Administrator User Guide OhioHealth University learning management system (LMS)

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Introduction

As an administrator, you will need to confirm that your users have completed their assigned or elective courses in the LMS. This user guide will provide you with the information about how to run the most common reports.

The three reports that will be highlighted are:

1. Student and Group Transcript – this report generates one or more student transcripts
2. Assignment Completion – this report tracks student status toward the completion of assigned learning only.
3. Course Completion – this report determines which students have completed a course, including assigned and elective learning.

The next section reviews how to schedule these reports and how to view these reports. Finally we will review how to access the online Help function within the LMS.

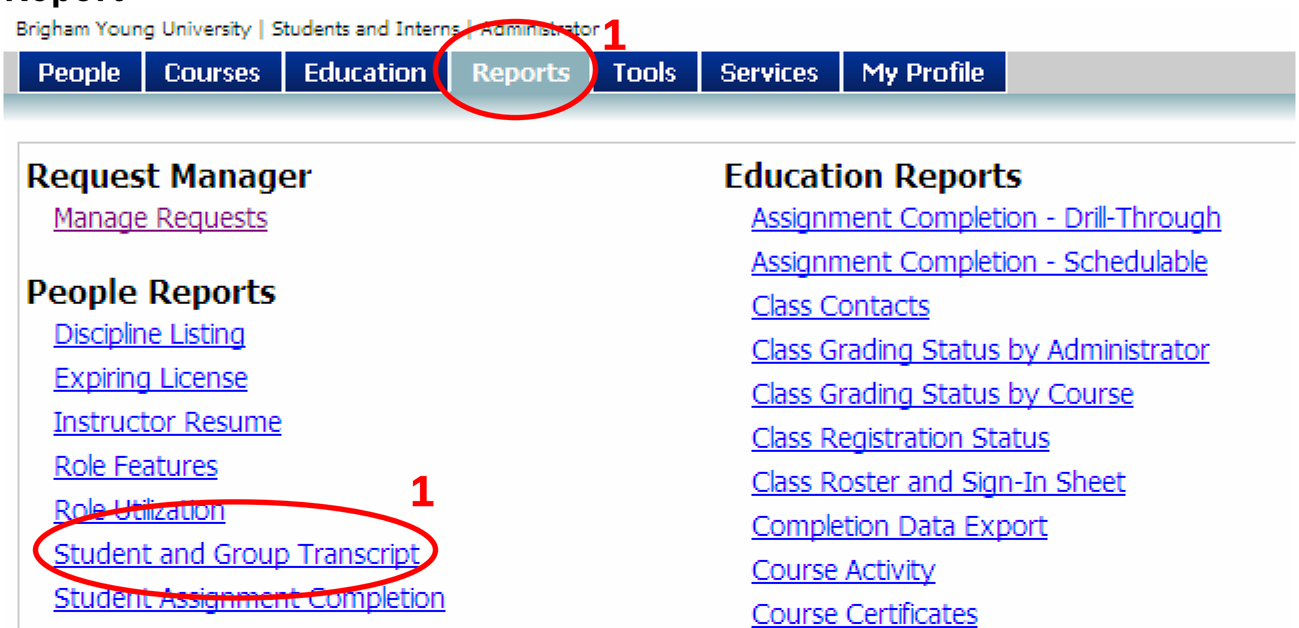
If you have any questions, please email lmsadmin@ohiohealth.com. A member of our team will be happy to help you with any questions.

Student and Group Transcript Report

The Student and Group Transcript report generates one or more student transcripts.

To create the report

1. On the **Reports** tab, click **Student and Group Transcript Report**

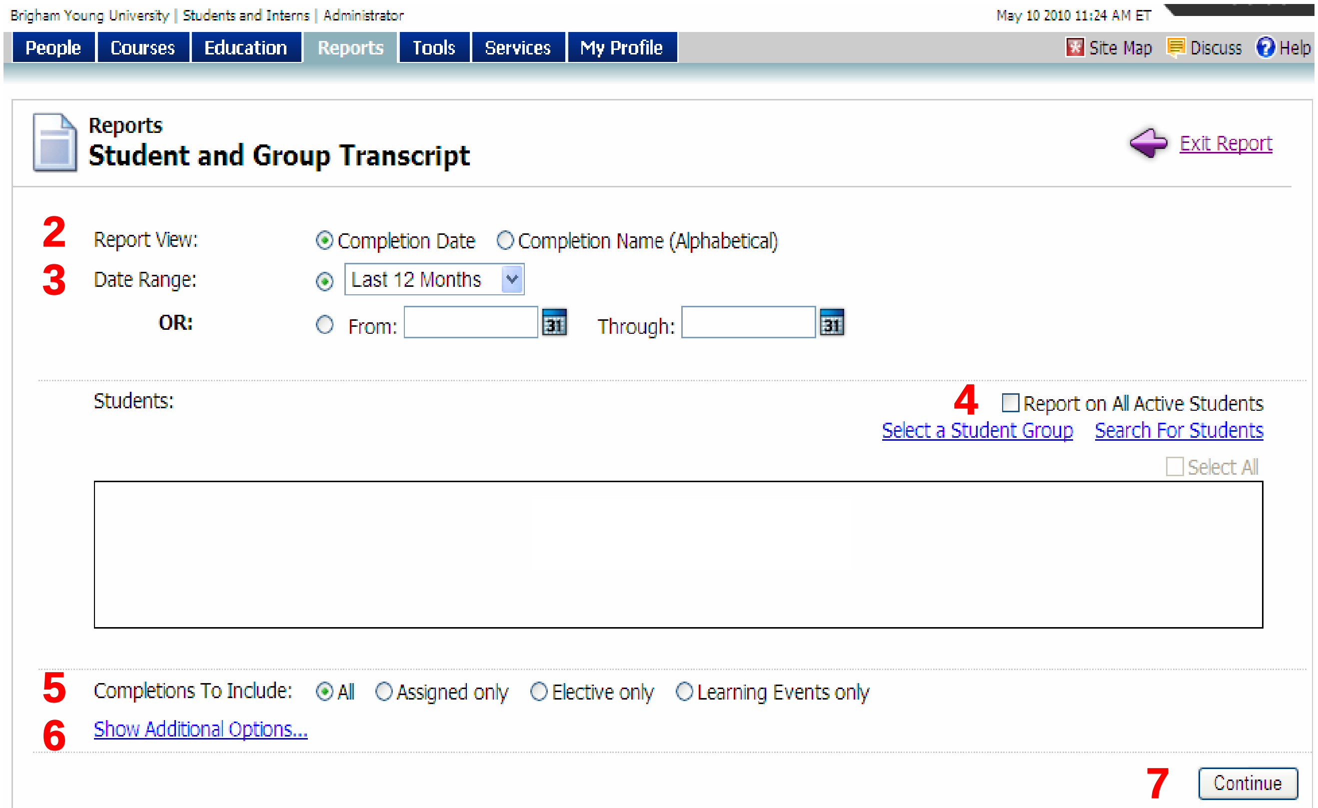


2. In **Report View**, click **Completion Date** or **Completion Name**
3. In the **Date Range** list, select the range of dates you want to use in the report. You can select the date range from the list, or enter the dates in the **From** and **Through** boxes. The default is the **Last 12 Months**.

Tip: You can also click 31 to select the date.

