L+D

Marriott International Learning + Development

> USER GUIDE

Reporting on the **Digital Learning Platform**

1	Learner Assignment Engagement	**2**	Learner Progress	**3**	Learner Assessment Performance	**4**	Learner Medals Achieved
5	Learner Details	**6**	Other Features:					

How to determine which learners have started the assignments created for them during a period
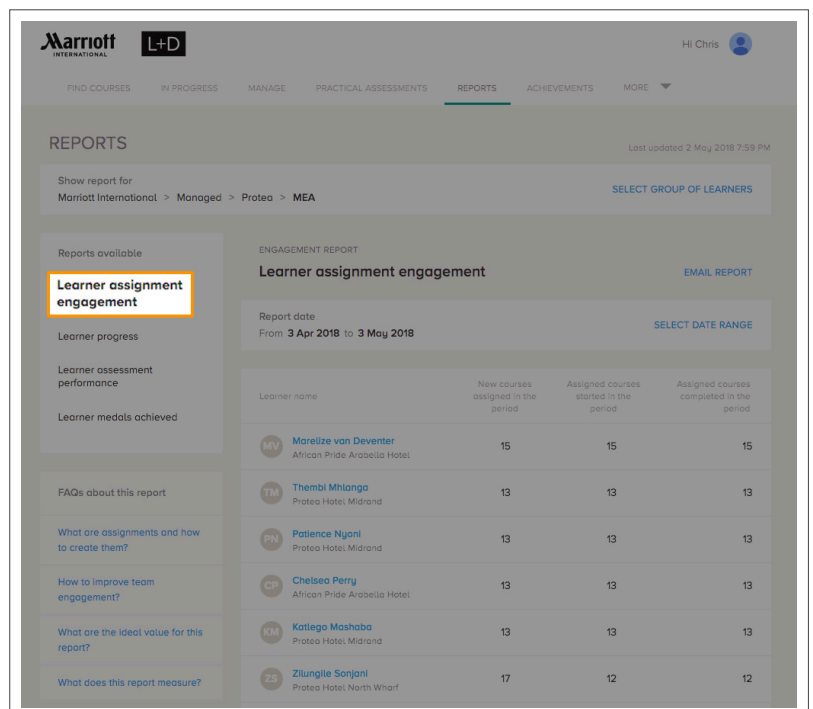
1.1 Navigate to Reports in the main menu and select Learner Assignment Engagement from the menu of available reports on left hand side of the screen.

1.2 Next select the date range you are looking for in the drop down menu at the top of the report. The names of the team members that have completed the most courses in the period are displayed at the top.

1.3 The list of learners can be navigated with the scroll page buttons at the bottom of screen.

You can click on the column headers to sort them ascending or descending. Sort descending to find learners that have not yet started. Completion is determined by a learner having passed all assessments in a particular course. You are able to adjust the date range if you need to see different periods.

1	Learner Assignment Engagement	2	Learner Progress	3	Learner Assessment Performance	4	Learner Medals Achieved
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How to determine learner's completion status on the learning path or courses assigned to them:

2.1 Navigate to Reports in the main menu and select Learner Progress from the menu of available reports on left hand side of the screen.

2.2 Next select the name of the course in the drop down menu at the top of the report. The names of the team members that are enrolled in the selected course are displayed with the most recent activity at the top.

2.3 The list of learners can be navigated with the scroll page buttons at the bottom of screen.
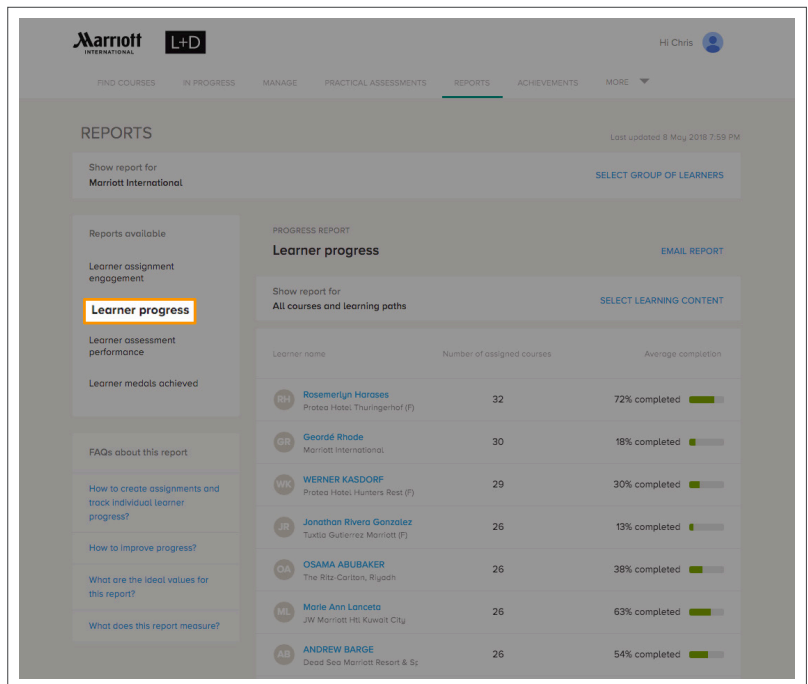

