Contents

Contents ............................................................................................................................................. 2
Report Access ..................................................................................................................................... 3
Report Recommendations .................................................................................................................. 4
User Lookup by Hierarchy .................................................................................................................. 5
Organization Summary Report ......................................................................................................... 6
Curriculum Summary Report ............................................................................................................. 7
Curriculum List Report ....................................................................................................................... 8
Curriculum Completion % Report ...................................................................................................... 9
Course Status Report ......................................................................................................................... 10
HCHB Department Summary Report ................................................................................................. 11
Department Summary Report ............................................................................................................ 12
Performance Summary Report ........................................................................................................... 13
Task Analysis Report .......................................................................................................................... 14
Performance by Learner Report .......................................................................................................... 15
Task Analysis by Learner Report ........................................................................................................ 16
My Transcript Report ........................................................................................................................ 17
Report Access

Learning reports are accessible via the Reports page within Your Online Learning Hub. The reports and data available are dependent upon your report access level.

None:
- My Transcript Report for your personal progress.

Branch – Specific Reporting Access:
- The Organizational Summary report for your home branch.
- My Transcript Report for your personal progress.

Reporting – All Branches Access:
- The User Lookup by Hierarchy report for your organization includes all locations.
- The Organizational Summary report for your organization including all locations.
- The Curriculum Summary report for your organization including all locations.
- The Curriculum List report for the Online Learning Hub curriculums.
- The Curriculum Completion % report for your organization including all locations.
- The Course Status report for your organization including all locations.
- The Learner Search tool.
- The HCHB Department Summary report for your organization including all locations.
- The Department Summary reports for your organization including all locations.
- My Transcript Report for your personal progress.
- Four practicum reports which provide an overall practicum completion summary, step level data, and user details.
Report Recommendations

This section provides recommendations on which report should be used to locate specific metrics.

### Learner Information

<table>
<thead>
<tr>
<th>Learner Search</th>
<th>Find a summary of a learner’s account and view the user progress report.</th>
</tr>
</thead>
</table>

### Curriculum Information

| View the curriculum available in the Online Learning Hub (OLH). | 1. Use the [Curriculum List](#) report.  
2. Select the type of Role to see a list of available curriculum. |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| Find the simulators assigned per curriculum. | 1. Use the [Curriculum List](#) report.  
2. Select Courses and/or Events. Select the role(s) and Select All courses. |
| Find the role(s) that a course is assigned. | 1. Use the [Curriculum List](#) report.  
2. Select All Roles. Select the course in question.  
* This report will show per curriculum where the course is assigned. |

### Completion Metrics

| Find branch level learning completion metrics. | 1. Use the [Organizational Summary](#) report.  
2. Branch – Specific Reporting Access: Department/branch will open automatically.  
3. Reporting – All Branches Access: Drill down to the department/branch. |
|------------------------------------------------|------------------------------------------------------------------|
| Find an individual learner transcript and completion data. | 1. Use the [Organizational Summary](#) report.  
2. Select the Department (Branch) if needed.  
3. Click on the user’s name to hyperlink to the User Transcript. |
| Find simulator and practicum completions within a date range. | 1. Use the [Curriculum Completion %](#) report.  
2. Select a date range.  
* View 100% or ‘Any’ completions. |
| Find completions by course. | 1. Use the [Course Status](#) report.  
2. Select a location, department, Course and Status. |
| View Completions by department | 1. Use the [HCHB Department Summary](#) report.  
2. Select the Location, Department and Curriculum.  
3. View the completion summary by department. |
User Lookup by Hierarchy

**Overview**

The User Lookup by Hierarchy report provides users to search for individual workers by name or username (Agent ID). This allows workers with All Branches Reporting Access to search for active and inactive OLH accounts and view the worker’s individual User Report.

**Screen Elements**

- **Search by name or username**: Search by a workers first name, last name, or username (Agent ID).

**Data Details**

- Run the search report by workers first name, last name, or username (Agent ID).
- Once search is complete you can view active/inactive OLH workers summary report by selecting “View User Report”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Username</th>
<th>Organization</th>
<th>Department</th>
<th>Curriculum</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCENTCARE.26279</td>
<td>HCHB_ACCENTCARE</td>
<td>HUNTSVILLE TX -HH/JV</td>
<td>NONE, Therapy Assistant</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Organization Summary Report

Overview

The Organizational Summary report provides simulator completion data. This report displays how a location or department is progressing toward assignment completion. Completion percentage is based on overall completion of courses included required and not required. Drill down to view an individual learner's progress.

Screen Elements

- **Unique Students**: The total number of students found at the report level.
- **Percent of Courses Complete**: The completion dial on the left displays the percentage of courses complete.
- **Table**: Locations, assigned simulation details are found within the table below the completion dial.

Data Details

- Run the report by clicking the View Completion Summary tab; select the blue links on the left to drill down to individual locations, departments and specific users within a department.
- The completion dials adjust to the details of selected criteria.
- Individual user data may be found by selecting the user’s name.
Curriculum Summary Report

Overview

The Curriculum Summary report provides curriculum completion statuses within a particular date range.

Screen Elements

- Assignment Date Range
- Completion Date Range
- Curriculum, Location, Departments, Learners
- Course Completion Status and Percentage

Data Details

- Run the report by clicking the Curriculum Summary; choose assignment and completion date ranges; Select All Course or specific curriculums; Select View Report.
- Select a curriculum link to view all locations and departments associated with a particular curriculum.
- View the learner and assignment counts and course completion statuses.
Curriculum List Report

Overview

The Curriculum List report acts as a course catalog, displaying all courses assigned to each role.

