Reviewing Student Records

In the Administration Area

Select the Log Summary Option
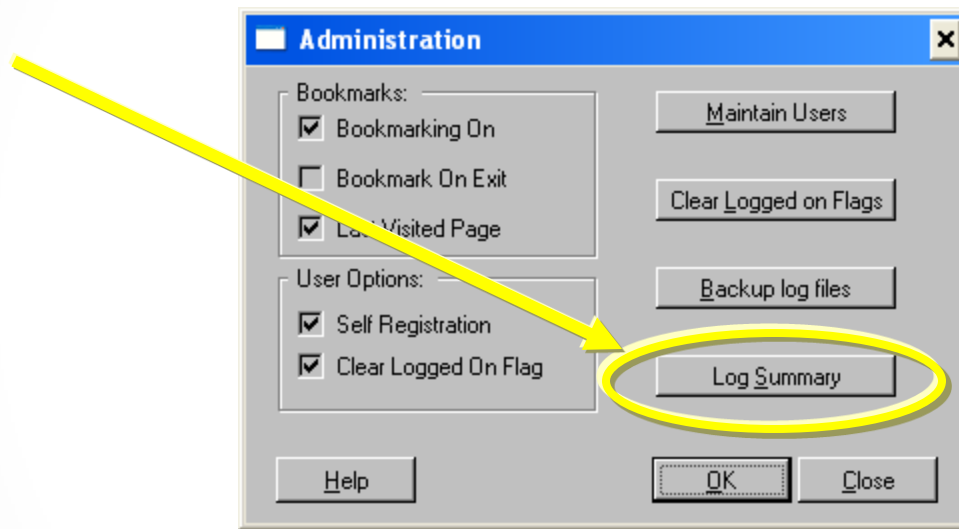
Review Learner Scores

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

Summmay Log Details

User Name	Unit	Unit Name	Score	Date
Admin Admin	61a01	Unit 1: Getting Started	40%	2003 01 10
Challenge Test	49a01	Unit 1: Mistake-Proofing Prime	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

Export   Close

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.

