

tessello user guide
Reporting



“ Tessello has a comprehensive suite of reports that allow you to monitor the value and impact of your learning

Contents

- Accessing your data
- My Reports
- Creating a new report
- Configuring your new report
- Running a report
- Editing a report
- Available reports



Accessing your data

The Reporting area of Management centre allows administrators to create and run real-time data reports and export them for further analysis. There are two tabs:

Dashboard

To view a high-level overview of activity

My Reports

To create and download data e.g. which learners have completed a piece of training



The screenshot displays the Management Centre interface. At the top, there is a header with the 'management centre' logo and a 'Log out' button. Below the header is a navigation menu with the following items: Administration, Event Management, Reporting, and Settings. The Reporting menu item is expanded, showing two sub-items: Dashboard and My Reports. A red dashed box highlights the Reporting menu and its sub-items. The main content area of the interface is currently blank, displaying only the 'management centre' logo and text on a teal background. At the bottom right of the interface, there is a footer that reads 'Brightwave Management Centre ©Brightwave Enterprises Ltd 2020'.

My Reports

If you have never created a report before, this screen will be empty. It will populate with reports as you create them, available to run again in future. You will only see reports that you have set up – not other admins.

The screenshot shows a sidebar on the left with navigation options: Administration, Event Management, Reporting (expanded), Dashboard, My Reports, and Settings. The main content area displays a list of reports:

- Question Level Tracking - H&S 2020**
Template: Question Level Tracking
No description available
No. Runs: 0 Last Run: N/A Modified: 17/06/2020
- Community group members**
Template: Community Activity
No description available
No. Runs: 0 Last Run: N/A Modified: 17/06/2020
- Community Activity (internal)**
Template: Community Activity
No description available
No. Runs: 0 Last Run: N/A Modified: 17/06/2020
- Resource Progress AA - Sales Assignment**
Template: Resource Progress All Attempts
2020 Sales quiz results
No. Runs: 0 Last Run: N/A Modified: 17/06/2020

Callout lines from the text on the right point to the following elements in the interface:

- The folder icon next to the report title.
- The text of the report title.
- The text of the report template.
- The text of the report description.
- The text of the report statistics (No. Runs, Last Run, Modified).
- The right-hand icons (run and delete).

The name you have given the report, which will help you locate it later

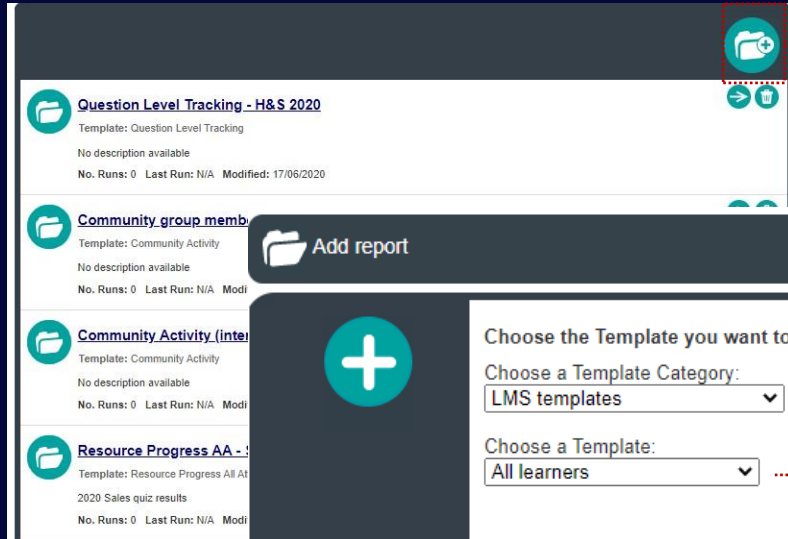
The template used to create this report

You can add a description to help you distinguish between reports you've created

See how many times this particular report has been run, the date of the last run, and when it was last edited

RUN or DELETE your report

Creating a new report



The screenshot shows a list of reports. The first report is 'Question Level Tracking - H&S 2020'. Below it are 'Community group memb...', 'Community Activity (inter...', and 'Resource Progress AA...'. In the top right corner of the report list, there is a circular button with a folder icon and a plus sign, which is highlighted with a red dashed box. To the right of this box, a red dotted line points to the text 'Step 1 Click 'Add Report''.

