

DOI LEARN

How To Run Standard Reports



Login: <http://www.doi.gov/doilearn/index.cfm> (click on "Have an Account")

Standard Reports

The screenshot displays the 'Standard Reports' interface. At the top, the user is logged in as 'Mary Survey' with the role of 'Supervisor'. The navigation menu includes 'My Home', 'My Employees', 'Administration', and 'Reporting'. The sidebar on the left contains 'System Reports Home', 'Standard Reports', and 'Custom Reports'. The main content area, titled 'System Reports: All Standard Reports', contains a table of available reports.

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"/>	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.

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

- Select the **Reporting Tab**
- Click on **Standard Reports** on the left side of the screen.
- **NOTE:** Program Managers and Instructors can run reports for any employee in the USGS, Supervisors can only run reports for their employees.

Reports Selection

The screenshot displays the 'System Reports: All Standard Reports' interface. On the left, there is a sidebar with 'System Reports Home', 'Standard Reports', and 'Custom Reports'. The main content area is titled 'System Reports: All Standard Reports' and contains a sub-header 'All Standard Reports'. Below this, there is a message: 'This view contains all standard reports available to you. Click **Filter and Run** to configure filters and view the report.' The main part of the interface is a table with the following columns: 'Select', 'Name', and 'Description'. The table lists several reports, each with a radio button in the 'Select' column and a brief description in the 'Description' column. At the bottom of the table, there is a 'Filter and Run' button, which is circled in blue.

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<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.
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<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.

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

Add

Remove

Selected Value(s):

- 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 course name starts with. 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).

Report

Home
Role: Supervisor Notes Help Contact Us Log Off

Logged in as: Mary Survej

My Home
My Employees
Administration
Reporting

Search:

System Reports

Default Reports - Learning Object Reports: Run Report
Close Report

Report Name: Learner Transcripts Report
Export
Print

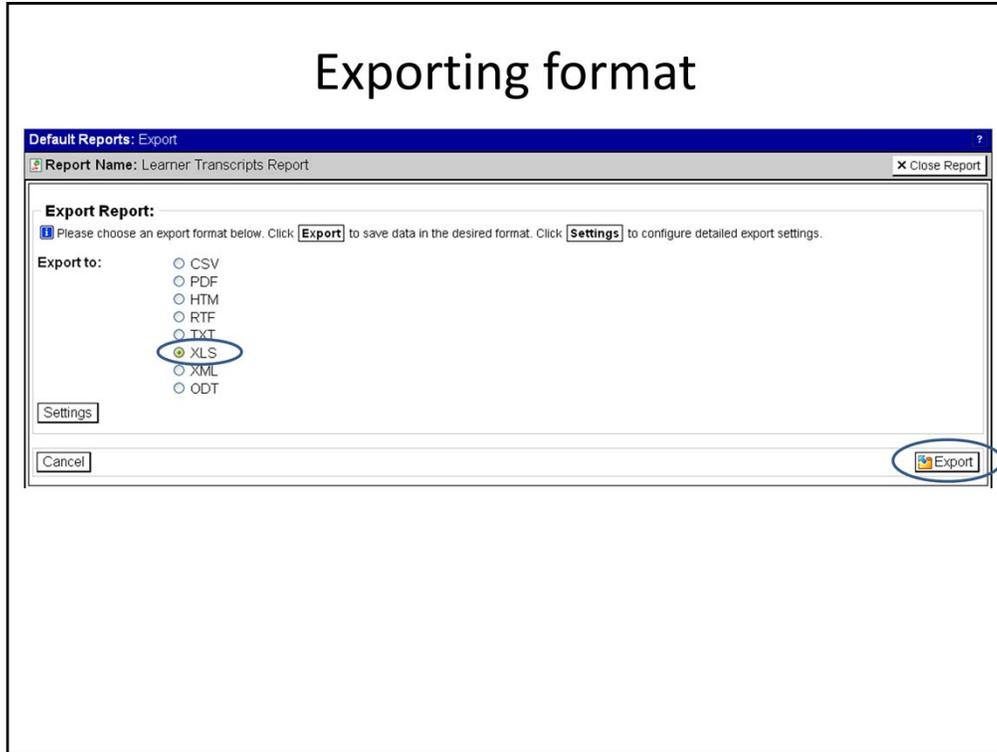
Toggle Size

First Name	Last Name	User Name	Status	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
All students in classes: 4											
USOSLearner	Survey	USOSLEARNER	Active	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe Connect (TM)	USOS-2011-1015-Denver, CO	Not Attempted	9/20/2011 6:00:23 PM		0	Enrolled	
USOSLearner	Survey	USOSLEARNER	Active	40-Hour Supervision: Level II	DOU-2011-1212-10-DLC	Not Attempted	9/21/2011 2:11:00 PM		0	Enrolled	
USOSLearner	Survey	USOSLEARNER	Active	Awareness + Privacy and Records Management (FISSA +)	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Completed	9/21/2011 12:00:00 AM	9/20/2011 9:30:00 PM	0	Enrolled	NA
USOSLearner	Survey	USOSLEARNER	Active	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Completed	9/25/2011 3:22:11 AM	9/26/2011 7:00:00 PM	0	Enrolled	NA

Pages: 1
First Previous Next Last

- After clicking **Run** you will be able to view the report on the screen.
- If the report comes up empty you will need to change your filters. To do this make sure you click on the **Close Report** tab and you will be taken back to the report filter section.
 - If you come up with too many records you can also change your filters to narrow down your data.
 - If you are satisfied with your report you can export it by clicking the **Export** button.
 - You can also print the report by clicking on **Print** but we recommend you export first to Excel.

Exporting format



- When you select the **Export** button you will have several different file formats. For this example, we are exporting using the XLS format which is Excel. If you have many records, you should choose CSV which still opens in Excel but won't cut off fields or data records that are large.
- 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" first.

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.

When you are finished running the transcript click on **Close Report**.

Exported Report

The screenshot shows a Microsoft Excel spreadsheet titled "LearnerTranscriptsReport[1] - Microsoft Excel". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	User Name	Status	Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration St
2	USGSlearner	Survey	USGSLEARNER	Active	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect(TM)	USGS-2011-1015-Denver, CO	Not Attempted	9/20/2011 18:00			0 Enrolled
3	USGSlearner	Survey	USGSLEARNER	Active	40-Hour Supervision: Level II	DOIU-2011-1212-16-DLC	Not Attempted	9/21/2011 14:11			0 Enrolled
4	USGSlearner	Survey	USGSLEARNER	Active	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Completed	9/21/2011 0:00	9/20/2011 21:30		0 Enrolled
5	USGSlearner	Survey	USGSLEARNER	Active	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Completed	9/25/2011 3:22	9/26/2011 19:00		0 Enrolled
6											

This is an example of a report exported into Excel.

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
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 monthly webinar and she'll provide dial-in information
- Watch for announcements in the DOI LEARN system too.

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