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Table of Contents

OnPoint Course Manager (OPCM)

10.0   Reports

10.1 Users & Groups: Reports

The **Users & Groups: Reports** drop-down selection provides several pre-designed reports of Users & Groups stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the Report Name to select the report you wish to view. The following is a list of the Users & Groups: Reports and their associated contents. Additional Reports created as jsp's or custom reports purchased from OnPoint can be added to this list using the Manage Reports function under the Administration menu (see Section 9 of this Course Manager documentation).

REPORTS

User & Group Reports

Report	Description
Manager List	List of defined managers (site administrators, content administrators, course coordinators and event managers)
Scheduled Activities	List of scheduled activities sorted by due date
User/Learner List	List of defined users and learners
User/Learner List By Last CV Login	List of defined users and learners sorted by their last CV login date and time

Figure 10-1 – Users & Groups: Reports List

10.1.1 Manager List Report

This report is a listing of all defined managers for your OnPoint system including all Root Administrators, Site Administrators, Content Administrators, Course Coordinators and Event Managers (see Figure 10-2 below), presented in alphabetical order by Manager Name.

e-Learning Manager List
OnPoint Online Training Site
March 9, 2005 - 1:36 PM

Name	Title	Email	Role	Last CM Login	Status
Admin, Katherine		admin@onpointlearning.com	Root Administrator	January 28, 2005 1:43 PM	Active
Administrator, OnPoint	System Administrator	admin2@onpointdigital.com	Site Administrator	February 7, 2005 11:28 AM	Active
Administrator, OnPoint	System Administrator	admin2@onpointdigital.com	Site Administrator	February 7, 2005 11:28 AM	Active
Administrator, OnPoint	System Administrator	admin2@onpointdigital.com	Site Administrator	February 7, 2005 11:28 AM	Active
Administrator, OnPoint	System Administrator	admin2@onpointdigital.com	Site Administrator	February 7, 2005 11:28 AM	Active

5 item(s) listed

Figure 10-2 – Users & Groups: Manager List Report

10.1.2 Scheduled Activities List

This report is a listing of all defined Activities for your OnPoint system sorted by the "Date Due" field (see Figure 10-3 below).

Scheduled Activities
OnPoint Online Training Site
March 9, 2005 - 1:43 PM

Activity Name	Type	Due Date
Complete New Hire Package	Required	
Attend FTS Hands On Lab	Required	October 1, 2002 10:00 AM
Complete PW-4000 Tutorial Course	Required	May 30, 2003 12:00 AM
Attend Addy Awards Banquet	Recommended	February 15, 2004 7:00 PM
Complete 1st Year Associate Probation Period	Recommended	March 19, 2004 9:00 AM

Figure 10-3 – Users & Groups: Activity List Report

10.1.3 User/Learner List Report

This report is a listing of all defined Users in your OnPoint system, sorted alphabetically by User Name (see Figure 10-4 below).

User / Learner List
OnPoint Digital, Inc.
March 24, 2005 - 6:14 PM

User Name	Organization	Title	Email	Role	Last CV Login
Aaaaa, Sudhakar	OnPoint Training Site		sudhakarr@tarangtech.com	User	
Ackerman, Craig	Tellermate USA	US Channel Manager	ackerman@tellermate-us.com	User	February 24, 2005 8:57 PM
Alva, arun	Tarangtech.com		sam.alva@tarangtech.com	User	March 18, 2005 7:12 AM
Andolsek, Sara	Planet Management Consulting, Inc.	Account Executive	sandolsek@planetmgmt.com	User	February 7, 2005 11:24 AM
Babcock, Terri	Sundt Construction	Knowledge Management Specialist	tababcock@sundt.com	User	
Barcus, Sam	NewLeaf Partners, Inc.	Principal	sbarcus@newleafpartners.com	User	August 30, 2004 1:48 PM
Bellerjeau, Rick	Tellermate USA	VP of Channel Sales	rick.bellerjeau@tellermate-us.com	User	June 1, 2004 4:04 PM
Brown, Kyle			kylebrown@medesign.tv	Learner	August 9, 2004 3:33 PM

Figure 10-4 – Users & Groups: User/Learner List Report

10.1.4 User/Learner List by Last CV Login

This report is a listing of all defined Users in your OnPoint system sorted by most recent Content Viewer login date (see Figure 10-5 below).

