How to Run Reports

As an Admin or Manager you have the ability through the WLC to run reports. While admins can run reports for their entire agency, managers will only be able to run reports for users that reside within the groups they manage.

This handout will walk you through:

Completion Overview - this report will show a high level overview of all assignments in your agency.

User Transcript - this report will show you the enrollments and completions for one specific user.

Completion Detail Report - this report will show you the enrollments and completion information for one specific course.

Course Grade Report - this report will show you the exam or test grade that a user achieved for a specific course.

Testing - this report will show results for tests that were built as a stand-alone test that is NOT built into a course (this report will rarely be used by our agencies and is not covered in this guide).

Individual Reports - this report will show results for tests that were built as a stand-alone test that is NOT built into a course (this report will rarely be used by our agencies and is not covered in this guide).

How to Run the Completion Overview Reports

1) Sign in to the WLC
2) Click *Reports*.
3) Select *Completion Overview*.
4) You'll be redirected to the *Completion Overview* page. Use the drop down fields to find the group, learning plan, or progress level you need.
   A. **To filter by a Group**
      1. Select the intended *Group* from the Group drop down to see a high level overview of courses users in the group have been assigned or enrolled in
      2. There is a key indicating what the symbols by each learner represents
      3. Click the user's name hyperlink to go to their profile
      4. Click the icon under the course column to enroll or modify a due date for a learner.
      5. Click *Export* icons at the top right to send this report to Excel for further review, sorting, or filtering.

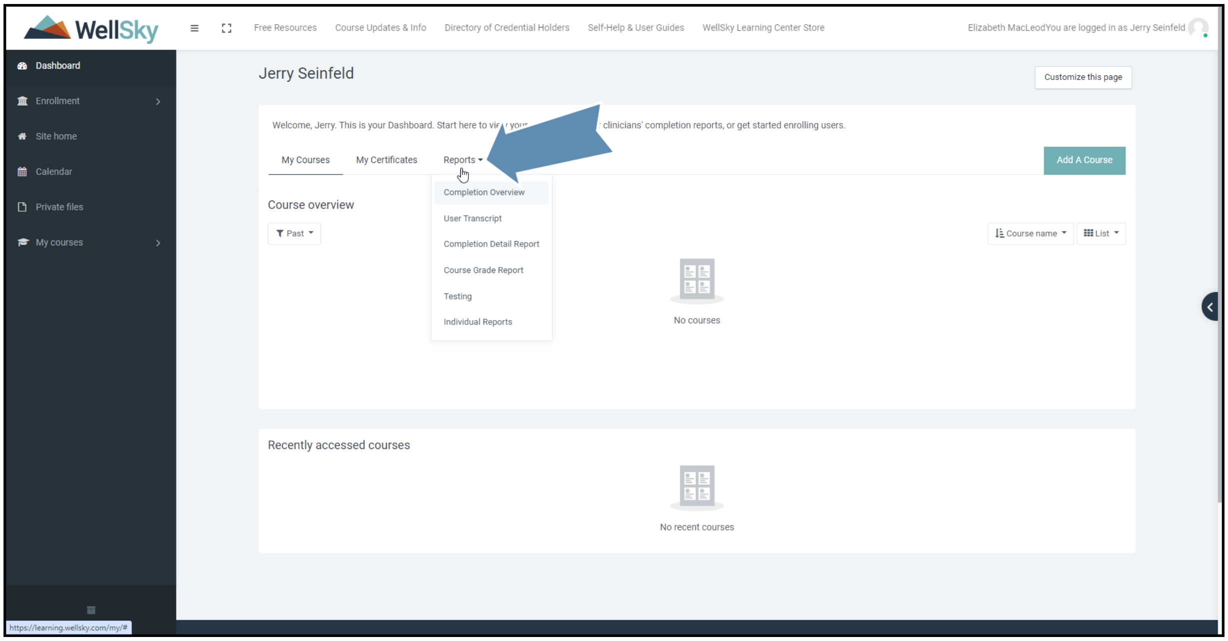
   B. **To filter by a Learning Plan**
      1. Select the intended *Learning Plan* from the Learning Plan drop down to see a high level overview of learning plan courses users have been assigned or enrolled in
      2. There is a key indicating what the symbols by each learner represents
      3. Click the user's name hyperlink to go to their profile
      4. Click the icon under the course column to enroll or modify a due date for a learner.
      5. Click *Export* icons at the top right to send this report to Excel for further review, sorting, or filtering.

   C. **To filter by Course Progress**
      1. Select the progress level you wish to review from the *Course Progress* drop down
      2. There is a key indicating what the symbols by each learner represents
      3. Click the user's name hyperlink to go to their profile
      4. Click the icon under the course column to enroll or modify a due date for a learner.
      5. Click *Export* icons at the top right to send this report to Excel for further review, sorting, or filtering.

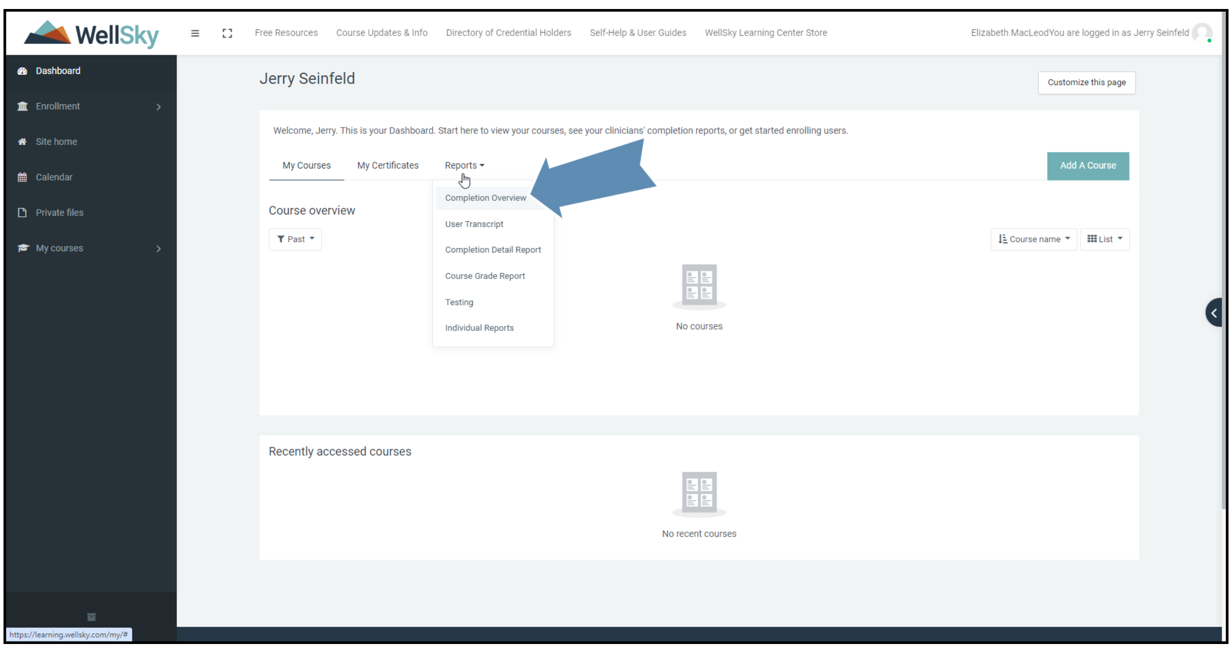
Many CHEX+ legacy clients have asked about exporting and manipulating report results from the WLC. The majority of WLC clients DO NOT export their report results from the site. They instead review the results in their web browser. If a surveyor is on site, they open the WLC and show the surveyor the results directly within the site.