4. In **Students**, select the **Report on All Active Students** check box if you want the report to include all active students.
5. In **Completions to Include**, click **All, Assigned only, Elective only,** or **Learning Events only**.
6. Click **Show Additional Options** if you wish to further define your report.

7. Click **Continue.** The report will open in a new window.



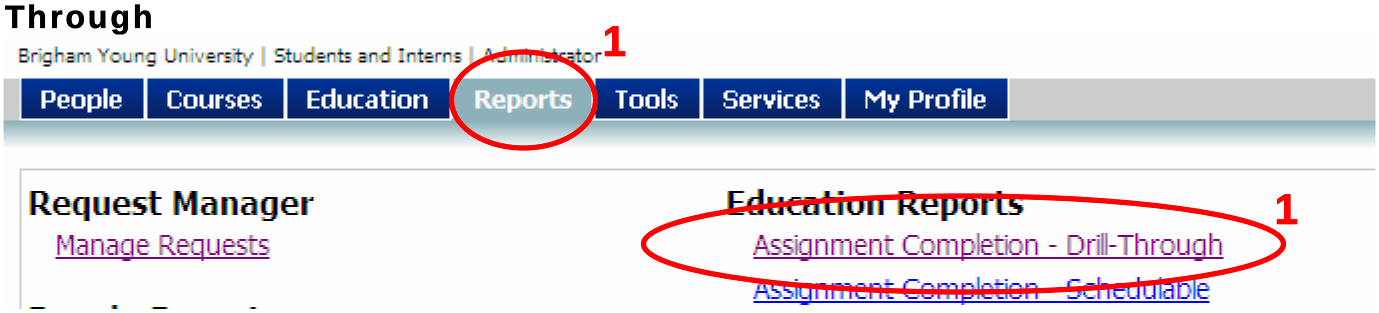
For many, this may be the only report that you use. You can schedule this to automatically run. Please see the section on **Scheduled Reports**, pages 15-17, to learn more about how to schedule your reports and how to view scheduled reports.

Assignment Completion Report

This report is available in two formats: Drill-Through and Schedulable. The Drill-Through report will provide a grid of progress towards assigned courses only. The Schedulable report also provides progress towards assigned courses; however it is in a list format. Both reports can be scheduled.

