

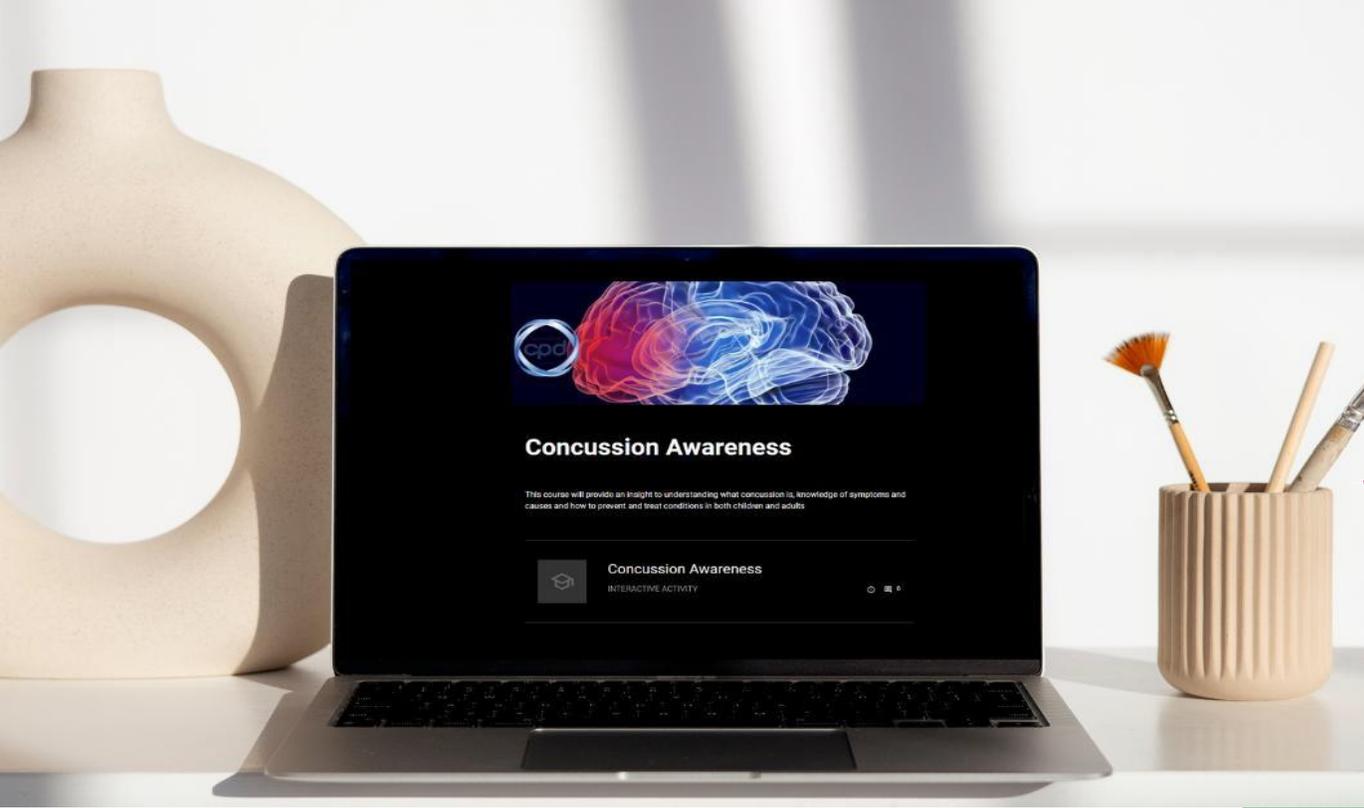
eLearning Platform

User Guide - Reports



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Introduction

This guide provides easy-to-follow steps that will show you how to utilize the reporting function of the eLearning platform.

You can access the new Judicium eLearning platform at:

<https://judiciustraining.learningcloud.me>

Please see more info and guide videos here:

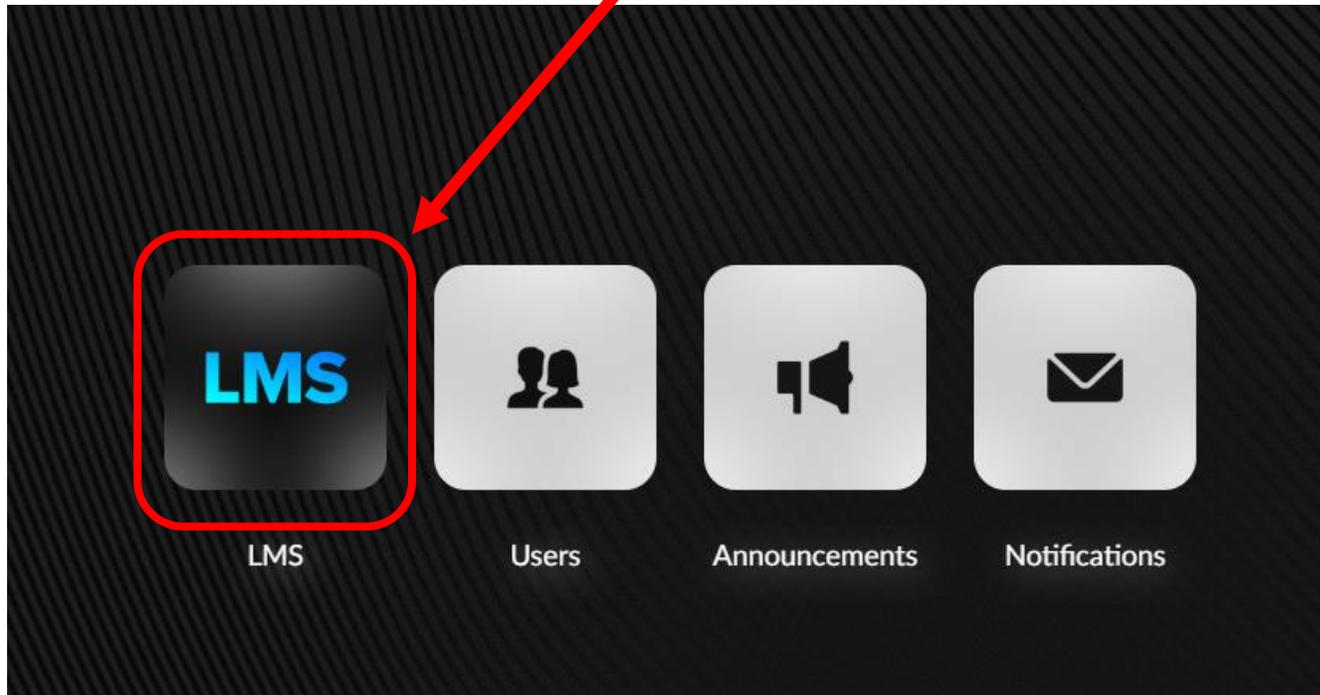
<https://www.judiciumeducation.co.uk/elearningplatform>

Getting started: the Dashboard

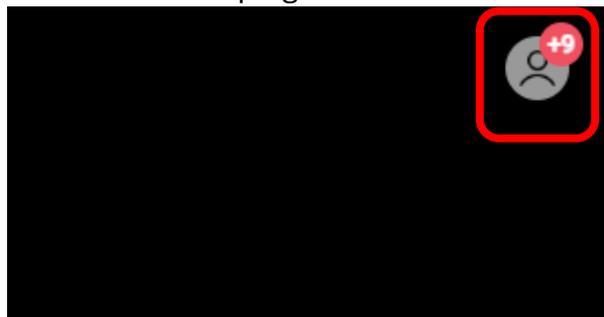
Once logged in please follow the steps shown on the next page

Using the report function

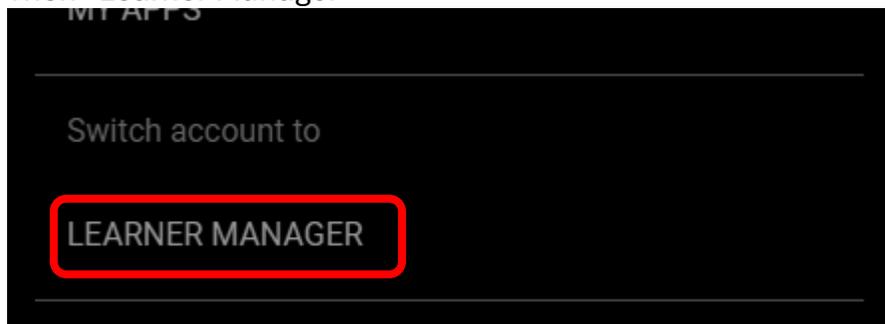
To access the report function please select “LMS”



