



Prepare and deliver  
a learning report

# Reporting for success



Learning pocket guide 2 of 3

## Introduction

Reporting can be time-consuming, but it needn't be a headache.

By planning your report ahead of schedule and accounting for its delivery in your reporting approach, you will be well on the way to being fully prepared.

By presenting and delivering a successful learning report, you will be able to showcase the importance of learning and development in the workplace.

## Before we begin

Now that you have decided what it is that you want to report on, it is time to understand what is viable.



### Ask yourself:

- Do you want to report on test scores?
- Does your content export this data – and what happens if there is more than one test within the content? Does it report on all tests, or just one?
- Does it report 'pass/fail', or other labels?
- Can you see actual percentages achieved?
- Do you want to see answers to individual questions?
- How are you tracking completions?
- Is 'pass' always 100%?

Use the maximum level of insight possible to provide reports on the ways in which users take a course; by drilling into your content this way, you can execute qualitative reporting alongside the courses' performance success.

## Think about the fit

Think about how your content will fit into your LMS – will it enable you to extract and deliver your reporting goals as expected?

Think about if your current LMS can correctly interpret the data that is being sent into it from your content. Deadlines will also need to be accounted for; learners must be able to tell for themselves when the completion date is due.

Also take into account your LMS's usability for a multi-lingual portfolio. It should ideally regard English, French, Spanish and Chinese versions as one and the same where reporting is considered.



## What

Consider what it is that you're hoping to report on – and then evaluate how well equipped you are to undertake the required reporting activity.

Ask yourself:

1. What is it that you're looking to report on?
2. Where will your data come from?
3. Does your LMS have the functionality to manage all reporting?
4. How long will each report take to compile?
5. Are your systems able to handle the quantity of data required?
6. Can reporting be automatically scheduled and distributed?
7. Are systems and reporting tools able to report as per the organisational hierarchal structure?

Whilst the above considerations may be challenging to apply to your organisation's needs, reflect on the potential for long-term benefits.

## Who

Take your stakeholders into account when formatting reports.

Do not spend time formatting data nicely when all that is required is raw data that can be manipulated; equally, if a brief overview is required for a presentation, it may be appropriate to spend time formatting the information succinctly.

Dashboards are becoming increasingly popular, but it is worthwhile remembering that 50% of UK PLCs do not have representation of learning at board-level, making strategic decisions difficult to reach.

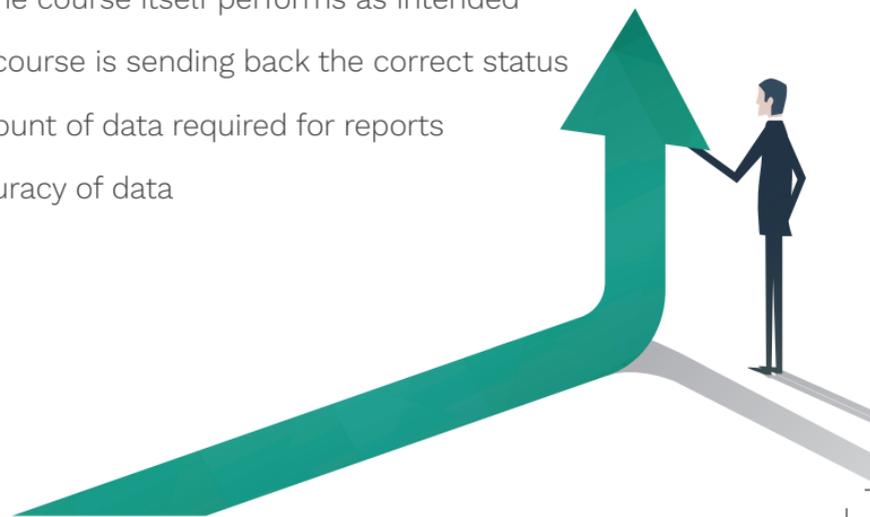
TOP TIP: Present reports in just a small handful of formats. This will reduce the risk of inaccuracies creeping in, whilst reducing the administrative configuration within your L&D team.

## Pilot reporting with a flying start

Pilot your reporting requirements whilst piloting the learning content itself. Reporting issues won't be flagged until usage data has been gathered from the content.

