

LGPS Online Learning Academy

How to Guide - Understanding user progress reports

Introduction

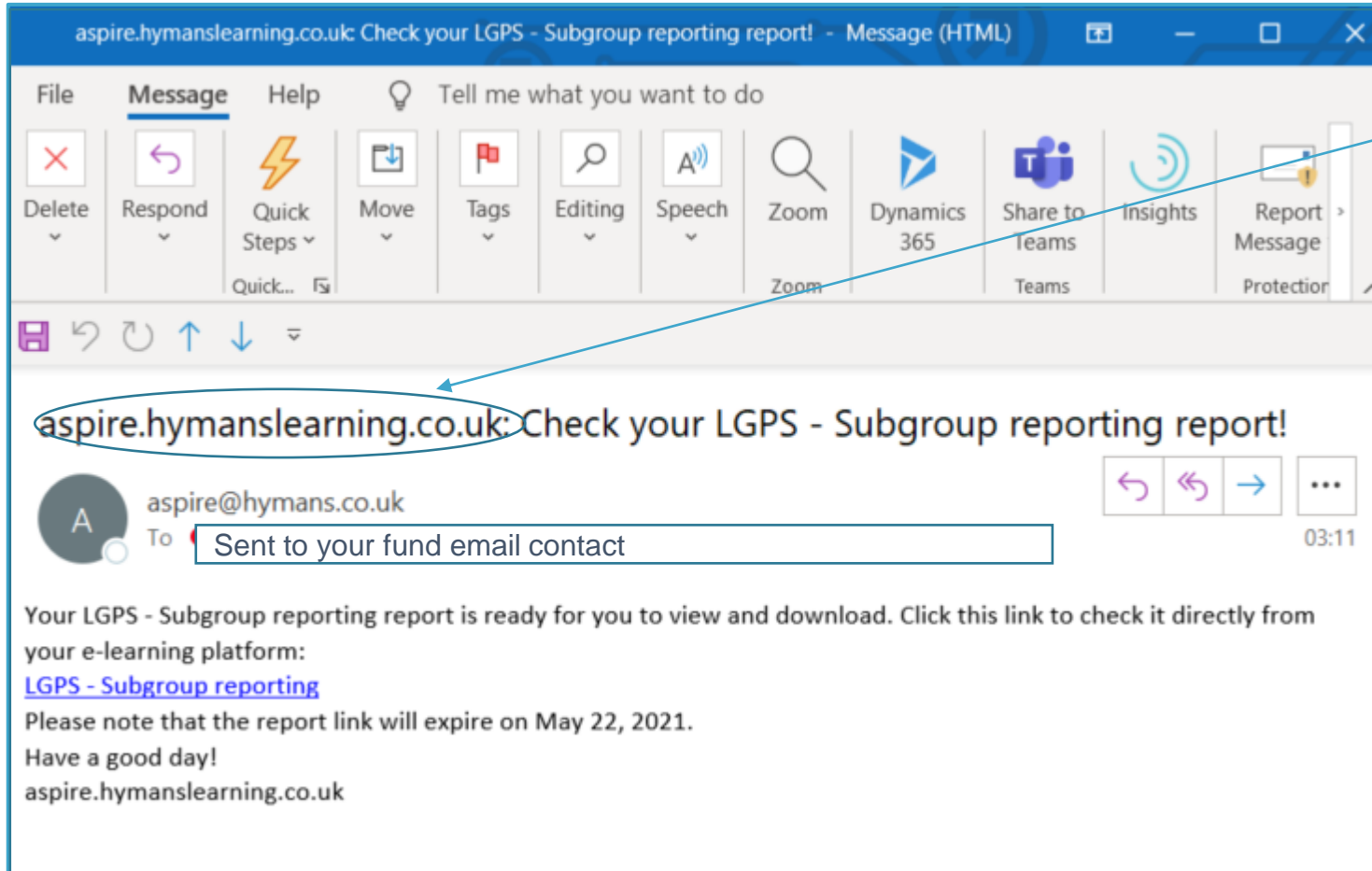
This guide aims to help you understand user progress reports in Aspire.

- The report will provide a central record of your fund's user information (i.e. names and role).
- It will also detail progress through the LGPS Learning Plan for each user, including:
 - Enrolment status of each of the 6 modules in the learning plan
 - The date each course was first accessed
 - The date each course was last accessed
 - The date the user was enrolled on a course
 - The final score a user received on a course knowledge check
 - How much of the course has been completed
- The report is issued monthly to designated fund representatives in excel format.
- Please see the following slides for annotated screenshots of a sample report.

