

BizLMS Reporting

At Bizlibrary, we understand that measuring the success of your program needs to be easy, in-depth, and customizable. That's why we have eight major areas of customizable reports available within BizLMS.

- Activity
- Assignments
- Transcripts
- Classroom
- Learning Insights
- Learning Initiatives
- Qualifications
- Saved Reports

Reports are updated hourly and are available for download by administrators. They are also customizable to reflect what information is most important for measuring the ROI of your program.

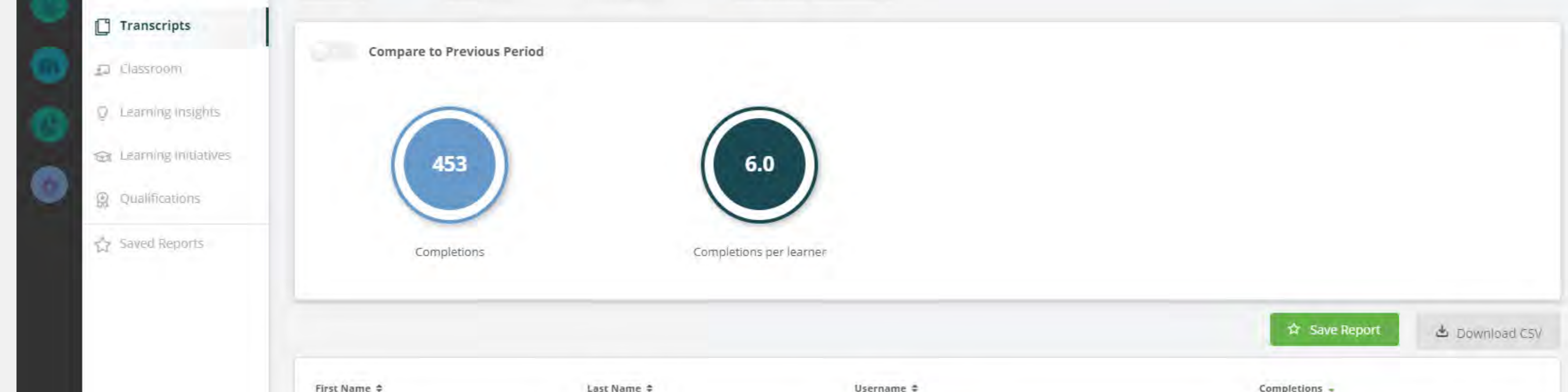
Let's take a more in-depth look at each amazing BizLMS reporting feature.

Activity Reports – Summary, Learner Detail, & Content Detail

Summary Report

The Activity reports Summary tab displays the number of daily logins and launches for teams and learners over a specific time. It also has filter options that can be applied to

- View specific teams and/or learners,
- Adjust the report by time, for example, week, month, quarter, year, or custom date range,
- Separately select multiple teams and individual learners within those teams.



Learner Detail Report

The Learner Detail Activity report tab displays all active learners in the LMS. In addition, this report can be filtered by:

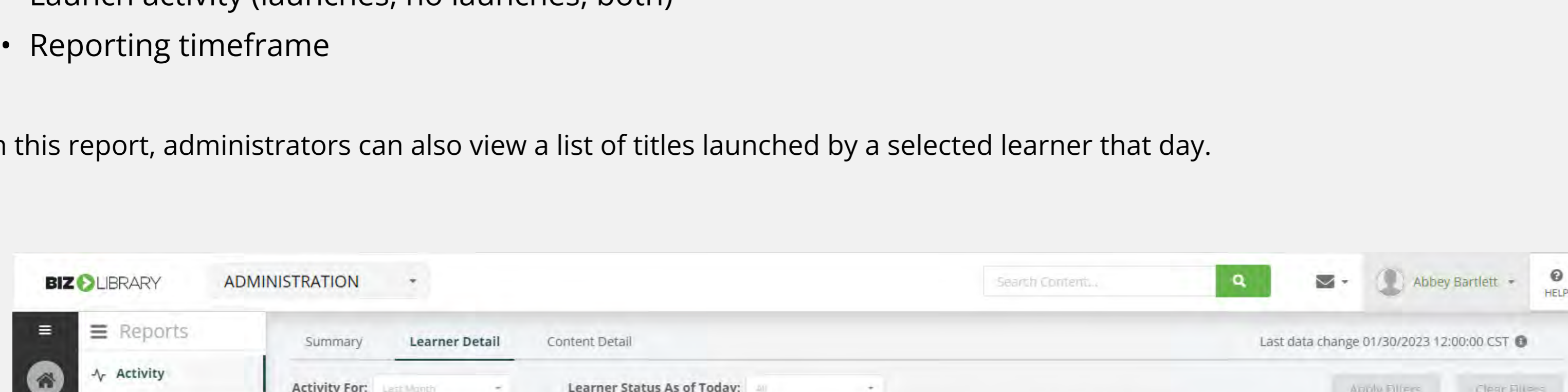
- Learner activity within a selected timeframe,
- Or learners with or without logins/launches.

