



Unleash the Power of e-Learning

Report Manual

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Product Support

If you have purchased a support package and have any questions during the use of Inquisiq™ that are not addressed in this guide, please visit our support site at:

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Overview

The **Inquisiq™ Report Manual** explains the basics of creating and running reports within Inquisiq. By following the procedures and examples below, you will learn how to configure a report to capture the correct data, view and/or save it, and set up a subscription to receive updated reports for any date and time that you specify. Please note that there are multiple layout and icon options available within Inquisiq. The screenshots in this **Report Manual** are from the Classic layout paired with the Classic icon set.

Review user guides, manuals, technical notes, and white papers on the Inquisiq™ website at <http://www.inquisiqr4.com/resources/documents/>

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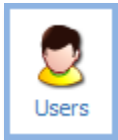
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Granting Users Permission to Run Reports

For a user to run reports, you must first grant them “Reporter” permission. Once “Reporter” permissions are granted, the user will have a **Reports** tab in their main menu.

To grant a user permission:

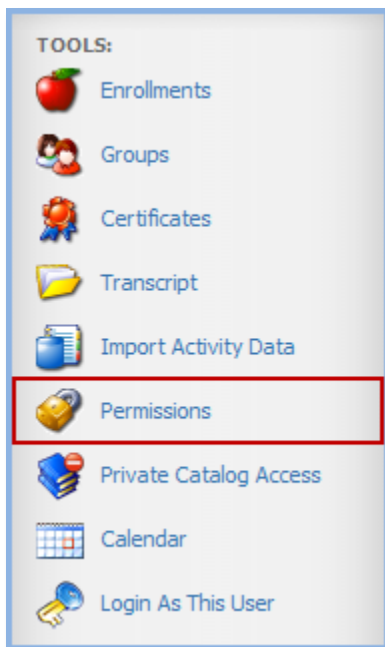
1. Sign in using the “Administrator” login, and select the **Administrator Menu** tab on the Main Menu. Click on the **Users** icon located in the **User’s & Groups** sub-menu.



2. Locate the user from the list. You can use the search tool at the top of the page.

☐	Name	Username	Email ▼	Disconnect	Login	View
☐	Smith, John	jsmith	jsmith@gmail.com			

3. Click the **View** icon () to view the user’s account information.
4. Select the **Permissions** icon from the **Tools** menu located in the upper right side of the screen. This will allow you to view and modify the permissions for the selected user.



5. Scroll down and select the "Reporter" checkbox.

☒ **Reporter**

This role allows the user to build, view, save and schedule reports.

This user may access:

- ☒ any dataset.
- ☐ only datasets selected below.

- ☐ Catalog and Course Information
- ☐ Certificates
- ☐ Course Transcripts
- ☐ Purchases
- ☐ User Demographics

Select: All | None

Within the selected datasets, this user may see:

- ☒ any user.
- ☐ no users.
- ☐ only users within the groups selected below.

- ☐ Support/IT Staff

Select: All | None

Save Changes **Cancel**



The "Reporter" permission includes additional controls that allow you to select which types of reports can be run, as well as which users will appear in the reports. For example, you may want the user to have access to the Course Transcripts dataset but not the Purchases dataset. Likewise, you can control which users appear in the reports by restricting the users to only those in specific groups.

6. Click **Save Changes**.

☒ **Done**

User permissions have been set successfully.

Navigating the Reports Screen

A user with “Reporter permissions” will see the **Reports** tab in the Inquisiq main menu along the top of the screen. If the Reports tab is not visible to you, then you do not have the correct permissions. To access the Reports screen, click on the **Reports** tab.

The **Reports** screen has two sections: Reports and Datasets. The **Reports** section provides you quick access to all previously saved reports and report subscriptions (please refer to the section, “Creating a Report Subscription,” for further details on that feature). Notice that the saved reports are divided into two categories, the ones on top are the reports that you have created and saved, while the ones below are reports that other people have saved and made public.

Reports

Reports

Reports that you have configured as well as those that others have configured and marked as "public" are listed below.

MY SAVED REPORTS

Reports that you have configured and saved:

You do not have any saved reports available.

MY SUBSCRIPTIONS

Reports that you have subscribed to:

You are not subscribed to any reports.

PUBLIC REPORTS

Reports that others have saved and made public:

No public reports are available.

Datasets

Available datasets are listed below. Add filtering criteria to available datasets to create reports that may be viewed immediately or saved.

