

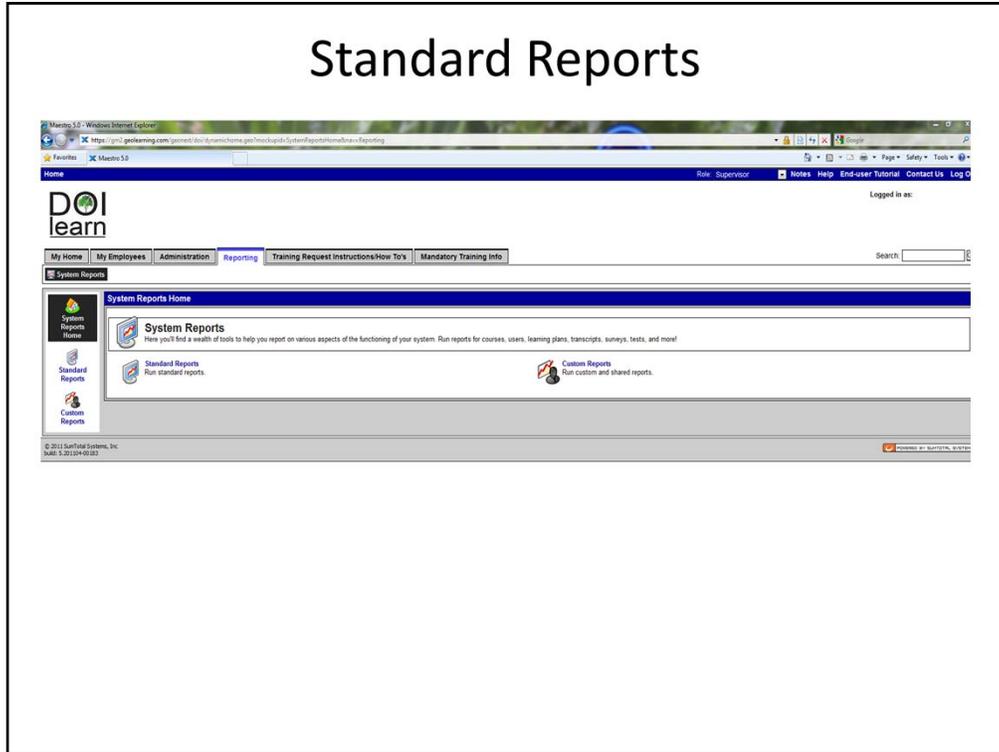
# DOI LEARN

## How To Run Standard Reports



<http://www.doi.gov/doilearn/index.cfm>

# Standard Reports



When at the initial log in screen make sure you are in as the role of **Supervisor, Instructor, or Program Manager, etc.**

- Select the **Reporting Tab (Instructor Role and Program Manager will also be able to run these reports)**
- Click on **Standard Reports**
- **NOTE:** Program Managers and Instructors can run reports for any employee in the USGS, Supervisors can only run reports for their employees

# Reports Selection

**System Reports: All Standard Reports**

All Standard Reports

This view contains all standard reports available to you. Click **Filter and Run** to configure filters and view the report.

