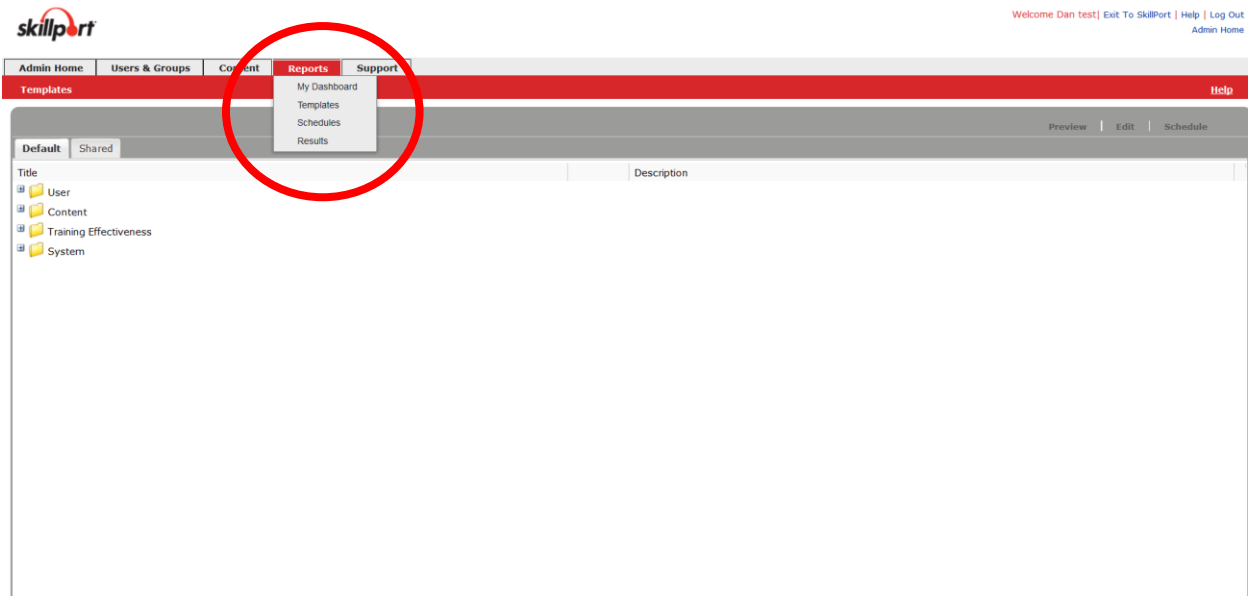
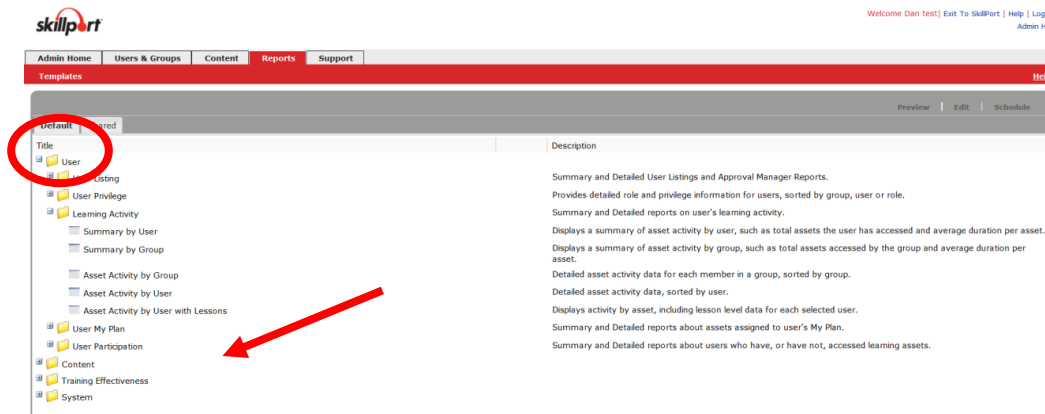


Instructions for Training Reports

1. Sign into **Develop West** www.westga.edu/developwest. Your User ID and Password will be your UWG network credentials.
2. Click the **Admin** link.
3. Click the **Reports** tab.
4. Click the **Templates** link.



5. In the **Reports** window under the **Default** tab, select the report that you want to run. You may need to click the plus sign (+) to drill down to view the complete list of reports. The most common report is **Asset Activity by User**. This report will show all course activity sorted by user. This report is located under **User > Learning Activity**. Click on the report name.



