Report Descriptions

The information included here covers the standard reports available via the report wizard and reporting interface. Information does not reflect reports customized for your system. For example, some reports may have additional fields or hidden fields. Report names and headers used in the example reports may be different on your system.

Reports are available in multiple download options. Many reports have summarized graphical data and are in a responsive, mobile-friendly format that is WC3 compliant. You must use a modern browser and Internet Explorer version 9 and higher to view report graphs.

Reports have a unique identifier so for easy identification. This is especially important if your organization has renamed any reports.

R101 Participant Record Overview

Run R101 to view a single user's group and product enrolments, access codes, earned certifications, affidavit activity, and supplemental training records. The report below is bisected to display it in its entirety.

> The image below shows an example of R101.

Last Name	First Name	Username	E-Mail Address	Date Registered
Dresden	Harry	hdresden		8/5/2010 9:21:05 AM

Campus	User Group
Informetica Demo	Demo UG 1

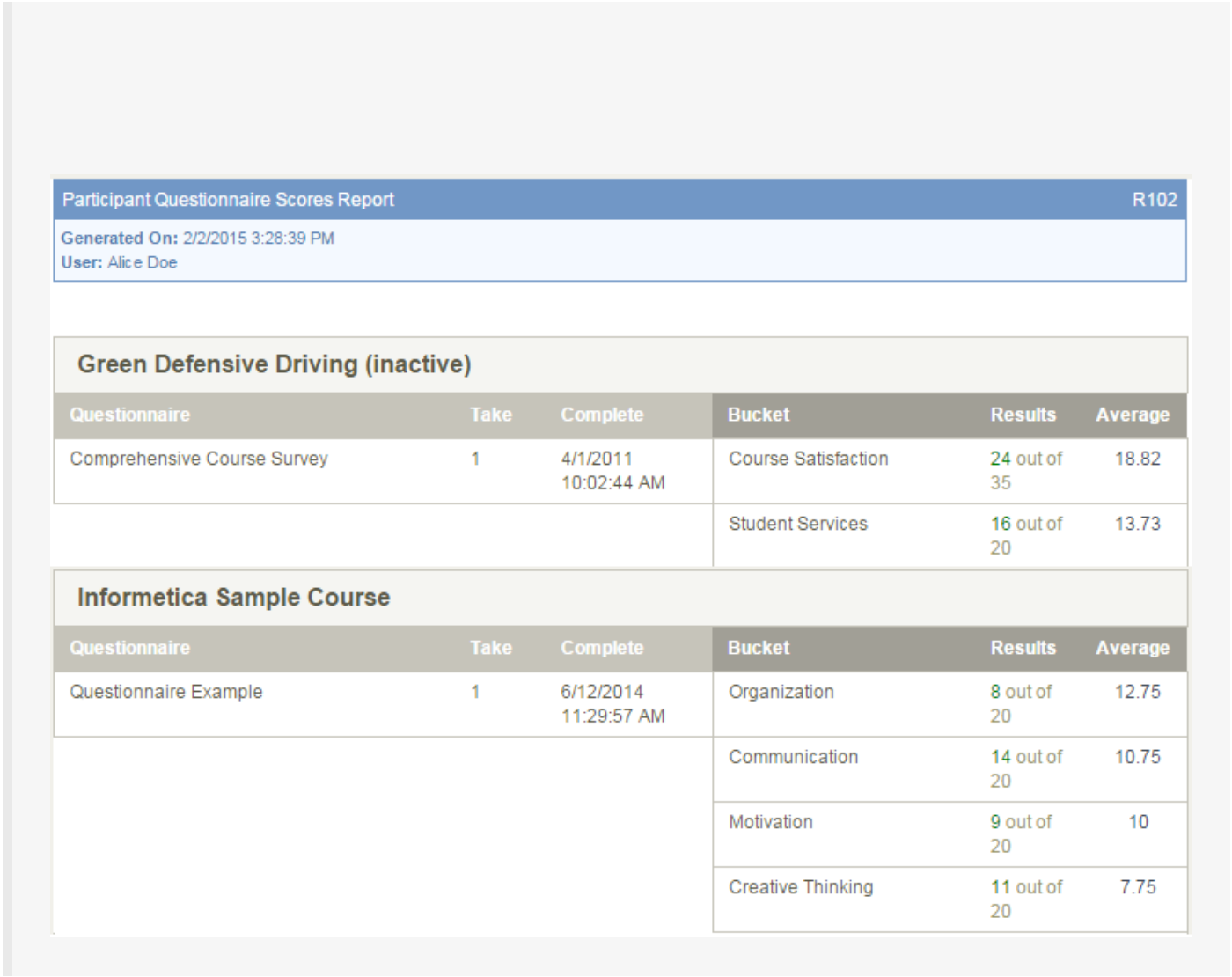
Product Name	Status	Product Type	Product Expiry Date	Enrollment	Enrollment Date	Duration (Days)	Finish Date
C001 Beginner Skills	active	Course		Approved	11/01/2010 04:05:15 PM	0	01/20/2011 12:32:32 PM
C002 Intermediate Skills	active	Course		Approved	11/01/2010 04:05:25 PM	0	
C003 Advanced Skills	active	Course		Approved	11/01/2010 04:05:47 PM	0	

Access Code Name	Access Code Number
Harry Dresden has not been assigned to any	

Certification Name	Earned Date	Certification Sent
Safety Compliance Training Certification	8/5/2010 1:23:00 PM	
Transportation of Dangerous Goods	8/5/2010 2:22:28 PM	
WHMIS Certification	2/26/2013 9:39:05 AM	
Workplace Violence Prevention	3/25/2013 3:40:47 PM	

Affidavit Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
Harry Dresden has not been assigned to any Title						

Additional reports that contain data on questionnaires: R105 , R203 , R208 , R219 .



Participant Questionnaire Scores Report R102

Generated On: 2/2/2015 3:28:39 PM
User: Alice Doe

Green Defensive Driving (inactive)

Questionnaire	Take	Complete	Bucket	Results	Average
Comprehensive Course Survey	1	4/1/2011 10:02:44 AM	Course Satisfaction	24 out of 35	18.82
			Student Services	16 out of 20	13.73

Informetica Sample Course

Questionnaire	Take	Complete	Bucket	Results	Average
Questionnaire Example	1	6/12/2014 11:29:57 AM	Organization	8 out of 20	12.75
			Communication	14 out of 20	10.75
			Motivation	9 out of 20	10
			Creative Thinking	11 out of 20	7.75

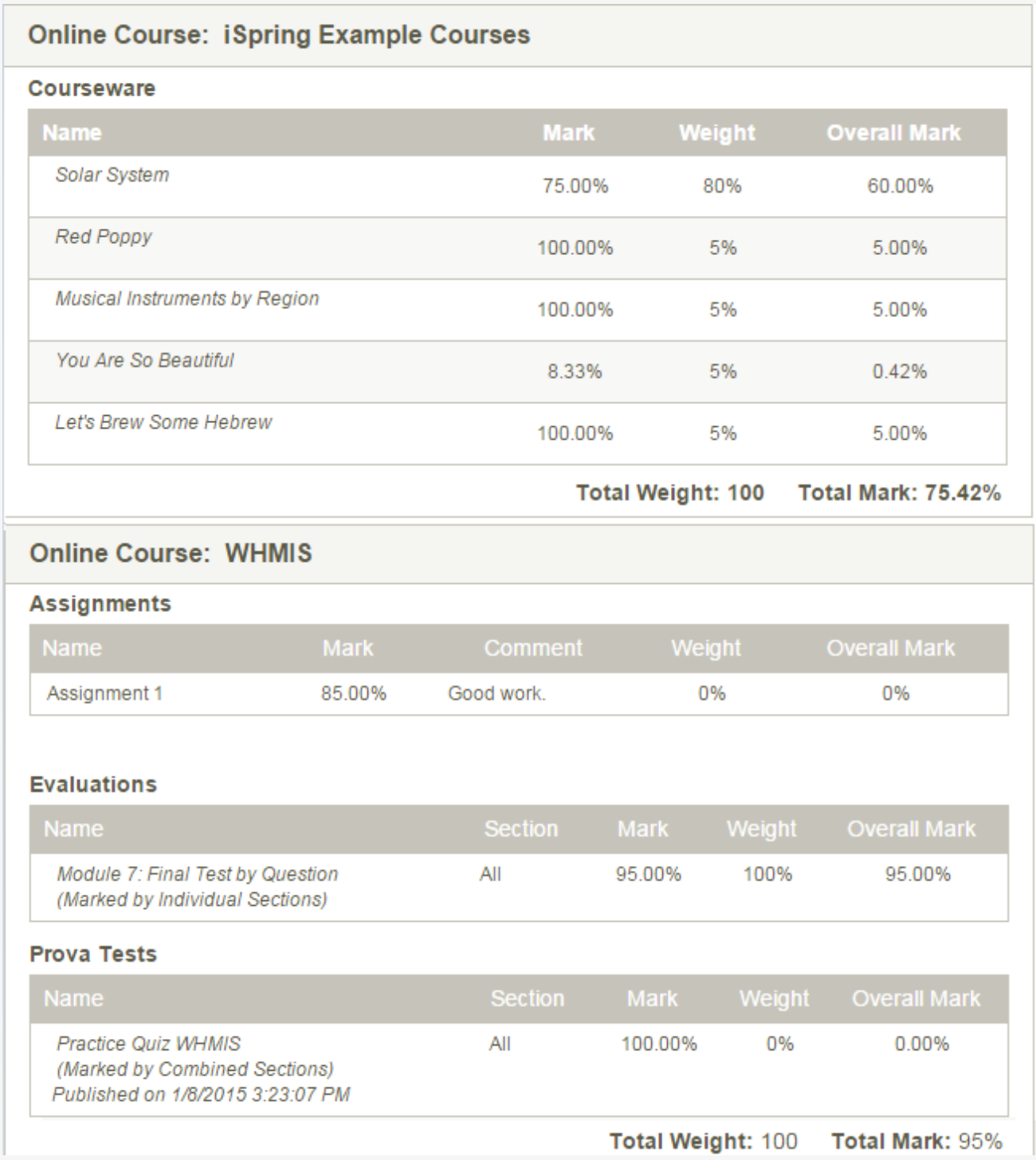
R103 Grades by Participant DEPRECATED

R103 has been replaced by R109 and is no longer supported. If your system has access to this report, a Site Manager can create a ticket to request R109.

Run R103 to view one individual's grades for all of the products they are enroled to. In step 3, you can group all published versions of the Prova tests into one result. The report generates a separate

entry box for each product.

The image below shows an example of R103.



Online Course: iSpring Example Courses

Courseware

Name	Mark	Weight	Overall Mark
Solar System	75.00%	80%	60.00%
Red Poppy	100.00%	5%	5.00%
Musical Instruments by Region	100.00%	5%	5.00%
You Are So Beautiful	8.33%	5%	0.42%
Let's Brew Some Hebrew	100.00%	5%	5.00%

Total Weight: 100 **Total Mark: 75.42%**

Online Course: WHMIS

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	85.00%	Good work.	0%	0%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Module 7: Final Test by Question (Marked by Individual Sections)	All	95.00%	100%	95.00%

Prova Tests

Name	Section	Mark	Weight	Overall Mark
Practice Quiz WHMIS (Marked by Combined Sections) Published on 1/8/2015 3:23:07 PM	All	100.00%	0%	0.00%

Total Weight: 100 **Total Mark:** 95%

Select Here to View Report Field Descriptions

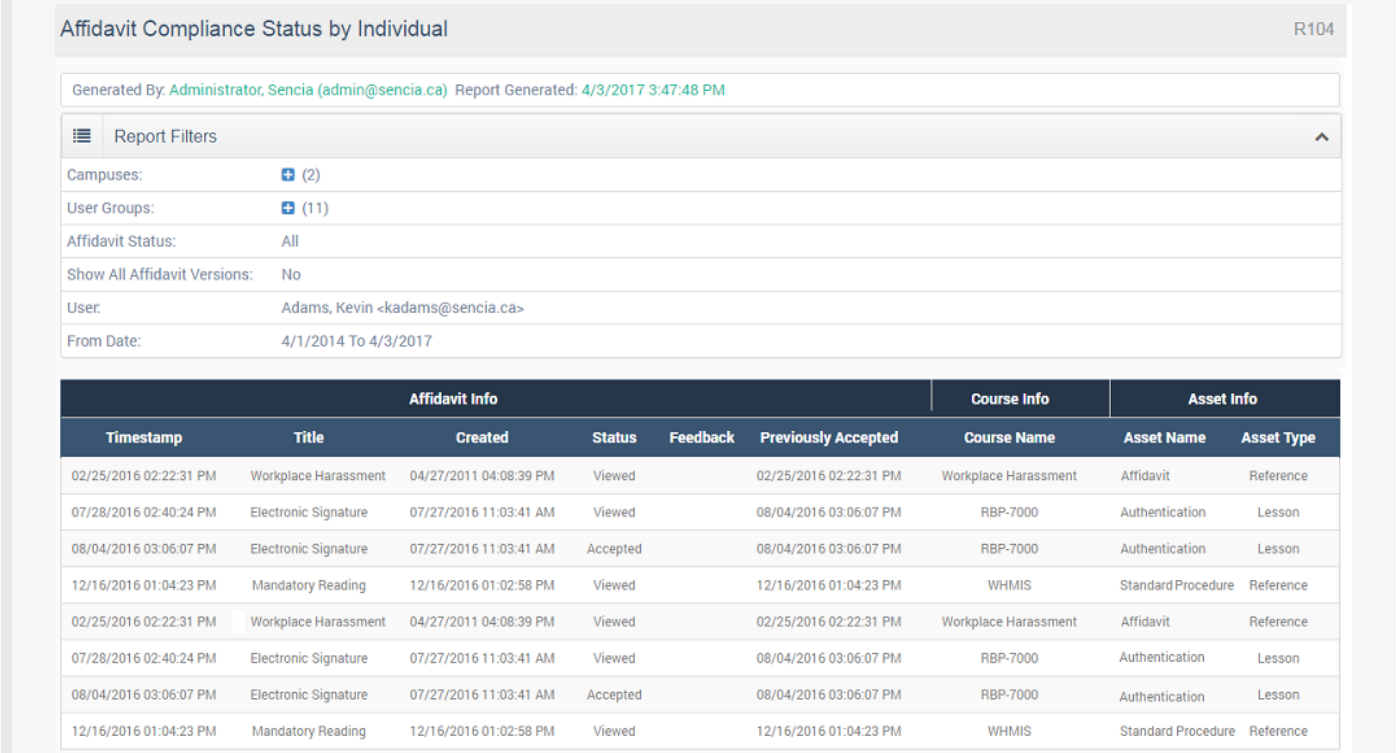
Field	Description
Mark	The grade earned for that asset.
Weight	Percentage that a test is worth towards the overall product's grade, if applicable.
Section	The grade for a test that is configured for section pass values.
Comment	Available for manually graded items.
Overall Mark	The overall grade received for the entire product, if applicable.

R104 Affidavit Compliance Status by Individual

You may also be interested in R205 , a similar report that can be run on groups.

Run R104 to view all affidavit interactions for a single individual.

The image below shows an example of R104.



Affidavit Compliance Status by Individual R104

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 3:47:48 PM

Report Filters

Campuses:	(2)
User Groups:	(11)
Affidavit Status:	All
Show All Affidavit Versions:	No
User:	Adams, Kevin <kadams@sencia.ca>
From Date:	4/1/2014 To 4/3/2017

Affidavit Info						Course Info	Asset Info	
Timestamp	Title	Created	Status	Feedback	Previously Accepted	Course Name	Asset Name	Asset Type
02/25/2016 02:22:31 PM	Workplace Harassment	04/27/2011 04:08:39 PM	Viewed		02/25/2016 02:22:31 PM	Workplace Harassment	Affidavit	Reference
07/28/2016 02:40:24 PM	Electronic Signature	07/27/2016 11:03:41 AM	Viewed		08/04/2016 03:06:07 PM	RBP-7000	Authentication	Lesson
08/04/2016 03:06:07 PM	Electronic Signature	07/27/2016 11:03:41 AM	Accepted		08/04/2016 03:06:07 PM	RBP-7000	Authentication	Lesson
12/16/2016 01:04:23 PM	Mandatory Reading	12/16/2016 01:02:58 PM	Viewed		12/16/2016 01:04:23 PM	WHMIS	Standard Procedure	Reference
02/25/2016 02:22:31 PM	Workplace Harassment	04/27/2011 04:08:39 PM	Viewed		02/25/2016 02:22:31 PM	Workplace Harassment	Affidavit	Reference
07/28/2016 02:40:24 PM	Electronic Signature	07/27/2016 11:03:41 AM	Viewed		08/04/2016 03:06:07 PM	RBP-7000	Authentication	Lesson
08/04/2016 03:06:07 PM	Electronic Signature	07/27/2016 11:03:41 AM	Accepted		08/04/2016 03:06:07 PM	RBP-7000	Authentication	Lesson
12/16/2016 01:04:23 PM	Mandatory Reading	12/16/2016 01:02:58 PM	Viewed		12/16/2016 01:04:23 PM	WHMIS	Standard Procedure	Reference

R105 Participant Test Responses

Additional reports that contain data on questionnaires: R102 , R203 , R208, , R219 .

Run R105 to view a user's information and responses to a single test, questionnaire, or appraisal, including the test questions, associated feedback, correct answers, and the user's answers. R105 does not capture SCORM test results. Below are three examples of R105 run on different asset types.

The image below shows an example of R105 showing a test configured to grade by individual sections.

Participant Test Responses	R105
User:	Kevin Adams
Asset:	Practice Quiz WHMIS Practice Quiz for WHMIS Quiz for WHMIS
Generated On:	2/4/2015 1:24:45 PM

Results Summary

Section	Grade	Passed
Take 1		
Section 1: Labeling	100	Yes
Section 2: Protection	100	Yes
Section 3: Documentation	100	Yes

Take 1 / 1

Started: 1/8/2015 3:23:17 PM

Finished: 1/8/2015 3:24:22 PM

Section: Section 2: Protection - 1 / 3

#	Question Code	Type	Question	Feedback	Correct Response	ParticipantResponse	Correct
1		Multiple Choice	Which is NOT an example of personal protective equipment?		Sunglasses	Sunglasses	Yes
2		Multiple Choice	Which of the following are routes of entry?		All of the above	All of the above	Yes

The image below shows an example of R105 showing a questionnaire.

Participant Test Responses	R105
User:	Christina Bree
Asset:	Questionnaire Example
Generated On:	7/10/2014 9:20:54 AM

Bucket Totals

Bucket Name	Result
Organization	8
Communication	14
Motivation	9
Creative Thinking	11

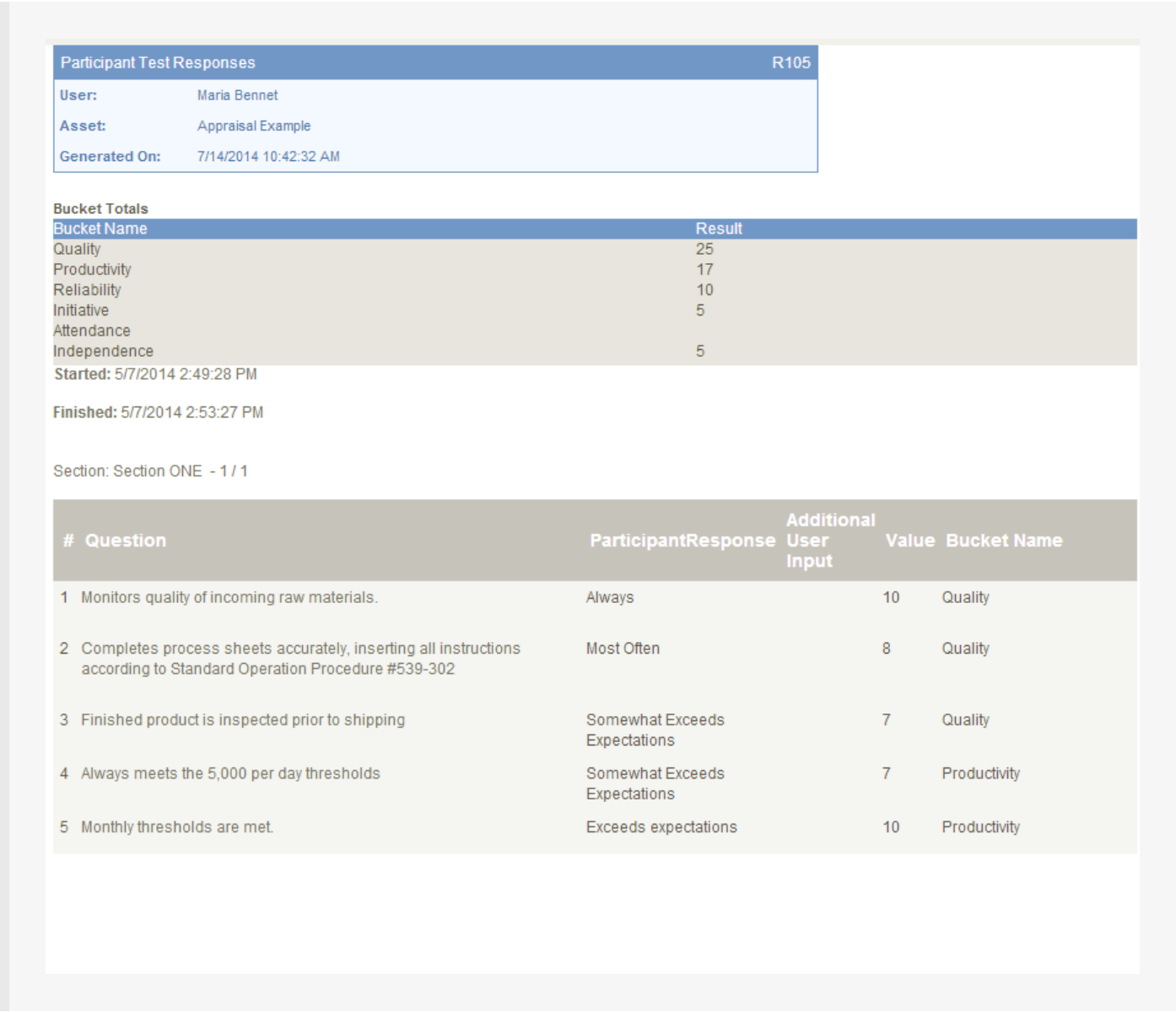
Started: 6/12/2014 11:28:42 AM

Finished: 6/12/2014 11:29:57 AM

Section: Section 1 - 1 / 2

#	Question	ParticipantResponse	Additional User Input	Value	Bucket Name
1	I know how and where to find information and how to use it	Capable		4	Organization
2	I find it easy to see things from someone else's point of view.	Beginner		3	Communication
3	I find new ways to solve problems.	Beginner		3	Creative Thinking
4	I set and work toward short-, medium-, and long-term goals.	Very Capable		5	Motivation
5	I speak and present clearly and effectively	Very Capable		5	Communication
6	I produce accurate, clear, error-free writing.	Beginner		3	Communication

The image below shows an example of R105 showing an appraisal.



