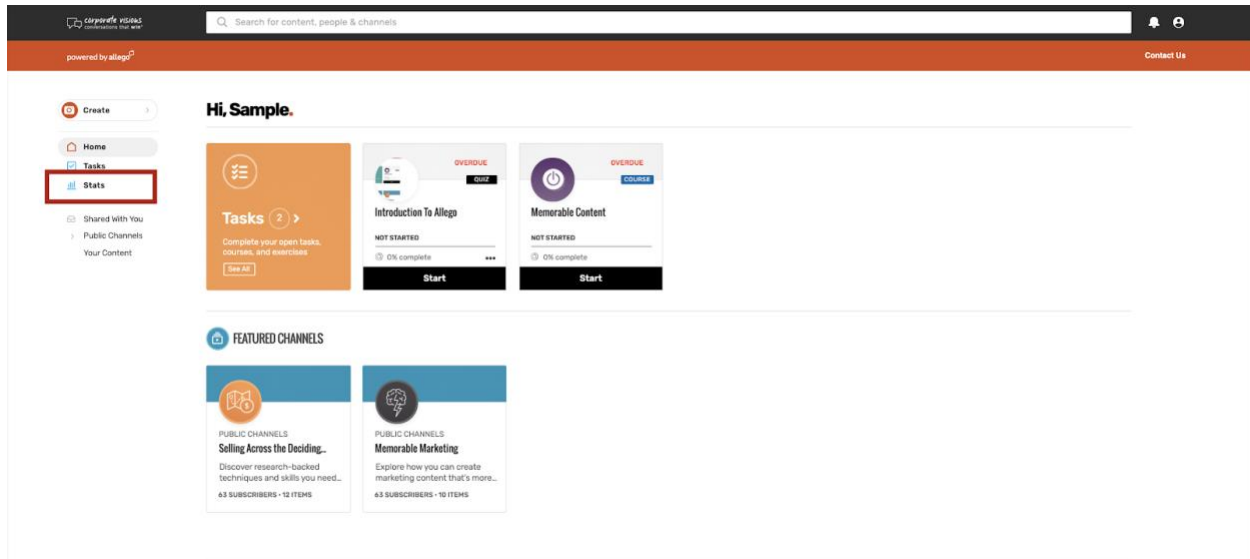


ACCESSING REPORTS

To access analytics, click on the **Stats** button on the left side of the Home Page.



Two analytics dashboards are available:

1) COURSE STATS DASHBOARD

This dashboard provides several views of group and user progress, overall and by module. The dashboard contains three reports which may be exported:

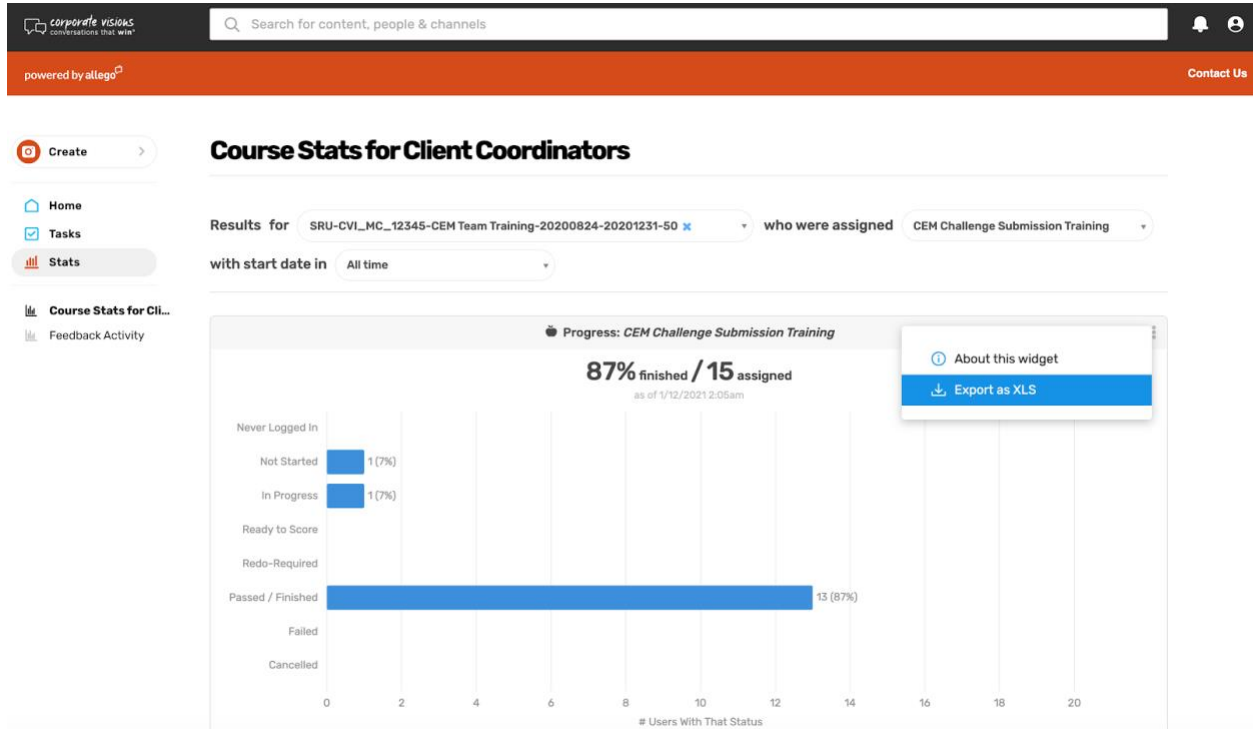
- Progress
- Progress by Course Component
- Assignee (User) Performance

