Built-in Reports Guide

v5

October 26, 2016

iLearnOregon Resources

Website

https://ilearn.oregon.gov/

Help documents

- http://www.oregon.gov/DAS/EHRS/pages/ilearn.aspx
- http://www.oregon.gov/DHS/BUSINESS-SERVICES/Pages/DHSOHA-ilearn.aspx

Additional iLearn help is located within iLearn. Click on the blue question mark or go here:

https://ilearn.oregon.gov/HServer/WebHelp/en-US/REPORTS/ML_BASE_TAB_REPORTS_RUNREPORT.htm

Contents

Accessing Reports 3

Reports and their uses 4

How to select a report 5

Training Progress by User 6

Training Progress by Content 8

How to customize the report view 10

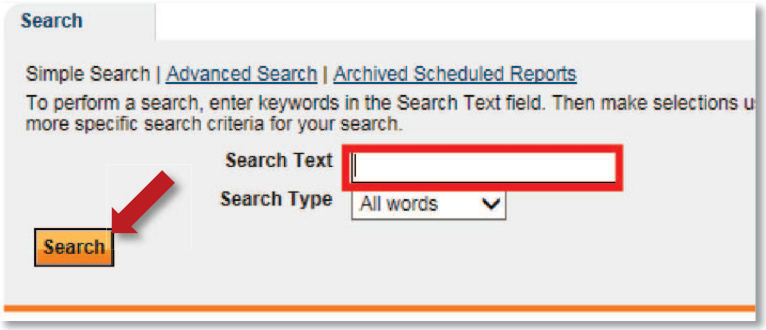
- Layout 10
- Group 11
- Filter 12
- Export options 12

Accessing Reports

1. Click on ***Administration***

2. Under **Reports**, click on ***Reports Console***.

3. Leave the **Search Text** blank and click ***Search***.



Depending on your permissions, you will see a different amount of reports. They're listed alphabetically.

Reports and their uses

1. **Training Progress by User**
    a. Use this report to view an individual user's progress for classroom enrollment, online progress, and curriculums.
    b. Shows completed, enrolled and started statuses.
    c. Does not include self-reported learning or self-reported certifications.

2. **Training Progress by Content**
    a. The most often used report is the Training Progress by Course report. This allows you to see who has completed the training for a specific course.

3. **Test Item Analysis**
    a. Gives a tally of who got a question wrong with iLearn Tests.
    b. Does not tell you who specifically got the question wrong.

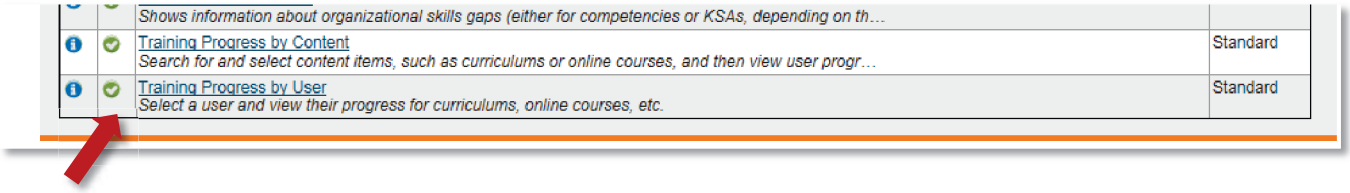
4. **Survey Statistics**
    a. View the results of both content surveys (surveys associated with a course) and site surveys.
    b. Toggle between a summary report and a detailed report.
    c. A summary report includes the average response for each multiple choice question, and a link to individually view short answer responses for one question at a time.
    d. A detailed report includes totals and percentages for all multiple choice responses, and the full text of all short answer questions.

5. **Classroom Course Scheduling**
    a. Displays the active sections that are within or including the selected date range for all courses created in or shared to the current domain. The report contains one record for each instructor assigned to teach each event. Since sections are made up of events, the same section may appear more than once. The report indicates instructor and room usage.
    b. Use this when you're scheduling courses and are unable to book an instructor or room. Export to Excel and you'll be able to see which courses have conflicts with your dates.

