



Interskill Learning

Learning Management System Guide

Administrator's Manual

Global Workforce Training



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Interskill LMS Overview

The Interskill Learning Management System is designed with speed and simplicity in mind. Students can access the training courses, track and print their progress training reports, and view other training resources. Administrators can manage all aspects of an employee's mainframe training program, such as adding students, assigning courses and learning plans, plus viewing and printing student progress and training history reports. If an administrator wants to take courses, you can create a student account for yourself. Please see the *Interskill Learning LMS Student Guide* for detailed information on using the Interskill LMS as a student.

System Requirements	Quick Usage Tips
<p>Operating Systems Supports: All Browsers: IE 10 and above, Edge, Firefox 50 and above, Chrome 50 and above, Safari 10 and above.</p> <p>Flash Player MUST be installed and ENABLED on your browser.</p> <p>iPads/Tablets: Only supported if browser meets above requirements. Most do not, since Adobe Flash is not supported on tablet browser versions.</p>	<p>Turn off your browser's POP-UP blocker. Some reports are displayed in a new browser window.</p> <p>Contact Interskill Learning Support if you need to add or delete students on your account.</p> <p>The course default pass/fail rate is set to 70%. Contact an Interskill Learning Consultant to adjust this rate higher.</p> <p>Do not share your login credentials with others. Sharing student accounts is not permitted and will lock the student account and violate privacy and licensing policies.</p>

The Login Page

The login page is where you begin your access to the training site. You will be in receipt of an email from support@interskill.com that contains your Administrator User Name and Password. If you forgot your password, use the "Reset Your Password" feature. If you are not in receipt of the email or forgot your user name, submit a support case to <https://www.interskill.com/contact-support.html>. The image below shows the login page.

Welcome to the Learning Management System

Please login below. If you have not purchased a license, please contact a Learning Consultant.

USER NAME:
sysadmin

PASSWORD:
.....

Log In

Problems Logging In?
If you are having problems logging in, try resetting your password using the following form:
[Click here to reset your password >](#)

LATEST NEWS

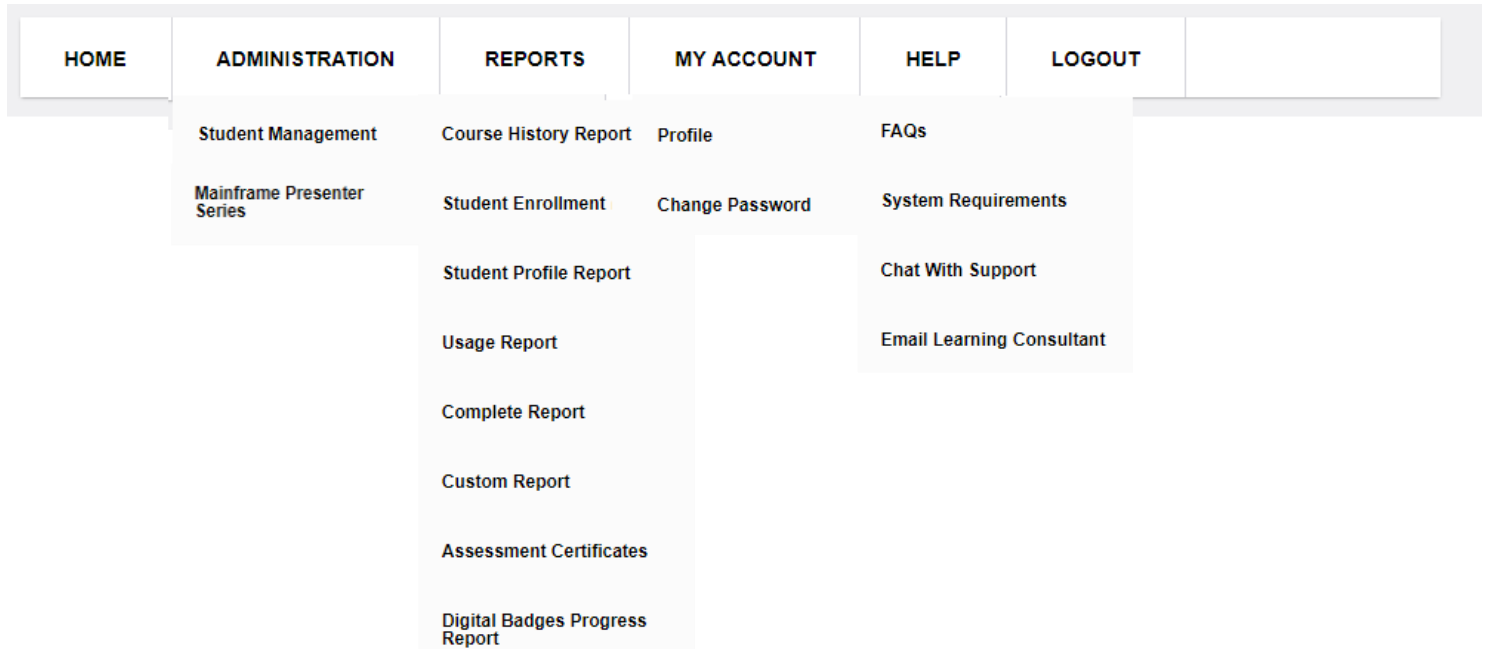
- Course for this qtr: " DB2 SQL Fundamentals V11"
- Course for 3rd qtr: " SDSF Concepts and Operation"
- Course for 2nd qtr: " Cloud Computing for Data Centers"
- Course for 1st qtr: " PL/1 Program Design Techniques"

RESOURCES

- [How to Purchase >](#)
- [Knowledge Base >](#)
- [Contact Support >](#)
- [Course Catalog >](#)
- [Learning Plans >](#)

Navigation Menu

The top navigation menu (see image below) is your fastest method of getting around in the LMS.