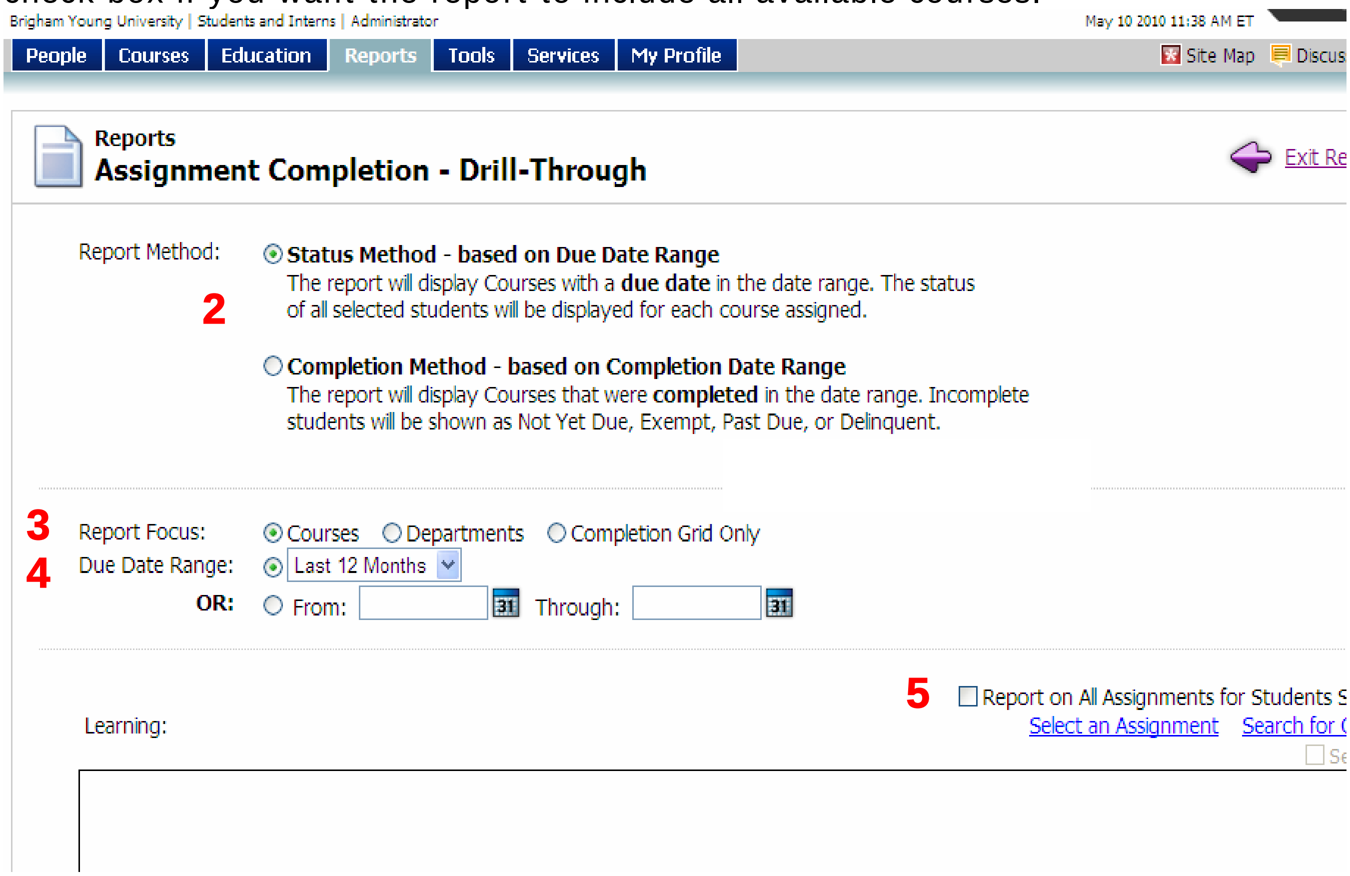
To create the Drill-Through Report

1. On the **Reports** tab, click **Assignment Completion – Drill Through**

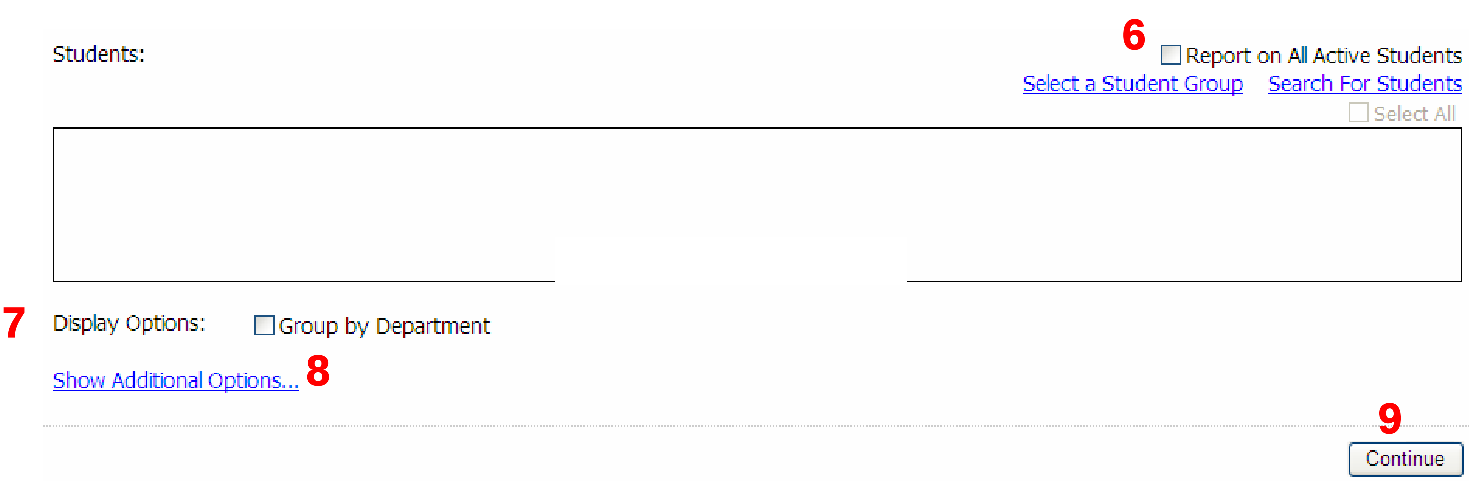


2. In **Report Method**, select:
    a. **Status Method based on Due Date Range -** looks for completions in the due date range selected later
    b. **Completion Method based on Completion Date Range -** looks for completions regardless of the due date
3. In **Report Focus,** click **Courses, Departments,** or **Completion Grid Only.** Departments allow you to also get to a course focus report or completion grid.
4. In the **Due Date Range** list, select the range of dates that you want to use in the report. You can select the date range from the list, or enter the months in the **From** and **Through** boxes. The default is the **Last 12 Months**.

5. In **Learning**, select the **Report on All Courses Assigned to Students Selected** check box if you want the report to include all available courses.



6. In **Students**, select the **Report on All Active Students** check box if you want the report to include all students.
7. In **Display Options**, select **Group by Department**.
8. Click **Show Additional Options** if you wish to further define your report.
9. Click **Continue**. The report appears in a new window.

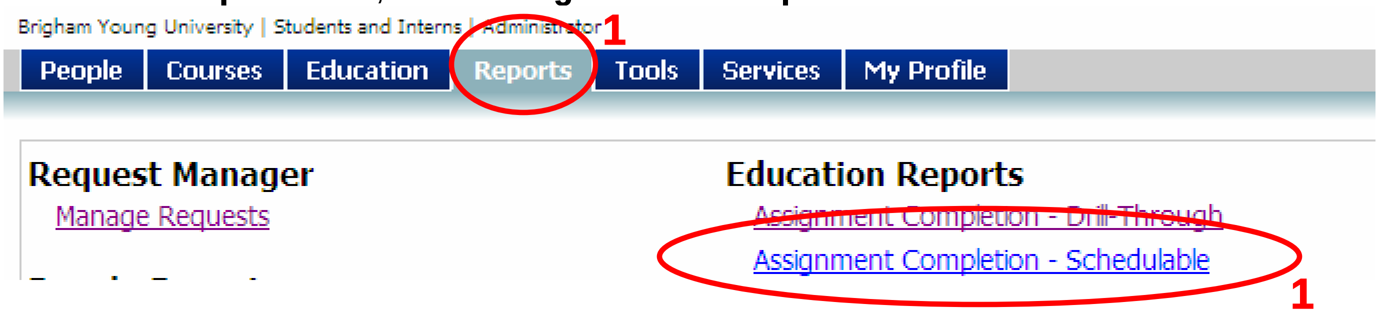


You can schedule this to automatically run. Please see the section on **Scheduled Reports**, pages 15-17, to learn more about how to schedule your reports and how to view scheduled reports.

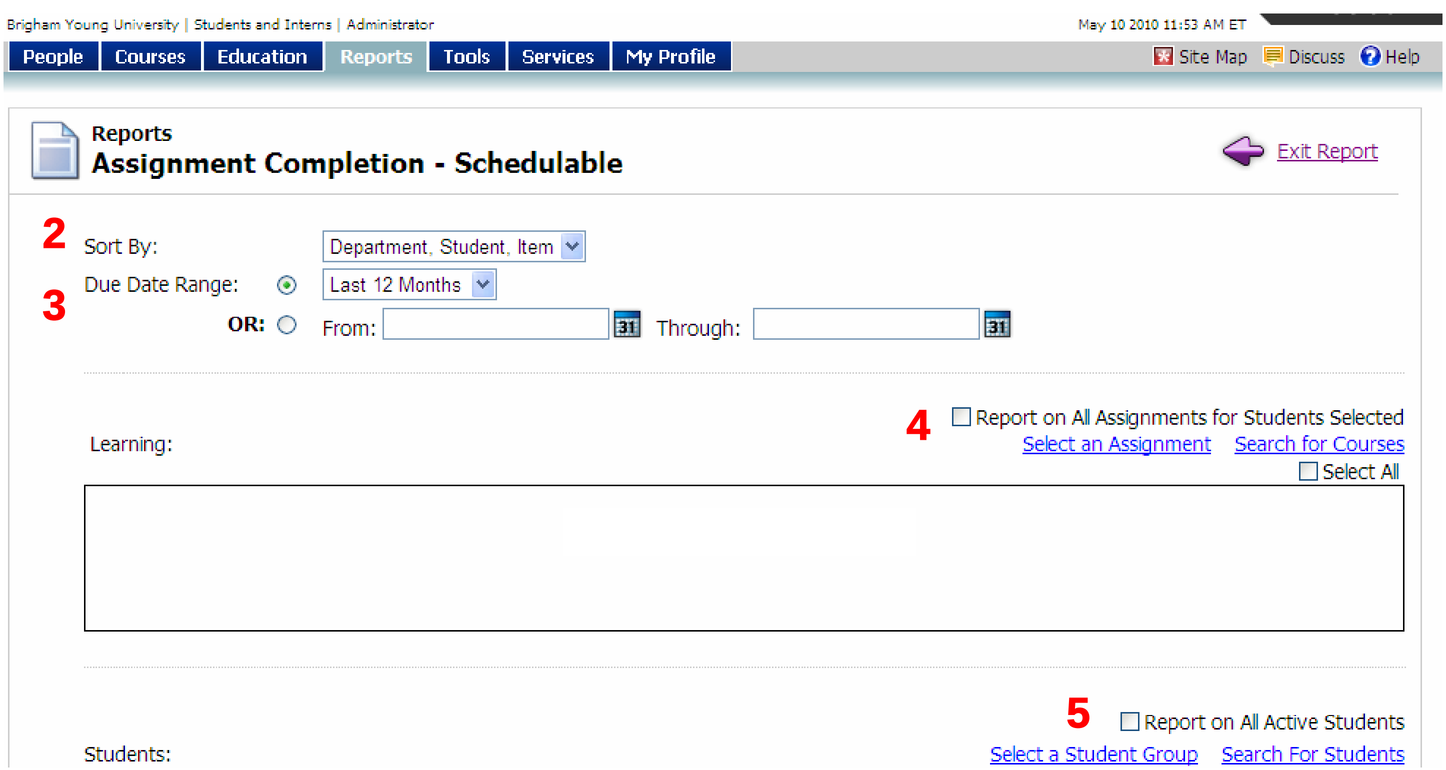
Assignment Completion Report

To create the Schedulable Report

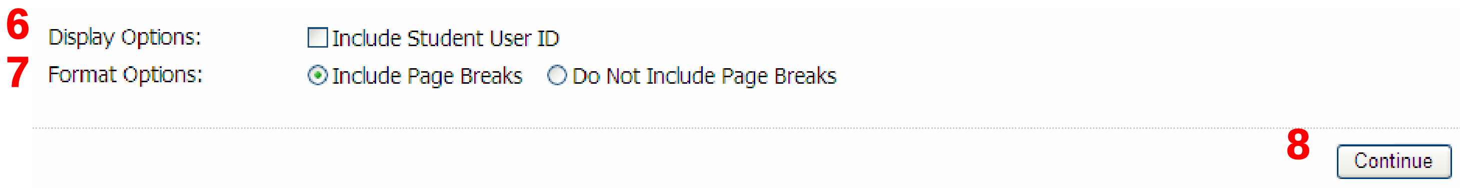
1. On the **Reports** tab, click **Assignment Completion – Schedulable**