How to select a report

Use the following instructions for an overview of how to access any of the reports. Each report has its own criteria and layouts to customize.

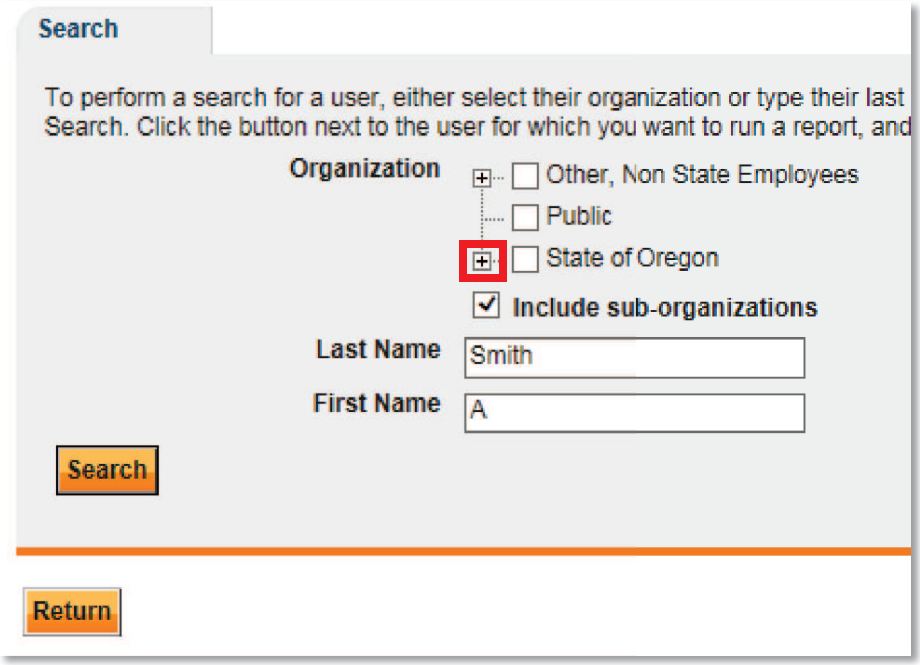
1. Scroll through the list.
2. Click on the report title, for example: **Training Progress by User**



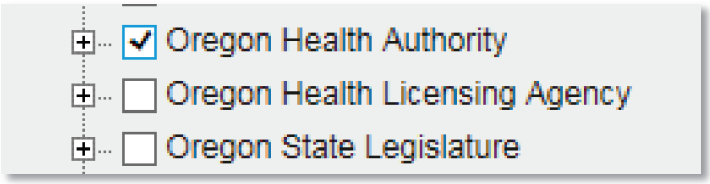
3. On the next screen, click **Select**

Training Progress by User

1. Organization:
Press the + sign to expand
State of Oregon

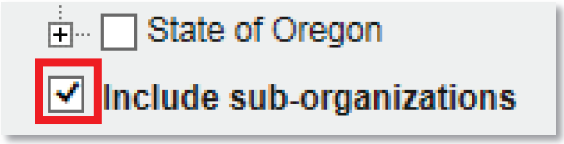


2. Above **State of Oregon,**
check **Other, Non State Employees.**
Then scroll to and check boxes next to:
Oregon Health Authority and
Human Services, Department of.



Only select your agency(s). Do not search State of Oregon. It will cause the entire system to slow down for all 100,000+ users.

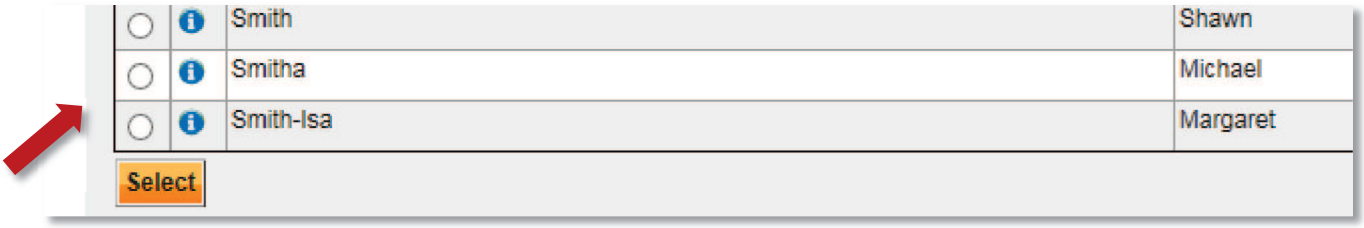
3. Check ***Include sub-organizations***