Detail of Navigation Menu Items:

- HOME: Links you to the main home page of the LMS which contains many useful tips, news and other resources.
- ADMINISTRATION:
 - STUDENT MANAGEMENT – Add new students, view/edit student profiles and enroll/drop courses for students.
 - MAINFRAME PRESENTER SERIES – View slide decks and develop your own in-house training program.
- REPORTS: Links you to the available reports with descriptions. Be aware that your students have the ability to print similar reports.
 - COURSE HISTORY – Shows the list of courses and how many students are enrolled in each. Individual student certificates can be printed from this page.
 - STUDENT ENROLLMENT - Shows the courses your students are enrolled in. Grouped alphabetically by student name.
 - STUDENT PROFILE REPORT - This report provides a complete listing of student profile information and the current status of their registration, so it can be verified for accuracy.
 - USAGE REPORT - Shows all student information with all attempts of COURSES and MODULES including scores, statuses, dates attempted and how many times a course was accessed. Grouped by Student and can be run by date range.
 - COMPLETE REPORT - Shows all student profile information with the best COURSE and MODULE scores and statuses. Grouped by Student.
 - CUSTOM REPORT –Allows options to run reports with sorting features selecting from student profile page. For example, the custom report will be utilized when sorting your students by department, manager, team lead, location etc. This report can also be run by selecting a date range for specific course history information.
 - ASSESSMENT CERTIFICATES – This report will display only assessments (not courses) and allow you to print certificates.
 - DIGITAL BADGES PROGRESS – This report will display progress of digital badges. You have several parameter options such as displaying course details or only completed badges.
- MY ACCOUNT
 - PROFILE – View or edit your account profile.
 - CHANGE PASSWORD – Change your password.
- HELP
 - FAQ – Frequently asked questions and answers regarding technical and customer support issues.
 - SYSTEM REQUIREMENTS – Links you to the system requirements page.
 - CHAT WITH SUPPORT – Click to start a web chat with a support technician for assistance in resolving LMS issues.
 - EMAIL LEARNING CONSULTANT – Click to email support/customer service.
- LOGOUT: Use to logoff system.

Administrator Home Page

The first page you will see after you log into the system is the **HOME** page. You can return to **HOME** page anytime by simply clicking on the "**HOME**" icon in the top navigation menu. The **HOME** page contains useful information and links to other areas of the LMS and includes links to external training resources. Below is a description of the **HOME** page areas.

➤ QUICK LINKS -

These large graphical buttons provide links to the most used tasks, such as student management and reports.

➤ YOUR COMPANY LOGO -

You can display your company's logo in place of the default logo. Please request this from your Interskill Learning Consultant.

➤ WELCOME FROM YOUR TRAINING ADMINISTRATOR -

This section will have a custom message that all your students can view on their home page. You can request this from your Interskill Learning Consultant. The message is located just under the company logo.

➤ EARN OFFICIAL DIGITAL BADGES -

This section will link to the badge information page on the Interskill Learning Website.

➤ LATEST NEWS -

Highlights recent course updates and other system news.

➤ ADDITIONAL RESOURCES -

Contains customer support and external training resource links.

➤ ADMIN TIPS -

This area will change periodically with training and system tips specifically for administrators.

➤ ACCOUNT INFORMATION -

This area contains the date your account will expire. It also shows how many student licenses you have purchased and how many are in use. Note if a student has not accessed a course, then it will count as NOT IN USE. Be sure to contact an Interskill Learning Consultant if you need to renew your account. This area also shows the contact information of the learning consultant assigned to your account.

➤ MAKE A SUGGESTION -

Use this to send a message to our customer support if you have recommendations for new courses or other LMS suggestions.

The screenshot displays the Administrator Home Page with the following sections:

- Company Logo:** A placeholder for the user's company logo.
- Welcome to the Learning Management System (LMS):** A message stating, "This is a test message please do what I ask and read this." Below it, a description of the LMS as an all-access pass to self-paced courseware.
- Navigation Buttons:** Four buttons for "STUDENT MANAGEMENT", "USAGE REPORT", "ALL ADMINISTRATION REPORTS", and "LEARNING PLANS".
- EARN OFFICIAL IBM CREDENTIALS:** A section promoting IBM Digital Credentials through the Open Badge Program, accompanied by an IBM logo.
- Latest News:** A section titled "Interskill has released new courses." with a list of course titles and a "NOTE: Please be aware of courses that are set to expire this year. Click here for more information."
- CLIENT ADMINISTRATOR NEWS:** A section showing "No News".
- Additional Resources:** A section titled "Still want to learn more? Visit the following websites and resources for additional information (links open in a new window):" with a list of external links.
- Account Information:** A section showing account details such as expiration date, number of licenses, and contact information for the learning consultant, accompanied by a small profile picture.
- MAKE A SUGGESTION:** A form for submitting feedback, including a text input field, a "Submit Feedback" button, and a character count.