User/Learner List - Last CV Login
OnPoint Digital, Inc.
March 24, 2005 - 6:22 PM

User Name	Last CV Login	Organization	Title	Email	Role
Scheidt, Kathy	March 24, 2005 8:25 AM	The Methodist Hospitals, Inc.	Epic Training Coordinator	kscheidt@methodisthospitals.org	User
Stewart, George	March 23, 2005 1:42 PM	Main Sail Deploy	VP, Product Marketing	g.stewart@msdeploy.com	User
Gadd, Robert	March 22, 2005 11:55 AM	OnPoint Digital, Inc.	President	rgadd@onpointdigital.com	User
Guest, Katherine	March 22, 2005 10:24 AM	OnPoint Digital, Inc.	Vice President, Sales & Marketing	kguest@onpointlearning.com	User

Figure 10-5 – Users & Groups: User/Learner Last CV Login Report

10.2 Content: Reports

The Content: Reports feature provides several pre-designed reports of Content stored in your Course Manager repository. All reports are designed as Java Server Pages or "JSPs" and are run against the database when selected by an Administrative-level user in Course Manager. New reports that are required by a Customer need to be programmed as JSPs and then added to Course Manager using the Administration: Reports function. Please contact OnPoint's Support Team for more information on creating custom reports for your enterprise.

10.2.1 Asset List Report

This summary level report provides a summary of all of the Assets currently defined and managed within Course Manager. The report opens in a new window when requested and can be printed using your web browser's print function (see Figure 10-6 below).

Course Manager Assets
OnPoint Online Training Site
March 9, 2005 - 4:44 PM

Name	Category	Filename	Type	Height	Width	Status
1.0 Introduction to Course Manager (PDF) - Redux	OnPoint Course Manager	1.0_IntroB.pdf	PDF	440	720	Active
1.1 Login	OnPoint Content Viewer	1.1_Login.txt	Text/HTML	240	320	Active
1.1 Login Screen PDF - Redux	OnPoint Course Manager	1.1_LoginB.pdf	PDF	440	720	Active
1.1 Session Topics	Centers for Medicare/Medicade (CMS)	1.1_Session_Topics.jpg	Image	384	512	Active

Figure 10-6 – Sample Assets List Report

10.2.2 Course List Report

This summary level report provides a summary of all of the Courses currently defined and managed within Course Manager. The report opens in a new window when requested and can be printed using your web browser's print function (see Figure 10-7 below).

Courses List
OnPoint Online Training Site
March 9, 2005 - 4:46 PM

Name	Category	Require Approval	Published	Status
A History of Flight	Smithsonian	Y	N	Active
Action Item Install QuickTime	General (Everyone)	Y	N	Active
Action Items - Install Quicktime 7.0	Tellermate	N	N	Active
ahda	Shootout Content	N	N	Active

Figure 10-7 – Sample Courses List Report

10.2.3 Course Progress Report

This summary level report details the completion status for each user/learner assigned to any existing Course currently defined and managed within Course Manager. The report opens in a new window when requested and can be printed using your web browser's print function (see Figures 10-8 A & B below).
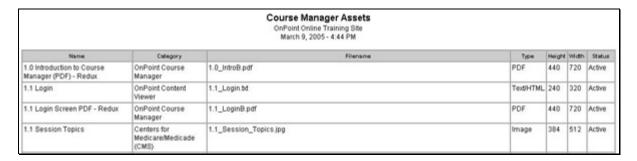

Figure 10-8A — Sample Course Progress Report — Screen One

Figure 10-8B — Sample Course Progress Report — Screen Two

10.2.4 Page List Report

This summary level report provides a summary of all of the Pages currently defined and managed within Course Manager. The report opens in a new window when requested and can be printed using your web browser's print function (see Figures 10-9 A & B below).

Course Manager Pages
OnPoint Online Training Site
March 9, 2005 - 4:50 PM

Name	Category	Description	Status
1 Introduction	Shootout Content	Page imported from import file (Intro.mov)	Active
1.0 Introduction to OPCM	OnPoint Course Manager	1.0 Introduction to OPCM	Active
1.1 Session Topics	Centers for Medicare/Medicade (CMS)	Page imported from import file (1.1 Session Topics.jpg)	Active
1.2 Illustration of HIPAA-AS Laws	Centers for Medicare/Medicade (CMS)	Page imported from import file (1.2 Illustration of HIPAA-AS Laws.jpg)	Active