The next few pages show the above instructions along with screenshots showing where to click in each step.

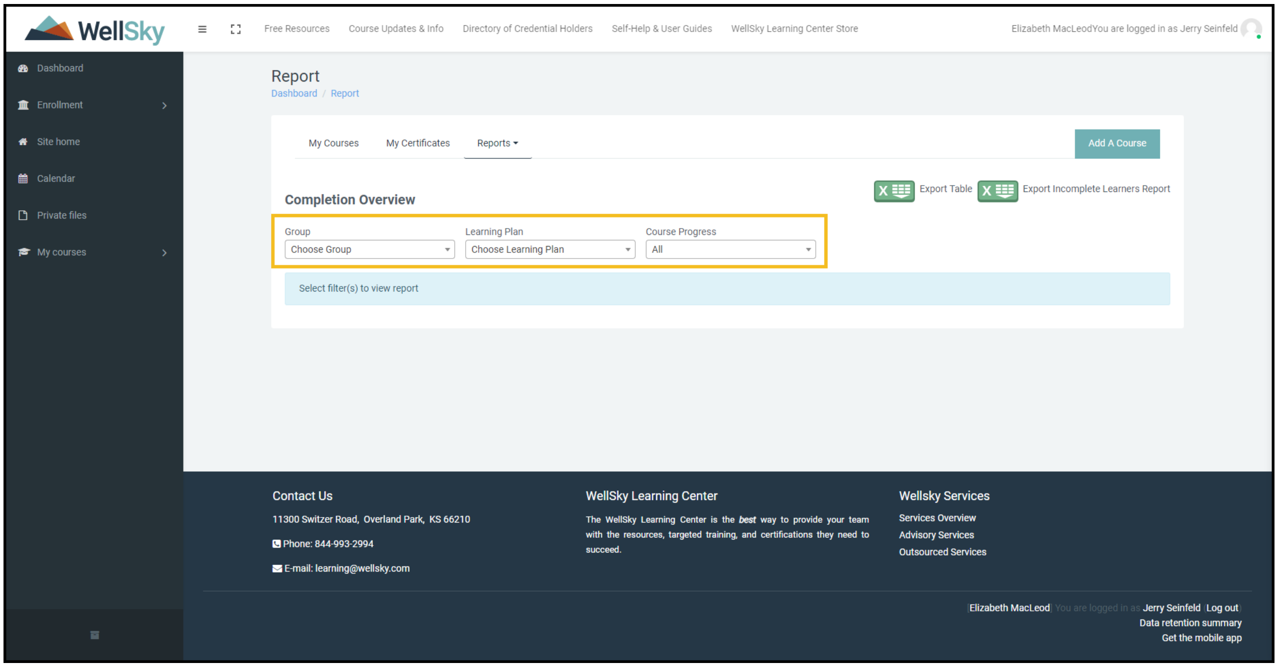
1) Click *Reports*



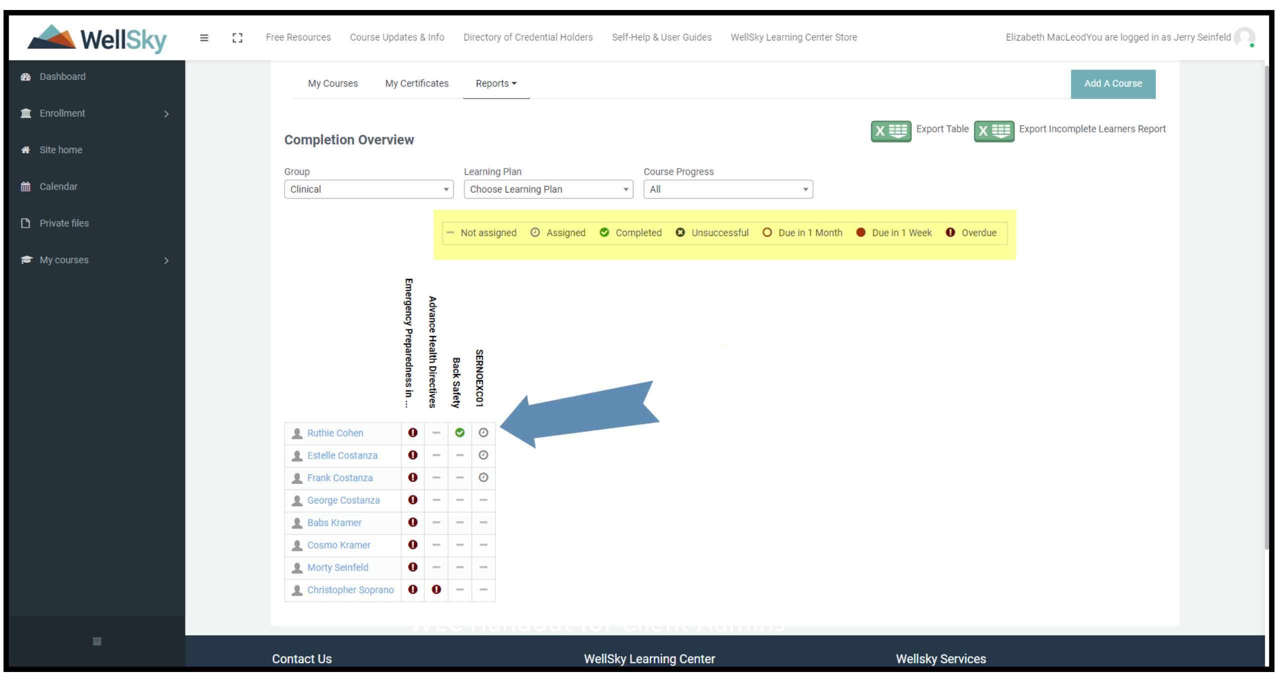
2) Select *Completion Overview*.