Select	Name	Description
<input type="radio"/>	Catalog Null Search Results	Displays information on searches conducted by users when no results were found and allows administrators to look for trends on what their users are looking for but not finding. The LMS will log any time a Catalog search returns results with zero matches.
<input type="radio"/>	Certification Exception Report Standard	Certification Exception Report contains details about learners and certifications
<input type="radio"/>	Course Analysis Report	Contains course information and learners assigned to them; can filter by score, username, user status, course name, course type, class name, completion date and status.
<input type="radio"/>	Course Interaction Report	Contains details on how learners responded to individual test questions within a course; can filter by course, username, first name and last name.
<input type="radio"/>	Course Interaction Summary Report	Contains summary data on how many learners responded to individual test questions within a course; can filter by course.
<input type="radio"/>	Instructor Information Report	Contains instructor and class data; can filter by instructor last name, instructor user name, course name and course type.
<input type="radio"/>	Learner Transcripts Report	Contains learner course information, can filter by score, user last name, user name, user status, completion status and date and course type.
<input type="radio"/>	Learning Plan Details Report	Contains detailed information about learning plans; Designed to show what a plan contains and which users have completed which activities in a plan; This report is not meant to summarize individual course completions for a Learner but instead provide an overall picture of what is happening with a learning plan; Can be filtered by learning plan name and assignment status, learner information (name, username, status). Note: This report only tracks progress for a user while they are assigned to the plan. If their assignment is removed, their progress is frozen at that time.
<input type="radio"/>	Learning Plan Information	Contains details about what a learning plan contains and when the contents were created; Can be filtered by learning plan name, course name and code, course type, and class name.
<input type="radio"/>	Learning Plan Overview	Contains learning plan information; Designed to show due dates and expiration dates as well as percentage of completion per learner; Can be filtered by learning plan name and assignment status, learner information (name, username, status), assignment date, due date, and last completion date. Note: This report only tracks progress for a user while they are assigned to the plan. If their assignment is removed, their progress is frozen at that time.
<input type="radio"/>	Online Resources Report	Allows a user with permissions to view information regarding which online resources have been accessed, by whom and when.
<input type="radio"/>	User Usage Summary	Contains information about user logins; can filter by number of courses registered or completed, login count, last login date, user first name, user last name, user name, user status. Can also filter to show only users that have or have not logged in at all.

**Filter and Run**

This is a selection on all the standard reports offered in the DOI LEARN system. This slide show will take you through running one report, the process is the same for all, the only thing that changes is the filters.

- Select the report you wish to run
- Click the **Filter and Run** button at the bottom of the screen