2. In the **Sort By** list, select how you want the report data sorted. The default is **Department, Student, Item**, which is most commonly used.
3. In the **Due Date Range** list, select the range of dates that you want to use in the report. You can select the date range from the list, or enter the months in the **From** and **Through** boxes. The default is **Current Year**. The most commonly used is **Last 12 Months**.
4. In **Learning**, select the **Select All** check box if you want the report to include all available courses.
5. In **Students**, select the **Select All** check box if you want the report to include all students.



6. In **Display Options**, select the **Include Student User ID** check box if you want to include the students' user IDs in the report.
7. In **Format Options**, select whether or not you want to include page breaks.
8. Click **Continue**. The report appears in a new window.



You can schedule this to automatically run. Please see the section on **Scheduled Reports**, pages 15-17, to learn more about how to schedule your reports and how to view scheduled reports.

Course Completion Report

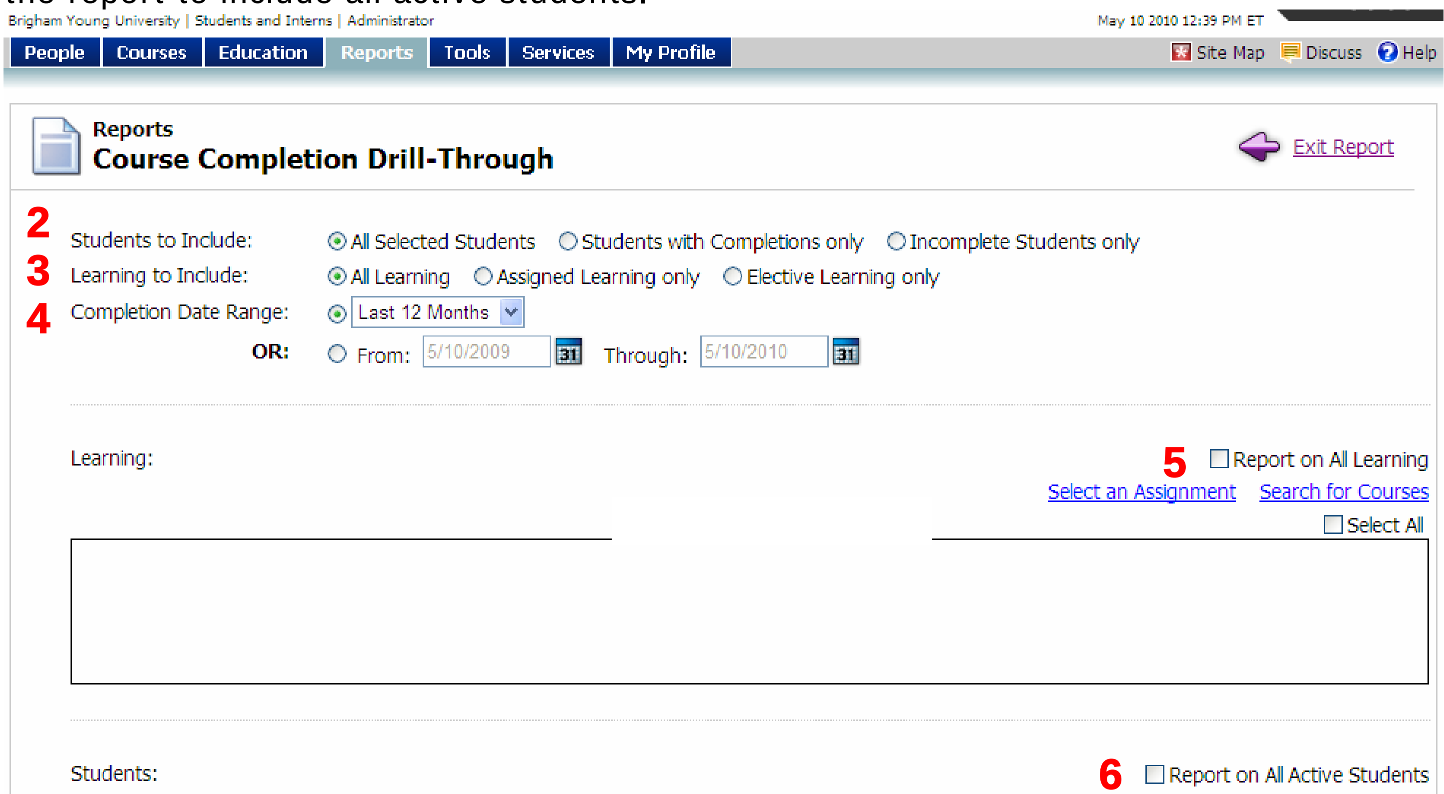
This report is available in two formats: Drill-Through and Schedulable. Both reports determine which students in the selected criteria have a) completed any of the courses selected, ***or*** b) not completed any the courses selected, ***or*** c) show all students regardless of completion status. The difference is the format that it is delivered. The Drill-Through report allows you to click for further about a certain course or student. The Schedulable report is in a list format.

To create the Drill-Through Report

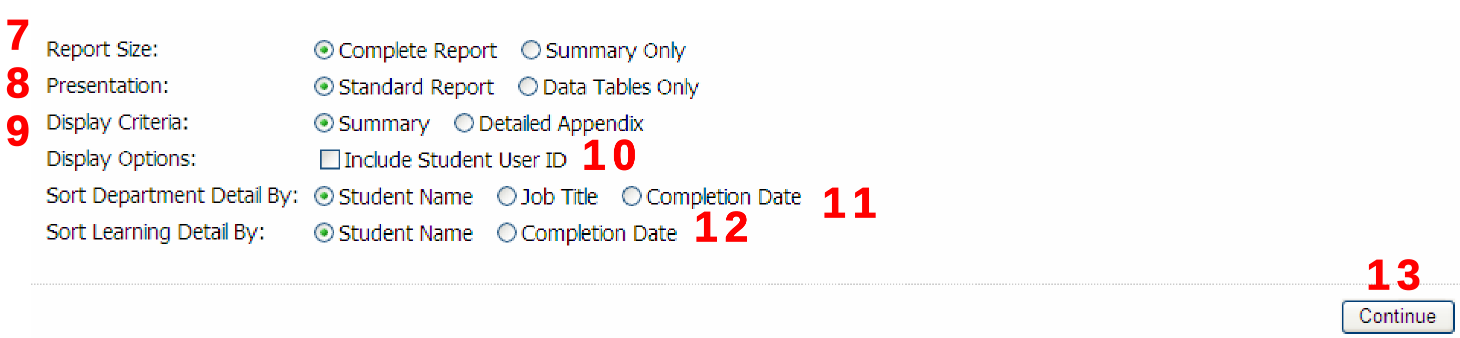
1. On the **Reports** tab, click **Course Completion Drill-Through**.