Sample Report

Username	Fullname	LGPS Fund	LGPS Role	Course Name	Course Enrolment Status	Course First Access Date	Course Last Access Date	Enrolment Date	Final score	Course Progress (%)
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 5 - Investments	Completed	2021-05-05 17:32:03	2022-02-03 11:48:12	2021-05-04 09:32:08	120.0	100
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 2 - LGPS Governance & Oversight Bodies	Completed	2021-05-05 09:20:08	2022-02-03 11:53:43	2021-05-04 09:32:08	0.0	92
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 6 - Current Issues	In Progress	2021-05-05 23:36:18	2022-02-03 11:47:34	2021-05-04 09:32:08	0.0	62
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 4 - Funding and Actuarial Matters	Completed	2021-05-05 16:17:49	2022-02-03 11:48:40	2021-05-04 09:32:08	0.0	92
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 1 - An introduction to the LGPS	Completed	2021-05-04 15:50:55	2022-02-03 14:10:44	2021-05-04 09:32:08	150.0	100
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 3 - Administration & Fund Management	Completed	2021-05-05 22:12:30	2022-02-03 11:50:41	2021-05-04 09:32:08	110.0	100

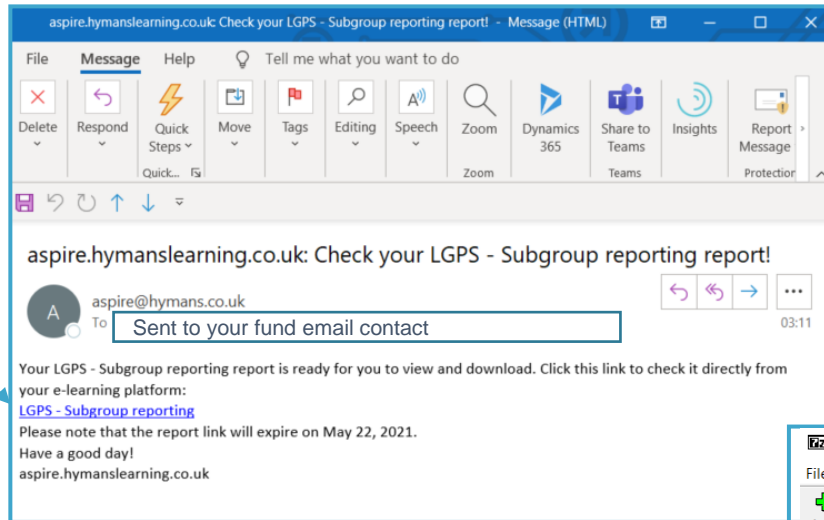
Sample Email containing report



Please note this email address may need to be listed by your IT department as a “safe email” to avoid correspondence being sent to your “Junk” folder.