Participant Test Responses R105

User: Maria Bennet

Asset: Appraisal Example

Generated On: 7/14/2014 10:42:32 AM

Bucket Totals

Bucket Name	Result
Quality	25
Productivity	17
Reliability	10
Initiative	5
Attendance	
Independence	5

Started: 5/7/2014 2:49:28 PM

Finished: 5/7/2014 2:53:27 PM

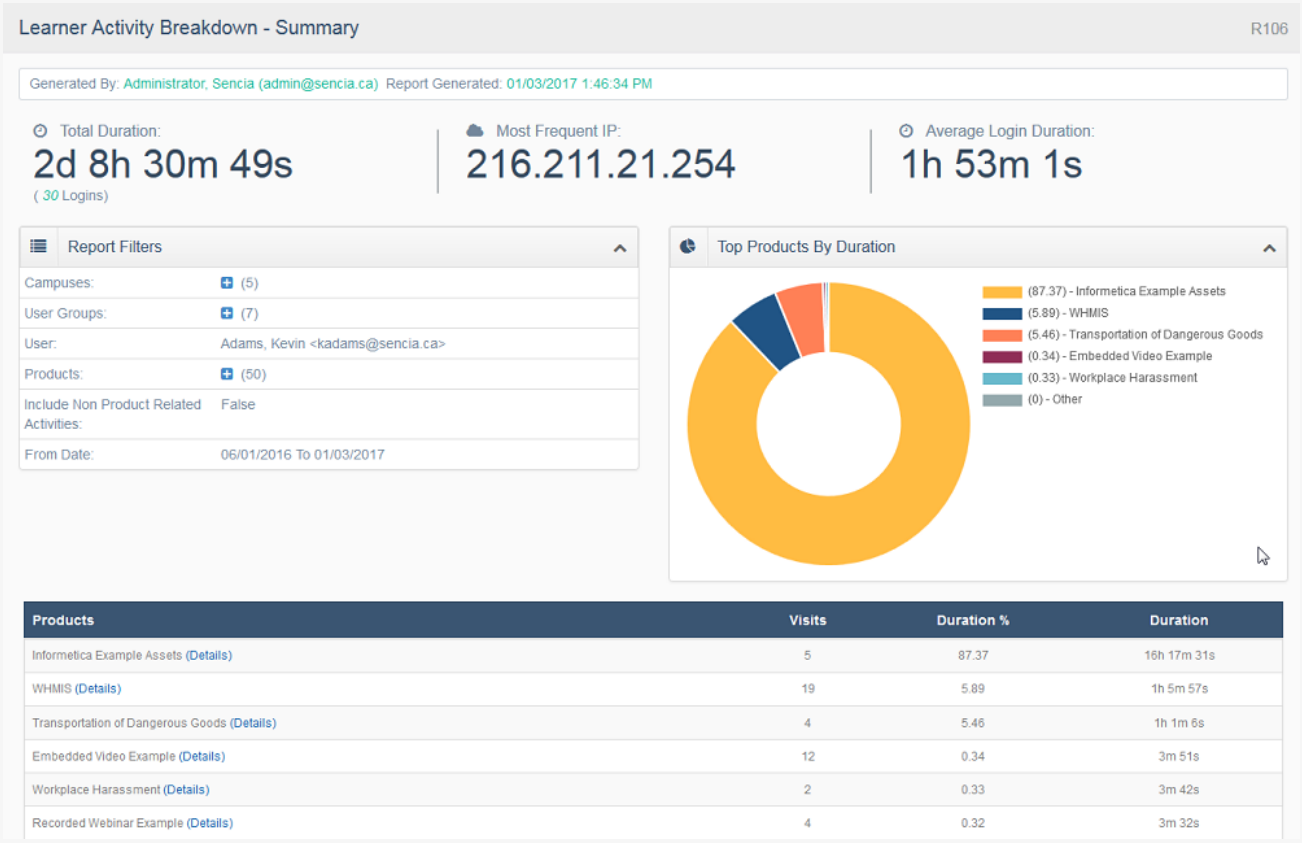
Section: Section ONE - 1 / 1

#	Question	ParticipantResponse	Additional User Input	Value	Bucket Name
1	Monitors quality of incoming raw materials.	Always		10	Quality
2	Completes process sheets accurately, inserting all instructions according to Standard Operation Procedure #539-302	Most Often		8	Quality
3	Finished product is inspected prior to shipping	Somewhat Exceeds Expectations		7	Quality
4	Always meets the 5,000 per day thresholds	Somewhat Exceeds Expectations		7	Productivity
5	Monthly thresholds are met.	Exceeds expectations		10	Productivity

R106 User Activity Breakdown

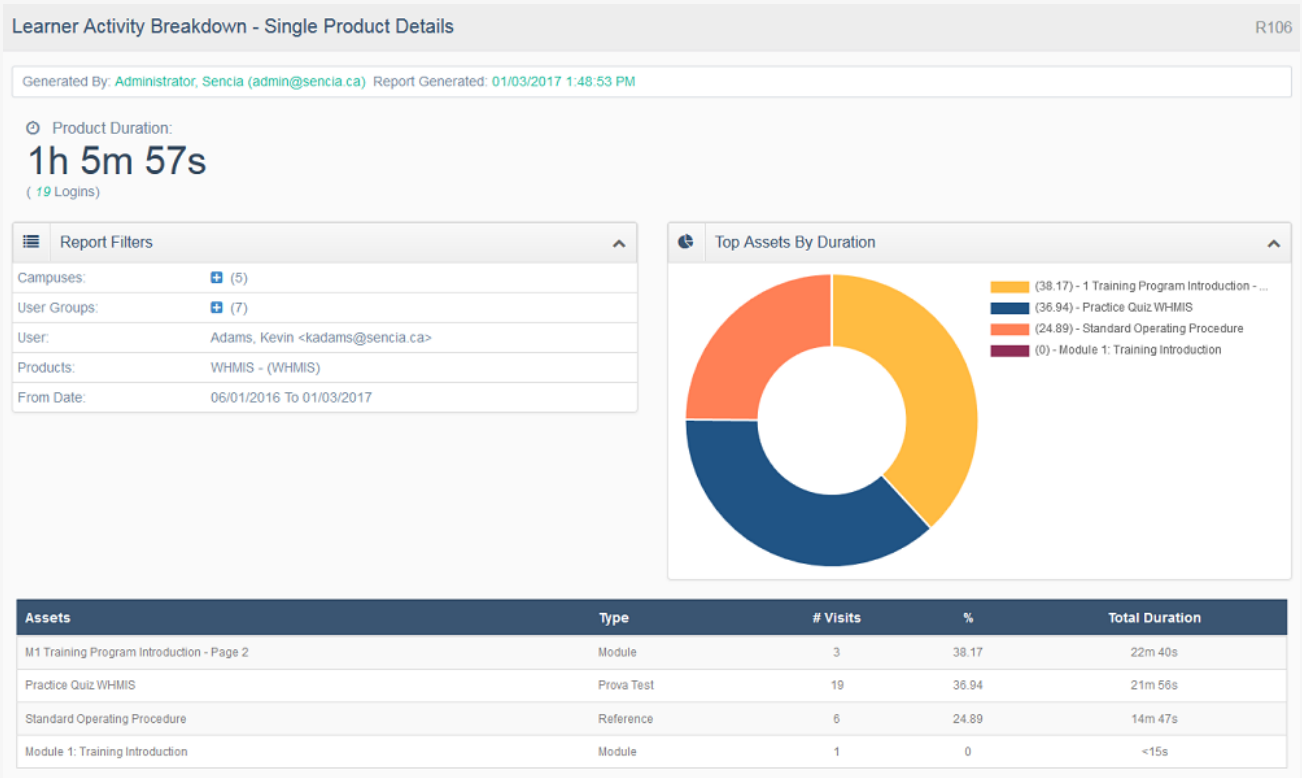
For a given date range, run R106 to view the products a user has accessed and how much time the user has spent in them. The report also offers details on the duration of time the individual spent on the assets within a selected product. This image shows the Summary view. The graph shows the top products visited and the data below shows information for all products visited.

The image below shows an example of R106 run as a summary report with multiple products.



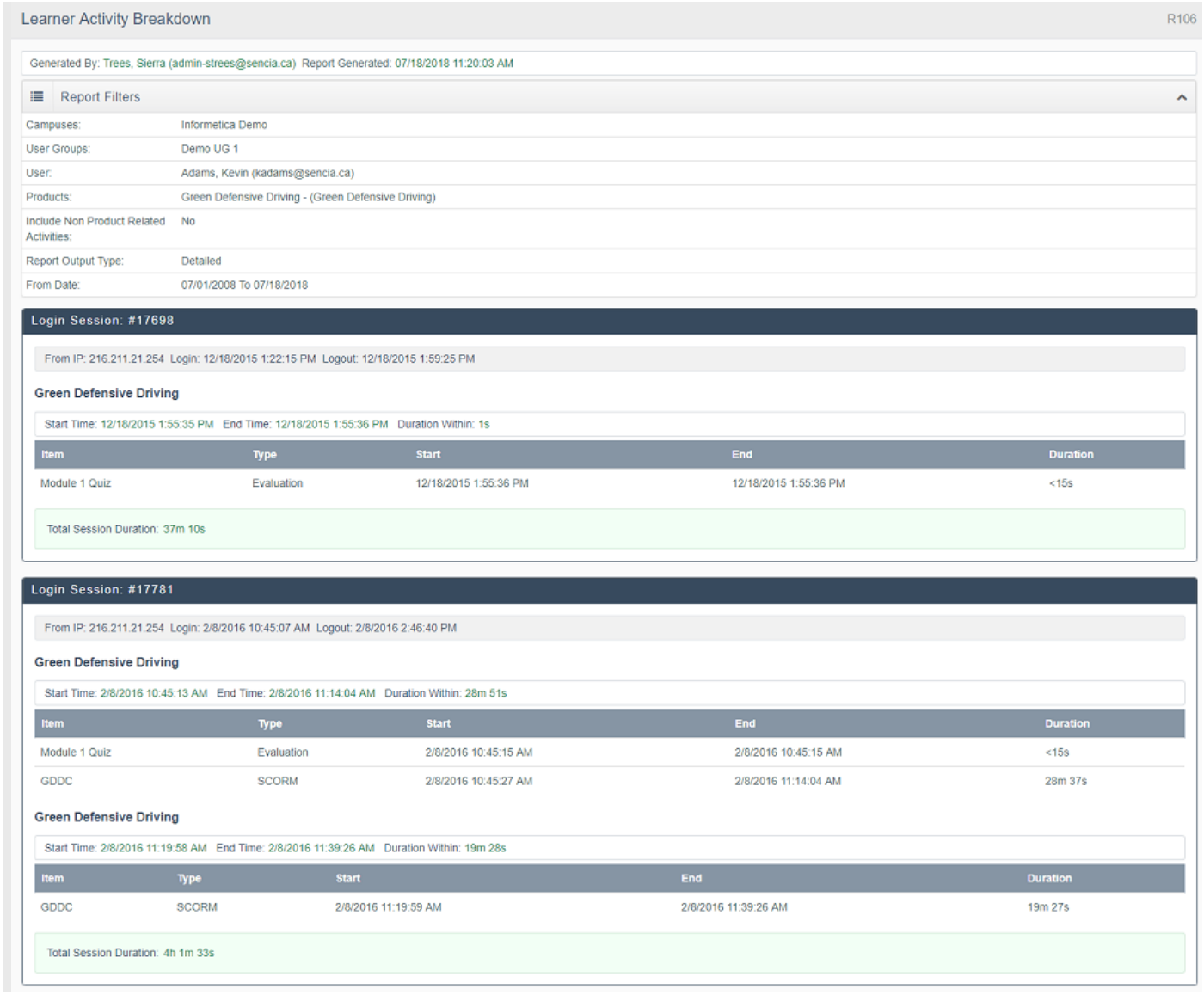
The image below shows an example of R106 showing the detailed view, accessed by selecting Details for a product from the Summary view.

For the selected product, the graph shows the top asset visited and the details below contain information for all assets visited.



The image below shows an example of R106 run as a detailed report with one one product

selected.



Learner Activity Breakdown R106

Generated By: Trees, Sierra (admin-strees@sencia.ca) Report Generated: 07/18/2018 11:20:03 AM

Report Filters

Campuses:	Informetica Demo
User Groups:	Demo UG 1
User:	Adams, Kevin (kadams@sencia.ca)
Products:	Green Defensive Driving - (Green Defensive Driving)
Include Non Product Related Activities:	No
Report Output Type:	Detailed
From Date:	07/01/2008 To 07/18/2018

Login Session: #17698

From IP: 216.211.21.254 Login: 12/18/2015 1:22:15 PM Logout: 12/18/2015 1:59:25 PM

Green Defensive Driving

Start Time: 12/18/2015 1:55:35 PM End Time: 12/18/2015 1:55:36 PM Duration Within: 1s

Item	Type	Start	End	Duration
Module 1 Quiz	Evaluation	12/18/2015 1:55:36 PM	12/18/2015 1:55:36 PM	<15s

Total Session Duration: 37m 10s

Login Session: #17781

From IP: 216.211.21.254 Login: 2/8/2016 10:45:07 AM Logout: 2/8/2016 2:46:40 PM

Green Defensive Driving

Start Time: 2/8/2016 10:45:13 AM End Time: 2/8/2016 11:14:04 AM Duration Within: 28m 51s

Item	Type	Start	End	Duration
Module 1 Quiz	Evaluation	2/8/2016 10:45:15 AM	2/8/2016 10:45:15 AM	<15s
GDDC	SCORM	2/8/2016 10:45:27 AM	2/8/2016 11:14:04 AM	28m 37s

Green Defensive Driving

Start Time: 2/8/2016 11:19:58 AM End Time: 2/8/2016 11:39:26 AM Duration Within: 19m 28s

Item	Type	Start	End	Duration
GDDC	SCORM	2/8/2016 11:19:59 AM	2/8/2016 11:39:26 AM	19m 27s

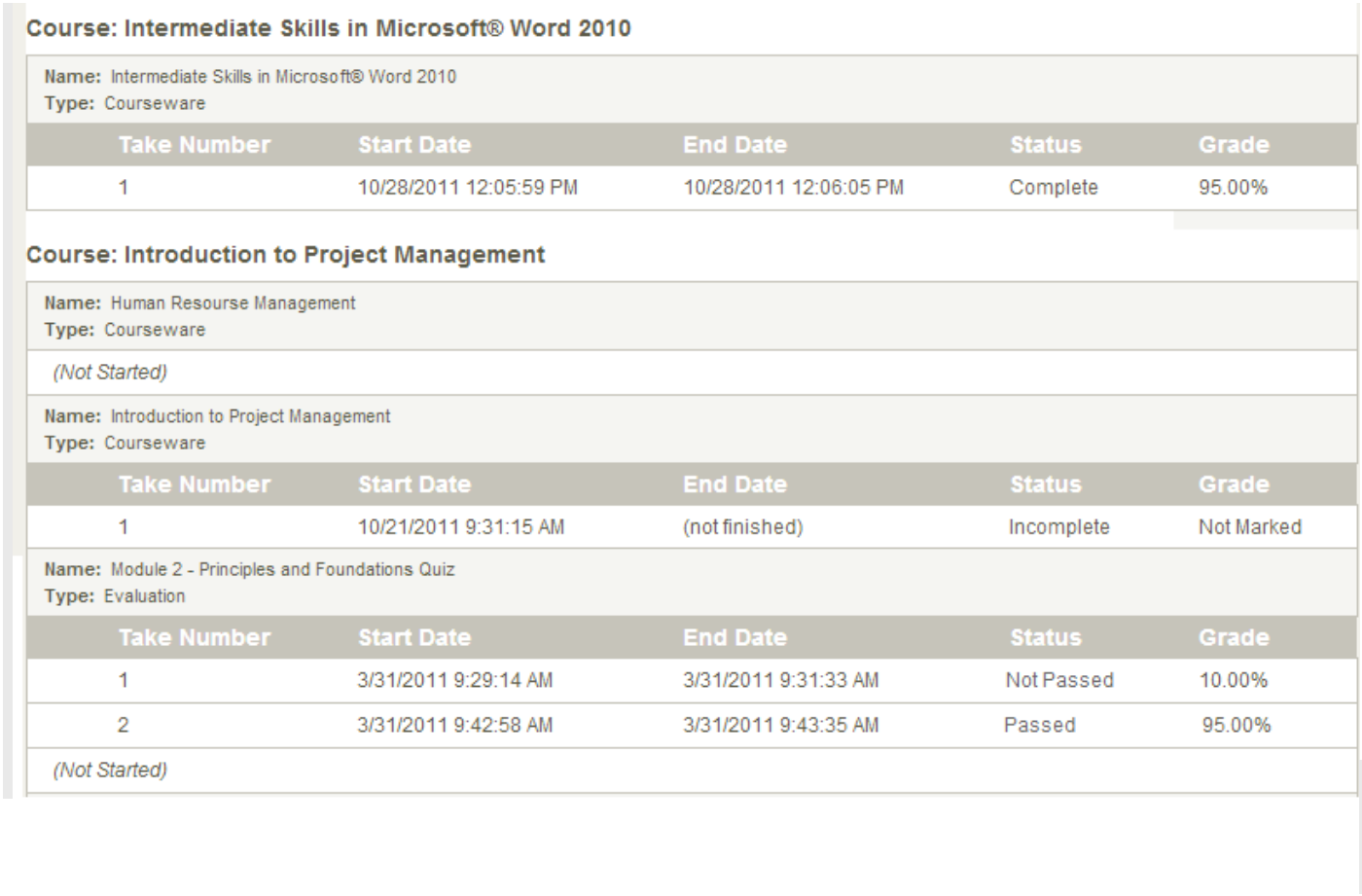
Total Session Duration: 4h 1m 33s

R107 Participant Completion Status DEPRECATED

R107 has been replaced by R109 and is no longer supported. If your system has access to this report, a Site Manager can create a ticket to request R109.

Run R107 to view an individual's pass, fail and completion status for all assets within a product they are assigned to. This report applies to evaluation, assessment, and SCORM assets. In step 3, you can group the published versions of all Prova tests into one result.

The image below shows an example of R107.



Course: Intermediate Skills in Microsoft® Word 2010

Name: Intermediate Skills in Microsoft® Word 2010
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/28/2011 12:05:59 PM	10/28/2011 12:06:05 PM	Complete	95.00%

Course: Introduction to Project Management

Name: Human Resourse Management
Type: Courseware

(Not Started)

Name: Introduction to Project Management
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/21/2011 9:31:15 AM	(not finished)	Incomplete	Not Marked

Name: Module 2 - Principles and Foundations Quiz
Type: Evaluation

Take Number	Start Date	End Date	Status	Grade
1	3/31/2011 9:29:14 AM	3/31/2011 9:31:33 AM	Not Passed	10.00%
2	3/31/2011 9:42:58 AM	3/31/2011 9:43:35 AM	Passed	95.00%

(Not Started)

R108 Participant Taxonomy Performance

This report does not identify the questions themselves. Questions that are not associated with a taxonomy are not reported.

Run R108 to identify the performance gaps and successes of an individual for specific taxonomy terms used within selected tests. Taxonomy terms are automatically reported based on the tests that you select. There is a separate entry for each test and attempt.

The image below shows an example of R108.

Course IBA v2.0: Practice Exams
Asset IBA Practice Exam
Take 11
Take Date 1/4/2016 9:07:39 AM
Publish Date 1/30/2014 3:37:14 PM

Taxonomy	Terms	Total Questions	Total Correct	(%)
WFAv2-PE-IBA	01	2	1	50
	02	5	3	60
	03	3	3	100
	04	2	2	100
	05	8	4	50
	06	6	5	83
	08	1	1	100
	09	1	1	100
	10	4	4	100
	11	3	3	100
	12	1	0	0
	14	2	2	100
	15	5	4	80
	16	2	1	50
	17	1	1	100
	18	1	1	100
	21	3	3	100
	Total	**50**	**39**	**78**

Select to View Report Field Descriptions

Field	Description
Taxonomy	Main level terms (parent) associated to test questions.
Terms	Nested level terms (child) associated to test questions.

Field	Description
Total Questions	The total number of questions belonging to the taxonomy term.
Questions Correct	The total number of questions the participant got correct within the taxonomy term.
%	The percentage of correct questions within the taxonomy term.

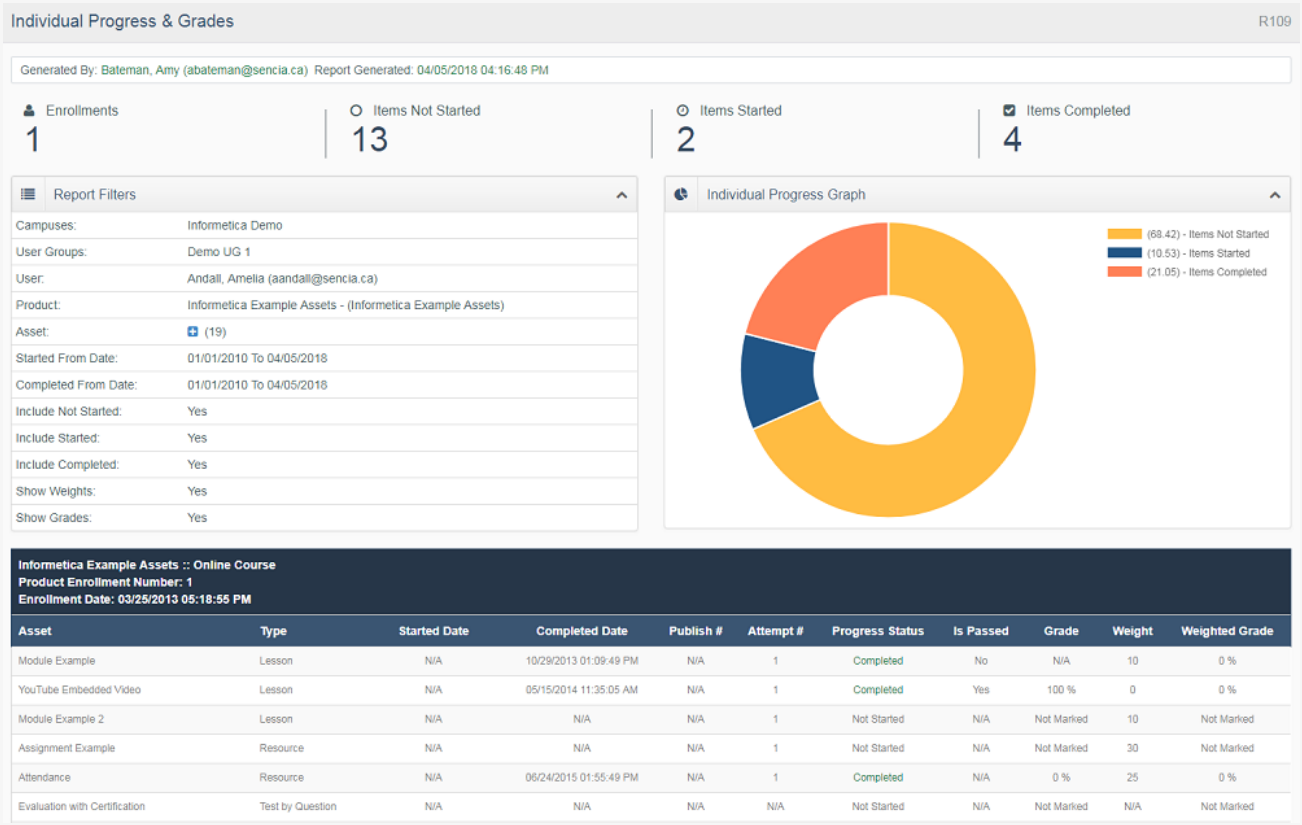
R109 Individual Progress & Grades

R109 replaces older similar reports R103 and R107. You may also be interested in R202 , a similar report for user groups.

Run R109 to view one individual's grades, progress, and completion status for selected assets within the products selected including the level of completion and grade for each test attempt. This report applies to all assets with gradable or completion capability: appraisals, assignments, evaluations, modules, SCORM, questionnaires, tests (both classic and prova), and custom assets as required by individuals clients).

The report generates a separate table for each product and enrolment showing all attempts (e.g. if the individual attempted a test 5 times in one enrolment, there will be 5 entries for that test. The report output will display all of an individual's enroled products and assets if filters are not selected in step 3.

The image below shows an example of R109 with the option selected to show weights.