The far right column - 'Average Completion' or 'Completion' status shows what percentage of the learning paths or courses assigned to a learner they have completed. 100% indicates that a learner has completed the course and 0% indicates that a learner has not yet started the course. If a deadline has been set for completion of the assigned course, the learner's progress towards the deadline is denoted in red or green. Green indicates that learner is on schedule or has completed the course ahead of the deadline.

1 Learner Assignment Engagement	**2** Learner Progress	**3** Learner Assessment Performance	**4** Learner Medals Achieved
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How to determine a learner's average assessment score:

3.1.1 Navigate to Reports in the main menu and select Learner Assessment Performance from the menu of available reports on left hand side of the screen.

3.1.2 Next select the name of the course in the drop down menu at the top of the report or leave the selection as All Courses and Learning paths. The names of the team members that are enrolled in the selected course are displayed with the most recent activity at the top.

3.1.3 Next select the date range you are looking for in the drop down menu at the top of the report.
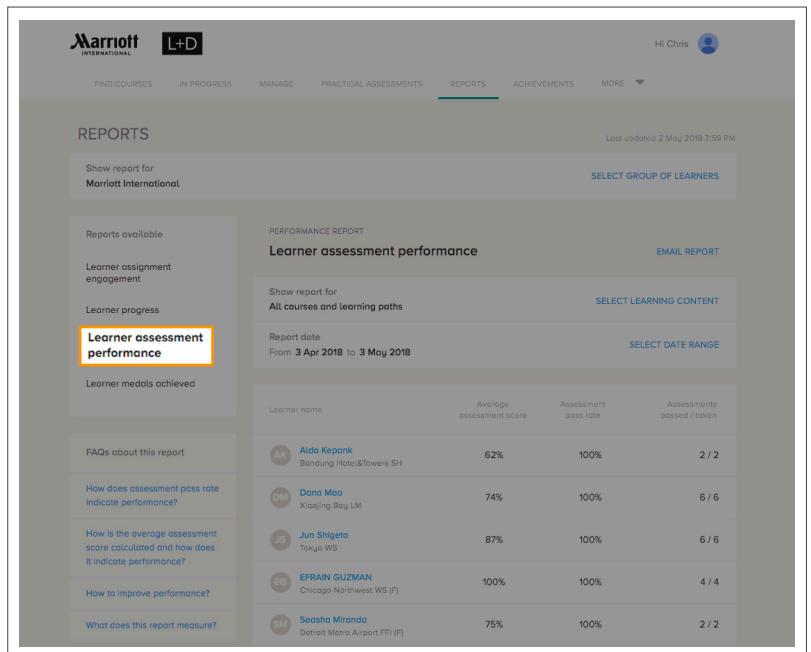
The list of learners can be navigated with the scroll page buttons at the bottom of screen.

The first column shows the average assessment score of all assessments taken by the learner that fall within the courses and learning paths you have selected for the filter.

How to determine a learner's pass rate:

3.2.1 Navigate to Reports in the main menu and select Learner Assessment Performance from the menu of available reports on left hand side of the screen.

3.2.2 Next select the name of the course in the drop down menu at the top of the report or leave the selection as All Courses and Learning paths. The names of the team members that are enrolled in the selected course are displayed with the most recent activity at the top.

3.2.3 Next select the date range you are looking for in the drop down menu at the top of the report.

The list of learners can be navigated with the scroll page buttons at the bottom of screen.

