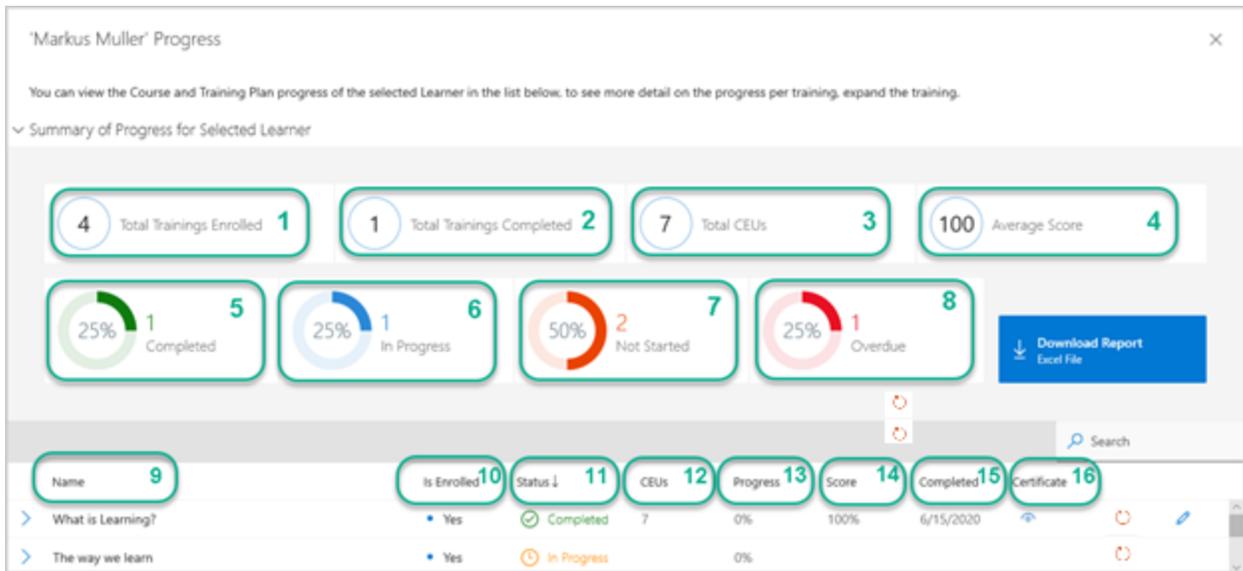


You can view the Course and Training Plan progress of a specific learner in full detail via the LMS365 Admin Center. Go to:

Learner Administration – Learner List – choose the relevant Learner – From the Learner Administration panel, select View Learner’s Progress

This will bring out a panel like this, displaying the progress, for the selected learner in a dashboard overview:



The Learner’s progress is summed up in the dashboard view. The diagrams on top presents an overview of the Learner’s progress, while progress for each training activity is available in the list below.

An Excel report with the Learner’s Progress can be downloaded via the blue button on the right.

Learner Name	Email	Department	Job Title	Manager	Office	City	Country
Markus Muller			Instructor	Julia Roberts			
Course Title	Course Type	Category	Course ID	Is Enrolled	Progress	Score	CEUs
What is Learning?	Classroom & blended traini	Learning		Yes	0	100	7
The way we Learn	Training Plan	Learning		Yes	0		
Learning: Up to date approa	Classroom & Blended Traini	Learning		Yes	0		
Lifelong learning	e-Learning	Learning		Yes	0		

What does the Learner Progress View & Report show?

The Learner Progress view and the Excel report present information based on **all data available for the Learner**, that is not only the current enrolments. This means that all trainings that the Learner has ever been enrolled in are displayed.

In the table below, you can find explanations of how to read and understand the information about Learner's Progress in the dashboard view and the Excel report, the data they present and calculations behind each bit of information.

Please note:

- Some calculations require more details to fully understand, and you may find a link in the "explanation" column to an elaboration.
- The items in the table are numbered (see left column) and marked with the same number in the Learner's Progress examples shown above.
- The graphical diagrams on top of the dashboard view (items 1-7) sum up information from the list below and the Excel report.
- The information in the dashboard list and the Excel report are based on the same data, but there may be differences in what is shown and how it is presented, and in some cases labels.
- A number from the table can refer to both an item in the dashboard view and in the Excel report.

Course Progress Dashboard and Report	In	Calculation - what is counted or displayed	Explanation - limitations or important things to be aware of
1. Total Trainings Enrolled	<i>Diagram</i>	Number of the trainings (courses and training plans) that learner is currently enrolled	The imported training and deleted trainings that the learner was enrolled in are counted here as well. The number that is shown in the Total Training Enrolled equals to the number of the training with value Yes in the Is Enrolled column.
2. Total Trainings Completed	<i>Diagram</i>	Number of the trainings that learner has ever completed	The trainings that were retaken and those that were completed but cancelled (unenrolled) will be counted here. The imported external trainings or completed trainings that were deleted will not be counted here.