CATALOG AND COURSE INFORMATION

Information for Catalogs, Courses, Lessons, and Sessions.

[Create New Report](#)

CERTIFICATES

Certificate award information. Includes certificates that have been earned as well as those that have been manually awarded.

[Create New Report](#)

COURSE TRANSCRIPTS

Course and lesson status and completion information including scores and dates.

[Create New Report](#)

PURCHASES

Purchase information including final costs and coupon codes used.

[Create New Report](#)

USER DEMOGRAPHICS

Complete user account information for all users including name, username, email, contact information, organizational information and more.

[Create New Report](#)

The **Datasets** section provides categorized collections of data that you can pull from to create a report. Each dataset contains different information, although a lot of information can be found in more than one dataset. Five datasets have been created for you and come standard with Inquisiq:

- **Catalog and Course Information:** contains information for all Catalogs, Courses, Lessons, and Sessions.
- **Certificates:** contains information related to certificates that have been awarded. This includes information like Certificate name, award date, expiration date, credits, etc.
- **Course Transcripts:** contains user activity and all information related to course enrollments. This includes information like course completions, lesson completions, lesson scores, and interaction data (quiz questions).
- **Purchases:** contains information related to course purchases such as order number, purchase amounts, purchase dates, and coupon codes.
- **User Demographics:** contains profile information for all user accounts. This dataset allows you to run reports that are essentially user lists that can be filtered for specific criteria. This information is also in the other datasets.



It is possible to create and load additional datasets if you find it necessary. This can be done by the administrator with assistance from the ICS technical support team. Please contact us at <http://support.icslearninggroup.com/>.

Once you have decided which dataset is most appropriate for the information you are looking for, click the **Create New Report** link for that dataset to take you to the **Report Configuration** screen.

Configuring a Report

This section describes the **Report Configuration** screen and explains how to configure a report using data specific Fields and Filters. To access this screen, click the **Create New Report** link beneath the dataset you wish to use for your report.

Report: Add Report (Course Transcripts)

CONFIGURATION SAVE SETTINGS

Details
Use the interface below to select the columns and filters to apply to this report.

FIELDS
Select the fields from this dataset that you would like to appear in your report:

- ☐ Name
- ☐ Email
- ☐ Username
- ☐ Job Title
- ☐ Job Class
- ☐ Company

Select: All | None

Run Report

FILTERS
Specify the report filters below. Only data that matches the criteria you specify below will be included in your report.

+ Name

Indicates which dataset you are using.

Fields: a scrollable list of all data fields (specific to the each dataset) available for display in this report.

Filters: allows you to refine what data is included in your report.

Selecting Report Data Fields

The Fields selection box is a scrollable list of all the data fields available within the dataset you selected. Click the checkbox next to any data field to include it as a column in your report. See Appendix A for a complete list of fields and their definitions.

FIELDS
Select the fields from this dataset that you would like to appear in your report:

- ☐ Name
- ☐ Email
- ☐ Username
- ☐ Job Title
- ☐ Job Class
- ☐ Company

Select: All | None

Example: You need to create an email list of all your users so you want your report to include a column for each user's name and a column for each user's email. To do so, click the checkbox next to the **Name** and **Email** fields, and then click **Run Report**.

To select all of the fields, click the **All** option beneath the Fields selection box. To clear all of the fields, click the **None** option.

Setting up Filters

Using filters will allow you to refine what data is included in your report. A filter consists of the following four parts: input field, logical operator, comparison operator, and criterion/criteria.

The screenshot shows the 'FILTERS' configuration window. At the top, it says 'Specify the report filters below. Only data that matches the criteria you specify below will be included in your report.' Below this, there is a filter configuration area. A green plus icon is next to a dropdown menu showing 'Name'. To the right of this, there is a red 'X' icon next to the text 'Country'. Further right, there are two radio buttons: 'match any' (selected) and 'match all'. To the right of these is a green plus icon and a grey 'X' icon. Next to the grey 'X' is a dropdown menu showing 'equals'. To the right of this is a text input field containing 'US'. Below the filter configuration area, there are four callout boxes with arrows pointing to specific parts: 'Input Field' points to the 'Name' dropdown, 'Logical Operator' points to the 'match any' radio button, 'Comparison Operator' points to the 'equals' dropdown, and 'Criterion/Criteria' points to the 'US' text input field.

