

# USING REPORTS ON THE RETAIL LEARNING ACADEMY

Using the Reports feature of the Retail Learning Academy may seem daunting at first glance. This guide will show you how to make the most of the report features to track your learners progress.

## STEP 1: OPEN THE REPORTS MENU

Once in the Admin interface, on the left side menu choose Reports. This will bring up a list of reports.

## STEP 2: CHOOSE A REPORT

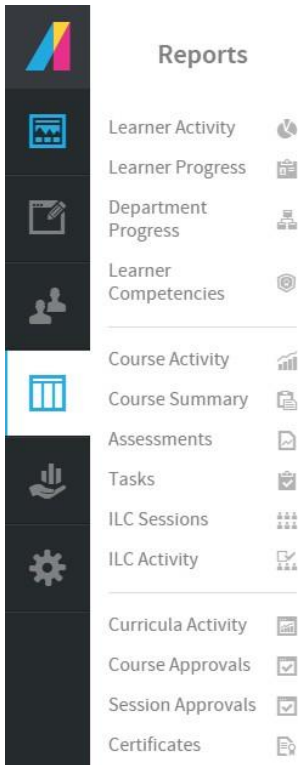
There are a number of reports to choose from in this menu. You may find the following reports useful:

**Learner Activity** - Provides the details of an individual learner's engagement with content. Quickly view stats on a User and see their number of enrollments, courses started, courses completed, and much more here!

**Course Activity** - Provides the current progress for the individuals in a selected course

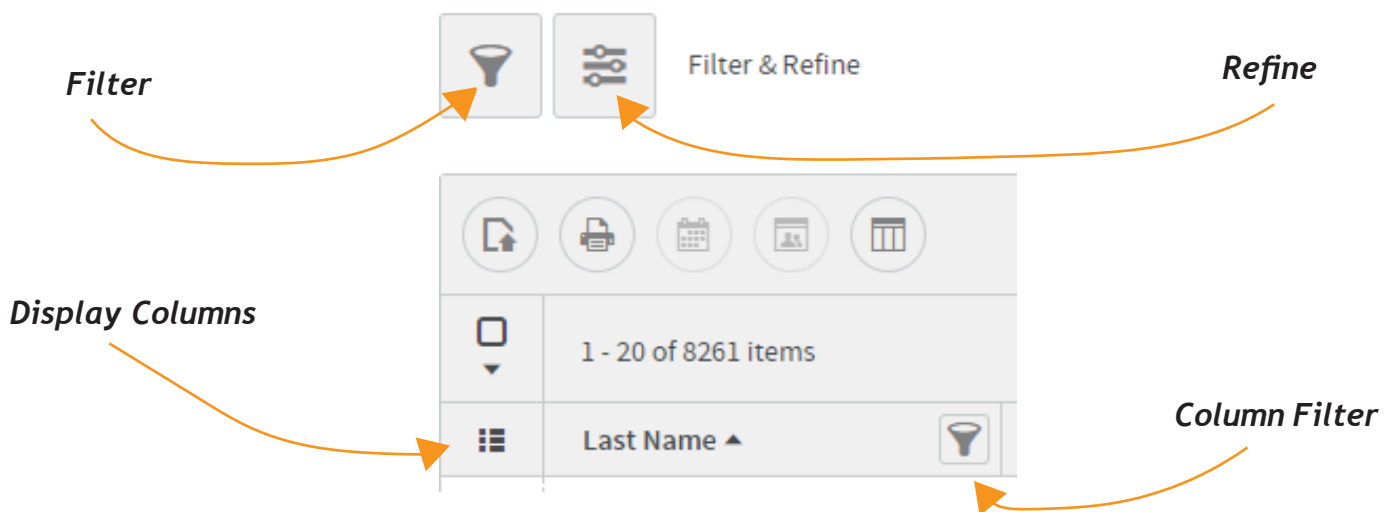
**Course Summary** - This report offers at-a-glance details like the number of enrolled users, completed users and the average time spent on the course.