Administrator Profile

To view or edit your account profile click PROFILE under the MY ACCOUNT menu item. Below is a description of the profile fields. We recommend that your profile information be accurate and up to date since students are directed to this information when in need of contacting the company training administrator.

- CLIENT NAME: Your account/company name
- YOUR ACCOUNT EXPIRES ON: The date of your subscription expiration. Be sure to renew or you and your students will not have access to the training site after this date.
- NUMBER OF LICENSES: This is the number of student licenses the account is limited to.
- LOGIN NAME: The user name of this admin profile.
- FIRST NAME: First name of the main contact for this account.
- LAST NAME: Last name.
- PHONE: Contact phone number.
- COMMUNICATION PREFERENCES: Consent to subscribe to receive emails from Interskill Learning regarding the mainframe newsletter and other industry news.
- MENTOR PREFERENCE: This option enables you to assign a mentor at the COMPANY or STUDENT level. When enabled at the COMPANY level, all students will be directed to the email address provided in the COMPANY MENTOR EMAIL field. When assigning this at the STUDENT level. You would assign an individual email address at each student profile.
- COMPANY MENTOR EMAIL: The email address that students will use to contact the mentor.

Account Details

Your company profile is displayed below. Please ensure your administrator contact details are up-to-date. If any of your organizational or account information is inaccurate, please contact Interskill Learning as soon as possible to amend it if you do not have permission to do so yourself. Otherwise, to make changes to your administration details, enter or amend the necessary fields below and click Submit.

NOTE: Fields marked with an asterisk are mandatory.

Client Name	My Company Name
Your Account Expires on:	01/16/2019 (MM/DD/YYYY)
Number of Licenses (Students)	100 Click here to purchase additional licenses.
Login Name*	<input type="text" value="ibmadminhollywood"/>
First Name*	<input type="text" value="Pablo"/>
Last Name*	<input type="text" value="Mosca"/>
Phone	<input type="text"/>

My Communication Preferences

I would like to be occasionally contacted with details of new courseware releases and receive the Interskill Mainframe Training newsletter, containing details of the latest, breaking mainframe industry news.

Mainframe Training Newsletter Yes please! No thanks.

My Student's Mentor Preferences

Mentor Preference One individual mentors all students in my organization (their contact details are listed below) Each student has their own mentor (their contact details can be found on each student's profile)

Company Mentor Email

NOTE: You May have more than one Administrator assigned to monitor and manage your training program. To add additional Administrators please contact your dedicated learning consultant.

Password Reset

You can change your password in the MY ACCOUNT menu link. We recommend you change your original system assigned password to make it easier for you to remember. Passwords require a minimum of 8 characters containing a number, upper and lower-case letters, and a special character. It is also recommended you change your password every 90 days.

To change your password, you must enter your current password and the new password in the PASSWORD RESET FORM and the password will be changed instantly. The next time you access the system, make sure to use your new password.

NOTE: It is in violation of Interskill licensing policy to give out your login credentials to anyone.

Password Reset Form

Please complete the following form to change your password. Passwords are case-sensitive

NOTE: Your password must be a minimum of 8 characters with a combination of numbers, upper case and lower case characters, and at least one special character (!, @, ., \$, or the * symbol).

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

Student Management

To access the Student Management area, first click on the STUDENT MANAGEMENT link under the ADMINISTRATION menu header. You will see the following screen listing your current active students. From this page you can add a student, edit a student profile by clicking on selected name and enroll or drop courses and assessments by clicking on the links in the last column under enrollment. This screen also shows when the student account was created, manager's name, username, first and last name, department, status, and last time the student logged into the system.

Use the ADD NEW STUDENT button to create a new student. If you have a large group of students, you can use the SEARCH feature or you can use your browser's FIND feature to locate a student by name.

Also note the TOTAL number of current and maximum student count. The current count includes ACTIVE student accounts. If you reach your limit, the system will not allow additional students to be created.

NOTE: If you need to delete or deactivate a student, contact your Interskill Learning Consultant or Interskill Learning Customer Support.

Student Management

This screen allows you to manage student accounts. You can edit an existing student's profile by clicking on their name. You can also enroll/drop courses and assessments for each student by clicking on the relevant links in the enrollment column to the far right of each student. To create a new student account, click the Add Student button.

NOTE: Please be aware that licensing requirements for deleting and/or deactivating students apply. If you need to delete or deactivate a student, please submit a **support request**.