When setting up a filter, the first thing you need to do is select an input field to use for your filter.

The screenshot shows the 'FILTERS' configuration window. At the top, it says 'Specify the report filters below. Only data that matches the criteria you specify below will be included in your report.' Below this, there is a filter configuration area. A green plus icon is next to a dropdown menu. The dropdown menu is open, showing a list of data fields: Name, Email, Username, Job Title, Job Class, Company, Street Address, City, State/Province, Postal Code, Country, Primary Phone, Work Phone, Home Phone, Fax, Mobile Phone, Pager, Other Phone, Division, Department, Supervisor, Region, Employee ID, Social Security Number, Gender, Race, Date of Birth, Status, Created, and Expires. A red arrow points from the 'Input Field' text to the 'Country' option in the dropdown menu.

Input Field: is a drop down menu of all the data fields available in the dataset you selected. You can select any field in the dataset, even those that have not been selected for display in the report.

Select an input field and click the **Add Filter** button  to add that as a filter to your configuration. To remove any filter from the list, click the **Remove Filter** button



Next, select a comparison operator.

The screenshot shows a search criteria form with a field named 'Name'. To its right, there are radio buttons for 'match any' (selected) and 'match all'. Further right, a comparison operator dropdown menu is open, displaying the following options: 'equals', 'contains', 'equals', 'does not contain', 'does not equal', 'is not empty', 'is empty', and 'starts with'. A red arrow points from the text 'Comparison Operator' to the dropdown menu.

Comparison Operator: can be selected from the drop-down menu. To search on null values (empty fields), select “is empty” from the drop-down menu.

The drop-down menu options for the comparison operator will vary depending on whether the input field selected is text, predefined text, or a date. Below are examples of each.

When the input field is **text**:

The screenshot shows a search criteria form with a field named 'City'. To its right, there are radio buttons for 'match any' (selected) and 'match all'. Further right, a comparison operator dropdown menu is open, displaying the same options as in the previous screenshot. The input field to the right of the dropdown contains the text 'Annapolis'.

When the input field is **predefined text**:

The screenshot shows a search criteria form with a field named 'Course Status'. To its right, there are radio buttons for 'match any' (selected) and 'match all'. Further right, a comparison operator dropdown menu is open, displaying the same options as in the previous screenshots. The input field to the right of the dropdown is empty.

A predefined text field is one that has a limited number of set values. When equals is selected as the comparison operator, a drop-down menu will then appear in the criterion field. In this example, **Course Status** can only equal the following: **completed**, **enrolled**, **expired**, **future**, or **overdue**.

The screenshot shows a search criteria form with a field named 'Course Status'. To its right, there are radio buttons for 'match any' (selected) and 'match all'. Further right, the comparison operator dropdown menu is set to 'equals'. To the right of the 'equals' dropdown, another dropdown menu is open, displaying the following options: 'completed', 'completed', 'enrolled', 'expired', 'future', and 'overdue'. A mouse cursor is pointing at the 'enrolled' option.

When the input field is a **date**:

The screenshot shows a criteria selection interface for a date field. On the left, there is a red 'X' icon next to the text 'Date Due'. To its right are two radio buttons: 'match any' (which is selected) and 'match all'. Further right is a green plus icon and a grey minus icon. A dropdown menu is open, showing a list of comparison operators: 'is greater than', 'is greater than or equal to', 'is less than', 'is less than or equal to', 'is not empty', 'is empty', 'today', 'yesterday', 'last 7 days', 'this week', 'last week', 'last 2 weeks', 'this month', 'last month', 'last 3 months', 'last 6 months', 'this quarter', 'last quarter', 'last 2 quarters', 'last 3 quarters', 'last 4 quarters', 'this year', and 'last year'. The 'is greater than' option is highlighted. To the right of the dropdown is an empty text input field and a small calendar icon.

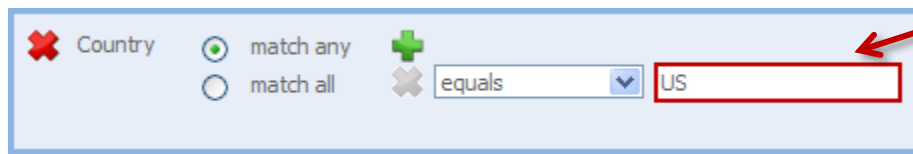
Note: When the comparison operator is either **is greater than** or **is less than**, a calendar icon appears to the right of the criteria field. Click on it and select the appropriate date from the popup calendar.