It also displays active learner information like the total or average number of logins and launches,

Filters for this report include:

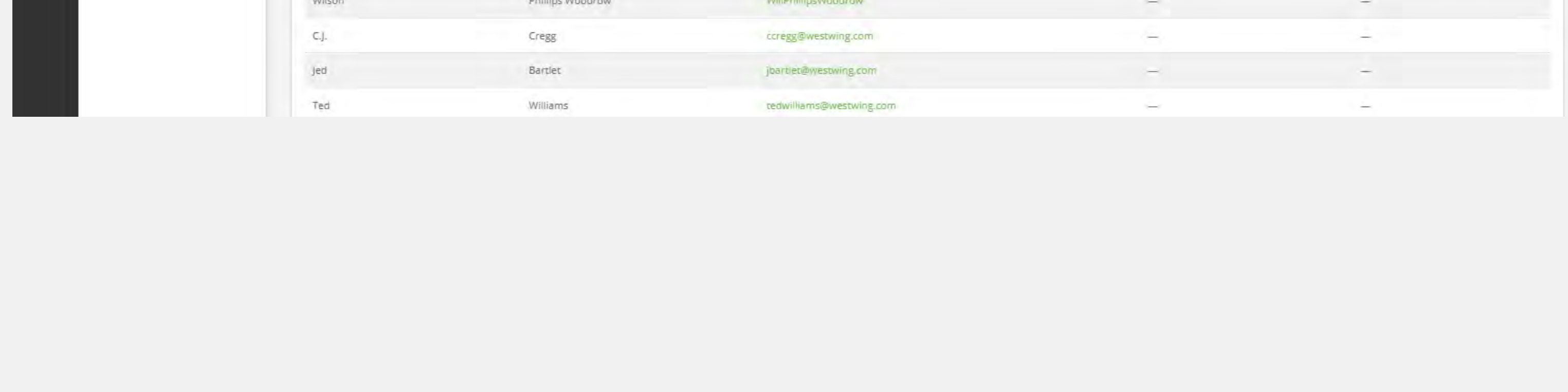
- Team
- Learner
- Login activity (logins, no logins, both)
- Launch activity (launches, no launches, both)
- Reporting timeframe

In this report, administrators can also view a list of titles launched by a selected learner that day.



Content Detail Report

The Content Detail Activity report tab displays launch information by content, allowing administrators to view the most popular content for their teams and learners. It also communicates the total number of launches, the number of titles launched, and the five most popular titles launched for the timeframe.



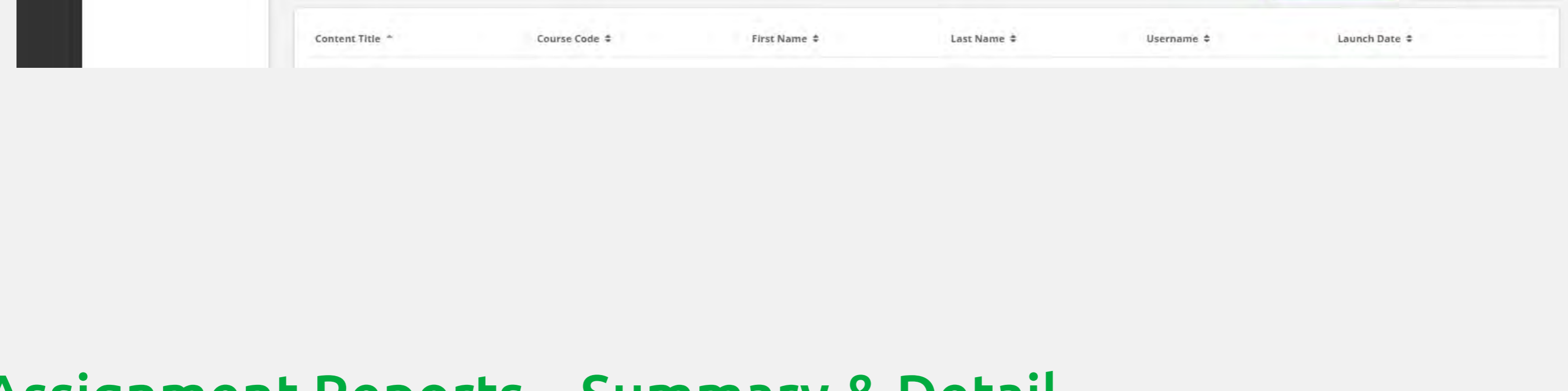
Assignment Reports – Summary & Detail

Summary Report

The Assignments report Summary tab displays the number of learners in each status for an assignment, including information on the number of learners in each status and state out of the total number of assignments displayed.