Figure 10-9A – Sample Pages List Report

10.2.5 Topic List Report

This summary level report provides a summary of all of the Topics currently defined and managed within Course Manager. The report opens in a new window when requested and can be printed using your web browser's print function (see Figure 10-10 below).
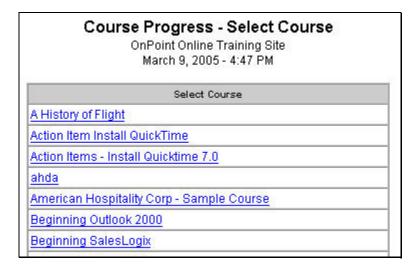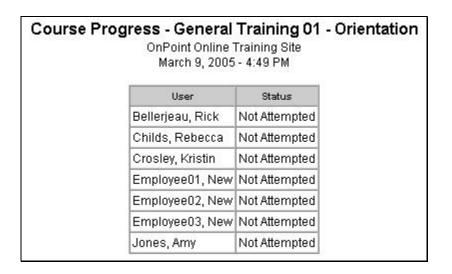
Course Manager Topics
OnPoint Online Training Site
March 9, 2005 - 4:51 PM

Name	Category	Description	Status
1 - ADP Basics	ADP	Introductory topic covering the basics of using Reflections to access ADP at Lithia Motors	Active
1 - Gain a Commitment	Sales Basics		Active
1 - Overview	Tellermate	TY1 Overview	Active
1 - The Time Challenge	Time Management		Active

Figure 10-10 – Sample Topic List Report

10.3 Assessments: Reports

The **Assessments: Reports** feature provides several pre-designed reports of Assessments stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the Report Name to select the report you desire. The following is a list of the Assessments Reports and their associated contents. Additional Reports can be created using the Reports function under Administration.

10.3.1 Course Assessment Results

REPORTS

Assessment Reports

Report	Description
Assessment Set Feedback Detail	Assessment set feedback detail
Assessment Set Feedback Detail	Assessment set feedback detail
Course Assessment Results	List of users and learners course assessment results
Course Feedback Detail	Course feedback detail
Question List	List of all defined questions in the database
Questions by Category	List of defined questions sorted by Category
Test List	List of defined assessment tests
Test Scores by Course	List test scores by specified course
Test Scores by Group	List test scores by specified group

Figure 10-11A – Assessments: Course Assessment Selection

Course Assessment Results
OnPoint Demo Course
OnPoint Online Training Site
March 10, 2005 - 3:42 PM

Course test: **Demo Course Feedback**

User	Status	Version	Score
Alva, arun	Completed	1	0
Andolsek, Sara	Completed	1	0
Demo, West	Completed	1	0
Gursky, Audrey	Completed	1	0
Haberer, Brian	Completed	1	0
Jones, Amy	Completed	1	0
Scheidt, Kathy	Completed	1	0
Smith, Charity	Completed	1	0

Close

Figure 10-12B – Assessments: Course Assessment Results

10.3.2 Test Questions Report

Test Questions Report
OnPoint Online Training Site
March 10, 2005 - 3:44 PM

Question Name	Text	Type
1 Rate Session	Overall, I rate this online session as:	likert
1 Six Sigma Methodology	Six Sigma methodology enables organizations to:	choice
1 Topic	E-commerce is a huge topic that influences nearly all of modern life.	true-false
2 Impacts	E-commerce impacts which of the following?	choice
2 Phases	The define phase of six sigma training provides the BlackBelt candidates with an apportunity to:	choice

Figure 10-13 – Assessments: Test Questions Report

Test Questions Report - By Category

Please select the category for the report. All questions
assigned to the specified category will be included in the report.

Category: | Human Resources (HR) | ▼ |

| Generate Report | Close

Report:

10.3.3 Questions by Category

Select the desired Category from the pull-down list. Click the Generate Report button to create the report.

Figure 10-14A – Assessments: Questions by Category Selection

Test Questions Report - By Category
OnPoint Online Training Site
March 10, 2005 - 4:25 PM

Category	Question Name	Question Text	Answer Type
Human Resources - FMLA	Accrued vacation	The employee must use any accrued vacation as part of the leave, which would run concurrently.	true-false
Human Resources - FMLA	Acronym FMLA	What does the acronym FMLA stand for?	choice
Human Resources - FMLA	Authorization	The only position at a store that has authorization to deny or grant an FMLA leave is the GM.	true-false