3. Total CEUs	<i>Diagram</i>	Total number of CEUs that the learner has received for the completed trainings	CEUs counted here include earning credits for all trainings the user has completed (even for deleted, imported, and cancelled trainings). Once the learner retakes the training, the CEUs will not be counted here.
4. Average Score	<i>Diagram</i>	Average score for all trainings (which have score)	If there are not any training that have score, this value will be 0 .
5. Completed	<i>Diagram</i>	Number of trainings that have been completed by learner (deleted, cancelled, imported, but not retaken)	The number that is shown in the Completed field is equal to those on the grid view. For Classroom or Webinar courses this status means that learner's registered attendance matches attendance required for the course completion.
6. In Progress	<i>Diagram</i>	Number of trainings that have been started but not completed yet	The number that is shown in the In Progress field is equal to that on the grid view. For Classroom or Webinar course types, this status means that learner's attendance has been registered.
7. Not Started	<i>Diagram</i>	Number of trainings that have not been started yet	The number that is shown in the Not Started field is equal to that on the grid view.
8. Overdue	<i>Diagram</i>	Number of trainings that have not been completed up to the Due Date	The number that is shown in the Overdue field is equal to that on the grid view. The deleted, cancelled trainings that have the overdue status are also counted here.
9. Name (Course Title)	<i>Dashboard list, Excel report</i>	The title of the course	On the dashboard list the row with the title can be clicked to expand details about the progress on the different elements in the course.
10. Is Enrolled	<i>Dashboard list, Excel report</i>	Whether the learner is enrolled in the training	No is displayed when learner has been unenrolled from the training or has an enrollment request for the training.
11. Status	<i>Dashboard list, Excel report</i>	The completion status (Not Started, In Progress, or Completed)	The detailed information on each learning item of the course is collapsed. Once you click expand button next to the title of the course, you will see the learning items' statuses.
12. CEUs	<i>Dashboard list, Excel report</i>	Number of CEUs earned or set manually	If there are any CEUs that are set for the course, this field will be empty.

<p>13. Progress</p>	<p><i>Dashboard list, Excel report</i></p>	<p>Learner's progress</p>	<p>The calculation of progress depends on the course and enrolment type. For detailed information on calculation of progress, follow these links:</p> <ul style="list-style-type: none"> • E-learning course with learning items. • Classroom and webinar courses. • Course without learning items. • Learning items. <p>Remember if you set the course completion manually, Progress and Score values will automatically be saved as they were before the manual completion.</p> <p>If the completion of the learning items is set manually but the course completion is not, the progress will be recalculated.</p> <p>If the completion of the learning items is set manually, the score will be 100%.</p> <p>The detailed information on the progress of each learning item is collapsed by default.</p>
<p>14. Score</p>	<p><i>Dashboard list, Excel report</i></p>	<p>Learner's average score of the training as well as of learning items.</p>	<p>The calculation of score for the learning items depends on their type:</p> <p>Quiz's score is calculated as a percentage of earned score for the last learner's attempt. For example, maximum number of points is 200, learner has earned 100 points, the score will be calculated as $100/200 * 100\%$ is 50%.</p> <p>Content Package's score is calculated in accordance with the scale set in the content package. For example, if scale is absent, score will be 0% for the last learner's attempt.</p> <p>Assignment's score is calculated as a percentage of the received Grade to the maximum Grade.</p> <p>Learning Module, Attendance, and External App do not have score. This field is empty and if these items are set as required for the course completion, they are not calculated in the average score.</p>

			<p>If the completion of the learning item is set manually, the score will be 100%.</p> <p>The score for the training is equal to the average score of the learning items that are added to the training and have score.</p>
15. Completed (Date Completed)	<i>Dashboard list, Excel report</i>	The date the learner has completed the course	
16. Certificate	<i>Dashboard list, Excel report</i>	Learner's certificate	It is shown when user has a certificate.
17. Learner Name	<i>Excel report</i>	The name of the learner	
18. Email	<i>Excel report</i>	The learner's additional information	
19. Department			
20. Job Title			
21. Manager			
22. Office			
23. City			
24. Country			
25. Course Title	<i>Excel report</i>	The title of the course	
26. Course Type	<i>Excel report</i>	The type of the course.	It can be either e-learning, Classroom & Blended Training or Webinar courses
27. Category	<i>Excel report</i>	The category that was specified for the course	
28. Course ID	<i>Excel report</i>	The ID of the Course if it was set	
29. Overdue Status	<i>Excel report</i>	Whether the learner completed the course on time or after the due date (overdue)	

30. Due Date	<i>Excel report</i>	The date when the learner must complete the course by	It is shown only for e-learning courses and training plans. The due date depends on date type option of the training: If the Relative Date was chosen and number of days after enrollment selected, the due date shown in the report will be depend on the enrollment date for the learner. If you choose Fixed Date, the due date will be the same for all users.
31. Time Completed	<i>Excel report</i>	Time when the learner completes the course	Shown for completed courses only.
32. Certificate Expiry Date	<i>Excel report</i>	The date when certificate will expire	
33. Certificate Expired	<i>Excel report</i>	Whether the certificate expired	If expired, it will be marked with: Yes.

