ORACLE® USER PRODUCTIVITY KIT

KNOWLEDGE CENTER: REPORTS MANAGEMENT

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CONTENTS

1. Overview and Documentation

This suite of applications provides a synchronized content platform for creating documentation, training, and performance support across the enterprise. Its use is generally limited to a team of content authors and/or subject matter experts. The content is made available to users through a Player, document output, or a Knowledge Center. Content can also be tracked to ensure that users understand and learn the content that authors are providing.

Copyright

The following components are available for installation:

Developer – The Developer is the primary content authoring tool that allows you to create and publish content easily. Using a content Library for organization and storage, you can build outlines comprised of various documents such as modules/sections, topics, glossaries, questions, and assessments. Content can then be enhanced with additional assets such as conceptual web pages, package content (such as documents, spreadsheets, presentation slide decks, web sites, flash content, HTML pages), role assignments, and so on. Content can then be published as playable simulations, various flavors of documentation output (such as job aids, training guides, instructor manuals, test and system process documents), and context-sensitive, in-application support, help systems. The Developer can be installed for one author or as a collaborative and centralized platform for authoring teams, subject matter experts, content reviewers, and so on.

Knowledge Center – The Knowledge Center is a centralized platform for content deployment, tracking, and reporting. The Knowledge Center provides the infrastructure and tools for importing, organizing, and deploying content created in the Developer (and other applications), managing users and the content that is made available to them, tracking how deployed content is used, and reporting on the content that is consumed. The extent of these capabilities depends on whether you are using the Standard edition (basic usage tracking and reporting) or the Professional edition (more sophisticated user and content management, content organization and deployment, usage tracking, and reporting capabilities typically found in learning content management systems).

You might be interested to note that all of this documentation/help was authored and published using this product.

Documentation consists of the following manuals and help systems. The PDF manuals are delivered and stored in the **documentation\language code\reference** folder where the Developer is installed. Help systems and some PDF manuals are available when you launch each product component such as the Developer, Player, Knowledge Center, and so on. Documentation can also be accessed from the documentation shortcut on the Windows Start program menu.

Content on functionality available in the Professional edition is also included in this documentation and identified as such by the phrase "available only in the Professional edition".

- **Installation and Administration**: This PDF manual provides instructions for installing the Developer in a single-user or multi-user environment as well as information on how to add and manage users and content in a multi-user installation. An Administration help system also appears in the Developer for authors configured as administrators. This manual also provides instructions for installing and configuring the Knowledge Center, including the Content Root (or content repository), and the User Import Utility.

- **Content Development**: This help system and PDF manual provides information on how to create, maintain, and publish content using the Developer. The content of this

manual also appears in the Developer help system.

- **Content Deployment**: This PDF manual provides information on how to deploy content created in, and published from the Developer.

- **Content Player**: This help system provides instructions on how to view content using the Player.

- **Reports Management**: This help system and PDF manual provides instructions on how to run and manage usage tracking and other reports.

- **User and Content Management**: This help system and PDF manual provides instructions on how to create user accounts, user groups, and knowledge paths, import content, and server management.

- **In-Application Support**: This help system and PDF manual provides information on how to implement content-sensitive, in-application support for enterprise applications using Player content.

- **Upgrade**: This PDF manual provides information on how to upgrade from a previous version to the current version.

- **Knowledge Center**: This help system provides instructions on how to use the Knowledge Center options such as Knowledge Paths, Notes and Mentoring, and so on.

2. Custom Reports

Users with appropriate rights can create and run reports. These reports query the database to provide summary statistics. Users can either select the predefined sample reports included with the application or build their own custom reports. It is easy to create custom reports by selecting predefined report groupings, filter criteria, and sort orders. Furthermore, custom reports can be saved, so they can easily be run again.

The navigation icons that appear at the top of the Reports page vary depending on the window you are viewing. Icons include:

 Back: Moves back to the previous window.

 Home: Returns to the Knowledge Center home page.

 Help: Opens the Report Manager help system.

 Return to report list: Moves back to the report list page.

 Logout: Logs out of the Knowledge Center.

Reporting

The sample reports in the Custom Reports section are predefined reports that summarize data based on content and user information. Depending on the report, you might be prompted to enter filter criteria, such as a date range or user name(s). Sample reports are customizable; which means they can be modified, deleted, or used as the basis for new reports.

Report results are viewed in a browser window and can be printed using the browser's print function. In addition, report data can be copied and pasted into other applications, such as Excel, allowing for further manipulation of the information. Report options are available from the Report List page of the Knowledge Center. From this page, you can run, create, and manage reports.

Note: If you are using the Professional edition of the Knowledge Center, the Custom Reports section of the Report List page also includes a New External Report link that allows you to access reports created externally. In addition, to Custom Reports, the Report List page also includes a Standard Reports section with links to run other reports. The Custom Reports section may also include links set up for you to run externally created reports.

Open the Report List

The Report List displays the names of the Custom Reports that you have permission to use. Reports that you have created for your own use are called per-user reports. Per-user reports, marked with an asterisk (*), appear only in your Report List and do not appear for other users. Global reports, available to all users with appropriate rights, appear in all users' Report Lists. Per-user and global reports are listed together in alphabetical order.

Depending on your permissions, you may only see the reports designated for your workgroup. Workgroups are available in the Professional edition only.

Icons appear next to the names of all per-user, sample, and global reports in the Report List. Using these icons, you can run, modify, and delete the reports. Additional links and icons

provide the options to create a new custom report in design mode, import XML to create a new report, return to the Knowledge Center home page, and access the Help system.

Note: Any user with permission to run reports can run reports accessing data in the entire database.

To access the list of available reports:

1. From the Knowledge Center home page, click **Reports**.

View a Custom Report

You can view a report by clicking the report name or the corresponding View Report icon in the Report List. The results of the report appear in the browser window. A report may include a filter, which applies a condition to limit the report results. If a filter has been applied to a report, you might be prompted to enter filter values before the report appears. If you enter filter values, only data that satisfy the filter are included in the report; if you do not enter filter values, all data are included. When you access a report, a message appears indicating that the report is being processed. Some reports might take more time than others to process.

After viewing a report, you can use the Return to Report List link at the top of the report page to close the report and return to the Report List. The Go To Report Design link opens the report in design view for modifications. You can also use your browser's Back button to return to pages you have already viewed.

Note: You can view reports while others are using the Knowledge Center.

To view a report:

1. Click **View report** for the report you want to view.

   You can also click the name of the report in the Report List.

2. If prompted to enter filter criteria, enter the appropriate criteria and click **Process Report**.

   You can also click Process Report without entering filter criteria to view the report including all data.

View Report Details

Each report provides a listing of summary statistics on the use of your content. After running a report, you might want to view the detailed data behind the statistics.

Selecting Details next to a report row displays the Selected details page with a table of all of the records that were used to produce the summary statistics. Details are available on a per-record basis and show the raw data from each time a content item was launched. Each record is an attempt and is reported on its own row. By default, the records of 50 attempts are listed per page, but you can change this value. You can expand an attempt row to view the session information. In turn, you can expand a session row to view the playmode information, if applicable. The Selected details view is sorted by date, and can be sorted in ascending or descending order.

- **Attempt**: An attempt is based on completion of the required play mode. An attempt starts when the user launches the content item and ends when he or she completes the

required mode for the item. If the user exits a content item before completing the required play mode and then returns to the content item to continue, the additional progress is reported in a new session under the same attempt. Several sessions may appear under an attempt. The attempt closes when the user completes the required mode.

If the user retakes a completed content item, it is recorded as a new attempt. Therefore, if the user takes and completes Know It? mode for a topic three times, the Details page shows three separate attempt rows for the topic.

- **Session**: An attempt includes a minimum of one session, but may include several sessions. A new session is recorded each time the user launches and leaves a content item, regardless of whether the item is completed or abandoned before completion. A session may be recorded under a new attempt or under an existing attempt that is incomplete.

  A session is recorded under an existing attempt if the content is launched before completion of the required play mode. For example, a user runs See It! and Try It! play modes for a topic, but exits the topic before running Know It? mode. The attempt shows one session with two play modes. The user returns to the topic and takes the Try It! play mode again. Because the user has not yet completed the required Know It? play mode, an additional session row for the Try It! play mode is added under the same attempt. The attempt is not closed until the user takes Know It? mode. If the user completes Know It? mode for the topic (closing the attempt), and returns at a later time to review the Try It! play mode, a new attempt containing Session and Playmode rows, is created.

  Each time a concept or question is launched, a new attempt and session is recorded.

- **Playmode**: A Playmode row is created each time the user launches a play mode for a topic.

Regardless of the report, the Selected details page always shows the same set of data for each attempt, session and play mode, as follows:

- **Date/Time**: Date and time at which the content item was launched.

- **Item**: The name of the content item (assessment, concept, question, topic)

- **Document ID**: Unique identification number assigned when the content item was created in the Developer. The initial character identifies the type of content item; a=assessment, c=concept, q=question, and t=topic)

- **User**: The username of the person launching the content.

- **Time**: Time spent viewing the content item.

- **Mode**: The play mode in which the topic was viewed.

- **Score**: The score obtained in Know It? mode or for an assessment.

- **Passed**: Information whether the user passed Know It? mode, a question, or an assessment

Note: You can print the Selected details pages using the print function in your browser, but each screen page must be printed separately. A screen page might print on several physical

pages. In general, it is recommended that you print report pages using landscape page orientation. You can not modify report details.

To view report details:

1. Run a report.

2. Click ⊞ **Details** at the end of the summary row whose details you want to view.

3. To change the sort order, click the **Sort by date** field and select the desired sort order.

4. To change the number of records on a page, select the text in the **Records per page** field and type a number.

5. Click **OK** to apply the changes.

6. If there are more records than can be displayed on one page, use the **Previous page** and **Next page** links to scroll through the detail pages.

7. Click the **Return to report** link to redisplay the report.

Modify a Custom Report

Users with rights to create reports can also modify them. For example, you might want to modify a report to apply a different type of filter or to show a different set of data. After making the changes in the design form, you can save the report, overwriting the original with your changes, or you can save the report with a new name to create a new report.

To modify a custom report:

1. Click ✏ **Modify report** for the report you want to modify.

2. Make the desired changes.

3. Click **Save**.

   You can also click Save As to create a new report and leave the original report unchanged.

Note: You can also modify a report when you are viewing it in the browser by clicking the Go to report design link.

See *Design a New Custom Report* in the Custom Reports chapter for more information about modifying reports.

Save a Report with a New Name

You can create a copy of any report by saving it with a new name. This allows you to use an existing report as the basis for a new report and still keep the original report. You can create a copy of the report from the Report Design page by using the Save As button and entering a new name for the copy.

Note: It is a good idea to save backup copies with different names for the predefined sample reports that you use. This prevents your versions from being overwritten when new sample reports are issued.

To save a report with a new name:

1. Click ✎ **Modify report** for the report you want to save with a new name.

2. Click **Save As**.

3. Type a new name for the report.

4. Click **Save As**.

Delete a Custom Report

Any user who can create reports can delete them. After report deletion is confirmed, the view refreshes, and the report no longer appears in the Report List. The deleted report is removed from the database and from all views. Predefined sample reports can also be deleted from the Report List.

Although you can delete the sample reports, installing new versions might reinstall the reports, in which case they will need to be deleted again.

Warning! Delete reports with caution, as you cannot undo deletion of a report. Deleting a shared global report deletes the report for all users.

To delete a custom report:

1. Click ✕ **Delete report** for the report you want to delete.

2. Click **OK**.

Filtered Reports

You can create reports with filters, which limit the reporting data to specific values, such as a specific outline or date range. Depending on your reporting needs, you can specify a fixed and unchangeable filter value, or you can set the report to prompt the user for filter values each time it is viewed. For example, you could create a report that always shows data for a certain playback mode or outline section or a report that allows users to choose a playback mode or outline item. If a report is set to prompt the user for filter values, the Run Report page opens displaying fields in which the parameter values can be set. Parameter selections can include a date range, one or more user names, an outline item, or a playback mode.

A single report can include multiple filters. If no values are selected for a filter, the report is processed using all data. For example, if you enter only a user name and no date range for a report that filters on both user names and dates, the report will include data from all dates in the database when gathering information about the specified user(s).

