In the Administration Area

🕎 QualityTrainingPortal.com - Training for Quality and Productivity Improvement	×
Your Company Learning Management Center Administration	resource engineering
Please enter the following information to customize the LMC: Name of company*: Your Company * Denotes a required field. Information About the Training Administrator: First Name*: Robin Last Name*: McDermott E-Mail Address*: robinm@reseng.com Phone Number*: 802-496-5888 Don't display other courses offered Don't display other courses offered MESSAGE TO THE ADMINISTRATOR IMPORTANTI!! MPORTANT!!! Print out this information before proceeding by clicking on the Notes icon and selecting print. 1. 1. Click on the Administration button and select-by Courself an Administrative User: 1. Click on the Administration button and select by Set-Up Review Records. Then select the Maintain Users. Enter your ame and a password actick on the Cethek box to make yourself an Administrative User: 1. Click on the Administration button and select by Capital Administrative User: 1. Click on the Administration button and select by Capital Administrative User: 1. Click on the Administration button and select by Capital Administrative User: 1. Click on the Administration button and select by Capital Administrative User: 1. Click on th	You are logged in as: Admin Admin Your Training Admin: Robin McDermott 802-496-5888 robinm@reseng.com Solversion: v 31002 Check Course File Versions exit administration set passing scores
INSTRUCTIONS Please add information about the training administrator as well as news. We recommend that you	return to news
keep your news fresh and relevant. © 2006 Resource Engineering, Inc. All rights reserved.	exit

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Select the Log Summary Option



Review Learner Scores

You can either review the records in the Log Summary Details viewer.

nmay Log Details				
User Name	Unit	Unit Name	Score	Date
Admin Admin	61a01	Unit 1: Getting Started	40%	2003 01 10 🔮
Challenge Test	49a01		58%	2002 11 26
McDermott Robin	38a01	Unit 1: Statistics Primer	80%	2002 09 25
McDermott Robin	55a01	Unit 1: Gage Primer	20%	2002 11 26
McDermott Robin	55a03	Unit 3: Gaging Applications	50%	2002 11 25
McDermott Robin	55a02	Unit 2: Using Gages	30%	2002 11 26
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		Export <u>Clor</u>		

Or, you can export the information to view in another program such as Microsoft Excel©

Viewing the Data in Microsoft Excel[©]

This is the way the raw data looks in Excel.

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Viewing the Data in Microsoft Excel[©]

You can do further analysis of the training data by using the AutoFilter option.

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Viewing the Data in Microsoft Excel[©]

By using the drop down arrows in the header row, you can filter your data. In this case we are filtering on the last name McDermott – so it will only display the records for McDermott

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Viewing the Data in Microsoft Excel[©]

Here we are filtering on the unit so it will only show us records that are unit 1 for SPC Workout which is the Statistics Primer.

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Viewing the Data in Microsoft Excel[©]

Here we are filtering on unit, but we only want to see all of the data for the SPC Workout. So, in this case, we are going to select the Custom option.

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Viewing the Data in Microsoft Excel[©]

Go to our Knowledge Base for more information on Product Codes/Course Numbers With the custom option you can ask excel to show you certain records. In this case, we are asking for all records that begin with 55a which happens to be the product code for Gage Mentor.

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Viewing the Data in Microsoft Excel[©]

By using the custom option in Auto Filter, you can generate very specific reports without a lot of programming.

Here are just a couple examples of reports you can create:

• View all learners who completed a unit since January 1, 2006.

• View all learners who have challenge scores of less than 70%.

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The purpose of this brief tutorial is not to teach you Microsoft Excel.

If you are not familiar with MS Excel, we recommend learning about using a spreadsheet before using Excel to review the training records.

We are not able to provide you with additional support in viewing your records in MS Excel.

Using the Log Reader for More Info

