

PORADNIKI DLA HR

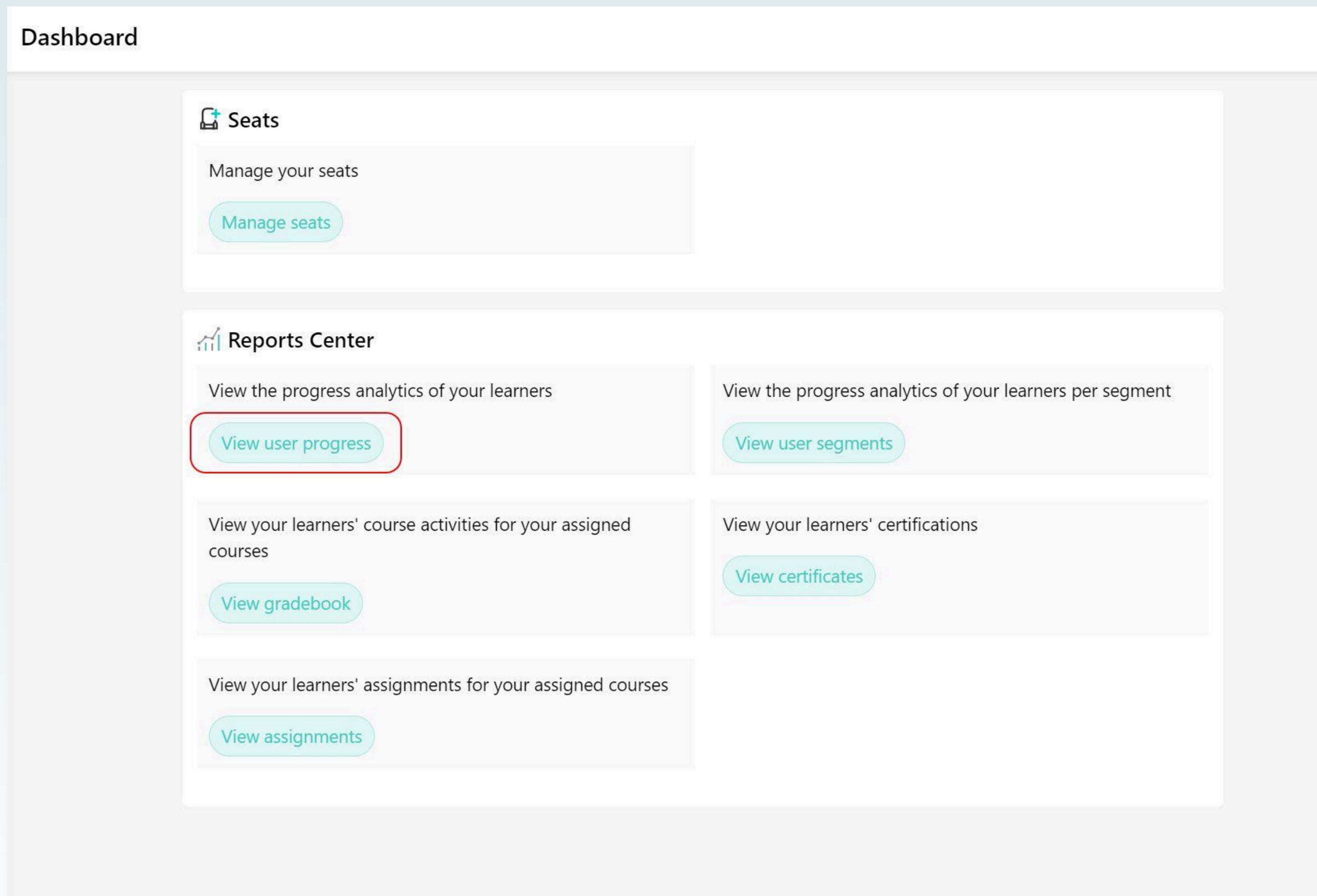
Jak generować raporty?

ICAN **Online**
LEARNING



Krok 1

Przejdź do Dashboardu,
zlokalizuj Reports Center i
kliknij: **View user progress**.



