

Generating a General Summary Report in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

This video will show you how to generate a general summary report.

The general summary report allows you to view activity at an organizational level. The report shows activity in all product offerings for learners in one or more locations.

In this demo, we will view activity at the district and school levels.

To generate the general summary report, navigate to the WIN Career Readiness System administrator dashboard and select general summary from the reports dropdown menu.

You begin the search by entering criteria in the filter panel on the left side of the screen.

Select the organization you would like to see listed in the report. The organization dropdown menu will display the organizations you have access to view.

I have access to view the ABC school district. By selecting the arrow to the left, I can see all of the schools within the district. I can generate a report showing activity at the district or the school level.

For our first report, I want to see activity at the district level, so I select ABC School District and then run report.

Here I see high level summary data for the ABC school district. This includes active learners, enrolled learners, credentials earned, certificates of completion earned, total session time, eBadges earned, and assessments completed by all learners in the ABC school district.

Now I would like to see the same summary level data for the individual organizations. So I return to the filter panel, and select school from the organization level dropdown, and then click run report.

This shows the high level summary data for each of the schools in the district.

Let's say I teach at a webinar school and would like to see details for that organization. To do so, I return to the filter panel and select expanded view. And then select only a webinar school from the organization dropdown. And then click run report.

We can see that the learners at a webinar school have been working in academic skills assessments and courseware, digital skills assessment and courseware, and soft skills assessment and courseware.

We can expand to see more details about session time, eBadges earned, assessments taken, certificates earned, and credentials earned.

In all reports, the use of filters on the left side of the screen and across the top of the grid allow for the data to be sorted in many ways.

You can export data into Excel by using the Excel button at the top right corner of the grid.

This concludes our video session on how to generate a general summary report.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.