Figure 10-14B – Assessments: Questions by Category Results

10.3.4 Tests List

Tests List Report
OnPoint Online Training Site
March 10, 2005 - 4:14 PM

Test Name	Description	Passing Score
ADP Login	Using the ADP Reflections Program	70
AMS-SAP Evaluation Form	Evaluation Form to be completed by Participant	0
ATS Sample Test	This is a fun test for fun people who can type	75
Certification Bronze 2003		70
Contractors Warehouse		70
CVS EMB Project Fiber Option Test	This assessment tests a field service engineer's basic knowledge of fiber equipment installations for CVS/pharmacy locations.	70

Figure 10-15 – Assessments: Tests List Report

10.3.5 Test Scores by Course

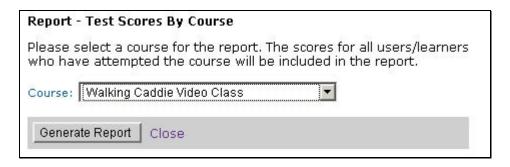Select the desired Course from the pull-down list. Click the Generate Report button to create the report.

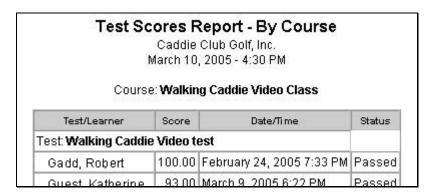**Figure 10-16A – Assessments: Test Scores by Course Selection**

Figure 10-16B – Assessments: Test Scores by Course Results

10.3.6 Test Scores by Group

Select the desired Group from the pull-down list. Click the $\boxed{\text{Generate Report}}$ button to create the report.
You may optionally limit the report to a specified Date Range by entering a Start and End date parameter; a
calendar link is provided for your convenience. You may also choose the email the resulting report to a
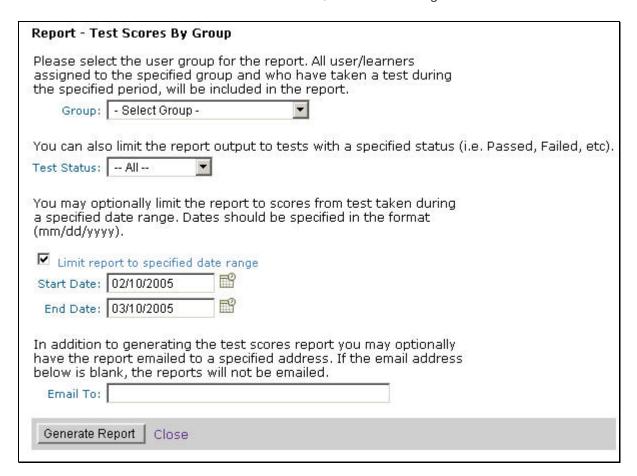specified email address. If no email address is entered, no email will be generated or sent.

Report - Test Scores By Group

Please select the user group for the report. All user/learners
assigned to the specified group and who have taken a test during
the specified period, will be included in the report.

Group: [- Select Group - ▼]

You can also limit the report output to tests with a specified status (i.e. Passed, Failed, etc).

Test Status: [-- All -- ▼]

You may optionally limit the report to scores from test taken during
a specified date range. Dates should be specified in the format
(mm/dd/yyyy).

☑ Limit report to specified date range

Start Date: [02/10/2005]

End Date: [03/10/2005]

In addition to generating the test scores report you may optionally
have the report emailed to a specified address. If the email address
below is blank, the reports will not be emailed.

Email To: [   ]

[Generate Report] Close

Figure 10-17A- Assessments: Test Scores by Group Selection

Test Scores Report - By Group
OnPoint Online Training Site
March 10, 2005 - 4:19 PM

Group: **OnPoint Testers**
From: February 10, 2005 To: March 10, 2005

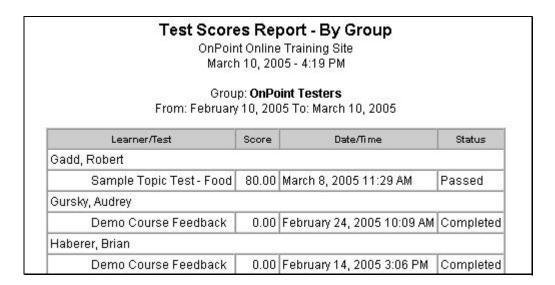| Learner/Test	Score	Date/Time	Status
Gadd, Robert			
Sample Topic Test - Food	80.00	March 8, 2005 11:29 AM	Passed
Gursky, Audrey			
Demo Course Feedback	0.00	February 24, 2005 10:09 AM	Completed
Haberer, Brian			
Demo Course Feedback	0.00	February 14, 2005 3:06 PM	Completed

Figure 10-17B- Assessments: Test Scores by Group Results

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10.4 Skills: Reports

The **Skills: Reports** feature provides several pre-designed reports of Skills stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the Report Name to select the report you desire.