The screenshot displays the 'Dashboard' interface. At the top, there is a 'Dashboard' header. Below it, the 'Seats' section is visible, containing a 'Manage seats' button. The 'Reports Center' section is the primary focus, featuring several analytics options: 'View user progress' (highlighted with a red border), 'View user segments', 'View gradebook', 'View assignments', and 'View certificates'. Each option is accompanied by a descriptive text and a corresponding button.

Krok 2

Wybierz odpowiednie filtry i kliknij **Export user progress**.

W wybranym przykładzie, wygenerujemy raport użytkowników dla szkolenia BUDŻETOWANIE.

ICAN Online Learning

User progress Save segment View segments Export user progress

Select Users Advanced search

Select a course **1**

Select a course BUDŻETOWANIE

With average score e.g. 80 %

With progress e.g. 50 %

Is completed

Select users

Email contains e.g. gmail.com (min 3 characters)

User name contains e.g. ite

Registered

Apply filters Reset filters

Showing 1-13 results

User ▲	Role	Registered	Last activity	Last enrollm.	Study time	Total time on platform	All Courses	Compl. courses	Incompl. courses	Certificates	Avg. score
Adam Prosz	User	26/09/2023	10/10/2023	25/10/2023	00:01h	00:15h	41	2	1	0	92
Agnieszka Prosz	User	16/10/2023	08/12/2023	15/12/2023		03:11h	16	1	2	1	100
Wojciech Galiński	Seat manager	08/11/2023	18/12/2023	08/11/2023	00:18h	09:11h	41	0	7	0	0

Krok 3

Wybierz **Download detailed courses reports** (1) oraz kliknij **Export user progress** (2), aby wyeksportować plik Excel z danymi.

User progress | Save segment | View segments | Export user progress

Select Users | Advanced search

Select a course | BUDŻETOWANIE

Select a course | BUDŻETOWANIE

With average score

With progress

Is completed

Apply filters | Reset filters

Showing 1-13 results

User ▲ | Role | F

User	Role	F	mpl. courses	Incompl. courses	Certificates			
...	User	2	2	1	0			
...	User	1	1	2	1			
...	Seat manager	08/11/2023 - 18/12/2023	08/11/2023	00:10h - 09:11h	41	0	7	0

Export users progress

Select courses | BUDŻETOWANIE

Specify the courses for which you want to download progress reports.

Get detailed progress reports | Download detailed courses reports

Download different excel files that present course status, progress, time, scores for each of the selected courses and for all selected users!

Export user progress

Opcjonalnie

Istnieje możliwość generowania zaawansowanych raportów, które łączą wiele filtrów. Aby wygenerować taki raport, należy przejść do zakładki (1) **Advanced search**, wybrać odpowiednie filtry (2) **Add filter** oraz (3) **Apply filters**, aby wyświetlić listę.

The screenshot shows the 'User progress' page in the ICAN Online Learning system. The interface includes a sidebar with navigation options like 'User Progress', 'User Segments', 'EXAMS', and 'ACTIVITY HISTORY'. The main content area features a search bar with 'Advanced search' selected (marked with a red '1'), an 'Add filter' button (marked with a red '2'), and an 'Apply filters' button (marked with a red '3'). Below the search bar, a table displays 13 results for users, with columns for User, Role, Registered, Last activity, Last enrollm., Study time, Total time on platform, All Courses, Compl. courses, Incompl. courses, Certificates, and Avg. score.

User	Role	Registered	Last activity	Last enrollm.	Study time	Total time on platform	All Courses	Compl. courses	Incompl. courses	Certificates	Avg. score
...	User	26/09/2023	10/10/2023	25/10/2023	00:01h	00:15h	41	2	1	0	92
...	User	16/10/2023	08/12/2023	15/12/2023		03:11h	16	1	2	1	100
...	Seat manager	08/11/2023	18/12/2023	08/11/2023	00:18h	09:11h	41	0	7	0	0
...	Seat manager	12/09/2023	21/12/2023	27/10/2023	00:21h	2d 00:52h	41	0	8	0	50
...	Seat manager	08/11/2023	20/12/2023	08/11/2023	00:13h	1d 11:25h	41	0	6	0	0
...	...	13/11/2023	19/12/2023	19/12/2023	00:01h	00:17h	3	0	1	0	0