Individual Progress & Grades — R109

Generated By: Bateman, Amy (abateman@sencia.ca) Report Generated: 04/05/2018 04:16:48 PM

Enrollments	Items Not Started	Items Started	Items Completed
1	13	2	4

Report Filters

Campuses:	Informetica Demo
User Groups:	Demo UG 1
User:	Andall, Amelia (aandall@sencia.ca)
Product:	Informetica Example Assets - (Informetica Example Assets)
Asset:	(19)
Started From Date:	01/01/2010 To 04/05/2018
Completed From Date:	01/01/2010 To 04/05/2018
Include Not Started:	Yes
Include Started:	Yes
Include Completed:	Yes
Show Weights:	Yes
Show Grades:	Yes

Individual Progress Graph

(68.42) - Items Not Started
(10.53) - Items Started
(21.05) - Items Completed

Informetica Example Assets :: Online Course
Product Enrollment Number: 1
Enrollment Date: 03/25/2013 05:18:55 PM

Asset	Type	Started Date	Completed Date	Publish #	Attempt #	Progress Status	Is Passed	Grade	Weight	Weighted Grade
Module Example	Lesson	N/A	10/29/2013 01:09:49 PM	N/A	1	Completed	No	N/A	10	0 %
YouTube Embedded Video	Lesson	N/A	05/15/2014 11:35:05 AM	N/A	1	Completed	Yes	100 %	0	0 %
Module Example 2	Lesson	N/A	N/A	N/A	1	Not Started	N/A	Not Marked	10	Not Marked
Assignment Example	Resource	N/A	N/A	N/A	1	Not Started	N/A	Not Marked	30	Not Marked
Attendance	Resource	N/A	06/24/2015 01:55:49 PM	N/A	1	Completed	N/A	0 %	25	0 %
Evaluation with Certification	Test by Question	N/A	N/A	N/A	N/A	Not Started	N/A	Not Marked	N/A	Not Marked

If a selected asset does not have any gradable or completion elements, then the report will show:

- Progress Status as Not Started
- Passed as N/A
- Grade as Not Marked

R110 Individual Certification Progress

You may also be interested in R209 , a similar report for groups or R502 , a report

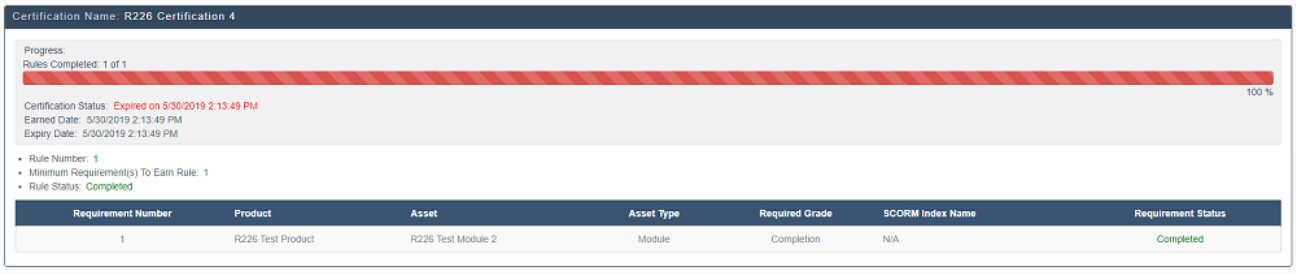
that shows the requirements for selected certifications.

Run R110 to view one user's progress toward any of the certifications they are eligible to earn as well as a summary of the requirements. The report generates a separate table for each certification showing the requirements for each (e.g. required assets, asset types, required grade).

If a selected asset does not have any gradable or completion elements, then the report will show the Required Grade as N/A.

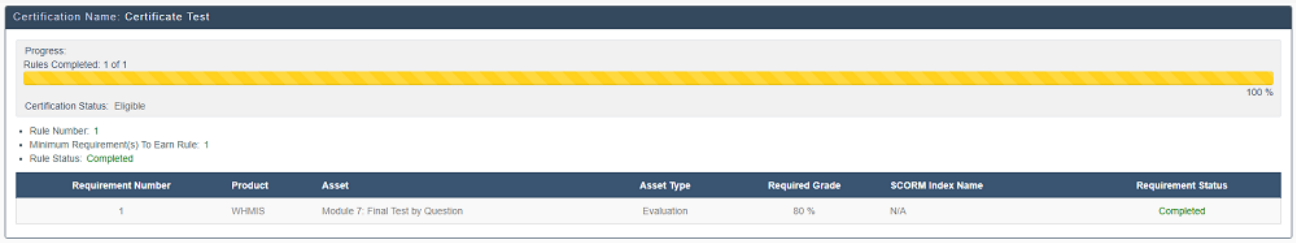
The image below shows an example of R110 where a certification is completed.

The image below shows an example of R110 where a certification has expired. It includes the oroginal date the certification was earned and the date that is expired.

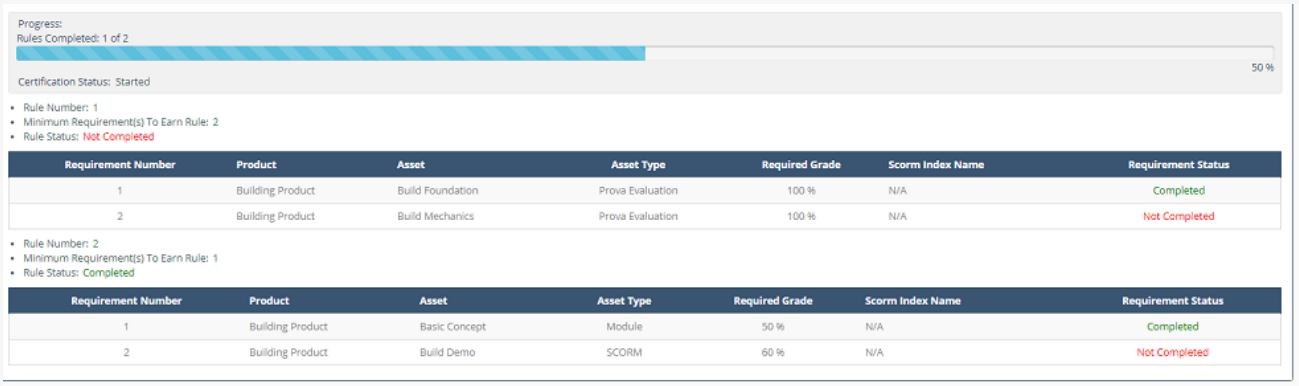


The image below shows an example of R110 where certification requirements have been met, but the user does not have the certification applied to their profile This typically happens if a

certification was created after the requirements were met. The Check Eligible Users tool can be used to apply the certification to the user.



The image below shows an example of R110 where a certification has partial completion.



R111 Individual Training Path (Formerly Certification Set) Progress

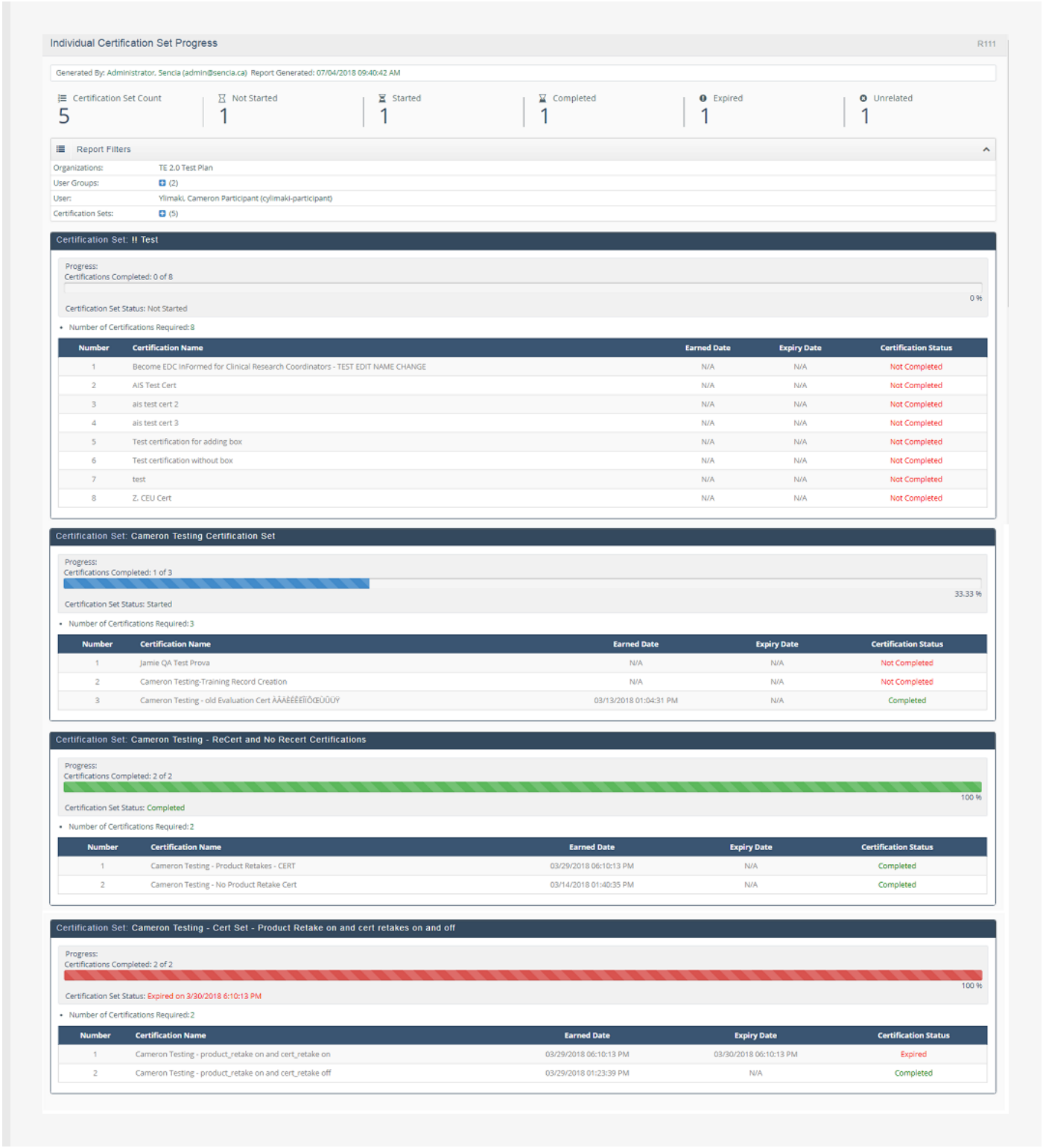
You may also be interested in R223 , a similar report for groups or R226 , that reports individual user completions on each associated certification in the certification set.

Run R111 to view a user's progress toward one or more of the training paths (formerly certification

sets) they are eligible for, as well as a summary of the required certifications and their completion status.

The report generates a separate table for each training path showing the certifications required for each set. The earned date of the training path is the date the individual earned the last certification requirement in the set. The Expiry Date is the earliest date that any one of the required training paths in the set expires.

> The image below shows an example of R111 that shows examples of all stages of progress.



Individual Certification Set Progress R111

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 07/04/2018 09:40:42 AM

Certification Set Count	Not Started	Started	Completed	Expired	Unrelated
5	1	1	1	1	1

Report Filters

Organizations:	TE 2.0 Test Plan
User Groups:	(2)
User:	Ylimaki, Cameron Participant (cylimaki-participant)
Certification Sets:	(5)

Certification Set: !! Test

Progress:
Certifications Completed: 0 of 8

0 %

Certification Set Status: Not Started

- Number of Certifications Required: 8

Number	Certification Name	Earned Date	Expiry Date	Certification Status
1	Become EDC InFormed for Clinical Research Coordinators - TEST EDIT NAME CHANGE	N/A	N/A	Not Completed
2	AIS Test Cert	N/A	N/A	Not Completed
3	ais test cert 2	N/A	N/A	Not Completed
4	ais test cert 3	N/A	N/A	Not Completed
5	Test certification for adding box	N/A	N/A	Not Completed
6	Test certification without box	N/A	N/A	Not Completed
7	test	N/A	N/A	Not Completed
8	Z. CEU Cert	N/A	N/A	Not Completed

Certification Set: Cameron Testing Certification Set

Progress:
Certifications Completed: 1 of 3

33.33 %

Certification Set Status: Started

- Number of Certifications Required: 3

Number	Certification Name	Earned Date	Expiry Date	Certification Status
1	Jamie QA Test Prova	N/A	N/A	Not Completed
2	Cameron Testing-Training Record Creation	N/A	N/A	Not Completed
3	Cameron Testing - old Evaluation Cert ÀÃÄÈÉÊÈÎÏÔŒÙÛÜŸ	03/13/2018 01:04:31 PM	N/A	Completed

Certification Set: Cameron Testing - ReCert and No Recert Certifications

Progress:
Certifications Completed: 2 of 2

100 %

Certification Set Status: Completed

- Number of Certifications Required: 2

Number	Certification Name	Earned Date	Expiry Date	Certification Status
1	Cameron Testing - Product Retakes - CERT	03/29/2018 06:10:13 PM	N/A	Completed
2	Cameron Testing - No Product Retake Cert	03/14/2018 01:40:35 PM	N/A	Completed

Certification Set: Cameron Testing - Cert Set - Product Retake on and cert retakes on and off

Progress:
Certifications Completed: 2 of 2

100 %

Certification Set Status: Expired on 3/30/2018 6:10:13 PM

- Number of Certifications Required: 2

Number	Certification Name	Earned Date	Expiry Date	Certification Status
1	Cameron Testing - product_retake on and cert_retake on	03/29/2018 06:10:13 PM	03/30/2018 06:10:13 PM	Expired
2	Cameron Testing - product_retake on and cert_retake off	03/29/2018 01:23:39 PM	N/A	Completed

R201 Product Expirations

R201 has been replaced by R213 and is no longer supported. If your system has access to this

report, a Site Manager can create a ticket to request R213.

Run R201 to view a list of individuals enroled to products that will be expiring (based on defined product expiry date) and the date they enroled to the products. The report covers a date range starting with the current date through a future date of your choice.

The image below shows an example of R201.

Expiration Date	Days Until Expiry	Product	Last Name	First Name	Username	E-Mail Address	Register Date
02/08/2015	5	WHMIS	Jameswe	Irene	ijameswe@sencia.ca		01/09/2015
02/08/2015	5	WHMIS	Gonzales	Rose	Rgonzales		01/09/2015
02/08/2015	5	WHMIS	Tookers	Morgan	Mtookers		01/09/2015
02/11/2015	8	WHMIS	hill	irene	ihill@sencia.ca	ihill@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Jones	Sue	sjones@sencia.ca	sjones@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Ahola	Ken	kahola@sencia.ca	kahola@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Mayer	Irene	imayer@sencia.ca	imayer@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Fisher	Charlie	cfisher@sencia.ca	cfisher@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Taylor	Greg	gtaylor@sencia.ca	gtaylor@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Jones	John	jjones@sencia.ca	jjones@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Hoffman	Lisa	lhoffman@sencia.ca	lhoffman@sencia.ca	01/12/2015
02/11/2015	8	WHMIS	Fox	Joanne	jfox@sencia.ca	jfox@sencia.ca	01/12/2015
02/12/2015	9	WHMIS	Strong	James	jstrong@sencia.ca	jstrong@sencia.ca	01/13/2015
02/25/2015	22	WHMIS	Callahan	Melanie	mcallahan@sencia.ca	mcallahan@sencia.ca	01/26/2015

R202 Participant and Grade Details by Classification

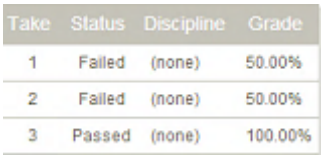
You may also be interested in R105 a similar report for individuals that shows grades received per attempt.

Run R202 to view a progress summary for the selected SCORM and tests (classic and Prova), including the level of completion and grade for each attempt. There are a number of filters to run this report against, including user type, discipline, and last login date range. You may elect to run the report on a single individual or view only the most recent attempt. In step 3, you can group all published versions of Prova tests into one result.

The image below shows an example of R202.

Campus	User Group	Start Date	End Date	Evaluation	Last Name	First Name	Take	Status	Discipline	Grade
Informetica Demo	Demo UG 1			Avoiding Discrimination	Smith	Kevin		Not Started	General Contractors	
Informetica Demo	Demo UG 1	2/9/2011		Avoiding Discrimination	Doe	Betty	1		General Contractors	100.00%
Demo Campus	Demo Group	3/18/2011		Avoiding Discrimination	Brook	Marisa	1		Cooling	100.00%
Human Resources	ABC Company	3/18/2011		Avoiding Discrimination	Brent	Sebastian	1		Managers	100.00%
Human Resources	ABC Company	12/13/2012		Avoiding Discrimination	Kozlowski	Irene	1		(none)	100.00%
Informetica Demo	Demo UG 1	4/19/2013		Avoiding Discrimination	Lillington	John	1		Heating	100.00%
Informetica Demo	Demo UG 1			Combustible Liquids	Adams	Kevin		Not Started	(none)	
Informetica Demo	Demo UG 1	4/19/2013		Combustible Liquids	Lillington	John	1		Heating	This test is waiting to be marked.
Informetica Demo	Demo UG 1			Defensive Driving Basics (Part 1)	Oshagan	Zareh		Not Started	Engineer	
Demo Campus	Demo Group			Defensive Driving Basics (Part 1)	Bennet	Maria		Not Started	Department Managers	
Informetica Demo	Demo UG 1	2/10/2011		Defensive Driving Basics (Part 1)	Doe	Betty	1		General Contractors	100.00%

Select below for more details on how status and grades are displayed in R202.

Field	Description
Filter by Status	Not started, Started, Completed, and All (individuals who have any one of the other statuses). Individuals may appear multiple times with a different status. For example, if the learner named Sara completes a learning item and then starts the item a second time, she will appear under both started and completed.
Grade by Individual Section Configuration	Classic evaluations (not Prova) show the best effort a participant received on an attempt until they earn a better mark. It does not show the specific grade obtained for that attempt. For example, Sara attempted a test 3 times and scored 50, 35, and 100. The report shows two attempts with the highest score of 50 until Sara scored 100 on her third attempt. 

Take	Status	Discipline	Grade
1	Failed	(none)	50.00%
2	Failed	(none)	50.00%
3	Passed	(none)	100.00%

R203 Group Questionnaire and Appraisal Scores

Additional reports that contain data on questionnaires: R102 , R105 , R208, , R219 .

Run R203 to view the scores for each questionnaire or appraisal bucket including the section, the number of takes, and the average results of the selected user groups within each question bucket. Select detailed response metrics to see scores and frequency of specific distractors within each question.

> The image below shows an example of R203.

Informetica Example Assets - Appraisal Example
Results as of 9/27/2016

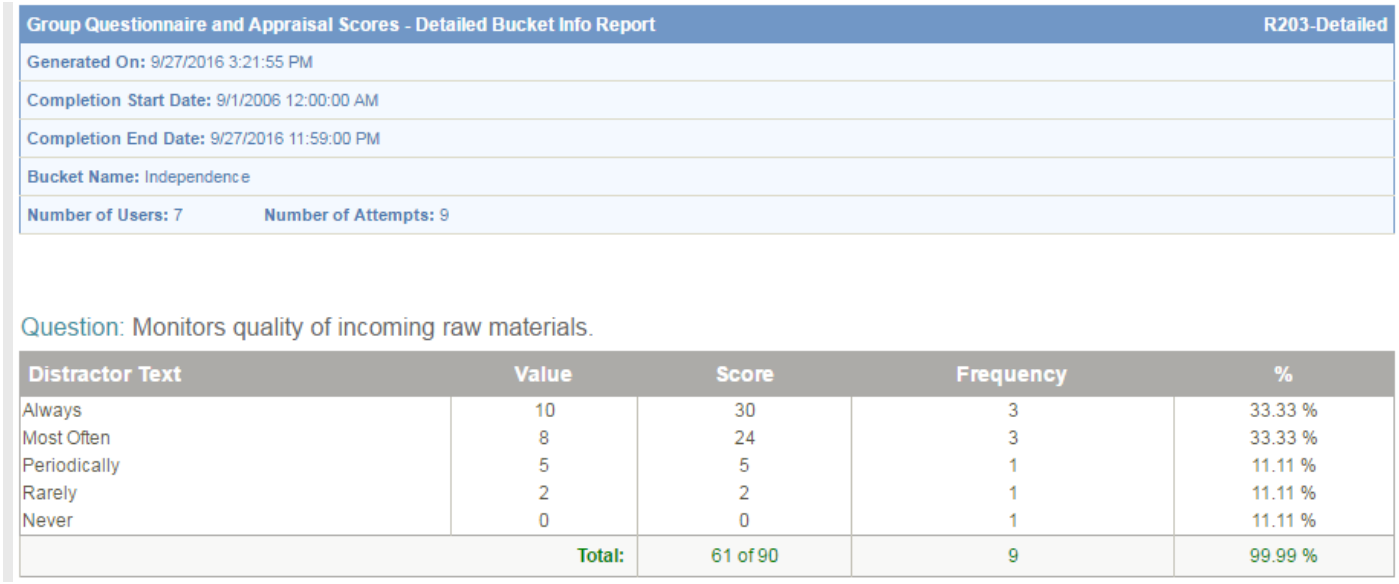
Average Results among all (selected) User Groups

Independence	Initiative	Productivity	Quality	Reliability
6.22 of **10** (click to view Detailed Response Metrics)	**7.22** of **10** (click to view Detailed Response Metrics)	**11.78** of **20** (click to view Detailed Response Metrics)	**19.67** of **30** (click to view Detailed Response Metrics)	**6.67** of **10** (click to view Detailed Response Metrics)

Name <Account>	Take	Completed	Bucket	Result
Bree Christina <cbree@sencia.ca>	1	6/12/2014 11:25:06 AM	Independence	5 out of 10
	1	6/12/2014 11:25:06 AM	Initiative	7 out of 10
	1	6/12/2014 11:25:06 AM	Productivity	14 out of 20
	1	6/12/2014 11:25:06 AM	Quality	15 out of 30
	1	6/12/2014 11:25:06 AM	Reliability	1 out of 10

Name <Account>	Take	Completed	Bucket	Result
Carlson Jeanine <jcarlson@sencia.ca>	1	5/6/2014 11:20:37 AM	Independence	7 out of 10
	1	5/6/2014 11:20:37 AM	Initiative	7 out of 10
	1	5/6/2014 11:20:37 AM	Productivity	17 out of 20
	1	5/6/2014 11:20:37 AM	Quality	13 out of 30
	1	5/6/2014 11:20:37 AM	Reliability	7 out of 10

The image below shows an example of detailed metrics for a selected bucket.



Group Questionnaire and Appraisal Scores - Detailed Bucket Info Report	R203-Detailed
Generated On: 9/27/2016 3:21:55 PM	
Completion Start Date: 9/1/2006 12:00:00 AM	
Completion End Date: 9/27/2016 11:59:00 PM	
Bucket Name: Independence	
Number of Users: 7 **Number of Attempts:** 9	

Question: Monitors quality of incoming raw materials.

Distractor Text	Value	Score	Frequency	%
Always	10	30	3	33.33 %
Most Often	8	24	3	33.33 %
Periodically	5	5	1	11.11 %
Rarely	2	2	1	11.11 %
Never	0	0	1	11.11 %
	Total:	61 of 90	9	99.99 %

R204 Grades by Product

Run R204 to view the grades for selected evaluations (classic and Prova), assignments, modules, and SCORM assets for selected products. The report returns the highest grade obtained by individuals and shows the number of attempts and results by section. Individuals who have not obtained a grade will not be on the report. In step 3, you can group all published versions of Prova tests into one result.

The image below shows an example of R204 reporting on a Prova test that is configured to

give a grade for each section in the test.

Informetica Sample Course - Practice Exam (Prova Test - Marked by Individual Sections)

User Info			Final				Evaluation Sections	
Last Name	First Name	Username	Taken	Completed	Grade	Passed	Section 1	Section 2
Bennet	Maria	mbennet@sencia.ca	1	6/3/2014 10:03:55 AM	86%	Yes	100%	0%
Durane	Nathaniel	NDurane@sencia.ca	2	6/3/2014 10:06:07 AM	86%	Yes	83%	100%
Peares	Emilio	epeares@sencia.ca	1	8/12/2014 9:45:35 AM	0%	No	0%	0%
Saroyan	Camille	csaroyan@sencia.ca	1	6/3/2014 10:15:48 AM	100%	Yes	100%	100%

The image below shows an example of R204 reporting on a SCORM course.