Filters options for this report include:

- Due date
- Library
- Content, status (not started, in progress, completed)
- State (overdue, due soon)



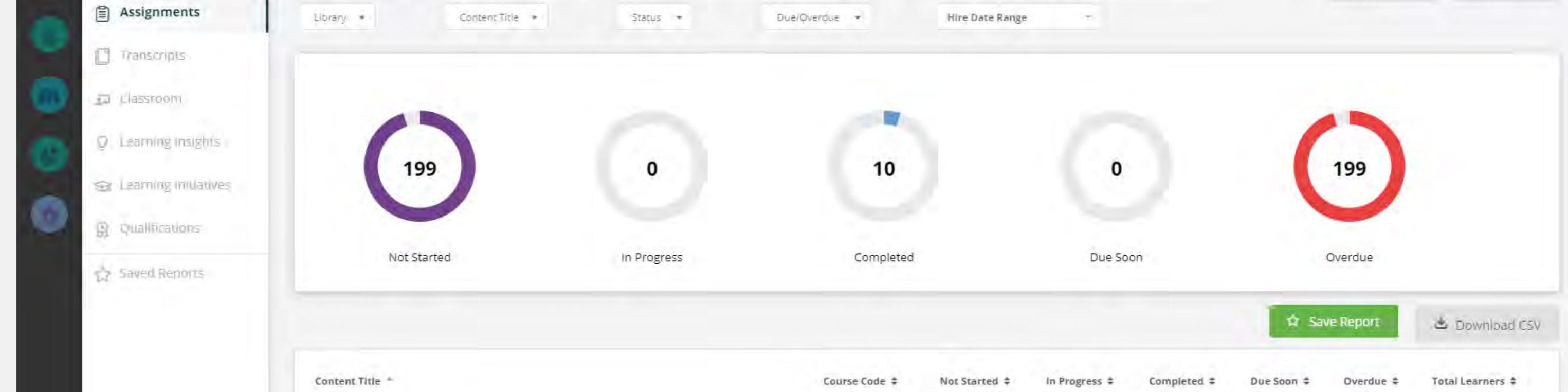
Assignment Detail Report

The Assignment reports Detail tab displays assignment details such as content, learner information, score, time spent, status, completion date, and due date.

Additional details in this report are included in the report download, such as duration and learner profile details.

Filters options for this report include:

- Due date
- Team
- Learner
- Library
- Content
- Status (not started, in progress, completed)
- State (overdue, due soon)



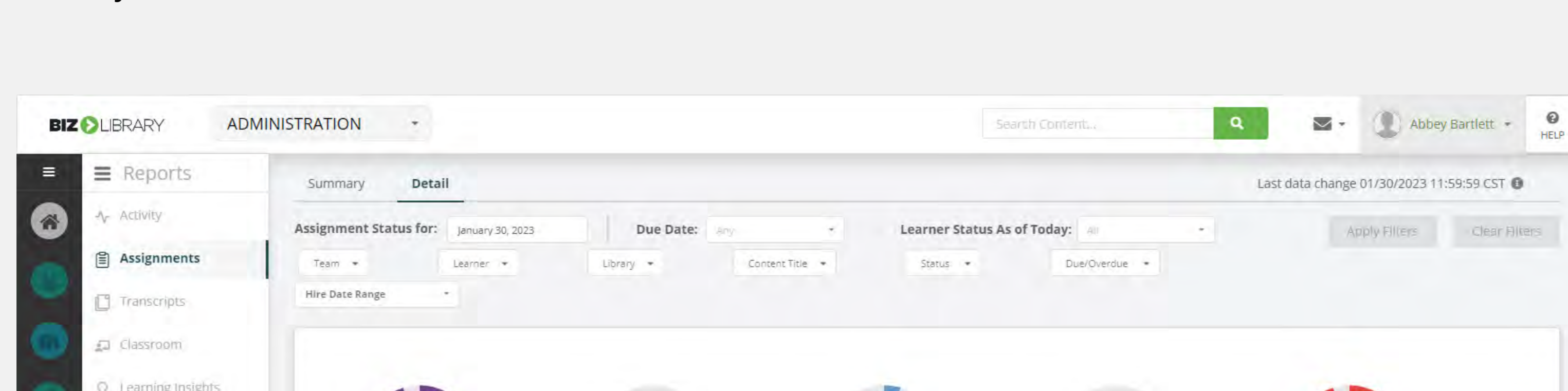
Transcript Reports – Summary & Detail

Summary Report

The Transcript reports Summary tab displays the number of completions for designed teams and learners over a specific time. It can be filtered to view specific teams or learners, and customized to account for select times, for example, a week, month, quarter, year, or custom date range. Additionally, a library filter allows the administrator to view completions for a specific library.