Viewing the Data in Microsoft Excel©
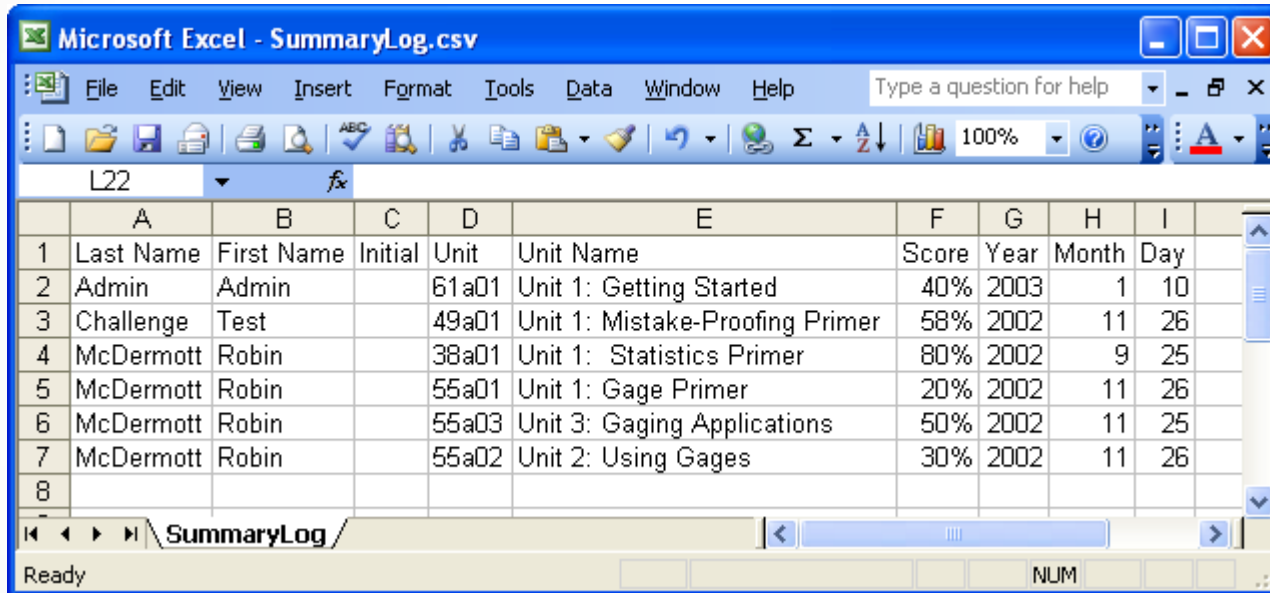

You can do further analysis of the training data by using the AutoFilter option.
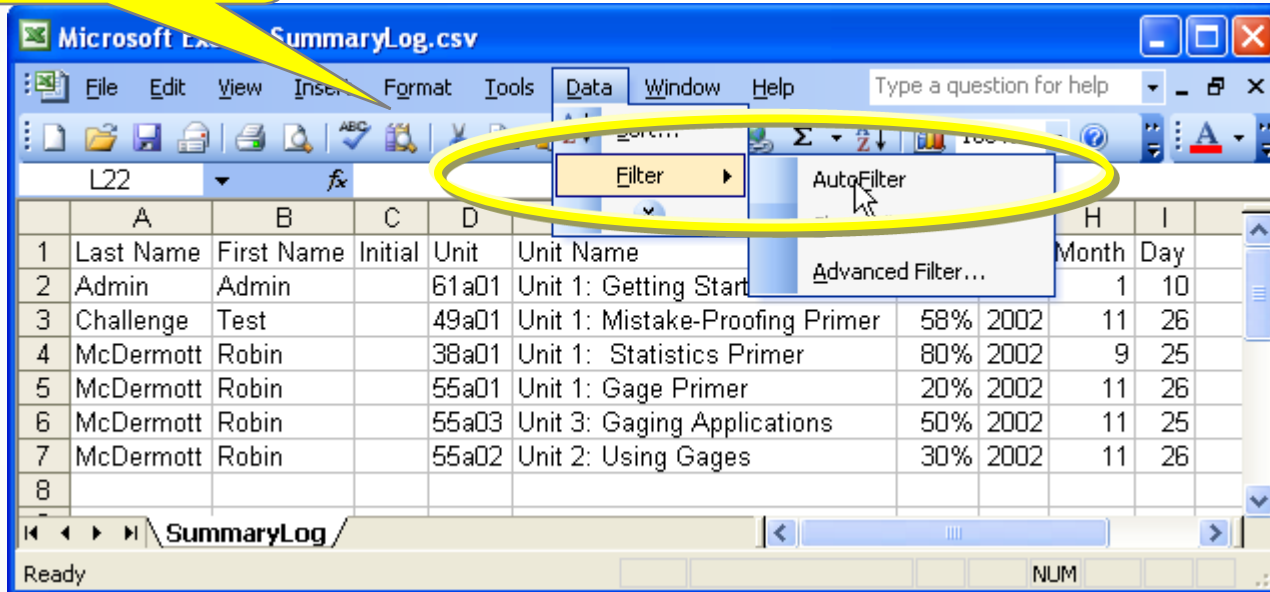
The purpose of this brief tutorial is not to teach you Microsoft Excel.
If you are not familiar with MS Excel, we recommend learning about using a spreadsheet before using Excel to review the training records.
We are not able to provide you with additional support in viewing your records in MS Excel.

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.
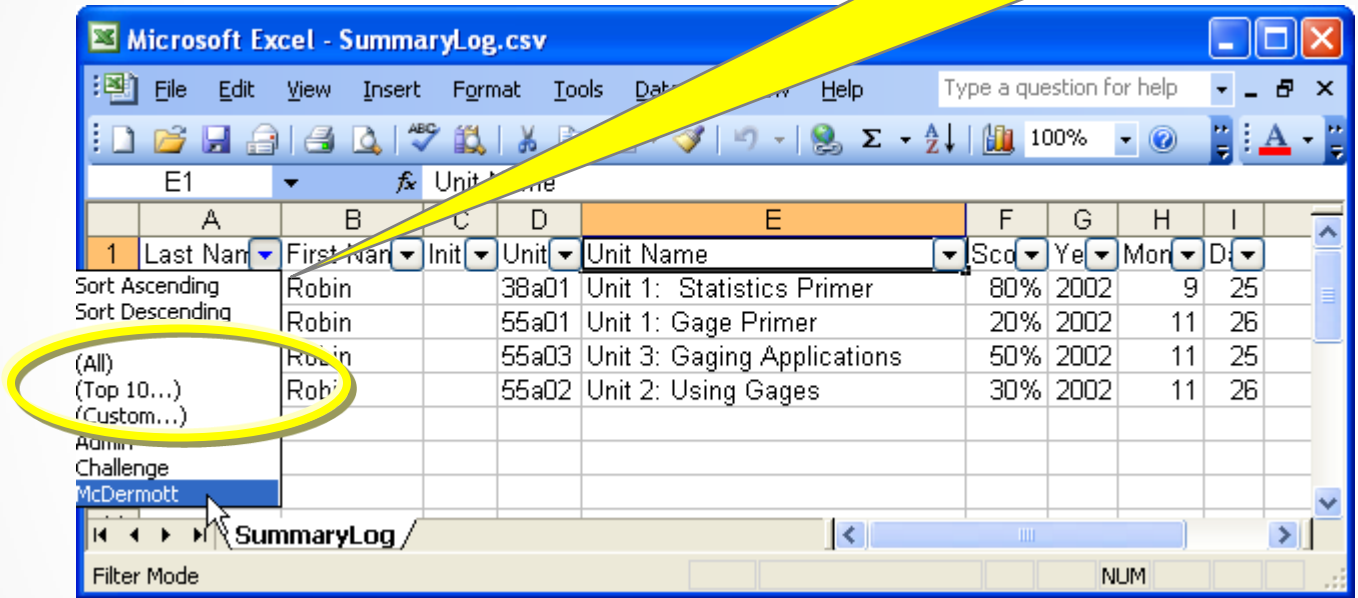

