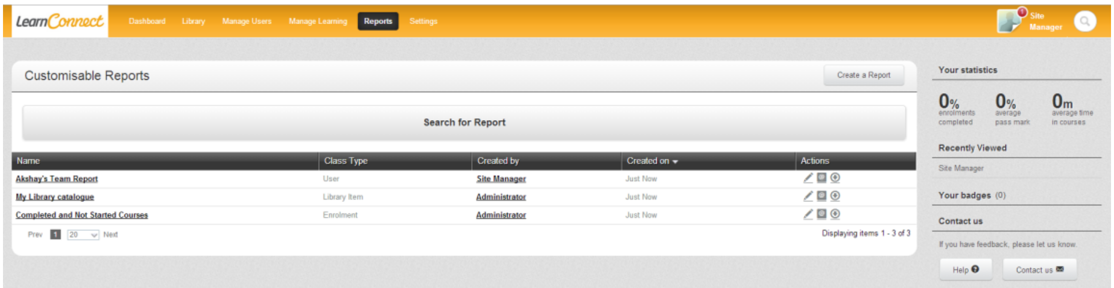
HOW TO CREATE A CUSTOM REPORT

Hello and welcome to LearnConnect Help. This guide explains how to create a custom report.

Let's begin by selecting "Customisable Reports" under "Reports" in the top menu.

You'll now be taken to the customised reports screen where you can access any reports you have previously created and saved.



To begin creating your customised report, select the "Create a report" button.

Filters Functions You Can Apply

With LearnConnect's reporting system, there are several filters functions that you can apply. The definitions of the two most used functions are here:

Filter Function	**What it Looks Like**	**What it Means**	**Example**
Equals	=	Match exactly	Username = John Doe (find me records that match the username John Doe)
Not Equals	!=	Do not match	Completed != True (find me records that are not equal to True (meaning that they are not complete))

This will lead you to the screen where you can select exactly what you would like to report on.

For this demonstration, we'll report on enrolments. Remember you can follow these same steps to generate different types of reports covering information like "Event Attendance", "Number of Users", "Test Attempt Responses", "Completion Status", "Library Items" and "Role" groups.

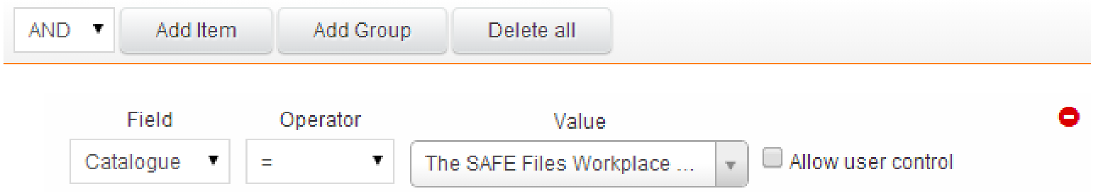
Beginning with "Report Type", use the drop down list to select "Enrolment".

Now that we've selected a report type, we can start to define the search with filters.

A filter has a Field, an operator and a value. You can add as many filters as you like. Each additional filter will make the report more specific.

For this custom report, we'll add filters that will allow us to search for all users that have been enrolled in the 'The SAFE Files Workplace Bullying' course and who have not yet completed it.

First we'll select "Add Item" and use the "Field" dropdown menu to select "Catalogue Item".

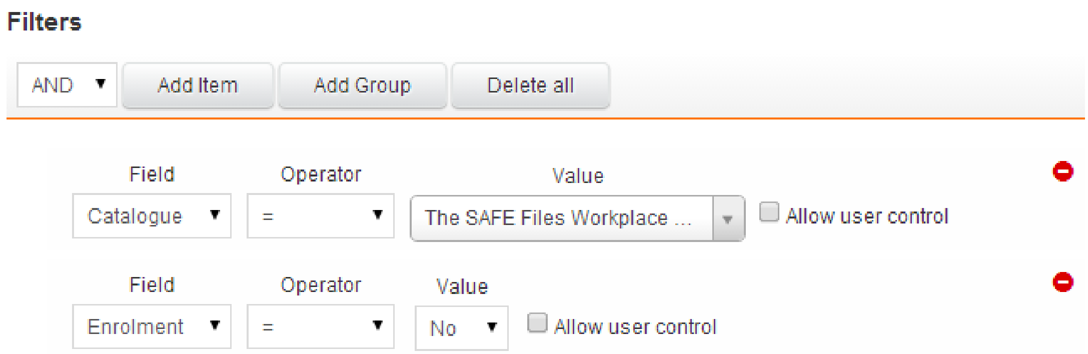


Leave the operator as "=" (equals) and type bullying in the text box to represent the value.

You'll see that a list of learning items will automatically appear. I'll select 'The SAFE Files Workplace Bullying' from this list. This now tells the LMS search that you only want to see users that are enrolled in this learning item.