Note: The message "No data to report" appears if no data is available for the specified parameter values. However, you can use your browser's Back button to return to the Run Report page, change your parameter values, and rerun the report, if desired.

Warning! Although you do not need to enter filter values when running a filtered report, doing so can cause a problem if you are viewing a formatted report with a large amount of data.

Date Range Filter

When a Date range filter is applied to a report, the Run Report page opens allowing you to enter date range values. You can enter a complete date range or a single beginning or ending date. Entering dates in the From and To fields limits the report to information between, and including, those dates. Entering a From date only gathers data from that date to the present

date. Conversely, entering a To date only reports on all data up to and including the entered date. If you omit both beginning and ending dates, the entire database is used for the report.

You enter dates in the To and From fields using the corresponding calendar controls that pop up when you select a date field.

Note: Depending on the report design, the selected date range can be included at the top of the report.

🖱 To apply a date range filter:

1. Run a report that prompts you to filter for dates.

2. On the Run Report page, click in the **From** field and select a starting date from the calendar control, if desired.

3. Click in the **To** field and select an ending date from the calendar control, if desired.

4. Click **Process Report**.

User Names Filter

Reports can be filtered to display information for one or more specific users. When a report is filtered for user names, you can type the name(s) in the User names field or use the Find users link to select users. If you are using Forms authentication, you must enter the user name exactly as it exists in the database. If you are using Windows authentication, you must enter fully qualified user names (including the domain name).

Note: Depending on the report design, the selected user names can be included at the top of the report.

🖱 To apply a user names filter:

1. Run a report that prompts you to filter for user names.

2. On the Run Report page, type the user names in the **User names** field and/or search for user names using the **Find users** link.

    If you are using Forms authentication, you must enter the user name exactly as it exists in the database. If you are using Windows authentication, you must enter fully qualified user names (including the domain name).

3. Click **Process Report**.

Search for User Names

When running a report that filters for user names, you can use the Find users link to select user names rather than typing them in. The Find User page consists of two panes, the Search pane and the Search Results pane. The options in the Search pane allow you to search for user names that contain or start with specific characters. By default, 10 user names are returned, but you can change this number. For example, you can restrict the search to find only 5 users or expand it to find 30 users.

The search returns an alphabetical list of user names that satisfy the search criteria. If the number of found user names exceeds the specified number of search results, this list is truncated as needed. To include more user names in the search results, you can rerun the search using a larger number of search results.

The results of a search appear in the Matched User Names field in the Search Results pane. You can then select the user names you want to include in the report and add them to the Selected User Names field. In addition, you can repeat the search using different criteria, to select additional users to include in the report.

Note: You can search for all user names by leaving the search characters field blank. However, users for which no tracking data exist will not be included in the report results.

To search for user names:

1. Run a report that prompts you to filter for user names.

2. On the Run Report page, click the **Find users** link.

3. In the Search pane, set the search criteria.

   To filter the user names found, click **Search for names that** and select the **start with** or **contain** option. Enter one or more characters in the **these characters** field.

   To limit the number of search results, enter a number in the **Number of search results** field.

4. Click **Search**.

5. In the **Matched User Names** field in the Search Results pane, select the checkboxes next to the user names you want to include in the report.

6. Click **Add to list** to add these names to the **Selected User Names** field.

   Note: You can repeat steps 3-6 to search for additional user names to add to the same report.

7. Click **OK**.

8. Click **Process Report**.

Outline Item Filter

When you run a report that can filter data by outline item, the Run Report page opens allowing you to select the desired outline item. The Find link opens the Find Outline Item page with an outline of all of your content listed in hierarchical order. You can expand and contract outline sections as needed to display or hide subordinate levels. Reports can be filtered for an entire module, a section, a topic, a concept, or an inline question or assessment (a question or assessment directly linked to the outline structure. If you do not select an outline item, the report will include data for the entire outline.

You can use the Clear link on the Run Report page to clear the current outline item if you wish to remove the filter from the report. If you wish to select a different outline item, you can simply click the Find link again; you do not need to clear the current selection first.

Note: Depending on the report design, the name of the selected outline item can be included at the top of the report.

To apply an outline item filter:

1. Run a report that prompts you to filter for an outline item.

2. On the Run Report page, click the **Find** link.

3. Navigate the outline to find the outline item you want to include in the report.

   Click ⊞ next to the modules and sections you want to expand and ⊟ next to the modules and sections you want to collapse.

4. Select the desired outline item. You can select a single module, section, topic, concept, question or assessment.

5. Click **OK**.

6. Click **Process Report**.

Playback Mode Filter

Reports can be filtered to display data for all play modes or a single mode.

Note: Depending on the report design, the selected play mode can be included at the top of the report.

🖱 To apply a playback mode filter:

1. Run a report that prompts you to filter for a playback mode.

2. On the Run Report page, click the **Playback mode** ⌄.

3. Select a playback mode option.

4. Click **Process Report**.

Report Format

Although most reports display with a specific format applied, for some reports, you might be prompted to select a format when you run them. Reports can be viewed in the following three formats:

Formatted: Formatted reports are created using a style sheet, which produces an HTML output. The cascading style sheets (.css files) used to format reports are saved in the styles subfolder of the installation folder.

XML: The XML format displays the report data using the schema supplied with the Knowledge Center.

Tab-delimited: Tab-delimited reports display the data in columns separated by tabs. In a formatted report, identical items are grouped together and only appear once. In a tab-delimited report, each row contains the full set of data, including the row headings.

Note: After viewing a formatted report, you can use the links at the top of the report page to return to the Report List or Design Report page. After viewing an XML or tab-delimited report, you can use your browser's Back button to return to the pages you have already viewed.

You can use the File menu and the Save As command to save a report as a text file. You can then open the file in any application that opens or imports tab-delimited text files. You can cut and paste the tab-delimited data from your browser into another application, such as Excel, for further data manipulation.

🖱 To apply a report format:

1. Run a report that prompts you to select a report format.

2. On the Run Report page, click the **Format** ⌄.

3. Select a format option.

4. Click **Process Report**.

Workgroup Filter (available in Professional edition only)

A workgroup is an organizational group of users. You can limit the report findings to a specific workgroup.

Note: The Workgroup option is available in the Professional edition only and only appears if you have multiple workgroups.

🖱 To apply a workgroup filter:

1. Run a report that prompts you to filter for a workgroup.

2. On the Run Report page, click the **Workgroup** ⌄.

3. Select a workgroup.

4. Click **Process Report**.

Design a New Custom Report

Users with the appropriate permissions can create new reports. You create or modify reports using a design form called the Design Report page. When you create a new report, you start with a blank design form.

The design form consists of the following six sections:

- **Name**: Allows you to name the report and specify its availability.

- **Groups**: Allows you to select the information to be included in the report and how the information should be grouped. This section determines the rows that appear in the report.

- **Data columns**: Allows you to select the statistical columns to be included in the report.

- **Filters**: Allows you to select the filters that can be applied to the report.

- **Format**: Allows you to select a format for the report.

- **Options**: Allows you to include the data tracked for content that has been deleted.

Note that you can not modify the details page of any report.

After making initial selections for each component of the report, you can use the View This Report link on the Design Report page to see the resulting data. You can then return to the report design and add or modify the components until you are satisfied with the report design.

At any point while you are designing a report, you can save the report, save the report with a new name, or export the report in XML format.

Note: You must enter at least one statistic column to be able to preview a report.

Create a New Report

When you first open the design form to create a new report, each of the sections Groups, Data columns, and Filters contains only one row for defining the report contents. As you add content to these sections, additional rows appear allowing you to include additional values, if desired. The options available for report groupings, column headings, and filter parameters are predefined and cannot be changed.

🖱 To create a new report:

1. Open the Report List.

2. Click the **New Custom Report** link.

3. Name the report.

4. Add report groups.

5. Add data columns.

6. If desired, apply one or more filters.

7. Select the report format.

8. If desired, select the report option to include data from deleted topics.

9. Save the report.

Name a Report

When you create a new report, you must first provide a name for it. Report names must be unique by type. That is, you cannot name a per-user report with the same name as another per-user report in your Report List. Similarly, you cannot name a global report with the same name as another global report. You can have two reports with the same name only if one is a per-user report and the other is a global report.

By default, each new report is created on a per-user basis and is available only to the report creator. Per-user reports appear with an asterisk (*) next to the report name in the Report List. Selecting the Make This Report Available to Everyone option creates a global report available to all users with appropriate permissions. Anyone with permission to create reports can create or modify a global report. The Report List does not indicate the name of the user who created a global report.

Warning! Any user can change an existing global report to a private per-user report by opening the report in design mode and unmarking the Make This Report Available to Everyone option. The report is then only available to the user making the change and will not appear in the Report list or be available to other users, including the original report creator.

🖱 To name a report:

1. In the Design Report page, type a name for the report in the **Name** field.

2. If desired, select the **Make this report available to everyone** checkbox to make the report a global report.

Add Report Groups

Groups indicate how the report data should be organized. Adding a group creates a row heading for each value in the group. For example, if you group a report on user names, a separate row appears for each user. You can organize your report data using the following groups:

- **Outline**: Outlines define the organization of the content. Grouping on the outline creates a heading for each item in the outline, including modules, sections, topics, concepts, and inline questions and assessments (questions and assessments linked directly to the outline structure). Outline items are always listed in hierarchical order according to their positions within the outline.

- **Topic**: Topics are the lowest level of grouping in the outline structure and supply the recorded steps for completing each task. Grouping on topics creates a heading for each topic in your content.

- **User name**: Grouping on user name shows a breakdown of content usage by user. Each user's data is summarized in one section, with a new section created for each user. Users with no data are not included in the report.

- **Playback mode**: Each time a user launches a topic, he or she selects a playback mode in which to view it. Grouping on playback mode allows you to see how your users are choosing to learn your content.

Reports can contain more than one grouping. After you select the first group, a second row appears in the Groups section. If you add multiple groups to the report, there will be multiple levels of headings. For instance, if you group by User name and then by Topic, you will see a primary heading row for each user with subcategory heading rows under each user for the topics he or she viewed. The order in which you add new groups determines how the report is organized.

Note: You cannot group by both outline and topic at the same time.

Sort: After you select a grouping, you can select an option to control the display of the information in the report. For the Topic, User name, and Playback mode groupings, you can specify the sort order as Ascending, Descending, or None. If you select the Ascending or Descending option, the group headings are listed alphabetically. If you select the None option, the group headings are listed in the order in which they appear in the database. When you include multiple groupings in your report, the overall sorting order is determined by the order in which the groupings appear. To make a field the primary sort, select it as the first grouped field. For instance, in the above example, the data is sorted first by user name and then by topic. If the order of the two groupings were reversed, you would see a row heading for each topic with subcategory heading rows under each topic for the users who viewed that topic.

Level: When you group by outline, the results are always displayed in hierarchical outline order. By default, all items at all levels in the outline are included, even those for which no data exist. However, you can also choose to limit the report to include data on only the top few levels of the outline. The available level options are Full outline (default), Primary, Level 1, Level 2, Level 3, and Level 4. If you select the Primary option, the report includes summary data only for the top level of each outline in your content. The primary level document in an outline provides the name of the outline and is equivalent to level 0. If you select the Level 1 option, the report includes summary data for all of the documents that appear at the first level in the outline, in addition to the primary level data. Similarly, selecting the Level 2 option includes data for all of the documents appearing at the second and higher levels in the outline,

and likewise for Level 3 and Level 4. Documents appearing at each level can include any combination of modules, sections, topics, concepts, questions, and assessments, depending on how your content is organized.

Note: Reporting tracks data down to the topic level only; it does not track content usage at the frame level.

🖱 To add a report group:

1. In the Design Report page, click ⌄ in the **Groups** column.

2. Select the first field on which you want to group.

3. If applicable, click ⌄ in the **Sort** column.

4. Select the desired sort option as **None**, **Ascending**, or **Descending**.

5. If applicable, click ⌄ in the **Level** column.

6. Select the desired display level as **Full outline**, **Primary**, **Level 1**, **Level 2**, **Level 3**, or **Level 4**.