4. Enter a last name and partial first name.

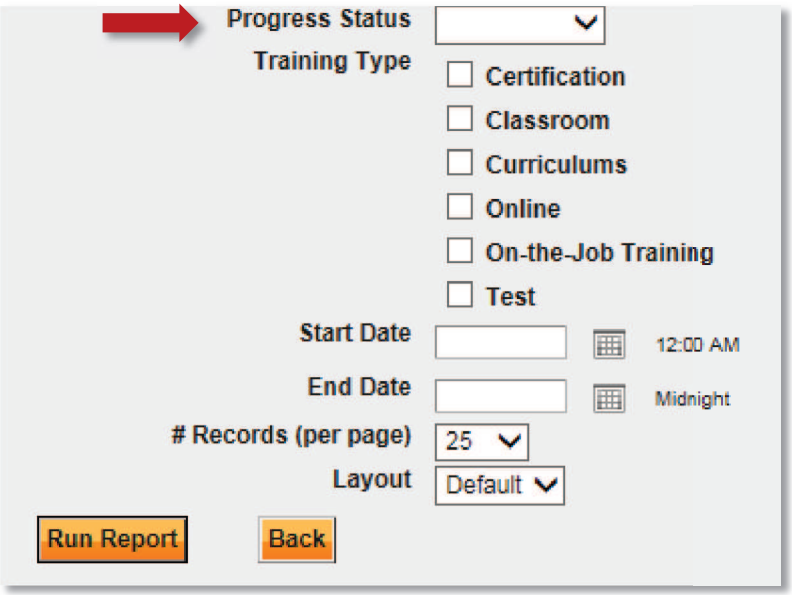
5. Click Search

6. Select the user you wish to view then click **Select**.

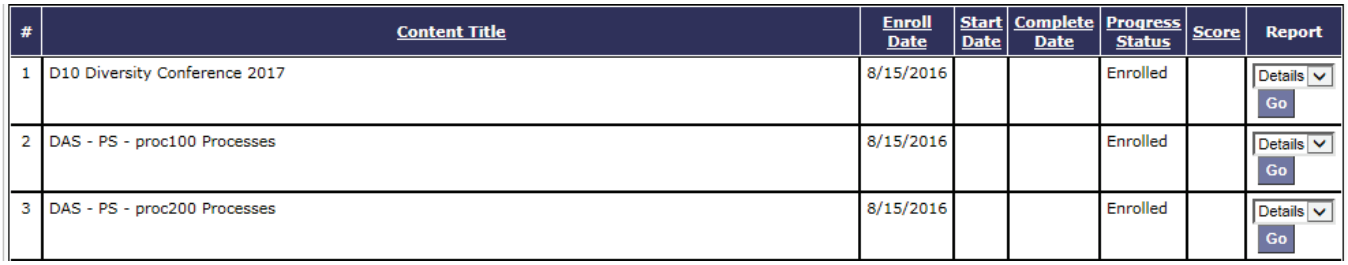


7. Keep all of the options here blank. You can filter and sort after you run the report.

8. Click ***Run Report***.



9. A new window will open with your report.



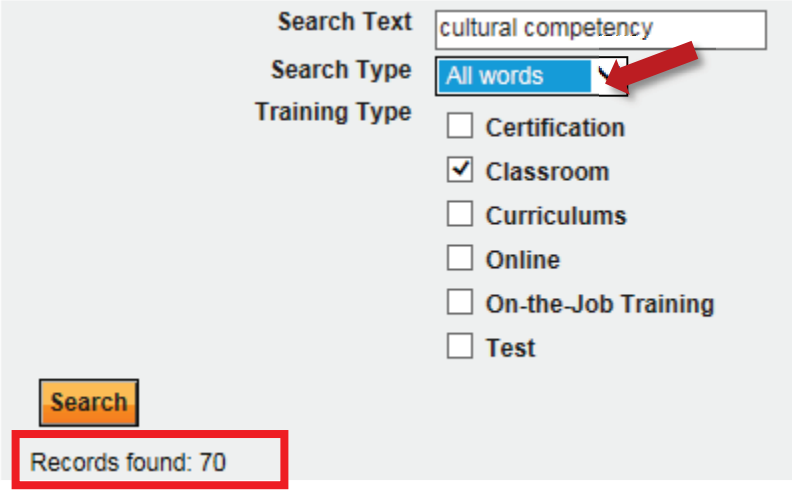
#	Content Title	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1	D10 Diversity Conference 2017	8/15/2016			Enrolled		Details Go
2	DAS - PS - proc100 Processes	8/15/2016			Enrolled		Details Go