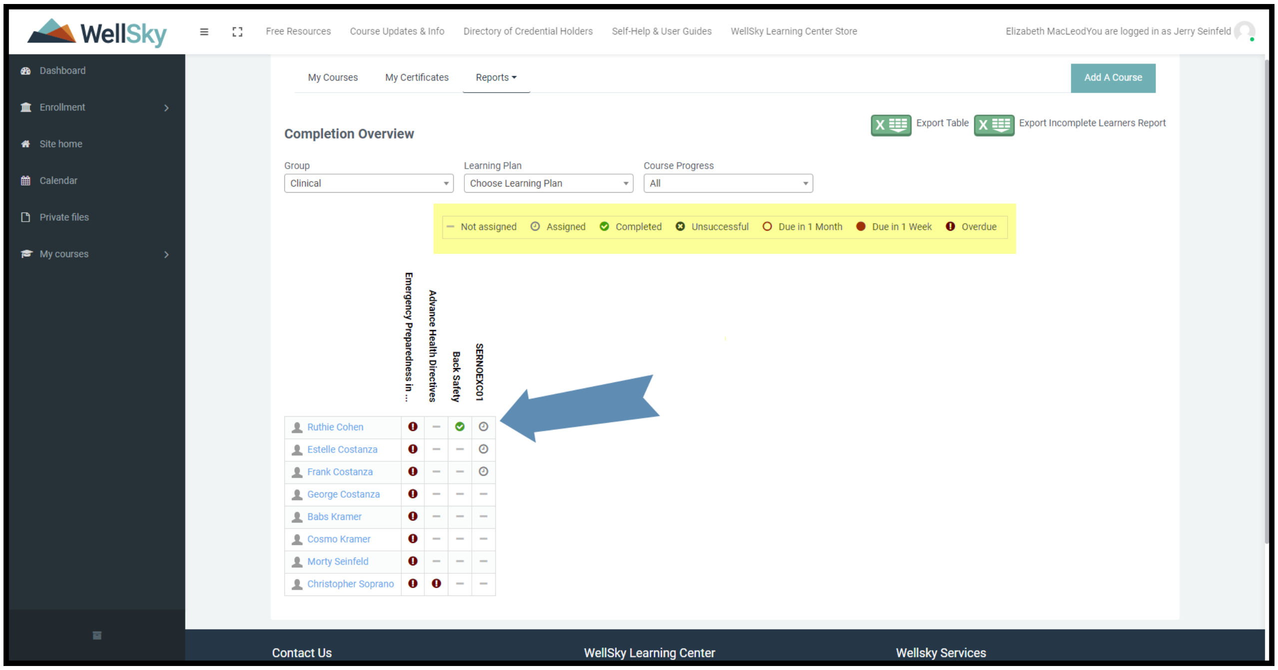
3) You'll be redirected to the *Completion Overview* page. Use the drop down fields to find the group, learning, or progress level you're looking for.



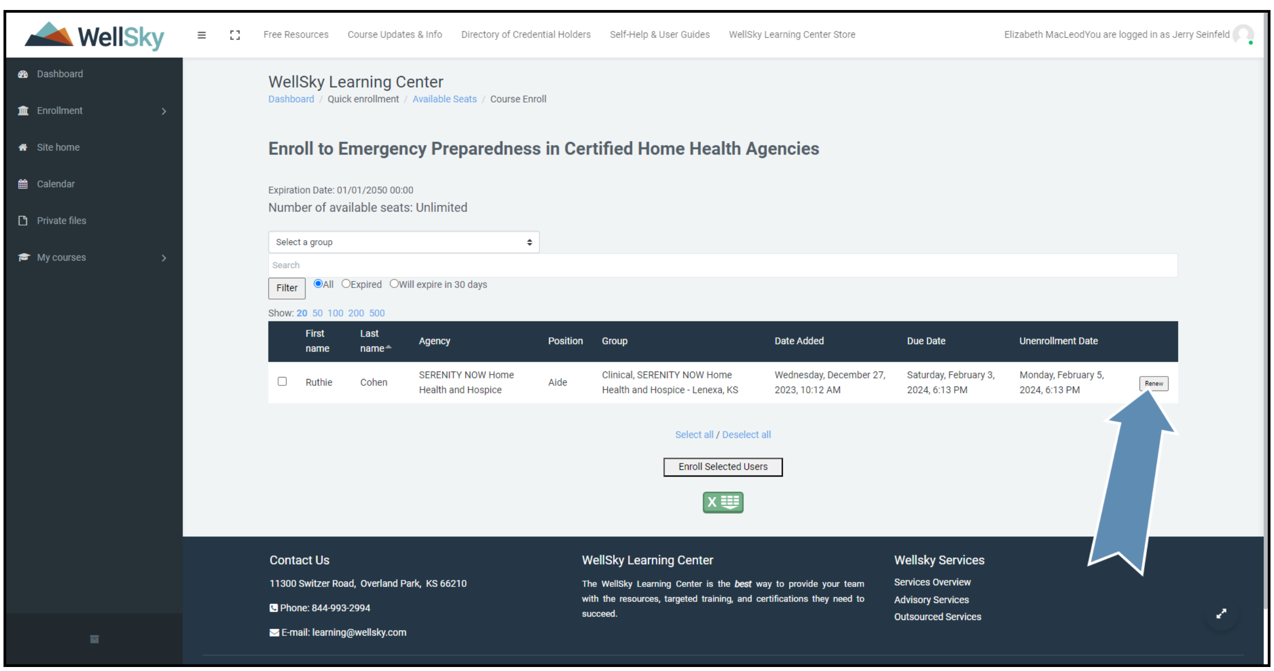
4) The key indicates what the icons next to each user represent.



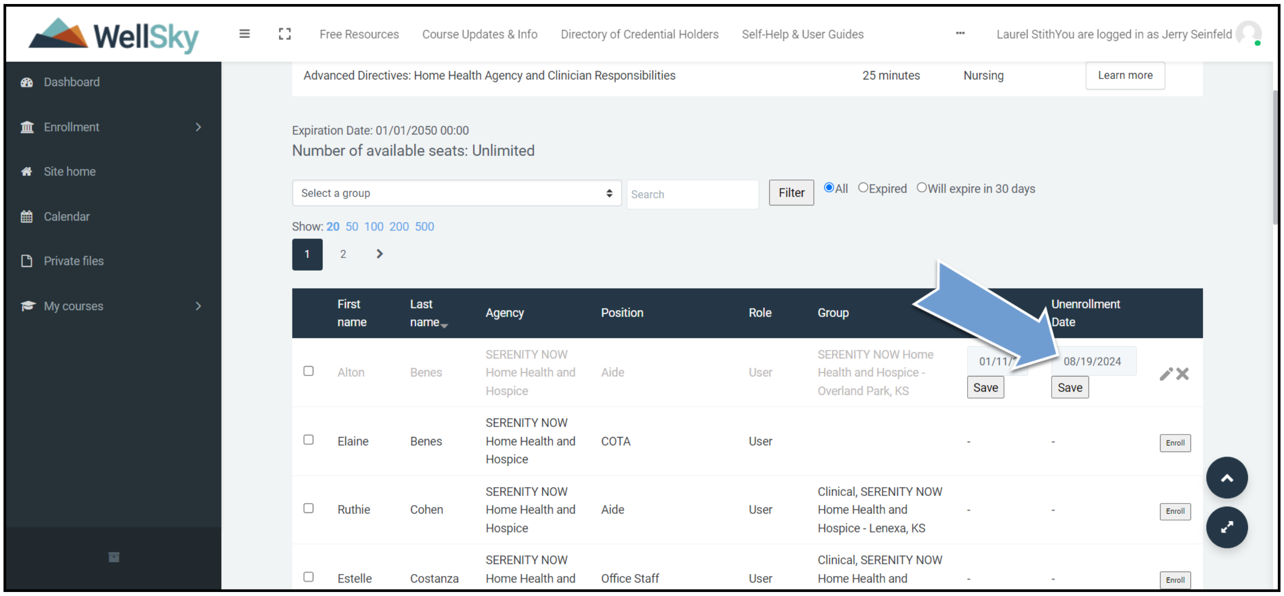
To extend a learner's due date, click the *Assigned*, *Unsuccessful*, *Due in* or *Overdue* icon.