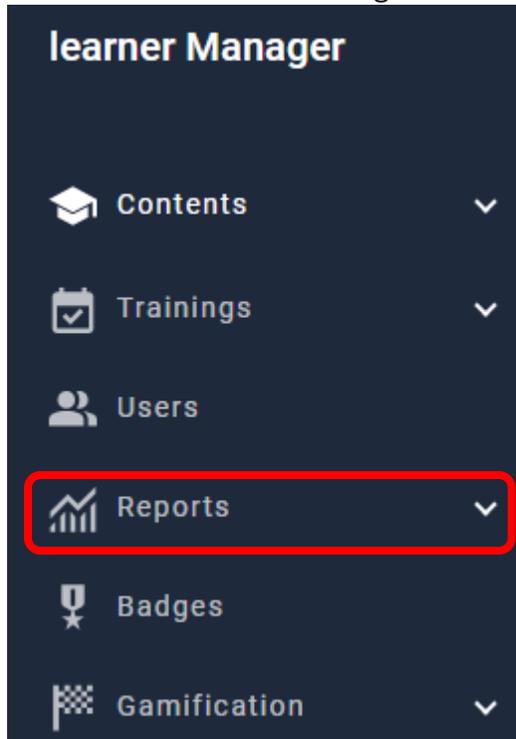
Then the icon top right



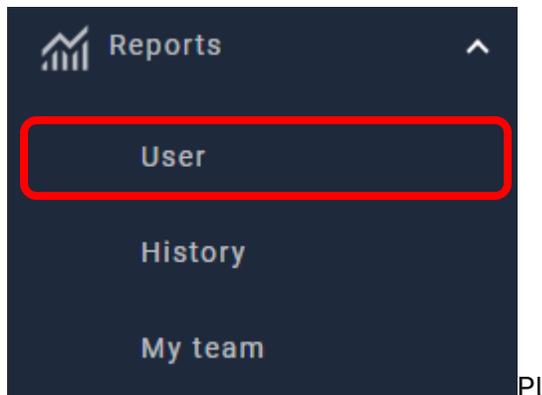
Then “Learner Manager”



Once in the “Learner Manager” select Reports



And finally, “User”



To get a better view use the cog at the far-right end to hide some columns

Name	Course	Training	Status	Progress	Time spent	Time per session	Weekly visits	First access	Last access	Completion date	Completion Status	Grade	Cut-off score	Points	Point	
David Steinsson	Playg...	Playground Su...	COMPLETED	100%	5 minutes	00:05:00	0	11/15/2023	11/15/2023	11/15/2023	-	-	-	0	0	
David Steinsson	Food ...	Food Hygiene ...	NOT STARTED	0%	-	00:00:00	-	-	-	-	-	-	-	-	-	
David Steinsson	Asbe...	Asbestos Awa...	COMPLETED	100%	14 minutes	00:14:00	0	01/19/2022	01/19/2022	01/19/2022	-	-	-	0	0	
David Steinsson	Food ...	Food Hygiene ...	NOT STARTED	0%	-	00:00:00	-	-	-	-	-	-	-	-	-	

Please note that reports are generated every 24 hours. Usually around midnight. So if you create a training (enrolment) it might not show up here till few hours later

[Export](#)

 This data is generated every 24 hours. The cut-off time is 00:00 UTC and the report can take up to 6 hours to generate. *

Now that you have removed some of the unnecessary columns please go to “Open filters”

[Export](#) [Open filters](#)

 This data is generated every 24 hours. The cut-off time is 00:00 UTC and the report can take up to 6 hours to generate. *

Name	Course	Training	Status	Progress	Time spent	First access	Last access	Completion date	Completion Status	Grade	
 David Steinsson	Playground Supervisors Awareness	Playground Supervisors Awareness	COMPLETED	100%	5 minutes	11/15/2023	11/15/2023	11/15/2023	-	-	
 David Steinsson	Food Hygiene Level 2	Food Hygiene E-Learning Course	NOT STARTED	0%	-	-	-	-	-	-	
 David Steinsson	Asbestos Awareness for Premises Offi...	Asbestos Awareness (Refresher)	COMPLETED	100%	14 minutes	01/19/2022	01/19/2022	01/19/2022	-	-	
 David Steinsson	Head of Department - Health and Safet...	Head of Department Health & Safety Manageme...	NOT STARTED	0%	-	-	-	-	-	-	

Here you can use the filters to search by as “Users”, “Course”, “Groups (schools, if you manage more than one school)”, department or job title if you have added that info to your users profile.