2. In **Students to Include**, select **Show all students selected, Show only those with completions**, or **Show only those with completions**. The most commonly used is **Show all students selected**.
3. In **Learning to Include**, select **All Learning, Assigned Learning only,** or **Elective Learning only**. The most commonly used is **All Learning**.
4. In the **Completion Date Range** list, select the range of dates that you want to use in the report, or enter the months in the **From** and **Through** boxes. The default is **Last 12 Months**.
5. In **Learning**, select **Report on All Learning** check box if you want the report to include all available courses.

6. In **Students**, select the **Report on All Active Students** check box if you want the report to include all active students.



7. In **Report Size**, select **Complete Report**.
8. In **Presentation**, select **Standard Report**.
9. In **Display Criteria**, select **Summary**.
10. In Display Options, select the Include Student User ID check box.
11. In Sort Departmental Detail By, select Student Name.
12. In Sort Learning Detail By, select Student Name.
13. Click Continue. The report appears in a new window.

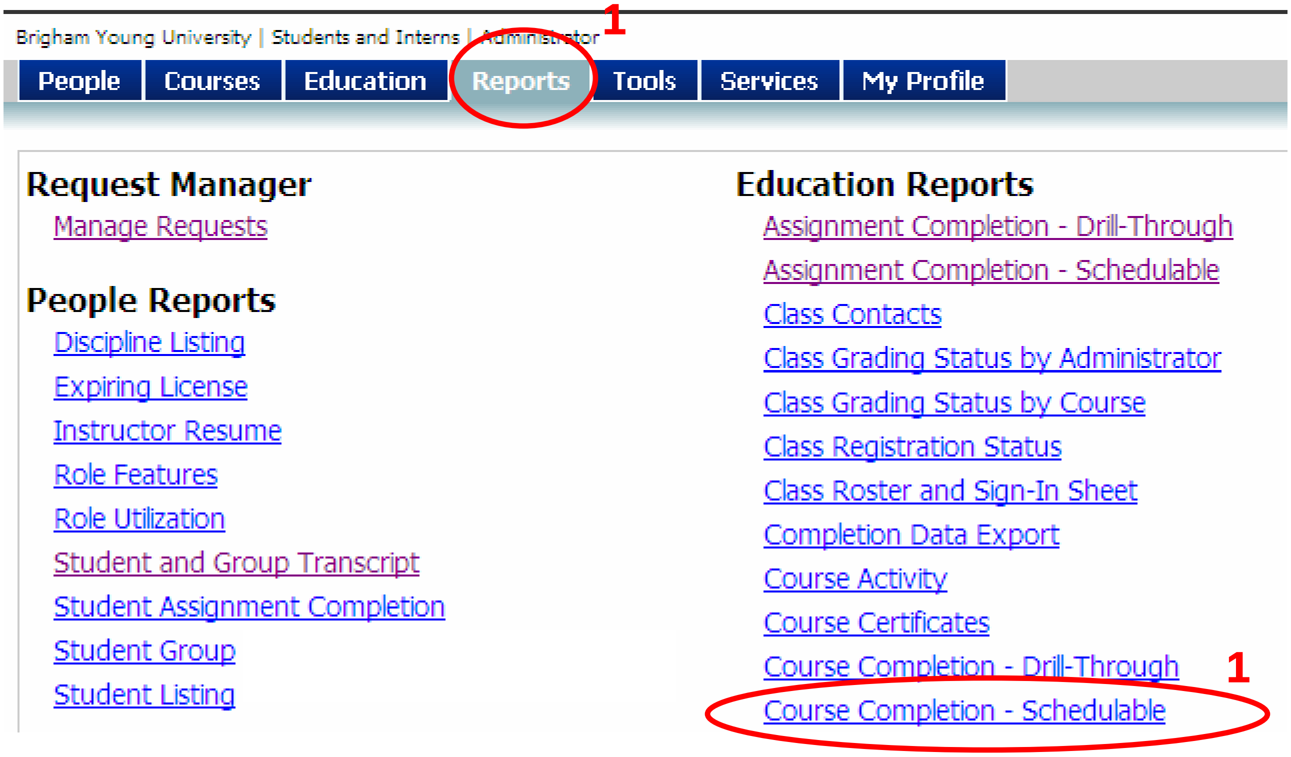


You can schedule this to automatically run. Please see the section on **Scheduled Reports**, pages 15-17, to learn more about how to schedule your reports and how to view scheduled reports.