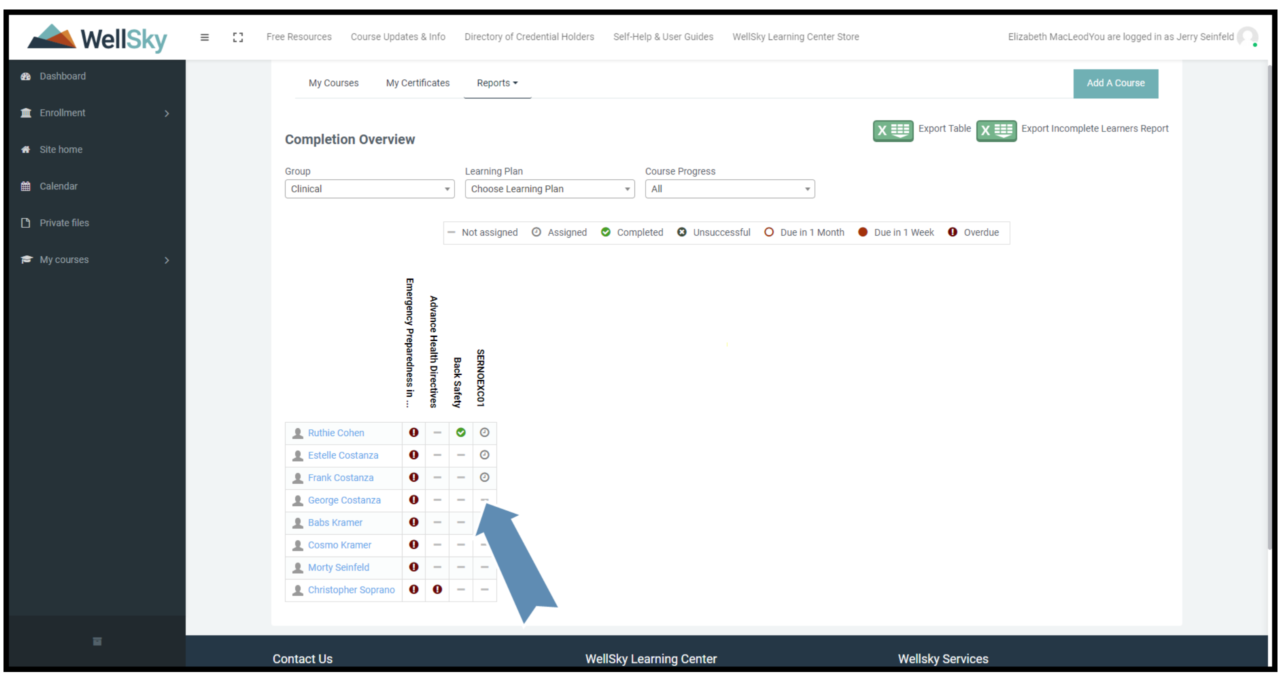
If a learner's enrollment is *Overdue*, you will click *Renew* before setting a new due date



To extend an upcoming due date select a new un-enrollment date before clicking *Save*.



To enroll a user that is listed as *Not Assigned* click the icon before clicking *Enroll* on the following screen



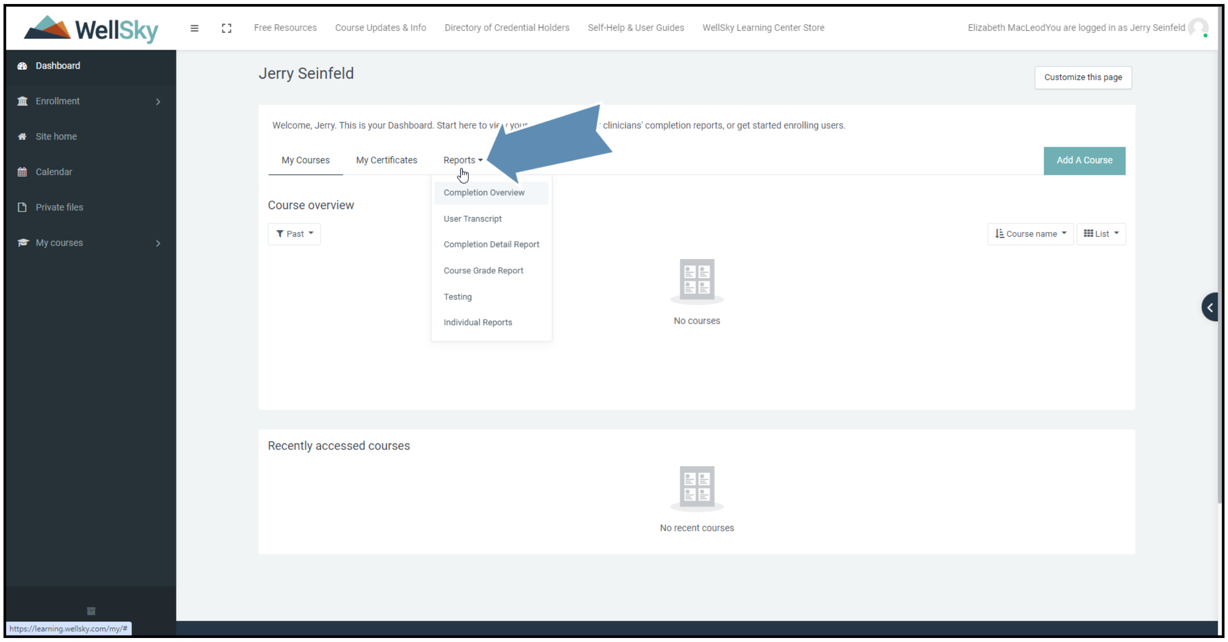
**Double-check that you are enrolling them in the correct course by looking at the course title listed at the top of the column.