Awareness Quiz (Scorm - Marked by Individual Sections)

Last Name	First Name	Username	Taken	Completed	Grade	Passed
GIOIA	SHARI	[redacted]	1	4/4/2014 4:01:38 PM	80	completed
REVER	ALVIN	[redacted]	1	3/5/2014 1:20:25 PM	87	completed
SPRACK	KEVIN	[redacted]	1	4/21/2014 11:56:08 AM	100	completed

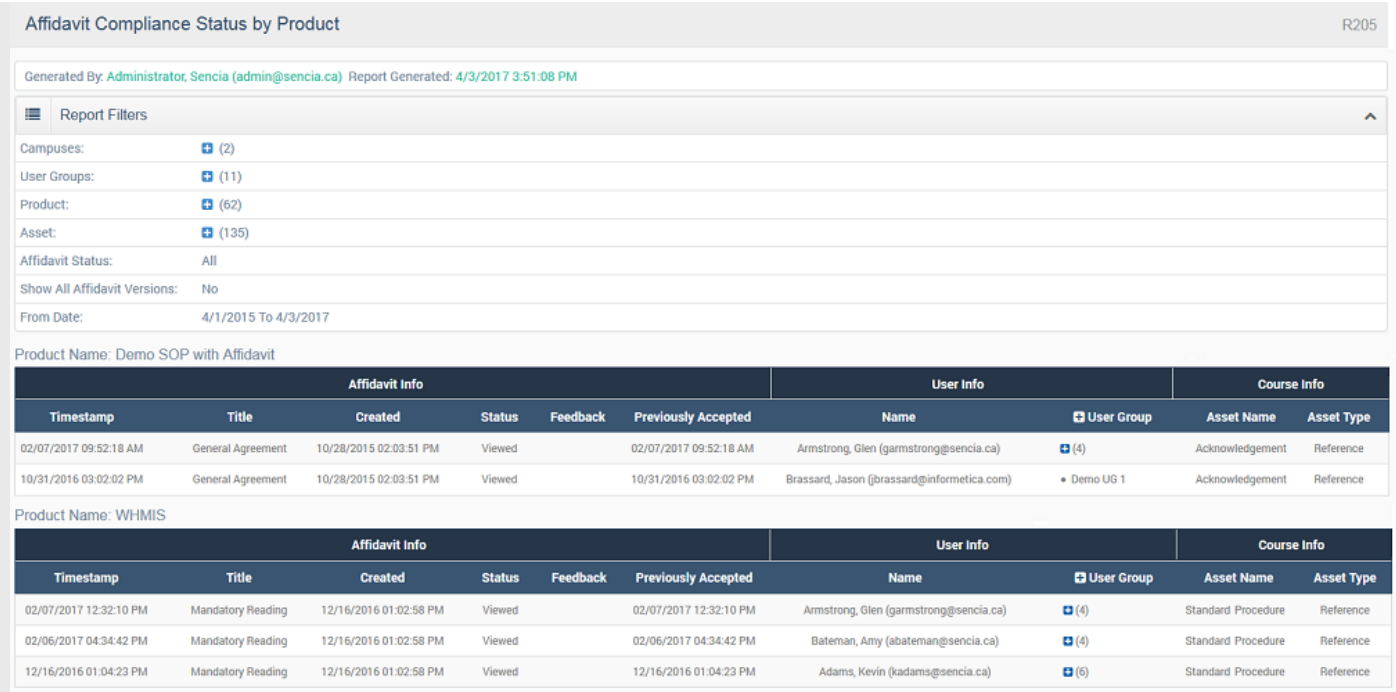
For evaluations graded by section, the section grade is the first passing grade recorded for that section for any attempt. Evaluations graded by section do not allow indivuduals to reattempt a section once passed, so subsequent attempts will inherit the section grade from the first attempt that is successfully passed.

R205 Affidavit Compliance Status by Product

You may also be interested in R104 , a similar report for individuals.

Run R205 to view affidavit activity for all individuals within the selected user group for selected assets. Information includes the outcome of the interaction (i.e. an indication if the individual accepted, rejected or viewed the affidavit), a timestamp for each interaction, and if they accepted an earlier version of the affidavit. By default, only the most recent version of an affidavit is shown. You can opt to report on all versions in Step 3 of the report wizard . An affidavit must be associated with a specific asset rather than the product as a whole.

The image below shows an example of R205.



Affidavit Compliance Status by Product R205

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 3:51:08 PM

Report Filters

Campuses:	(2)
User Groups:	(11)
Product:	(62)
Asset:	(135)
Affidavit Status:	All
Show All Affidavit Versions:	No
From Date:	4/1/2015 To 4/3/2017

Product Name: Demo SOP with Affidavit

Affidavit Info						User Info		Course Info	
Timestamp	Title	Created	Status	Feedback	Previously Accepted	Name	User Group	Asset Name	Asset Type
02/07/2017 09:52:18 AM	General Agreement	10/28/2015 02:03:51 PM	Viewed		02/07/2017 09:52:18 AM	Armstrong, Glen (garmstrong@sencia.ca)	(4)	Acknowledgement	Reference
10/31/2016 03:02:02 PM	General Agreement	10/28/2015 02:03:51 PM	Viewed		10/31/2016 03:02:02 PM	Brassard, Jason (jbrassard@informetica.com)	• Demo UG 1	Acknowledgement	Reference

Product Name: WHMIS

Affidavit Info						User Info		Course Info	
Timestamp	Title	Created	Status	Feedback	Previously Accepted	Name	User Group	Asset Name	Asset Type
02/07/2017 12:32:10 PM	Mandatory Reading	12/16/2016 01:02:58 PM	Viewed		02/07/2017 12:32:10 PM	Armstrong, Glen (garmstrong@sencia.ca)	(4)	Standard Procedure	Reference
02/06/2017 04:34:42 PM	Mandatory Reading	12/16/2016 01:02:58 PM	Viewed		02/06/2017 04:34:42 PM	Bateman, Amy (abateman@sencia.ca)	(4)	Standard Procedure	Reference
12/16/2016 01:04:23 PM	Mandatory Reading	12/16/2016 01:02:58 PM	Viewed		12/16/2016 01:04:23 PM	Adams, Kevin (kadams@sencia.ca)	(6)	Standard Procedure	Reference

R208 Level of Completion by Asset

Run R208 to view group completion status for selected tests, modules, questionnaires, appraisals, SCORM assets, and some integrated client proprietary testing systems. Filter by completion status and date range. In step 3, you can group all published versions of Informetica-created tests (Prova) into one result, based on site configuration.

Tests, modules, questionnaires, and appraisals must have completion rules set to ensure they are reported as complete. Completion based on affidavit acceptance is also reported.

The image below shows an example of R208 that reports on two tests with ALL completion

statuses selected.

WHMIS - Quiz for WHMIS - Published: 3/12/2013 2:20:17 PM

Name	Username	Enrolment	Enrolment Date	Take Number	Start Date	End Date	Status
Andall, Amelia	aandall@sencia.ca	1	03/25/2013	1	03/25/2013	03/25/2013	Passed
Bennet, Maria	mbennet@sencia.ca						Not Started
Carlson, Benjamin	bcarlson@sencia.ca	1	03/25/2013	1	03/25/2013	03/25/2013	Passed
Carlson, Jeanine	jcarlson@sencia.ca						Not Started
Dresden, Harry	hdresden	1	08/05/2010	1	03/25/2013	03/25/2013	Failed
Dresden, Harry	hdresden	1	08/05/2010	2	03/25/2013	03/25/2013	Passed
Johnson, Douglas	djohnson	1	04/24/2013	1	04/24/2013		Incomplete

WHMIS - Module 7 - Final Test - Test by Question

Name	Username	Enrolment	Enrolment Date	Take Number	Start Date	End Date	Status
Bennet, Maria	mbennet@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Passed
Bree, Christina	cbree@sencia.ca	1	02/27/2012	1	12/03/2012		Incomplete
Brent, Sebastian	sbrent@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Failed
Bun, Kurt	kbun@sencia.ca	1	02/27/2012	1	02/27/2012	02/27/2012	Passed
Carlson, Benjamin	bcarlson@sencia.ca						Not Started
Carlson, Jeanine	jcarlson@sencia.ca	1	11/02/2010	1	11/02/2010	11/02/2010	Failed
Carlson, Jeanine	jcarlson@sencia.ca	1	11/02/2010	2	11/02/2010	11/02/2010	Passed

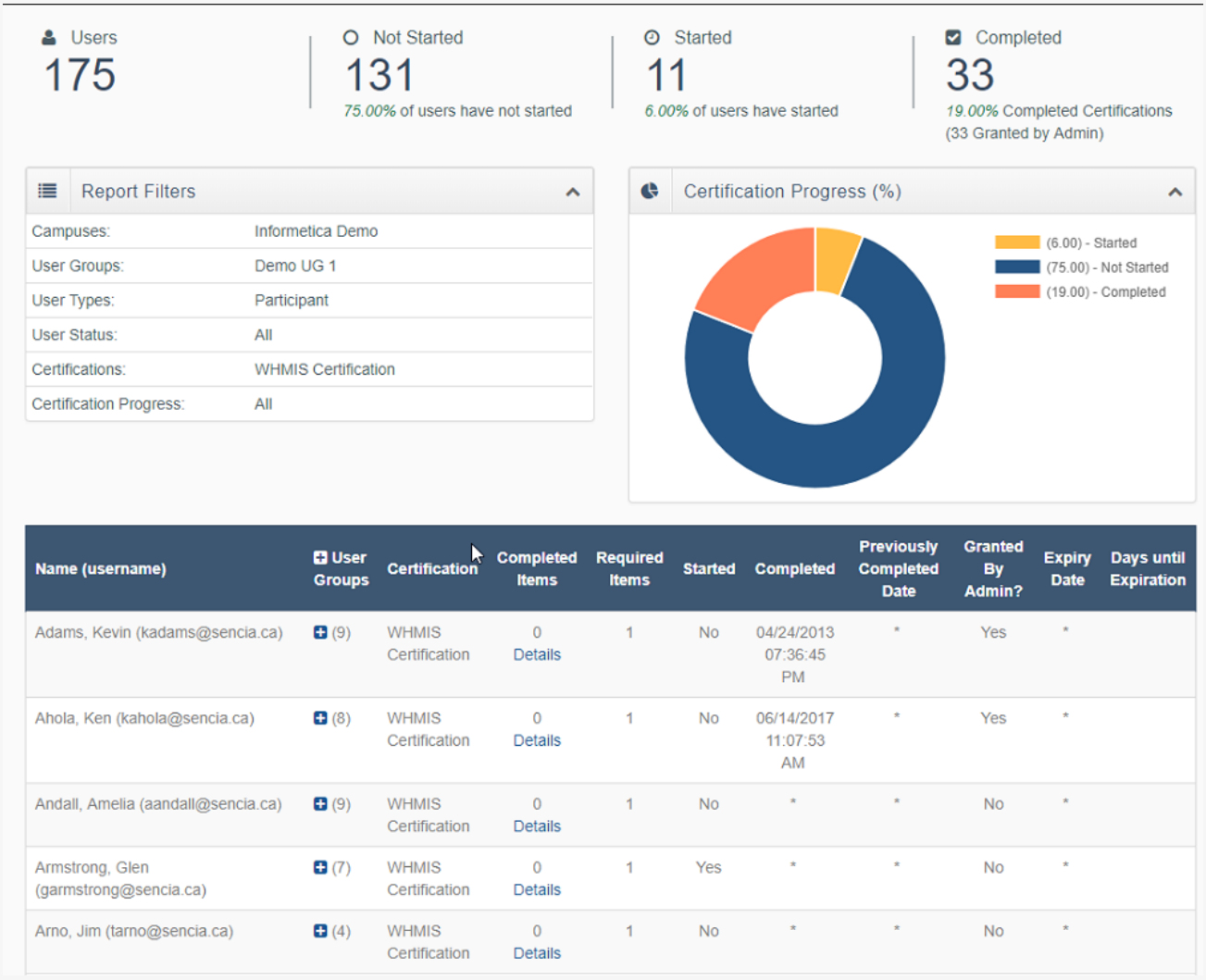
R209 Group Certification Progress

You may also be interested in R110 , a similar report for individuals.

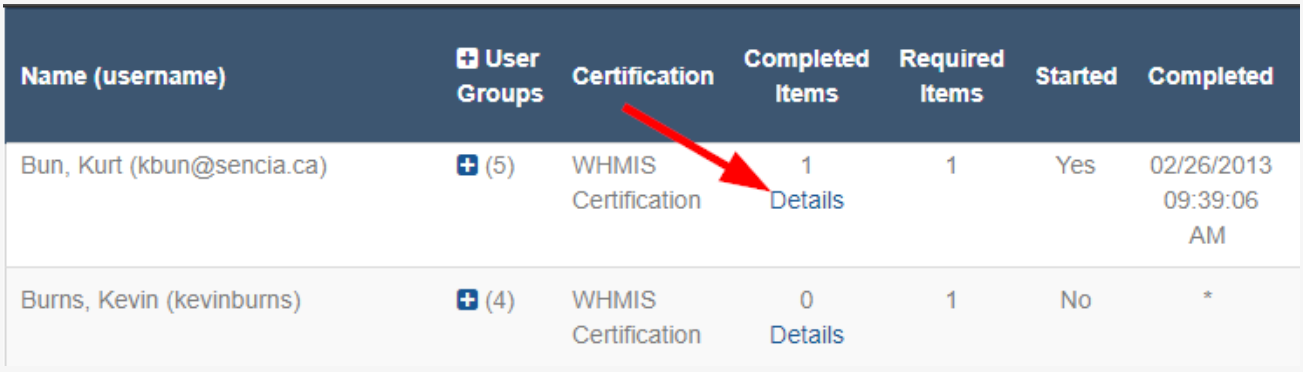
Certifications won't appear on this report if a user is moved to a different group not associated with this certification.

Run R209 to view the progress toward a specific certification for individuals in selected user groups. You can filter the report to see specific user types. The HTML version of this report lets you drill down to individual details that can also be exported, essentially running R110 Individual Certification Progress.

The image below is an example of R209 filtered to show two tests with ALL completion statuses selected.



The image below shows where you can select the detailed version for an individual.

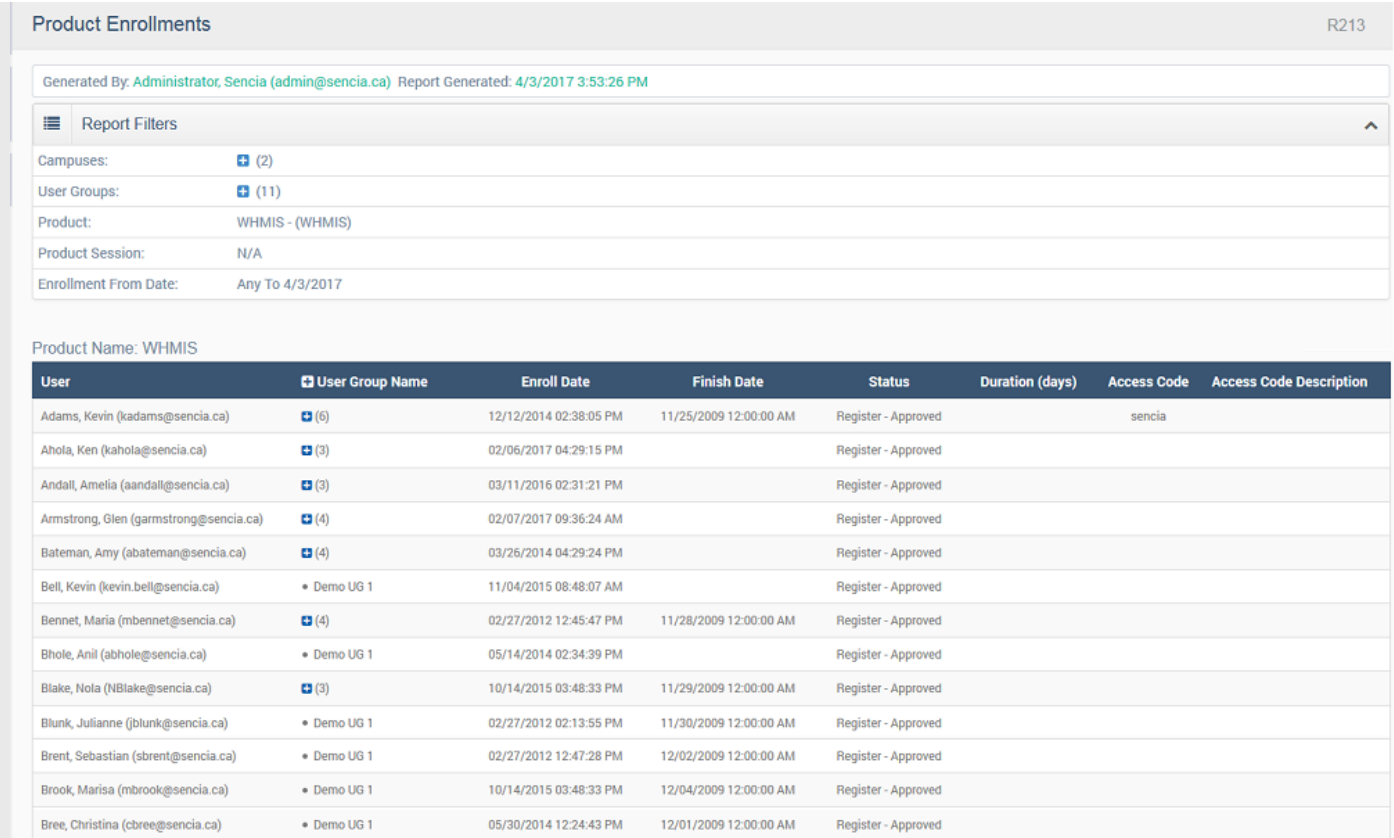


R213 Product Enrollment and Completion

Run R213 to generate a list of individuals enrolled to a single product, the date they enrolled, date of product completion, enrolment status, and the number of days they have left to access the product (duration) based on the expiry date, if applicable. Note that this report shows the names of all individuals enrolled to the product, including archived users.

> The image below is an example of R213.

>



Product Enrollments R213

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 3:53:26 PM

Report Filters

Campuses:	(2)
User Groups:	(11)
Product:	WHMIS - (WHMIS)
Product Session:	N/A
Enrollment From Date:	Any To 4/3/2017

Product Name: WHMIS

User	User Group Name	Enroll Date	Finish Date	Status	Duration (days)	Access Code	Access Code Description
Adams, Kevin (kadams@sencia.ca)	(6)	12/12/2014 02:38:05 PM	11/25/2009 12:00:00 AM	Register - Approved		sencia	
Ahola, Ken (kahola@sencia.ca)	(3)	02/06/2017 04:29:15 PM		Register - Approved			
Andall, Amelia (aandall@sencia.ca)	(3)	03/11/2016 02:31:21 PM		Register - Approved			
Armstrong, Glen (garmstrong@sencia.ca)	(4)	02/07/2017 09:36:24 AM		Register - Approved			
Bateman, Amy (abateman@sencia.ca)	(4)	03/26/2014 04:29:24 PM		Register - Approved			
Bell, Kevin (kevin.bell@sencia.ca)	Demo UG 1	11/04/2015 08:48:07 AM		Register - Approved			
Bennet, Maria (mbennet@sencia.ca)	(4)	02/27/2012 12:45:47 PM	11/28/2009 12:00:00 AM	Register - Approved			
Bhole, Anil (abhole@sencia.ca)	Demo UG 1	05/14/2014 02:34:39 PM		Register - Approved			
Blake, Nola (NBlake@sencia.ca)	(3)	10/14/2015 03:48:33 PM	11/29/2009 12:00:00 AM	Register - Approved			
Blunk, Julianne (jblunk@sencia.ca)	Demo UG 1	02/27/2012 02:13:55 PM	11/30/2009 12:00:00 AM	Register - Approved			
Brent, Sebastian (sbrent@sencia.ca)	Demo UG 1	02/27/2012 12:47:28 PM	12/02/2009 12:00:00 AM	Register - Approved			
Brook, Marisa (mbrook@sencia.ca)	Demo UG 1	10/14/2015 03:48:33 PM	12/04/2009 12:00:00 AM	Register - Approved			
Bree, Christina (cbree@sencia.ca)	Demo UG 1	05/30/2014 12:24:43 PM	12/01/2009 12:00:00 AM	Register - Approved			

R219 Questionnaire Response Comparison

Additional reports that contain data on questionnaires: R102 , R105 , R203 , R208 .

Run R219 to view user responses for each question within a defined questionnaire. View question responses, response values, and any comments individuals entered. The response values are also summed and averaged at the bottom of the report. R219 is only available as an Excel download. The image below shows an example of R209. In this example, the first question indicates 3 individuals'

responses, the response values, and any of their comments.

> The image below is an example of R219 with comments added by the manual author.

R220 Proctor Authorized Evaluation

R220 displays the test attempts that selected proctors have authorized (Prova tests only). In step 3, you can group all Prova test publishes into one result.

> The image below is an example of R220.

Informetica Sample Course - QB Example

Last Name	First Name	Username	Take Number	Start Date	Grade	Passed	Authorization Username
Bennet	Maria	mbennet@sencia.ca	1	10/6/2014 1:30:43 PM	100	Yes	proctor@sencia.ca
Bennet	Maria	mbennet@sencia.ca	2	10/6/2014 1:36:50 PM	16.67	No	proctor@sencia.ca
Bennet	Maria	mbennet@sencia.ca	3	10/6/2014 1:38:09 PM	In Progress	In Progress	proctor@sencia.ca

R221 Group Taxonomy Performance

Run R221 to view the performance of taxonomy terms belonging to questions used within one or more Prova tests for selected groups of individuals. R221 identifies performance gaps and successes by presenting the percentage of questions answered correctly within the represented taxonomies. Taxonomy terms are automatically reported based on the selected tests. Individuals and their test attempts are listed separately on the report. Note that the questions themselves are not identified and test questions that are not associated with a specific taxonomy are not on the report. In step 3, you can group all published versions of Prova tests into one result.

The image below is an example of R221.

Course ICT - Gaming Essentials v1.0 Exams
Asset ICT - Gaming Essentials v1.0 Beginner Exam
Publish Date 11/12/2014 3:57:42 PM
Date Range 12/1/2014 12:00:00 AM - 1/19/2015 11:59:00 PM

Taxonomy ICT-GAMGv1

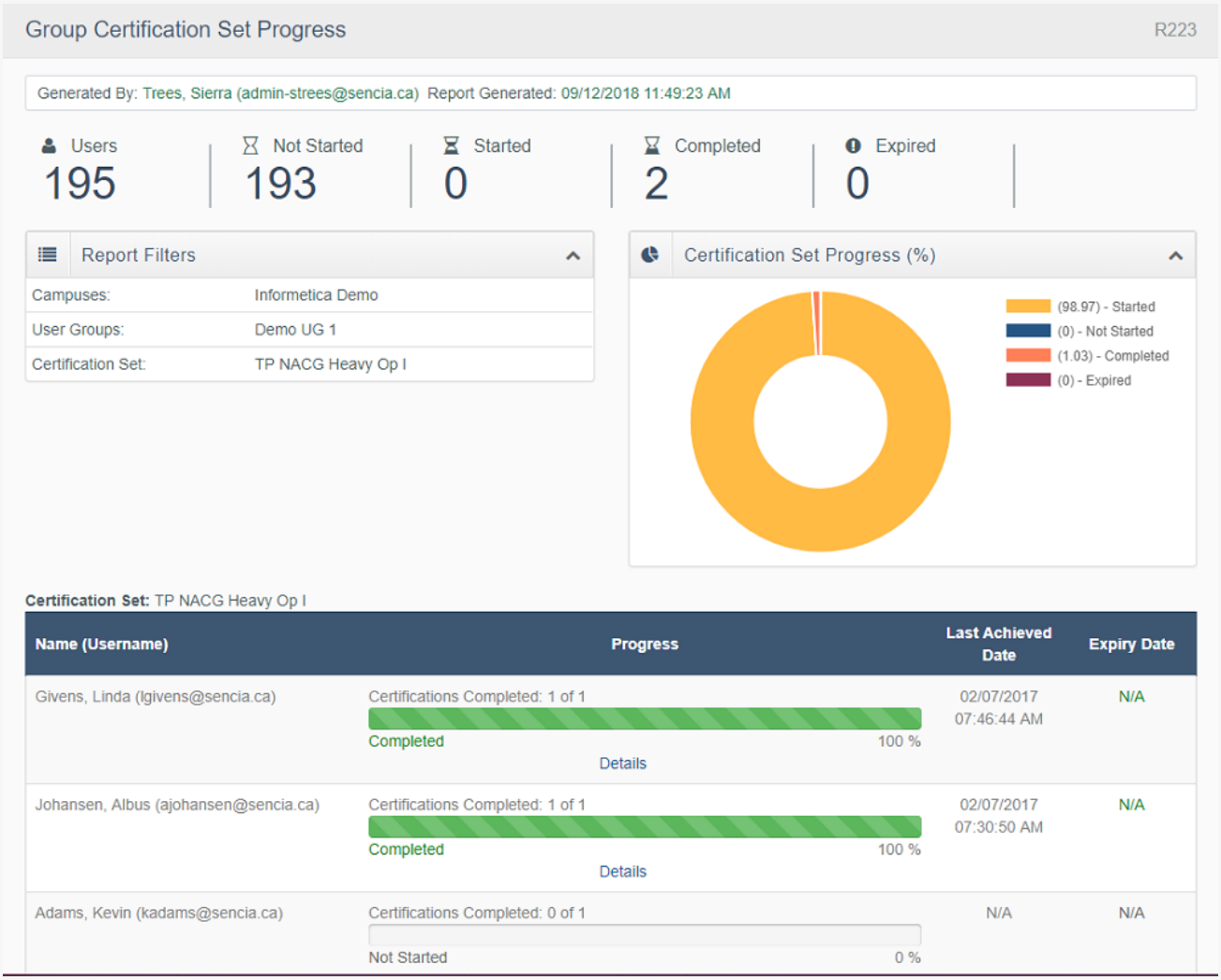
Terms	Take	Completed	10.1 Principals	10.2 Design Process	10.3 Programming Concepts	Overall Score
Bess, Aaliyah	1	1/9/2015 12:34:30 PM	100%	66%	25%	45%
Berthod-Perez, David	1	1/9/2015 3:23:55 PM	100%	83%	50%	65%
Bennett, Kyeemonty	1	1/9/2015 1:31:08 PM	100%	66%	50%	65%
Beasley, Kaylee	1	1/9/2015 12:34:31 PM	100%	100%	100%	95%
Bass, Dylan	1	1/15/2015 4:33:02 PM	0%	83%	37%	60%
Ball, Deonte	1	1/9/2015 4:56:03 PM	0%	66%	100%	80%
Ball, Ryan	1	1/9/2015 12:36:04 PM	100%	66%	75%	60%
Audorff, Rett	1	1/14/2015 11:42:32 AM	100%	0%	37%	25%
Areola, Anna	1	1/9/2015 3:17:28 PM	100%	83%	50%	55%
Areola, Maria	1	1/9/2015 3:16:41 PM	0%	66%	50%	55%
Andrews, Jessica	1	1/9/2015 3:57:09 PM	100%	66%	50%	65%
Alsubaie, Abdul	1	1/9/2015 12:37:53 PM	0%	83%	50%	65%
Alger, Robert	1	1/9/2015 1:32:44 PM	0%	83%	50%	55%
Alexander, Joshua	1	1/9/2015 4:51:04 PM	0%	50%	25%	30%

R223 Training Path Progress (Formerly Certification Sets)

You may also be interested in R111 , a similar report for individuals or R226 , that reports individual user completions on each associated certification in the certification set.

