



Quickly and accurately report on a learners' progress



## SkillPort® Reporting

### Capabilities

User Listings

Learning Activity Reports

Content Activity Reports

Training Effectiveness Reports

The data you need. Now.

To get the most out of your learning programs, you need to know what your learners are doing. You need to see who has completed their required courses and who hasn't. You need to know what resources people are using—and which ones they aren't. The ability to quickly and accurately report on a learners' progress toward developing a skill can be crucial in overcoming challenges to your business.

Select a Report Template

Preview Template

Customize Your Report

Save & Schedule Your Report

The screenshots show the SkillPort reporting interface. The first screenshot shows the 'Reports' menu with 'Asset Activity by User' selected. The second screenshot shows a preview of the 'Asset Activity by User' report, displaying a table with columns for 'Full Name', 'Last Name', 'Group Name', 'Group Code', 'Asset ID', 'Asset Copy', 'Time Taken', 'First Access', and 'Last Access'. The third screenshot shows the 'Customize Your Report' dialog box, where users can select a report template from a catalog and configure properties like format, delete interval, and schedule. The fourth screenshot shows the 'Save & Schedule Your Report' dialog box, where users can save the report and schedule it to run on a specific date and time.

# Track Program Usage

SkillPort's new reporting capabilities leverage the power of Microsoft Reporting Services. A variety of templates, categorized logically for quick use, save you time in reporting on users, content, and performance. Flexible reporting options ensure you can access the information that's relevant to you: filter, customize, save, and schedule your essential reports.

Avoid letting training fall through the cracks—schedule reports to run automatically so you can see which users are due for training. Reports offer consistency across a broad range of learning assets and all SkillSoft platforms, including courses, Books24x7, KnowledgeCenters, Instructor-Led Training and more.

## Reporting Features

- Standardized data and report generation, including report definitions and export options: CSV, Excel, PDF and HTML.
- Flexibility to customize specific fields displayed, specific data sets and data ranges used in report generation. Customizations can be saved for future use and scheduled to run on a periodic basis.
- A dashboard view to show data in easy-to-interpret charts.
- Over 50 predefined report templates with customizable data fields and filters to target reporting to specific groups, users or assets.
- Exception report capability to identify users that may not have started or completed certain assigned content.
- Information describing where a piece of content was accessed, such as through a KnowledgeCenter or Learning Program.
- Reporting on distinct events such as actual duration for specific sessions.
- Tracking for activity on SkillSoft's social learning platform inGenius®.

## Over 50 Reporting Templates

### User Listings

Summary by Group

Detail by User or Group

### Learning Activity Reports

Summary by User or Group

Asset Activity by User or Group

### Content Activity Reports

Courses

Instructor-Led Training (ILT)

Books24x7® Content

Learning Programs

KnowledgeCenters™

SkillSoft Leadership Advantage™

### Training Effectiveness Reports

Content Evaluation

Content Usage Statistics

[www.skillsoft.com](http://www.skillsoft.com)



#### Corporate U.S. Headquarters

107 Northeastern Boulevard  
Nashua, NH 03062  
Phone: 603-324-3000  
800-327-6960  
information@skillsoft.com

#### SkillSoft EMEA Headquarters

Compass House  
2nd Floor  
207-215 London Road  
Camberley  
GU15 3EY  
UK  
Phone: +44 (0) 127 640 1950  
Fax: +44 (0) 127 640 1951  
internationalinformation@skillsoft.com

#### SkillSoft Asia Pacific Headquarters

Level 27, 101 Collins Street  
Melbourne VIC 3000  
Australia  
Tel: +61 3 9653 7484  
Fax: +61 3 9653 7373  
apac@skillsoft.com