Course Completion Report

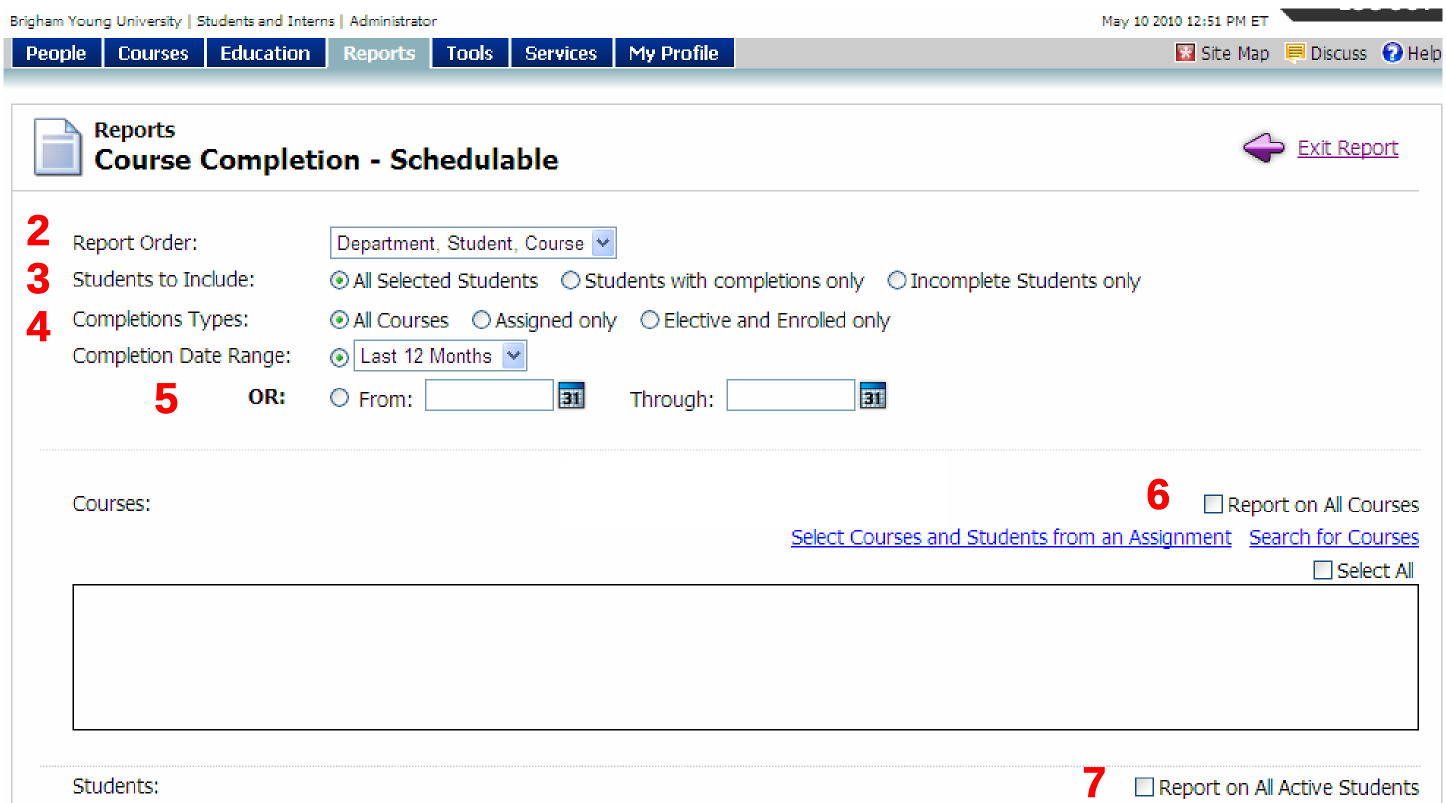
To create the Schedulable Report

1. On the **Reports** tab, click **Course Completion Schedulable**.

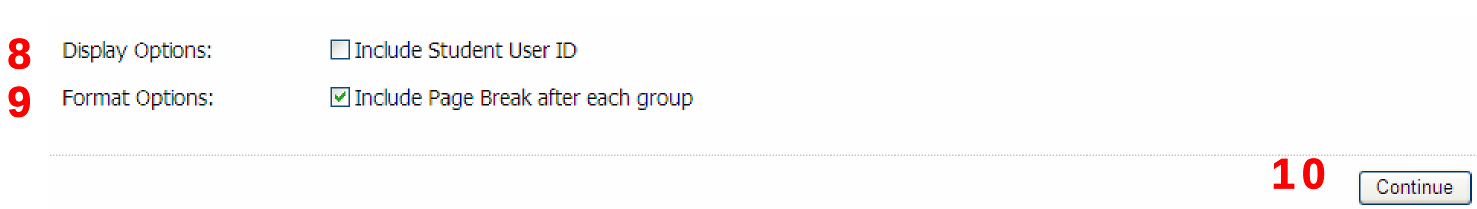


2. In the **Report Order** list, select the **Report Order**. The most commonly used is **Department, Student, Course**.
3. In **Students to Include**, select **Show all students selected, Show only those with completions**, or **Show only those with completions**. The most commonly used is **Show all students selected**.
4. In **Completion Types**, select **All Courses, Assigned only,** or **Elective and Enrolled only**. The most commonly used is **All Courses**.
5. In the **Completion Date Range** list, select the range of dates that you want to use in the report, or enter the months in the **From** and **Through** boxes. The default is **Last 12 Months**.
6. In **Course**, select the **Report on All Courses** check box if you want the report to include all available courses.

7. In **Students**, select the **Report on All Active Students** check box if you want the report to include all active students.



8. In **Display Options**, select the **Include Student User ID** check box if you want to include the students' user IDs in the report.
9. In **Format Options**, select the **Include Page Break after each group** check box if you want to include page breaks.
10. Click **Continue**. The report appears in a new window.



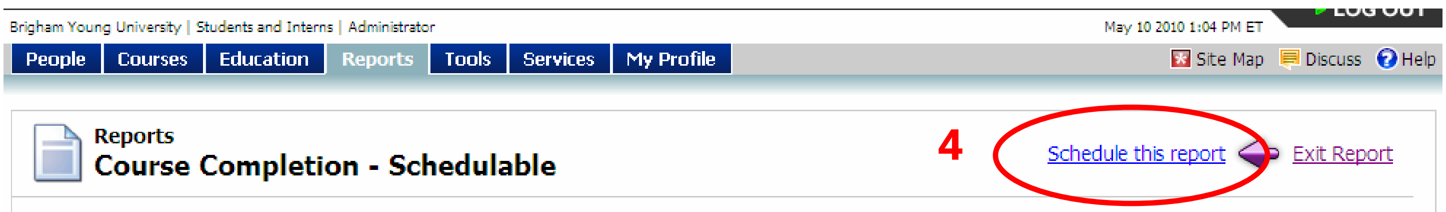
You can schedule this to automatically run. Please see the section on **Scheduled Reports**, pages 15-17, to learn more about how to schedule your reports and how to view scheduled reports.

Scheduled Reports

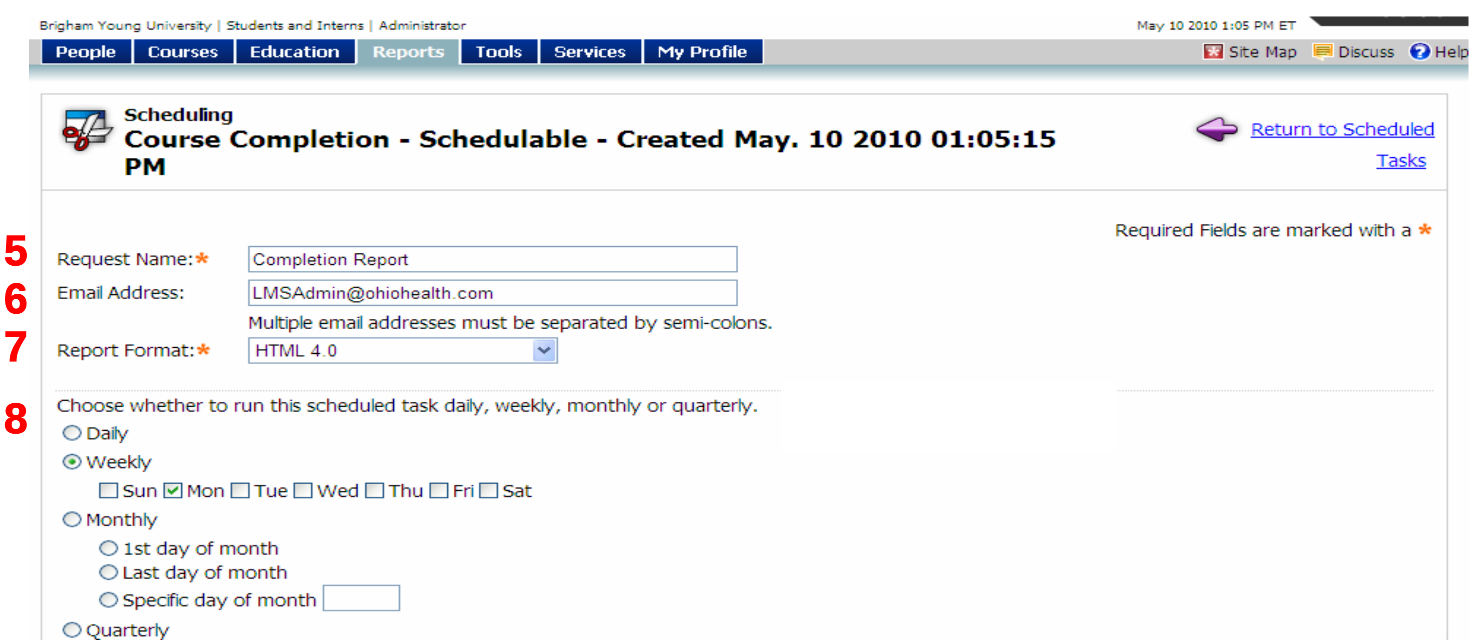
These reports can be scheduled to run at a specified interval.