# Report Filters

Reports Home
Filters

  
 Standard Reports

  
 Custom Reports

**Score**

Equals

**Last Name**

Contains

**User Name**

Contains

**Status**

Contains

**Completion Status**

Contains

**Completion Date**

Start Date:  #  
Enter date in format: MM/yyyy

End Date:  #  
Enter date in format: MM/yyyy

**Course Type**

**Available Value(s):**

External Training Course

Instructor Course

Online Course

Recorded Virtual Online Course

User Defined Task

Select All

Add >

< Remove

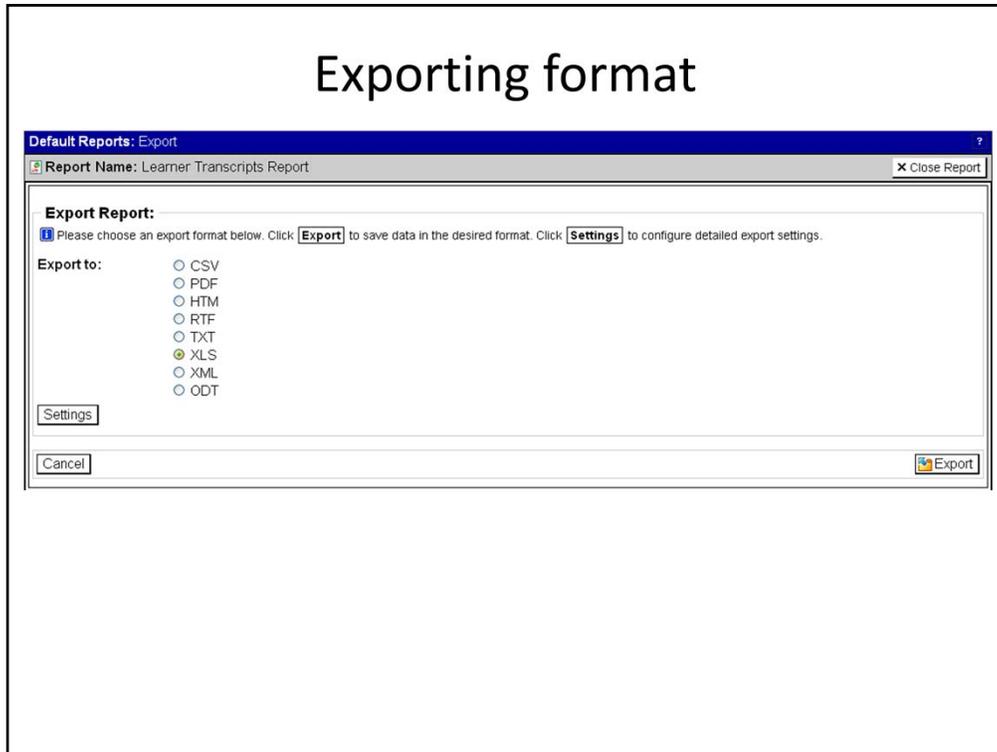
**Selected Value(s):**

Select All

- As mentioned previously these filters will differ based on the type of report you select.
- Click on the drop down arrows to decide how you want to search for your data. (Contains means it “contains” whatever words you type in. If you choose “starts with” you must know the exact word the training starts with and if it is generic, you may want to list the first few words of the training.)
  - When you are finished adding your filters click the **Run** (button at the bottom of the screen not shown in this screen shot)



# Exporting format



- When you select the **Export** button you will have several different file formats. For this report we are exporting using the XLS format.
- When you select the desired format click on the **Export** button. A window will open asking you to Open or Save. It is recommend you click "Open"
- The Excel (XLS) format looks better than the PDF format in this version.

**NOTE:** When saving the report, make sure to change the file type to an Excel spreadsheet otherwise it saves it as a web page and you **cannot** open it.

# Exported Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	User Name	Status	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade				
2	Mary	Survey	extnsurvey	Active	NSC Defensive Driving II	Completed	5/21/2010 14:45	1/1/2011 0:00	0	Enrolled	NA				
3	Mary	Survey	extnsurvey	Active	Introduction to Collateral Duty Safety Program Coordinator	Completed	1/31/2011 17:14	1/31/2011 15:00	3	Enrolled	NA				
4	Mary	Survey	extnsurvey	Active	Training	Not Attempted	2/11/2011 15:02		0	Dropped					
5	Mary	Survey	extnsurvey	Active	USGS Leadership Intensive				0	Dropped					
6	Mary	Survey	extnsurvey	Active	Crucial Conversations (USGS)				0	Registered					
7	Mary	Survey	extnsurvey	Active	2010 Federal Information Systems Security Awareness + Privacy and Records Management	Waived	3/7/2011 17:31		0	Waived					
8	Mary	Survey	extnsurvey	Active	Safety: Executive Orientation to Safety and Occupational Health	In Progress	3/30/2011 14:21		1	Dropped					
9	Mary	Survey	extnsurvey	Active	Safety: USGS Safety Program Requirements for Administrative Personnel	In Progress	3/30/2011 14:21		1	Dropped					
10	Mary	Survey	extnsurvey	Active	Firearms-Basic Defense Against Wild Animals	Not Attempted	3/30/2011 17:29		0	Dropped					
11	Mary	Survey	extnsurvey	Active	Safety: USGS Safety Program Requirements for Administrative Personnel	Not Attempted	3/30/2011 17:03		1	Dropped					
12	Mary	Survey	extnsurvey	Active	Computer Security Incident Response Training (CSIRT) 2-hour				0	Registered					
13	Mary	Survey	extnsurvey	Active	Introduction to Water-Quality Sampling	Completed	4/11/2011 19:57	4/11/2011 20:06	0	Enrolled	0%				
14															
15															
16															
17															
18															
19															
20															

This is an example of a report exported into excel so you can change sorting.

**NOTE:** When saving the report, make sure to change the file type to an Excel spreadsheet otherwise it saves it as a web page and you cannot open it.

## Thank You

- Thank you for taking the time to learn about the new DOI Learn system. If you have any more questions you can visit our website at: [http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html)
  - There you will find:
    - FAQ's
    - Several other power point slide shows for Help
    - Internet Settings and Java Version Configurations
    - Clarifications on roles and much more
- Attend a 1 hr. webinar on using the "Report" feature in DOI LEARN. This training is for Supervisors, Program Managers, Instructors, Roster Managers, LP Roster Managers, etc. You just need to email Catherine Book (cbook@blm.gov) and let her know you are interested in attending and she will email you the information for the next Report monthly webinar and she'll provide dial-in information
- Watch for announcements in the Lotus BBS

[http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html)