✕ Filters

Users ^

See users

Course ^

See course

Start date v

End date v

Groups ^

See groups

Date of creation v

DEPARTMENT ^

🔍 Search

JOB TITLE ^

🔍 Search

Then apply filters

Remove filters

Apply filters

You will now see your filtered result on the page:

Name – The users name

Course – The Judicium course

Training – The training that you set up from the Judicium course

Status – The status of the training

Progress – Progress of the training

Time spent – The time the user spent on the training

Completion date – The date the training was completed. If the training was completed on the old system it will show a date before migration (August 28th)

Completion status – This will show “Completed” once the developer has fixed this bug.

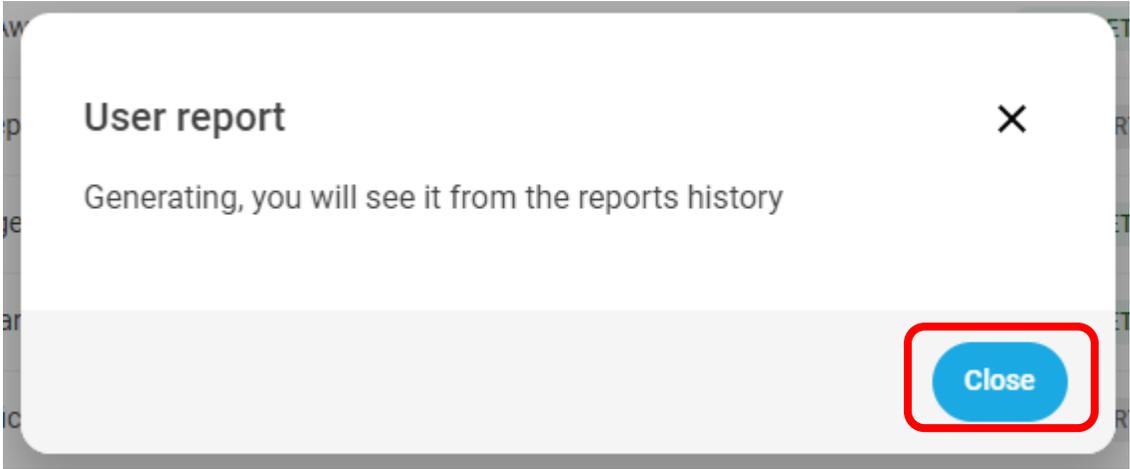
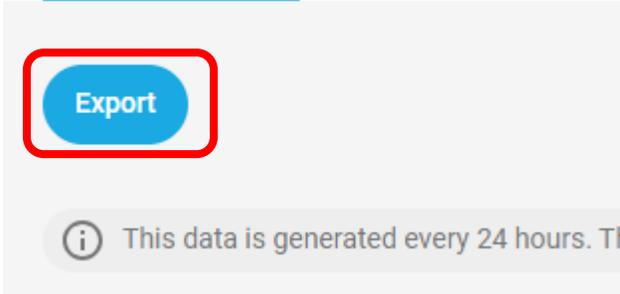
Export

Groups: The Judicium Support 5 X Open filters

*This data is generated every 24 hours. The cut-off time is 00:00 UTC and the report can take up to 6 hours to generate. **

Name	Course	Training	Status	Progress	Time spent	Completion date	Completion Status
 David Steinsson	Playground Supervisors Awareness	Playground Supervisors Awareness	COMPLETED	100%	5 minutes	11/15/2023	-
 David Steinsson	Food Hygiene Level 2	Food Hygiene E-Learning Course	NOT STARTED	0%	-	-	-

You can also export the report as a spreadsheet



You can now see your new report in the “History” tab and download it using the cloud sign on the right. Please note the dates are still in the American format but the development team is working on amending that.

The screenshot shows the 'learner Manager' interface. On the left is a dark sidebar with navigation options: Contents, Trainings, Users, Reports, User, History (highlighted with a red box), and My team. The main area displays a table of reports with columns: Report, User, Status, Date of creation, and a cloud download icon (highlighted with a red box) and a menu icon. The table contains three rows of 'Users Report' data.

Report	User	Status	Date of creation	Download	Menu
Users Report	dsteinsson@hotmail.com	DONE	10/14/2024	Cloud icon	Vertical dots
Users Report	dsteinsson@hotmail.com	DONE	10/14/2024	Cloud icon	Vertical dots
Users Report	dsteinsson@hotmail.com	DONE	10/14/2024	Cloud icon	Vertical dots

You should then see the downloaded report in your computer.