    If desired, you can repeat steps 1-6 in subsequent rows in the Groups column to add up to two additional groupings to the report.

Remove a Group from a Report

If your reporting needs change, you might need to remove a grouping from a report. When you remove a grouping from the Design Report page, the view refreshes, and the group row no longer appears in the design form.

🖱 To remove a group from a report:

1. In the Design Report page, click ⌄ in the **Groups** column next to the group you want to remove.

2. Select **(Remove this group)**.

Add Data Columns to a Report

When designing a report, you can select the type of statistical data you want to include. Each statistic value is displayed in a column in the report. The statistics appear in columns from left to right in the same order in which they are selected in the design form. After you select a statistic column to include in the report, a new blank row appears in the Data columns section allowing for additional columns to be selected. Note that each statistic column included in a report must be unique; you will be notified when you save the report if you have duplicate columns. Therefore, you can include up to nine types of statistic columns in each report.

The available statistic columns are as follows:

- **Count of all play modes**: Number of times a topic was launched, by any user and in any play mode. For example, if a single user plays the same topic in See It! mode three times, the View count is 3. If one user views a topic in See It! and a second user views the same topic in Try It! mode, the View count is 2.

- **Count of Know It**: Number of times a topic was launched in Know It? mode and taken to completion. If a user completes Know It? mode for the same topic three times, the

Know It count is 3.

- **Average time per play mode**: Average amount of time (in hours, minutes, and seconds) that users have spent viewing a topic, in any play mode.

- **Total time by play mode**: Total amount of time (in hours, minutes, and seconds) that users have spent viewing a topic, in any playback mode.

- **Average score**: Average Know It? score. Depending on the groupings selected, this score can be averaged by outline item, topic, or user.

- **Maximum score**: Highest Know It? score. Depending on the groupings selected, this score can be highest obtained for all topics in a module or section, for a single topic, or for a user.

- **Minimum score**: Lowest Know It? score. Depending on the groupings selected, this score can be lowest obtained for all topics in a module or section, for a single topic, or for a user.

- **Percentage of passed**: Percentage of passing Know It? scores. If a user completes Know It? mode for the same topic five times and passes only once, each attempt is included in the calculation of this percentage, and the value for the Pass percentage is 20%. If three users complete Know It? mode for the same topic one time each and two pass, the Pass percentage is 66.7%. For inline questions and assessments (questions and assessments directly linked to the outline structure), this columns shows the percentage of times the question or assessment was answered correctly.

- **Count of passed**: Total number of times the required score was achieved for a topic in Know It? mode. If one user completes Know It? mode for the same topic five times and passes once, the Pass count is 1. If three users complete Know It? mode for the same topic one time each and two pass, the Pass count is 2. For inline questions and assessments (questions and assessments directly linked to the outline structure), this columns shows the total number of times the question or assessment was answered correctly.

  Note: Tracked data is based on a user launching a topic in a play mode. User completion of a topic is not tracked, except for Know It? mode.

- **Count of sessions**: The total number of sessions that users launch a content item. If you are filtering by user, and the user launches and exits a topic four separate times to either run a play mode or read the concept, the session count for that topic is 4. If you are not filtering by user, the session count would be the total for all users.

- **Total time by session**: The total amount of time in all sessions that users have spent viewing the content item, including the time spent on play modes and concepts. If there are multiple sessions for the content item, the time for each additional session would be added to the total time. If you are not filtering by user, the total time would be calculated for all users.

- **Average time per session**: The average time that users spent on a content item.

Sort: After selecting a statistical column, you can select a sorting option as Ascending, Descending, or None. If you select the Ascending or Descending option, the data is listed in numerical order. If you select the None option, the data is listed in the order in which they appear in the database. Sorts are applied in the order in which the statistic columns appear and after any sorts that have been applied to report groupings.

Breakout by mode: The Breakout by mode option determines whether the data is reported as a summary statistic for all play modes or a summary for each individual play mode. Selecting Breakout by mode displays a separate column for each play mode. The Breakout by mode option is available only for those statistics that apply to all play modes, namely, Count of all play modes, Average time per play mode, and Total time by play mode. The other statistics apply only to data for Know It? mode or questions and assessments.

Breakout by mode displays a column for each playback mode, whether there is data for the playback mode or not. You can limit the data columns in the report to a single playback mode by deselecting the Breakout by mode option and instead applying a playback mode filter.

🖱 To add data columns to a report:

1. In the Design Report page, click ⌄ in the **Data columns** column.

2. Select the statistic column you want to add to the report.

3. If desired, click ⌄ in the **Sort** column.

4. Select the desired sort option as **None**, **Ascending**, or **Descending**.

5. If applicable, select the **Breakout by mode** option to display a statistic column for each playback mode.

   If desired, you can repeat steps 1-5 in subsequent rows in the Statistic columns column to add up to three additional filters to the report.

Remove a Data Column from a Report

If your reporting needs change, you might need to remove a statistic column from a report. When you remove a statistic column from the Design Report page, the view refreshes, and the statistic column row no longer appears in the design form.

🖱 To remove a data column from a report:

1. In the Design Report page, click ⌄ in the **Data columns** column next to the data column you want to remove.

2. Select **(Remove this field)**.

Preview a Report

You can preview a report while you are creating it. This is helpful in determining whether the design selections you are making will yield the desired results.

After making initial selections for each component of the report, you can use the View This Report link to see the resulting data. You can then return to the report design and add or modify the components until you are satisfied with the report design. At any point while you are designing a report, you can save the report, save the report with a new name, or export the report in XML format.

Note: You must enter at least one statistic column to be able to preview a report.

🖱 To preview a report:

1. In the Design Report page, click the **View this report** link.

2. To return to the Design Report page and continue working on the report, click the **Go to report design** link.

Save a New Report

After naming a report and selecting at least one statistic column, you can save the report to the Report List. As you continue to build and modify the report, you should periodically save your changes. The Save button saves the changes and overwrites the existing version of the report. The report remains open after it is saved.

The Save As button allows you to make a copy of a report by saving it with another name. After clicking Save As, you are prompted to enter a new name for the new copy of the report. The new copy of the report remains open after it is saved.

Note: If you have selected the Make This Report Available to Everyone option, other users will see the report as soon as you save it for the first time.

Warning! An error message appears if you try to save a report using the same name as an existing report with the same availability (per-user or global). In this case, you must enter a new name for the report or click Cancel to return to the Design Report page.

🖰 To save a new report:

1. In the Design Report page, click **Save**.

Select Report Filters

After establishing the basic design of a report by selecting report groupings and data columns, you might wish to apply one or more filters to the report. Report filters allow you to view only a subset of the report data by hiding the information you do not want to see. For example, you can filter a user name report so that only the information about a particular user appears.

Note: When you filter a report, all reported averages and totals are based solely on the data that are included in the report.

You can filter data on the following parameters:

- **Date range**: Allows you to show data for a specific time interval.

- **User names**: Allows you to show data for one or more specific users.

- **Outline item**: Allows you to show data for a specific module, section, topic, concept, or question or assessment in the outline structure.

- **Playback mode**: Allows you to show data for all play modes or a single play mode.

- **Workgroup**: (Included in Professional Edition Only) Allows you to show data for a specific workgroup and only appears if you have multiple workgroups.

You can apply more than one filter to a report. For example, you can add a User names filter to display statistics for a specific group of users, such as a department, and also add a Date range filter that prompts you to enter a date range when you run the report.

After you apply a filter, you can select among the following options for that filter:

Persistence: Determines whether default values are always used for the filter or users are able to set the filter values when they run the report.

If you want to use the same filter values every time you run the report, enter the default values for the parameter and set the Persistence option to Save. The report will automatically run using those values without prompting the user to select a filter value. For example, if you select a User name filter and enter the user names for a certain department, only data for those users will be included every time the report is viewed.

If you want to allow the filter values to be changed each time the report is viewed, set the Persistence value to Ask. In this case, when you run a report with a Date range filter, you can enter different starting and ending dates each time you run the report.

Another option is to set the Persistence value to Ask, but also enter common default values for the filter. This combination of options allows you to quickly run a report with commonly used default values, but also provides the flexibility to enter new filter criteria if needed.

Include in report: Prints the selected filter values above the report columns, to clearly identify the range of data included in a report

Default value: Value(s) used for a filter each time the report is viewed

The values in this column change, depending on the selected parameter. For instance, the default values for a Date range filter can include a specific beginning date and a specific ending date, whereas the default value for an Outline item can be a single module, section, topic, concept, question or assessment. If the Persistence value (see above) is set to Save, the report will always use the default value(s) when it is run. If the Persistence value is set to Ask, users will be able to change the filter values each time they run the report.

To select a report filter:

1. In Design Report page, click ⌄ in the **Filters** column.

2. Select the desired parameter.

3. If desired, click ⌄ in the **Persistence** column.

4. Select **Ask** to prompt the user to enter filter values or **Save** to save the default filter values.

5. If desired, click the **Include in report** checkbox to display the filter values at the top of the report.

6. If desired, enter default value(s) in the **Default value** column.

   You should always enter default value(s) for a filter if its Persistence value is set to Save. Otherwise, the report will, in effect, be unfiltered.

   If desired, you can repeat steps 1-6 in subsequent rows in the Parameters column to add additional filters to the report.

Set Default Values for Report Filters

Once you have selected a filter for a report, you can set default values for the filter. The process for setting defaults varies depending on the type of filter applied.

If you set the Persistence of a filter to Save, the report automatically runs with the default filter values. Setting the persistence to Ask allows users to enter different filter values each time they run the report.

Default Values for a Date Range Filter

When you apply a Date range filter, the Default value column displays From and To fields where you can enter starting and ending dates for the report data. You can enter a complete date range or a single beginning or ending date. Entering dates in the From and To fields limits the report to information between, and including, those dates. Entering a From date only gathers data from that date to the present date. Conversely, entering a To date only reports on all data up to and including the entered date. If you omit both beginning and ending dates, the entire database is used for the report.

You enter dates in the To and From fields using the corresponding calendar controls that pop up when you select a date field.

Default Values for a User Names Filter

When you apply a User names filter, the Default value column displays a field in which you can enter one or more specific user names. If you are using Forms authentication, you must enter the user name exactly as it exists in the database. If you are using Windows authentication, you must enter fully qualified user names (including the domain name).

Alternatively, you can use the Find users link to select user names rather than typing them in.

The Find User page consists of two panes, the Search pane and the Search Results pane. The options in the Search pane allow you to search for user names that contain or start with specific characters. By default, 10 user names are returned, but you can change this number. For example, you can restrict the search to find only 5 users or expand it to find 30 users.

The search returns an alphabetical list of user names that satisfy the search criteria. If the number of found user names exceeds the specified number of search results, this list is truncated as needed. To include more user names in the search results, you can rerun the search using a larger number of search results.

The results of a search appear in the Matched User Names field in the Search Results pane. You can then select the user names you want to include in the report and add them to the Selected User Names field. In addition, you can repeat the search using different criteria, to select additional users to include in the report.

Note: You can search for all user names by leaving the search characters field blank. Users for which no tracking data exist are not included in the search results.

Default Values for an Outline Item Filter

When you apply an Outline item filter, the Default value column displays a Find link with which you can select a specific outline item. The Find link opens the Find Outline Item page with an outline of all of your content listed in hierarchical order. You can expand and contract outline sections as needed to display or hide subordinate levels. Reports can be filtered for an entire module or section, a single topic or concept, or a single question or assessment in the outline structure.

You can use the Clear link to clear the current outline item if you wish to remove the default value from the report. If you wish to select a different outline item, you can simply click the Find link again; you do not need to clear the current selection first.

Default Values for a Playback Mode Filter

When you apply a Playback mode filter, the Default value column displays a drop-down list from which you can select All modes or a single play mode.

Default Values for Workgroup Filter (available in Professional edition only)

When you apply a Workgroup mode filter, the Default value column displays a drop-down list from which you can select All Workgroups or a single workgroup.

Note: The Workgroup filter is available in the Professional edition only and only appears if you have multiple workgroups.

Format a Report

You can save a report with a specific format or allow users to choose a format when they run the report. Reports can be viewed in the following three formats:

- **Formatted**: Formatted reports are created using a style sheet, which produces an HTML output. The cascading style sheets (.css files) used to format reports are saved in the Styles subfolder of the installation folder.

