



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.

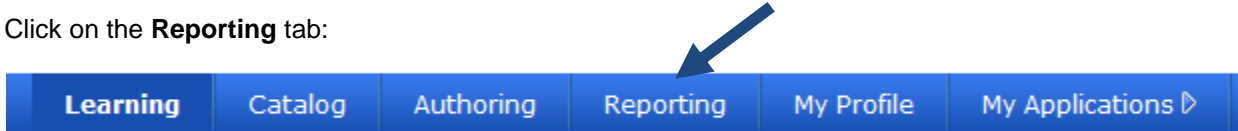
Curriculum Summary by Group: Shows the students who are enrolled in the curriculum by Group; also includes Learner status.  Use the Filter tab to filter by one group.

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:

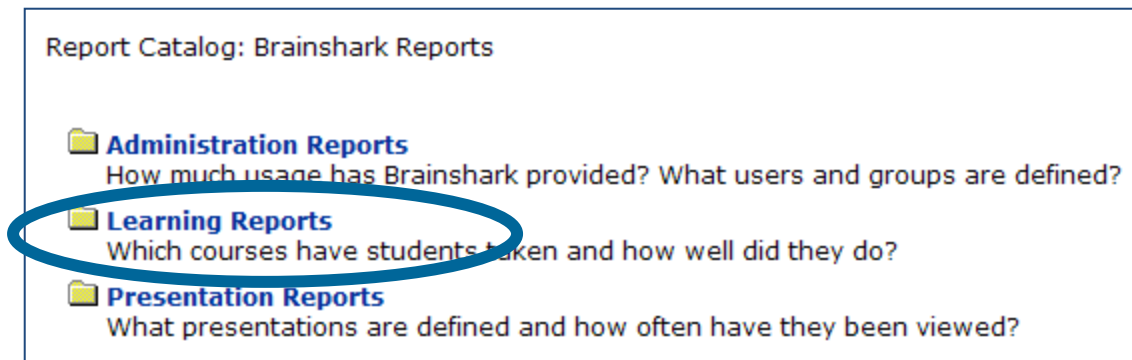
Click on the **Reporting** tab:



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:

 **Course Details with Question Results**

How did each student answer examination, poll and survey questions?

 **Course Enrollment**

Which courses have students enrolled in? How many have completed or passed the course?

 **Curriculum Enrollment**

Which courses in the curriculum have students enrolled in? How many have completed or passed the course?

 **Curriculum Summary**

Which students are enrolled in the curriculum? What are their statuses?

 **Curriculum Summary by Group**

Which students are enrolled in the curriculum by group? What are their statuses by group?

 **Student Transcript**

Which courses have students enrolled in? How many have completed or passed the course?

Select the appropriate report options:

Report Basics | Report Options | Email | Scheduling

Report Contents

All courses in folder: Include subfolders

Presentation ID:

Curriculum:

When to run

Run report:

Dates

Date range: Start date: MM/DD/YYYY

End date:

Output

Format:

Tip: If you want to print the report, use PDF.





On-screen only

Email to: Separate multiple addresses with a comma.

Report Basics:

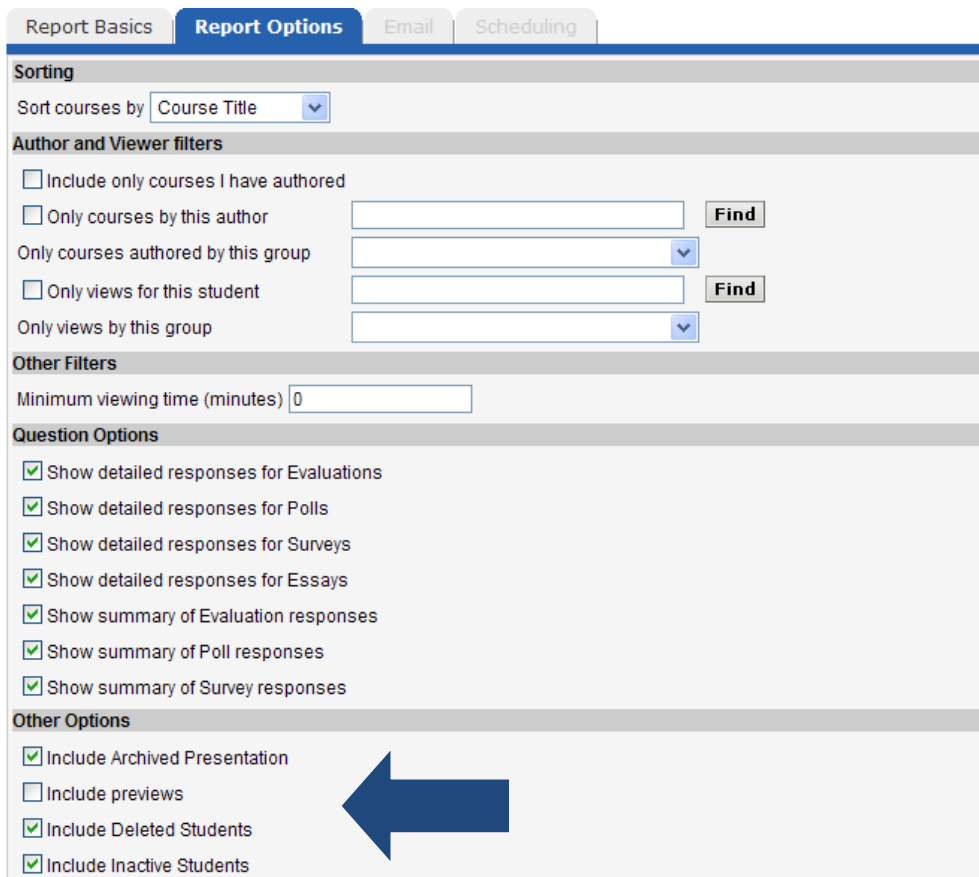
- Report Contents
- When to Run
- Dates
- Output

