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.

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Sample Report

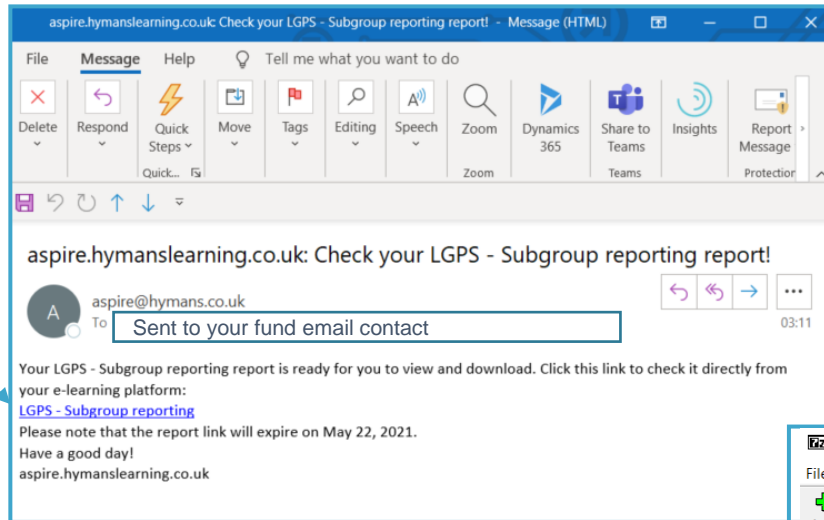| Username	Fullname	LGPS Fund	LGPS Role	Course Name	Course Enrolment Status	Course First Access Date	Course Last Access Date	Enrolment Date	Final score	Course Progress (%)
barryaspirehymans@gmail.com	Barry Aspire	ABC Fund	Officer	Module 5 - Investments	Completed	2021-05-05 17:32:03	2022-02-03 11:48:12	2021-05-04 09:32:08	120.0	100
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Sample Email containing report
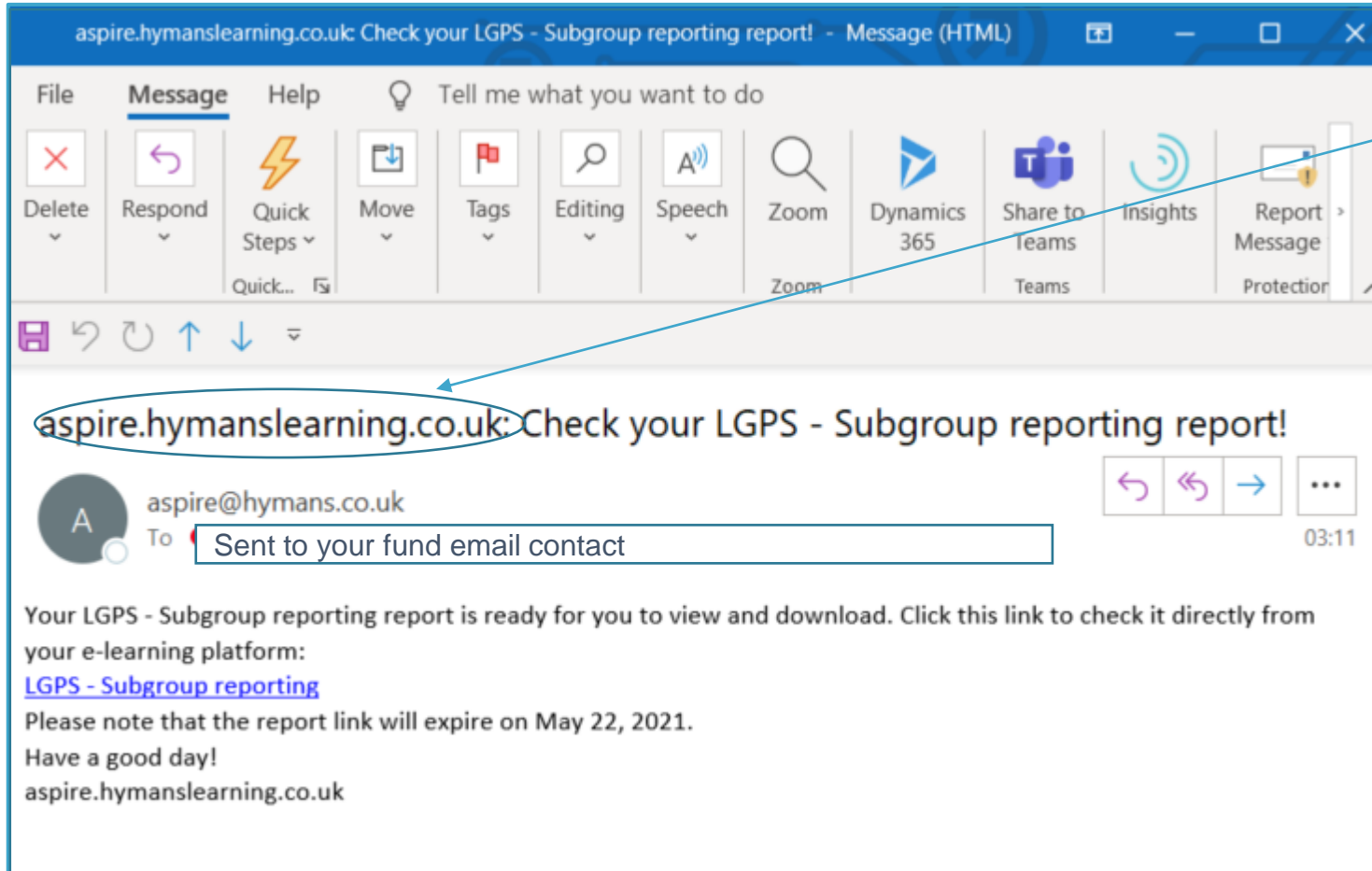
Please note this email address may need to be listed by your IT department as a "safe email" to avoid correspondence being sent to your "Junk" folder.
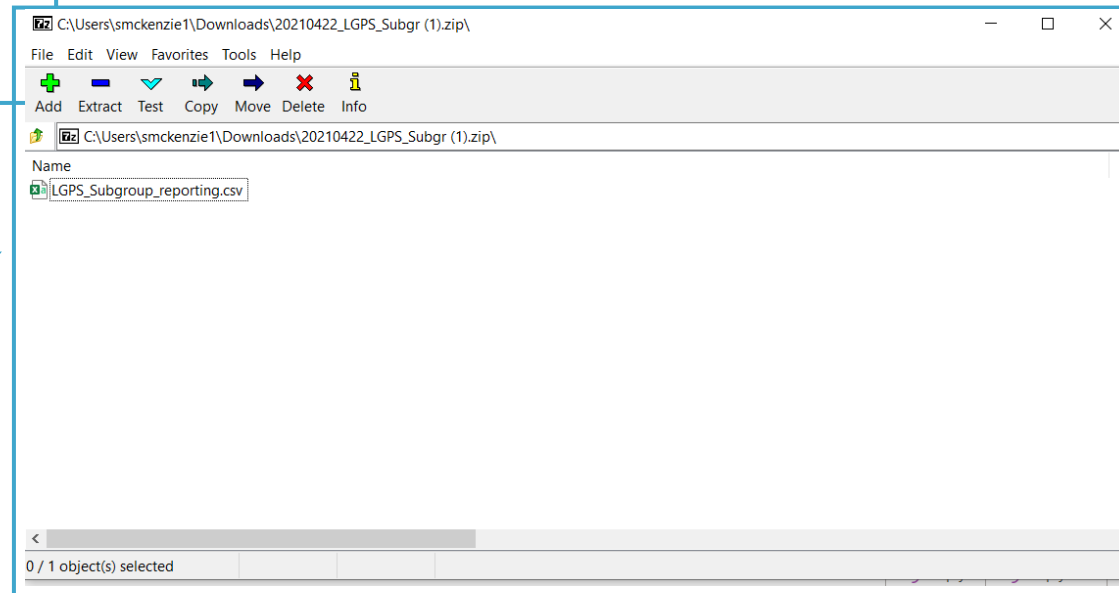
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Downloading your report