- **XML**: The XML format displays the report data using the schema supplied with the Knowledge Center.

- **Tab-delimited**: Tab-delimited reports display the data in columns separated by tabs. In a formatted report, identical items are grouped together and only appear once. In a tab-delimited report, each row contains the full set of data, including the row headings.

Persistence: If you set the Persistence value of the format option to Save, the report will always be generated in the same format. Setting the Persistence value to Ask allows users to select a different format each time they run the report.

Note: After viewing a formatted report, you can use the links at the top of the report page to return to the Report List or Design Report page. After viewing an XML or tab-delimited report, you can use your browser's Back button to return to the pages you have already viewed.

🖱 To format a report:

1. In Design Report page, click ⌄ the **Format** column.

2. Select a format.

3. If desired, click ⌄ in the **Persistence** column.

4. Select **Ask** to prompt the user to select the report format or **Save** to always run the report with the selected report format.

Report Options

In general, reports include data only from current content. However, you might also have tracking data for topics that have been deleted. Deleted content can also be included in the report.

🖱 To include data for deleted topics in a report:

1. Under **Options** in the Design Report page, click the **Include deleted topics that have tracking data** checkbox.

Export and Import Reports

You can exchange report designs in the Custom Reports sections between installations using export and import. For example, you might want to share a personal report with other users without making the report a global report. Report designs are exported and imported in XML format.

To exchange reports using export and import, first export the report structure to an XML file. Then, send this file to another user, who can use the Import Report link on the Report List page to create a new report.

Export a Report

You can export the XML for the structure of a report using the Export Report button in the Design Report page. When you export a report, you can use the Save command to save the report structure to an XML file.

To export a report structure to an XML document:

1. Open the Report List.

2. Click ✎ **Modify report** for the report you want to export.

3. Click **Export Report**.

4. Click **Save** in the File Download dialog box.

5. Type a file name and select the folder to which you want to save the XML document.

6. Click **Save**.

Import a Report

Pre-existing reports in XML format can be imported into the system. You import a report by first exporting the report structure to an XML file, and then using the Import report link, located on the Report List page, to select the exported XML file. When you import this XML, the Design Report page opens allowing you to make modifications to, or save, the imported report. By default, the report uses the same name and availability (per-user or global) as the original report. However, you can change the name or other elements of the report as needed.

The import process validates the XML to ensure that it matches tracking report requirements. An error message appears if the XML cannot be validated.

Once a report is imported, it is treated like any other report and can be edited or deleted as desired.

To import a report:

1. Open the Report List page.

2. Click the **Import report** link.

3. Click **Browse** in the Import Report page.

4. Navigate to the desired folder and select the exported XML document.

5. Click **Open**.

6. Click **Import**.

7. If desired, enter a new report name in the **Name** field.

8. If desired, make any necessary changes to the report structure.

9. Click **Save**.

3. External Reports (available in Professional edition only)

The Reports page provides a Standard set of reports that can be run from the Report List page. If you need other reports, you can create new external reports and set permissions to make them available to specific users. To do this, you follow these general steps:

1. Using any tool of your choice, create a report that connects to the Knowledge Center database and retrieves the information.

2. Save the report in a format that can be viewed in a browser and copy it to a Web server so that it has a URL.

3. In Reports, create an External Report link for the report.

4. In Reports, set the user permissions for the new external report.

Note: External reports also support long text (more than 255 characters) fields or multiple select fields, unlike the available standard reports.

New external reports are added at the server level, therefore, you must have System Administrator permission to create and edit external reports. In a multiple workgroup environment, these reports are available to System Administrators in all workgroups. Managers may view the list of external reports in their workgroup only and run them. Users with reporting permission can run external reports in the workgroup that have been assigned to them.

Note: See *User Properties* in the Manage Users chapter in the User and Content Manager guide for more information about assigning permission for reports.

Create an External Report

When you create an external report, you use an external tool to connect to the database server and retrieve the data. To make this connection, there are two options: 1) Windows authentication or 2) Oracle or SQL server authentication. Which one you use will depend on how the server was set up by the database administrator. Contact your database administrator for this information that you will need to construct the report:

• The name of the Oracle or SQL server.

• A login to access the Oracle or SQL server. The user name should have the KPREPORT role assigned to it. This role allows the login to access the database, but restricts that access to retrieving data.

• The password for the login.

You can use any of the tables and views in the database for the report, as listed in the next section. Once the report is complete, save it in a format that can be viewed in a Web browser and copy it to a Web server. The next step is to add it as an External Report in Reports. See *External Report Properties* for more information.

External Tools

There are many external tools available which can connect to a data source, such as Microsoft Excel, Crystal Reports, and web pages. There are different considerations for each tool. Also, depending on the tool you use to create the report and how it is set up, you may need to enter a password when you run the report.

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Note: If the Oracle or SQL server and the Knowledge Center server are on different computers, and you are using Oracle or SQL authentication, then you will always have to enter the password to run the report.

Microsoft Excel

There are several different ways to import external data into an Excel spreadsheet. The exact options and steps depend on the version of Excel.

In Excel, if you select the Use Trusted Connection option, the user's Windows account will be used as the login name to the database. The account must exist in the database and be assigned to the KPREPORT role. When the user launches the report, if the Windows account is in the database and assigned to the KPREPORT role, the report launches automatically, otherwise, the report cannot connect to the database, the login box will appear, and the user must enter a login name and password.

If you deselect the Use Trusted Connection and enter a login name and password, the login name must exist in the database and be assigned to KPREPORT role. When the user launches the report, the login screen will appear again depending on whether Excel is on the same machine with the database server when creating the report.

Crystal Reports

In Crystal Reports, you select tables and create the report (.rpt). You would then use the Publish Wizard to publish the report to the Web. The user can log in to the Web Portal with a browser and access the report.

Crystal Reports can also be embedded into web pages. For example, the user can embed existing Crystal Reports into ASPX pages, or create a new report in .NET.

There are two ways to integrate a Crystal Report into Knowledge Center:

- In Reports, create an external report and link to the Crystal Report Web Portal login page. The user will login to the Crystal Report Server first and then access the report.

- In Reports, create an external report that links to ASPX pages embedded with Crystal Reports. The end user will then launch the ASPX pages with Crystal Reports directly.

Web Pages

You can also create an external report in any web pages (for example, ASP, ASPX, HTML, and JSP). This section shows an example of how to create an external report in an ASPX page and utilize the user parameters in a report URL string.

In the ASPX page, set up the connection to the database server using a connection string, such as the following:

SQL Server Database
```
<add name="SqlConnectionString" connectionString="user
id=[kpreporteruser];password=[password];integrated security=false;data
source=[servername];initial catalog=[databasename]" providerName="SQLOLEDB" />
```

Oracle Server Database
```
<add name="SqlConnectionString" connectionString="Data
Source=[servername]/[databaseinstancename]; User Id=[kpreporteruser];
Password=[password];" providerName="System.Data.OracleClient" />
```

The ASPX page can also get the query string from the report URL, such as the UserID, WorkgroupID, and Custom User field names, and pass this information as parameters when running the database query script.

Database Views

Knowledge Center provides database views that enable you to build reports with any report engine that can access the server. With these views, you do not need an in-depth understanding of the data structure of Knowledge Center.

Data Types

A data type is a classification identifying a particular type of information. The data type defines the allowable value for a field.

The following data types apply to an Oracle or SQL database:

- **Oracle = number (1, 0)**
  SQL = bit
  An integer data type that allows a value of 1, 0.

- **Oracle = timestamp (6)**
  SQL = datetime
  Defines a date that is combined with a time of day with fractional seconds that is based on a 24-hour clock.

- **Oracle = number (10, 0)**
  SQL = int
  An integer number that can be positive, negative or zero.

- **Oracle = nvarchar2**
  SQL = nvarchar
  A character data type of variable length. A character is any letter, number, space, punctuation mark, or symbol that can be typed on a computer.

- **Oracle = float**
  SQL = real
  A single-precision floating point number.

- **Oracle = nclob**
  SQL = ntext
  Variable-length character string. Used for text or combinations of text and numbers.

- **Oracle = number (3, 0)**
  SQL = tinyint
  Integer from 0 to 255.

User Data Views

The views in this section provide information about the users, usergroups, and workgroups on the server.

KPVIEW_USER

This view displays information about the user accounts that have been created on the server in Manager. Custom user fields are included in the view, with the exception of a custom user field with an Unordered List data type. The columns in the view are created automatically when custom user fields are added, removed, and/or updated in Manager.

Note: If you write a custom Oracle or SQL script to create a report, note that this view is owned by the KPATH role. Therefore, in the script, you must refer to this view as KPATH.KPVIEW_USER.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the workgroup.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

MIDDLE_INITIAL (Oracle = nvarchar2), (SQL = nvarchar)
User's middle initial.

EMAIL (Oracle = nvarchar2), (SQL = nvarchar)
User's email address.

ACTIVE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user account is currently active.
0 = inactive
1 = active

START_DATE (Oracle = timestamp (6)), (SQL = datetime)
The first day the user account becomes active.

END_DATE (Oracle = timestamp (6)), (SQL = datetime)
The last day the user account is active.

LAST_LOGIN_DATE (Oracle = timestamp (6)), (SQL = datetime)
The most recent date and time that the user account was used for logging in.

CUF_<custom user field name> (varies)
The custom field name is the column name.

KPVIEW_USERGROUP

This view displays information about the usergroups on the server.

USERGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the usergroup.
This field is a primary key.

USERGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the usergroup.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the workgroup.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup.

KPVIEW_USER_USERGROUP

This view displays users and the usergroups to which they belong.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

USERGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the usergroup.
This field is a primary key.

USERGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the usergroup.

KPVIEW_WORKGROUP

This view displays information about the workgroups on the server and their properties. It does not include the users who are in the workgroup.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the workgroup.
This field is a primary key.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup.

SELF_ENROLL (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the self-enroll option has been set for the workgroup.
0 = users cannot enroll themselves in knowledge paths
1 = users can enroll themselves in knowledge paths

AUTO_USERNAME (Oracle = number (1, 0)), (SQL = bit)
Indicates whether usernames are generated automatically for new users.
0 = user names must be entered manually
1 = user names are automatically generated

USERNAME_PATTERN (Oracle = nvarchar2), (SQL = nvarchar)
Indicates the pattern for generating user names automatically.

Learning Object Data Views

In the database, Learning Objects (LOs) can be any of the following:

- the root learning object package module
- a section
- a topic
- a question

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- an assessment
- a concept

KPVIEW_LO_STRUCTURE

This view displays information about where the Learning Objects are used in the various titles. The actual structure of the Learning Object is displayed, no matter where the Learning Object was created or where it may be linked to another title. PARENT refers to the Learning Object's actual position where it is used in the hierarchy of a title. There is a row for each Learning Object; however, one Learning Object may appear in several different rows in the table if it is linked to several different titles.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_AU, KPVIEW_AU_STRUCTURE, and KPVIEW_ASSESSMENT views. Previous views still appear with their original column names to preserve any existing reports based on these views.

LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Learning Object on a server.
This field is a primary key.

GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the Learning Object and is used to join this table to other tables.

GUID (Oracle = nvarchar2), (SQL = nvarchar)
The unique identifier of the Learning Object on a server.

NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the Learning Object (as specified when it was created in the Developer).

ORIGINALPLACEMENT (Oracle = number (10, 0)), (SQL = int)
The placement order of the Learning Object under its parent.

ONDEMANDTYPE_ID (Oracle = number (10, 0)), (SQL = int)
The value corresponds to the type of Learning Object.
1 = organization (root document)
2 = module
3 = section
4 = topic
5 = question
6 = assessment
7 = concept

PARENT_LO_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the parent Learning Object in the structure (as specified in LO_ID column).

ROOT_LO_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the root Learning Object (as specified in the LO_ID column).

PACKAGEID (Oracle = number (10, 0)), (SQL = int)
The identifier of the player content published from the Developer.

ACTIVE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the Learning Object is active.
0 = The Learning Object has been deleted.
1 = The Learning Object is active.