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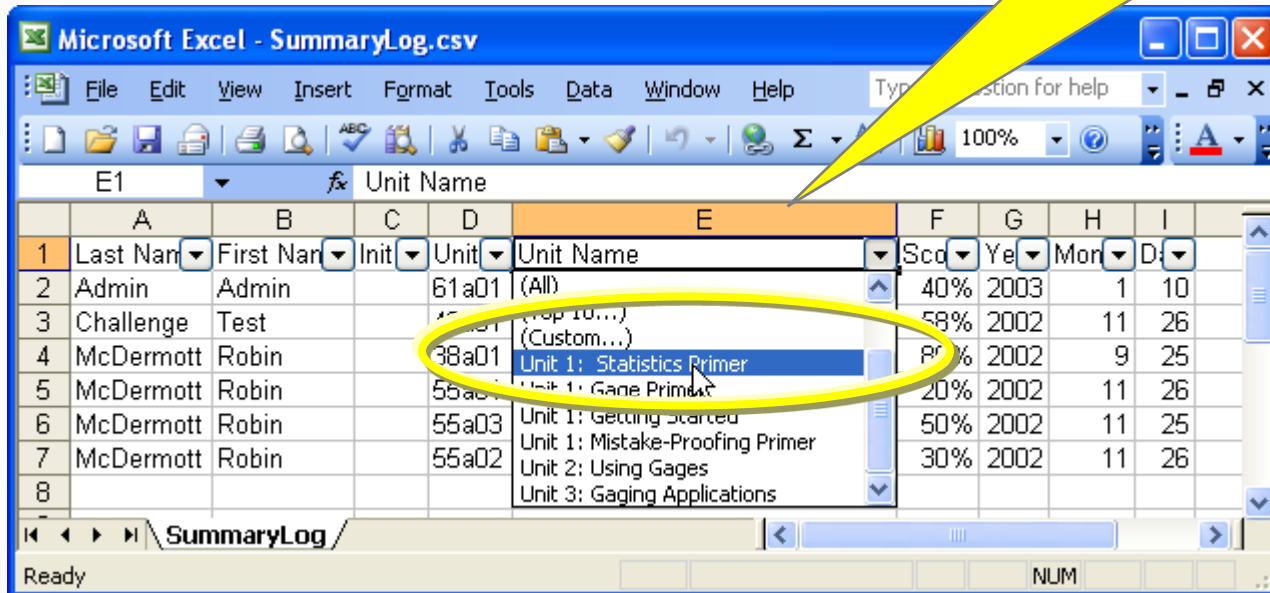
Viewing the Data in Microsoft Excel©

> 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.