In this report, administrators can also view titles of content completed by a learner during a specified time and can compare selected timeframes to each other.

Another feature of this report is the "show learner over time" function that displays the activity patterns into a cohesive graph. This graph is interactive and allows an administrator to add or remove the lines from the chart.

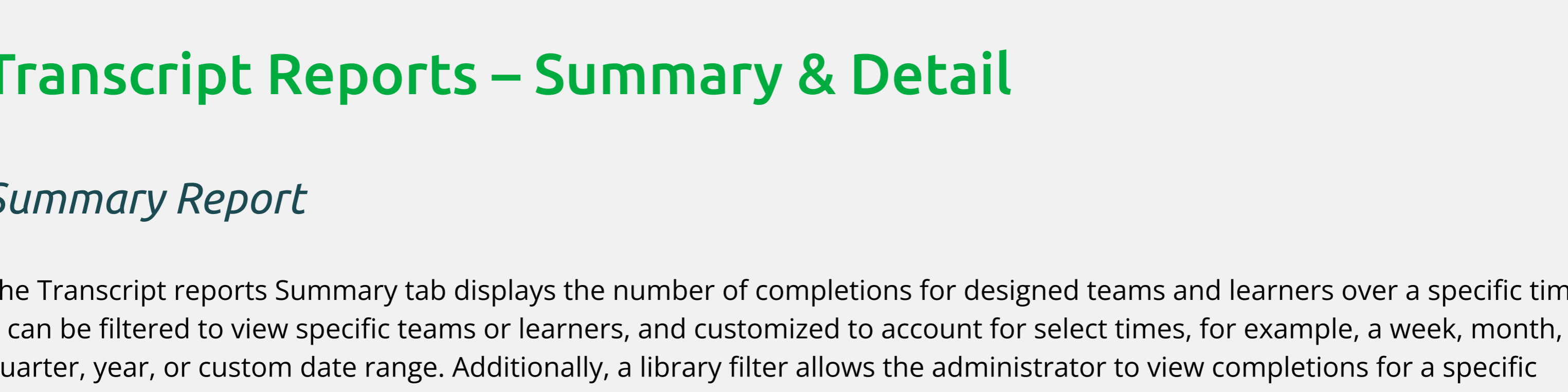


Detail Reports

The Transcript Report's Detail tab provides completion detail information for each learner. This report detail includes content title, content type, learner information, score, time spent, completion date, and a link to download the completion certificate (when available).

The report displays the total number of completions, as well as the number of unique titles completed, and the five most popular completed titles.

Filters for this report include team, detail, learner, library, topic, content title, and content type, as well as the ability to change the timeframe. These additional filters allow the administrator to view specific content completion data on their learners.



Classroom Reports – Summary & Detail

Summary Report

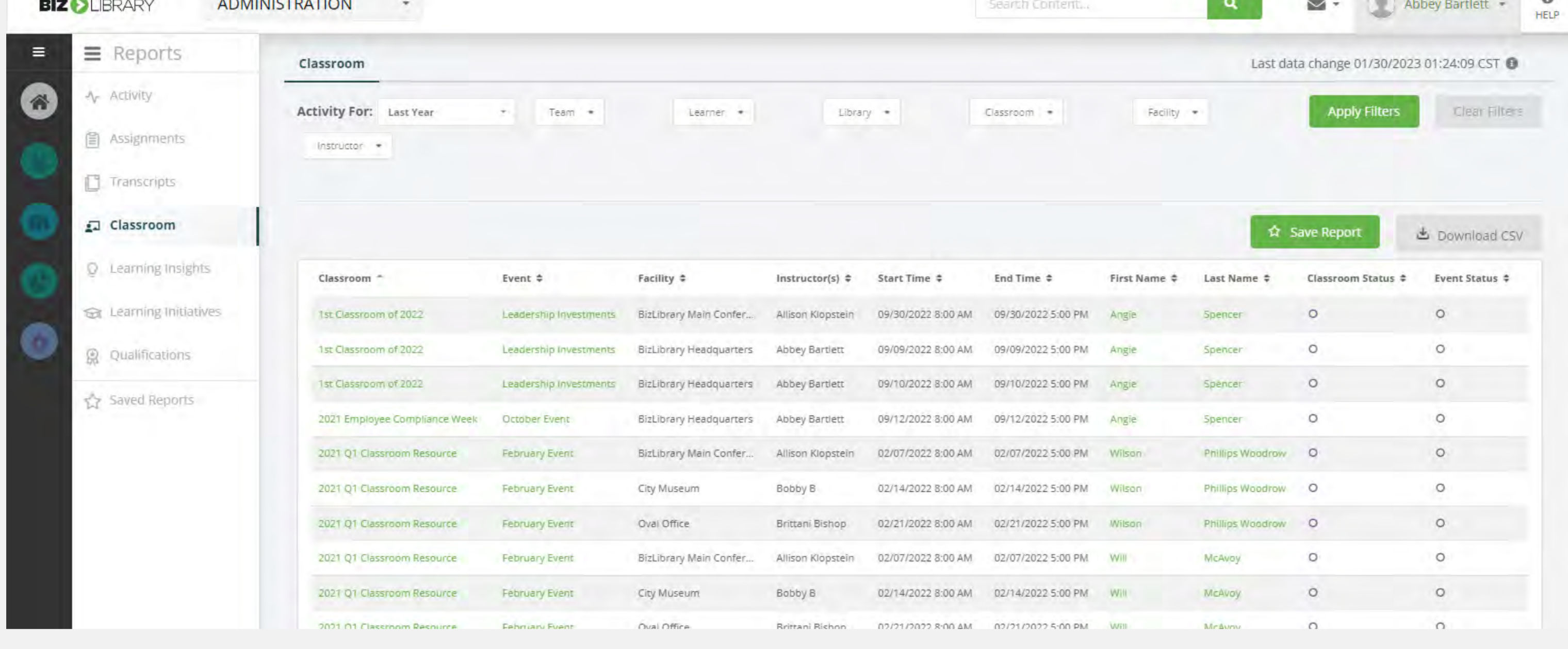
The Classroom Report's Summary tab allows administrators to report on the Classroom course as a whole, including the learner and their status for the course overall, displaying if they have completed or not started their Classroom assignment.