KPVIEW_AU

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

AU_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the parent Learning Object.
This field is a primary key.

AU_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the Learning Object (as specified when it was created in the Developer).

CREATE_PARENT_AU_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the parent Learning Object in the structure (as specified in LO_ID column)

CREATE_TITLE_AU_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the root Learning Object (as specified in the LO_ID column).

KPVIEW_AU_STRUCTURE

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

AU_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the parent Learning Object.
This field is a primary key.

AU_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the Learning Object (as specified when it was created in the Developer).

ACTUAL_PARENT_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

ACTUAL_PARENT_AU_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the parent Learning Object in the structure (as specified in LO_ID column).

ACTUAL_TITLE_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

ACTUAL_TITLE_AU_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the root Learning Object (as specified in the LO_ID column).
This field is a primary key.

KPVIEW_ASSESSMENT

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

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ASSESS_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Assessment Learning Object.
This field is a primary key.

AU_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the parent Learning Object.

ASSESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the Assessment Learning Object (as specified when it was created in the Developer).

KPVIEW_LO_QUESTION

This view displays the information about all the questions in the assessments and question Learning Objects.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_QUESTION view. Previous views still appear with their original column names to preserve any existing reports based on these views.

LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Learning Object.
This field is a primary key.

QUESTION_GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the question and is used to join this table to other tables.

QUESTION_GUID (Oracle = nvarchar2), (SQL = nvarchar)
The unique identifier of the question.

QUESTION_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the question.

QUESTION_TYPE_ID (Oracle = number (3, 0)), (SQL = tinyint)
SCORM Interaction Type ID.

QUESTION_TYPE_NAME (Oracle = nvarchar2), (SQL = nvarchar)
SCORM Interaction Type name.

QUESTION_XML (Oracle = nclob), (SQL = ntext)
The text of the question in XML format.

QUESTION_ORDER (Oracle = number (10, 0)), (SQL = int)
The sort order of the questions in an assessment.

KPVIEW_QUESTION

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

ASSESS_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Assessment Learning Object.
This field is a primary key.

QUESTION_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

QUESTION_ID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the question and is used to join this table to other tables.

QUESTION_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the question.

QUESTION_TYPE_ID (Oracle = number (3, 0)), (SQL = tinyint)
SCORM Interaction Type ID.

QUESTION_TYPE_NAME (Oracle = nvarchar2), (SQL = nvarchar)
SCORM Interaction Type name.

QUESTION_XML (Oracle = nclob), (SQL = ntext)
The text of the question in XML format.

QUESTION_ORDER (Oracle = number (10, 0)), (SQL = int)
The sort order of the questions in an assessment.

KPVIEW_WORKGROUP_LO

This view displays information about the LOs in each workgroup.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_WORKGROUP_AU view. Previous views still appear with their original column names to preserve any existing reports based on these views.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the workgroup on the server.
This field is a primary key.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup.

LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Learning Object.
This field is a primary key.

KPVIEW_WORKGROUP_AU

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the workgroup on the server.
This field is a primary key.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

AU_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the parent Learning Object.
This field is a primary key.

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KPVIEW_PACKAGE

This view provides information about imported SCORM packages (content) published from the Developer.

PACKAGE_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the package on the server.

PACKAGE_FORMAT_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the package format.

PACKAGE_FORMAT_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Package format name

CONTENTROOT_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the content root on the server.

CONTENTROOT_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the content root.

MANIFESTOID (Oracle = nvarchar2), (SQL = nvarchar)
Unique identifier in the manifest.xml file.

PACKAGE_VERSION (Oracle = nvarchar2), (SQL = nvarchar)
Package version in the manifest.xml file.

UPLOAD_BY (Oracle = number (10, 0)), (SQL = int)
The user ID of the person who uploaded the package.

UPLOAD_DATETIME (Oracle = timestamp (6)), (SQL = datetime)
The time that the package was uploaded.

PACKAGE_TYPE_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the package type.

PACKAGE_TYPE_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the package type.

ACTIVE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the package is active.
0 = deleted
1 = active

WGROUP_OWNER_ID (Oracle = number (10, 0)), (SQL = int)
The workgroup owner of the package.

Knowledge Path and Activities Views

Knowledge paths are used to organize activities (units of learning). Each activity is part of a knowledge path and represents a hierarchy. Users are enrolled in knowledge paths at the user or usergroup level. Creating knowledge paths and enrolling users is done in Manager.

KPVIEW_PATH

This view displays information about all of the knowledge paths on the server.

PATH_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the knowledge path on the server.
This field is a primary key.

PATH_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the knowledge path.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the workgroup on the server.

WORKGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the workgroup in which the knowledge path was created.

ACTIVE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the knowledge path is active.
0 = the path is unavailable
1 = the path is available to users

ALLOW_SELF_ENROLL (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the self enroll option is set for the knowledge path. A value of 1 means that users can enroll themselves in the knowledge path. A value of 0 means that users cannot enroll themselves in the knowledge path.

SORT_ORDER (Oracle = number (10, 0)), (SQL = int)
The sort order of the paths.

PATH_CATEGORY_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the path category that the path belongs to.

KPVIEW_PATH_CATEGORY

This view displays information about all of the Path Categories on the server.

PATH_CATEGORY_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the path category that the path belongs to.

PATH_CATEGORY_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the path category.

WORKGROUP_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the workgroup on the server.

KPVIEW_USER_PATH

This view displays information about user enrollment in knowledge paths, including all users enrolled as part of a usergroup or as an individual user. If a user is enrolled in the same path as a user and as part of one or more usergroups, there will be several rows in the view with the enrollment information for each occurrence.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

PATH_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the knowledge path.
This field is a primary key.

PATH_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the knowledge path.

ENROLL_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the user is enrolled in the knowledge path.

START_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the enrollment begins to track the enrollment expiration.

END_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the enrollment in the knowledge path expires.

ENROLL_USERGROUP_ID (Oracle = number (10, 0)), (SQL = int)
If the user is enrolled in the path as part of a usergroup, this column displays the unique identifier of the usergroup. If the user is enrolled as an individual user, a value of -1 appears. This field is a primary key.

ENROLL_USERGROUP_NAME (Oracle = nvarchar2), (SQL = nvarchar)
If the user is enrolled in the path as part of a usergroup, this column displays the name of the usergroup. If the user is enrolled as an individual user, a value of <NULL> appears.

KPVIEW_USER_ACTIVITY

This view displays information about user enrollment in activities, including all users enrolled as part of a usergroup or as an individual user. Note that if a user is enrolled in an activity both as a user and as part of a usergroup, there will be only one row in the report for the user in this activity.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

ACTIVITY_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the activity.
This field is a primary key.

ACTIVITY_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the activity.

PATH_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the knowledge path that the activity is in.

PATH_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the knowledge path that the activity is in.

KPVIEW_ACTIVITY_LO

This view displays information about all of the learning activities (units of learning) in the knowledge paths, including the course, pre-assessment and post-assessment in the activity and Learning Object identifier.

Upgrade Note: For installations upgraded from a previous Knowledge Pathways version, this view replaces the KPVIEW_ACTIVITY view. Previous views still appear with their original column names to preserve any existing reports based on these views.

ACTIVITY_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the activity on the server.
This field is a primary key.

ACTIVITY_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the activity as it appears to the user.

PARENT_ACTIVITY_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the parent activity.

PATH_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the knowledge path that the activity is in.

PATH_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the knowledge path that the activity is in.

ORGANIZATIONAL (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity is for organizational purposes only.
0 = the activity has a subject and/or assessments
1 = the activity is organizational and contains no subject or assessments

HAS_PREASSESS (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a pre-assessment defined.
0 = the activity has no pre-assessment
1 = the activity has a pre-assessment

PREASSESS_LO_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the pre-assessment on the server.

PREASSESS_REQUIRED_SCORE (Oracle = float), (SQL = real)
The score required to pass the pre-assessment.

HAS_SUBJECT (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a subject, or only assessments.
0 = the activity contains only assessments and the subject has been suppressed
1 = the activity has a subject (LO)

SUBJECT_LO_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the subject on the server.

HAS_POSTASSESS (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a post-assessment defined.
0 = the activity has no post-assessment
1 = the activity has a post-assessment

POSTASSESS_LO_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the post-assessment on the server.

POSTASSESS_REQUIRED_SCORE (Oracle = float), (SQL = real)
The score required to pass the post-assessment.

SORT_ORDER (Oracle = number (10, 0)), (SQL = int)
Sort order of the activity.

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KPVIEW_ACTIVITY

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

ACTIVITY_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the activity on the server.
This field is a primary key.

ACTIVITY_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the activity as it appears to the user.

PARENT_ACTIVITY_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the parent activity.

PATH_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the knowledge path that the activity is in.

PATH_NAME (Oracle = nvarchar2), (SQL = nvarchar)
Name of the knowledge path that the activity is in.

ORGANIZATIONAL (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity is for organizational purposes only.
0 = the activity has a subject and/or assessments
1 = the activity is organizational and contains no subject or assessments

HAS_PREASSESS (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a pre-assessment defined.
0 = the activity has no pre-assessment
1 = the activity has a pre-assessment

PREASSESS_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

PREASSESS_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the pre-assessment on the server.

PREASSESS_REQUIRED_SCORE (Oracle = float), (SQL = real)
The score required to pass the pre-assessment.

HAS_SUBJECT (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a subject, or only assessments.
0 = the activity contains only assessments and the subject has been suppressed
1 = the activity has a subject (LO)

SUBJECT_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

SUBJECT_AU_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the subject on the server.

HAS_POSTASSESS (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the activity has a post-assessment defined.
0 = the activity has no post-assessment
1 = the activity has a post-assessment

POSTASSESS_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

POSTASSESS_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the post-assessment on the server.

POSTASSESS_REQUIRED_SCORE (Oracle = float), (SQL = real)
The score required to pass the post-assessment.

SORT_ORDER (Oracle = number (10, 0)), (SQL = int)
Sort order of the activity.

KPVIEW_SUBJECT_DESCENDANT

This view lists all of the descendants of a Subject Learning Object.

SUBJECT_LO_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the subject Learning Object.
This field is a primary key.

LEARNINGOBJECTID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of child Learning Objects in the Subject Learning Object tree.
This field is a primary key.

Tracking Data

The views in this section provide information about the data that is tracked on the server. The tracking data is divided into subjects and assessments.

KPVIEW_SUBJECT_LO_SUMMARY

This view provides a tracking summary of all the Subject Learning Objects in learning activities. The Subject Learning Object is the learning object assigned to the subject of an activity, and it can be any learning object with an "Organization" or "Module" ONDEMANDTYPE in a package.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_SUBJECT_AU_SUMMARY view. Previous views still appear with their original column names to preserve any existing reports based on these views.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

SUBJECT_LO_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the subject Learning Object.
This field is a primary key.

COMPLETION_STATUS (Oracle = number (10, 0)), (SQL = int)
Indicates whether the user has completed the subject.
1 = Completed
2 = Incomplete
3 = Not attempted
4 = Unknown

COMPLETE_PERCENT (Oracle = float), (SQL = real)
Indicates the percentage of the subject the user has completed.

TOTAL_TIME_SPENT (Oracle = float), (SQL = real)
Indicates how much time (in seconds) the user has spent on the subject.

START_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the user started the subject Learning Object.

COMPLETE_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the user completed the subject Learning Object.

LAST_TRACK_DATE (Oracle = timestamp (6)), (SQL = datetime)
The most recent date and time that the user accessed the subject Learning Object.

SUCCESS_STATUS (Oracle = number (3, 0)), (SQL = tinyint)
The success status of the user taking the subject Learning Object.
1 = Passed
2 = Failed
3 = Unknown

SCORE_SCALED (Oracle = float), (SQL = real)
The score of the user taking the Learning Object.

KPVIEW_SUBJECT_AU_SUMMARY

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

SUBJECT_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the new database, so this field is always 0.
This field is a primary key.

SUBJECT_AU_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the subject Learning Object.
This field is a primary key.

COMPLETE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user has completed the subject.
1 = Completed
0 = Incomplete

COMPLETE_PERCENT (Oracle = float), (SQL = real)
Indicates the percentage of the subject the user has completed.