Click on the link

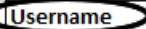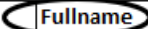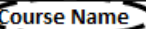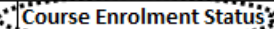The download will appear in your download folder.
Click on the excel file.

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

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Sample Report - orientation

◯ User details

⬭ Course details (dashed outline)

⬭ Course progression (dotted outline)

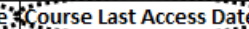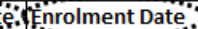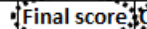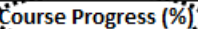| Username	Fullname	LGPS Fund	LGPS Role	Course Name	Course Enrolment Status	Course First Access Date	Course Last Access Date	Enrolment Date	Final score	Course Progress (%)
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Note - Maximum Scores are:

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

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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 (%)
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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.

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*The date and time format is: Year – Month – Date – time (in 24 hour clock)

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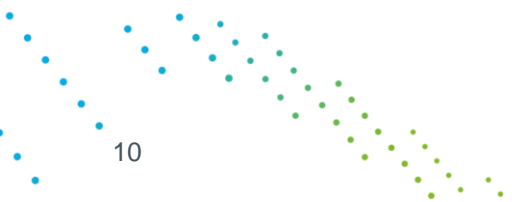
Sample Report – Course progression(2 of 2)

⬭ 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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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'.

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Self-serve reports

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

Self-serve reports

Select 'New Reports'

Self-serve reports

Select 'CUSTOM REPORTS BUILDER'

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

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'.

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.

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Thank you