3	DAS - PS - proc200 Processes	8/15/2016			Enrolled		Details Go

In this example we'll search for the Cultural Competency course.

The official course title is "DHSOHA - HR - Cultural Competency & Cultural Humility at DHS and OHA: Valuing, Embracing and Implementing [required training] - C00333."

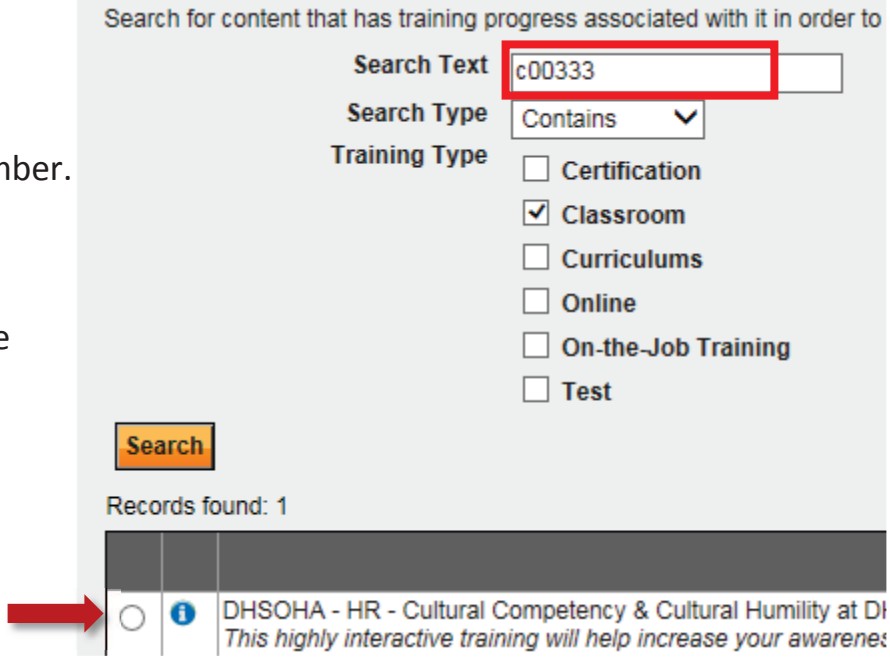
Ways to search for the course

"Cultural competency" is a popular search text in iLearn. Searching by *all words* returned 70 results. Searching by *Exact phrase* returned 68 results.



A better way to search for a historical course is by its course number. All course numbers were added to historical course titles.