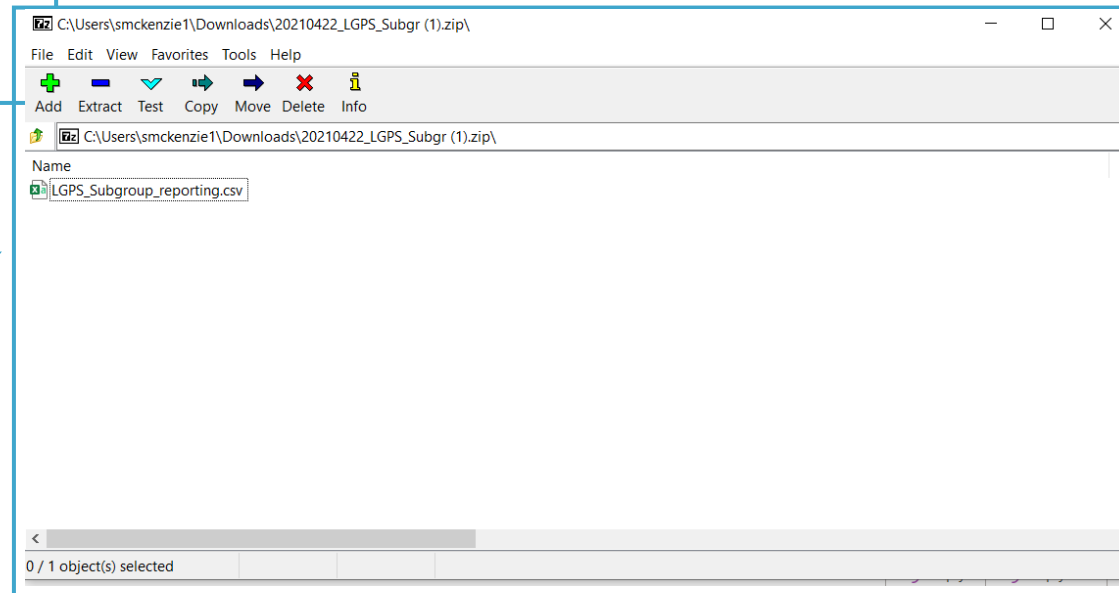
Downloading your report

Click on the link






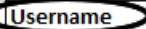
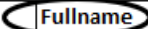


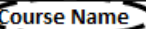
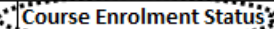

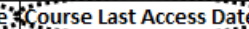
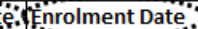
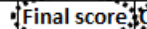
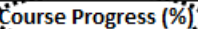
The download will appear in your download folder. Click on the excel file.

The report will open in excel. Once downloaded you can sort and format the report to meet your fund's needs.



Sample Report - orientation

-  User details
-  Course details
-  Course progression

 Username	 Fullname	 LGPS Fund	 LGPS Role	 Course Name	 Course Enrolment Status	 Course First Access Date	 Course Last Access Date	 Enrolment Date	 Final score	 Course Progress (%)
barryaspirehyman@gmail.com	Barry Aspire	ABC Fund	Officer	Module 5 - Investments	Completed	2021-05-05 17:32:03	2022-02-03 11:48:12	2021-05-04 09:32:08	120.0	100
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barryaspirehyman@gmail.com	Barry Aspire	ABC Fund	Officer	Module 6 - Current Issues	In Progress	2021-05-05 23:36:18	2022-02-03 11:47:34	2021-05-04 09:32:08	0.0	62
barryaspirehyman@gmail.com	Barry Aspire	ABC Fund	Officer	Module 4 - Funding and Actuarial Matters	Completed	2021-05-05 16:17:49	2022-02-03 11:48:40	2021-05-04 09:32:08	0.0	92
barryaspirehyman@gmail.com	Barry Aspire	ABC Fund	Officer	Module 1 - An introduction to the LGPS	Completed	2021-05-04 15:50:55	2022-02-03 14:10:44	2021-05-04 09:32:08	150.0	100
barryaspirehyman@gmail.com	Barry Aspire	ABC Fund	Officer	Module 3 - Administration & Fund Management	Completed	2021-05-05 22:12:30	2022-02-03 11:50:41	2021-05-04 09:32:08	110.0	100

Note - Maximum Scores are:

- Module 1 = 150
- Module 2 = 110
- Module 3 = 120
- Module 4 = 160
- Module 5 = 120
- Module 6 = NA

Sample Report – User details

○ User details

The user's username against the courses they are enrolled on. Username's are the user's email address.

User's full name

Fund Name

Role at the fund

Username	Fullname	LGPS Fund	LGPS Role	Course Name	Course Enrolment Status	Course First Access Date	Course Last Access Date	Enrolment Date	Final score	Course Progress (%)
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 5 - Investments	Completed	2021-05-05 17:32:03	2022-02-03 11:48:12	2021-05-04 09:32:08	120.0	100
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Sample Report – Course details

Course details

Course Name identifies the courses the user is enrolled on and is obliged to complete.

Enrolment Status highlights the stage a user is at within a particular course.

The user may be:

1. 'Subscribed' meaning they are enrolled on the course but have not yet started their learning journey.
2. 'In progress' meaning they have started but not completed the course and
3. 'Completed' which signals that they have finished a particular course.

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Sample Report – Course progression (1 of 2)

Course progression

The date and time* a course is first accessed (i.e. the user clicked to start a course at this date and time).
 A course is in progress if it has been accessed but there is no corresponding completion date.
 If a course has not been started there will be a blank cell entry.

The date and time* a user last engaged with the course material.
 If a course has not been started, there will be a blank cell entry.

The date and time* a user was enrolled on a course in the Aspire system.