How to Run the User Transcript Report

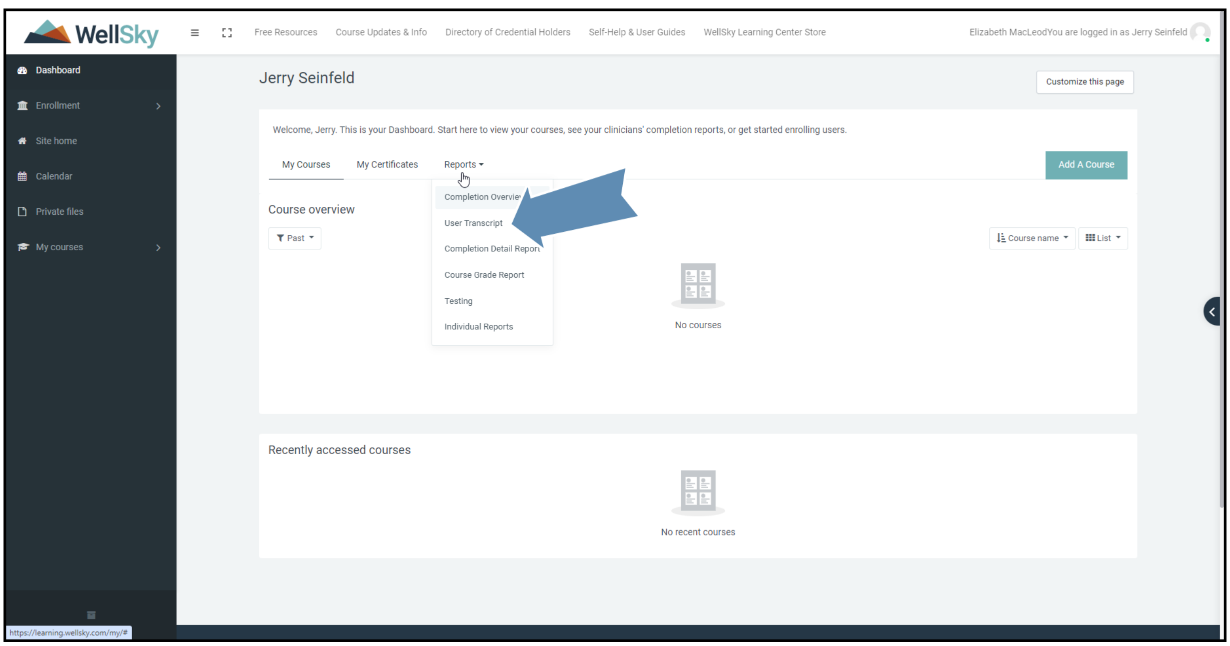
1) Sign in to the WLC
2) Click Reports.
3) Select *User Transcript*.
4) You'll be redirected to the *User Transcript* report page. Use the drop down fields to find the group or user you need.

The next few pages show the above instructions along with screenshots showing where to click in each step.

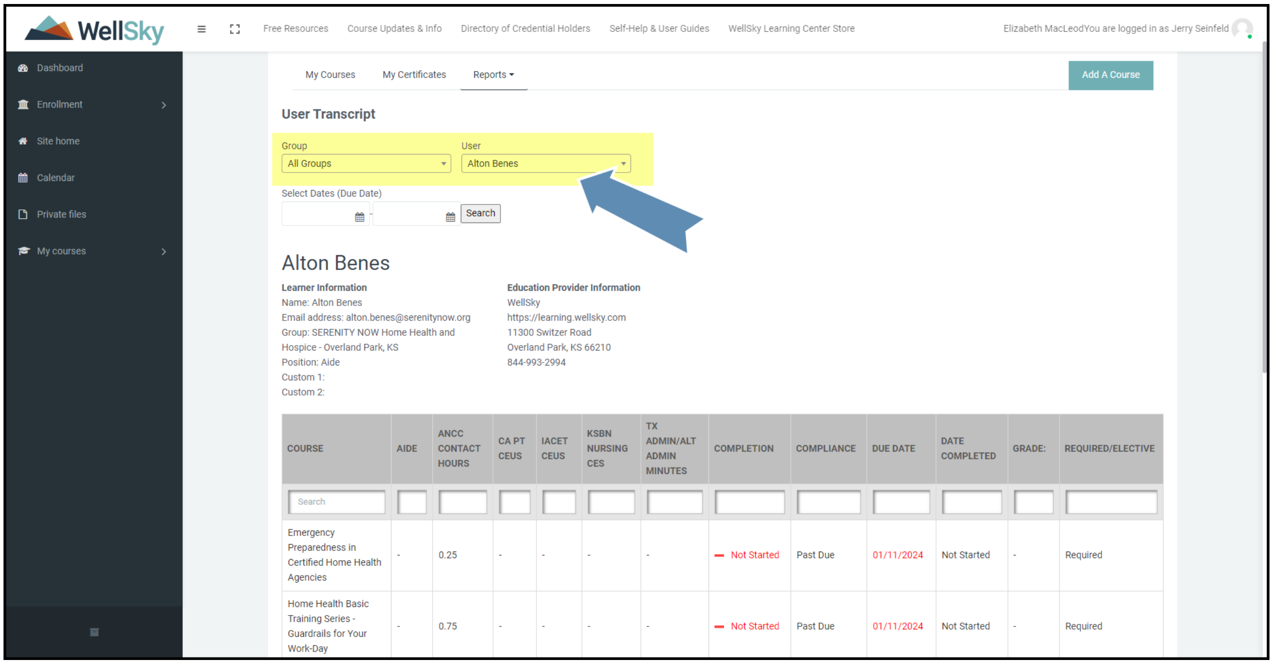
1) Click *Reports*



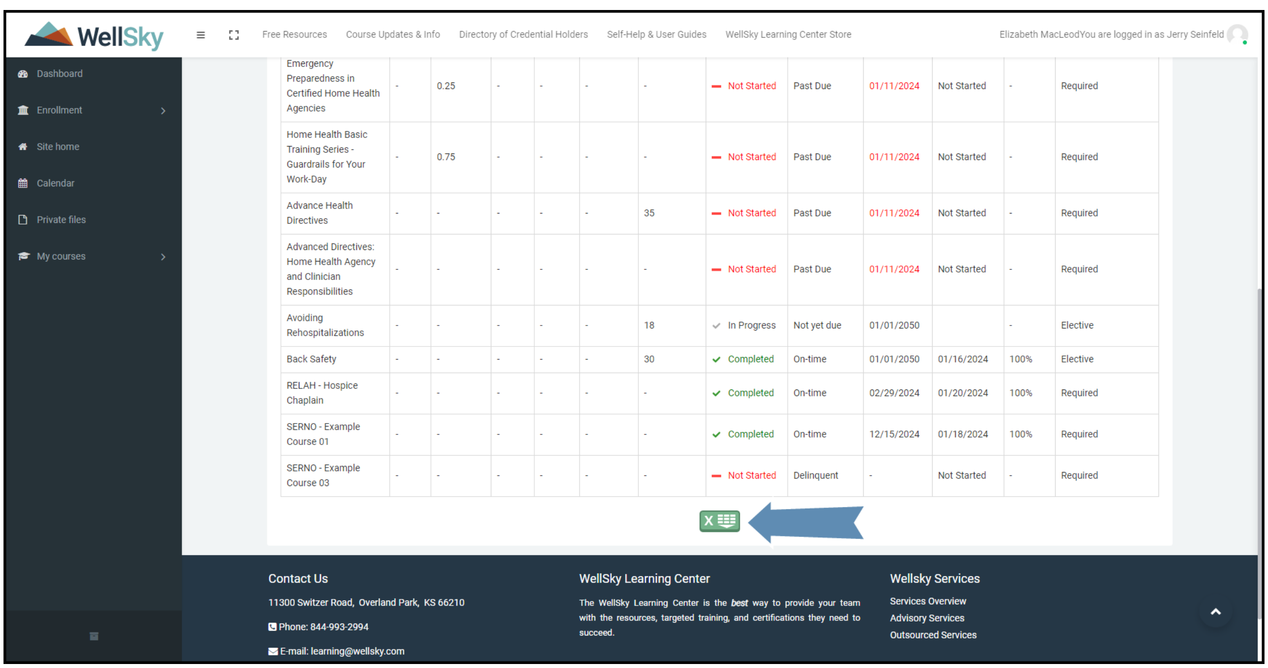
2) Select *User Transcript*



4) Select the User from the drop down menu.