Run R223 to view the progress toward a training path (formerly certification set) for individuals in selected user groups. You can filter the report to see specific completion statuses (e.g. Not Started). The HTML version of this report lets you drill down to individual details that can also be exported, essentially running R111 Individual Training Path Progress.

The image below is an example of R223 filtered to show one training path with ALL completion statuses selected.

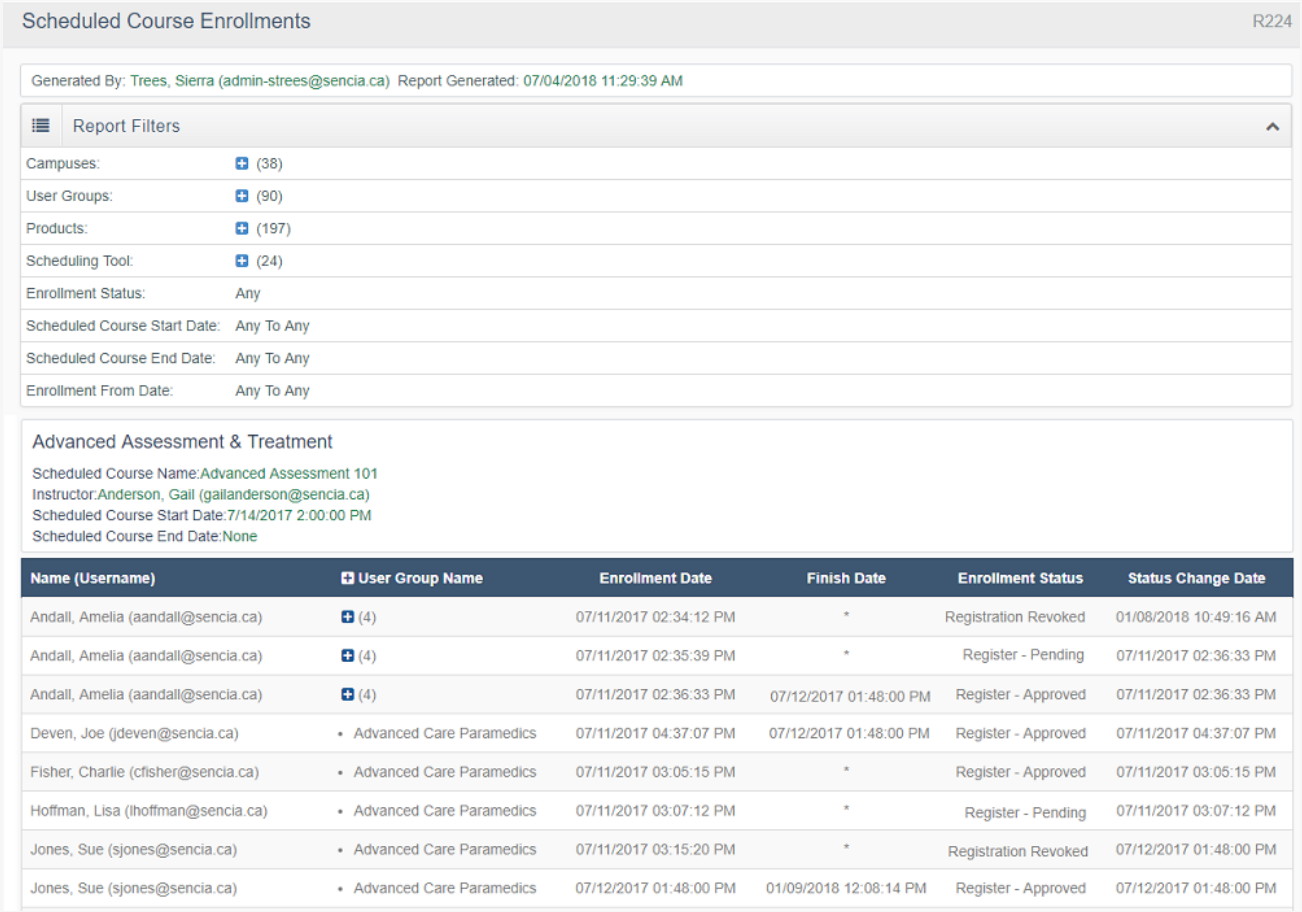


R224 Scheduled Course Enrollments

Run R224 to generate a list of individuals enroled to one or more scheduled courses, their dates of enrolment and completion, enrolment status, and the date that their enrolment status was last changed.

View the video tutorial.

The image below is an example of R224 showing one specific scheduled course with no dates selected.



Scheduled Course Enrollments R224

Generated By: Trees, Sierra (admin-strees@sencia.ca) Report Generated: 07/04/2018 11:29:39 AM

Report Filters

Campuses:	(38)
User Groups:	(90)
Products:	(197)
Scheduling Tool:	(24)
Enrollment Status:	Any
Scheduled Course Start Date:	Any To Any
Scheduled Course End Date:	Any To Any
Enrollment From Date:	Any To Any

Advanced Assessment & Treatment

Scheduled Course Name:Advanced Assessment 101
Instructor:Anderson, Gail (gailanderson@sencia.ca)
Scheduled Course Start Date:7/14/2017 2:00:00 PM
Scheduled Course End Date:None

Name (Username)	User Group Name	Enrollment Date	Finish Date	Enrollment Status	Status Change Date
Andall, Amelia (aandall@sencia.ca)	(4)	07/11/2017 02:34:12 PM	*	Registration Revoked	01/08/2018 10:49:16 AM
Andall, Amelia (aandall@sencia.ca)	(4)	07/11/2017 02:35:39 PM	*	Register - Pending	07/11/2017 02:36:33 PM
Andall, Amelia (aandall@sencia.ca)	(4)	07/11/2017 02:36:33 PM	07/12/2017 01:48:00 PM	Register - Approved	07/11/2017 02:36:33 PM
Deven, Joe (jdeven@sencia.ca)	• Advanced Care Paramedics	07/11/2017 04:37:07 PM	07/12/2017 01:48:00 PM	Register - Approved	07/11/2017 04:37:07 PM
Fisher, Charlie (cfisher@sencia.ca)	• Advanced Care Paramedics	07/11/2017 03:05:15 PM	*	Register - Approved	07/11/2017 03:05:15 PM
Hoffman, Lisa (lhoffman@sencia.ca)	• Advanced Care Paramedics	07/11/2017 03:07:12 PM	*	Register - Pending	07/11/2017 03:07:12 PM
Jones, Sue (sjones@sencia.ca)	• Advanced Care Paramedics	07/11/2017 03:15:20 PM	*	Registration Revoked	07/12/2017 01:48:00 PM
Jones, Sue (sjones@sencia.ca)	• Advanced Care Paramedics	07/12/2017 01:48:00 PM	01/09/2018 12:08:14 PM	Register - Approved	07/12/2017 01:48:00 PM

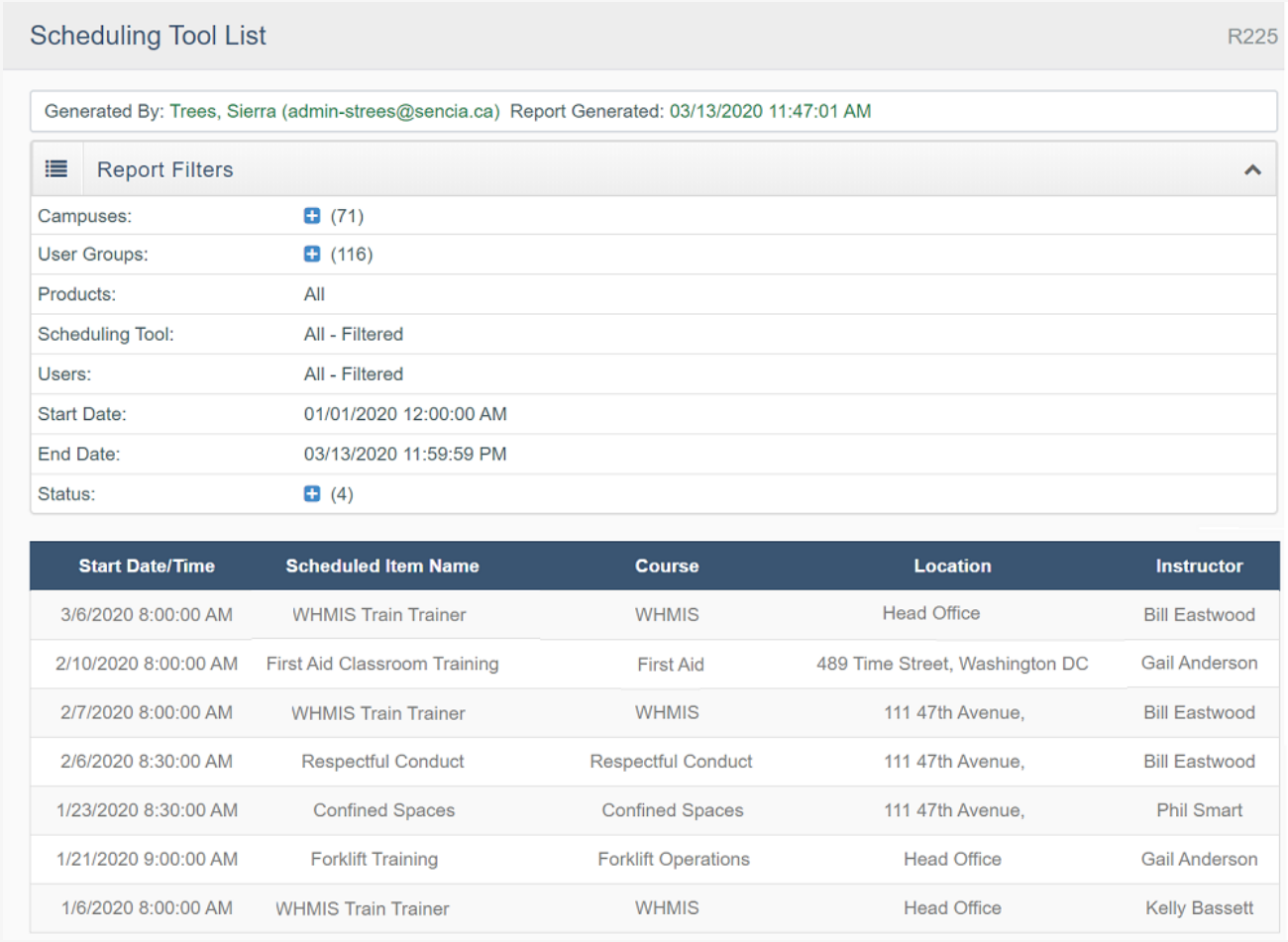
This report is only useful if your system has the scheduling tool feature enabled. You may also be interested in R225 another scheduling tool report.

R225 Scheduling Tool List

Run R225 to generate a list of all scheduled sessions for various date ranges and filters, such as

instructor and course.

The image below is an example of R225 showing all schdelded items within a date range.



Scheduling Tool List R225

Generated By: Trees, Sierra (admin-strees@sencia.ca) Report Generated: 03/13/2020 11:47:01 AM

Report Filters

Campuses:	(71)
User Groups:	(116)
Products:	All
Scheduling Tool:	All - Filtered
Users:	All - Filtered
Start Date:	01/01/2020 12:00:00 AM
End Date:	03/13/2020 11:59:59 PM
Status:	(4)

Start Date/Time	Scheduled Item Name	Course	Location	Instructor
3/6/2020 8:00:00 AM	WHMIS Train Trainer	WHMIS	Head Office	Bill Eastwood
2/10/2020 8:00:00 AM	First Aid Classroom Training	First Aid	489 Time Street, Washington DC	Gail Anderson
2/7/2020 8:00:00 AM	WHMIS Train Trainer	WHMIS	111 47th Avenue,	Bill Eastwood
2/6/2020 8:30:00 AM	Respectful Conduct	Respectful Conduct	111 47th Avenue,	Bill Eastwood
1/23/2020 8:30:00 AM	Confined Spaces	Confined Spaces	111 47th Avenue,	Phil Smart
1/21/2020 9:00:00 AM	Forklift Training	Forklift Operations	Head Office	Gail Anderson
1/6/2020 8:00:00 AM	WHMIS Train Trainer	WHMIS	Head Office	Kelly Bassett

Scheduling Tool

This report is only useful if your system has the scheduling tool feature enabled.

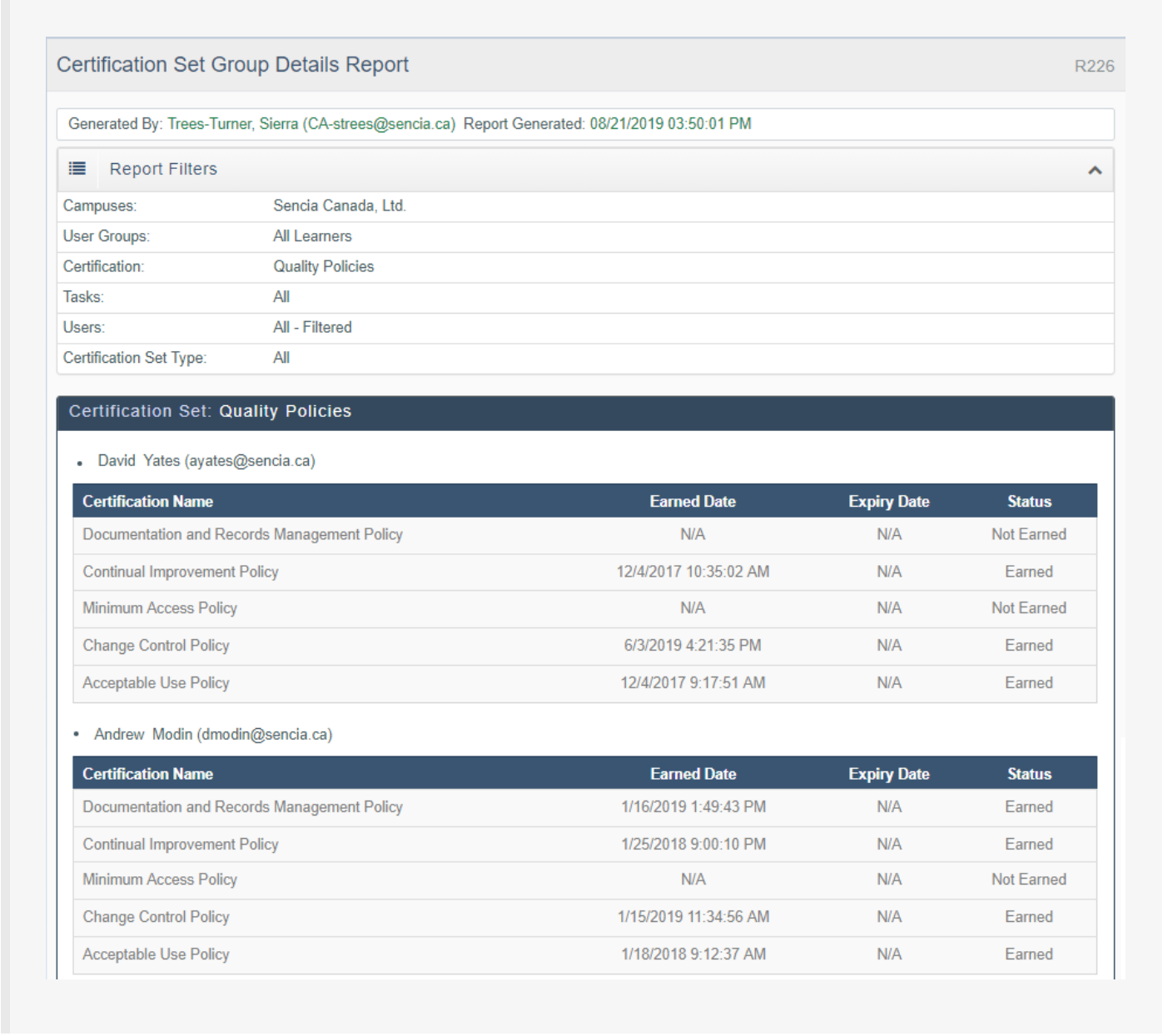
You may also be interested in R224 another scheduling tool report.

R226 Training Path Group Details (Certification Set Group)

You may also be interested in R111 , a similar report for individuals or R223 , that reports individual user progress towards a certification set.

Run R226 to view a group of users individual progress toward each certification within a selected training path (formerly called certification set.) You can filter the report to see specific completion statuses (e.g. Not Started).

The image below is an example of R226 with no completion status filters applied that shows one certification set.



Certification Set Group Details Report R226

Generated By: Trees-Turner, Sierra (CA-strees@sencia.ca) Report Generated: 08/21/2019 03:50:01 PM

Report Filters

Campuses:	Sencia Canada, Ltd.
User Groups:	All Learners
Certification:	Quality Policies
Tasks:	All
Users:	All - Filtered
Certification Set Type:	All

Certification Set: **Quality Policies**

- David Yates (ayates@sencia.ca)

Certification Name	Earned Date	Expiry Date	Status
Documentation and Records Management Policy	N/A	N/A	Not Earned
Continual Improvement Policy	12/4/2017 10:35:02 AM	N/A	Earned
Minimum Access Policy	N/A	N/A	Not Earned
Change Control Policy	6/3/2019 4:21:35 PM	N/A	Earned
Acceptable Use Policy	12/4/2017 9:17:51 AM	N/A	Earned

- Andrew Modin (dmodin@sencia.ca)

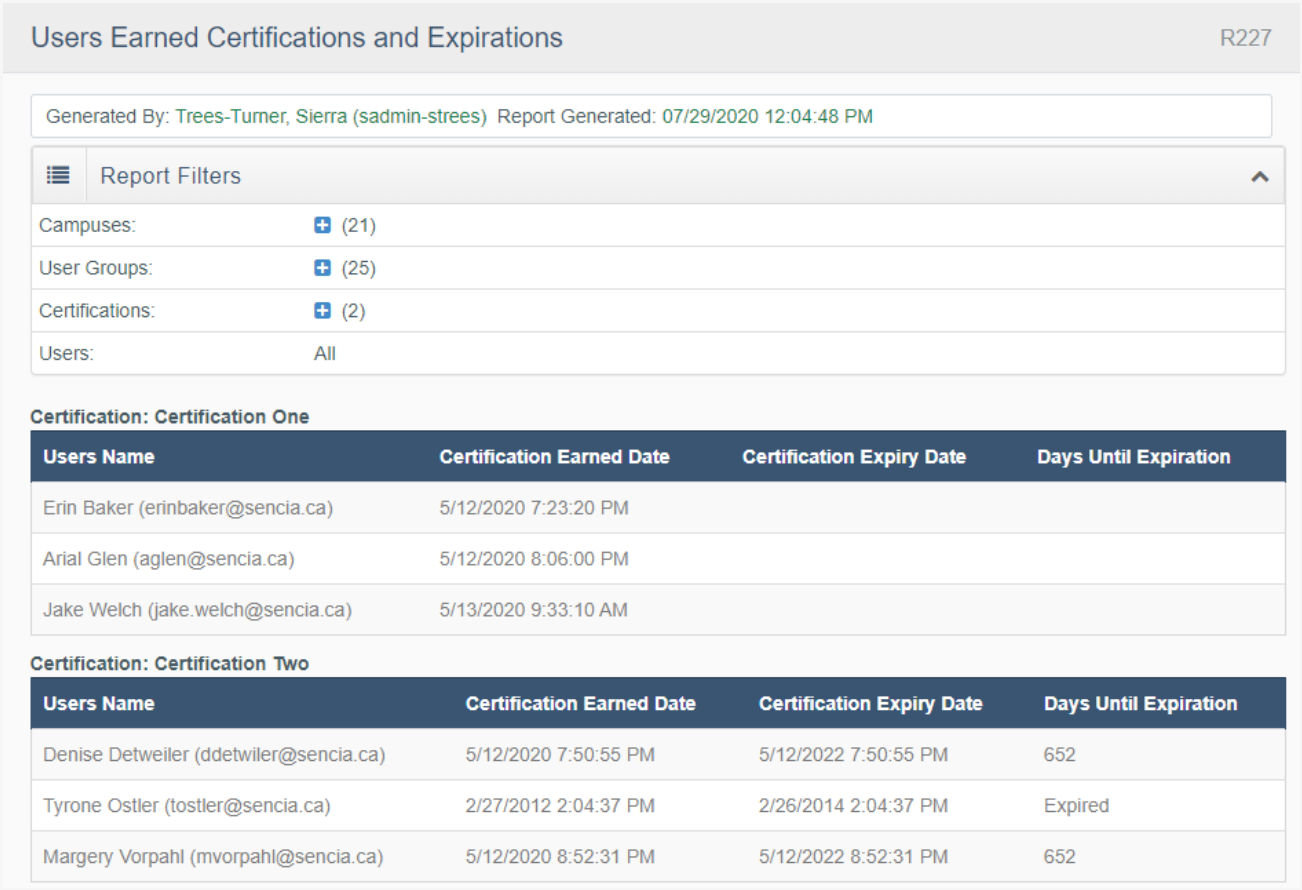
Certification Name	Earned Date	Expiry Date	Status
Documentation and Records Management Policy	1/16/2019 1:49:43 PM	N/A	Earned
Continual Improvement Policy	1/25/2018 9:00:10 PM	N/A	Earned
Minimum Access Policy	N/A	N/A	Not Earned
Change Control Policy	1/15/2019 11:34:56 AM	N/A	Earned
Acceptable Use Policy	1/18/2018 9:12:37 AM	N/A	Earned

R227 Users Earned Certifications and Expiries

This report shows only completed certifications. Site Managers can export this report directly from the certifications page by selecting Users from the Resources menu in the right (as R909). You may also be interested in R209 , a similar report on certification progress.

Run R227 to view multiple completed certifications of selected users. The report shows the certification earn dates and any associated expiry information.

The image below is an example of R227 with two certifications: one with an expiry, the other without an expiry.