Custom AutoFilter ✕

Show rows where:

| begins with ▾ | 55a ▾ |

◉ And ○ Or

| ▾ | ▾ |

Use ? to represent any single character
Use * to represent any series of characters

OK   Cancel

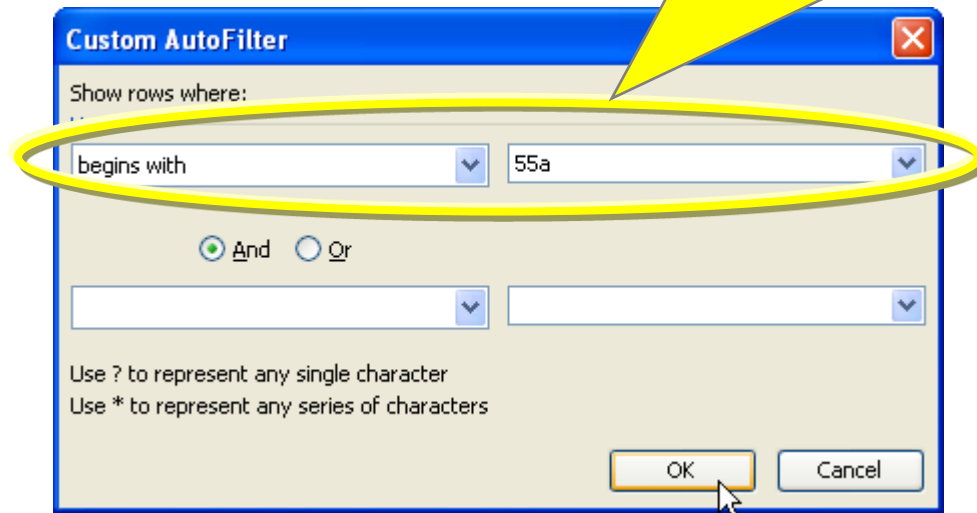**The purpose of this brief tutorial is not to teach you Microsoft Excel.**
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Viewing the Data in Microsoft Excel©

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%.

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

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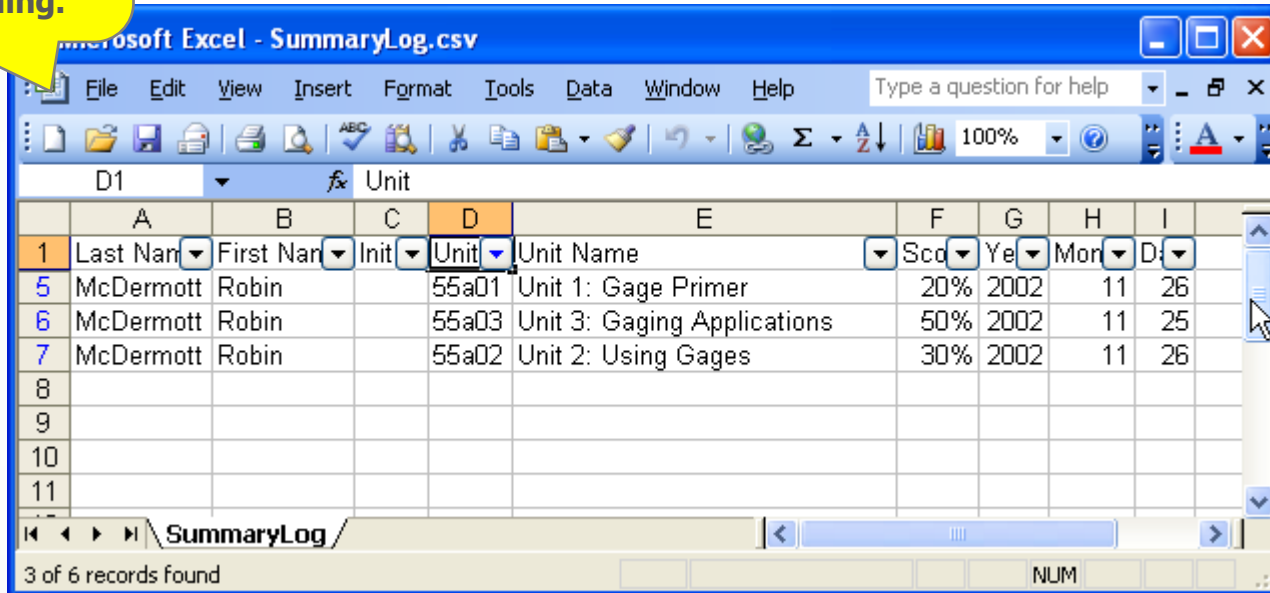We are not able to provide you with additional support in viewing your records in MS Excel.

Using the Log Reader for More Info

More powerful data is available by using the Log Reader although it is a little more technical to use. To launch the Log Reader, double-click on the logread.exe file in the RE_LMC4 folder.

For more help using the Log Reader, click on the LOGREAD.HLP file in the RE_LMC4 folder.