6. Click on the **Preview** link to preview the report.

The screenshot shows the Skillport interface with the 'Reports' tab selected. A red circle highlights the 'Preview' link in the top right corner of the report configuration area. The interface includes a navigation menu with 'Admin Home', 'Users & Groups', 'Content', 'Reports', and 'Support'. The main content area displays a list of report templates under the 'Default' category, including 'User', 'User Listing', 'User Privilege', 'Learning Activity', 'User My Plan', 'User Participation', 'Content', 'Training Effectiveness', and 'System'. Each template has a corresponding description.

7. The report will be displayed with the column headings as designed in the report template. The column headings can be edited. To save the report as displayed, click on the **Save Result** link.

The screenshot shows the Skillport interface displaying a report table. A red circle highlights the 'Save Result' link in the top right corner of the table. A red bracket is drawn under the first row of data. The table has the following columns: First Name, Last Name, Group Name, Group Org Code, Asset Title, Asset ID, Asset Category, Times Restarted, First Access Date, Last Access Date, Times Accessed, HTML Page Reads, Enrollment Date, Completion Date, Completion Status, and Pre-test. The data rows are as follows:

First Name	Last Name	Group Name	Group Org Code	Asset Title	Asset ID	Asset Category	Times Restarted	First Access Date	Last Access Date	Times Accessed	HTML Page Reads	Enrollment Date	Completion Date	Completion Status	Pre-test
dlewis@westga.edu															
Dan	Lewis	Center For Business Excellence	29157	On War and Leadership: The Words of Combat from Frederick the Great to Norman Schwarzkopf	50588	Book		2014-12-16	2014-12-16	1	0			In Progress	
Dan	Lewis	Center For Business Excellence	29157	The 7 Habits of Highly Effective Network Marketing Professionals	58792	Book		2014-12-16	2014-12-16	2	3			In Progress	
pdurroug@westga.edu															
Tricia	Durrough	Center For Business Excellence	29157	eBay Business All-in-One for Dummies, 3rd Edition	56283	Book		2014-12-03	2014-12-03	2	5			In Progress	
Tricia	Durrough	Center For Business Excellence	29157	Administrative Professionals: Common Administrative Support Tasks	ad_01_a02_bs_enu	Course		0 2015-01-05	2015-01-07	2				In Progress	
Tricia	Durrough	Center For Business Excellence	29157	Using E-mail and Instant Messaging Effectively	comm_17_a01_bs_enu	Course		0 2015-01-08	2015-01-08	4				In Progress	

8. To edit the report, click on the **Edit** Link

The screenshot shows the Skillport interface with the 'Asset Activity by User' report. The 'Edit' link in the top right corner of the report area is circled in red. The report table contains the following data:

First Name	Last Name	Group Name	Group Org Code	Asset Title	Asset ID	Asset Category	Times Restarted	First Access Date	Last Access Date	Times Accessed	HTML Page Reads	Enroll Date	Completion Date	Completion Status	Pre-test
dlewis@westga.edu															
Dan	Lewis	Center For Business Excellence	29157	On War and Leadership: The Words of Combat Commanders from Frederick the Great to Norman Schwarzkopf	30588	Book		2014-12-16	2014-12-16	1	0			In Progress	
Dan	Lewis	Center For Business Excellence	29157	The 7 Habits of Highly Effective Network Marketing Professionals	58792	Book		2014-12-16	2014-12-16	2	3			In Progress	
pdurroug@westga.edu															
Tricia	Durrough	Center For Business Excellence	29157	eBay Business All-in-One for Dummies, 3rd Edition	56283	Book		2014-12-03	2014-12-03	2	5			In Progress	
Tricia	Durrough	Center For Business Excellence	29157	Administrative Professionals: Common Administrative Support Tasks	ad_01_a02_bs_enu	Course	0	2015-01-05	2015-01-07	2				In Progress	
Tricia	Durrough	Center For Business Excellence	29157	Using E-mail and Instant Messaging Effectively	comm_17_a01_bs_enu	Course	0	2015-01-08	2015-01-08	4				In Progress	

9. This allows the manager to edit the groups, users, courses dates and other filter options or headings. Once the report has been edited it can either be previewed or saved.

The screenshot shows the 'Template Properties' dialog box in Skillport. The 'Activity Dates' section is circled in red. It contains the following settings:

- Activity Dates:**
 - Previous: 1 Month(s) To Date
 - *From: 2014-12-01 To: 2015-01-09
- Groups / Users:** Asset Filter | Filter Options
- Groups / Users:** (Expanded)
- Display Options:** (Expanded)