This screenshot shows the same criteria selection interface as the previous one, but with a calendar popup displayed. The calendar is for 'OCTOBER 2012' and shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 31). The date '5' is highlighted. Below the calendar, the dropdown menu is still open, showing 'is greater than' selected. To the right of the dropdown is a text input field containing the date '2012-10-05' and a small calendar icon.

When the Input field is a **number**:

The screenshot shows a criteria selection interface for a number field. On the left, there is a red 'X' icon next to the text 'Credits'. To its right are two radio buttons: 'match any' (which is selected) and 'match all'. Further right is a green plus icon and a grey minus icon. A dropdown menu is open, showing a list of comparison operators: 'is less than', 'equals', 'is greater than', 'is less than or equal to', 'is not empty', and 'is empty'. The 'is less than' option is highlighted. To the right of the dropdown is a text input field containing the number '3'.

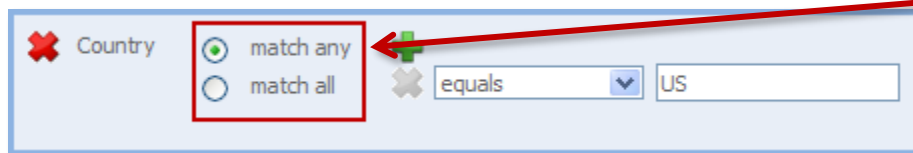
Next, specify the criterion/criteria.



Criterion/Criteria:
is/are the specific value(s) that will be used in the filter operation.

To add additional criteria to a filter, click the **Add Criterion** button  located to the right of the **match any** option. To remove criteria, click on the **Remove Criterion** button .

Finally, select the logical operator.

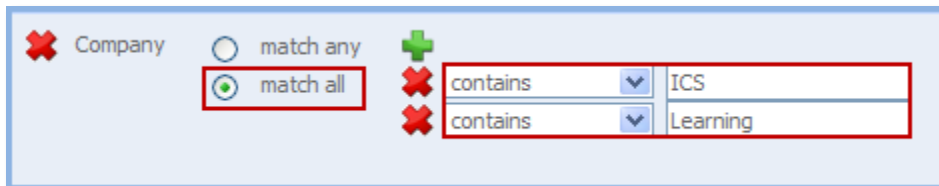


Logical Operator:
allows you to change the way the filter works when you have **multiple** criteria.

When “match any” is selected, a record will be displayed if it matches any of the operators and criteria specified. When “match all” is selected, a record will be displayed only if it matches all of the operators and criteria specified. To illustrate this functionality, refer to the example below.

Example: Create a filter to show users whose company name contains “ICS” AND “Learning”

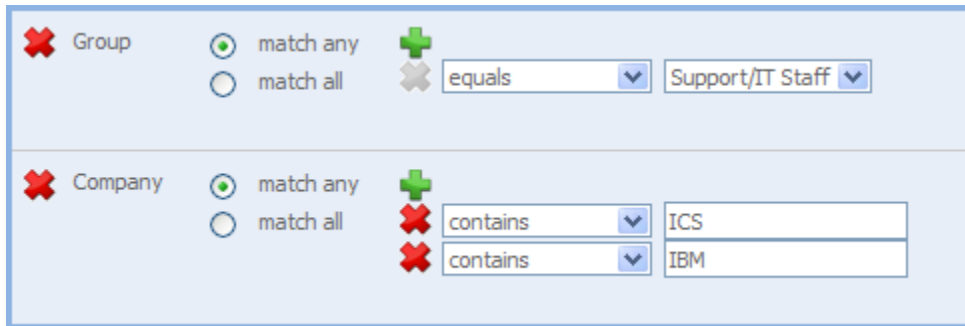
1. Select Company as the input field and click the **Add Filter** button .
2. Select “match all.”
3. Select “contains” from the drop-down menu.
4. Type “ICS” into the criterion field.
5. To expand a filter that has already been created, click the **Add Criterion** button  located to the right of the **match any** option.
6. Select “contains” from the drop-down menu.
7. Type “Learning” into the criterion field.



When you have multiple filters, it is important to note that the overall Logical Operator between those filters is **“AND.”** Please refer to the example below.