Search for a Student

 (*alphanumeric string only)

SEARCH RESULTS

Number of students matching search criteria: 56
Maximum number of registered students permitted: 100

Name	Department	Username	Last Login	Manager's Name	Account Created	Status	Enrollment
Anderson, Joe					09/17/2018	active	courses assessments
Caruth, Ann			10/2/2018 10:27:11 AM		08/07/2018	active	courses assessments
Smith, Doe					09/24/2018	active	courses assessments

Adding New Students

When selecting the ADD NEW STUDENT link on the STUDENT MANAGEMENT screen, it will direct you to a blank STUDENT PROFILE form where you can input various data. A sample screen shot is shown below. If you reach your limit, the system will not allow additional students to be created. **If you need to delete or deactivate a student, you must [contact Interskill Learning customer support](#).**

The system requires that each student account have a FIRST NAME, LAST NAME, LOGIN ID and WORK EMAIL.

NOTE: You cannot use generic student account names nor share student accounts per your license agreement. A student account can only be assigned to a single person.

Student Profile

User profile fields are displayed below. Accurate details help training managers make recommendations and assign training relevant to the student's role and training requirements. To create a new profile or make changes to a student's profile, enter or amend the necessary fields below and click Submit.

NOTE: Fields marked with an asterisk are mandatory.

[Return to Student Selection](#)

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Login ID*	<input type="text"/>	Work Email*	<input type="text"/>
Manager's Name	<input type="text"/>	Mentor Email	<input type="text"/>
Job Role/Title	<input type="text"/>	Department	<input type="text"/>
Street Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Country	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
Info 1	<input type="text"/>	Info 2	<input type="text"/>
Info 3	<input type="text"/>	Info 4	<input type="text"/>

Allow Student to Self Enroll in Courses

Allow Student to View Learning Plans

[Clear Form](#) [Submit](#)

By submitting this form you agree to the Interskill Learning [terms, conditions and privacy policies](#).

1. FIRST NAME, LAST NAME and LOGIN ID: Once entered, these fields will be read only and cannot be changed. You can contact Interskill Learning support to request a change.
2. WORK EMAIL: This should be the student's main email address. Password resets and other email reminders are sent to this address. Once entered, this field will be read only and cannot be changed. You can contact Interskill Learning support to request a change.
3. MENTOR EMAIL: When a student uses the MENTOR feature, the system will send email messages to the email address in this field. This will only function if the STUDENT MENTOR feature is turned on at the CLIENT profile level. The COMPANY MENTOR setting at the CLIENT profile will override this setting.
4. ALLOW STUDENT TO SELF ENROLL FOR COURSES: Checking this box will give the student access to enroll or drop courses. If you do not give a student access to this feature, then it would be the responsibility of the training administrator to handle this task.
5. ALLOW STUDENT TO VIEW LEARNING PLANS: Checking this feature will give the student access to the learning plan screen. This will allow them to view their courses in order by the standard learning plans created by Interskill Learning. See LEARNING PLAN section for more information.
6. RESET PASSWORD AND SEND EMAIL TO STUDENT: Check this box and click SUBMIT and an email will be sent to the student on this form with the student's user name and new password.

The only required fields when adding a new student are marked by an '*'. The more information you enter can benefit you in the future when running reports. So take advantage of the additional fields for report sorting purposes.

How to Assign Courses and Assessments to Your Students.

As the administrator, you have the option to either allow your students to enroll/drop courses on their own, or you can do it for them. This option can be useful if you wish to control what courses your students are able access. To access the course and assessment enrollment screen for a student, you must select the links under the ENROLLMENT column on the STUDENT MANAGEMENT screen. (See image below)

Student Management

This screen allows you to manage student accounts. You can edit an existing student's profile by clicking on their name. You can also enroll/drop courses and assessments for each student by clicking on the relevant links in the enrollment column to the far right of each student. To create a new student account, click the Add Student button.

NOTE: Please be aware that licensing requirements for deleting and/or deactivating students apply. If you need to delete or deactivate a student, please submit a [support request](#).

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(*alphanumeric string only)

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Caruth, Ann			10/2/2018 10:27:11 AM		08/07/2018	active	courses assessments
Smith, Doe					09/24/2018	active	courses assessments

How to Enroll or Drop Courses and Assessments for Students

Before a student can begin taking online courses, they must either be given access to enroll or drop courses themselves at the student level, or you must enroll/drop courses for them. The COURSE and/or ASSESSMENTS ENROLLMENT screens contain all the courses and/or assessments that you have licensed.

- Simply check or uncheck a single course or an entire curriculum; wait 1 or 2 seconds for the selection to take effect before selecting your next checkbox.
- Dropping courses does NOT affect a student's training history records.
- Dropping courses is useful when you want to limit what the student will see on their MY COURSES page.
- You may also enroll or drop ALL courses by using the buttons at the bottom of the page. (see image above)
- You will receive a warning message when dropping courses.
- The MORE INFO links you to detailed course content information.
- Moving your mouse cursor over the course titles will display a pop-up with a short description of the course.
- This same process can be used for assessment enrollment.
- Enroll in Selected Learning Plan: You have the option to enroll a student into one Interskill Learning's recommended learning plans. We recommend you drop all the student's courses, then select the learning plan from the dropdown menu. Be aware, that if you have given a student access to "SELF ENROLL", they can change this and any other courses you have selected.