Detail Reports

The Detail Report tab allows administrators to see an in-depth view of their learners, including which event they have signed up for and events they were assigned.

It can be filtered to view specific teams or learners, and customized to account for select times, for example, a week, month, quarter, year, or custom date range. In addition, if there are multiple instructor-led training sessions for an organization, administrators can also apply these filters to a specific library.

Regardless of which libraries instructor-led training sessions live in, filters can be applied for classroom titles, specific instructors, and facilities.



Learning Insights Report – Summary

Summary Reports

The Learning Insights Summary tab allows administrators to use Insights reporting to view their Learners' utilization of the LMS and compare utilization across Teams within the organization. It even has the option to compare learners with outside organizations. This report can help administrators gain a clear picture of their learners' activity and assess their results in contrast to other learners. Some areas of comparison include the number of average logins, launches, and completions in each category outlined below.

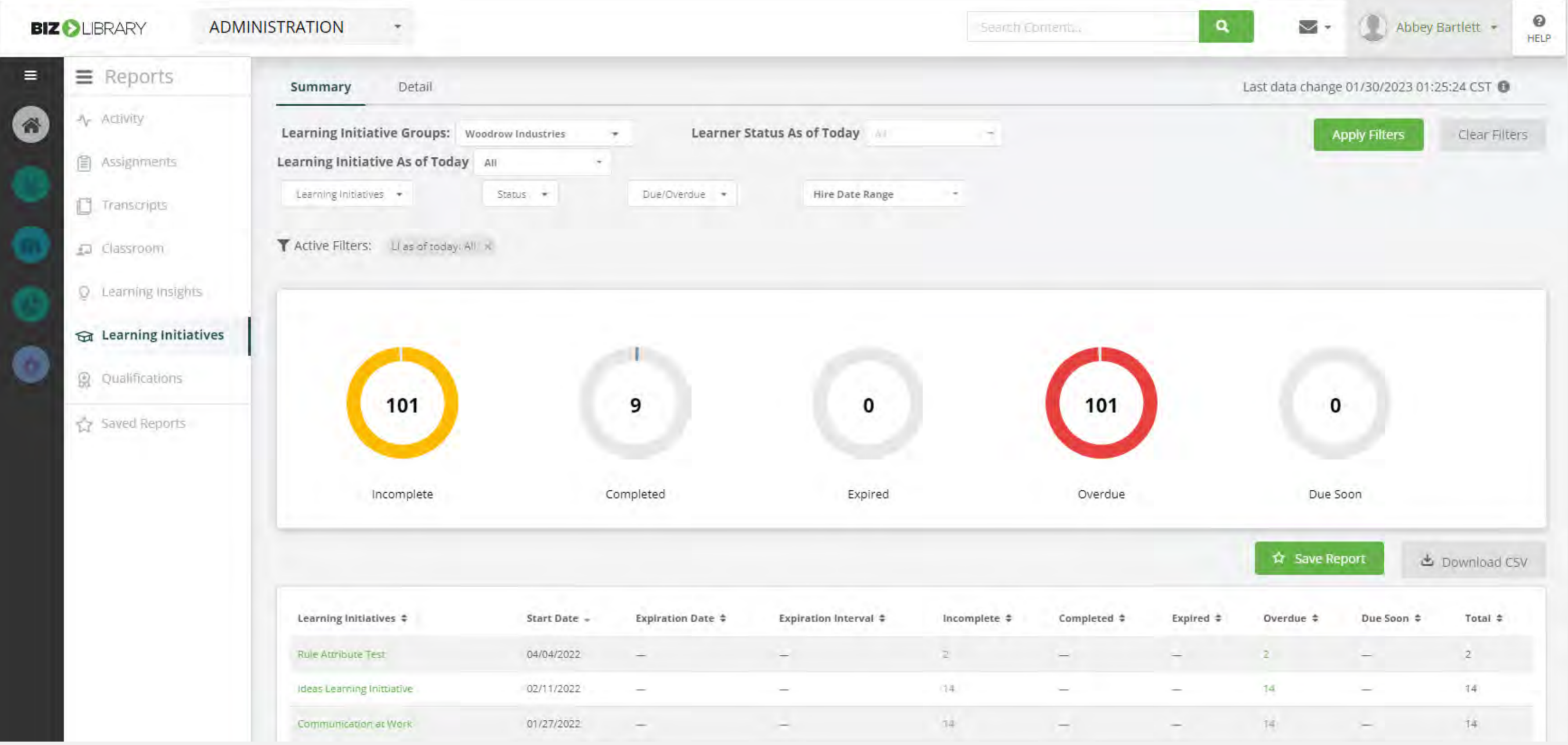
Learners' utilization data can be shown alongside:

