

The following is the list of reports available to managers in the system.

Report	Description
<b>Assessment Overview by Learner</b>	Identifies for one course assessment: <ul style="list-style-type: none"> <li>• Score for each learner who completed the assessment</li> <li>• Correct or incorrect response for each assessment question</li> </ul>
<b>Assessment Activity Detail By Learner</b>	Used to view learner assessment progress, including the following for each assessment: <ul style="list-style-type: none"> <li>• Learner full name and email</li> <li>• # of times the learner attempted the assessment</li> <li>• Total time spent in the assessment for each attempt</li> <li>• Highest grade achieved</li> <li>• Lowest grade achieved</li> <li>• Difference between lowest and highest grade</li> </ul>
<b>Assessment Results by Learner</b>	Shows the start time, end time, duration and grade for selected learners and assessments.
<b>Certificates</b>	Shows all certificates earned by your learners, including a link to download each certificate, as needed.
<b>Completion by Course</b>	For each course in the system, shows: <ul style="list-style-type: none"> <li>• Every learner enrolled</li> <li>• Their completion status</li> <li>• The date they were enrolled</li> <li>• The date they started the course</li> <li>• The date they completed the course</li> <li>• Their grade</li> </ul>
<b>Course Summary</b>	Displays summary information about learners' status with respect to one or more course assessment: <ul style="list-style-type: none"> <li>• Number of learners who attempted each course assessment</li> <li>• Number of learners who received a passing score</li> <li>• Number of learners who did not receive a passing score</li> <li>• Average grade on the assessment</li> <li>• Average time spent on the course</li> </ul>

<b>Report</b>	<b>Description</b>
<b>Learner Enrollment Detail</b>	Shows all enrollments by learner, including completion status, date enrolled, date started and date completed, elapsed time between the two and score.
<b>Learner Enrollment Summary</b>	Shows the total number of enrollments for each learner, as well as the number of courses they started, have not started and completed. Also shows the learner's first access to the system and last login date.
<b>Learning Plans</b>	Shows all learning plans you have created and assigned to learners, the start date, completion date and plan content. From here, you can also click on a plan to edit, update or archive it.
<b>Licenses</b>	<p>Comprehensive licenses report showing both licenses purchased and redemptions (including who redeemed each license) in a single report.</p> <p>Note that if there is nothing in the Date Purchased column, the data for that row represents a user who redeemed a license bought for them.</p>
<b>My Courses</b>	This report will only display if you are enrolled in courses on the site. It shows each course in which you are enrolled, your status in that course, the date you were enrolled and your grade.
<b>My Programs</b>	Shows each program in which you are enrolled, your status in each course in that program and in the program itself.
<b>My Learning Plans</b>	Shows each learning plan assigned to you, the date it was assigned, date it is due, the items (courses, programs, milestones) it comprises and the status of each item.