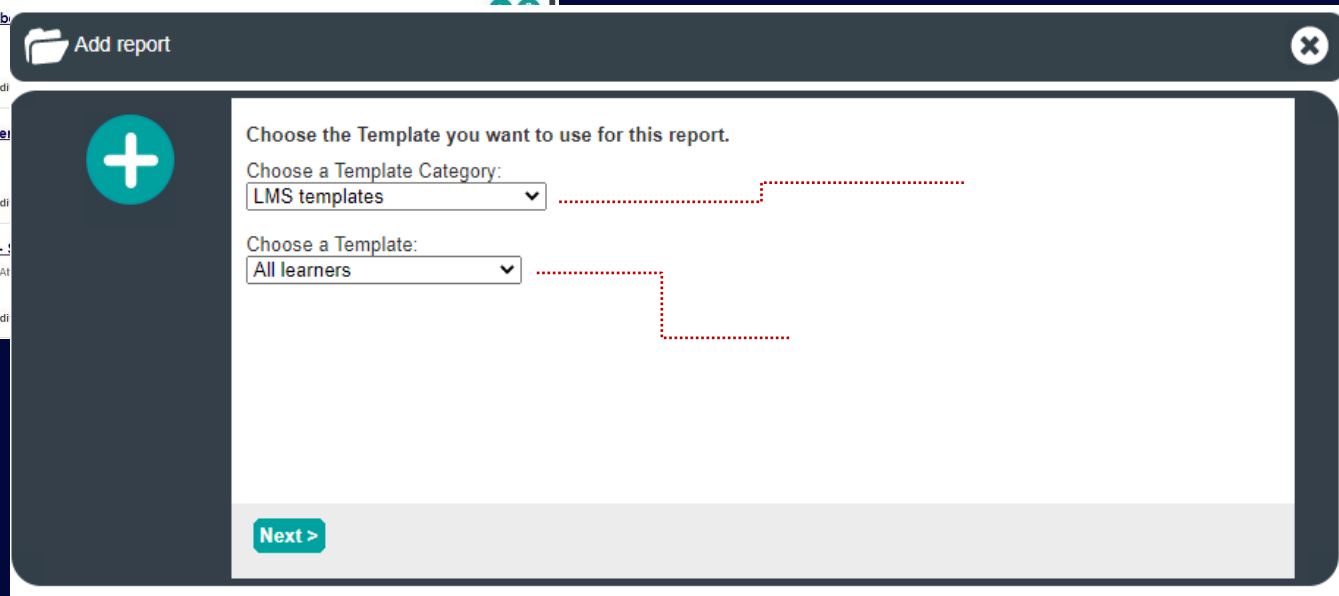
Question Level Tracking - H&S 2020
Template: Question Level Tracking
No description available
No. Runs: 0 Last Run: N/A Modified: 17/06/2020

Community group memb...
Template: Community Activity
No description available
No. Runs: 0 Last Run: N/A Modi

Community Activity (inter...
Template: Community Activity
No description available
No. Runs: 0 Last Run: N/A Modi

Resource Progress AA...
Template: Resource Progress All At
2020 Sales quiz results
No. Runs: 0 Last Run: N/A Modi

Step 1
Click 'Add Report'



The 'Add report' dialog box is shown. It has a dark header with a white folder icon and the text 'Add report'. The main content area is white and contains a large green plus sign in a circle on the left. The text reads: 'Choose the Template you want to use for this report.' Below this, there are two dropdown menus. The first is labeled 'Choose a Template Category:' and has 'LMS templates' selected. The second is labeled 'Choose a Template:' and has 'All learners' selected. A red dotted line starts from the 'Add Report' button in the previous screenshot, goes to the 'LMS templates' dropdown, then to the 'All learners' dropdown, and finally to the 'Next >' button at the bottom. The 'Next >' button is a green button with white text.