Users Earned Certifications and Expirations R227

Generated By: Trees-Turner, Sierra (sadmin-strees) Report Generated: 07/29/2020 12:04:48 PM

Report Filters

Campuses:	(21)
User Groups:	(25)
Certifications:	(2)
Users:	All

Certification: Certification One

Users Name	Certification Earned Date	Certification Expiry Date	Days Until Expiration
Erin Baker (erinbaker@sencia.ca)	5/12/2020 7:23:20 PM		
Arial Glen (aglen@sencia.ca)	5/12/2020 8:06:00 PM		
Jake Welch (jake.welch@sencia.ca)	5/13/2020 9:33:10 AM		

Certification: Certification Two

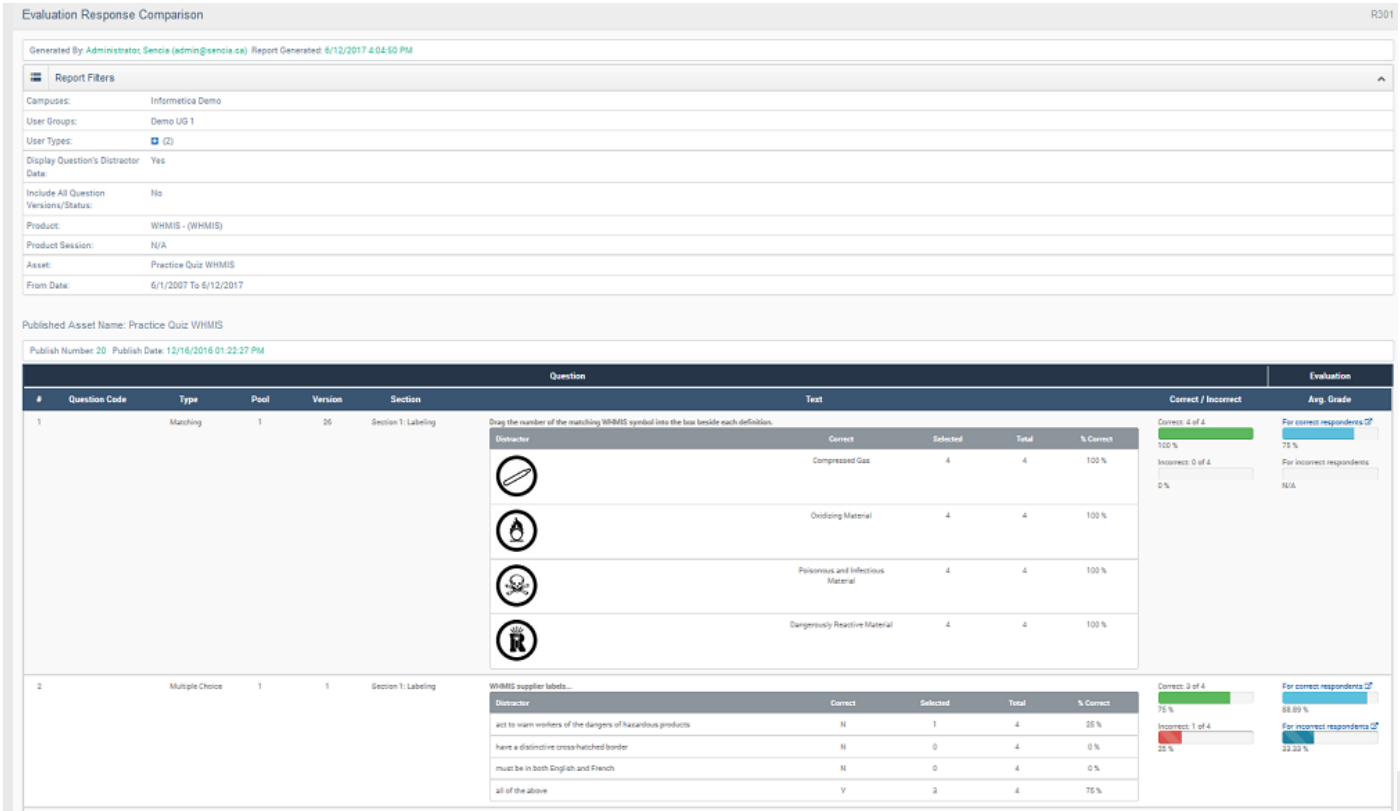
Users Name	Certification Earned Date	Certification Expiry Date	Days Until Expiration
Denise Detweiler (ddetwiler@sencia.ca)	5/12/2020 7:50:55 PM	5/12/2022 7:50:55 PM	652
Tyrone Ostler (tostler@sencia.ca)	2/27/2012 2:04:37 PM	2/26/2014 2:04:37 PM	Expired
Margery Vorpahl (mvorpahl@sencia.ca)	5/12/2020 8:52:31 PM	5/12/2022 8:52:31 PM	652

R301 Test Response Comparison

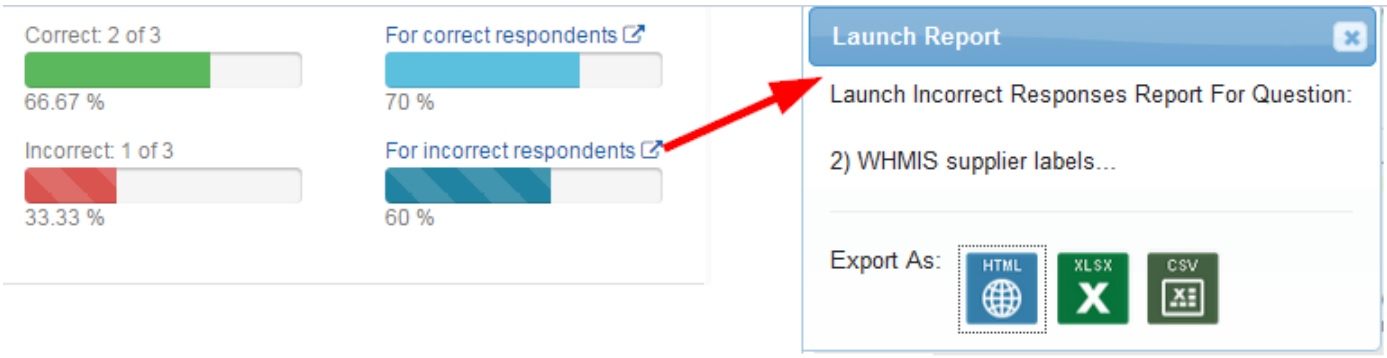
Run R301 to view and compare question level responses given within a defined test (Prova and classic Evaluations). R301 shows only question text and distractors for questions that have actually

been answered.

> The image below is an example of R301, showing question distractors.



You can drill down on specific questions based on correct or incorrect responses to see a list of individuals and their test performance.



The image below is an example of an R301 Incorrect Response Report.

Incorrect Response Report for Prova Test

R301

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 6/12/2017 4:08:12 PM

Report Filters

Campuses:	Informetica Demo
User Groups:	Demo UG 1
User Types:	(2)
Product:	WHMIS - (WHMIS)
Product Session:	N/A
Asset:	Practice Quiz WHMIS
Publish Date:	12/16/2016 1:22:27 PM
Evaluation Section:	Section 3: Documentation
Question:	1) MSDSs must be prepared for all hazardous products and must be updated every three (3) years.
Question Pool:	1
From Date:	6/1/2007 To 6/12/2017

Name	Take #	Date	Prova Test Grade
Armstrong, Glen (garmstrong@sencia.ca)	1	02/07/2017 09:38:07 AM	33.33 %
Armstrong, Glen (garmstrong@sencia.ca)	2	02/07/2017 12:40:32 PM	66.67 %

Classic Evaluation vs Prova Reporting

Report Functionality	Prova	Classic Evaluations
Display Question Distractor Data Filter	Yes	No
Incorrect Question Analytics	Yes	Yes
Correct Question Analytics	Yes	No
Question Text Displayed	Yes, except for queries	Yes
Question Distractor Text Displayed	Yes	Yes

Display Question Distractor Data Filter

When this filter is set to "No", the report will only display question text. When this filter is set to "Yes", you can report on distractor data for the following question types: Multiple Choice, True or False, Multiple Answer, Ranking, and Matching. Note that description answer questions (Fill in the Blank and Essay) are exceptions and therefore are not displayed.

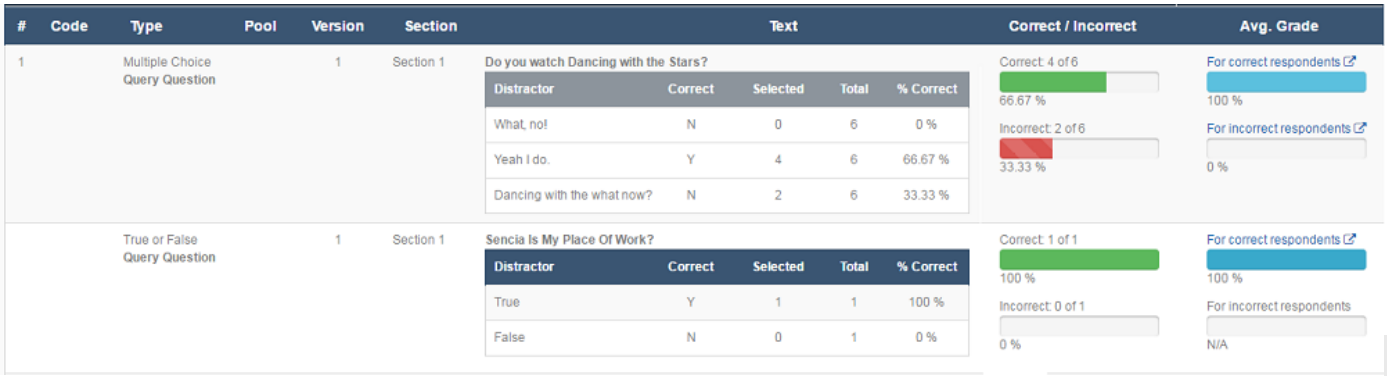
Prova Publishes

Since information is only reported on questions that have been answered by indivuduals, this may affect the question data you see among multiple Prova publishes. This is due to the dynamic nature of question banks and multiple methods of dynamic test creation.

Question Bank Queries and Pooled Questions

Note that question bank queries and pooled questions may appear under the same question number. This is an expected result due to randomization and test configuration. You will only see the questions that have actually been presented and answered during a test attempt. In the example above, there are 2 questions that are both question 1.

The image below is an example of R301 showing Question Query.

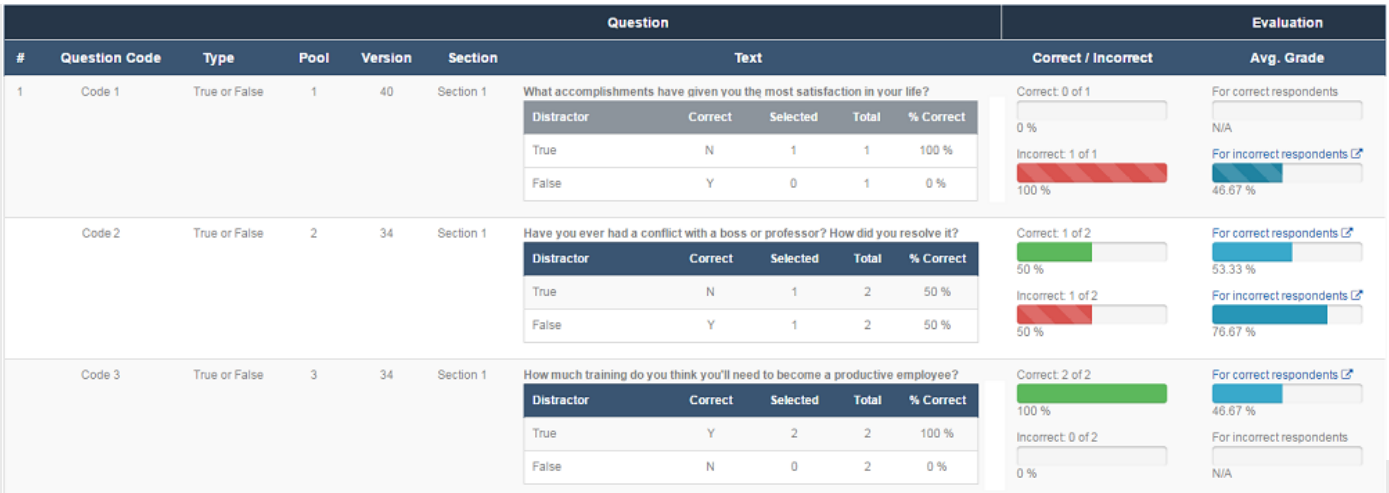


#	Code	Type	Pool	Version	Section	Text	Correct / Incorrect	Avg. Grade
1		Multiple Choice Query Question		1	Section 1	Do you watch Dancing with the Stars?	Correct: 4 of 6 66.67 % Incorrect: 2 of 6 33.33 %	For correct respondents 100 % For incorrect respondents 0 %
		True or False Query Question		1	Section 1	Sencia Is My Place Of Work?	Correct: 1 of 1 100 % Incorrect: 0 of 1 0 %	For correct respondents 100 % For incorrect respondents N/A

Distractor	Correct	Selected	Total	% Correct
What, no!	N	0	6	0 %
Yeah I do.	Y	4	6	66.67 %
Dancing with the what now?	N	2	6	33.33 %

Distractor	Correct	Selected	Total	% Correct
True	Y	1	1	100 %
False	N	0	1	0 %

The image below is an example of R301 showing Question Pools.



	Question						Evaluation	
#	Question Code	Type	Pool	Version	Section	Text	Correct / Incorrect	Avg. Grade
1	Code 1	True or False	1	40	Section 1	What accomplishments have given you the most satisfaction in your life?	Correct: 0 of 1 0 % Incorrect: 1 of 1 100 %	For correct respondents N/A For incorrect respondents 46.67 %
	Code 2	True or False	2	34	Section 1	Have you ever had a conflict with a boss or professor? How did you resolve it?	Correct: 1 of 2 50 % Incorrect: 1 of 2 50 %	For correct respondents 53.33 % For incorrect respondents 76.67 %
	Code 3	True or False	3	34	Section 1	How much training do you think you'll need to become a productive employee?	Correct: 2 of 2 100 % Incorrect: 0 of 2 0 %	For correct respondents 46.67 % For incorrect respondents N/A

Distractor	Correct	Selected	Total	% Correct
True	N	1	1	100 %
False	Y	0	1	0 %

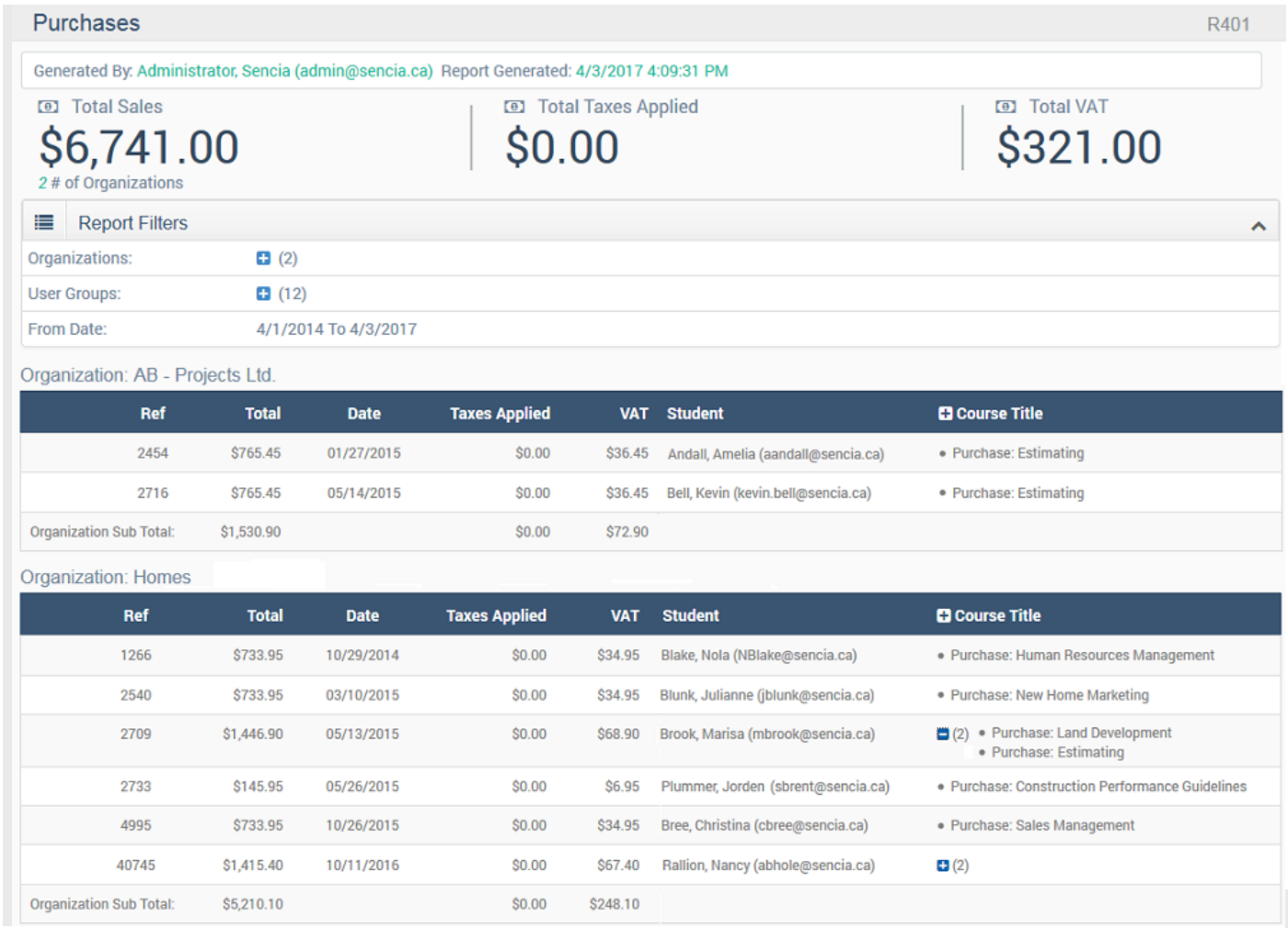
Distractor	Correct	Selected	Total	% Correct
True	N	1	2	50 %
False	Y	1	2	50 %

Distractor	Correct	Selected	Total	% Correct
True	Y	2	2	100 %
False	N	0	2	0 %

R401 Purchases

Run R401 to view eCommerce purchase details within a specified date range. This is a line item report that details purchases by purchaser name, date of purchase, items purchased and the amount charged. It also tallies the grand total charged within a specified date range.

> The image below is an example of R401.



Purchases R401

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 4:09:31 PM

Total Sales $6,741.00
2 # of Organizations

Total Taxes Applied $0.00

Total VAT $321.00

Report Filters

Organizations:	(2)
User Groups:	(12)
From Date:	4/1/2014 To 4/3/2017

Organization: AB - Projects Ltd.

Ref	Total	Date	Taxes Applied	VAT	Student	Course Title
2454	$765.45	01/27/2015	$0.00	$36.45	Andall, Amelia (aandall@sencia.ca)	• Purchase: Estimating
2716	$765.45	05/14/2015	$0.00	$36.45	Bell, Kevin (kevin.bell@sencia.ca)	• Purchase: Estimating
Organization Sub Total:	$1,530.90		$0.00	$72.90		

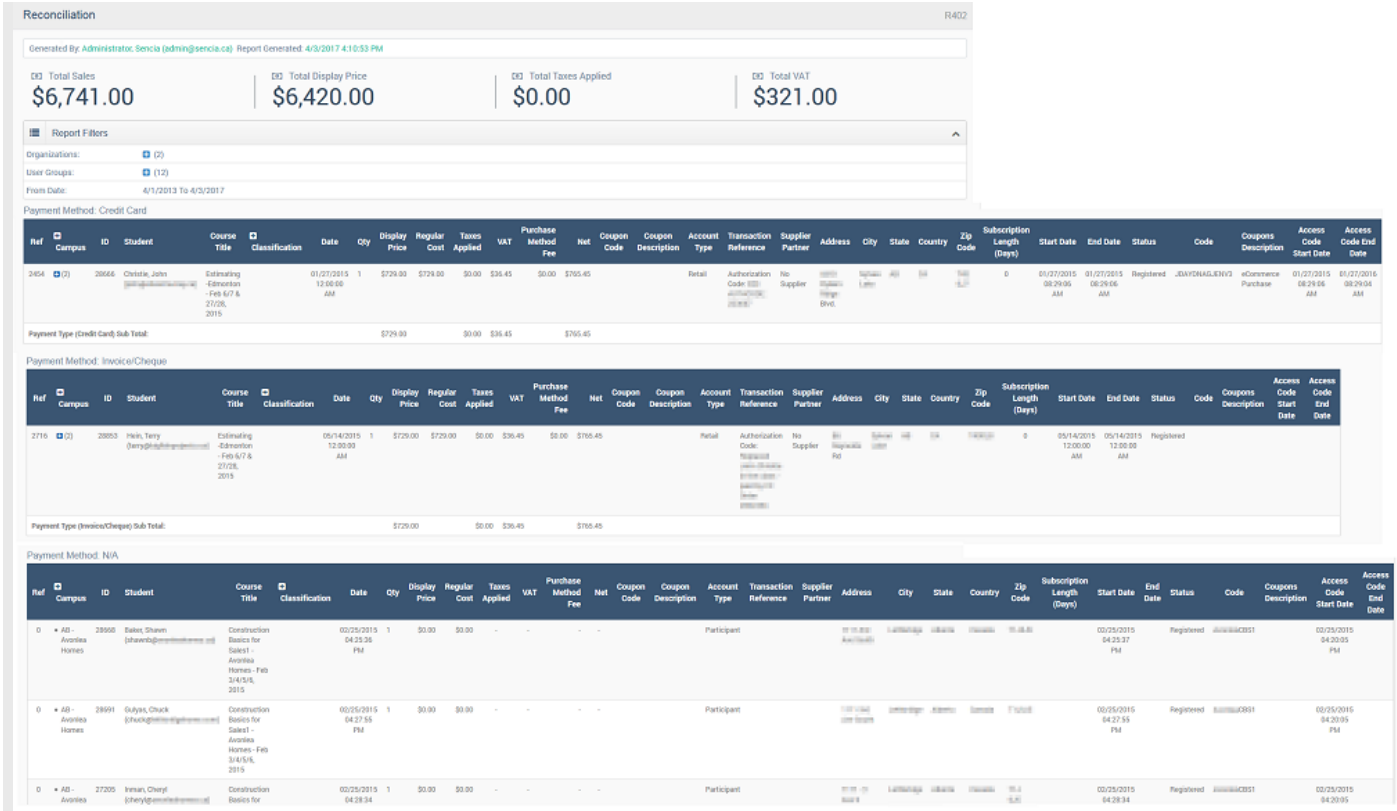
Organization: Homes

Ref	Total	Date	Taxes Applied	VAT	Student	Course Title
1266	$733.95	10/29/2014	$0.00	$34.95	Blake, Nola (NBlake@sencia.ca)	• Purchase: Human Resources Management
2540	$733.95	03/10/2015	$0.00	$34.95	Blunk, Julianne (jblunk@sencia.ca)	• Purchase: New Home Marketing
2709	$1,446.90	05/13/2015	$0.00	$68.90	Brook, Marisa (mbrook@sencia.ca)	(2) • Purchase: Land Development • Purchase: Estimating
2733	$145.95	05/26/2015	$0.00	$6.95	Plummer, Jorden (sbrent@sencia.ca)	• Purchase: Construction Performance Guidelines
4995	$733.95	10/26/2015	$0.00	$34.95	Bree, Christina (cbree@sencia.ca)	• Purchase: Sales Management
40745	$1,415.40	10/11/2016	$0.00	$67.40	Rallion, Nancy (abhole@sencia.ca)	(2)
Organization Sub Total:	$5,210.10		$0.00	$248.10		

R402 Reconciliation Report

Run R402 to view detailed information for purchases (products, bundles, and extensions) and access codes used within a certain date range for selected campuses and user groups. This data-rich report is broken up into separate transactions for purchases and access codes. Each section is sub-totaled with a grand total provided at the bottom.

The image below is an example of R402.



