Content Reports

Content Activity
- Summary by Content
- Course Activity by Content
- Content Completion (Chart)
- Total Duration (Chart)
- Learning Event
- Most Popular Titles

KnowledgeCenter Access
- Access Summary By KC
- Access Summary By KC and User
- Activity by KC

Skillsoft Advantage Access
- Access Summary By SA
- Access Summary By SA and User
- Activity by SA

Business Exploration Series Access
- Access Summary By BES
- Access Summary By BES and User
- Activity by BES

Learning Program
- Summary by Learning Program
- Summary by Group
- Summary by User
- Detailed by User
- Matrix by Learning Program

Live Learning Program
- Summary by Live Learning
- Summary by Group
- Summary by User
- Detailed by User
- Matrix by Live Learning

Credentialing
- Summary by Credential
- Summary by User
- Detail by Credential

ILT Course and Session
- Summary by ILT Course
- Detailed by ILT Course and Session

Content Reports (*Continued*)
ILT Student Roster
Detailed by Session and Course
Detailed by Course and User
Detailed by user
Books and Videos Subscriptions
Subscription Summary
Individual Usage Detail
Books and Videos Content Activity
Summary by Asset
Detail by Asset
inGenius
Content Summary by Community
Summary by Asset Type
Detailed by Content
Most Recommended Assets
Most Commented Assets

Training Effectiveness Reports
Content Evaluation
Summary by Evaluation
Detailed by Evaluation
Linked Evaluations by Asset
Executive Overview
User and Content Statistics
Content Usage Statistics

System Reports
Skillport User Login
Summary by Group
Detailed by Group
Total Logins (Chart)
User Login Activity (Chart)
New Registrations
Skillport Registrations (Chart)
Library
Note: Skillport 7 had separate Course Catalog and Books24x7 reports.
Library Summary *NEW*
Library Detail *NEW*
Credential Listing *(was Credential Catalog)*
Assignments by Group

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