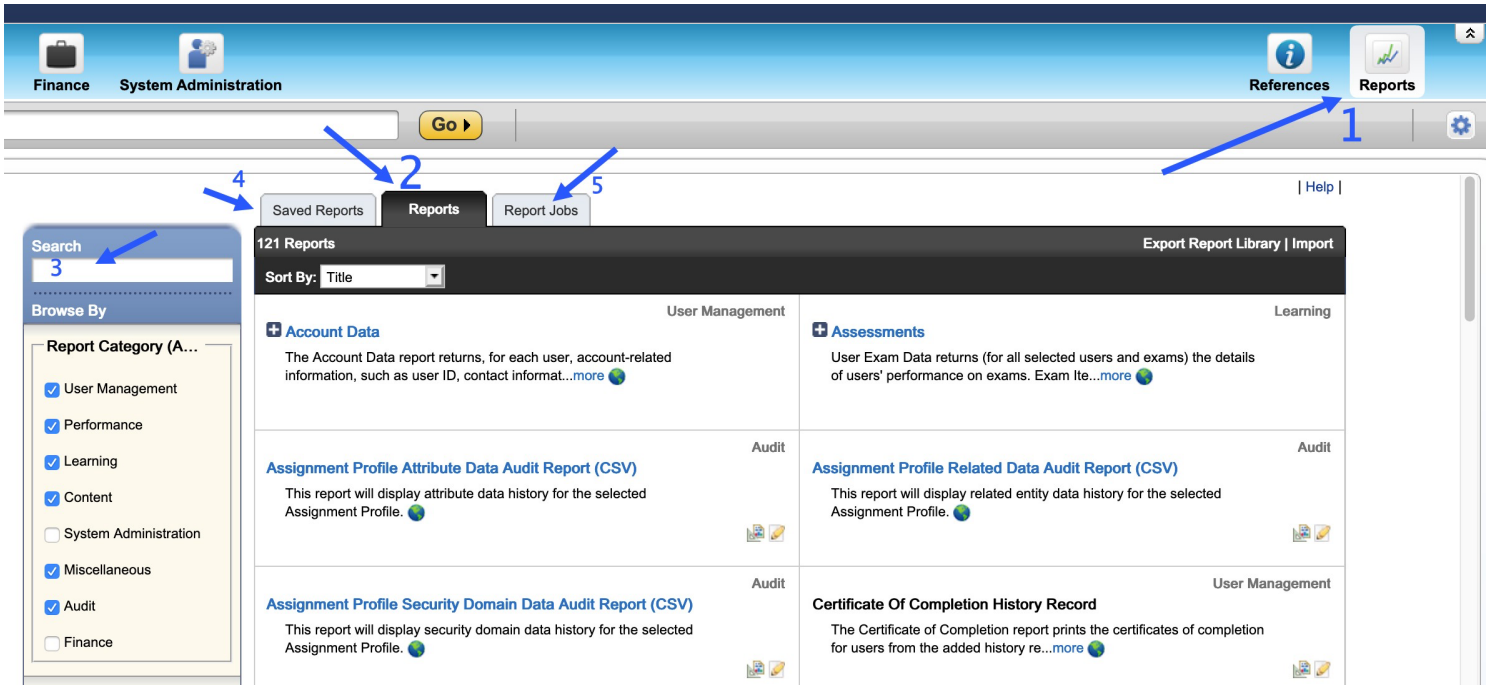
University of Toronto, LLC
SuccessFactors LMS
Running Reports

5.0 - Job Aid
This job aid allows learning administrators to run reports on their classes

Instructors/Admins can run reports from the Admin UI to assess completions and other reporting stats on their courses. Image below shows how you can access the report.

There are 3 tabs – Saved Reports – Reports – Report Jobs

- **Saved reports**
  - Once you run a report, you have the option to save it with certain criteria for future use.
- **Reports**
  - This is where you can run various reports and output results either in browser, emailed to you in either html, pdf or csv.
- **Report Jobs (Schedule Jobs)**
  - You can schedule reports to run on a schedule for your courses. This is where you can edit or delete those schedule reports.



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The Type of reports useful under the Reports Tab are as follows:

Class Data

The Class Data report returns detailed information about each class including the item, dates scheduled, registration and waitlist data, instructor data, time slot data, and delivery costs.

Class Roster

The Class Roster report returns the roster of users in a class. Select the CSV (Email to provide emails in the data)

Item Status (User)

The Item Status report returns users' progress toward learning item completion.

Item Status

The User Item Status report returns, for each user and item, the user's completion status for the items they participated in during the given date range. Relationships and other completion status defined in the completion status reference table can also be displayed. You can group the report by item or by user.

Learning Calendar

The Learning Calendar report returns all the daily classes or resource blocks scheduled between two dates.

Learning History

The Learning History report returns users' learning history (learning items, programs and external events they have finished) with detailed item events.

Online Item Status (online self-paced courses)

The User Online Item Status report shows you, for the users and for the items you specify, each user's current progress based on online items taken by the user. A user's progress through online courses is reported at the content object level, so that if a course consists of three content objects and the user has only completed the first two at the time of the report, the report will show that the user has not yet finished the third content object.

Program Status

The Program Status Report returns the program(s) assigned to each user and the program completion status per user.

Registration Statuses

The Registration Status report returns, for classes and users, a detailed list of registration information including registration dates and times, enrollment numbers, instructors, and class details.

Surveys

These reports provide the mean score of the surveys for the item, survey, and survey pages. Each survey response also includes the percentage of users who selected it.

