LEARNINGSEAT

LearnConnect

SUMMARY TOTALS

LearnConnect is a product of Learning Seat.

Overview

This document is meant to explain how to use and display Summary Totals.

Summary Totals are a rollup or summary of enrolments broken out by enrolment status, across three different views:

1. Enrolment Summary
2. Group Summary
3. Learning Summary

Using Summary Totals

The three Summary Total views are located under the Reports menu. Click Reports (1), then click one of the three views (2).
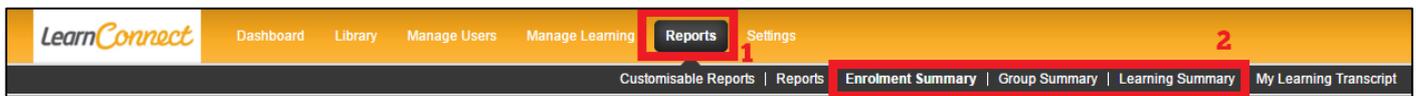
The search options are identical across all three views.

One important thing to note is that all searches will only return 500 or fewer rows. If your results are greater than 500, you will receive an error. Please add additional criteria to the search to reduce the results returned.

Search Options

There are many different filters you can use when using Summary Totals. Here are the detailed explanations for each filter.

(3) This allows you to restrict the results to specific users.

(4) If your company has Organisation functionality enabled, this allows you to restrict the results to a specific organization unit.

(5) This allows you to restrict the results to specific library items.

(6) This will restrict results to enrolments which occurred after the date specified.

(7) This will restrict results to enrolments which occurred before the date specified.

(8) This will restrict results to enrolments which were completed after the date specified.

(9) This will restrict results to enrolments which were completed before the date specified.

(10) This will restrict the results to library items which were marked as Mandatory Training.

(11) This will restrict the results to the specific Group Type selected, as well as limit the Groups (12) to those belonging to the specified Group Type.

(12) This will restrict the results to the groups specified.

(13) This will restrict the results to Active users only.

Enrolment Summary

The Enrolment Summary view will give you the rollup of the status of your users' enrolments, broken out by users and then also totaled at the bottom of the grid.

User Totals appear in the horizontal (as rows) in the grid, marked by (UT) in the image below.
Status Totals appear in the vertical (as columns) in the grid, marked by (ST) in the image below.
Overall Totals appear at the very bottom (as a row) in the grid, marked by (OT) in the image below.

In this example, we're interested in two users, Rick and Anna.

- Rick has been enrolled in 7 library items in Total
  o 1 is Not Attempted
  o 4 are Incomplete
  o 2 are Completed
  o 0 are Failed

- Anna has been enrolled in 10 library items in Total
  o 4 are Not Attempted
  o 3 are Incomplete
  o 2 are Completed
  o 1 is Failed

- The Enrolment Summary would be 17 library items in Total
  o 5 are Not Attempted
  o 7 are Incomplete
  o 4 are Completed
  o 1 is Failed

The results would look like following:

Once the results are displayed, there are a few extra features available. You can export the results into Excel by clicking Export to Excel (14). You can also export the results to a PDF by clicking Export to PDF (15). Finally, you can drill into the results for that specific user by clicking the Details (16) link. This will bring you to the Enrolment Details view for that specific user.

Group Summary

The Group Summary view will give you the rollup of the status of your groups' enrolments, subtotaled by groups, and broken out by library item. It also provides the Overall Total at the bottom of the grid.

- Group Information appears as a heading horizontally (as a row) in the grid, marked by (GI) in the image above. You can also collapse or expand the list for each Group by clicking on the black triangle (17A/17B). In (17A) we see the expanded list and in (17B) we see the collapsed list.
- Status Totals appear in the vertical (as columns) in the grid, marked by (ST) in the image above.
- Library Item Totals appear in the horizontal (as a row), marked as (IT) in the image above.
- Group Totals appear at the bottom of each group, in the horizontal (as a row), marked as (GT) in the image above.
- Overall Totals appear at the very bottom (as a row) in the grid, marked by (OT) in the image above.
- Clicking Details (17C) will bring you to the enrolments list for that Library Item. Please note: it displays ALL enrolments, irrespective of the group selected.

Please note:
- If a user is a member of multiple groups, their totals will appear in each group's total. For example, if Rick was a member of Learning Seat Employee as well as Learning Seat Sales, his results would appear in both groups' results and be calculated twice.
- Users who have not been assigned any group will appear as (no group) in the group summary.

Learning Summary

The Learning Summary view will give you the rollup of the status of specific library items, subtotaled by each library item, and broken out by group. It also provides the Overall Total at the bottom of the grid. This is primarily used for tracking critical learning items in an organization. For example, ensuring all groups have completed their Anti-Bullying course.

- Library Item information appears as a heading horizontally (as a row) in the grid, marked by (LI) in the image above. You can also collapse or expand the list for each Library Item by clicking on the black triangle (18A/18B). In (18A) we see the expanded list and in (18B) we see the collapsed list.

- Clicking Details (18C) will bring you to the group list for that Group. Please note: it displays only Group Membership. If you wish to see detailed enrolments for a specific user, click the user's name, then expand the Enrolments Summary and click All Enrolments.
- Status Totals appear in the vertical (as columns) in the grid, marked by (ST) in the image above.
- Group Totals appear in the horizontal (as a row), marked as (GT) in the image above.
- Library Item Totals appear at the bottom of each Library Item, in the horizontal (as a row), marked as (LT) in the image above.
- Overall Totals appear at the very bottom (as a row) in the grid, marked by (OT) in the image above.

Please note:
- If a user is a member of multiple groups, their totals will appear in each group's total. For example, if Rick was a member of Learning Seat Employee as well as Learning Seat Sales, his results would appear in both groups' results and be calculated twice.
- Users who have not been assigned any group will appear as (no group) in the group summary.