To schedule a report

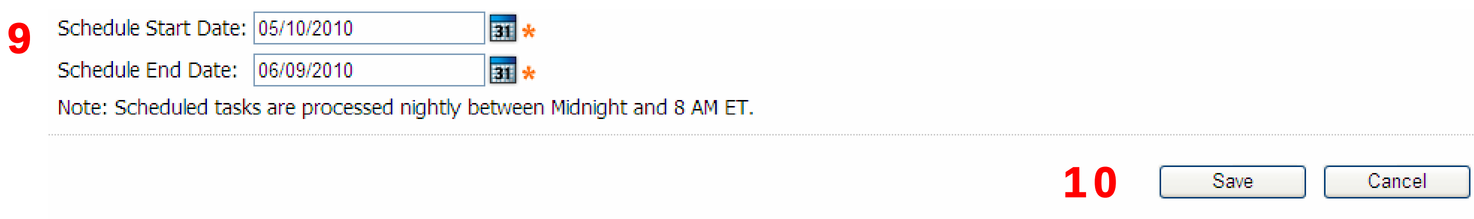
1. Create the report and click **Continue** to generate it.
2. The report opens in a new window. Confirm that you have received the desired reports.
3. Return to the window that you created the report.
4. Click **Schedule this Report**.



5. In the **Request Name** box, the name defaults to the name of the report and the date and time it was created. You may want to change this to a more familiar name.
6. In the **E-mail Address** box, change the address that appears or add additional addressed separated by semicolons.
7. In the **Report Format** list, select the desired format. The most commonly used is **HTML 4.0**.
8. Choose how frequently the report will run **(Daily, Weekly, Monthly,** or **Quarterly)**.