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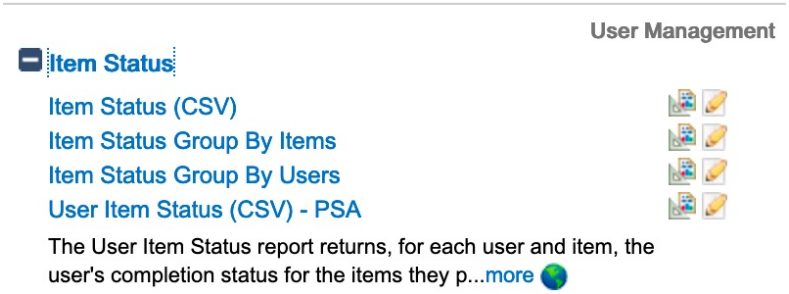
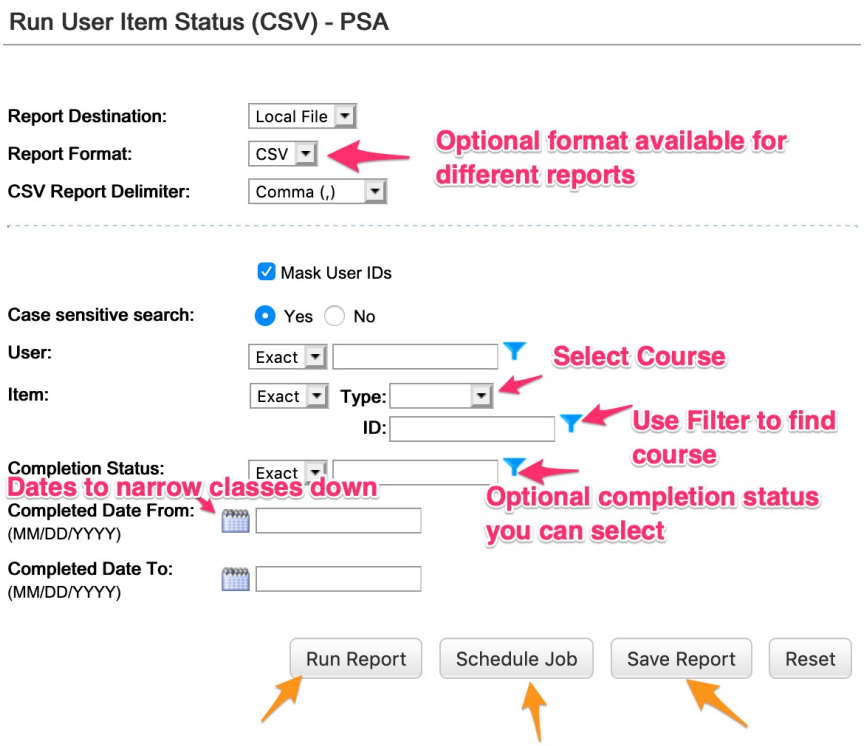
The report filters are almost similar. I would suggest selecting CSV format. In example below, I have selected user item status. The next screen will highlight what you need to select to run the report.



Use the filter to find the course or the filter in the user field to search for group of users or departments or groups. Completion status can also be selected but optional and same with the dates.

You can **Run report** to email, or have it download the report in your browser, **Save report** and access it at the *Saved reports* tab at the top or click **Schedule job** will show in your *Reports job* tab on top.

Please Note: Each report will have fields similar to the image below or less depending on the criteria.



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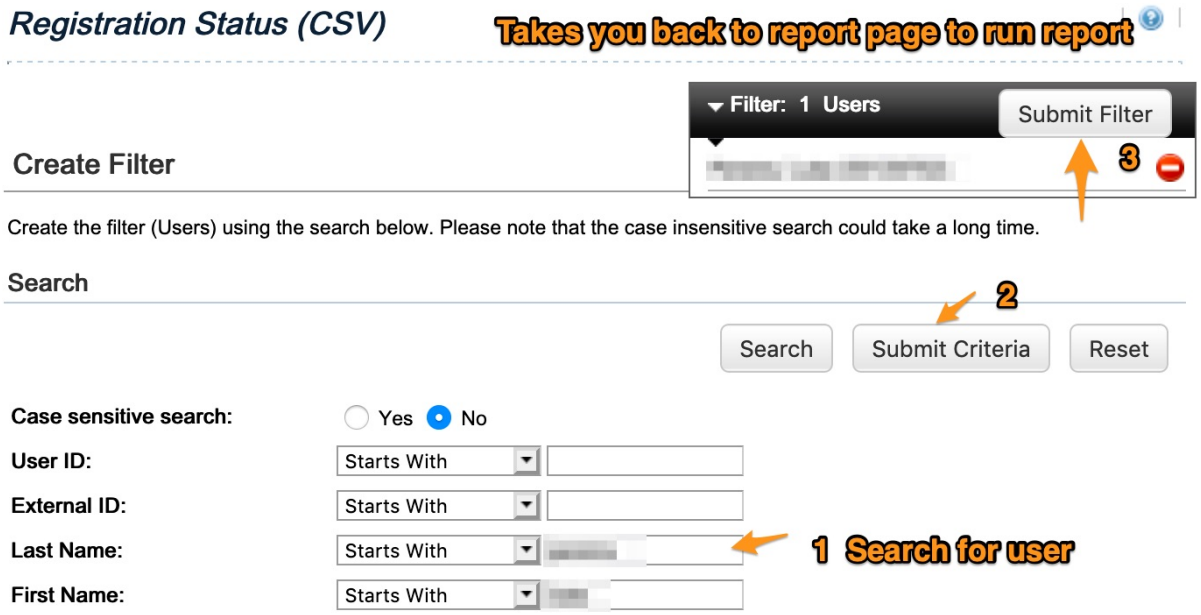
The filter tab will have the similar access as seen below for item, class or user when you are searching for your criteria in your report.