Username	Fullname	LGPS Fund	LGPS Role	Course Name	Course Enrolment Status	Course First Access Date	Course Last Access Date	Enrolment Date	Final score	Course Progress (%)
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 5 - Investments	Completed	2021-05-05 17:32:03	2022-02-03 11:48:12	2021-05-04 09:32:08	120.0	100
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*The date and time format is: Year – Month – Date – time (in 24 hour clock)

Sample Report – Course progression(2 of 2)

Course progression

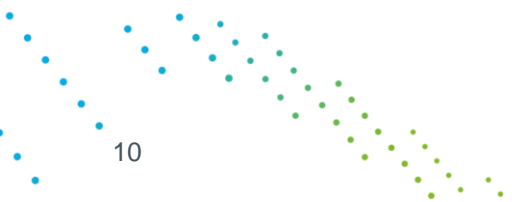
Maximum Scores:

- Module 1 = 150
- Module 2 – 110
- Module 3 = 120
- Module 4 = 160
- Module 5 = 120
- Module 6 = NA

For modules 1-5 there is a 'knowledge check' that must be completed when a user has viewed all the mandatory training material. The final score achieved for each module can be viewed here. Users get 10 points for a correct answer. The maximum score available for each module varies, given the number of correct answers available.

Course Progress shows the percentage of a course that has been completed. This is automatically generated by reporting the stage the user has reached on each course against what is still left to complete.

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barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 6 - Current Issues	In Progress	2021-05-05 23:36:18	2022-02-03 11:47:34	2021-05-04 09:32:08	0.0	62
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 4 - Funding and Actuarial Matters	Completed	2021-05-05 16:17:49	2022-02-03 11:48:40	2021-05-04 09:32:08	0.0	92
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barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 3 - Administration & Fund Management	Completed	2021-05-05 22:12:30	2022-02-03 11:50:41	2021-05-04 09:32:08	110.0	100



Self-serve reports

As a power user, you do not have to wait until the scheduled monthly report to see how your fund's users are progressing.

Follow these instructions to view and download current user progress reports:

1. Click on the admin menu icon on the top right of your screen.
2. Select new reports.
3. Select 'custom reports builder'. There you will see your fund's user status report.
4. When the fund report has been selected you will see an on-screen preview.
5. If you wish to download the report, select the 'export' icon on the top right of the screen and select 'export report via XLS'.

Self-serve reports

Click on the admin menu icon on the top right of your screen

The screenshot displays the top navigation bar of the Aspire.Hymans Home Page. On the left, there is a hamburger menu icon and the text '100 HYMANS ROBERTSON'. In the center, a search bar contains the text 'Search content in the platform' and a magnifying glass icon. On the right, there are several utility icons: a question mark, a trophy, a bell, a person, and a gear (admin menu icon). Below the navigation bar, a green breadcrumb trail shows '< Back' and 'Aspire.Hymans Home Page'. The main content area features a green circular icon with a white grid, followed by the text 'Aspire.Hymans Home Page' and 'Welcome to your LGPS Online Learning Academy'. Below this, it says '6 items' and 'My Courses & Learning Plans Overview'.

Self-serve reports

Select 'New Reports'

The screenshot displays the top navigation bar of the HYMANS ROBERTSON platform. On the left, there is a hamburger menu icon followed by the '100' logo and the company name 'HYMANS ROBERTSON'. On the right, there is a search bar with the placeholder text 'Search content in the platform' and a magnifying glass icon. Below the navigation bar, the 'Admin Menu' is expanded, showing the following options: 'E-LEARNING', 'Reports', 'New Reports', 'SETTINGS', and 'Background Jobs'. The 'New Reports' option is highlighted with a blue arrow pointing from a callout box above it. To the right of the Admin Menu, the 'Apps & Features' section is visible but currently empty.

Self-serve reports

Select 'CUSTOM REPORTS BUILDER'

HYMANS ROBERTSON

Search content in the platform

< Back Aspire.Hymans Home Page > Reports

New Reports
Manage reports details and properties

Last update of reports' data: 23/11/2021 4:29:28 (GMT +00:00)

QUICK SUMMARY REPORTS & DASHBOARDS **CUSTOM REPORTS BUILDER**

Search within results...