Your objectives for piloting reporting should include:

- Making sure that the course itself performs as intended
- Ensuring that the course is sending back the correct status
- Evaluating the amount of data required for reports
- Assessing the accuracy of data

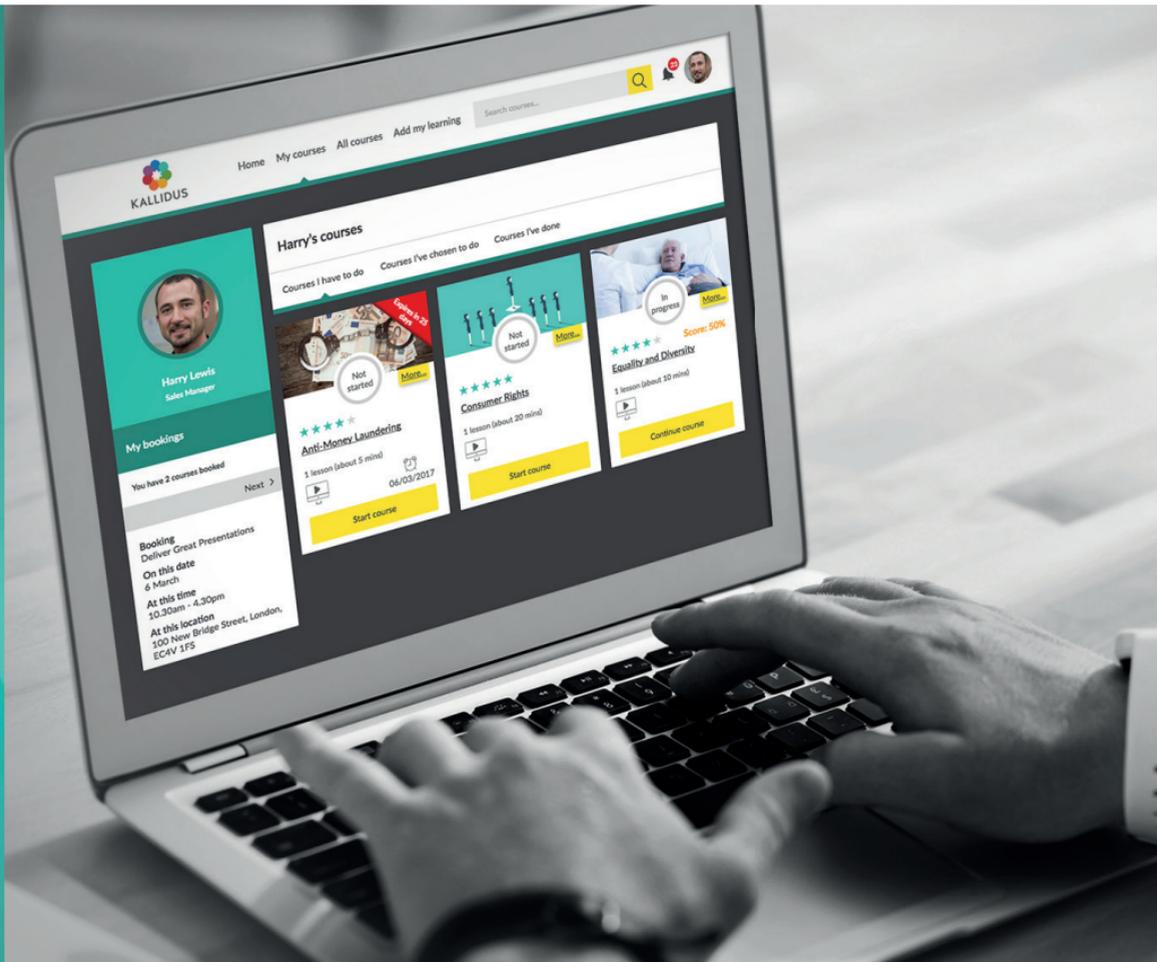


## Avoid the backtrack

Whilst finding out that your reporting is not working as intended during your pilot phase is disappointing, finding out that your reporting is not accurate or irrelevant following the launch can be devastating – stakeholders will be dissatisfied and your LMS project will take on an air of amateurism.

It can be impossible to backtrack quickly enough, or correct omissions that weren't prepared for beforehand. Make the most of the pilot phase to ensure that you are using your reporting as you intend following its launch.





## Time to test

For the ultimate success when preparing and delivering reports, test trial the exact reports you intend to use following launch during your pilot phase.

Whilst this may feel aimless when using test data, it can reap the rewards when report templates can be built and analysed during the test phase to ensure their success for the launch of the learning system.

It is critical to remember that your content, LMS and reporting capabilities are all inextricably linked, so ensure that you test these in conjunction with each other during the pilot phase.

# Integrate reporting

**Don't resort to reporting** – make it your priority with one of our experts who will discuss how to best plan reporting for **long-term learning success**.

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