Course Stats: Progress

The first widget in this dashboard contains the **Progress** report. This report shows which enrollees are in each different course completion stage.

To access your report, filter for the **Group Name (which includes the Enrollment Key)**, **Course Assigned ****, and the **Time Frame** for reporting. If you do not see data in the drop down of the **Course Assigned** field it is because, even though the key is assigned a course, nobody has enrolled using the key. Please check back later to view reporting once users have enrolled.

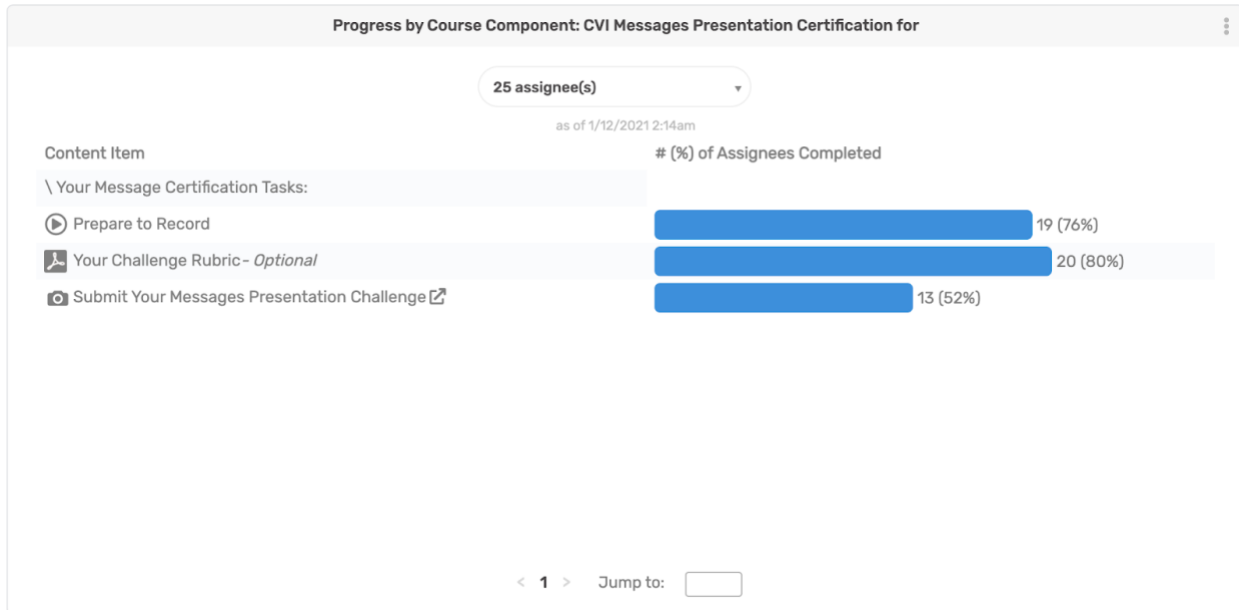
To export this report, click the **three vertical dots** in the upper right corner of the Progress widget, then select **Export as XLS**.



