

ASAP Reporting Overview

ASAP, ePath Learning's award-winning learning management system, offers a dynamic learning platform that is intuitive and easy to use. ASAP contains 26 standard reports with multiple filtering options to generate user customized reports. ASAP's robust reporting engine gives you the ability to drill down through a hierarchy of learner information to provide insightful and meaningful data that can be used to support your learning initiatives and business goals.

There are 3 types of reports that can be generated in ASAP:

1. **Form-based Reports:** Allows you to specify the parameters that are used to determine the output of your report.
2. **Remembered Reports:** Saves the reports that you run regularly so that you can automatically run them again if need be. Once you saved a report as a remembered report the parameters that you selected will not change.
3. **Ad-hoc Reports:** Allow you to execute arbitrary object-oriented inquiries. These queries are specified using XML.

ASAP Standard Reports

ASAP reports are classified into the following categories: My Reports, High Level Reports, Course Reports, Learner Reports, Builder Reports, Test/Survey Reports, Asset Reports and Other Reports.

My Reports:

Your Remembered Reports: Reports that are marked as a "favorite" appear in the "my reports" page so that they can be easily accessed and re-run. This option would be chosen for those reports that are run frequently.

High Level Reports:

1. **University Metrics:** Provides a comprehensive statistics report that summarizes learners and courses in your university including: college count, curriculum count, total courses, published courses, unpublished courses, builder count, learner count, database usage in MB, file system usage in MB, number of new registrations, number of courses started, number of courses completed, number of tests taken, number of tests passed, percentage of tests passed.
2. **Monthly Billing Statistics:** Displays billing statistics that are gathered throughout each service month and are summarized and recorded on the final day of the month to support billing purposes. Once recorded, these values remain unchanged and serve as an historical record. The report displays: billing month, new builders, builder counts, new learner, maximum learner count, active learners, inactive learners and no login users, eSource members, tests/surveys taken, new course registrations, database storage, FTP disk storage, total storage and campus hits.



Course Reports:

3. **Course Summary Report:** Provides usage information for selected courses over specified reporting periods. Reporting options per course include: last publication date, number of active learners, number of tests taken, number of tests passed, % of tests passed, average test score, number of completions, number of new registrations, number of registration starts, number of course starts, number of nonregistered users.
4. **Course Roster Report:** Provides detailed information on learner registrations and learner tests for selected courses. Reporting is broken down by detailed course information, learner information, registration information and test information.
 - Course filtering options include: course, contact hours, CEUs, class, due date, and client specific custom course attributes.
 - Learner filtering options include: learner ID, name, title, cost center, job type, and client specific custom learner attributes.
 - Registration filtering options include: registration creation date, start date, end date, course start date, completion date, percent viewed, time in course.
 - Test filtering options include: test name, date test began, date test completed, elapsed test time, test score, minimum passing score, test pass/fail, test answers
5. **Course Activity Report:** Summarizes course activity (access to course content) during a one month period by existing learners who have a current or previous registration for that course. To illustrate, if a learner accessed the first lesson page of a given course 100 times during a given month, that learner's page access count in that course for the given month would be at least 100. In contrast, the Course Roster report will tell you what percentage of the currently published lesson pages have been viewed during a current registration, but it won't tell you when the pages were viewed.
6. **Course Details:** Summarizes the course design detail field values for any course(s) of your choosing. Builders can validate, compare and/or contrast values, for a selected collection of details/courses.

Learner Reports:

7. **Learner Listing Report:** Displays learners' attributes including: learner ID, name, title, most recent activity, most recent registration, cost center, job type, total contact hours earned, total CEUs earned, email, manager email, and client specific custom learner attributes.
8. **Registration Status Report:** Displays learners' current registration status within selected courses as well as the option to include course start and completion dates, time spent in course and test scoring information.
9. **Learning Paths Report:** Provides a listing of which learners have particular learning paths assigned to them and displays individual details which summarize the progress the learner is making on that learning path.

10. Learner History Report: Provides the complete history for a single learner including the name of each completed course, registration start/end date, course start/end dates, test/survey names, test start date, correct answers, incorrect answers, not answered, test scored, minimum passing score and management action.

11. Learner History Download Report: Combines options from the Learner Listing and Learner History reports to generate a learner listing that acts as a comprehensive index to individual learner histories.

Builder Reports:

12. Builder Listing Report: Provides an overview of your Builder population including: builder ID, builder name, builder title, and client specific custom builder attributes.

Test/Survey Reports:

13. Test Summary Report: Provides a statistical summary of how learners are doing on a particular test. Results are accumulated across learners who have taken that particular test. Reporting options include: learners tests, tests taken, tests passed, percent of tests passed, median test time, time limit, median score, passing score, questions, average answered correctly, percent answered correctly, average not answered, percent not answered, average answered incorrectly, and percent answered incorrectly.

14. Learner Test Answer Report: Provides a comprehensive look at how a particular learner answered all of the questions for a single test. The report includes a list of the test questions, the learner's answers, the correct answers and date and test duration for all published versions of one particular test.

15. All Learners Test Answers Report: Provides a comprehensive look at how all learners answered questions for all published versions of one particular test.

16. All Learners Essay Answers Report: Provides a comprehensive look at how all learners answered all essay questions for all published versions of one particular test.

17. Statistical Test Question Analysis Report: This report provides a statistical summary of how the questions in a currently published test or have been answered by all learners that have taken it. This can be useful both for evaluating the effectiveness of training and for evaluating the utility of the questions in a test.

18. Learner Survey Answers Report: Provides a comprehensive look at how a particular learner answered all of the questions for a single survey. The report includes a list of the survey questions and the learners' answers.

19. All Learners' Survey Answers Report: Provides a comprehensive look at how all learners answered questions for all published versions of one particular survey.

20. All Learners' Survey Essay Answers Report: Provides a comprehensive look at how all learners answered all essay questions for all published versions of one particular survey. Statistical Survey Question Analysis.

21. Statistical Survey Question Analysis Report: This report provides a statistical summary of how the questions in a currently published survey or have been answered by all learners that have taken it. This can be useful both for evaluating the effectiveness of training and for evaluating the utility of the questions in a survey.

Asset Reports:

22. Asset Listing Report: Shows you a listing of your assets, their attributes (name, description, type, icon, cost center) and their usage in hours.

23. Detailed Asset Usage Report: Shows you how much your assets have been used over a given time window.

Other Reports:

24. Remembered/Last Reports: Reports that have been run and can be set to run automatically, to be sent to someone's email, on a daily/weekly/monthly basis.

25. Ad-Hoc Reports: Reports that are specifically set and run as needed.

26. By Special Request: Specific reports can be created by requesting designated Client Services Specialist to create a report for your University for an agreed upon fee.

The standard reports in ASAP provide an “out-of-the-box” foundation to support insightful operational metrics. All reports can be viewed in html or excel formats and can be emailed. A unique feature of ASAP reporting is that the user has the ability to pick and choose the data to be included in their report; therefore the user isn’t inundated with unnecessary information. The output is a clean and uncluttered report. Additionally, ePath Learning’s Client Services team offers unlimited support to their builder community, so assistance is always readily available.