All reports are designed as Java Server Pages or "JSPs" and are run against the database when selected by an Administrator. New reports that are required by a Customer need to be programmed as JSPs and then added to Course Manager using the Administration: Reports function.

10.4.1 Skills List

OnPoint Skills
OnPoint Online Training Site
March 11, 2005 - 9:45 AM

Name	Description	Category	Skill Type	Status
Attend Acme New Hire Orientation	Attend Acme New Hire Orientation	Acme Associates	event	Active
Complete Vendor Training for NGPS Platform	Attend and gain a certificate of completion for Vendor Training for NGPS platform.	Field Services	activity	Active
CW Intro Course		Contractors Warehouse	course	Active

Figure 10-18 – Skills: Skills List Report

OnPoint Skill Sets
OnPoint Online Training Site
March 11, 2005 - 9:47 AM

Name	Description	Category	Status
1st Year Acme Associate Responsibilities	1st Year Acme Associate Responsibilities	Acme Associates	Active
Cash Register/POS Systems Support (T-33)	Cash Register/POS Systems Support	Field Services	Active
Database Manager		ME Design	Active

Figure 10-19 – Skills: Skill Set List Report

10.4.2 Skill Profiles List

OnPoint Skill Profiles
OnPoint Digital, Inc.
April 1, 2005 - 9:47 AM

Name	Description	Category	Status
Field Service Engineer Level I	Encompasses the necessary skills needed for a Level I Field Service Engineering resource at Acme Corporation. Prereq: Acme Associate.	Field Services	Active
Field Service Engineer Level II	Encompasses the necessary skills needed for a Level II Field Technical Services resource for CVS pharmacies. Prereq: FTS Technician Level I.	Field Services	Active
Field Service Manager	Encompasses the necessary skills needed for a Field Services Manager resource for CVS pharmacies. Prereq: FTS Technician Levels I and II.	Field Services	Active
Windows Installer Repackaging Specialist		DesktopEngineer.com	Active

16 item(s) listed

Figure 10-20 – Skills: Skill Profile List Report

10.5 Performance: Reports

10.6 Events: Reports

The **Events: Reports** feature provides several pre-designed reports of Events stored in your Course Manager repository. Reports are listed alphabetically by Report Name. Click on the Report Name to select the report you desire. The following is a list of the Events Reports and their associated contents. Additional Reports can be created using the Reports function under Administration.

10.6.1 Event List All

A list of all past and future events, sorted by Start Date and Time (see Figure 10-21 below).

OnPoint Event List
November 2, 2003 - 1:07 PM

Name	Start	End	Timezone	Require Registration	Require Approval	URL
QuickTime Tutorial	November 21, 2002 2:00 PM	November 21, 2002 4:00 PM	Eastern US	Y	N	
VOIP Install Intro	November 29, 2002 12:00 PM	November 29, 2002 2:00 PM	Eastern US	Y	Y	
Acme CEO Remarks to All Employees	December 15, 2002 6:00 PM	December 15, 2002 9:00 PM	Mountain US	N	N	
My Jabber-Enabled Event	December 15, 2002 8:00 AM	December 15, 2002 12:00 PM	Eastern US	Y	Y	http://stage.onpointdigital.com/assets/movie.mov
Holiday Party	December 16, 2002 7:00 PM	December 16, 2002 11:00 PM	Eastern US	Y	Y	

Figure 10-21 – Events: Reports – Event List Report

10.6.2 Report: Event List Future

A list of all future events, sorted by Start Date and Time (see Figure 10-22 below).

OnPoint Event List
November 2, 2003 - 1:08 PM

Name	Start	End	Timezone	Require Registration	Require Approval	URL
Staff Lunch & Learn - November	November 19, 2003 12:00 PM	November 19, 2003 1:00 PM	Eastern US	Y	N	
NGPS Hands-On Training Lab - NE-11-8	November 25, 2003 9:00 AM	November 28, 2003 2:00 PM	Eastern US	Y	Y	
T-33 POS Hands-On Training Lab - NE-12-5	December 5, 2003 9:00 AM	December 5, 2003 5:00 PM	Eastern US	Y	Y	

3 item(s) listed

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Figure 10-22 – Events: Event List Future Report