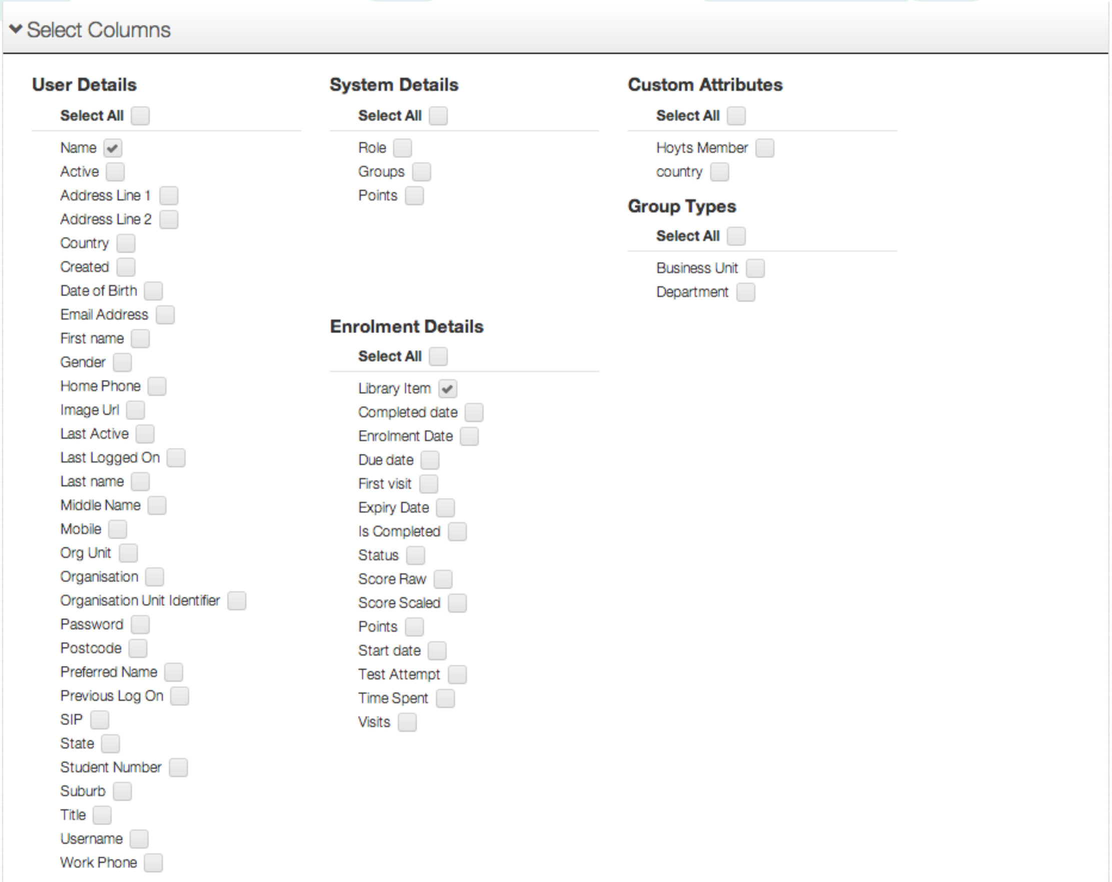
Now select "Add Item" again, and this time we'll select:
Field : "Enrolment Completed"
Operator : "=" (equal)
Value : "No"

This will provide information about all the people who haven't completed the 'The SAFE Files Workplace Bullying' course.



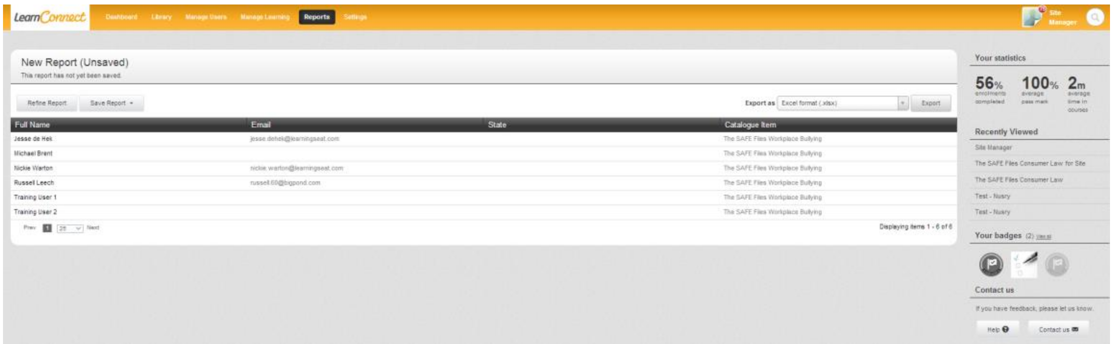
Right, that's all the filters selected. If you ever want to remove a filter, use the minus sign on the right hand side of the filter row.

The final step that you need to complete before actually running the report is to select the field columns that you want to include in your report. You can add as many of the listed fields as you like, and these will be included in the final report, and exported in your chosen format.



Once you're happy with the filters and selected columns, run the report by selecting the "Run Report" button at the bottom of the screen.

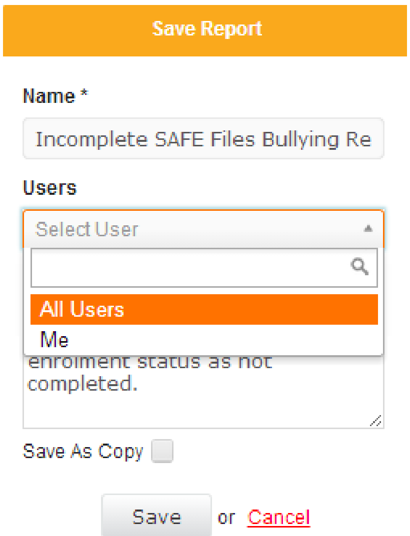
Now you will see the results of your report. If the report is too broad, you can select the “Refine Report” button and make your report more specific and then run it again.



If, on the other hand, you’re happy with the results, you can save your report by selecting the “Save” button. Save the report by specifying a name and giving a short description of the report to easily identify the report at a later stage.

You also have the option to specify the accessibility of the saved custom report.

- All Users – this will make the report accessible to all user having permission over ‘Custom Reports’ section
- Me – this will make the report accessible only to you



Now you’re ready to either export, store or send the report to the relevant stakeholders in your organisation.