Use the date range or search filters to narrow your results. You can export this to Excel through the icons at the bottom

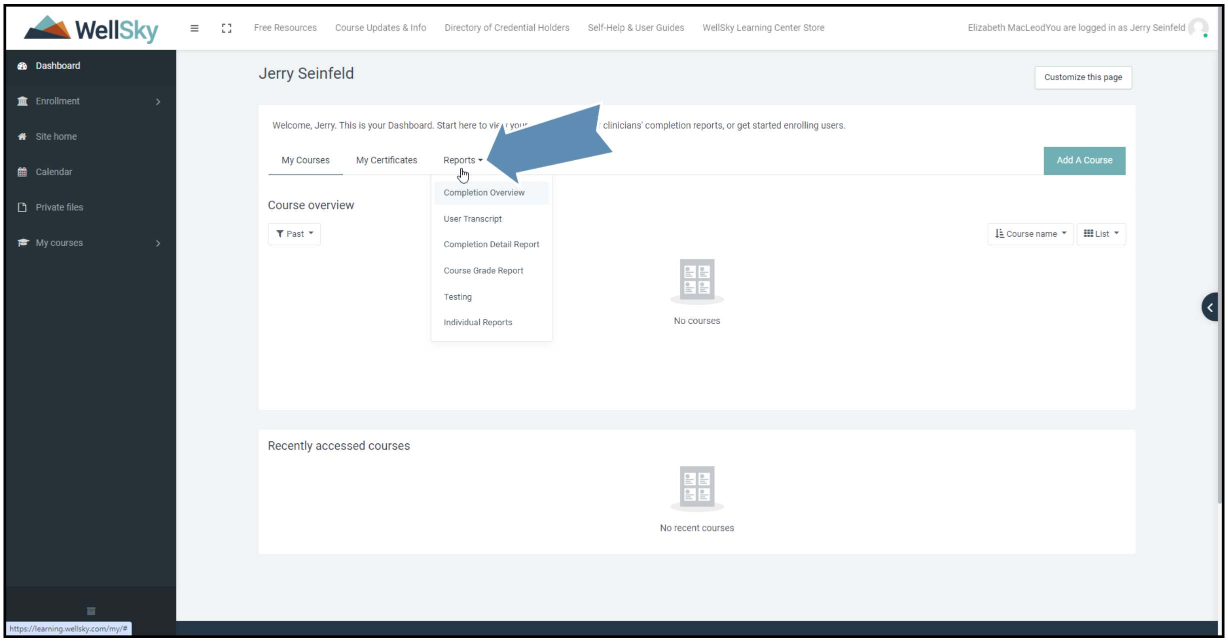


How to Run the Completion Detail Report

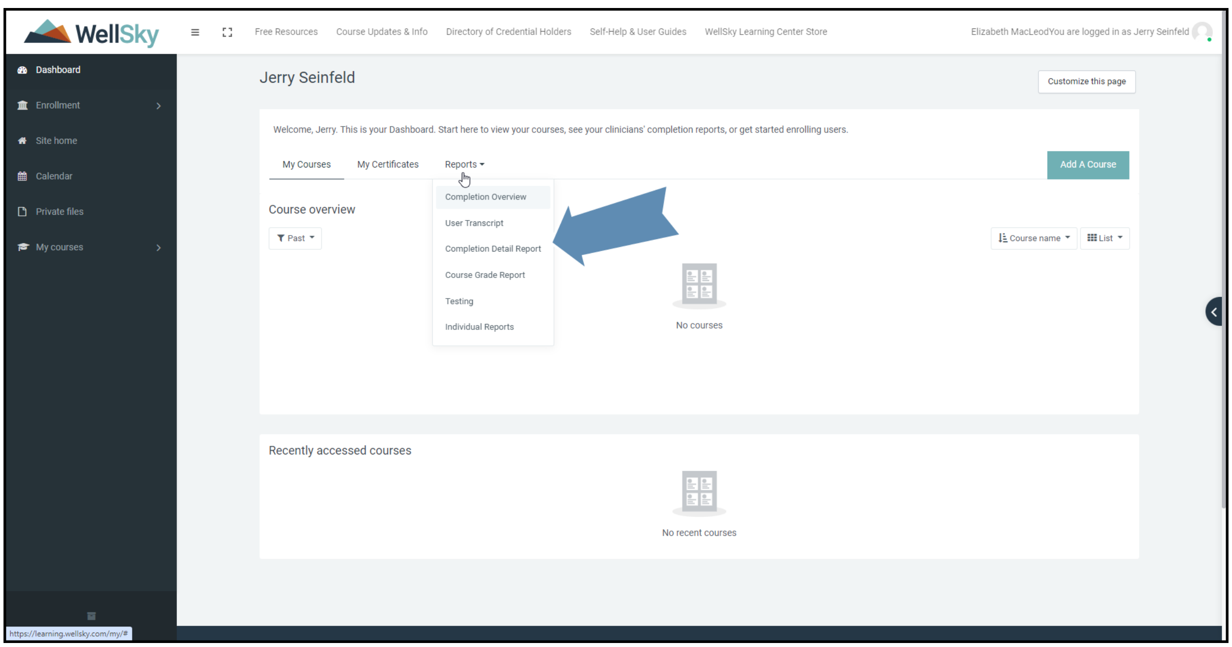
1) Sign in to the WLC
2) Click *Reports*.
3) Select *Completion Detail Report*.
4) You'll be redirected to the *Completion Detail Report p*age. Use the drop down fields to find the course category, course, or group you need.

The next few pages show the above instructions along with screenshots showing where to click in each step.