Example: Create filters to show users in the group named “Support/IT Staff” AND users whose company name contains “ICS” OR “IBM”:

1. Follow steps 1-7 above, but select “match any” as the logical operator.
2. Select Group as the input field and click the **Add Filter** button .
3. Select “match any.”
4. Select equals from the drop-down menu.
5. Select Support/IT Staff as the criterion.



 Group	☒ match any ☐ match all			equals	Support/IT Staff
 Company	☒ match any ☐ match all			contains	ICS
				contains	IBM

In the example above, the report will only show records that meet **ALL** the criteria: The user is in the group named “Support/IT Staff” **AND** the user’s company name contains “ICS” **OR** “Learning.”

Running a Report

Once you have configured your report, as described in the previous section, you can click the **Run Report** button at the bottom of the report screen. The Inquisiq reporting tool will then include your selected fields and apply your specified filters to produce a report available as an HTML page and an Excel file.

To run a report:

1. Click the **Reports** tab.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the **Configuring a Report** section listed above.
4. Click **Run Report**.
5. To view the report results as an HTML page, click on the **HTML** icon. To open/save the report in Excel, click on the **Excel (.csv)** icon.



If you choose the HTML page, the field names will be arranged in the order they appear in the field selection box and cannot be adjusted left or right. However, you can sort the information alphabetically by field name (A→Z or Z→A) or numerically (1→10 or 10→1).

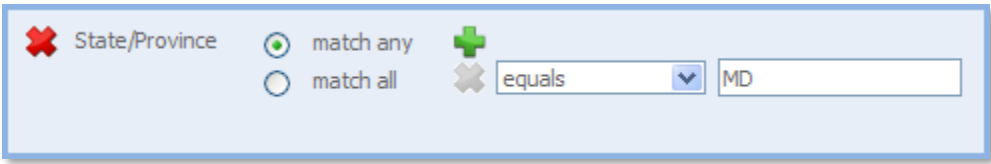
User Demographics					Print 
All dates and times are in (GMT -5:00) Eastern Time (US & Canada)					
Name	Street Address	City ▼	State	Postal Code	
Jackson, Anna	1657 Oak Drive	Virginia Beach	VA	23451	
Smith, Adam	572 Maple Street	Virginia Beach	VA	23455	
Wilson, Jeanette	1168 Robinson Rd.	Pasadena	MD	21122	

Examples: How to Configure and Run a Report

This section provides examples of report configurations that vary from basic to advanced.

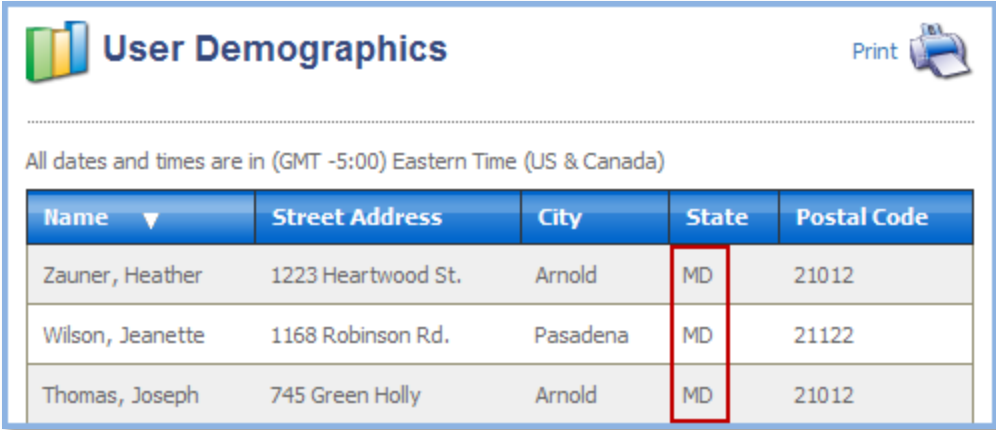
Example: Create a report that shows all the users who live in Maryland:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **User Demographics** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Street Address, City, State/Province, and Postal Code** fields.
4. Under the Filters section, select the **State** field from the drop-down menu.
5. Click the **Add Filter** button . The State filter now appears in a list of filters below.
6. Select **equals** from the drop-down menu.
7. Type "MD" in the criteria field.



The filter configuration interface shows the 'State/Province' field selected. It includes radio buttons for 'match any' (selected) and 'match all'. A dropdown menu is set to 'equals', and the criteria field contains 'MD'.