NAME	DESCRIPTION	TYPE	CREATED BY	CREATION DATE	VISIBLE BY	SCHEDULE EVERY
Example User Status Report	Example 'User Status Report' for rep...	Users - Courses	Username not displayable	23/11/2021 14:04:13	All Superadmins and the selected Po...	

Self-serve reports

When the fund report has been selected you will see an on-screen preview

100 HYMANS ROBERTSON

Search content in the platform

< Back | Aspire.Hymans Home Page > Reports > Example User Status Report

Example User Status Report

⚠ The first 100 rows of the report are displayed in this preview.

USERNAME	FULLNAME	COURSE NAME	COURSE ENROLMENT STATUS	COURSE FIRST ACCESS DATE	COURSE LAST ACCESS DATE	ENROLMENT DATE	FINAL SCORE	COURSE PROGRESS (%)
barryaspirehymans@gmail.c...	Barry Aspire	Module 4 - Funding and Actu...	Completed	2021-05-05 16:17:49	2021-05-14 10:25:27	2021-05-04 09:32:08	0.0	92
barryaspirehymans@gmail.c...	Barry Aspire	Module 2 - LGPS Governance...	Completed	2021-05-05 09:20:08	2021-11-11 15:52:24	2021-05-04 09:32:08	0.0	92
barryaspirehymans@gmail.c...	Barry Aspire	Module 6 - Current Issues	Completed	2021-05-05 23:36:18	2021-05-13 14:33:41	2021-05-04 09:32:08	110.0	100
barryaspirehymans@gmail.c...	Barry Aspire	Module 1 - An introduction t...	Completed	2021-05-04 15:50:55	2021-11-11 15:51:29	2021-05-04 09:32:08	150.0	100
barryaspirehymans@gmail.c...	Barry Aspire	Module 5 - Investments	Completed	2021-05-05 17:32:03	2021-07-16 09:49:49	2021-05-04 09:32:08	120.0	100
barryaspirehymans@gmail.c...	Barry Aspire	Module 3 - Administration & ...	Completed	2021-05-05 22:12:30	2021-05-13 14:36:38	2021-05-04 09:32:08	110.0	100

Self-serve reports

If you wish to download the report, select the 'export' icon on the top right of the screen and select 'export report via XLS'.

The screenshot shows a web application interface for 'Example User Status Report'. At the top, there is a navigation bar with a search bar and user profile icons. Below the navigation bar, the report title 'Example User Status Report' is displayed. A warning message states: 'The first 100 rows of the report are displayed in this preview.' Below this is a table with the following columns: USERNAME, FULLNAME, COURSE NAME, COURSE ENROLMENT STATUS, COURSE FIRST ACCESS DATE, COURSE LAST ACCESS DATE, ENROLMENT DATE, FINAL SCORE, and COURSE PROGRESS (%). The table contains six rows of data for a user named Barry Aspire. On the right side of the table, there are two buttons: 'Export report via CSV' and 'Export report via XLS'. A callout box from the top right points to the 'Export report via XLS' button.

USERNAME	FULLNAME	COURSE NAME	COURSE ENROLMENT STATUS	COURSE FIRST ACCESS DATE	COURSE LAST ACCESS DATE	ENROLMENT DATE	FINAL SCORE	COURSE PROGRESS (%)
barryaspirehymans@gmail.c...	Barry Aspire	Module 4 - Funding and Actu...	Completed	2021-05-05 16:17:49	2021-05-14 10:25:27	2021-05-04 09:32:08	0.0	92
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barryaspirehymans@gmail.c...	Barry Aspire	Module 1 - An introduction t...	Completed	2021-05-04 15:50:55	2021-11-11 15:51:29	2021-05-04 09:32:08	150.0	100
barryaspirehymans@gmail.c...	Barry Aspire	Module 5 - Investments	Completed	2021-05-05 17:32:03	2021-07-16 09:49:49	2021-05-04 09:32:08	120.0	100
barryaspirehymans@gmail.c...	Barry Aspire	Module 3 - Administration & ...	Completed	2021-05-05 22:12:30	2021-05-13 14:36:38	2021-05-04 09:32:08	110.0	100

Need help?

Please contact: Aspire.Hymans@hymans.co.uk

- Please email the Aspire.Hymans mailbox for any questions.
- Please note this may need to be listed by your IT department as a “safe email” to avoid correspondence being sent to your “Junk” folder.
- We’ll aim to get back to you within 48 hours.

Thank you

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