TOTAL_TIME_SPENT (Oracle = float), (SQL = real)
Indicates how much time (in seconds) the user has spent on the subject.

START_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the user started the subject Learning Object.

COMPLETE_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date that the user completed the subject Learning Object.

LAST_TRACK_DATE (Oracle = timestamp (6)), (SQL = datetime)
The most recent date and time that the user accessed the subject Learning Object.

KPVIEW_LO_RESULT

This view provides tracking results of all the Learning Objects.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the LO.
This field is a primary key.

ASSESSTYPE (Oracle = number (3, 0)), (SQL = tinyint)
The value indicates the assessment type of the Learning Object.
0 = Not an assessment
1 = Pre-assessment type
2 = Post-assessment type
This field is a primary key.

COMPLETION_STATUS (Oracle = number (10, 0)), (SQL = int)
Indicates whether the user has completed the subject.
1 = Completed
2 = Incomplete
3 = Not Attempted
4 = Unknown

COMPLETE_PERCENT (Oracle = float), (SQL = real)
Indicates the percentage of the subject the user has completed.

TOTAL_TIME_SPENT (Oracle = float), (SQL = real)
Indicates how much time (in seconds) the user has spent on the subject.

START_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user started the subject Learning Object.

COMPLETE_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the subject Learning Object.

LAST_TRACK_DATE (Oracle = timestamp (6)), (SQL = datetime)
The most recent date and time that the user accessed the subject Learning Object.

SUCCESS_STATUS (Oracle = number (3, 0)), (SQL = tinyint)
The success status of the user taking the subject Learning Object.
1 = Passed
2 = Failed
3 = Unknown

SCORE_SCALED (Oracle = float), (SQL = real)
The score of the user taking the Learning Object.

KPVIEW_LO_SESSION

This view provides launch information for all of the Learning Objects.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_SUBJECT_AU_DETAIL view. Previous views still appear with their original column names to preserve any existing reports based on these views.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the Learning Object.
This field is a primary key.

ASSESSTYPE (Oracle = number (3, 0)), (SQL = tinyint)
The value indicates the assessment type of the Learning Object.
0 = Not an assessment
1 = Pre-assessment type
2 = Post-assessment type
This field is a primary key.

TRACK_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user accessed the subject Learning Object.

TIME_SPENT (Oracle = float), (SQL = real)
Indicates how much time (in seconds) the user has spent on the Learning Object.

KPVIEW_SUBJECT_AU_DETAIL

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

AUNODE_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the node on the server.
This field is a primary key.

SUBJECT_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

SUBJECT_AU_ID (Oracle = number (10, 0)), (SQL = int)
The tracking of a learning object in this database is not tied to a course anymore. The tracking
data of a learning object is shared no matter the item with the same GUID is taken from
different activities, or from different learning package, or either from KPATH or from the Player.
Therefore, this field is always 0.

TRACK_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user accessed the subject Learning Object.

TIME_SPENT (Oracle = float), (SQL = real)
Indicates how much time (in seconds) the user has spent on the Learning Object.

KPVIEW_PREASSESS_RUNTIME

This view provides tracking summary of pre-assessments. Note that pre-assessment can be
taken only once by a user.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the
KPVIEW_PREASSESS_SUMMARY view. Previous views still appear with their original column
names to preserve any existing reports based on these views.

RUNTIMEID (Oracle = number (10, 0)), (SQL = int)
A server-generated unique value identifying a user attempt to take the pre-assessment.
This field is a primary key.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the pre-
assessment Learning Object and is used to join this table to other tables.

ASSESS_LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the pre-assessment.
This field is a primary key.

ASSESSTYPE (Oracle = number (10, 0)), (SQL = int)
This value is always 1 for a pre-assessment.
This field is a primary key.

ACCESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the pre-assessment.

COMPLETION_STATUS (Oracle = number (10, 0)), (SQL = int)
Indicates whether the user has completed the subject.
1 = Completed
2 = Incomplete
3 = Not Attempted
4 = Unknown

SCORE (Oracle = float), (SQL = real)
The score that the user attains when he or she completes the pre-assessment.

TOTAL_QUESTION (Oracle = number (10, 0)), (SQL = int)
Total number of questions in the pre-assessment

CORRECT_QUESTIONS (Oracle = number (10, 0)), (SQL = int)
The number of questions in the pre-assessment that the user answered correctly.

RESULT_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the pre-assessment.

KPVIEW_PREASSESS_SUMMARY

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

ASSESS_RESULT_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the pre-assessment result.
This field is a primary key.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.

USERNAME (nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

PREASSESS_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

PREASSESS_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the pre-assessment on the server.

ACCESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the pre-assessment.

COMPLETE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user has completed the subject.
1 = Completed
0 = Incomplete

SCORE (Oracle = float), (SQL = real)
The score that the user attains when he or she completes the pre-assessment.

TOTAL_QUESTION (Oracle = number (10, 0)), (SQL = int)
Total number of questions in the pre-assessment

CORRECT_QUESTIONS (Oracle = number (10, 0)), (SQL = int)
The number of questions in the pre-assessment that the user answered correctly.

RESULT_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the pre-assessment.

KPVIEW_POSTASSESS_RUNTIME

This view provides tracking summary of post-assessments. Note that post-assessments can be taken multiple times and all of the results are available in this view. These can then be filtered by highest score, lowest score, average score, latest score, or result date.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_POSTASSESS_SUMMARY view. Previous views still appear with their original column names to preserve any existing reports based on these views.

RUNTIMEID (Oracle = number (10, 0)), (SQL = int)
A server-generated unique value identifying a user attempt to take the post-assessment.
This field is a primary key.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the post-assessment Learning Object and is used to join this table to other tables.

ASSESS_LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the post-assessment.
This field is a primary key.

ASSESSTYPE (Oracle = number (10, 0)), (SQL = int)
This value is always 2 for a post-assessment.
This field is a primary key.

ACCESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the post-assessment.

COMPLETION_STATUS (Oracle = number (10, 0)), (SQL = int)
Indicates whether the user has completed the subject.
1 = Completed
2 = Incomplete
3 = Not Attempted
4 = Unknown

SCORE (Oracle = float), (SQL = real)
The score that the user attains when he or she completes the post-assessment.

TOTAL_QUESTION (Oracle = number (10, 0)), (SQL = int)
Total number of questions in the post-assessment

CORRECT_QUESTIONS (Oracle = number (10, 0)), (SQL = int)
The number of questions in the post-assessment that the user answered correctly.

RESULT_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the post-assessment.

KPVIEW_POSTASSESS_SUMMARY

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

ASSESS_RESULT_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the post-assessment result.
This field is a primary key.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

POSTASSESS_AU_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

POSTASSESS_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier of the post-assessment on the server.

ACCESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the post-assessment.

COMPLETE (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user has completed the subject.
1 = Completed
0 = Incomplete

SCORE (Oracle = float), (SQL = real)
The score that the user attains when he or she completes the post-assessment.

TOTAL_QUESTION (Oracle = number (10, 0)), (SQL = int)
Total number of questions in the post-assessment

CORRECT_QUESTIONS (Oracle = number (10, 0)), (SQL = int)
The number of questions in the post-assessment that the user answered correctly.

RESULT_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the post-assessment.

KPVIEW_ASSESSINSUBJECT_RUNTIME

This view provides information about the user's performance in assessments questions in subjects.

RUNTIMEID (Oracle = number (10, 0)), (SQL = int)
A server-generated unique value identifying a user attempt to take assessment questions in subjects.
This field is a primary key.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the Learning Object and is used to join this table to other tables.

ASSESS_LO_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the subject assessment.
This field is a primary key.

ASSESSTYPE (Oracle = number (10, 0)), (SQL = int)
This value is always 0 for subject assessments.
This field is a primary key.

ACCESS_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the subject assessment.

COMPLETION_STATUS (Oracle = number (10, 0)), (SQL = int)
Indicates whether the user has completed the subject assessment.
1 = Completed
2 = Incomplete
3 = Not Attempted
4 = Unknown

SCORE (Oracle = float), (SQL = real)
The score that the user attains when he or she completes the subject assessment.

TOTAL_QUESTION (Oracle = number (10, 0)), (SQL = int)
Total number of questions in the subject assessment.

CORRECT_QUESTIONS (Oracle = number (10, 0)), (SQL = int)
The number of questions in the subject assessment that the user answered correctly.

RESULT_DATE (Oracle = timestamp (6)), (SQL = datetime)
The date and time that the user completed the subject assessment.

KPVIEW_QUESTION_INTERACTION

This view provides detail information about the user's responses to the questions, grouped by the Runtime ID and sorted by the question order in the Learning Object. This view includes tracking information for questions in assessments, questions in the courses, and Know It? mode in topics.

Upgrade Note: For installations upgraded from Professional edition 6.1, this view replaces the KPVIEW_QUESTION_DETAIL view. Previous views still appear with their original column names to preserve any existing reports based on these views.

RUNTIMEID (Oracle = number (10, 0)), (SQL = int)
A server-generated unique value identifying the attempt to respond to a question.
This field is a primary key.

QUESTION_GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the question and is used to join this table to other tables.

QUESTION_GUID (Oracle = nvarchar2), (SQL = nvarchar)
The unique identifier of the question.

QUESTION_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the question.

QUESTION_TYPE_ID (Oracle = number (3, 0)), (SQL = tinyint)
SCORM Interaction Type ID.

QUESTION_TYPE_NAME (Oracle = nvarchar2), (SQL = nvarchar)
SCORM Interaction Type name.

ANSWER_BOOL (Oracle = number (1, 0)), (SQL = bit)
The user's answer to the question, boolean-type.

ANSWER_NUMERIC (Oracle = float), (SQL = real)
The user's answer to the question, numeric-type.

ANSWER_STRING (Oracle = nvarchar2), (SQL = nvarchar)
The user's answer to the question, string-type.

CORRECT (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user answered the question correctly.
0 = incorrect
1 = correct

LATENCY (Oracle = float), (SQL = real)
The time elapsed between the time the interaction was made available to the learner for response and the time of the first response.

QUESTION_ORDER (Oracle = number (10, 0)), (SQL = int)
The actual sort order of the questions when the user took the assessment. This field is a primary key.

KPVIEW_QUESTION_DETAIL

This view is inherited from Professional edition 6.1 and only appears for upgraded installations; however, the column descriptions correspond to the new database views. To review the original descriptions for a view, please consult your Professional edition 6.1 documentation.

ASSESS_RESULT_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier for the assessment result.
This field is a primary key.

QUESTION_SID (Oracle = number (10, 0)), (SQL = int)
There is no server ID in the current database, so this field is always 0.

QUESTION_ID (Oracle = number (10, 0)), (SQL = int)
The unique identifier of the question.
This field is a primary key.

QUESTION_NAME (Oracle = nvarchar2), (SQL = nvarchar)
The name of the question.

QUESTION_TYPE_ID (Oracle = number (3, 0)), (SQL = tinyint)
SCORM Interaction Type ID.

QUESTION_TYPE_NAME (Oracle = nvarchar2), (SQL = nvarchar)
SCORM Interaction Type name.

ANSWER (Oracle = nclob), (SQL = ntext)
The user's answer to the question in SCORM format.

CORRECT (Oracle = number (1, 0)), (SQL = bit)
Indicates whether the user answered the question correctly.
0 = incorrect
1 = correct

TIME_SPENT (Oracle = float), (SQL = real)
The total time (in seconds) that the user spends on the question.

QUESTION_ORDER (Oracle = number (10, 0)), (SQL = int)
The actual sort order of the questions when the user took the assessment.
This field is a primary key.

TOPIC_VIEW

This view provides detail information about the user's responses to the play modes.

Upgrade Note: This view corresponds to the Topic_View table in Usage Tracking database in previous versions.

TOPIC_VIEW_ID (Oracle = number (10, 0)), (SQL = int)
The identifier of the result when the user launches one of the play modes for a topic. This column is 0 if the user only selects the topic, but does not launch a play mode.

RUNTIMEID (Oracle = number (10, 0)), (SQL = int)
A server-generated unique value identifying a user attempt to run a topic play mode.
RUNTIME_EXPERIENCEDTOTALTIME (Oracle = number (18, 0)), (SQL = int)
The total time the user spends during the runtime.

