Managing Reports

Lesson 1   Compiling Reports

Lesson 2   Managing Scheduled Reports

Compiling Reports

The IBM Lotus Learning Management System contains templates used to compile and organize data on events, users, courses, resources, enrollment, and system settings.

Lesson topics

This lesson presents the following topics:

- Compiling a report
- Catalog Reports
- Enrollment Reports
- Progress Reports
- Resource Reports
- Miscellaneous Reports

Compiling a Report

Compiling a report requires the user to select a report template and specify the report criteria. The report criteria will differ, depending on the report type. For example to compile the **User Permissions** report you must select one or more users. The **Course Summary** report requires you to select a course title.

Users must have the **Reporter** permission to see the **Reports** tab and **Run Reports** to compile a report. In addition, users may require permission to run a specific report.

Compile a report

Follow these instructions to compile a report.

1. Select the **Reports** tab.
2. Click the **Run a Report** link.
3. Select the desired report **Category**. The figure below shows the Category pick list.

Compiling a Report…*(continued)*

Compile a report…

4. Click the report **Name** link.

5. Select or enter report criteria. The figure below shows the **Presentation Options** used to specify the report output format.

6. Click **Run**.

Result: The report displays in a separate window, in the format that was selected.

Note: Some reports require you to select more than one data selection criteria. In these instances you may have to click **Continue** to select or enter additional criteria.

Printing a report

To print a report, select Adobe Acrobat Reader as the file format. Then use the File→Print menu option in Acrobat Reader to print the report.

Catalog Reports

Catalog Reports provide data on courses, certification, and curriculum. The following figure shows the **Catalog Reports** page.

Reports	Cancel

Select a category to view the list of associated reports, then select a report.

Category | Catalog Reports ▾ |

Name	Description
Activity Report	Display the list of classroom courses and learning events available over a specific period of time for a specified location.
Available Certifications	Display the list of all available certifications.
Certification List	Display the list of certifications with all certified users.
Certification Expiration	Display the list of student certifications ordered by expiration date.
Course Detail	Display the properties of a single course and all of its topics, activities, and objectives.
Available Curricula	Display the list of all curriculums.

Enrollment Reports

Enrollment Reports provide data on course enrollment and student schedules.

The following figure shows the **Enrollment Reports** page.

Progress Reports

Progress Reports provide data on courses, certification, and curriculum. The following figure shows the **Progress Reports** page.

Reports	Cancel

Select a category to view the list of associated reports, then select a report.

Category | Progress Reports ▾ |

Name	Description
Curriculum Progress	Display how far a particular student has progressed in a specified curriculum.
Interaction Summary	Display average score and latency for all interactions in an activity.
Course Progress by Profile	Display progress for a single course, by user profile.
Course Progress by User	Display progress for multiple users in a single course.
User Interaction Detail	Display a user's results for all interactions in an activity.
User Progress by Course	Display a user's progress in one or more courses.
User Progress by Course, Detailed	Display a user's progress in all topics and activities for one or more courses.
User Transcript	Display the entire course history for a particular student.

Resource Reports

Resource Reports provide data on courses, certification, and curriculum. The following figure shows the **Resource Reports** page:

Name	Description
Classroom Schedule (List)	Display the course schedule for a specified classroom.
Classroom Utilization	Display the usage of a classroom over a specified period of time.
Classrooms by Location	Display the list of classrooms for a specified location.
Instructor Schedule (List)	Display the teaching schedule for a specified instructor.
Instructor Utilization	Display the percentage of time an instructor is scheduled to teach, over a specified time period.
Instructors by Group	Display the list of instructors for a specified group.
Instructors by Vendor	Display the list of instructors for a specified vendor.

Miscellaneous Reports

Miscellaneous Reports provide data on courses, certification, and curriculum. The following figure shows the **Miscellaneous Reports** page.

Name	Description
Logon Summary	Display the login activity for all users.
Profile Roster Summary	Display all users belonging to a specified auto-enrollment profile.
Scheduled Reports	Display the list of scheduled reports, along with repetition information.
System Settings	Display the current settings for the system.
User Permissions	Display the list of permissions for each specified user with information on how the permission is inherited (from a group, individual, and so on.).

Reports

Select a category to view the list of associated reports, then select a report.

Cancel

Category Miscellaneous Reports

Custom Reports

The IBM Lotus Learning Management System provides templates to run over twenty types of reports, including reports on enrollment, instructor utilization, and rosters. LMS uses JReport Designer, a java-based reporting tool from Infonet Software.

You can create and modify custom report templates for use in the Learning Management System using the StyleReport, which is downloaded from the Internet. For more information, see the JReport Designer documentation and the *IBM Lotus Learning Management System Administrator's Guide.*

Managing Scheduled Reports

With IBM Lotus Learning Management System you can schedule reports to run at scheduled intervals.

Lesson topics

This lesson presents the following topics:

- Scheduling a report
- Modifying the scheduled report

Scheduling a Report To Run

You can schedule a report to compile selected data at regular intervals and to have that report e-mailed to selected users.

Scheduling a report to run is useful when you wish to compile and preserve data. For example, you may wish to maintain information on the scores that students earn for a particular activity or assessment. Running the Interaction Summary report at regular intervals can provide data on scores for all students completing the activity. This data could be used to assess the value of the activity. For instance, if many students continue to fail the assessment, then the course designer may be prompted to modify the courseware.

Schedule a report

Follow these instructions to schedule a report.

1. From the **Reports** tab, select the report **Category**.
2. Click the **Run a Report** link.
3. Click the report name link.
4. Select or enter the report criteria.
5. On the final screen, click **Schedule**. The following figure shows the final screen for the System Settings report.

Scheduling a Report…(continued)

Schedule a report…

6. Complete the **Scheduling Options** form. The following figure shows the **Scheduling Options** form. In this form you can specify the date range and frequency at which the report will run. You can also specify one or more e-mail addresses to which the compiled report will be sent.

7. Click **Save** when you have completed the form.

Modifying the Scheduled Report

After you have selected the report and specified the scheduling options, you can modify the settings.

Modify the scheduled report

Follow these instructions to modify the scheduled report.

1. From the **Reports** tab, click the **Manage Scheduled Reports** link.
2. Click the desired report link.

Result: The report's settings pages display. The following figure shows the **System Settings Report** that was scheduled in the previous activity. You can select to modify the report **Format**, **Criteria**, and **Schedule**.

3. To modify a setting, click the **Edit** button. The following figure shows the **Format** settings in edit mode.

4. Click **Save** after you have made the required changes.

Note: To save the page settings, you must click **Save** before clicking another tab.