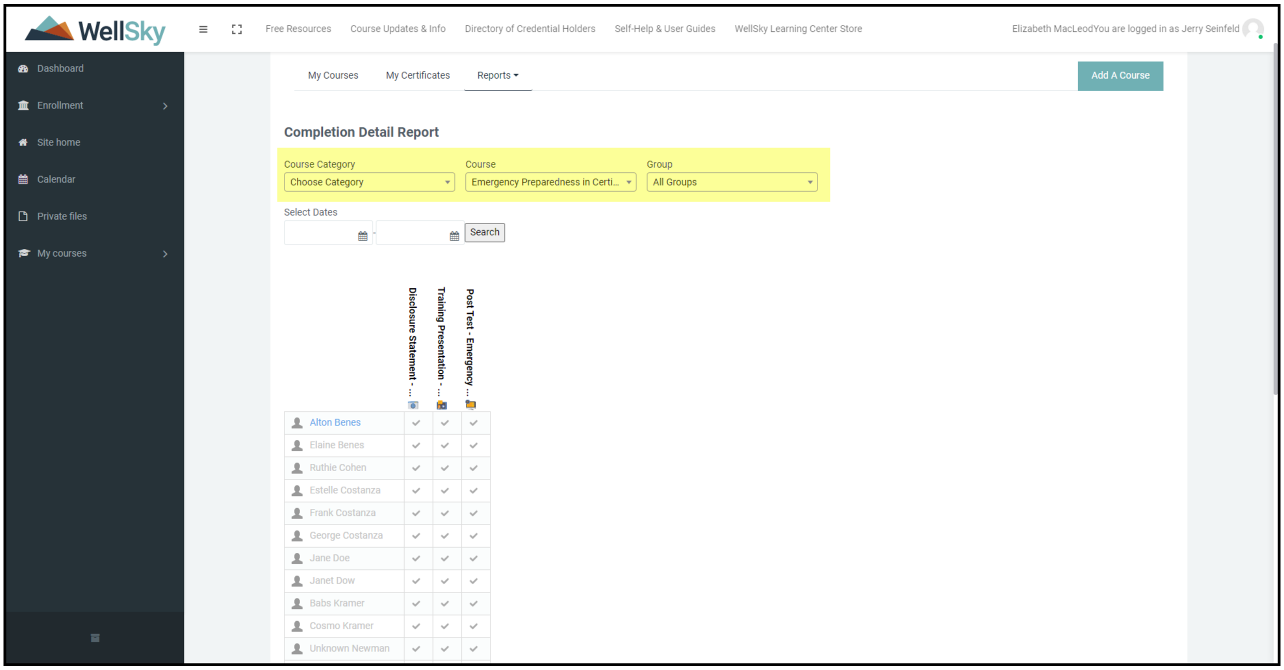
1) Click *Reports*



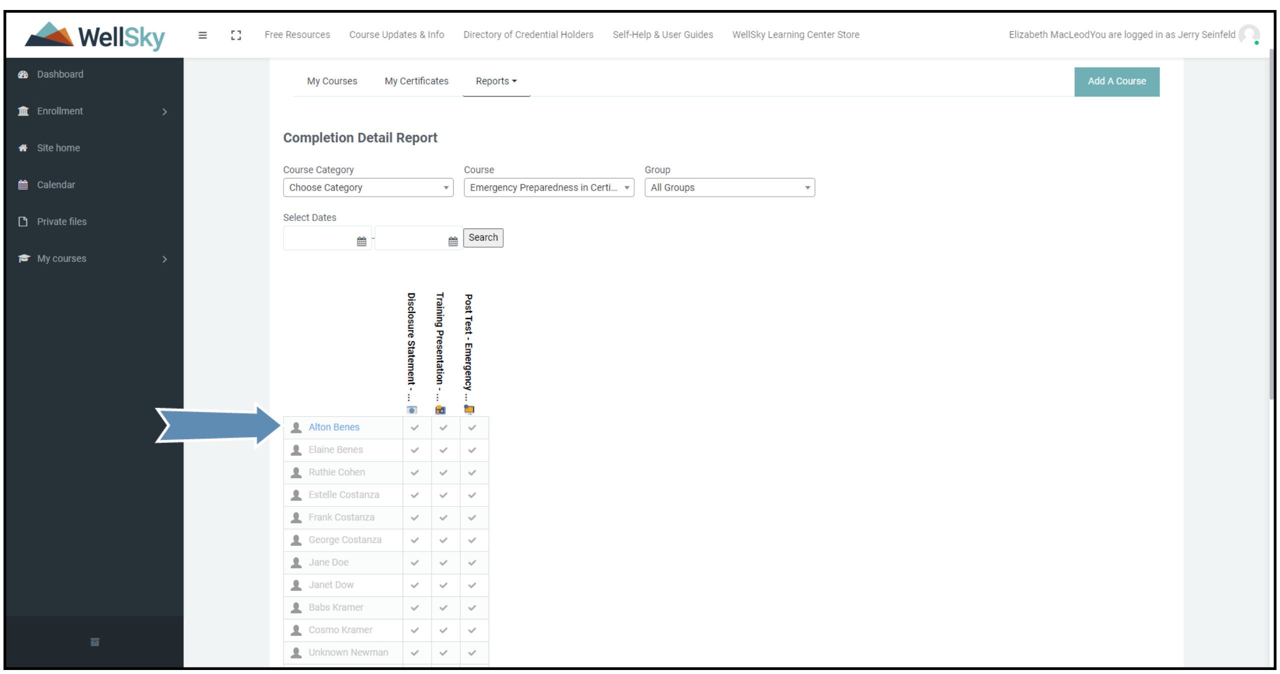
2) Select *Completion Detail Report*



3) You'll be redirected to the *Completion Detail Report* page. Use the drop down fields to find the course category, course, or group you need.



If a user's name is highlighted in BLUE as shown below, it indicates that the user is enrolled in the course. **Please note this is different that revious reports where the check mark indicated enrollment.