Reconciliation R402

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 4:10:53 PM

Total Sales	Total Display Price	Total Taxes Applied	Total VAT
$6,741.00	$6,420.00	$0.00	$321.00

Report Filters

Organizations:	(2)
User Groups:	(12)
From Date:	4/1/2013 To 4/3/2017

Payment Method: Credit Card

Ref	Campus	ID	Student	Course Title	Classification	Date	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code	Coupon Description	Account Type	Transaction Reference	Supplier Partner	Address	City	State	Country	Zip Code	Subscription Length (Days)	Start Date	End Date	Status	Code	Coupons Description	Access Code Start Date	Access Code End Date
2454	(2)	28666	Christie, John	Estimating - Edmonton - Feb 6/7 & 27/28, 2015		01/27/2015 12:00:00 AM	1	$729.00	$729.00	$0.00	$36.45	$0.00	$765.45			Retail	Authorization Code:	No Supplier						0	01/27/2015 08:29:06 AM	01/27/2015 08:29:06 AM	Registered	JDAYDNAGJENV3	eCommerce Purchase	01/27/2015 08:29:06 AM	01/27/2016 08:29:04 AM
Payment Type (Credit Card) Sub Total:								$729.00		$0.00	$36.45		$765.45																	

Payment Method: Invoice/Cheque

Ref	Campus	ID	Student	Course Title	Classification	Date	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code	Coupon Description	Account Type	Transaction Reference	Supplier Partner	Address	City	State	Country	Zip Code	Subscription Length (Days)	Start Date	End Date	Status	Code	Coupons Description	Access Code Start Date	Access Code End Date
2716	(2)	28853	Hein, Terry	Estimating - Edmonton - Feb 6/7 & 27/28, 2015		05/14/2015 12:00:00 AM	1	$729.00	$729.00	$0.00	$36.45	$0.00	$765.45			Retail	Authorization Code:	No Supplier						0	05/14/2015 12:00:00 AM	05/14/2015 12:00:00 AM	Registered				
Payment Type (Invoice/Cheque) Sub Total:								$729.00		$0.00	$36.45		$765.45																	

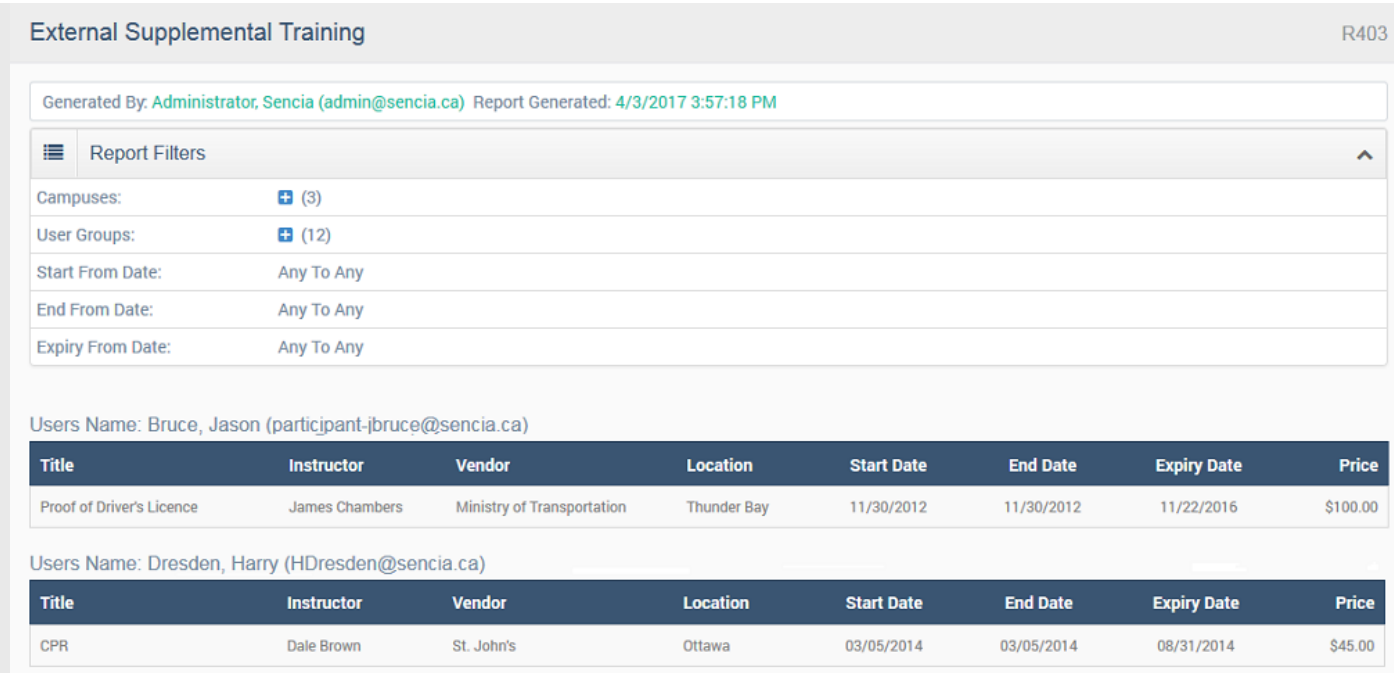
Payment Method: N/A

Ref	Campus	ID	Student	Course Title	Classification	Date	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code	Coupon Description	Account Type	Transaction Reference	Supplier Partner	Address	City	State	Country	Zip Code	Subscription Length (Days)	Start Date	End Date	Status	Code	Coupons Description	Access Code Start Date	Access Code End Date
0	AB - Avonlea Homes	28968	Baker, Shawn	Construction Basics for Sales1 - Avonlea Homes - Feb 3/4/5/6, 2015		02/25/2015 04:25:26 PM	1	$0.00	$0.00	-	-	-	-			Participant									02/25/2015 04:25:37 PM		Registered			02/25/2015 04:20:05 PM	
0	AB - Avonlea Homes	28991	Gulyas, Chuck	Construction Basics for Sales1 - Avonlea Homes - Feb 3/4/5/6, 2015		02/25/2015 04:27:55 PM	1	$0.00	$0.00	-	-	-	-			Participant									02/25/2015 04:27:55 PM		Registered			02/25/2015 04:20:05 PM	
0	AB - Avonlea	27205	Imran, Cheryl	Construction Basics for		02/25/2015 04:28:34	1	$0.00	$0.00	-	-	-	-			Participant									02/25/2015 04:28:34		Registered			02/25/2015 04:20:05	

R403 External Supplemental Training

Run R403 to view groups of individuals within a date range that have external supplemental training attached to their profiles as well as details about the training that occurred. You can filter the results by selecting specific user groups and a date range that filters all training between the entered start dates. This report is only relevant to clients using the supplemental training feature.

The image below is an example of R403.



External Supplemental Training R403

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 3:57:18 PM

Report Filters

Campuses:	(3)
User Groups:	(12)
Start From Date:	Any To Any
End From Date:	Any To Any
Expiry From Date:	Any To Any

Users Name: Bruce, Jason (participant-jbruce@sencia.ca)

Title	Instructor	Vendor	Location	Start Date	End Date	Expiry Date	Price
Proof of Driver's Licence	James Chambers	Ministry of Transportation	Thunder Bay	11/30/2012	11/30/2012	11/22/2016	$100.00

Users Name: Dresden, Harry (HDresden@sencia.ca)

Title	Instructor	Vendor	Location	Start Date	End Date	Expiry Date	Price
CPR	Dale Brown	St. John's	Ottawa	03/05/2014	03/05/2014	08/31/2014	$45.00

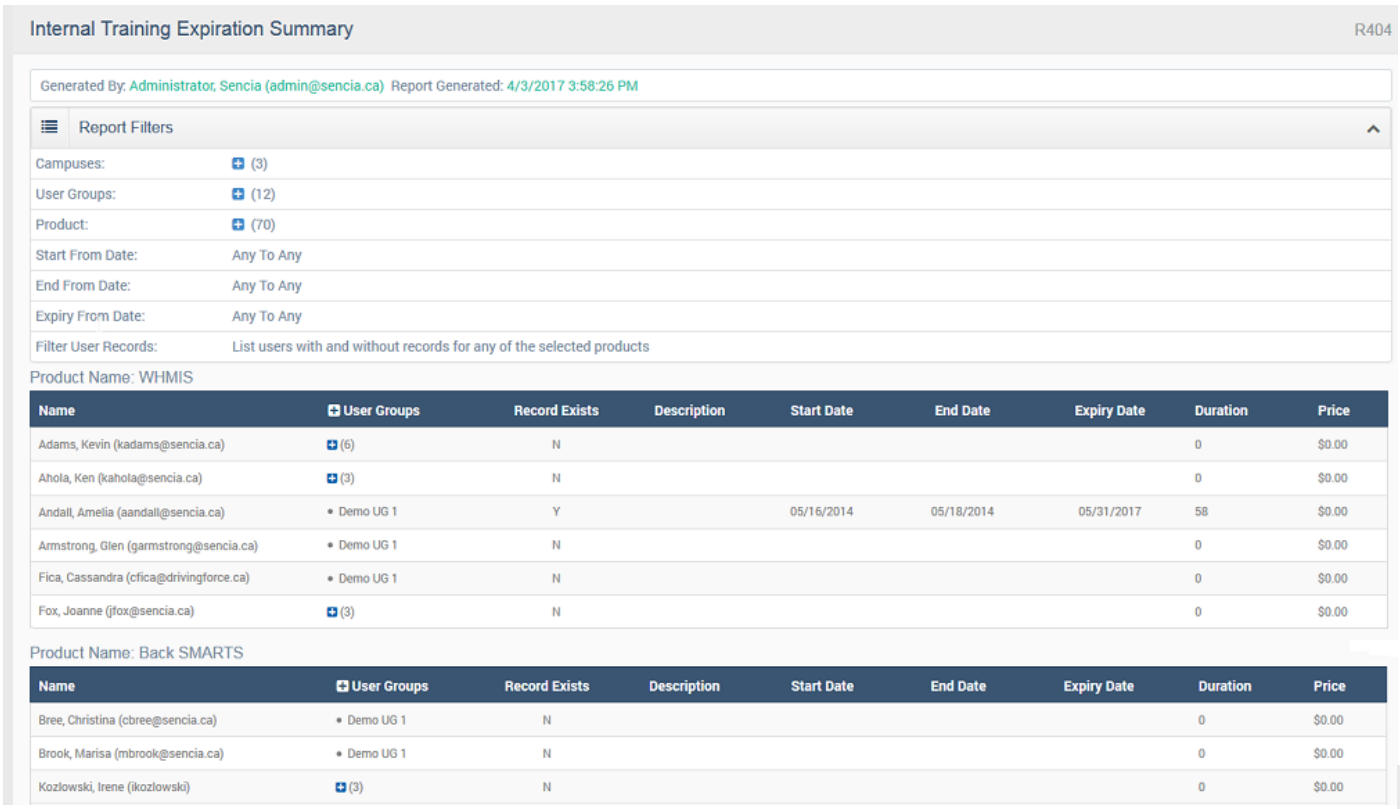
End dates and expiry dates are optional and may even be disabled for this report. If you need either date range enabled for this report, a Site Manager can request it via the SRS tool.

R404 Internal Supplemental Training

Run R404 to view groups of individuals that have internal supplemental training attached to their profiles as well as details about the training that occurred. R404 can report the days until expiry for selected training based on today's date, a filtered amount of days, and an expiry date range you supply. You can filter the results by selecting specific user groups, products, only products or assets with expiry dates and use several date ranges: start date, end date, and expiry date. Download in HTML, Excel, or CSV. The duration is the number of days remaining before the training expires, based on the report run date and expiry date. This report is only relevant to clients using the supplemental training feature.

> The image below is an example of R404.

>



Internal Training Expiration Summary R404

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 3:58:26 PM

Report Filters

Campuses:	(3)
User Groups:	(12)
Product:	(70)
Start From Date:	Any To Any
End From Date:	Any To Any
Expiry From Date:	Any To Any
Filter User Records:	List users with and without records for any of the selected products

Product Name: WHMIS

Name	User Groups	Record Exists	Description	Start Date	End Date	Expiry Date	Duration	Price
Adams, Kevin (kadams@sencia.ca)	(6)	N					0	$0.00
Ahola, Ken (kahola@sencia.ca)	(3)	N					0	$0.00
Andall, Amelia (aandall@sencia.ca)	• Demo UG 1	Y		05/16/2014	05/18/2014	05/31/2017	58	$0.00
Armstrong, Glen (garmstrong@sencia.ca)	• Demo UG 1	N					0	$0.00
Fica, Cassandra (cfica@drivingforce.ca)	• Demo UG 1	N					0	$0.00
Fox, Joanne (jfox@sencia.ca)	(3)	N					0	$0.00

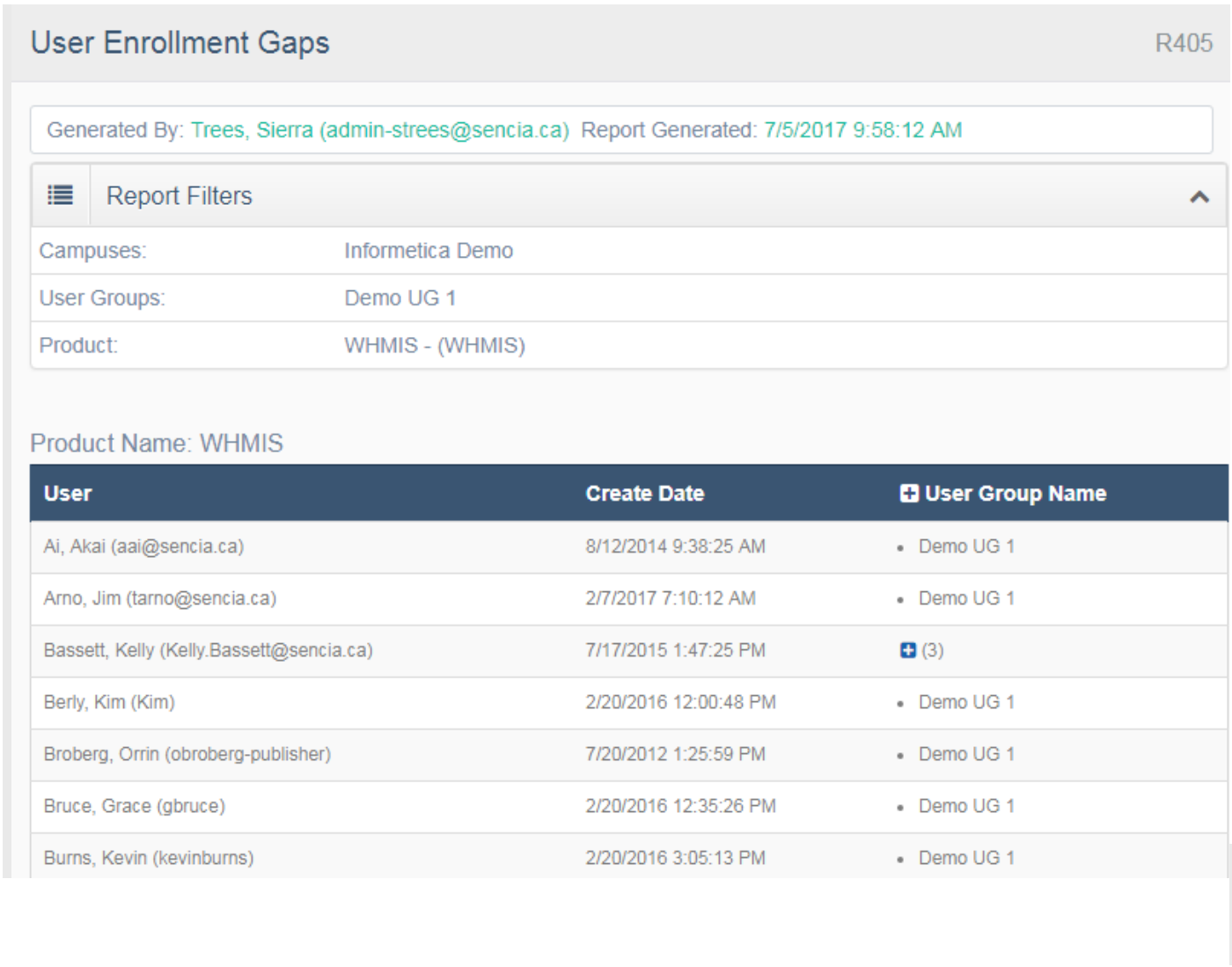
Product Name: Back SMARTS

Name	User Groups	Record Exists	Description	Start Date	End Date	Expiry Date	Duration	Price
Bree, Christina (cbree@sencia.ca)	• Demo UG 1	N					0	$0.00
Brook, Marisa (mbrook@sencia.ca)	• Demo UG 1	N					0	$0.00
Kozlowski, Irene (ikozlowski)	(3)	N					0	$0.00

R405 User Enrollment Gaps

Run R405 to view a list of individuals within a user group who are not enroled in a specific product.

The image below is an example of R405.



User Enrollment Gaps R405

Generated By: Trees, Sierra (admin-strees@sencia.ca) Report Generated: 7/5/2017 9:58:12 AM

Report Filters

Campuses:	Informetica Demo
User Groups:	Demo UG 1
Product:	WHMIS - (WHMIS)

Product Name: WHMIS

User	Create Date	User Group Name
Ai, Akai (aai@sencia.ca)	8/12/2014 9:38:25 AM	• Demo UG 1
Arno, Jim (tarno@sencia.ca)	2/7/2017 7:10:12 AM	• Demo UG 1
Bassett, Kelly (Kelly.Bassett@sencia.ca)	7/17/2015 1:47:25 PM	(3)
Berly, Kim (Kim)	2/20/2016 12:00:48 PM	• Demo UG 1
Broberg, Orrin (obroberg-publisher)	7/20/2012 1:25:59 PM	• Demo UG 1
Bruce, Grace (gbruce)	2/20/2016 12:35:26 PM	• Demo UG 1
Burns, Kevin (kevinburns)	2/20/2016 3:05:13 PM	• Demo UG 1

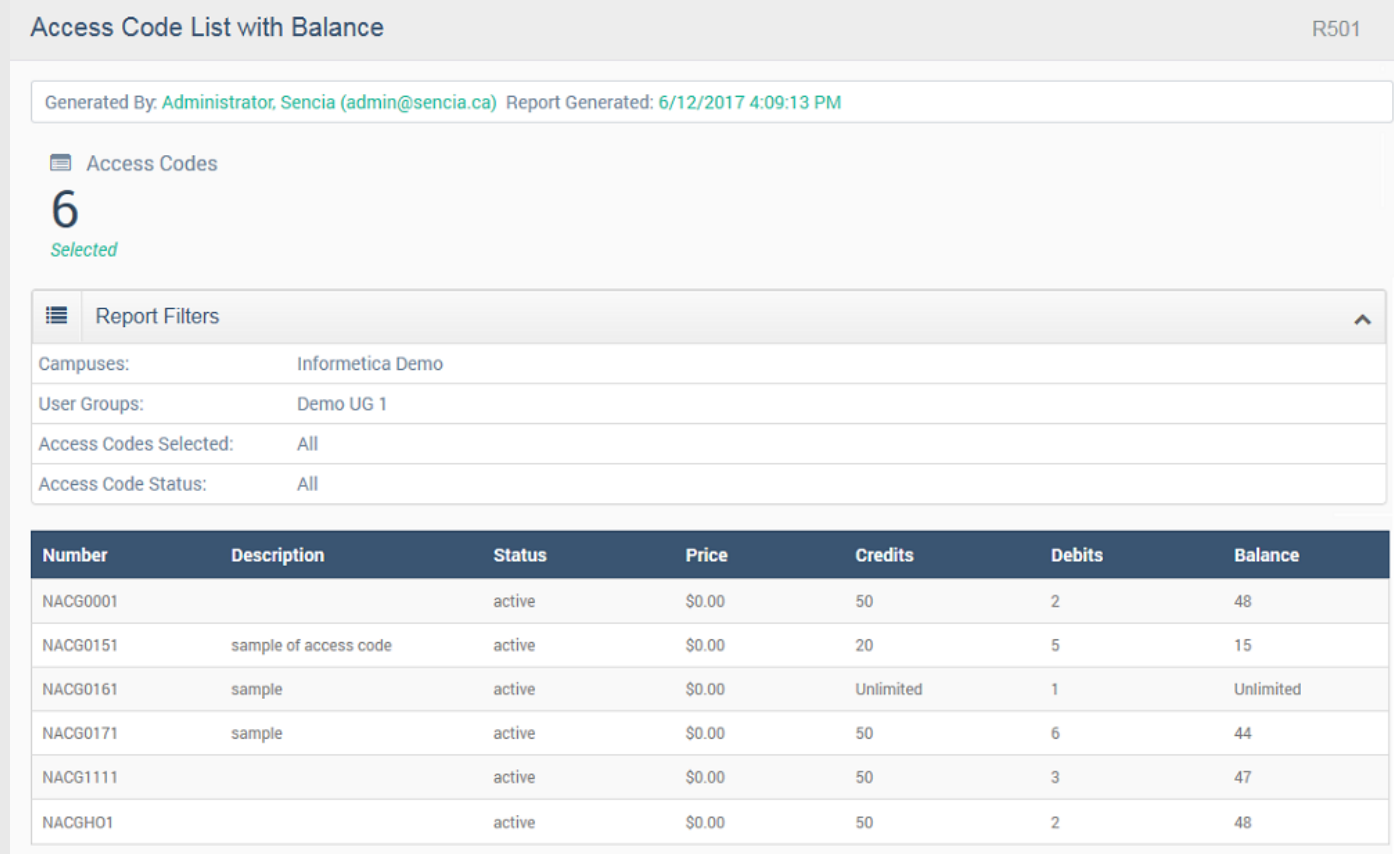
R501 Access Code List with Balance

You may also be interested in these other reports that contain access code data R101 ,R402 , R602 .

Run R501 to view the number of times access codes have been used, the number of uses available

(credits), and the number of remaining times the codes can be used (debits). You can run this report for selected campuses and user groups as well as for a specific access code or all access codes.

The image below is an example of R501.



Access Code List with Balance R501

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 6/12/2017 4:09:13 PM

Access Codes
6
Selected

Report Filters

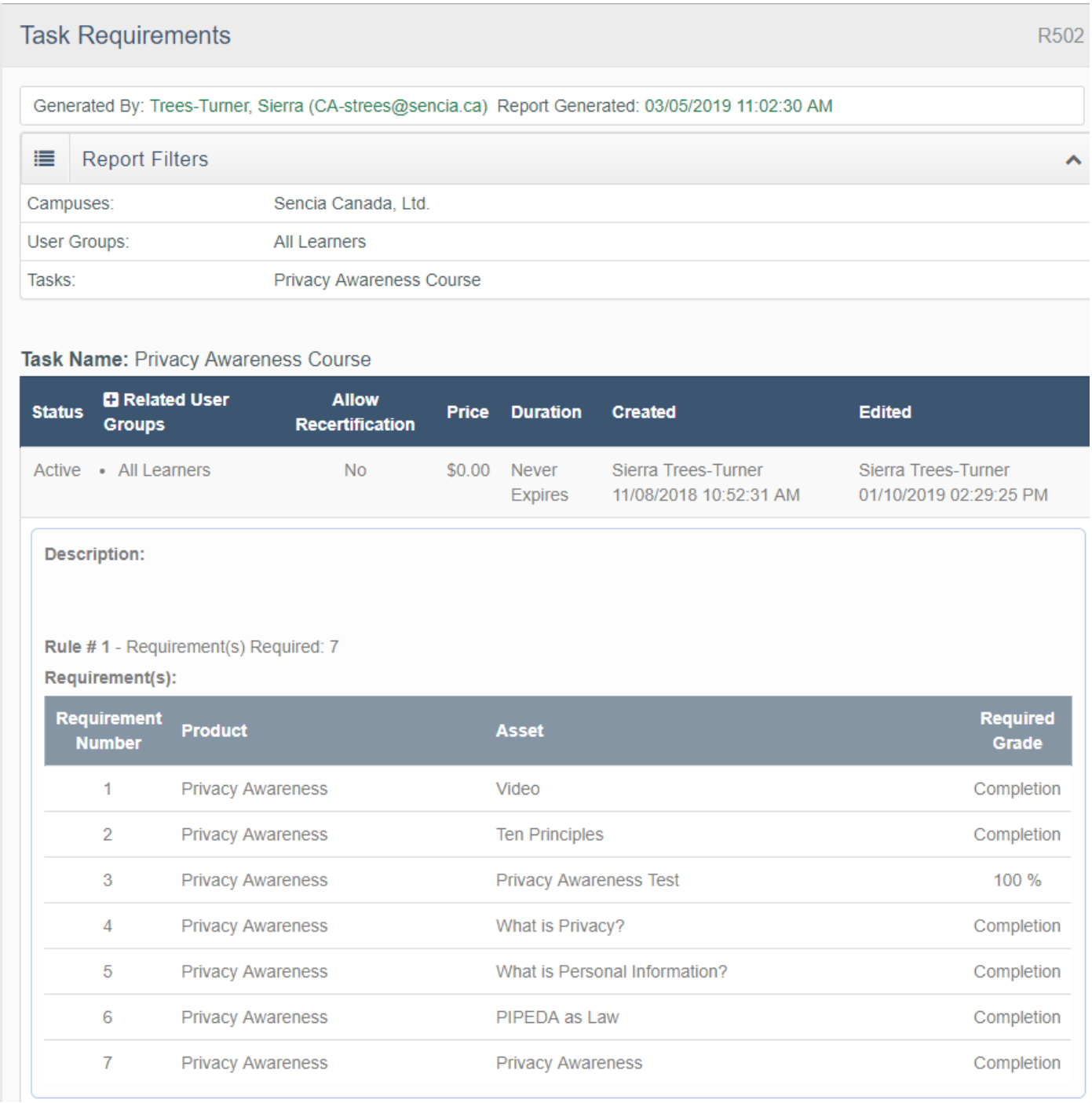
Campuses:	Informetica Demo
User Groups:	Demo UG 1
Access Codes Selected:	All
Access Code Status:	All

Number	Description	Status	Price	Credits	Debits	Balance
NACG0001		active	$0.00	50	2	48
NACG0151	sample of access code	active	$0.00	20	5	15
NACG0161	sample	active	$0.00	Unlimited	1	Unlimited
NACG0171	sample	active	$0.00	50	6	44
NACG1111		active	$0.00	50	3	47
NACGHO1		active	$0.00	50	2	48

R502 Certification Rules and Details

Run R502 to view information related to a specific certification that is available to selected user groups.