Course Catalogue: Enroll/Drop Registered Courses

Select the checkbox next to a course title or curriculum group to enroll into the selected course(s). Wait 1 or 2 seconds when selecting multiple checkboxes. To remove a course from your enrollments, deselect the checkbox. For information regarding the course, hover over the course name for a short description or click More Info for detailed information. Dropping courses will not affect your training history. Any selections will take immediate effect. Return to [MY COURSES](#) to begin launching courses.

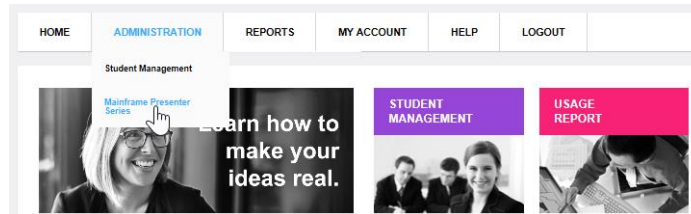
Status Key
 = Course is associated with a Digital Badge

NOTE: We recommend only enrolling in the courses you need. You may enroll in additional course titles or return to drop courses you have previously registered for at any time in the future. Enrolling for a minimal amount of courses will improve speed when loading and searching your courses.

Mainframe Presenter Series

The Mainframe Presenter Series integrates your organization's skills, knowledge, standards and practices with Interskill's comprehensive mainframe eLearning curriculum to deliver an unparalleled mainframe training resource. It's simply populated, curriculum mapped, presentation and webinar templates teamed with simple, step-by-step procedures for creating, scheduling and presenting the information make generating your mainframe training resource a quick and simple process!

To access the Mainframe Presenter Series and begin developing your own in-house training program select the Administration Menu Tab and then Select the Mainframe Presenter Series in the dropdown menu.

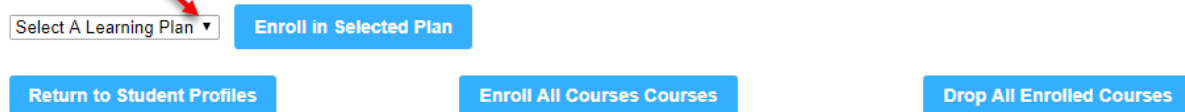


Learning Plans


Interskill's learning plans are a valuable tool for students. This graphical design format will lay the foundation for training success by displaying training courses in a logical order that is recommended by Interskill Learning experts. On the Course Enrollment Page, administrators may enroll their students in a learning plans by clicking the dropdown "Enroll by Learning Plan" and then select the desired plan and then click the button.

Enroll By Learning Plan

Save time with the enrollment options below. You can enroll students in a set of applicable courses by assigning a learning plan relevant to their job role. Click the following link to review available learning plans to help you make a relevant selection: [Learning Plan Guides](#) (link will open in a new window). You may also remove all currently enrolled courses from the student's course assignments by making the relevant selection from the options below.



Status Key

 = Course is associated with a Digital Badge

- If a student does not have access to the "ALLOW STUDENT TO ENROLL FOR COURSES" feature, then the student will only see courses he/she is enrolled for, in order by the learning plan.
- If you have not purchased ALL the courses within a learning plan, the learning plan screen will still display in the learning plan order, minus the courses you have not purchased.
- Selecting a learning plan will enroll the student in the courses automatically, which is why it is important for the student to have access to enroll/drop courses.
- Students can view ALL learning plans. You cannot prevent a student from viewing certain learning plans, but you can remove their ability to enroll into courses.
- Students can enroll in one learning plan at a time.
- The student may switch learning plans at any time.
- When a student switches learning plans, the system will not drop courses, nor will it affect his/her historical reports.

IBM Digital Badges

People are incredibly motivated by recognition. A digital 'badge' is an online industry-wide recognizable form of achievement. As learning in the corporate sector has evolved, the employee's motivation to drive their own development has become pivotal to their performance and your organization.



Interskill's IBM Digital badges are mini learning plans. To earn an IBM Badge a participant is required to successfully complete 2 or more courses with a 70% or greater passing rate. The official IBM Credential Badges may be shared via social media.

NOTE: You must consent to the Interskill Learning privacy policies prior to enrolling your company in the digital badge program. Once you have consented, all your students will have the opportunity to participate.

Reporting

The reports page contains many reports that you can run to view student training history, print certificates, and obtain other detailed training information. A list of reports and the descriptions are shown below.

NOTE: Some reports will execute in a new browser window.

Client Administration Reports

Report	Description
Course History Report	This report shows the list of courses and how many students are enrolled for them. This is a dynamic report and you can drill down for more information. You can print individual student certificates here.
Student Enrollment Report	Shows the courses your students are enrolled for. Grouped by student.
Student Profile Report	Provides a complete listing of student profile information and the current status of their registration so it can be verified for accuracy .
Usage Report Client Admins	Shows a detailed report of every course launch attempt for all modules students are enrolled in or have accessed in the past, grouped by student. You can narrow your report to a specific date range to review the training usage for a particular period.
Complete Report	Shows all student profile information with the best COURSE and MODULE scores and statuses. Grouped by Student.
Custom Report	This form generates a report to your requirements, showing optional details of your students and their activities. This can be run by a date range or other criteria.
Assessment Certificates Report	This report shows assessments completed by your students and allows you to access and print individual certifications. NOTE: Only recently released assessment titles will appear in this report. For previous releases, please refer to the usage reports.
Badge Progress Report	This report shows students' progress of the badge program.