8. Click **Run Report**.
9. Click on the **HTML** icon to view the report results as an HTML page.

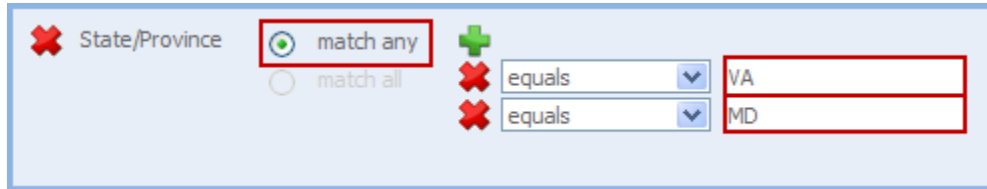


The report header includes the title 'User Demographics', a 'Print' button with a printer icon, and a note: 'All dates and times are in (GMT -5:00) Eastern Time (US & Canada)'.

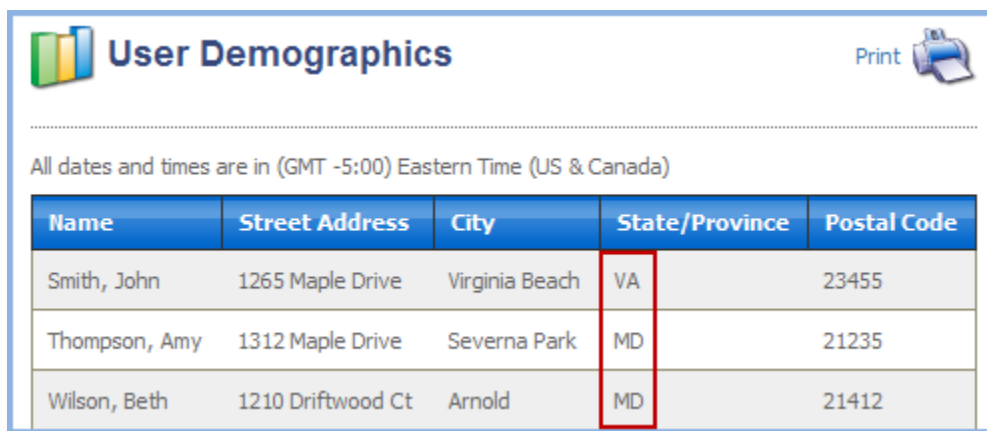
Name ▼	Street Address	City	State	Postal Code
Zauner, Heather	1223 Heartwood St.	Arnold	MD	21012
Wilson, Jeanette	1168 Robinson Rd.	Pasadena	MD	21122
Thomas, Joseph	745 Green Holly	Arnold	MD	21012

Example: Create a report that shows all the users who live in Maryland and all users who live in Virginia:

1. Follow steps 1-7 above.
2. Click the **Add Criterion** button  located to the right of the **match any** option.
3. Select **equals** from the drop-down menu.
4. Type "VA" in the criteria field.



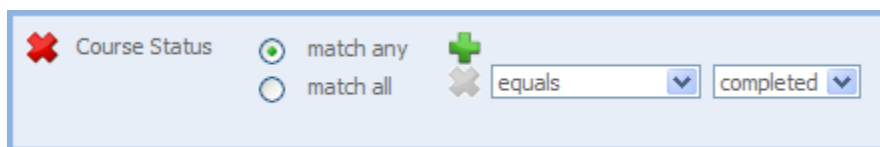
5. Click **Run Report**.
6. Click on the **HTML** icon to view the report results as an HTML page.



Name	Street Address	City	State/Province	Postal Code
Smith, John	1265 Maple Drive	Virginia Beach	VA	23455
Thompson, Amy	1312 Maple Drive	Severna Park	MD	21235
Wilson, Beth	1210 Driftwood Ct	Arnold	MD	21412