Add report

Choose the Template you want to use for this report.

Choose a Template Category:
LMS templates

Choose a Template:
All learners

Next >

Configuring your new report

After selecting a template, you can add your title, description and other filters and parameters. Depending on the template you've chosen, the options here will differ slightly. You can filter the results by your platform's custom organisational structure.

Add Report

This saves your report, ready to be run from the My Reports screen

Add and run report

This saves the report in but also runs it straight away

The screenshot shows a web interface titled "Add Report". It features a sidebar with a plus sign icon. The main content area contains several form fields:

- Location: [All Locations] (dropdown)
- Ethnic Group: [1] (dropdown)
- Cost Centre: [16] (dropdown)
- Staff Type: [All Staff Types] (dropdown)
- Gender: [62] (dropdown)
- Resource: [Not selected] (Select) * (dropdown)
- Status: [All Statuses] (dropdown)
- Start Date: [] (date picker)
- End Date: [] (date picker)
- Deleted users?: [OFF] (toggle)
- Inactive users?: [OFF] (toggle)

At the bottom of the form, there are three buttons: "< Back", "Add Report", and "Add and run report".

Running a report

Select **Export report** to export the data in a raw text format (as a CSV file). This can be used to feed into other database applications if

Clicking 'Run' returns the relevant results within Management Centre.

Select a learner's name to display a summary of their details. Click on the blue envelope icon next to their name to email them directly.

Report: All Learners Report (All learners)

Learner	Email address	Division	Region	City	Location	Ethnic Group	Cost Centre	Staff Type	Gender	Moderator	Curator
Jo User 1	developers+1@brightwave.co.uk	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	False	False
Ty User 2	developers+2@brightwave.co.uk	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	False	False
Ed User 3	developers+3@brightwave.co.uk	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	False	False
Al User 4	developers+4@brightwave.co.uk	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	False	False
Bo User 5	developers+5@brightwave.co.uk	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	False	False

required and can be manipulated in Excel as you wish.

Print Report

Select **Email all users** to send a mail to all the learners in this particular report. For example, email all learners with the 'in progress' status on a certain pathway

This is another way to edit the report settings

Available Reports

LMS templates

Some templates are only visible to you if your platform has certain configurations enabled e.g. the leaderboard report is only relevant to those with this feature.

All learners

View all users and their details

Course feedback

See the feedback learners have left on course resources (the feedback option must be switched on in Management Centre)

Learning pathway progress

This shows the status and resource progress on selected pathway(s)

Recurring learning pathways

A quick way to see who is compliant/not compliant on your recurring learning pathways

Programme progress

View completion of resources within a programme

Resource progress

See each learners' best status against selected resource(s)

Resource progress – all attempts

This shows every interaction a learner has had against selected resource(s) e.g. they may have failed twice before completing

Question level tracking

This enables you to see a breakdown of the answers given by learners on a compliant SCORM course

Resource catalogue

View the total number of launches and completions against each resource, and where they sit on your site

Event management templates

LMS templates continued

Leaderboard report

See a full list of learners and their current points

Community activity

This shows the number of posts, comments and likes in your community feeds

Learner community activity

Look at individual learner contributions to your communities

Community catalogue

See who is a member of which community groups

Yet to log in

View any accounts that have been created but never logged in

GDPR compliance

A breakdown of when learners agreed to your site policies

Deleted users

Keep a record of removed accounts to comply with GDPR standards

All events by date range

View all events that are/have taken place within a date range

All learners on an event

Select an event and see attendees

Individual learner event history

See all events that an individual learner has registered to attend

Learning pathway progress with events

For use with learning pathways that contain an event



If you are experiencing any difficulties with viewing or filtering the reports, please contact the Tessello support desk.