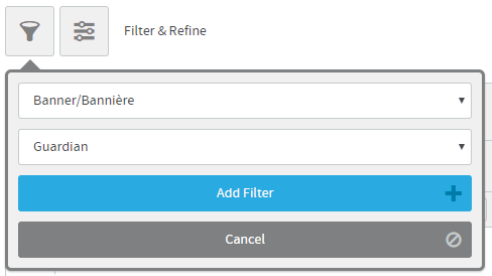
**Curricula Activity** - Similar to the course activity report, this report provides the current progress of individuals in a selected curriculum (group of courses)



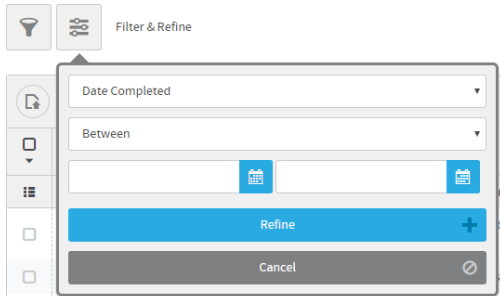
## STEP 3: MODIFY THE REPORT

All of the report screens in the RLA have options to help you pull the data that best suits you. You can add or remove columns, filter by a specific data point, and refine to see data over a range of time.

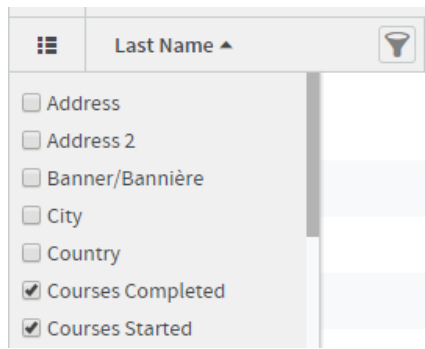




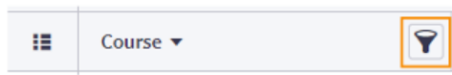
**Filter** - The filter button at the top allows you to filter the results in the report based on one of the columns of data present. For example, if you are the admin for multiple stores, you can search for one store's SAP in the department column. Once you have the filter information set, click the blue **Add Filter** button to apply.



**Refine** - This button allows you to narrow down to a specific time frame of data to show. For example if you want to see how many course completions happened during a month, in the second drop down you would pick between, and then enter the dates for the first of the month and the last day of the month. Then hit the blue **Refine** button.



**Display Columns** - This menu allows you to add or remove columns within a report. The list of columns available will differ based on the type of report you opened.



**Column Filter** - The filter buttons to the right of column names allow you a quick way to filter based on that column. The same box will open up and all you to choose how you wish to filter that column.

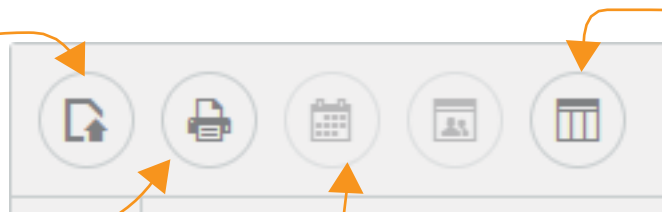
*Tip: If you click the name of the column it will sort the data. For example if you click the Last Name column, it will filter A-to-Z or Z-to-A.*

## STEP 4: SAVE, DOWNLOAD OR SCHEDULE A REPORT

Each of the report screens has the ability to set up reports to download, be scheduled or saved. The 5 buttons below show up to help you do this.

### Download Report

Download an Excel or CSV file of the report on the screen.



### Saved Layouts

If you find yourself using a particular report layout often you can save it here. You also need to save a layout in order to schedule e-mail reports.

### Print Report

Print the report on the screen to a local printer.

### Schedule Report

Schedule the report to be emailed at the frequency of your choosing. Chose to email to one or multiple people. *Note: To schedule a report you must first save it in the saved layouts menu.*