Course History Report

The COURSE HISTORY REPORT shows the courses and number of students enrolled for those courses. (image below). This report is dynamic and you can drill down to the student details by selecting the course names and student names at each page.

Course History Report

This report shows the course catalog and how many students are enrolled in each title. This is a dynamic report and you can drill down for more information. Select a course name to view the students enrolled in it and their individual course usage information.

[Open in Excel](#) [Print](#)

Course Name	No. of Students
Blockchain Fundamentals	56
Storage Fundamentals for Data Centers 2.2	55
Storage Networks, Administration, and DASD Management Using ICKDSF 2.2	55
Using DFSMS to Manage the z/OS Storage Environment 2.2	55
DevOps Fundamentals	55

Select a course to show a list of students that are enrolled for that particular course. (see image below): Then the next page will show the **Student eLearning Training History Report** for that student.

Detailed Course Enrollment Information

[Open in Excel](#) [Print](#)

The student(s) below are currently enrolled in:
Blockchain Fundamentals

Student
Smith, Joe
Tango, Trot
Will, Fred

Student eLearning Training History

This report shows a learners eLearning training history. This is the same report available to a learner when logged in as a student. **NOTE:** You may print Certificates of Completion for your trainees here.

Student eLearning Training History							
Open in Excel		Print					
Name	Course Name	Course Status	Completed On	Course Score	Module Name	Module Status	Module Score
Joe	Blockchain Fundamentals	completed	12/14/2018	90.00%	Introduction to Blockchain	passed	87.00%
		Certificate			Embracing Blockchain	passed	96.00%
					How Blockchain Works	passed	99.00%
					Blockchain Fundamentals Mastery Test	passed	78.00%
	Storage Networks, Administration, and DASD Management Using ICKDSF 2.2	incomplete		N/A	Overview of Networked Storage	incomplete	0

Student Certificate Sample

You may print or save the certificate as a file(PDF) on your computer. You can also share the student's accomplishment using the social media links provided.

Show it off to your family, friends, and colleagues on your social and professional networks. Use your browser print options to print the certificate.

NOTE: Your page layout must be set to landscape for the certificate to fit on one page.



Custom Report

The CUSTOM REPORT feature allows you to execute a report with various parameters, providing you with dated student module and course scores. This report also includes many other informational fields from the student profile, such as username, email, department, title, Info fields, and more.

Custom Report

This form generates a report to your requirements of each student's progress through training they have commenced. Additional profile and module details can be specified. This can be run by a date range or other criteria. Select the report criteria and information options you wish to apply and click Build Report.

Report Criteria

Student profile information to include:

- exclude students with no records
- exclude inactive students
- include student profile information (select from the following):
 - login ID
 - department
 - manager name
 - email address
 - telephone
 - info 1
 - info 2
 - info 3
 - info 4

Student sort order:

- by last name, first name

Alternative sort options:

- by user name
- by department
- by manager name
- by email address
- by telephone
- by info 1
- by info 2
- by info 3
- by info 4

Course completion information to include:

- include course score
- show completed courses only and (if selected):
 - include course completion date

Course sort order:

- ascending
- descending

Only show course completion results from between:

to (leave blank to include all access dates)

(MM/DD/YYYY) to (MM/DD/YYYY)

Module access information to include:

- include module name/information
- include module score
- include module start date
- include module end date
- include access status (select from the following):
 - all statuses
 - completed modules only
 - incomplete modules only

Report Output Format

- HTML
- Excel

[Build Report](#)

NOTE: The report results are grouped by student last name, and when selected sorted by identified field (for example Department). The custom report also gives you the option to export to Excel. The report data will provide the student's BEST score. For more detailed usage and attempts, you should use the USAGE REPORT.

Name	Login ID	Department	Manager Name	Course Name	Est. Hours	Course Status	Course Score	Module Name	Module Score	Module Status	Module Started	Module Ended
	desp			There are no courses or modules completed!								
	test6677			Blockchain Fundamentals	4	completed	90.00%	Introduction to Blockchain	87.00%	passed	12/12/2018	12/12/2018
								Embracing Blockchain	96.00%	passed	12/12/2018	12/14/2018
								How Blockchain Works	99.00%	passed	12/12/2018	12/12/2018
								Blockchain Fundamentals Mastery Test	78.00%	passed	12/12/2018	12/12/2018
				Storage Networks, Administration, and DASD Management Using ICKDSF 2.2	4	incomplete		Overview of Networked Storage		incomplete	12/12/2018	12/12/2018
								Storage Administrator Basics				
								Introducing ICKDSF				
								Managing the Storage Network Master Test				

Student Enrollment Report

The STUDENT ENROLLMENT REPORT shows a list of all your students and their enrolled courses. This report is grouped by student and sorted by student last name. It also shows the curriculum that the course is grouped under.