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.

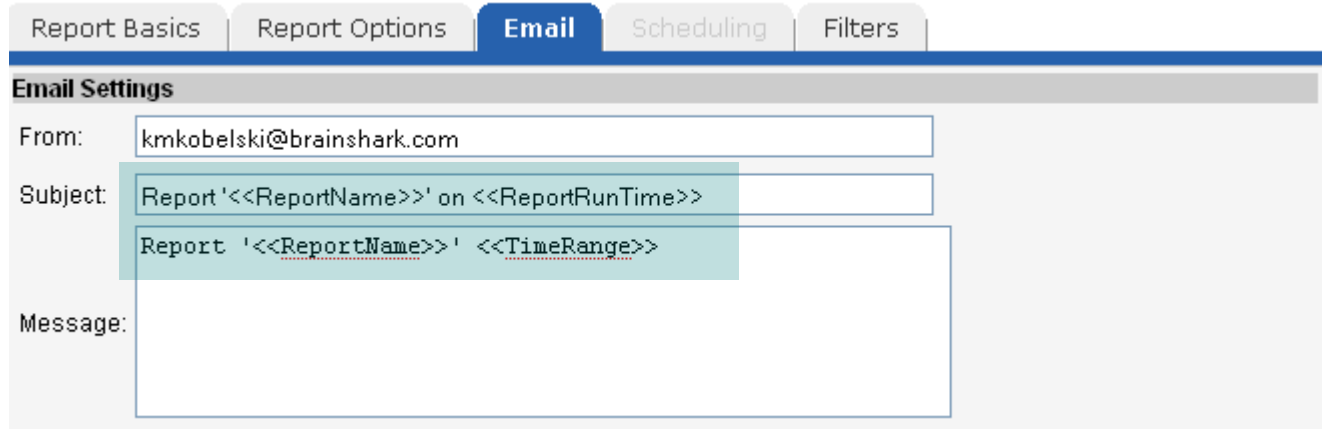
This tab gives you options to restrict or increase the amount of data generated. The report options tab will look different depending on the report that you are running.



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.

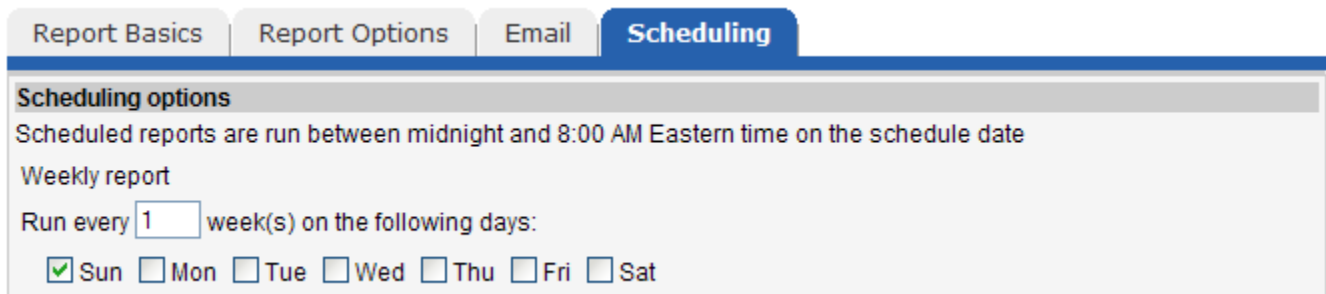
On the email options tab, customize the message that will accompany your report:



The screenshot shows the 'Email' tab selected in a configuration interface. The 'Email Settings' section includes a 'From' field with the email address 'kmkobelski@brainshark.com'. The 'Subject' field contains two lines of text: 'Report '<<ReportName>>' on <<ReportRunTime>>' and 'Report '<<ReportName>>' <<TimeRange>>'. The 'Message' field is currently empty.

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:



The screenshot shows the 'Scheduling' tab selected. The 'Scheduling options' section states: 'Scheduled reports are run between midnight and 8:00 AM Eastern time on the schedule date'. Under 'Weekly report', it says 'Run every 1 week(s) on the following days:'. Below this, there are checkboxes for each day of the week: Sun (checked), Mon, Tue, Wed, Thu, Fri, and Sat.

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.