The image below is an example of R502.



Task Requirements

R502

Generated By: Trees-Turner, Sierra (CA-strees@sencia.ca) Report Generated: 03/05/2019 11:02:30 AM

Report Filters

Campuses:	Sencia Canada, Ltd.
User Groups:	All Learners
Tasks:	Privacy Awareness Course

Task Name: Privacy Awareness Course

Status	Related User Groups	Allow Recertification	Price	Duration	Created	Edited
Active	• All Learners	No	$0.00	Never Expires	Sierra Trees-Turner 11/08/2018 10:52:31 AM	Sierra Trees-Turner 01/10/2019 02:29:25 PM

Description:

Rule # 1 - Requirement(s) Required: 7

Requirement(s):

Requirement Number	Product	Asset	Required Grade
1	Privacy Awareness	Video	Completion
2	Privacy Awareness	Ten Principles	Completion
3	Privacy Awareness	Privacy Awareness Test	100 %
4	Privacy Awareness	What is Privacy?	Completion
5	Privacy Awareness	What is Personal Information?	Completion
6	Privacy Awareness	PIPEDA as Law	Completion
7	Privacy Awareness	Privacy Awareness	Completion

R503 Test Question Details

Run R503 to view an overview of a single evaluation or questionnaire, generating a list of questions and weights for each answer or a single section of questions, generating a list of correct answers. This report does not provide an answer key for question bank queries.

> The image below is an example of R503 reporting an evaluation with feedback for both
>
> correct and incorrect answers.
>
>

Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
1	1	Multiple Choice	What are the five important elements of defensive driving?	[x] Knowledge, alertness, foresight, judgement, and skill. [ ] Knowledge, alertness, stopping time, judgement, and reaction time. [ ] Knowledge, consideration, judgement, reaction time, and skill. [ ] Knowledge, eye-lead time, judgement, reaction time, and skill.	What are the five important elements of defensive driving?	**Great work!** Defensive driving consists of these five elements.
2	1	Multiple Choice	What is a typical parking lot hazard?	[ ] Scraping other parked vehicles while entering a tight parking spot. [ ] Hitting a moving vehicle while getting out of a parking spot. [ ] Collisions with pedestrians. [x] All answers are correct.	What is a typical parking lot hazard?	**Great work!** These are all typical parking lot hazards. When in a parking lot, remember to always back into the parking space.
3	1	Multiple Choice	What should you do if you suddenly go into a skid?	[ ] Take your foot off the gas. [ ] Turn your wheels in the same direction the rear of the vehicle is skidding. [ ] Squeeze the brake. [x] All answers are correct.	What should you do if you suddenly go into a skid?	**Great work!** If you go into a skid, don't panic and follow each of these steps. Remember, if you have ABS, do not pump the brakes.
4	1	Multiple Choice	What should you do if you find yourself too tired to drive?	[ ] Open your window to get some fresh air. [ ] Rest one eye at a time. [x] Stop at the first safe place and take a 30 minute nap. [ ] Drink an espresso.	What should you do if you find yourself too tired to drive?	**Fabulous!** Do not drive if you are tired! If possible, sleep for 30 minutes or more and drink some coffee before resuming driving.
5	1	Fill in the Blank	William ___ wrote Romeo and ___	Blank 1: Shakespeare Blank 2: Juliet.	Incorrect.	Correct!

The image below is an example of R503 reporting on a questionnaire with 4 buckets with no

feedback.

Assessing Your Project Management Skills

Section - Section 1
Section Pass Rate: 0%
Section description: Examine the following statements and indicate the degree to which they apply to you. In order to receive the most accurate results, please answer each question as honestly as possible.

Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
1	1	Bucketed	I find new ways to solve problems.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
2	1	Bucketed	I know how and where to find information and how to use it	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
3	1	Bucketed	I find it easy to see things from someone else's point of view.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
4	1	Bucketed	I am someone who begins a task with little prompting from others.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
5	1	Bucketed	I speak and present clearly and effectively	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
6	1	Bucketed	I produce accurate, clear, error-free writing.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
7	1	Bucketed	I know how to assemble, motivate, and empower an effective team.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
8	1	Bucketed	I can identify and use business forms; file and record financial transaction.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		
9	1	Bucketed	I set and work toward short-, medium-, and long-term goals.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable		

R504 Asset Exceptions

Run R504 to view information related to additional time and additional attempt exceptions granted to individuals for selected assets within a single product.

The image below is an example of R504.

Transportation of Dangerous Goods

Name	Created Date	Effective Date	Expiry Date	Duration (days)
Easter, Chelsea	6/13/2014 2:25:37 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Halcrow, John	6/19/2014 10:02:20 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42
Kayseas, Noah	6/13/2014 2:27:23 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Smith, Hayden	6/19/2014 9:53:04 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42
Yaworek, Barbara	6/19/2014 10:18:12 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42

R507 Product Exceptions

Run R507 to view information related to additional time and additional attempt exceptions granted to individuals for selected products.

The image below is an example of R507.

WHMIS Online

Name	Created Date	Effective Date	Expiry Date	Duration (Days)
Cretu, Iurie	1/12/2015 3:22:52 PM	1/12/2015 12:00:00 AM	1/23/2015 11:59:59 PM	11
Doerksen, Ed	9/26/2014 12:32:49 PM	9/26/2014 12:00:00 AM	10/31/2014 11:59:59 PM	35
Easter, Chelsea	6/13/2014 2:31:46 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Filby, Gary	9/26/2014 12:33:13 PM	9/26/2014 12:00:00 AM	10/31/2014 11:59:59 PM	35
Halcrow, John	6/19/2014 10:03:07 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42
Hilker, Paul	12/30/2014 10:11:14 AM	12/30/2014 12:00:00 AM	1/5/2015 11:59:59 PM	6
Hocaluk, Jason	5/26/2014 4:41:17 PM	5/26/2014 12:00:00 AM	6/27/2014 11:59:59 PM	32
Kayseas, Noah	6/13/2014 2:32:25 PM	6/13/2014 12:00:00 AM	7/31/2014 11:59:59 PM	48
Kayseas, Shamin	5/30/2014 7:00:58 PM	5/30/2014 12:00:00 AM	6/30/2014 11:59:59 PM	31
Kincaid, Scott	9/26/2014 12:32:24 PM	9/26/2014 12:00:00 AM	10/31/2014 11:59:59 PM	35
Lapierre, Brendan	6/24/2014 4:30:17 PM	6/24/2014 12:00:00 AM	7/31/2014 11:59:59 PM	37
O'Brien, Travis	1/5/2015 11:21:22 AM	1/5/2015 12:00:00 AM	1/30/2015 11:59:59 PM	25
Smith, Hayden	6/19/2014 9:54:20 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42
Smith, Marlene	6/17/2014 10:41:10 AM	6/17/2014 12:00:00 AM	7/31/2014 11:59:59 PM	44
Yaworek, Barbara	6/19/2014 10:18:41 AM	6/19/2014 12:00:00 AM	7/31/2014 11:59:59 PM	42

Duration is the number of days that the exception is valid, calculated by subtracting the effective date of the expiry.

R509 Certification by Approval Body

Run R509 to view individuals who have earned credits for the purpose of reporting to various certification approval bodies with a defined date range.

The image below is an example of R509.

Approval Body	Jurisdiction	Last Name	First Name	Role	License No	CE	Approved Hours	Approval No	Date Earned
Canadian Certificate	Alberta	Burlet	Gil	AB LTC RAI Educator	97893	Mastering the RAI 2.0 Assessment Process	1	MNA# 2014-18	9/3/2014 4:08:41 PM
Licensed Nursing	Alberta	Cabalo-Opinio	Colleen	HC Intake Assessor	62420	Mastering the RAI 2.0 Care Planning with CAPs	1.5	MNA# 2012-10	9/30/2014 3:25:35 PM
Licensed Nursing	Florida	Doniak	Josephine	AB LTC Site Lead	PN5163144	OBRA V12	1		9/3/2014 5:08:48 PM
Licensed Nursing	Florida	Taylor	Melissa	MDS Coordinator	93926	ANCC - RAI 3.0 Intro & Basics v13	1.5		9/30/2014 4:25:35 PM

R601 Product Login Duration by Participant

Run R601 to view the time individuals spent logged into selected products. Timestamps are every 15 seconds after a user opens a product. This is a product level report, so there are no details on specific assets. The report does not include users with no activity.

The image below is an example of R601.

Name (username)

Maria Bennet (mbennet@sencia.ca)

Start	End	Duration
2/27/2012 3:51:27 PM	2/27/2012 3:53:14 PM	1m 47s
2/28/2012 2:02:00 PM	2/28/2012 2:02:02 PM	2s
2/28/2012 2:11:06 PM	2/28/2012 2:11:07 PM	1s
Total Time:		**1m 50s**

Julianne Blunk (jblunk@sencia.ca)

Start	End	Duration
2/27/2012 3:22:47 PM	2/27/2012 3:25:02 PM	2m 15s
Total Time:		**2m 15s**

Christina Bree (cbree@sencia.ca)

Start	End	Duration
2/27/2012 3:53:50 PM	2/27/2012 3:55:20 PM	1m 30s
Total Time:		**1m 30s**

Sebastian Brent (sbrent@sencia.ca)

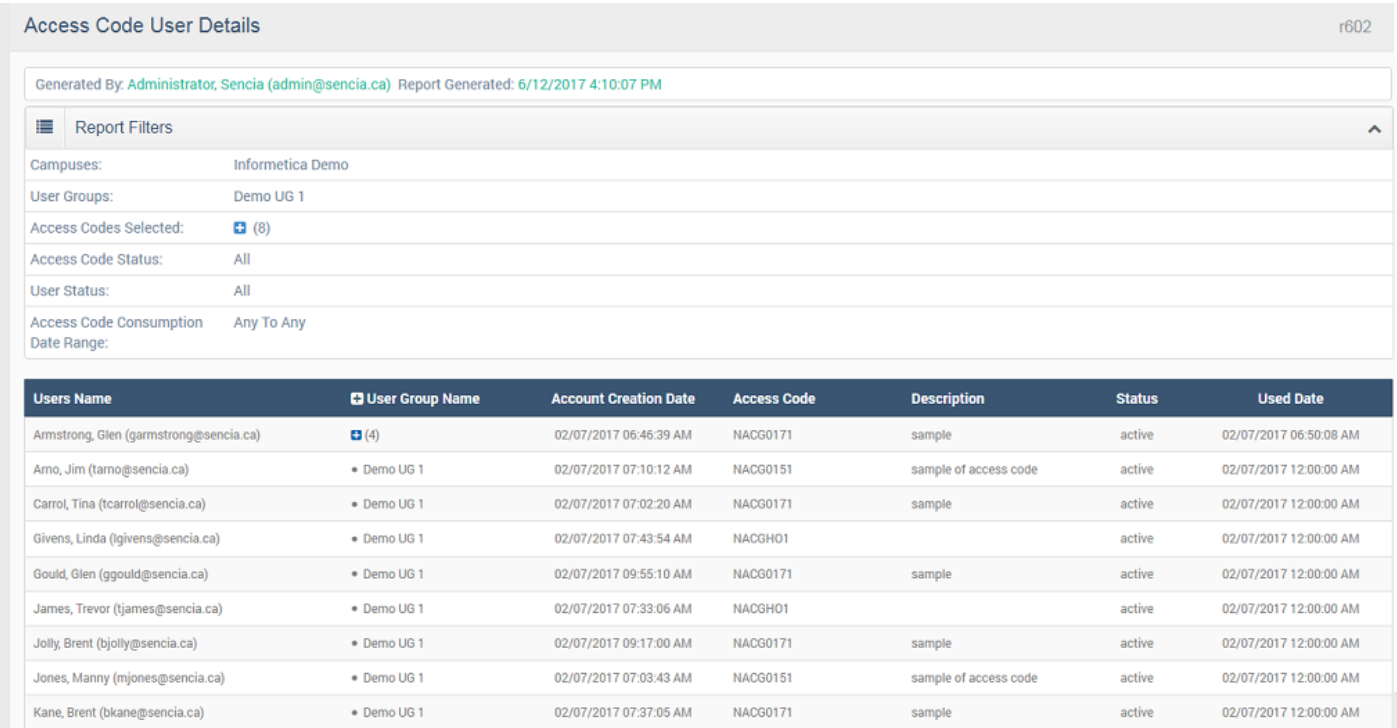
Start	End	Duration
2/27/2012 3:55:45 PM	2/27/2012 3:57:45 PM	2m 0s
2/28/2012 3:12:09 PM	2/28/2012 3:12:11 PM	2s
Total Time:		**2m 2s**

R602 Access Code User Details

You may also be interested in these other reports that contain access code data R101 ,R402 , R501 .

Run R602 to view accounts created by using an access code as well as access codes used in SSO, granted by a manager, and those used in the quick register box. You can run this report for a specific access code or all access codes.

The image below is an example of R602.



Access Code User Details r602

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 6/12/2017 4:10:07 PM

Report Filters

Campuses:	Informetica Demo
User Groups:	Demo UG 1
Access Codes Selected:	(8)
Access Code Status:	All
User Status:	All
Access Code Consumption Date Range:	Any To Any

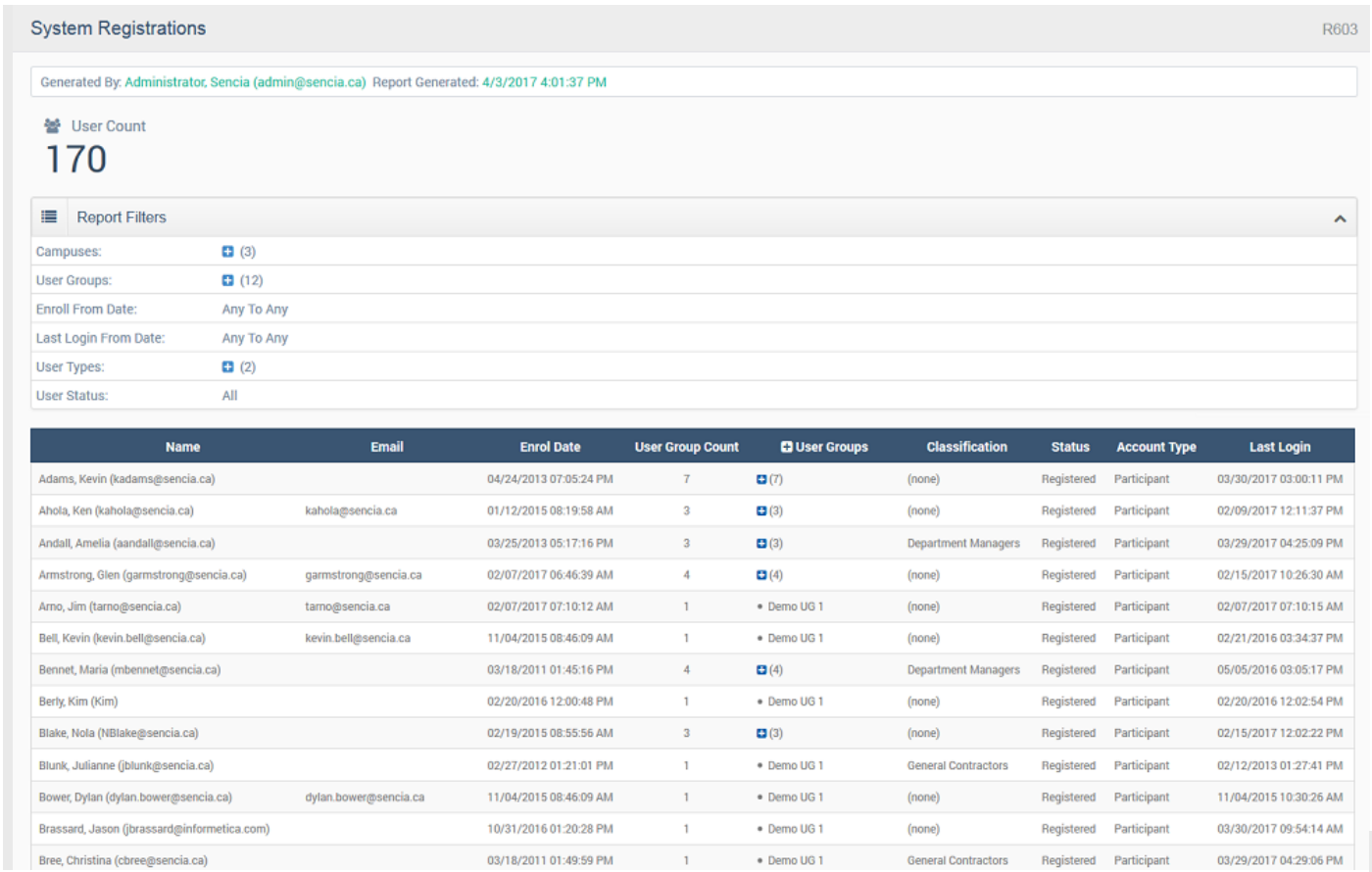
Users Name	User Group Name	Account Creation Date	Access Code	Description	Status	Used Date
Armstrong, Glen (garmstrong@sencia.ca)	(4)	02/07/2017 06:46:39 AM	NACG0171	sample	active	02/07/2017 06:50:08 AM
Arno, Jim (tarno@sencia.ca)	Demo UG 1	02/07/2017 07:10:12 AM	NACG0151	sample of access code	active	02/07/2017 12:00:00 AM
Carrol, Tina (tcarrol@sencia.ca)	Demo UG 1	02/07/2017 07:02:20 AM	NACG0171	sample	active	02/07/2017 12:00:00 AM
Givens, Linda (lgivens@sencia.ca)	Demo UG 1	02/07/2017 07:43:54 AM	NACGHO1		active	02/07/2017 12:00:00 AM
Gould, Glen (ggould@sencia.ca)	Demo UG 1	02/07/2017 09:55:10 AM	NACG0171	sample	active	02/07/2017 12:00:00 AM
James, Trevor (tjames@sencia.ca)	Demo UG 1	02/07/2017 07:33:06 AM	NACGHO1		active	02/07/2017 12:00:00 AM
Jolly, Brent (bjolly@sencia.ca)	Demo UG 1	02/07/2017 09:17:00 AM	NACG0171	sample	active	02/07/2017 12:00:00 AM
Jones, Manny (mjones@sencia.ca)	Demo UG 1	02/07/2017 07:03:43 AM	NACG0151	sample of access code	active	02/07/2017 12:00:00 AM
Kane, Brent (bkane@sencia.ca)	Demo UG 1	02/07/2017 07:37:05 AM	NACG0171	sample	active	02/07/2017 12:00:00 AM

R603 System Registrations

Run R603 to view user accounts created within a defined date range based on account creation or last login. If no users or dates are selected, then the report will show individuals within the same user groups that the person running the report belongs to. This report's default display is sorted by the user's last name. Export in HTML, Excel, or CSV format.

View the video tutorial.

The image below is an example of R603.



System Registrations R603

Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 4/3/2017 4:01:37 PM

User Count
170

Report Filters

Campuses:	(3)
User Groups:	(12)
Enroll From Date:	Any To Any
Last Login From Date:	Any To Any
User Types:	(2)
User Status:	All

Name	Email	Enrol Date	User Group Count	User Groups	Classification	Status	Account Type	Last Login
Adams, Kevin (kadams@sencia.ca)		04/24/2013 07:05:24 PM	7	(7)	(none)	Registered	Participant	03/30/2017 03:00:11 PM
Ahola, Ken (kahola@sencia.ca)	kahola@sencia.ca	01/12/2015 08:19:58 AM	3	(3)	(none)	Registered	Participant	02/09/2017 12:11:37 PM
Andall, Amelia (aandall@sencia.ca)		03/25/2013 05:17:16 PM	3	(3)	Department Managers	Registered	Participant	03/29/2017 04:25:09 PM
Armstrong, Glen (garmstrong@sencia.ca)	garmstrong@sencia.ca	02/07/2017 06:46:39 AM	4	(4)	(none)	Registered	Participant	02/15/2017 10:26:30 AM
Arno, Jim (tarno@sencia.ca)	tarno@sencia.ca	02/07/2017 07:10:12 AM	1	• Demo UG 1	(none)	Registered	Participant	02/07/2017 07:10:15 AM
Bell, Kevin (kevin.bell@sencia.ca)	kevin.bell@sencia.ca	11/04/2015 08:46:09 AM	1	• Demo UG 1	(none)	Registered	Participant	02/21/2016 03:34:37 PM
Bennet, Maria (mbennet@sencia.ca)		03/18/2011 01:45:16 PM	4	(4)	Department Managers	Registered	Participant	05/05/2016 03:05:17 PM
Berly, Kim (Kim)		02/20/2016 12:00:48 PM	1	• Demo UG 1	(none)	Registered	Participant	02/20/2016 12:02:54 PM
Blake, Nola (NBlake@sencia.ca)		02/19/2015 08:55:56 AM	3	(3)	(none)	Registered	Participant	02/15/2017 12:02:22 PM
Blunk, Julianne (jblunk@sencia.ca)		02/27/2012 01:21:01 PM	1	• Demo UG 1	General Contractors	Registered	Participant	02/12/2013 01:27:41 PM
Bower, Dylan (dylan.bower@sencia.ca)	dylan.bower@sencia.ca	11/04/2015 08:46:09 AM	1	• Demo UG 1	(none)	Registered	Participant	11/04/2015 10:30:26 AM
Brassard, Jason (jbrassard@informetica.com)		10/31/2016 01:20:28 PM	1	• Demo UG 1	(none)	Registered	Participant	03/30/2017 09:54:14 AM
Bree, Christina (cbree@sencia.ca)		03/18/2011 01:49:59 PM	1	• Demo UG 1	General Contractors	Registered	Participant	03/29/2017 04:29:06 PM

R604 Logins – Trend

Run R604 to view the total and the average number of system logins within a defined date range. The report has graphs that visually represent the daily and hourly averages followed by supporting data that details login totals and averages.

The image below shows an example of R604.

Average Logins by Hour

R604

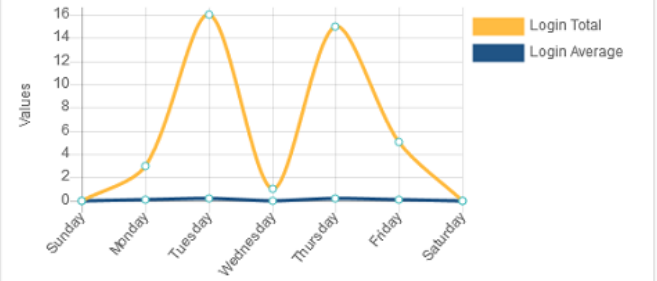
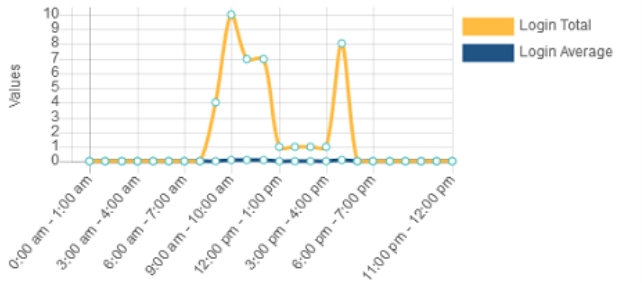
Generated By: Administrator, Sencia (admin@sencia.ca) Report Generated: 12/12/2016 12:57:20 PM

Total Days Considered	Total Logins	Times are indicated for
103	40	Eastern

Report Filters

Report Generated:	12/12/2016 12:57:20 PM
Generated By:	Administrator, Sencia <admin@sencia.ca>
Campuses:	(2)
User Groups:	(7)
User Types:	(2)
Days of the Week:	(7)
From Date:	09/01/2016 To 12/12/2016

Daily Average



Hourly Average