Rapid Learning™

Administrator Reporting

Brainshark provides powerful tracking and reporting that makes it possible to measure the success of your communications. This document covers the reports available to Rapid Learning™ Administrators; page 2 steps the process for running those reports. For additional reports available to Administrators, click here; for reports available to Authors, click here. This symbol indicates suggestions for using the reports.

Users of the Brainshark Rapid Learning™ application have access to reports on courses: including student transcripts, course and/or curriculum enrollments, and interaction data.

My Transcript Report: All students are able to run a transcript report to see courses they have taken, their score, earned credits, and completion status.

Course Details with Question Results: Displays the score for each student enrolled in a course as well as the specific answers to questions. A graphic summary of all answers is available as well.

Course Enrollment: Displays student and/or group enrollment data by course, curriculum, score, and completion status. *Schedule this report to run monthly for any training program, especially those where completion records need to be provided for compliance or audit purposes.*

Curriculum Enrollment: Shows the courses in the curriculum in which students are enrolled and how many students have completed/passed the course. *Schedule this report to run monthly for any training program, especially those where completion records need to be provided for compliance or audit purposes.*

Curriculum Summary: Shows the students who are enrolled in the curriculum and their current status.

Curriculum Summary by Group: Shows the students who are enrolled in the curriculum by Group; also includes Learner status. Use the Filter tab to filter by one group.

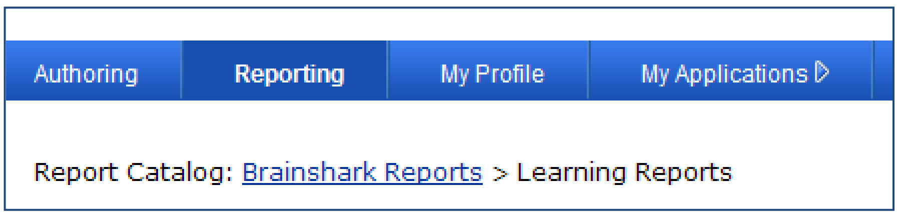
Student Transcript Report: Displays enrolled courses, scoring data, earned credits and completion status sorted by student. Use the Report Options tab to choose a specific student.

Running Reports

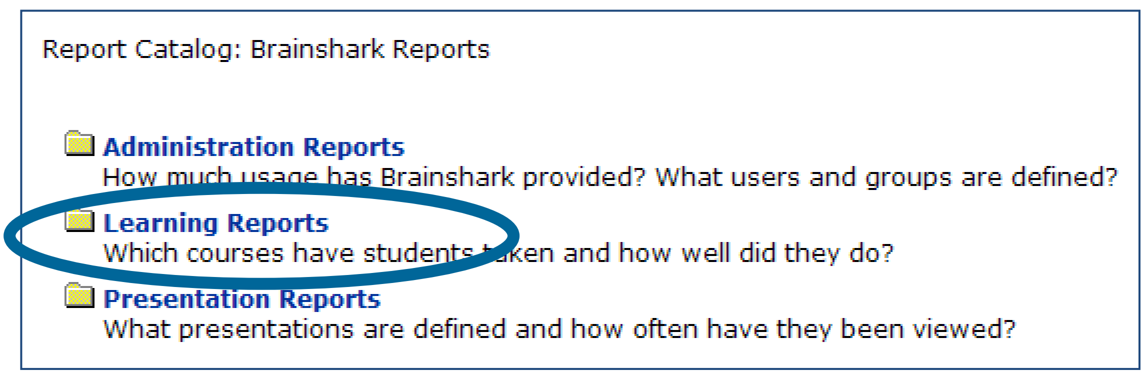
Running reports in Brainshark is simple; each report is set up virtually the same way. Once you learn to run one, you will be able to run them all. Here are the basics:

Click on the **Reporting** tab:

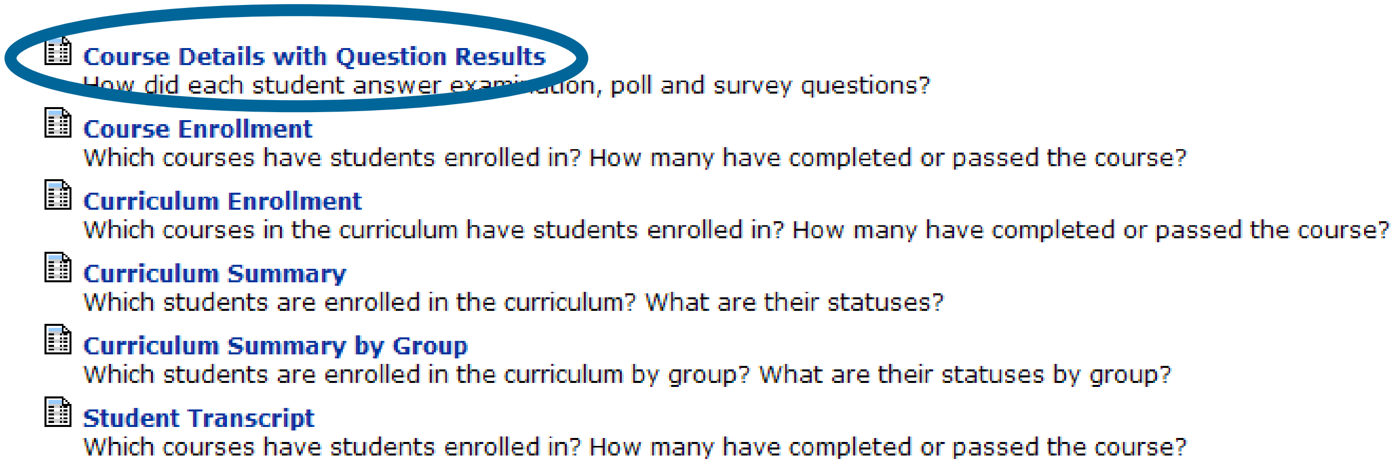
If you click from Learning, you will initially see only Learning Reports. When you click the Brainshark Reports link at the top of that page, you will be able to access all reports. **Note:** You will only see “Administration Reports” if you are an Administrator.



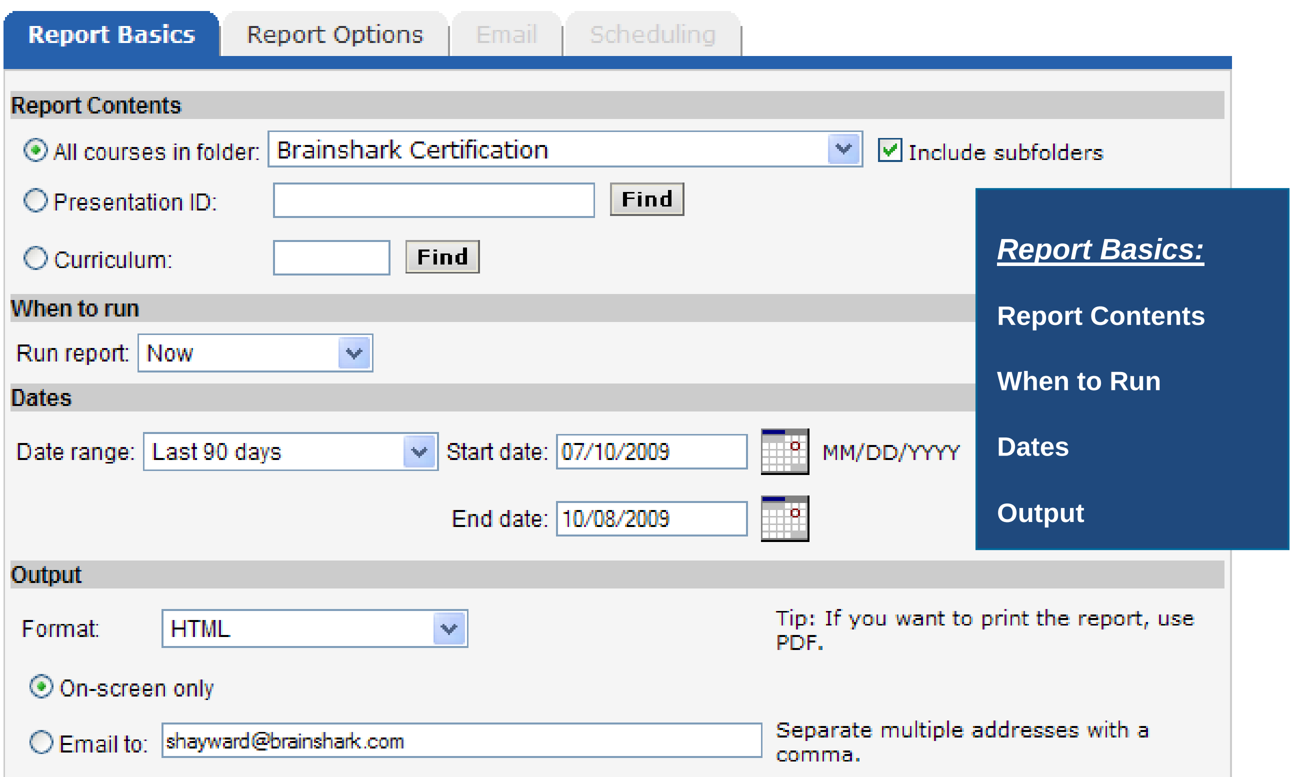
To run a report, choose the report folder:



And then the specific report you would like to run:



Select the appropriate report options:

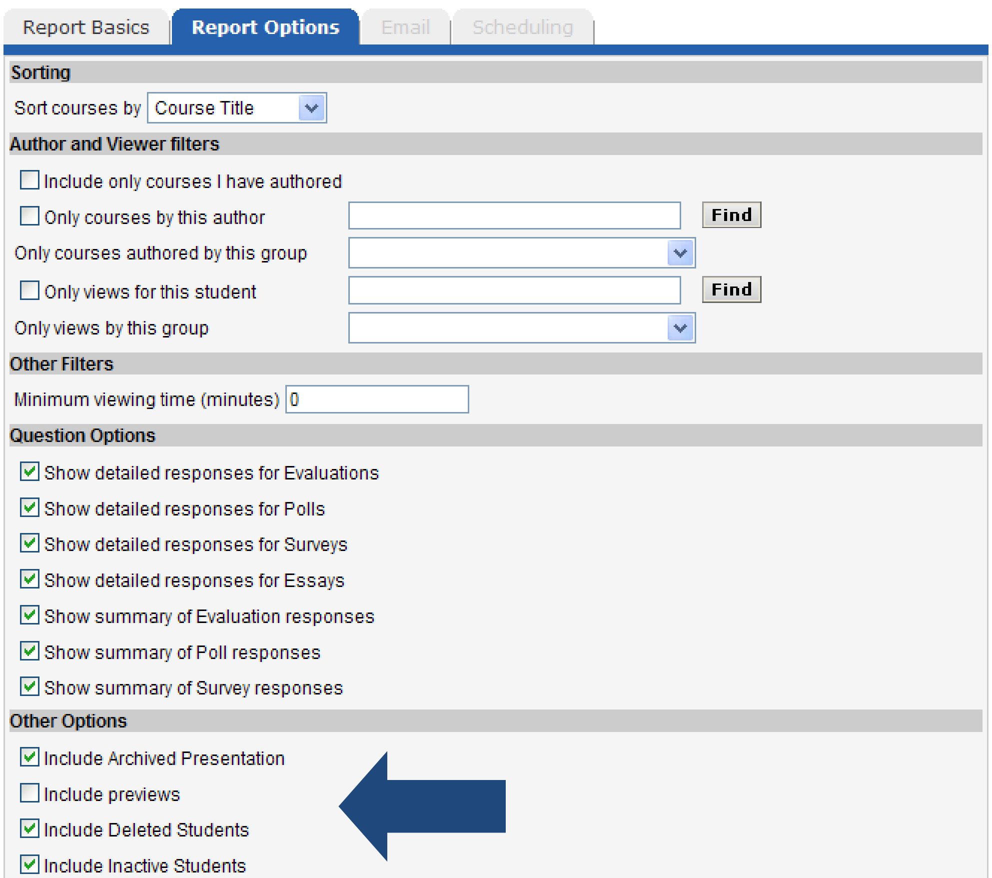


Format Options:

- HTML for on-screen viewing
- PDF for printing
- .csv for a spreadsheet that can be sorted or manipulated
- XML to export data from Brainshark into a format that another application can "read"
  (Extensible Mark-up Language: improves functionality of the web by allowing you to identify your language in a more accurate, flexible manner.)

Move to the *Report Options* tab.