Course Stats: Progress by Course Component

The second widget in this dashboard shows the group's progress by module. This is the key report to use to track compliance.

The interface shows the progress of the group as a whole (# of assignees) across each module, but also contains a drop-down menu where specific users may be selected.



In the exported report you will see user progress with their status for each module. Status options depend on the content but include Never Logged In, Not Started, In Progress, Passed/Finished, Redo-Required, or a percentage viewed.

User ID	Login ID	First Name	Last Name	Email	Respective Manager Name	Respective Manager Email	Prepare to Record	Your Challenge Rubric- Optional	Submit Your Messages Presentation Challenge
751844				@atevisions.com			100% Finished		Ready to Score
756100				@yahoo.com			0% Never Logged In		Never Logged In
752830				@poratevisions.com			100% Finished		In Progress
752364				@oratevisions.com			83% Finished		Passed
753196				@poratevisions.com			100% Finished		Passed
752358				@oratevisions.com			100% Finished		Passed
752635				@poratevisions.com			100% Finished		Passed
753507				@oratevisions.com			100% Finished		Ready to Score
751501				@oratevisions.com			100% Finished		Passed
644235				@poratevisions.com			0% Not Started		Not Started
756008				@oratevisions.com			0% Not Started		Not Started
753011				@poratevisions.com			100% Finished		Passed
751964				@oratevisions.com			100% Finished		In Progress
753741				@oratevisions.com			1% Finished		In Progress
756078				@poratevisions.com			0% Not Started		Not Started
644252				@poratevisions.com			100% Finished		In Progress
751140				@poratevisions.com			100% Finished		In Progress
749188				@oratevisions.com			100% Finished		Passed
751271				@oratevisions.com			100% Finished		Passed
753710				@poratevisions.com			100% Finished		Passed
754911				@poratevisions.com			100% Finished		Passed
772944				@poratevisions.com			100% Finished		In Progress
756003				@oratevisions.com			0% Not Started		Not Started
754403				@poratevisions.com			100% Finished		Passed
839791				@poratevisions.com			100% Finished		Not Started

Important Note about Video Challenges: The report will show if a redo is required and has not been resubmitted yet, but the status of Passed does not mean a satisfactory score was reached, just that the user completed submission and has not been asked to redo it. Users taking Inline Training and Skills Practice programs with challenges are typically passed (no redo) even if they receive a low score, as the intent is for them to continue onward. Users taking Message Certification programs are required to redo if they receive lower than a 3.0 average score.

To export **Progress by Course Component**, click the **three vertical dots** in the upper right corner of the widget, then select **Export as XLS**.

Course Stats: Assignee Performance

The third widget in this dashboard shows the group's progress by module, including overall course status, overall course % complete, and date completed. This report also contains overall scores for Video Challenges for each user, where relevant.

Important Note: Please only reference the Status of **e-learning** modules, not the Score %. The score % is randomly generated in our e-learning and does not reflect actual user engagement with the content.

The interface provides a drop-down menu to filter to specific user status types. You may use the arrows provided on the right side to scroll through the module data for the group. The arrows at the bottom show subsequent pages of users.

To export each enrollee's performance, CEMs/Client Coordinators will click the **three vertical dots** in the upper right corner of the Progress widget, then click **Export as XLS**.

First/Last	Status	#(% of Items Completed Required)	
Michael Green	Never Logged In	0 (0%)	
Madison Brown	In Progress	1 (5%)	
Samuel Green Coordinator 16	In Progress	1 (5%)	
Samuel Manager Test User	In Progress	1 (5%)	Overdue+125
Lucy Brown	In Progress	5 (29%)	Overdue+125
John Brown	Redo-Required	16 (94%)	Overdue+125
Shirley McLaughlin	Finished	17 (100%)	09/17/2020
Tom Brown	Finished	17 (100%)	09/14/2020
John Hill	Finished	16 (94%)	09/09/2020
Shirley Brown	Finished	16 (94%)	09/09/2020

Score	Status	Overall Score
0%	Never Logged In	0.00/5
0%	In Progress	0.00/5
0%	Not Started	0.00/5
0%	Not Started	0.00/5
0%	Not Started	0.00/5
4%	Redo-Required	1.57/5
3%	Passed	5.00/5
4%	Passed	3.86/5
5%	Passed	5.00/5
1%	Passed	5.00/5

2) FEEDBACK ACTIVITY DASHBOARD

This is the second dashboard available within **Stats** and contains detailed reporting on the challenge feedback per user submission.