Calculation of progress for an e-learning course with learning items

Example: A learner starts a course with 5 learning items set as required for the course completion:

Learning Items:	Progress in Learning Item	Set to Course Completion
Item 1 (contains only documents)	100%	Yes
Item 2 (contains 3 documents and 1 Quiz)	50%	Yes
Item 3 (is a SCORM Package)	0%	Yes
Item 4 (is a Quiz)	0%	Yes
Item 5 (contains a SCORM package, documents, and a Quiz)	20%	Yes

The result will be the following:

The progress for the completed items divided by the number of learning items (in this case 5) that are set as required. So, we have:

$$(100\%+50\%+0\%+0\%+20\%)/5 = 34\%.$$

OR

Example: A learner starts a course with 5 learning items and only 3 of them are set as required for the course completion:

Learning Items:	Progress in Learning Item	Set to Course Completion
Item 1 (contains only documents)	100%	Yes
Item 2 (contains 3 documents and 1 Quiz)	50%	Yes
Item 3 (is a SCORM Package)	0%	Yes
Item 4 (is a Quiz)	0%	No
Item 5 (contains a SCORM package, documents, and a Quiz)	20%	No

The result will be the following:

The progress for the completed items divided by the number of learning items (in this case 3) that are set as required. So, we have:

$$(100\%+50\%+0\%)/3 = 50\%.$$

Calculation of progress for classroom and webinar courses

This is displayed as relative to % selected for the course completion.

If required attendance **is not set** for the course, progress is displayed as % of registered learner's attendance for this course session.

If required attendance **is not set** for the course and **Enroll user into all course session** enrollment types is selected, progress is calculated as an average % of set attendance from all course sessions.

i You can specify the attendance percentage to set course completion while creating or editing course. It can be registered 25% attendance, registered 50% attendance, registered 75% attendance, or registered 100% attendance. Course is completed if learner's percentage of attendance is equal to or more than it was set in Course Completion and learner has passed all necessary learning items correctly or Course Administrator has manually set completion in the Gradebook.

Example: if there is a course that has **Enroll user into a single course session** enrollment type and minimum attendance percentage for the course completion is set:

Required attendance:	Learner's attendance	Attendance progress
Registered 50% Attendance	50 - 100%	100%
Registered 50% Attendance	25%	50%
Registered 50% Attendance	Absent (Informed) is counted as 1%	2%

Calculation of progress for a course without learning items

Enrollment Type	Single session type	All sessions type
Learner's attendance is not set	No progress	No progress
Learner's attendance is less than passing attendance (passing attendance is 50%, learner's attendance is 25%)	Course progress is 50% . $100 * \text{learner's attendance} / \text{passing attendance}$ is $(100*25)/50$.	Learner's attendance is calculated as an average for all sessions. Course progress is 50% . $100 * \text{learner's attendance} / \text{passing attendance}$ is $(100*25)/50$.
Learner's attendance is equal to or more than passing attendance (passing attendance is 50%, learner's attendance is 50%/75%/100%)	Course progress is 100% .	Learner's attendance is calculated as an average for all sessions. Course progress is 100% .

If tools (e.g. SCORM or Quiz) are provided for Classroom or Webinar courses, learning items that are set as required for the course completion are calculated in the course progress as well.

Example: learner's attendance is not set (passing attendance is 50%) and learner's attempt for learning item is 100%, then course progress is 50%.

Calculation of progress for learning items

- **Learning Module's progress** is calculated as a percentage of passed steps among all steps included into it. For example, there are 4 items in the Learning Module, learner has passed 2 of them, and their progress will be 50%.
- **Quiz's progress** is calculated as a percentage of earned score regarding the passing score. For example, passing score is 80% and maximum number of points is 200, that means that learner have to earn 160 points to complete the Quiz, and if they earn 120 points, their progress will be calculated as $120/160 * 100\%$ is 75%.
- **Content Package's progress** is calculated as a progress set in the content package or as a percentage of passed SCO regarding all SCO.
- **Assignment's progress** will be calculated as a percentage of earned grade regarding the percentage required for the completion. For example, learner's grade for the assignment is 79% and percentage required for the completion is 80%, learner's progress will be set to 99%).
- **External App's progress** can be 0% when it has Not Started status or 100% when it has Completed status.