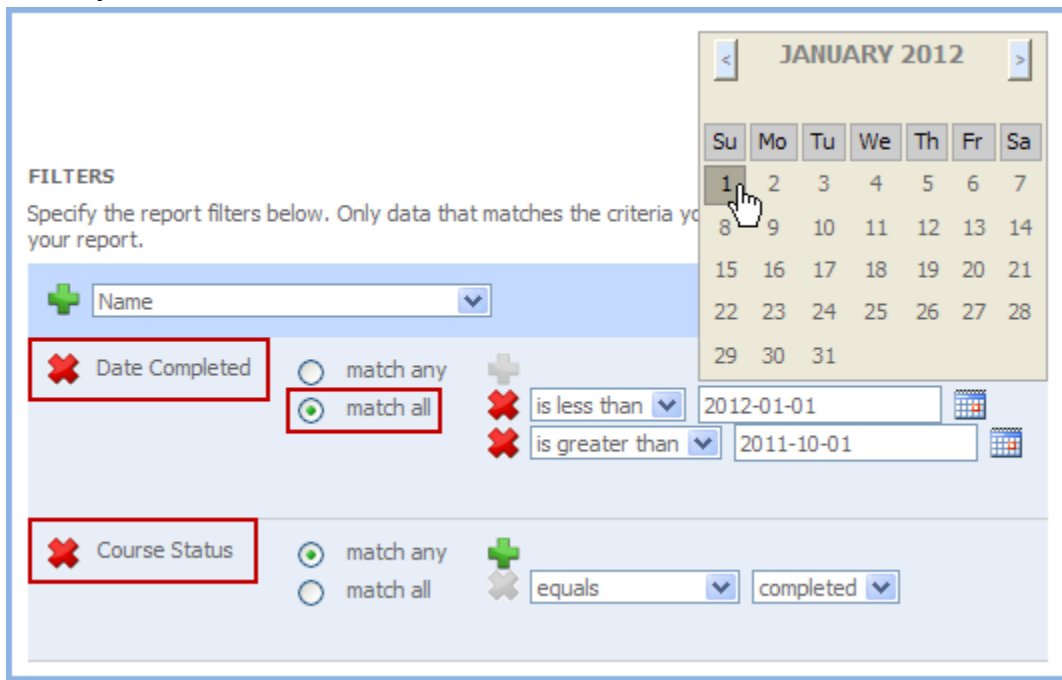
Example: Create a report that shows the name and email for any user who has completed a course in the 4th quarter of 2011:

1. Click the **Reports** tab.
2. Click the **Create New Report** link beneath the **Course Transcript** dataset.
3. Under the Fields section, select which fields you want displayed in your report. In this example, you will click the check box next to the **Name, Email, Course, and Date Completed** fields.
4. Under the Filters section, select the **Course Status** field from the drop-down menu. Then click the **Add Filter** button .
5. Select **equals** from the drop-down menu.
6. Select **completed** from the drop-down menu in the criteria field.



7. Under the Filters section, select the **Date Completed** field from the drop-down menu. Then click the **Add Filter** button .
8. Select **is greater than** from the drop-down menu, then click the calendar icon and select **October 1, 2011** from the calendar.

9. Click the **Add Criterion** button  located to the right of the **match any** option.
10. Select **is less than** from the drop-down menu, then click the calendar icon and select **January 1, 2012** from the calendar.



FILTERS
Specify the report filters below. Only data that matches the criteria you select will be included in your report.