The second column of the report will show the pass rate - the percentage of assessments taken that the learner achieved the pass mark. This should always be considered in context of the number assessments taken, which is indicated in the far right hand column.

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1 Learner Assignment Engagement

2 Learner Progress

**3** Learner Assessment Performance

4 Learner Medals Achieved

5 Other features:

6 Other Features:

How to determine which learners have won the most medals:

4.1 Navigate to Reports in the main menu and select Learner Assessment Performance from the menu of available reports on left hand side of the screen.

4.2 Next select the name of the course in the drop down menu at the top of the report. The names of the team members that are enrolled in the selected course are displayed with the most recent activity at the top.
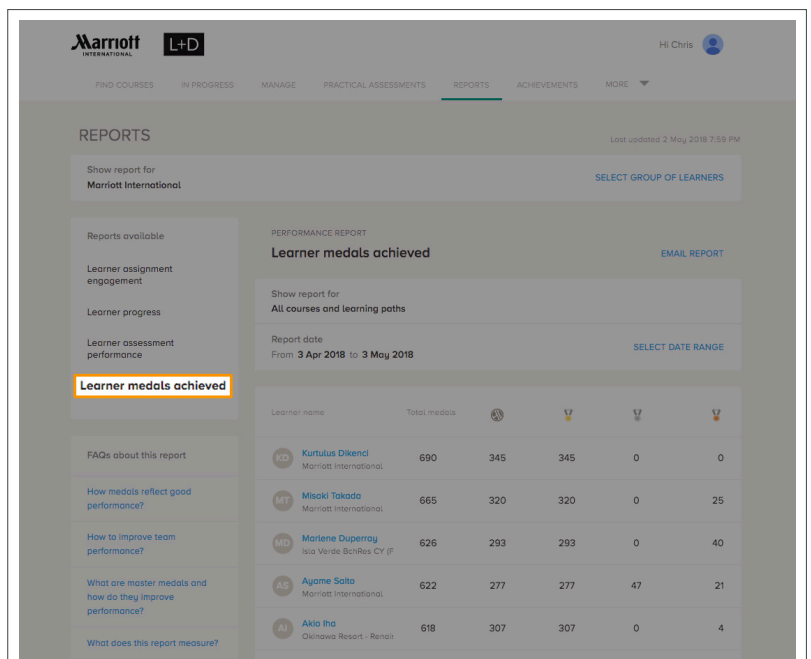
4.3 Next select the date range you are looking for in the drop down menu at the top of the report.

4.4 The names of the team members that have won the most medals will be listed at the top.

4.5 The list of learners can be navigated with the scroll page buttons at the bottom of screen.

Medals are awarded as follows:

Learners are awarded medals in recognition of the passmark they achieve for a course. The better a learner does the more prestigious the medal. Gold, silver and bronze medals can only achieved the first time a learner writes an assessment.

Gold medal - 100% on first attempt of assessment

Silver medal - 90-99% on first attempt of assessment

**Bronze medal** - 80-89% on first attempt of assessment

Master medal - A master medal is awarded to a learner when they achieve 100% for a course. It is a reward for mastering the content.

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How to determine an individual learner's status on a specific assignment:

5.1 Navigate to Manage in the main menu and select View Learner Details on any of the learners that you would like more progress information on.