Screen Elements

- **Role**: All job role(s) are listed. Once selected, you may view the assigned courses or events.
- **Type**: Choose to view the courses, events, or both for selected role.
- **Course**: Specific courses to view or you may choose Select All for a view for the entire curriculum for selected role.

Data Details

- Run the report by selecting the Role, Type, Course and select View Report.
- You can use the Search box by typing in key words of the course name, then click Find. The searched item will highlight in the table below.
- Arrows next to the heading in the table allow you to change the way in which the courses are viewed.
- The Duration column displays the approximant amount of time it takes to complete the course.
- If a role has an incorrect course, you may export the report and include the correction in the Action column.
- This report assists in viewing role specific curriculums and ensuring all courses are assigned correctly.
Curriculum Completion % Report

Overview

The Curriculum Completion % report shows all users who have completed any learning within the selected date range. A drill down to transcript per user is available.

Screen Elements

- **Completion Start Date/Completion End Date**: Allows a date range for searching for completions to be entered.
- **Location**: All learners within a location.
- **Drill Down to Transcript**: Clicking on the Learner name allows a drill down into the individual’s transcript.

Data Details

- Run the report by selecting date range and completion percent range, location, department and curriculum, then select View Report.
- All learners who have completed their learning within the date range and their completion percent will appear in the list.
Course Status Report

Overview

The Course Status report shows learner completion status for one course. Specify a location, department and course. A drill down to transcript per learner is available.

Screen Elements

- **Location**: All learners within a location.
- **Course**: Select a specific course practicum.
- **Status**: Choose a status to search.

Data Details

- Run the report by selecting a location, department and a course, then select View Report.
- Reports learner completion status for a course.
HCHB Department Summary Report

Overview

The HCHB Department Summary provides information regarding how a department is progressing toward assignment completion. Specify a location, department and curriculum. Completion percentage is based on overall completion of courses including required and not required.

Screen Elements

- Location(s): Choose a location and department.
- Curriculum: Choose a curriculum.

Data Details

- Run the report by selecting a location, department and curriculum.
- Provides completion status per department.
- Expand a specialty to view all learners with that specialty title.
- View total courses assigned, total courses in progress and total courses completed.
Department Summary Report

Overview

The Department Summary provides information regarding how a department is progressing toward assignment completion. Completion percentage is based on overall completion of courses including required and not required.

Screen Elements

- **Assignment Start Date/ Assignment End Date**: Allows a date range for searching for assignments to be entered.
- **Completion Start Date/ Completion End Date**: Allows a date range for searching for completions to be entered.
- **Location(s)**: Choose a location and department.
- **Curriculum**: Choose a curriculum.

Data Details

- Run the report by selecting a date range for assignment and completion, location, department and curriculum.
- View number of learners per department and the completion status within a date range.
- Drill down option to view completion progress of learners in each department.
Performance Summary Report

Overview

The Performance Summary provides completion data at the practicum level.

Screen Elements

- **Location(s):** Depending on access level, you may be able to choose specific locations.
- **Course(s):** If the selected location has more than one practicum, you may choose an individual practicum to view or all assigned to that location.
- **Percent of Users Complete:** A graph displaying percentage.
- **Table:** Includes name of practicum, how many learners have been assigned, number of attempts made, completions, average number of attempts, average score, and percent of assigned leaners who have successfully completed their practicum.

Data Details

- Run the report by selecting the Practicum Summary tab, identify location and practicum, and select View Report.
- Available to Level 2 access only.
- This report assists in determining user confidence when completing a series of tasks in the application with little guidance.
Task Analysis Report

Overview

The Task Analysis includes details at the task level for each practicum. This report provides information for the training team on which tasks need additional training.

Screen Elements

- **Location(s):** Depending on access level, you may be able to choose select locations.
- **Course(s):** If the selected location has more than one practicum, you may choose an individual practicum to view or all assigned to that location.

Data Details

- Run the report by selecting the Practicum Task Step Summary tab, identify parameters required, and select View Report.
- Provides completion data for each practicum with step-level detail on the number of attempts and correct responses made at each step in the practicum.
- Available to Level 2 access only.
- This report assists in determining where users are struggling with particular workflows or tasks.
Performance by Learner Report

Overview

The Performance by Learner report displays user practicum completion data by location, department and title.

Screen Elements

- **Location(s):** Depending on access level, you may be able to choose select locations.

Data Details

- Run the report by selecting the Practicum User Summary tab, identify the location, and select View Report.
- Provides practicum completion data per user grouped by location. The report includes the completion date, time required to complete the practicum and score.
- Available to Level 2 access only.
- This report assists identifying learners who have completed their assigned practicum(s).
Task Analysis by Learner Report

Overview

The Task Analysis by Learner report displays individual user practicum completions.

Screen Elements

- **Username**: All usernames are listed in the dropdown menu alphabetically or in numerical order.
- **Course(s)**: Practicum(s) assigned to the selected user.

Data Details

- Run the report by identifying the username, select the practicum or practicums you would like to view data for and select View Report.
- This report breaks down individual practicum completion to task and step level so areas of concern can be easy identified.
- Provides completion data for practicums with step-level detail on the number of attempts and correct responses made at each step in the practicum.
- This report assists in determining where users are struggling with particular tasks or steps within a task.
My Transcript Report

Overview

The My Transcript Report displays individual course completions.

Screen Elements

- **Student**: The individual learners name and username.
- **Curriculum**: All curriculums assigned to the learner.
- **Location**: Agency Name
- **Curriculum Assignment Completion %**: Displays the percentage of curriculum completion.
- **Table**: Displays course title, status, grade, and completion date.

Data Details

- Run the report by clicking the My Transcript Report tab.