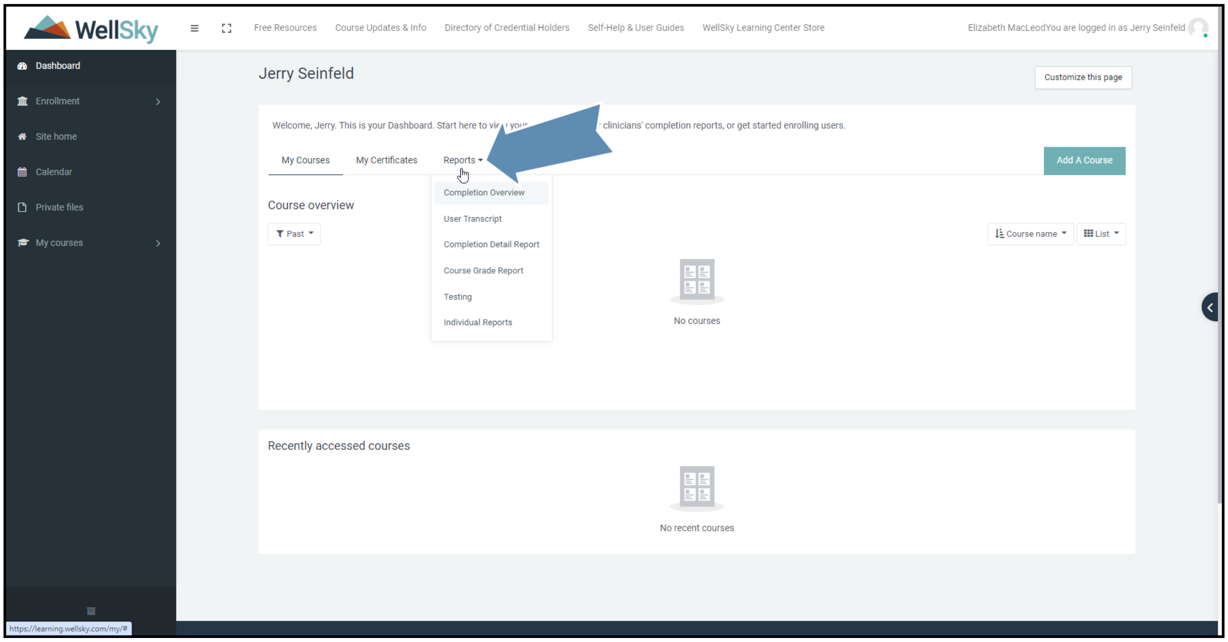


How to Run the Course Grade Report

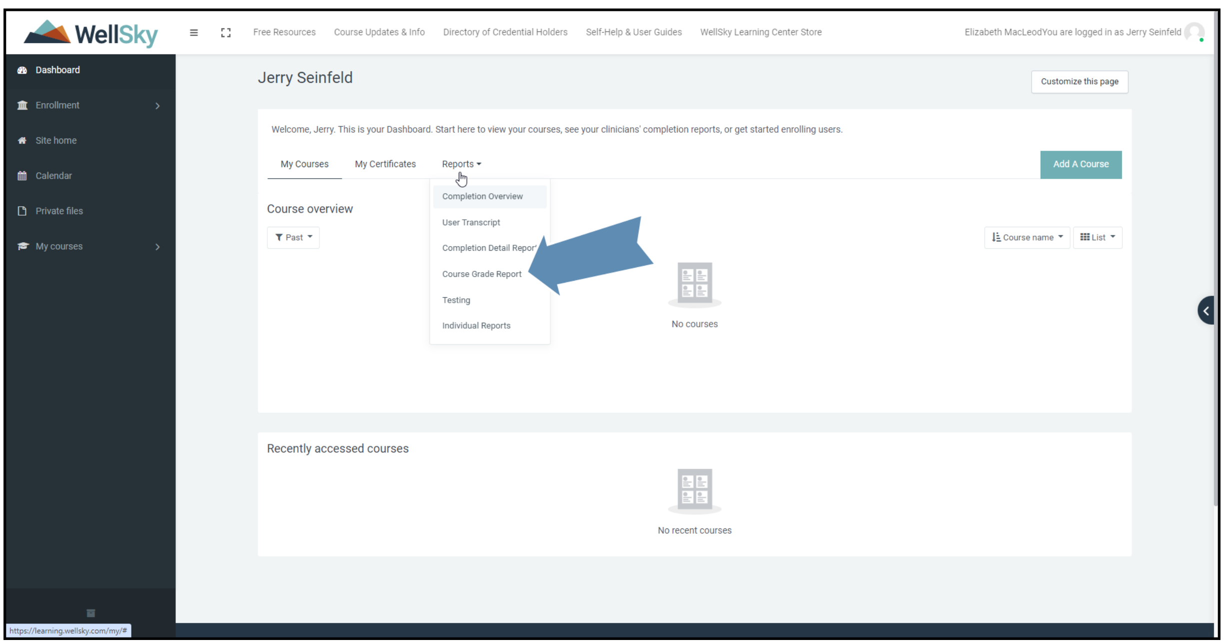
1) Sign in to the WLC
2) Click *Reports*.
3) Select *Course Grade Report*.
4) You'll be redirected to the *Course Grade Report p*age. Use the drop down fields to find the course, group, or attempt you need.

The next few pages show the above instructions along with screenshots showing where to click in each step.

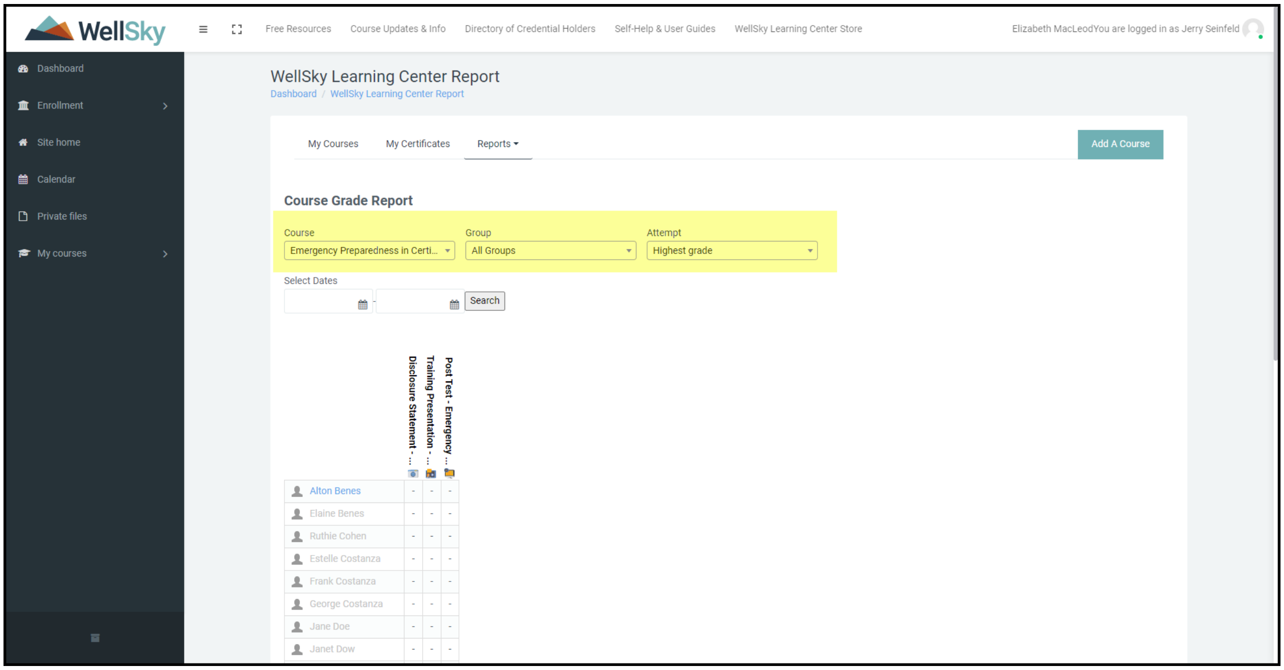
1) Click *Reports*



2) Select *Course Grade Report*



3) You'll be redirected to the *Course Grade Report* page. Use the drop down fields to find the course, group, or attempt you need.



If a user's name is highlighted in BLUE as shown below, it indicates that the user is enrolled in the course. **Please note this is different that revious reports where the check mark indicated enrollment.