Student Enrollment Report

As of Tuesday, December 18, 2018

This report shows the courses your students are enrolled in, grouped by student.

[Return to Report Selection](#)

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Student Name	Curriculum Title	Enrolled Courses
Joe	Blockchain	Blockchain Fundamentals
	Data Center Storage Management Curriculum v2.2	Storage Fundamentals for Data Centers 2.2
	Data Center Storage Management Curriculum v2.2	Storage Networks, Administration, and DASD Management Using ICKDSF 2.2
	Data Center Storage Management Curriculum v2.2	Using DFSMS to Manage the z/OS Storage Environment 2.2
	DevOps Curriculum	DevOps Fundamentals

Student Profile Report

This report provides a complete listing of student profile information and the current status of their registration, so it can be verified for accuracy.

Student Profile Report

This report provides a complete listing of student profile information and the current status of their registration so it can be verified for accuracy.

[Open in Excel](#)

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First Name	Last Name	Login ID	Job Title	Department	Location	Country	Manager	Mentor	Work Email	Info 1	Info 2	Info 3	Info 4	Last Login	Active
		desp												05/07/2018	Y
.		test6677	3232											05/04/2018	Y
		tester123												05/04/2018	Y

Usage Report

The USAGE REPORT shows all student profile information and all attempts by the student. The parameter screen allows you to run the report by usage date and provides the option to select ALL attempts or the BEST scores.

Usage Report

This report shows the detailed training history of your students for courses and modules they are enrolled in or have accessed in the past, grouped by student. You can narrow your report to a specific date range to review the training usage for a particular period.

NOTE: There may be a large amount of data associated with this report and it may take a few minutes to generate.

Report Criteria

Accessed between: and (MM/DD/YYYY)

Level of training detail/attempts to display:

All module attempts (displays each individual module attempt, date of access, training duration and score achieved)
 Unique/best module attempts (displays the highest scoring attempt regardless of whether this was the most recent or not)

Report format:

HTML
 Excel

[Build Report](#)

A sample report showing all attempts is below.

NOTE: Attempts without a status or a score are most often caused by a series of instances on the student's environment which are not controlled by Interskill, for troubleshooting purposes the most common are listed below.

- If the student only opens and does not progress in the module
- A student did not have their pop-up blocker off and the module fails to load completely
- A student opens the module and disconnects improperly
- A student opens a module and exits without progressing past the introduction page.
- No score means the student might have never reached the post module test portion of the module.

Usage Report

[Return to Report Configuration](#)
[Print](#)

Name	Status	Department	Course Name	Est. Hours	Module Name	Score	Status	Start	End	Mins
	Active		Blockchain Fundamentals	4	Introduction to Blockchain	87%	passed	12/12/2018 11:58 AM	12/12/2018 11:58 AM	0
					Embracing Blockchain	96%	passed	12/12/2018 11:58 AM	12/12/2018 11:58 AM	0
					Embracing Blockchain	-	incomplete	12/14/2018 12:41 PM	12/14/2018 12:42 PM	1
					How Blockchain Works	99%	passed	12/12/2018 11:59 AM	12/12/2018 11:59 AM	0
					Blockchain Fundamentals Mastery Test	78%	passed	12/12/2018 11:59 AM	12/12/2018 11:59 AM	0
			Storage Networks, Administration, and DASD Management Using ICKDSF 2.2	4	Overview of Networked Storage	-	incomplete	12/12/2018 11:59 AM	12/12/2018 11:59 AM	0
			Mainframe TCP/IP Commands 2.1	5	Introducing Mainframe TCP/IP Commands	-	incomplete	12/13/2018 2:24 PM	12/13/2018 2:43 PM	19
			Introduction to Mainframe Security	6	Mainframe Security Basics	-	incomplete	12/13/2018 9:28 AM	12/13/2018 9:29 AM	1

Complete Report

The COMPLETE REPORT is very similar to the CUSTOM REPORT, except you do not have the optional parameters before executing the report. This report shows all student profile information with the BEST course and module scores and status. This is grouped by student and sorted by last name. A sample report is shown below.

Complete Report															
Return to Report Configuration Print															
Name	User Name	Department	Email	Telephone	Info 1	Info 2	Info 3	Info 4	Course Name	Course Status	Course Score	Module Name	Module Score	Module Status	
	desp								There are no courses completed!						
	test6677								Blockchain Fundamentals	completed	90.00%	Introduction to Blockchain	87.00%	passed	
												Embracing Blockchain	96.00%	passed	
												How Blockchain Works	99.00%	passed	
												Blockchain Fundamentals Mastery Test	78.00%	passed	
									Storage Networks, Administration, and DASD Management Using ICKDSF 2.2	incomplete	N/A	Overview of Networked Storage	0.00%	incomplete	
												Storage Administrator Basics	0.00%		
												Introducing	0.00%		

Assessment Report

The ASSESSMENT REPORT displays the assessments your students have attempted. You can also print certificates here if students that have completed them.