RUNTIME_SCORESCALED (Oracle = float), (SQL = real)
The score of the runtime (value range from 0 to 1).

RUNTIME_SUCCESSSTATUSID (Oracle = number (3, 0)), (SQL = tinyint)
1 = Passed
2 = Failed
3 = Unknown

RUNTIME_COMPLETIONSTATUSID (Oracle = number (3, 0)), (SQL = tinyint)
1 = Completed
2 = Incomplete
3 = Not attempted
4 = Unknown

RUNTIME_STARTDATETIME (Oracle = timestamp (6)), (SQL = datetime)
The date/time that the user starts the runtime.

SESSIONID (10, 0)), (SQL = int)
The identifier of the session that the user launches for the item.

SESSION_STARTDATETIME (Oracle = timestamp (6)), (SQL = datetime)
The date/time that the user starts the session.

SESSION_TIME (Oracle = number (18, 0)), (SQL = int)
The total time the user spends in the session.

SESSION_MODECOUNT (Oracle = number (10, 0)), (SQL = int)
The total number of play modes the user launches during the session.

USER_ID (Oracle = number (10, 0)), (SQL = int)
Unique identifier for the user.
This field is a primary key.

USERNAME (Oracle = nvarchar2), (SQL = nvarchar)
The name that the user enters to log in to the server.

FIRST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's first name.

LAST_NAME (Oracle = nvarchar2), (SQL = nvarchar)
User's last name.

GUIDMAPID (Oracle = number (10, 0)), (SQL = int)
This unique identifier correlates to the primary key in the GUIDMAP table for the Learning
Object and is used to join this table to other tables.

TOPIC_ID (Oracle = nvarchar2), (SQL = nvarchar)
The unique identifier for the topic Learning Object.

ASSESSTYPE (Oracle = number (3, 0)), (SQL = tinyint)
The value indicates the assessment type of the Learning Object.
0 = Not an assessment
1 = Pre-assessment type in knowledge activity
2 = Post-assessment type in knowledge activity

PLAY_MODE (Oracle = number (3, 0)), (SQL = tinyint)
The topic play mode type.
S = See It!
T = Try It!
K = Know It?
D = Do It!
P = Print It!

START_TIME (Oracle = timestamp (6)), (SQL = datetime)
The timestamp when the user started the play mode.

END_TIME (Oracle = timestamp (6)), (SQL = datetime)
The timestamp when the user ends the play mode.

VIEW_TIME_SPAN (Oracle = float), (SQL = real)
The time that the user spends on the play mode (in miniseconds).

PASSED (Oracle = number (3, 0)), (SQL = tinyint)
Indicates whether the user passed the required score.
1 = Passed
2 = Failed

SCORE (Oracle = float), (SQL = real)
The score of the user taking the play mode (0-100).

COMPLETION_STATUS (Oracle = number (3, 0)), (SQL = tinyint)
Indicates whether the user has completed the play mode.
1 = Completed
2 = Incomplete
3 = Not Attempted
4 = Unknown

FRAME_VIEWED (Oracle = nvarchar2), (SQL = nvarchar)
The number of frames viewed.

External Report Properties

External reports have the following properties:

- **Name**: A unique, user-friendly name for the custom report. This is a required field. The custom report name appears to users in the User interface.

- **URL**: Location of the custom report on a web server. It must start with http:// or https://; for example, http://servername/contentroot/. The path should also include the filename of the report. This is a required field.

- **Description**: A brief description of the purpose and contents of the report. This appears to users in the User interface below the name of the report.

- **Active**: When enabled, the custom report is available in the User interface, provided a user has permissions to run the report. When this option is disabled, the report is not available from within the User interface.

- **Visible to Workgroups**: This section controls if the report is visible to workgroups. You can set visibility to all workgroups (default) or selected work groups. If the Selected Workgroups button is selected, a list of workgroups displays allowing you to choose the work groups where the report will be visible.

- **User Parameters**: User parameters can be appended to the report URL through a query string. The parameters are used by the external report for report-level authentication and/or criteria. The user parameters include USERID, WORKGROUPID and any custom user fields of the following types: Text, Boolean, Numeric, Date/Time and Single Select List. Large Text and Unordered List custom user fields cannot be used as parameters.

Create an External Report Link

When you create an external report link, you use the URL of the report to create the link. Each external report must have a unique name. This name appears in the Custom Reports section on the Report List page. External report links are available to all users with the appropriate rights to create and run training reports.

To create an external report link:

1. From the Report List, click **New External Report**.

   Note: You must have System Administrator or Reporter and Manager permissions to create a new external report.

2. Enter the Name of the report.

3. Enter the URL for the location of the report. Be sure to include the filename of the report.

4. Enter a Description for the report.

5. Select or deselect the **Active** option, as desired.

6. In the **Visible to Workgroups** group, select if the report will be visible to all workgroups or selected workgroups. If visible to selected workgroups only, select the workgroups.

   Note: By default, all reports, regardless of workgroup selection, are available to System Administrators. Reports marked for selected workgroups are also available to Reporters with Manager permissions. A report can be assigned to a Reporter who does not have Manager permissions in the User Properties page in Manager.

7. In the **User Parameters** group, select the desired parameters.

8. Click **Save**.

Edit and Delete an External Report Link

You can change the properties of an external report at any time. You can delete external report links you no longer need. Deleting the link does not delete the report itself.

To edit the properties of an external report link:

1. Click **Modify report** for the report you want to modify.

2. Make the desired changes.

3. Click **Save**.

To delete an external report link:

1. Click **Delete report** for the report you want to delete.

2. Click **OK**.

4. Standard Reports (available in Professional edition only)

The standard reports that install with the system can be run, but not customized. You can, however, create new customized external reports and link to them.

The following list summarizes each of the standard reports:

- Activity List: This report displays the knowledge path hierarchy, along with a summary of what items are included (pre-assessment, subject, post-assessment).

- Assessment Analysis: This report displays detailed assessment information for a particular activity, such as the number of times taken and average score. A table lists each question title and type, as well as number of correct or incorrect answers (also expressed as percentages).

- Knowledge Path Summary: This report displays all knowledge paths by category and the status of each, along with the users and/or usergroups enrolled in each knowledge path.

- Knowledge Paths for Titles: This report lists a particular title and all knowledge paths that use it, or all available titles and the knowledge paths that use each title.

- Skill Assessment: This report summarizes the results of an assessment for a particular user, similar to the Summary page that may appear to a user after taking an assessment.

- Usage Frequency: This report displays individual activities, along with usage information, such as time and days spent on a subject and the number of users that started or completed it.

- Usage Summary: This report displays detailed information for the selected user, including knowledge paths in which the user is enrolled, activity status, scores, and progress.

- User List Detail: This report can display all users, usergroups, or a particular usergroup with information such as active status, email, and permissions. It can also display information in available custom user fields. When all usergroups or an individual group is displayed, all users in the group are listed individually.

- User Progress: This report displays assessments that a user took, along with the assessment score and the amount of time spent in a subject. If desired, only active users or inactive users can be displayed in this report.

- Usergroup List: This report displays all usergroups in a workgroup. It can also display the users in each usergroup as desired.

- Workgroup List Detail: This report displays all workgroups and self-enrollment status. It also indicates if the automatic username generation feature is enabled and identifies the username pattern for the workgroup.

- Workgroup Title Detail: This report displays all titles installed or created in a workgroup.

View Standard Reports

The Standard Reports list has a link for each available report. When you click a link to a report, you see a series of criteria, much like a wizard, prompting you to select options to produce the report. Reports are in HTML format and can easily be printed.

Note that some reports, particularly the User List Detail report, may take a few minutes to compile. In addition, it is recommended that you print the User List Detail report in landscape mode to ensure all data appears.

To view standard reports:

1. Click **View report** for the report you want to view.

   You can also click the name of the report in the Report List.

2. Select the report options.

3. Click **Next**, if necessary.

4. Continue selecting the desired report options, if necessary.

5. Click **Process Report** or click **Cancel Report** to return to the Report List page.

6. Click **Print** to print the report, if desired.

7. Click on the navigation bar to return to the Report List page.

Activity List

This report enables you to quickly see the contents of each available knowledge path. It displays the hierarchy of a knowledge path, and indicates whether each activity has a pre-assessment, a subject and/or a post-assessment. The information is a summary of what appears in the Activity Properties pane in Manager.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Knowledge Path**: Select the desired knowledge path or select All Knowledge Paths.

The report data is grouped by knowledge path. The information that can appear in this report is described below.

Activity Name
This column displays the name of the activity as created in the Knowledge Paths collection in Manager. If sub-activities exist, they are indented in the report.

Subject Title
This column displays the subject title assigned to each activity. If no title exists, the activity is an organizational only activity.

Has Pre-assess
This column indicates if the activity has a pre-assessment associated with it.

Has Subject
This column indicates if the activity has a subject associated with it.

Has Post-assess
This column indicates if the activity has a post-assessment associated with it.

Assessment Analysis

This report enables you to evaluate the questions in an assessment and see the areas with which students had difficulty, as well as the areas they mastered. It displays detailed assessment information for a particular activity. It includes the number of times each available assessment was taken and the average score. It also includes a list of the question titles included in the assessment, the question type, and the results for each question. The results indicate the number of times all users in a particular workgroup answered the question correctly or incorrectly, along with this number expressed as a percentage.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Knowledge Paths**: Select the desired knowledge path.

- **Activities**: Select the activity in the knowledge path for which you want to run the report.

The activity name, the assessment name, the total number of times the assessment was taken, the average score, and the assessment type appear before each table in the report. The information that can appear in this report is described below.

Question Title
This column displays the question title.

Question Type
This column displays the question type (for example, true or false, hotspot, and so on).

Number of Correct Answers
This column displays the number of correct answers provided in response to the question.

Number of Incorrect Answers
This column displays the number of incorrect answers provided in response to the question.

% Correct Answers
This column reflects the number correct expressed as a percentage.

% Incorrect Answers
This column reflects the number incorrect expressed as a percentage.

Knowledge Path Summary

This report allows a training manager to see which users and workgroups have access to specific knowledge paths. It displays information regarding the individual knowledge paths that are on the server. At a workgroup level, the report can consist of information for the knowledge paths available in a particular category or all categories. The report also lists the knowledge path properties (category, active, self-enroll status). Users and/or usergroups can

also be included in the report as desired. When users and/or usergroups are included in the report, it displays a list of the users and usergroups assigned to particular knowledge paths.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Category**: Select the desired knowledge path category or select All Categories.

- **Show Usergroups**: Select this option to include usergroup information in the report.

- **Show Users**: Select this option to include user account information (last name, first name, username) for each user enrolled in the knowledge paths.

Knowledge Paths are listed in the report by category. The information that can appear in this report is described below. Depending upon the options selected before generating the report, some columns may not appear.

Category
This column displays the category assigned to each knowledge path.

Knowledge Path Name
This column displays the knowledge path name.

Active
This column indicates whether or not the knowledge path is active. The knowledge path status is controlled in the Knowledge Path Properties pane in Manager.

Allow Self Enroll
This column indicates whether or not users can self-enroll in the knowledge path. The self-enrollment property is controlled in the Knowledge Path Properties pane in Manager. To allow self-enrollment at a knowledge path level, self-enrollment must be enabled at the workgroup level.

Usergroups
This column displays all usergroups enrolled in the knowledge path.

Users
This column displays all users (with last name, first name, username) enrolled in the knowledge path.

Knowledge Paths for Titles

This report provides training managers with an overview of where each title and its Learning Objects (LOs) are being used. It lists a particular title and all knowledge paths that use it, or all available titles and the knowledge paths that use each title. If any LOs within a title are used in knowledge paths, the report also lists each LO and each knowledge path in which the individual LO appears. If multiple workgroups exist, the report also indicates in which workgroup the knowledge path can be found.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup or select All Workgroups. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Titles**: Select the desired title or select All Titles.

The information that can appear in this report is described below.

Title
This row displays the name of the title.

Learning Object
This row displays the name of the LO used in the knowledge path. If the entire title is used in the path, this row displays (Title LO).

Workgroup
This column displays the workgroup and only appears in a multiple workgroup environment.