- Other teams within your own organization
- All other organizations
- The 10 clients with the highest client scores, referred to as Benchmark Organizations
- Organizations in the same industry, referred to as Peer Organizations

Learning Initiative Reports– Summary & Detail

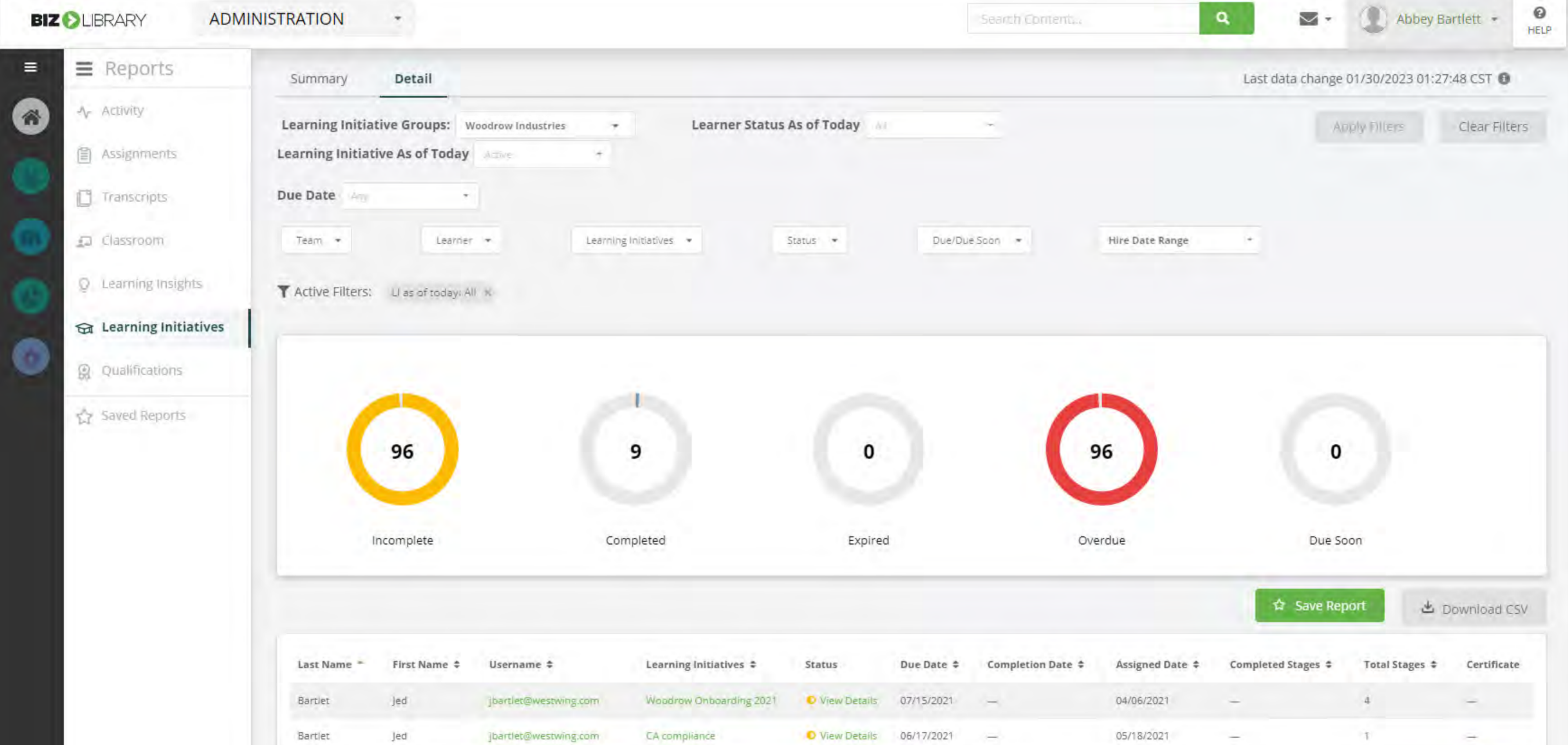
Summary Report

The Learning Initiative reports Summary tab displays optional filters to view a specific Learning Initiative, Learning Initiative group, or inclusion of several Learning Initiatives. You can filter for status: incomplete, complete, or expired, as well as if the Learning Initiative is overdue or due soon.



Detail Reports

In the Learning Initiative Details tab administrators can view if specific courses have been completed or still need to be completed, within a specific Learning Initiative. This report has optional filters to display a Learning Initiative Group and due dates, as well as team(s), learner(s), learning initiative(s), status (incomplete, complete, or expired), as well as overdue or due soon.