5.2 Select Current Assignments to see any courses or learning paths a learner is currently in progress with.

5.3 Select Learning History to view all courses and learning path assignments the learner has completed.

Current Assignments:
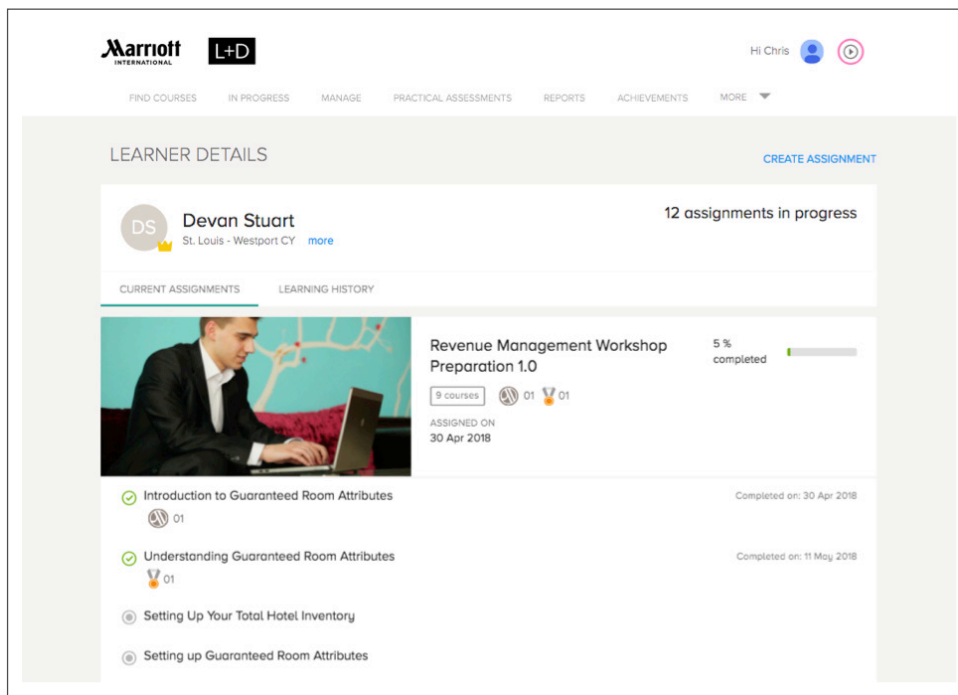
Learning History: If you select the Learning History tab.

On this page you will also be able to see the learner's average assessment pass rate and average assessment score for any course or learning path they have completed. Click on the drop down next to the learning path the see the courses within it.

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Note the FAQ section below the left hand navigation bar for further help:

We have created some helpful tips and tricks in the form of an FAQ section, which also contains additional information on each of the reports. These can help you to better understand the intention of each of the reports.
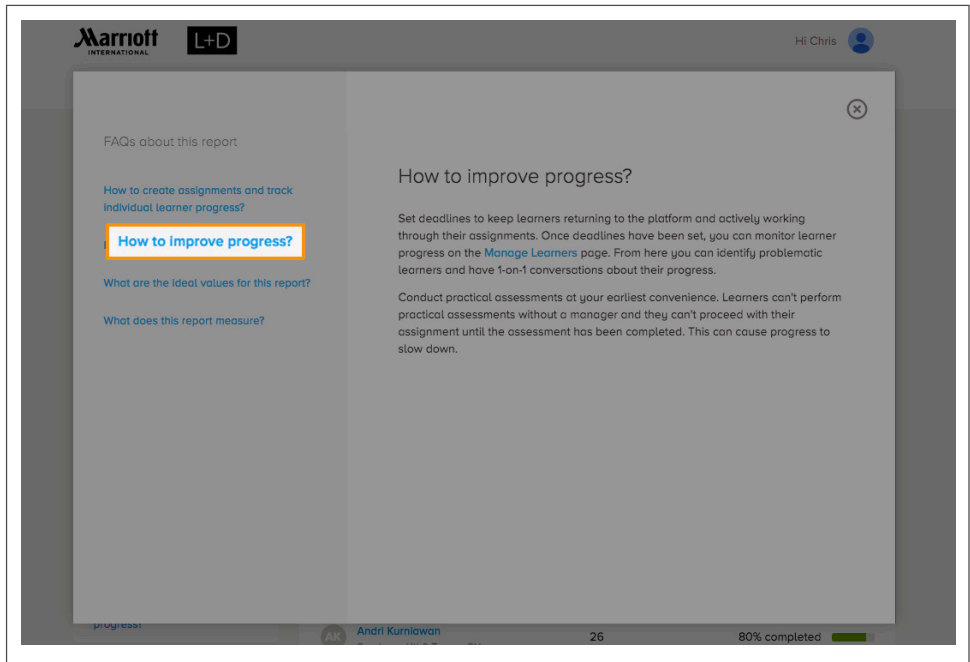
Email excel copies of the reports to yourself:

If you would like to look at any of the reports with a full listing of learners, or have a report that you would like to look more closely at the data, or even compare the data to other internal data, you are able to email the reports to yourself. Simply make your date and content selection, and select Email Report. It will prompt you to enter your email address. Once entered a link to download the report should be delivered to you via email. Click on the link and it will redirect you to the site, from where you will be able to download the report. Please note that only the person who requested the report will be able to use the link. If you would like to share the report, please download it with the link sent to you, and then share the excel version with the colleagues that need to see the data.

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