Knowledge Path
This column displays the knowledge path(s).

Skill Assessment

This report allows a training manager to view the results of a user's assessment and assess the user's knowledge of particular subject matter. It summarizes the results of a skill assessment a user completed. More than one assessment can be displayed in the report. The information in this report is similar to the information on the Summary page that a user sees at the end of an assessment (if available).

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **User**: Select the desired user. After displaying the drop-down list box, a name or section of the alphabet can quickly be displayed by typing the first letter of the last name.

- **Knowledge Path**: Select the desired knowledge path.

- **Activity**: Click the checkbox to the left of the assessment(s) to include in the report. Additional information appears along with the assessment checkbox, including the date taken and score.

The resulting report is a re-creation of the assessment summary that appears in the User interface. The information that can appear in this report is described below.

Activity
This cell displays the assessment name to indicate the assessment to which the results apply.

Score
This cell displays the user's score as a percentage correct.

Results
This cell to the right of the Score cell displays a number of questions correct and incorrect.

Date
This cell displays the date the user took the assessment.

Questions answered correctly
This area displays a list of the sections for which a user answered questions correctly.

Questions answered incorrectly
This area displays a list of the sections for which a user answered questions incorrectly.

Usage Frequency

This report allows training managers to see which titles are being used, how frequently users access them, and how long users spend on the subject. It displays each activity in which users are currently working or have already completed. This information can be displayed for all users in a workgroup (Master by default) or a particular usergroup within the workgroup. The report includes usage information, such as time and days spent on a subject and the number of users that started or completed it. This information can be displayed for a particular time period, indicated by a start and/or end date, depending on the options you select before generating the report.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Mode**: Select the mode, Filter The Report or Group The Report, to indicate how you want to structure the report. By filtering the report, you can display subject usage information for a particular usergroup only. By grouping the report, you can display subject usage information for all usergroups. You can also use custom fields in filtering or grouping report data.

- **Usergroup** (under Filter The Report): Select the usergroup for which you want to generate the report.

- **Custom Fields** (under Filter The Report): Select the options or type information for any custom fields displayed.

- **Start Date**: Type a start date (m/d/yy) to indicate the time period for which you want information displayed. Leave this field blank if you want to see all data, regardless of date.

- **End Date**: Type an end date (m/d/yy) to indicate the time period for which you want information displayed. Leave this field blank if you want to see all data, regardless of date.

- **Primary Grouping** (under Group The Report): Select a custom field to indicate how you want the information in the report organized.

- **Secondary Grouping** (under Group The Report): Select another custom field to indicate how you want the information in the report organized. You are not required to make a selection from this list box.

The information that can appear in this report is described below. The information in the table is the same whether you choose the Filter The Report or Group The Report option. The difference between these options appears at the top of the report in the information displayed. In addition, if you selected a primary and secondary grouping option, the report displays individual tables for each grouping.

Title
This column displays the title of the activity.

Time Spent (hrs.)
This column displays the total time spent (in hours) on the subject for all users.

Users
This column displays the number of users that started or completed the subject.

Avg Time (hrs.)
This column displays the average time (in hours) spent on the subject for each user.

Unique Days
This column displays the number of individual days spent on the subject. (For example, one user accesses a subject on two separate days. The report reflects a 2 in this column.)

Total Sections
This column displays the total number of sections reviewed by all users.

Avg Sections
This column displays the average number of sections reviewed for each user.

Usage Summary

This report enables a training manager to see a particular student's progress in the paths in which he/she is currently enrolled. It displays detailed information for the selected user. It includes knowledge paths in which the user is enrolled and activity status indicating the date the user last worked on the subject. This report also includes scores, such as pre-assessment and place-out, as well as subject progress, expressed as a percentage.

Note: The Usage Summary report reflects information for only those knowledge paths in which a user is currently enrolled. If a user withdraws from path, the report will not reflect the data. However, the tracking information remains in the Knowledge Center database. If the user re-enrolls in the path, the data will reappear in this report.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **User**: Select the user for which you want to run the report.

The student name and workgroup appear at the top of the report. The information that can appear in this report is described below.

Name (Knowledge Path)
This column displays the knowledge path name.

Date Enrolled (Knowledge Path)
This column displays the date the user enrolled (or the training manager enrolled the user) in the knowledge path.

Name (Activity)
This column displays the name of the activity for each knowledge path listed.

Date Last Active in Subject (Activity)
This column displays the date the user last worked in the subject.

Pre (Scores)
This column displays the user's score for the pre-assessment, if applicable.

Place-out (Scores)
This column displays the place-out score, if any, that the user needs to place out of the post-assessment.

Post (Scores)
This column displays the user's score for the post-assessment, if applicable.

Required (Scores)
This column displays the required score, if any, that the user needs to continue on to the next activity.

Subject (Progress)
This column displays how much of the subject the user completed, expressed as a percentage.

User List Detail

This report enables a training manager to access a list of all users in the system, along with specific information about each user. It provides information for individual users, such as username, last name, first name, and middle initial. It can also display other optional information, such as active status, permissions, usergroups to which a user belongs, as well as information in custom user fields.

The options for this report are described below. Each of the options appears as a column in the report; therefore, the more options selected the more columns in the report. If you want to print this report, and you have chosen many options, you may want to consider printing it in landscape orientation.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Usergroups**: Select the desired usergroup or select All Users. If the Include Usergroups option is not selected, the report displays a list of the users in the usergroup selected, but does not display any of the additional usergroups in which the users are enrolled.

- **Start Date**: When this option is enabled, the report displays a column that indicates the start date for the user account. The start date is the date on which the user account is active.

- **End Date**: When this option is enabled, the report displays a column that indicates the end date for the user account. The end date is the date on which the user account expires.

- **Active**: When this option is selected, the report displays a column that indicates whether or not the user is active. This property is controlled on the General page of the User Properties dialog box in Manager.

- **E-mail**: When this option is selected, the report displays a column containing the user's email address.

- **Permissions**: When this option is selected, the report displays seven columns, one for each available permission. For each permission type, a Yes or No appears in the column to indicate if the user has the permission or not. Permissions are controlled on the Permissions page of the User Properties dialog box in Manager.

- **Include Usergroups**: When this option is selected, the report displays a column listing all usergroups in which each user is enrolled.

- **Custom User Fields**: If custom user fields are created, a section appears on this page listing the available custom fields. Selecting the option for a custom field displays a column for that field in the report. Custom user fields are created in Manager.

User Progress

This report shows a training manager how all users are progressing through all knowledge paths. as it gives a full overview of system usage. It indicates a user's progress through the material assigned to him/her. For each knowledge path, this report includes such information as the status of assessments and subjects, as well as assessment scores and percentage completed for each subject. The time spent on a subject is also available in this report. Depending on the number of users in the system, this report may take some time to run.

Note: This report reflects information for only those knowledge paths in which a user is currently enrolled. If a user withdraws from path, the report will not reflect the data. However, the tracking information remains in the database. If the user re-enrolls in the path, the data will reappear in this report.

The options for this report are described below. If custom fields are available, you can also make selections for these fields.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Knowledge Path**: Select the desired knowledge path or select All knowledge paths.

- **Usergroup**: Select the desired usergroup or select All User Groups.

- **Custom Fields**: Select options or complete information if any custom fields are available.

- **Include only Active Users**: Select this option to include only active users in the report.

- **Include users who have not launched a course or assessment**: Select this option to include information in the report on users not involved in any activities.

- **Include unique user days**: Select this option to display the number of individual days spent on the subject. (For example, one user accesses a subject on two separate days. The report reflects a 2 in this column.) As this is a calculated field, selecting this option results in more time needed for Knowledge Center to process the report.

- **Grouping 1**: Select an option to group the report by a custom field. The default setting is No grouping.

- **Grouping 2**: Select an option to group the report by a custom field, in addition to the first grouping selection. The default setting is No grouping.

Knowledge Paths are listed in the report by workgroup. The information that can appear in this report is described below.

User
This column displays the user's last name, first name, and username.

Activity
This column displays the name of the activity.

Pre
This column indicates if the user started a pre-assessment (IP for In Progress) or did not start it yet (NS for Not Started). If the user completed the pre-assessment, the user's score appears in this column. If a pre-assessment does not exist, this column displays NA for Not Applicable.

Place-out
This column displays the place-out score required on the pre-assessment. If a score is not set, a 0 appears in this column. If a pre-assessment does not exist, this column displays NA for Not Applicable.

Post
This column indicates if the user started a post-assessment (IP for In Progress) or did not start it yet (NS for Not Started). If the user completed the post-assessment, the user's score appears in this column (if taken multiple times, this column reflects the highest score). If a post-assessment does not exist, this column displays NA for Not Applicable.

Times Taken
Taken This column displays the number of times a user took the post-assessment.

Required
This column displays the score required on the post-assessment to move on to the next activity. If a score is not set, a 0 appears in this column. If a post-assessment does not exist or is not required, this column displays NA for Not Applicable.

Subject
This column indicates how much of a subject a user completed, expressed as a percentage. A percentage complete of 100% indicates the user finished the subject. If the user did not start a subject, this column displays NS for Not Started.

Time in Subject
This column displays the amount of time (in hours) a user spent on a subject. If the subject is complete, as indicated by 100% in the Subject column, the time reflects the total time spent on the subject. If the user did not start the subject yet, this column displays NS for Not Started.

Unique Days
If the Include unique user days option is enabled before running the report, this column displays the number of individual days spent on the subject.

Usergroup List

This report provides a training manager with a list of which users are in which groups, as well as what usergroups exist on the system. It provides an overview of users and usergroups on the server. The report can display all usergroups in the workgroup selected, as well as the users in each usergroup.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup. This option only appears if you are working in a multiple workgroup environment and you have System Administrator permissions.

- **Include Users**: Select this option to include user information in the report.

All usergroups are listed alphabetically. The information that can appear in this report is described below. Depending upon the options selected before generating the report, some columns may not appear.

Usergroup Name
This column displays the usergroup name.

Add New Users Automatically
This column indicates whether or not new users are automatically added into the usergroup. This property is controlled in the Usergroup Properties pane in Manager.

Users
This column displays each user in the usergroup (last name, first name, username) and appears if the Include Users option was enabled.

Number of Users in Usergroup
This column displays the total number of users in the usergroup. The All Users number reflects the total number of users in the workgroup, since all users are automatically added to this usergroup when they are created.

Workgroup List Detail (available in multiple workgroups only)

The Workgroup List Detail report only appears in the Report list for standard reports if you are working in a multiple workgroup environment and you have System Administrator permissions.

This report allows administrators to quickly confirm how workgroups are configured. It provides information about workgroups on the server. When the Show Properties option is selected, key information about the workgroup appears in the report, such as self-enrollment status and username creation.

The information that can appear in this report is described below. If the Show Properties option is not selected, the report only displays a list of available workgroups.

Workgroup Name
This column lists all workgroups on the server.

Self Enroll
This column indicates whether or not users in the workgroup can self-enroll in knowledge paths This property is controlled in the Workgroup Properties pane in Manager.

Automatic User Names
This column indicates whether or not usernames are automatically generated. This property is controlled in the Workgroup Properties pane in Manager.

Username Pattern
If usernames are automatically generated, this column displays the username pattern. The username pattern is set in the Workgroup Properties pane in Manager.

Workgroup Title Detail (available in multiple workgroups only)

The Workgroup Title Detail report only appears in the Report list for standard reports if you are working in a multiple workgroup environment and you have System Administrator permissions.

This report allows training managers to see which workgroups have access to which titles. It provides a list of currently available titles for a particular workgroup. The report can be limited to displaying only owned titles, if desired. Owned titles are titles created on a particular server.

The options for this report are described below.

- **Workgroup**: Select the desired workgroup or select All Workgroups.

- **Display only Owned Items**: When this option is selected, only titles that are owned by the selected workgroup appear in the report.

The information that can appear in this report is described below.

Title Name
This column displays all titles available to the workgroup if the Display only Owned Items checkbox was not selected. If this checkbox was selected, this column displays all titles available to the workgroup, for which the workgroup is the owner workgroup.

Title Version
This column indicates the version number of the title, which is the version of the imsmanifest.xml.