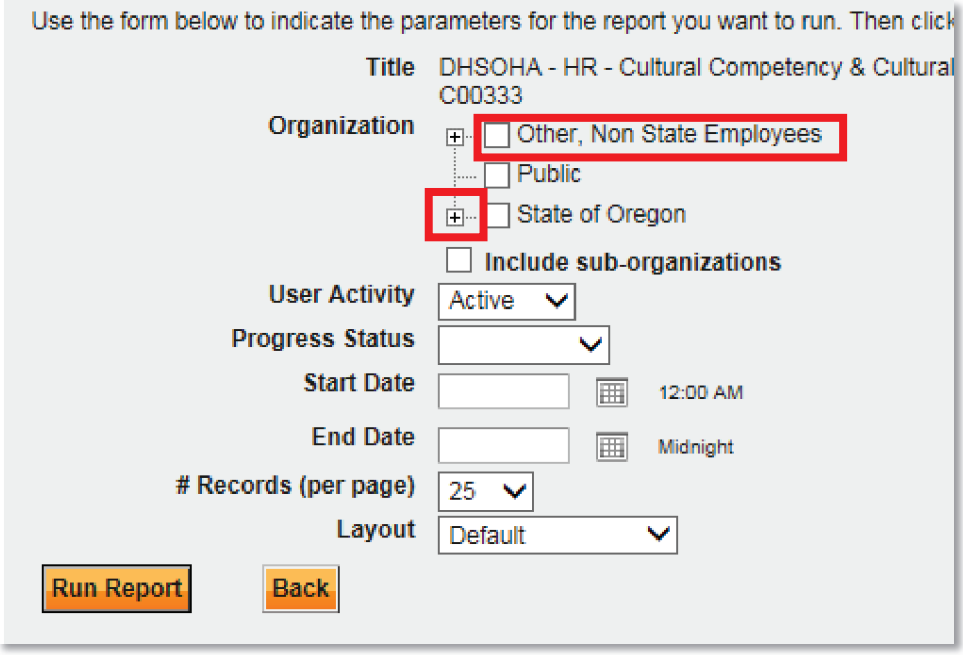
Click the round button by the course name, then click **Select**.



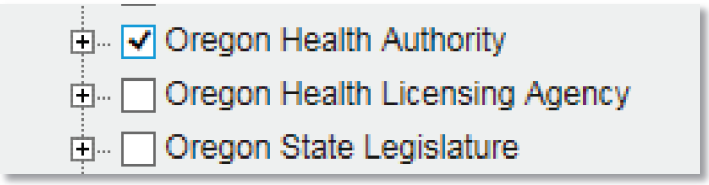
Training Progress by Content

1. Organization:
   select **Other, Non State Employees.**

2. Press the + sign to expand **State of Oregon.**

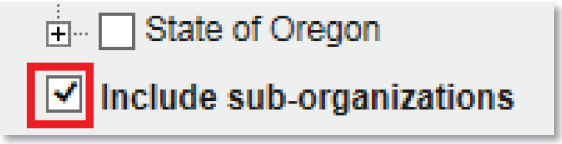


3. Then scroll to and check boxes next to:
   Oregon Health Authority,
   Human Services and **Department of.**



Only select your agency(s). Do not search State of Oregon. It will cause the entire system to slow down for all 100,000+ users.

4. Check ***Include sub-organizations***

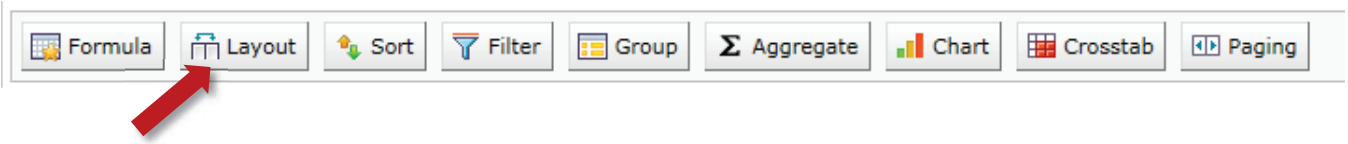


5. Enter a last name and partial first name.

6. Click **Run Report**

How to customize the report view

This example of how to customize is from the *Training Progress by User Report*. Each of the reports will have different options available depending on that particular report.