It displays point in time feedback (if provided), the overall star average (score) received, the summary feedback text, the date of the feedback, and a link to the user's video to watch, view scores by parameter, and download as an MP4.

To view feedback for the participants of a specific challenge, please use the drop-down menus to select the channel and filter to the desired group.

Feedback Activity

The screenshot shows the 'Feedback Activity' interface. At the top, there are filters for 'All videos' and 'involving Everyone at my company'. Below this, a table lists responses to the 'Submit Your Messages Presentation Challenge'. An arrow points to the 'Submit Your Messages Presentation Challenge' item in the 'Posted Item' column. A red text box below the arrow says 'Click here to watch the video, view scores by parameter, or download the MP4.' The table has three columns: 'Posted Item', 'Responses', and 'Response Date'. The 'Responses' column contains several entries from Melissa Madian, including a summary feedback with a 4.2 star average and detailed comments on presentation quality.

Posted Item	Responses	Response Date
Submit Your Messages Presentation Challenge	Melissa Madian [at 00:28] Hi Jill! I'm your friendly video coach for today.	10/19/2020 12:33 PM
	Melissa Madian [at 03:12] Good use of annotation to direct focus on this slide.	10/19/2020 12:37 PM
	Melissa Madian [at 14:00] ACKI - "We can help you". Should be "you can leverage us" - "you" language!	10/19/2020 12:49 PM
	Melissa Madian [at 14:35] Thank you for your presentation, Jill - well done!	10/19/2020 12:51 PM
	Melissa Madian [as Summary Feedback] 4.2 star avg. Overall a good presentation, Jill! I've provided you with some recommendations on how to make your presentation more engaging for a remote audience below. Message Fidelity - Score of 4 You stayed true to all the main talking points and delivered them in the recommended order. What I was missing was your spin on the materials - client stories, examples, things that you've seen work well. Peppering those anecdotes that I know you have throughout the presentation will really amplify the message. Compelling Presentation - Score of 4 Great use of onscreen annotation to direct audience focus on the key points in the slide. I was missing a priming slide or other stimulus to vary the presentation. In remote meetings, it is critical to engage the audience in various modalities so they stay with you. Try adding a priming slide before your 10% slide summary, or ask the audience to draw along with you, or insert a poll to keep the audience engaged. Natural Delivery - Score of 4 You knew the materials very well and delivered the presentation smoothly and with confidence. I enjoyed your use of pauses to let the message sink in. The only reason I gave you a 4 instead of a 5 was because there were times where your delivery sounded scripted and therefore not natural. I know it's tough to sound natural in a recorded message certification, but the more you make the presentation your own, the more natural it will sound. Engaging Delivery - Score of 5 Very engaging and professional delivery! You were confident, clear and smoothly transitioned between all talking points. You Phrasing - Score of 4 You were great about using "you" language until the end of the presentation when talking about the message engagement workshop - "we can help", as an example. That part of the presentation is the toughest to keep in "you" language and it's also the most important area so doesn't sound like the hero swooping in to save the day with the engagement workshop.	10/19/2020 1:02 PM

On the video review page the blue dots show feedback, the review is at the end, and the user's video can be downloaded via **Options > Download MP4** in the top right.

The screenshot shows a video player interface for the 'Submit Your Messages Presentation Challenge'. The video is paused at 14:33. A feedback overlay from Melissa Madian is visible, showing a 'Passed' status and a list of scores: Message Fidelity (Above Average), Compelling Presentation (Above Average), Natural Delivery (Above Average), Engaging Delivery (Excellent), and You Phrasing (Above Average). The 'Options' menu is open in the top right corner, showing 'Download as MP4' and 'Manage feedback' options. The video player controls at the bottom show a progress bar and a volume icon.

If you have additional questions regarding reporting, please contact your Customer Engagement Manager, or support@corporatevisions.com for technical assistance.