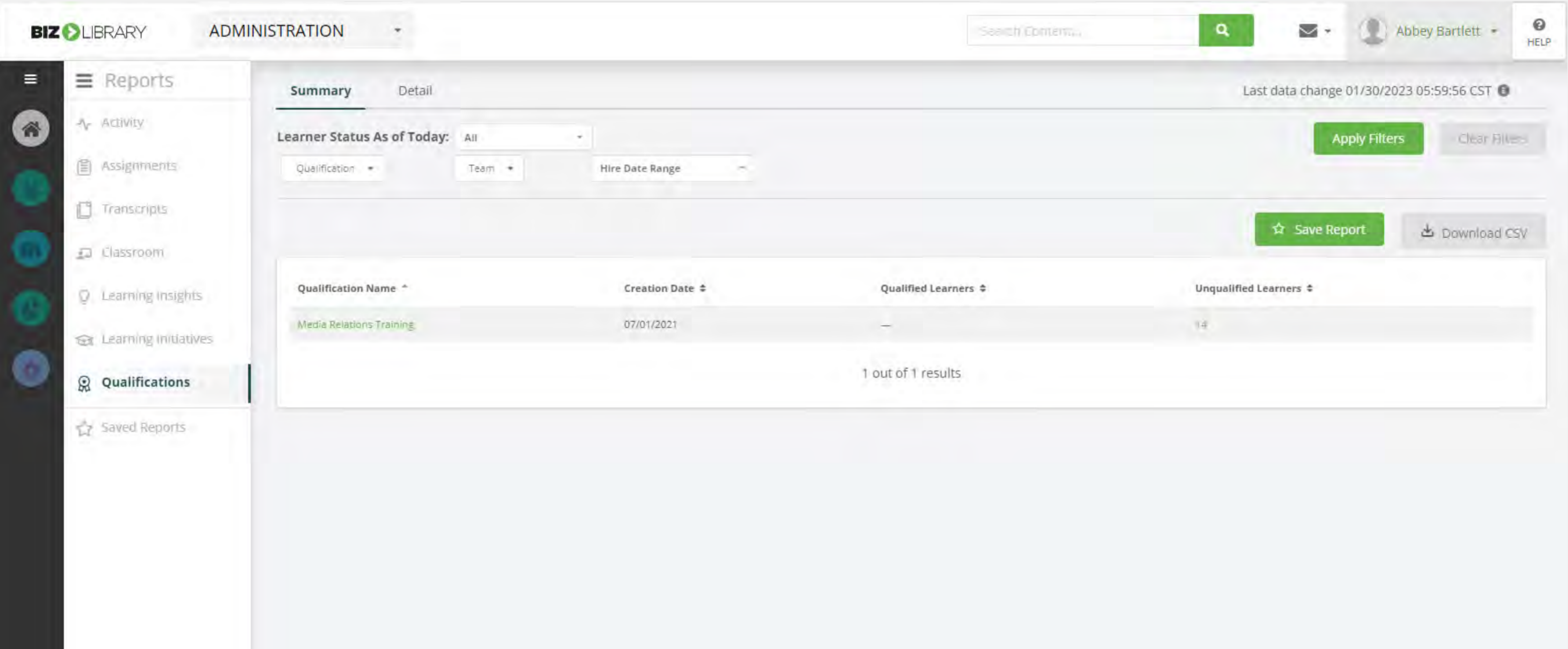


Qualification Reports – Summary & Detail

Summary Report

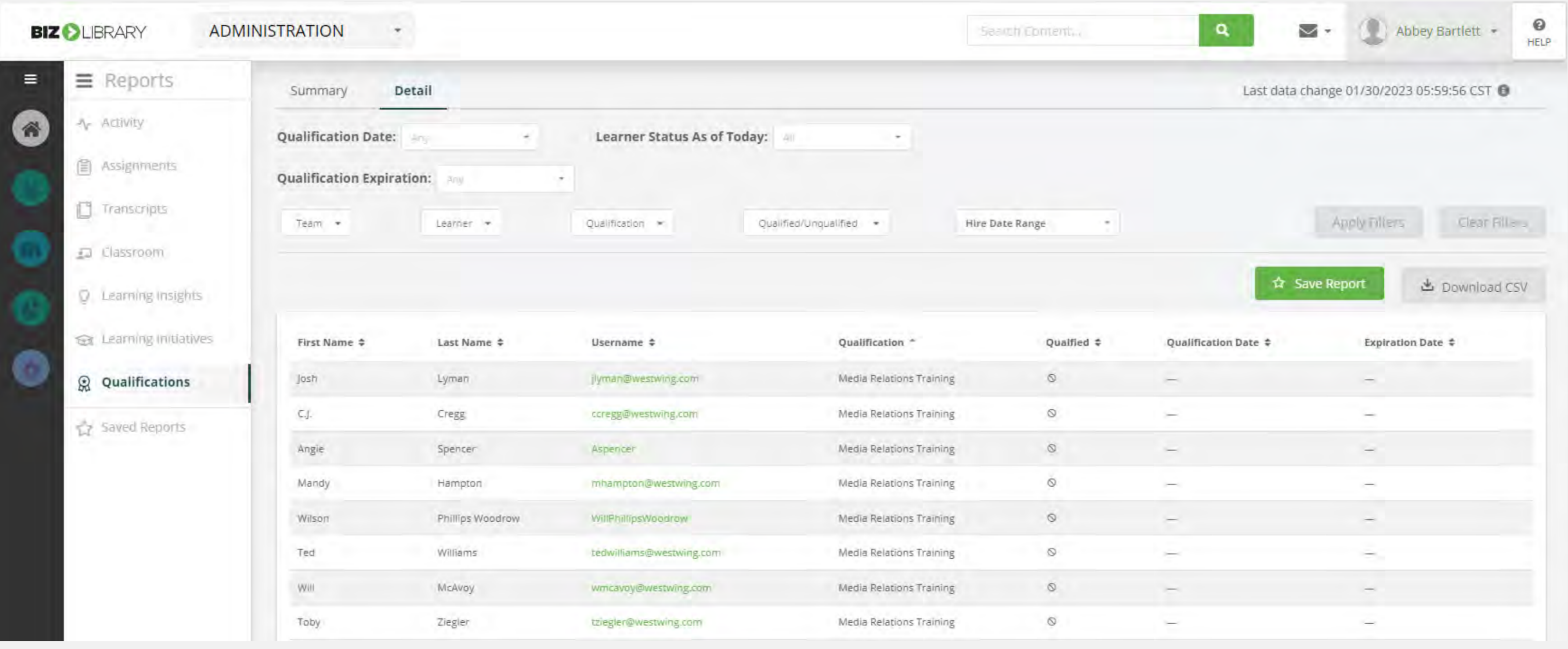
The Qualification Report's Summary tab allows more flexibility for administrators needing to track specific qualifications a learner has achieved for their job role or position. Many organizations require their learners within a certain job role to acquire professional certifications or credentials to supply qualifications to a job.

The Summary Report allows you to view a list of qualifications and the number of qualified learners compared to the unqualified learners.



Detail Reports

In the Qualification Report's Detail tab administrators can see which specific qualifications each of their learners hold. They can filter for qualified and unqualified learners on each with easy access. Additionally, in this report administrators can identify when a qualification was received along with any applicable expiration dates.



Saved Reports

The Saved Reports section allows administrators to quickly access the reports they use most often. Each report within the new reporting section (other than learning insights) can be saved from the page by simply clicking on the "Save Report" button and can then be accessed in the "Saved Reports" tab.

The Saved Reports page lists the name of the report, report type, scheduling information, and creation date, and has actions for scheduling the report or deleting it once it is no longer needed.

These extensive, customizable reporting features are just another asset BizLMS offers to help you on your journey of creating an expert, impactful training program. If you have questions about customizing reports or need help getting started, reach out to your Biz Rep today!