Layout

1. Click on the view menu to expand the options.

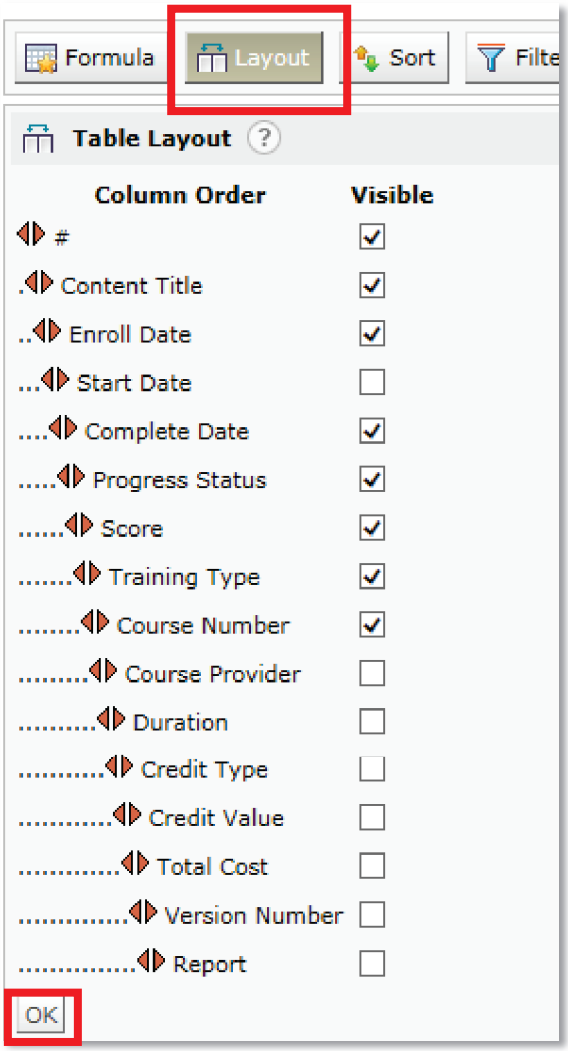
   Recommended table layout for *Training Progress by User* is shown here.

2. Select the items you want visible

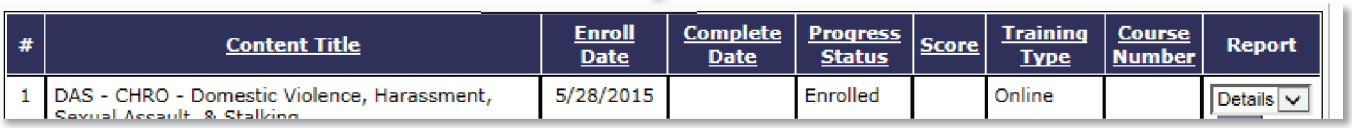
3. Click **Go**.

4. A green icon will spin as the report refreshes.

5. Click the **Layout** menu to minimize it.



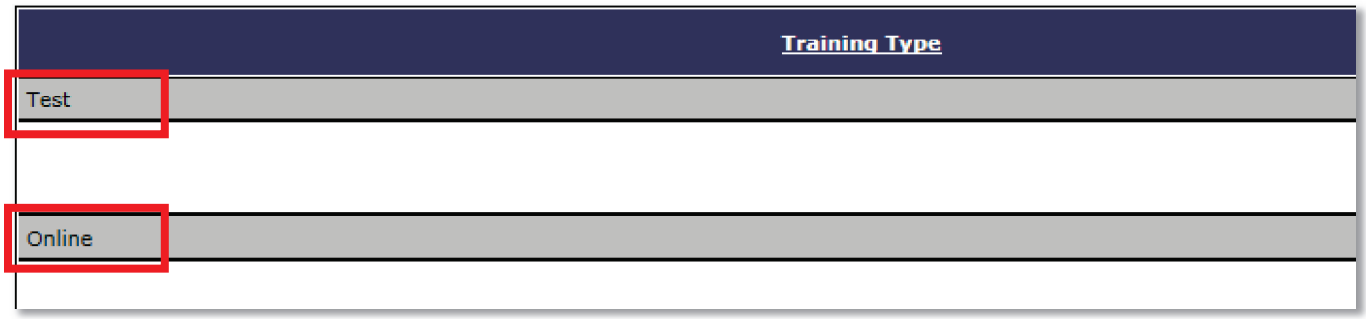
Your selections here will affect the columns shown on your report and the level of detail you can export to Excel or a PDF.