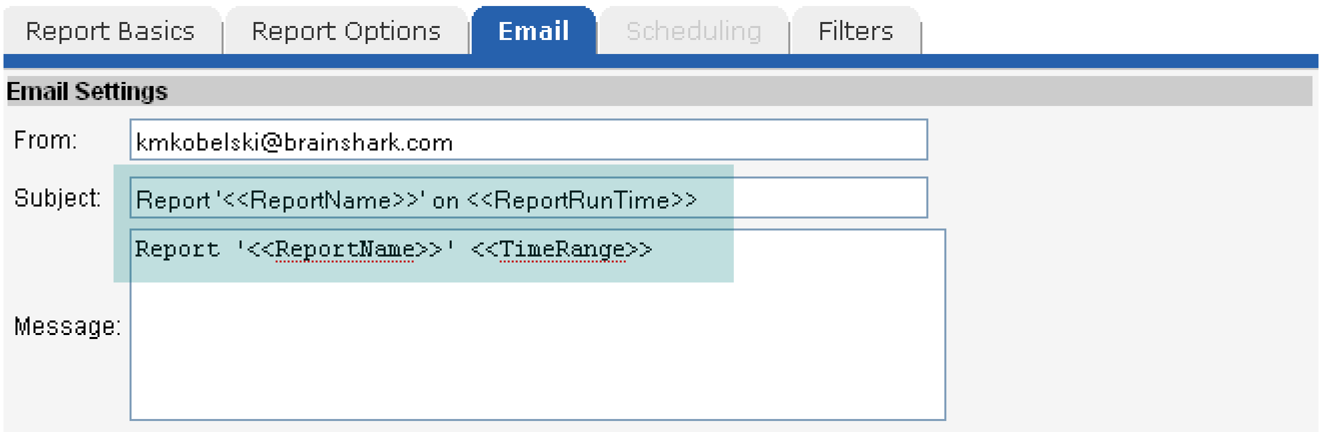
This tab gives you options to restrict or increase the amount of data generated. The report options tab will look different depending on the report that you are running.



Note:

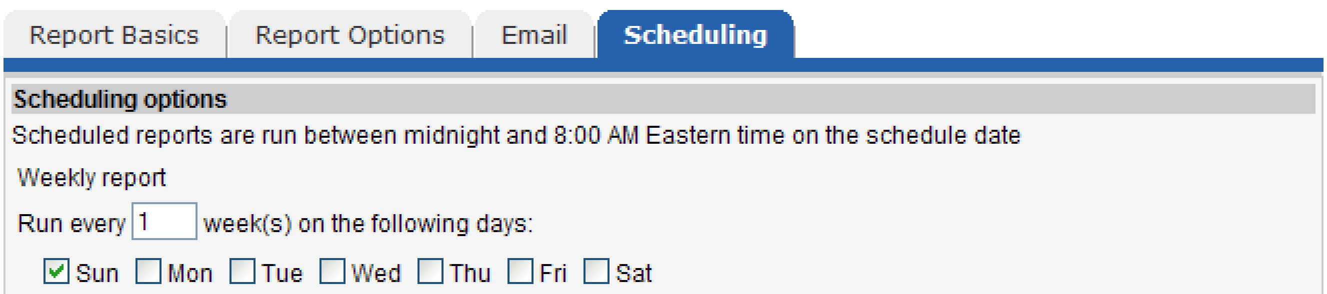
- In most cases, you will not want to select 'include previews.' Previews are the author's views of his/her own presentation. Leaving this un-checked will give you a clearer picture of the actual views on your site.
- Use the Report columns area to select and order the data that will be in your report. Select the data columns you want included in your report from the *Available columns*. Column order can be adjusted by using the arrow keys to the right of the *Columns in Report* box.

On the email options tab, customize the message that will accompany your report:



Note: Edit text here freely, just be sure to not modify the contents within the chevrons “<< >>” as they produce the link to the actual report.

For scheduled reports, decide the day of the week or time of the month that you would like the report to run:



Note: Once scheduled, reports are accessible via the Reporting tab and Manage Scheduled Reports option on the Things you can do menu.

Click *Run Report* or *Save* (if you are creating a scheduled report) when finished.

130 Turner Street
Building 1, Suite 100
Waltham, MA 02453
T: 781.370.8000
F: 781.370.8202