Assessment Certificates Report							
As at Tuesday, December 18, 2018							
This report shows awarded certificates, allowing hard copies to be printed for offline storage.							
Return to Report Configuration Print							
Name	User Name	Account Status	Assessment Name	Status	Score	Date	Certificate
		Y	No assessment data.				
		Y	No assessment data.				
		Y	No assessment data.				
		Y	No assessment data.				
		Y	No assessment data.				
		Y	z/OS Concepts Assessment	Passed	85.71%	08/23/2017	View / Print
		Y	No assessment data.				

Digital Badge Progress Report

The Digital Badge Progress report displays your student's progress in the digital badge program. You have several parameter options such as displaying course details or only completed badges.

Badge Progress Report

This report shows students that have obtained, or are on track to obtaining, a badge. A minimum pass mark of 70% is required. Courses that have not been attempted which are required for a badge will be listed as N/A.

NOTE: Courses completed prior to March 1st 2016 are ineligible for badging and will be shown in the report as incomplete, regardless of their actual status. Students can re-sit the course to meet the badge completion criteria in these instances.

Report Criteria

Student profile information to include:

- include student profile information (select from the following):
 - login ID
 - department
 - manager name
 - email address
 - telephone
 - info 1
 - info 2
 - info 3
 - info 4

Badge completion information to display:

- Completed badges only (without course details)
- Completed badges only (with course details)
- Detailed badge progress report. Badges status shows completed or not.

Report format:

- HTML
- Excel

[Build Report](#)

Sample Badge Progress Report Below.

Badge Progress Report

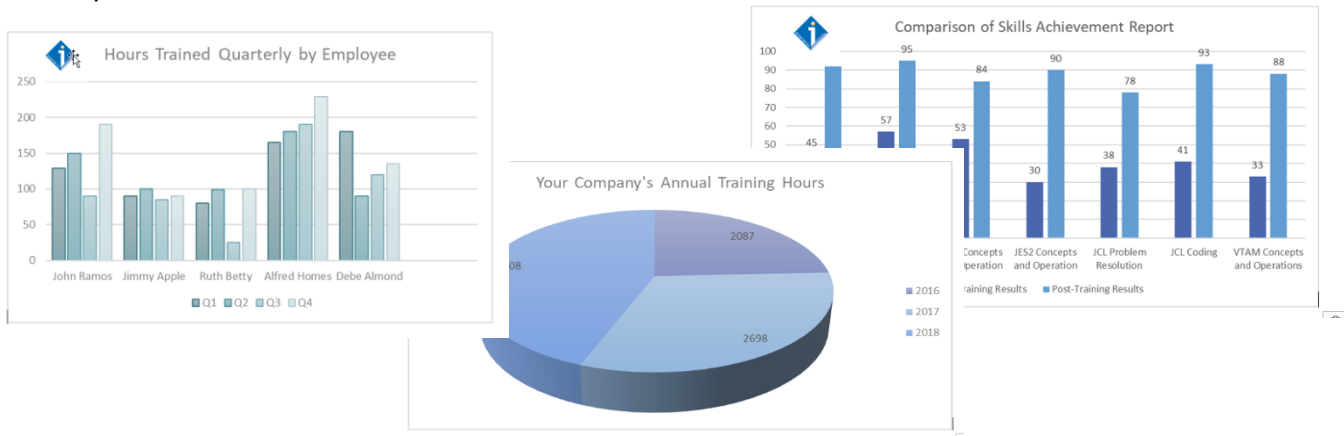
As of Tuesday, December 18, 2018

[Return to Report Configuration](#) [Print](#)

Name	Student No.	Badge View	Data Transfer	User Name	Badge Name	Badge Status
	12650	Y	Y		CICS Programming - Experienced	Complete
	12650	Y	Y		CICS Operations	Complete
	13147	Y	Y		DB2 Operations	Complete

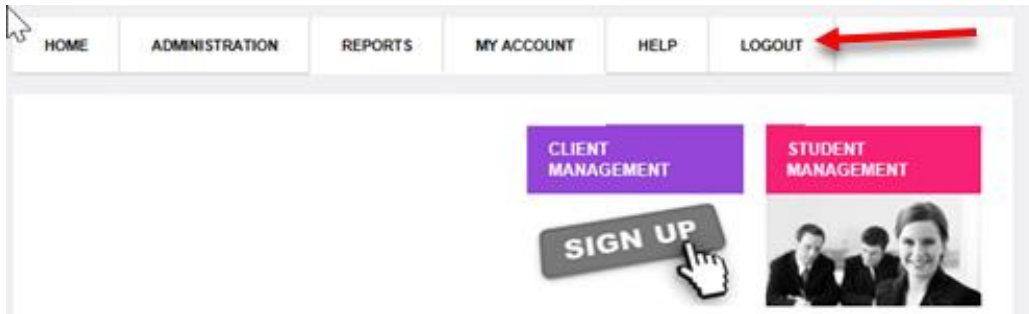
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Logout

When finished with your session logout by clicking the LOGOUT button on the menu bar.





There is no saturation point in education.



– IBM Founder Thomas J. Watson, Sr.

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