#	Content Title	Enroll Date	Complete Date	Progress Status	Score	Training Type	Course Number	Report
1	DAS - CHRO - Domestic Violence, Harassment, Sexual Assault & Stalking	5/28/2015		Enrolled		Online		Details

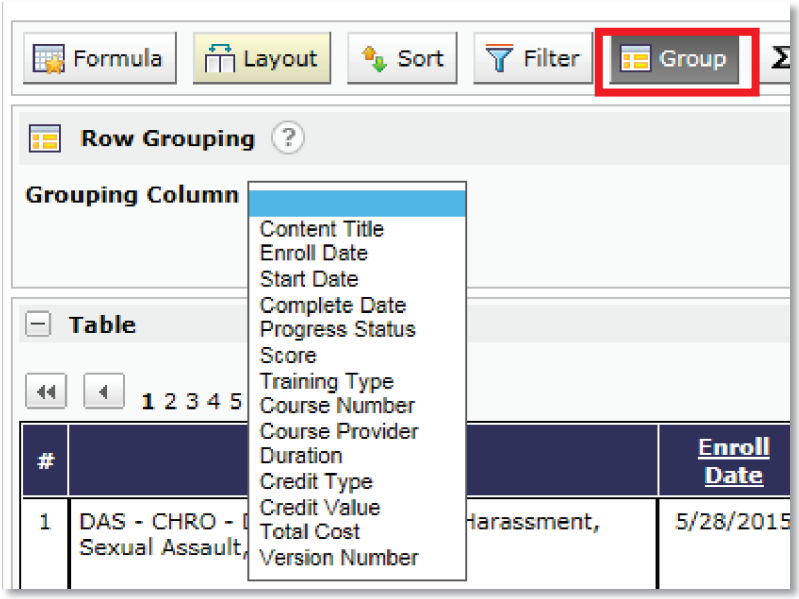
Group

Use the ***Group*** feature to group columns with a grey header.



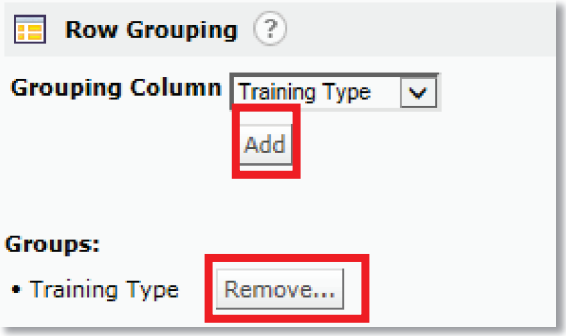
1. Click **Group**

2. Select a ***Grouping Column*** from the drop-down list.



3. Click **Add**.

4. Click the **Remove** button to remove a Group.



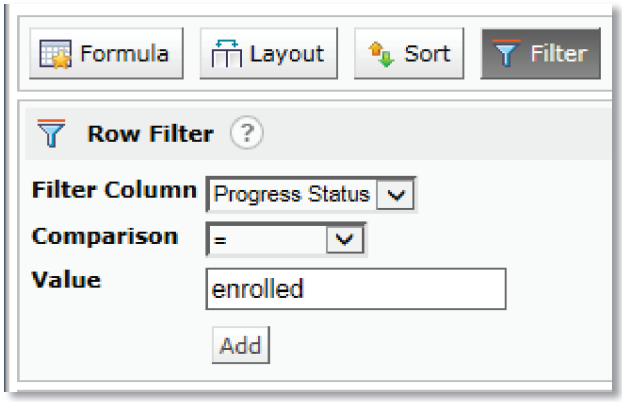
Filter

The **Filter** column provides a list of all columns available for the particular report. The value box needs to be an exact match to the column you're filtering.

Example:

Enrolled = correct

Enroll = incorrect



Export options

Make sure you've added all the columns you want before exporting your report! You can always add pivot tables to Excel, but you won't have much to play with if you haven't added the right columns!