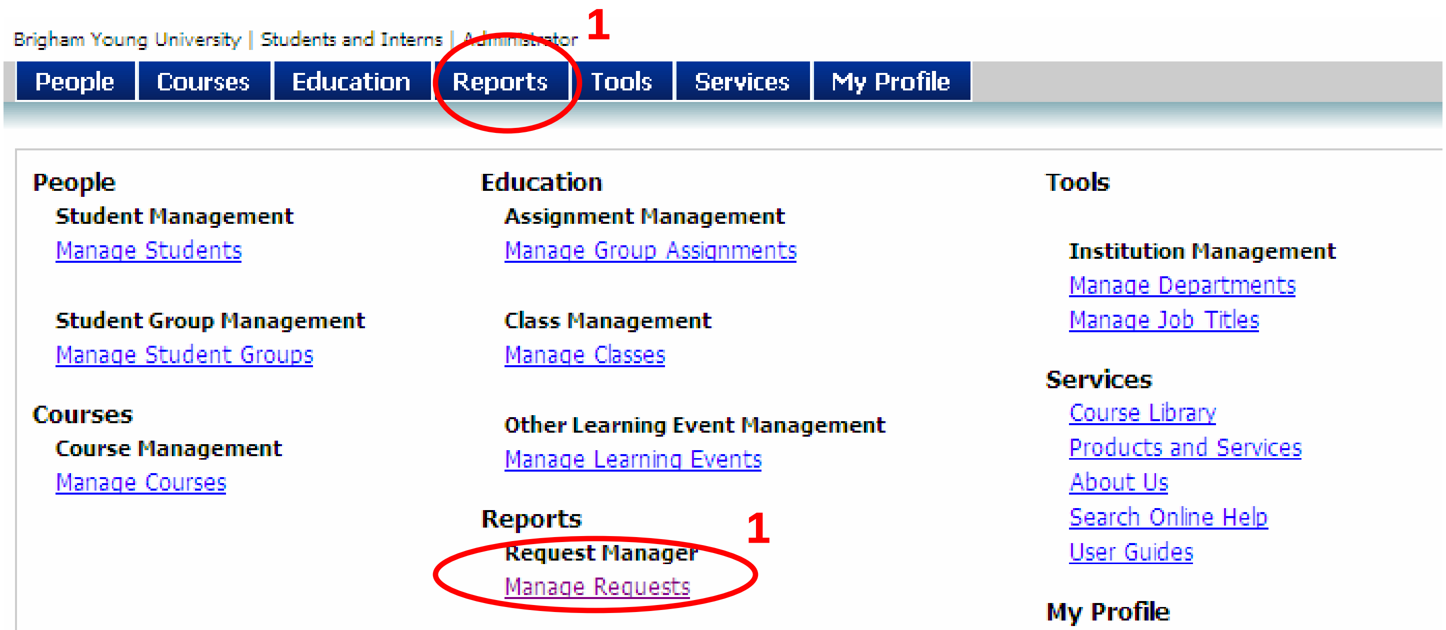


9. Select the **Schedule Start Date** and **Schedule End Date**. The default is only one month.
10. Click **Save**.

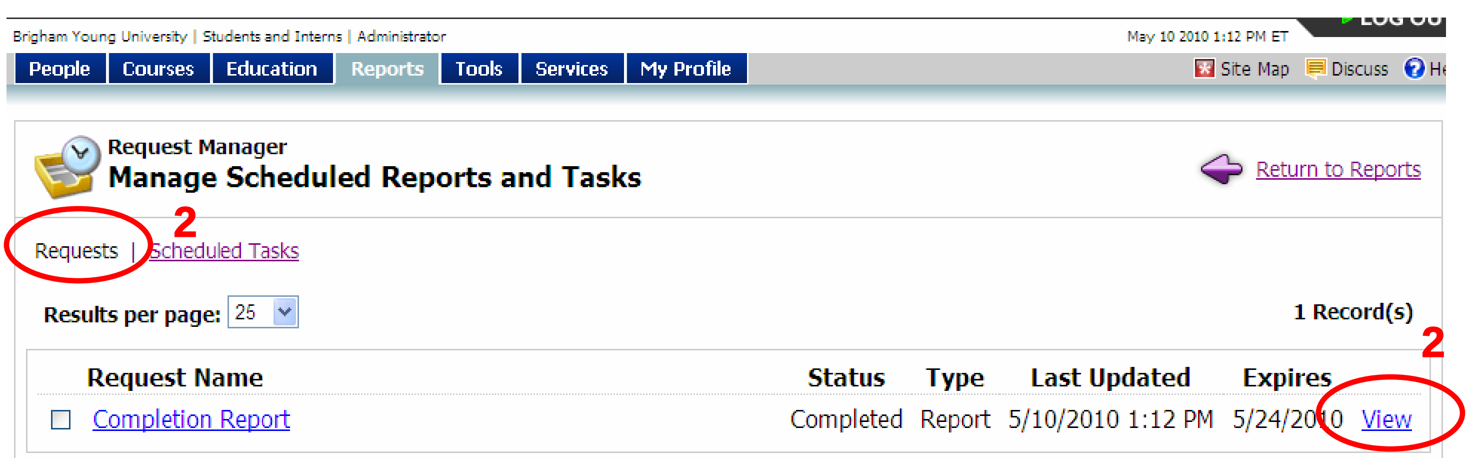


To view your scheduled reports

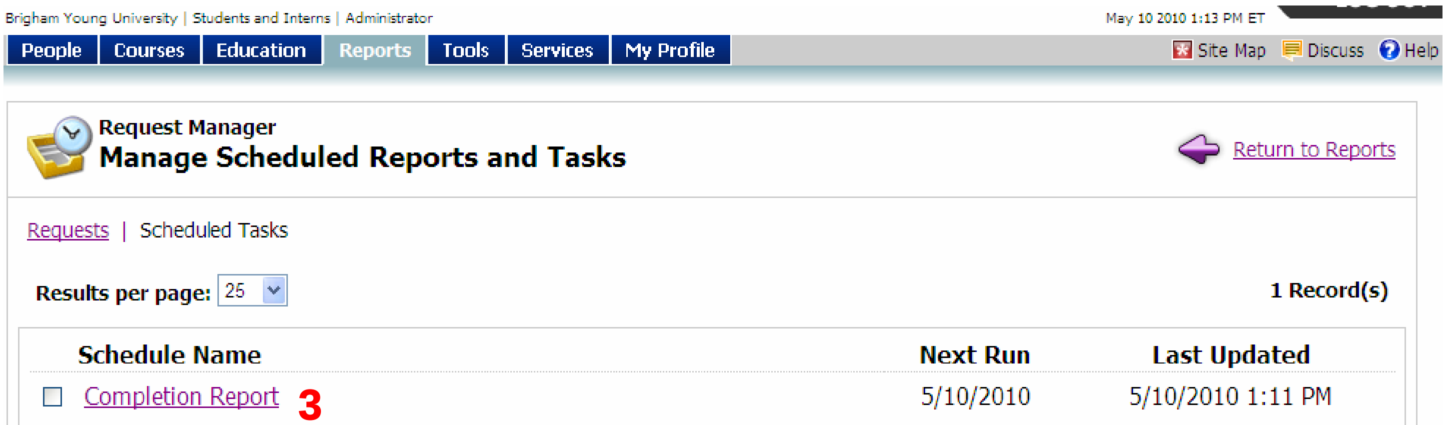
1. On the **Reports** tab, click **Manage Requests**.

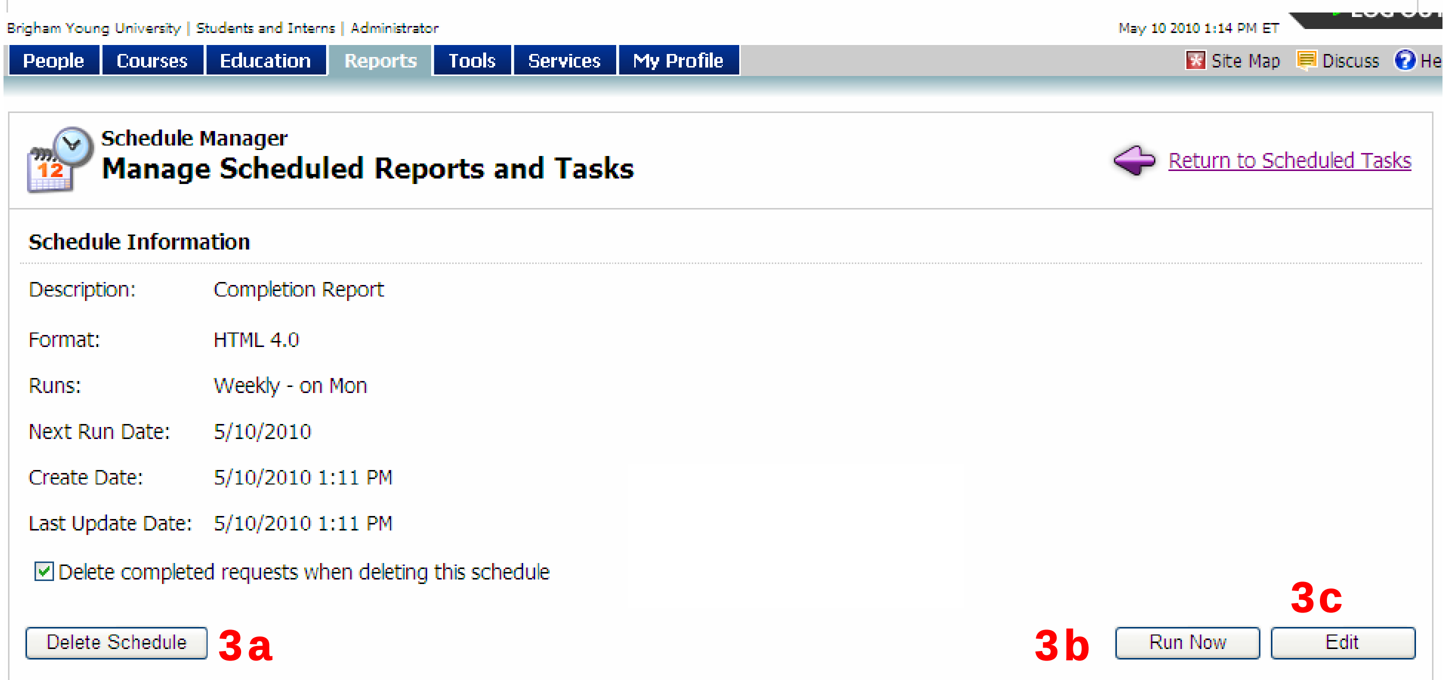


2. On the **Requests** link, click **View** to view it.



3. On the **Scheduled Tasks** link, click on the name of the schedule to:
    a. Delete the schedule
    b. Click **Run Now** to create this report at any time
    c. **Edit** to change the frequency that it runs

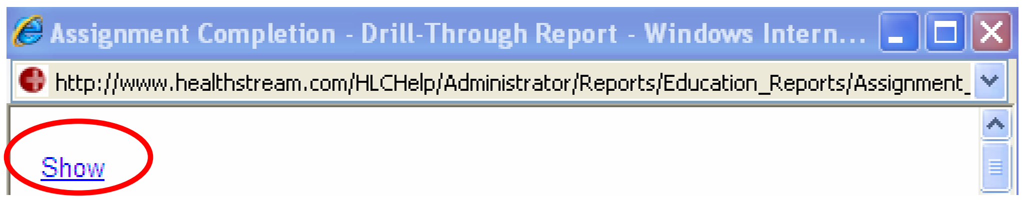




Online Help

The context-sensitive online Help system includes Help topics that provide step-by-step instructions and reference information. Help can be accessed by clicking the **Help icon** Help in the upper right-hand corner of any page. Depending on which page you are on when you access the Help, a topic relevant to where you are will display.

When accessing Help from the Help icon, you must click the **Show** link in the upper left-hand corner to display the main Help functions and the Help navigation tree.



Contents

The **Contents** tab presents the online Help system grouped in a series of books in an outline format. Clicking a book opens it to reveal all topics it contains. Clicking a topic displays it in the right-hand panel of the Help system. Clicking a book again will close it in order to collapse all of the topics back into the book.

Index

The **Index** tab contains a list of clickable keywords. Clicking a keyword displays all topics that contain the selected keyword. You may also search for a keyword by typing it into the **Type in the keyword to find** box (or typing a portion of the keyword). As you type, the closest matching keyword is highlighted. Clicking a topic displays it in the right-hand panel of the help system.

Search

The **Search** tab enables entering search terms into the **Type in the word(s) to search for:** box and pressing **Enter**. A list of matching topics appears beneath the **Search** field. Clicking a topic displays it in the right-hand panel of the help system.

Glossary

The **Glossary** tab contains a list of words, each accompanied by the definition. Clicking a word displays its definition at the bottom of the **Glossary** panel.

Print

The **Print** tab enables printing the current topic that is displayed in the Help system. Click **Print** to bring up the **Print** window.