 Name 

 **Date Completed** ☐ match any   is less than  2012-01-01 

  match all  is greater than  2011-10-01 

 **Course Status** ☒ match any   equals  completed 

JANUARY 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

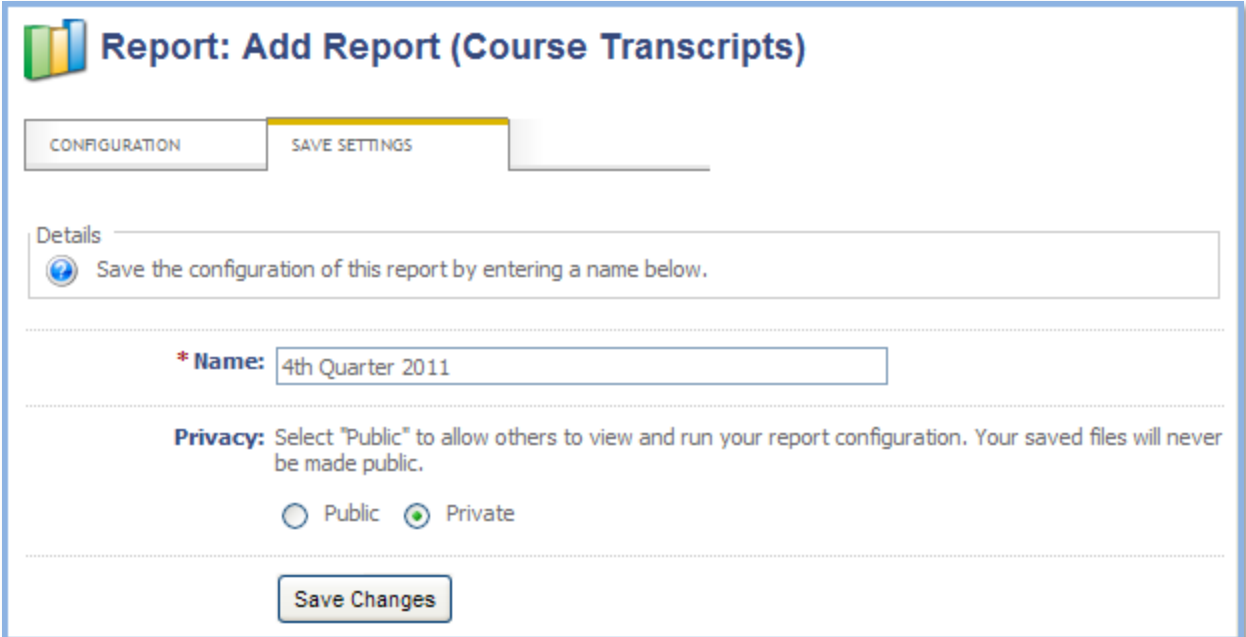
11. Select “match all” as the logical operator. This ensures that your filtered date range is **both** greater than October 1, 2011 **and** less than January 1, 2012.
12. Click **Run Report**.

Saving your Report Configuration

Once you have configured a report, you can save the report configuration to your user account. This allows you to rerun the report without having to reconfigure it (reselect all of the fields and filters). You also have the ability to make a report public or private. If you select “Public,” other people who have reporting permissions will see the report and be able to run it. If you select “Private,” then only you will be able to see and run the report.

To configure your report settings:

1. Click the **Save Settings** tab.
2. Name the report.
3. Select “Public” or “Private.”
4. Click **Save Changes**.



The screenshot shows a web interface for configuring a report. At the top, there's a title bar with a folder icon and the text "Report: Add Report (Course Transcripts)". Below this, there are two tabs: "CONFIGURATION" and "SAVE SETTINGS", with "SAVE SETTINGS" being the active tab. Under the "Details" section, there's a message: "Save the configuration of this report by entering a name below." followed by a text input field containing "4th Quarter 2011". Below this, there's a "Privacy" section with a description: "Select 'Public' to allow others to view and run your report configuration. Your saved files will never be made public." and two radio buttons: "Public" and "Private", with "Private" being selected. At the bottom, there's a "Save Changes" button.

Saving your Report Results

Once you click **Save Changes** in the **Save Settings** tab, two new tabs will appear: **Files** and **Subscription**. The **Files** tab is where you can access the data that was generated by the report and saved. These files contain the specific data for when the report was run and are therefore fixed. You will have to re-run the report to see updated information. Each file has a time/date stamp and can be viewed as either an HTML page or in Excel.

To save a report to your user account:

1. Click the **Reports** tab. If you have already configured your report and saved your report settings, continue to step 4.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the “Configuring a Report” section listed above.
4. Click **Run Report**.
5. Select the **Save** icon, and then click **Close Window**.



6. Select the **Files** tab. This will show you a list of time/date stamped data files that have been generated and saved (for this report).
7. If you want to delete a file, select the checkbox to the left of the file and then click the **Delete Selected** icon at the bottom of the screen.

 **Report: 4th Quarter 2011**

CONFIGURATION

SAVE SETTINGS

FILES

SUBSCRIPTION

Details

 All previously generated files for this report including those generated during your subscription schedule are listed below.

☐	Generated	Size	View HTML	View EXCEL
☐	December 31, 2012 @ 5:00 PM	3 KB		

 Delete Selected

Subscribing to a Report

With the Inquisiq reporting tool, you can also subscribe to reports which will automatically email you the results on a designated schedule. The report will be attached to the subscription email. To unsubscribe to a report, click the **unsubscribe** link located at the bottom of the email or return to the page below and select the **Off** button. Only users can create report subscriptions. The LMS administrator account is not able to subscribe to reports.

If your Inquisiq installation is configured as such, you will need to select a relative date filter that is less than or equal to the frequency of your configured subscription. A relative time filter is a date that is relative from the date and time that the report subscription is delivered. For example if you have configured a report on "[account] Created" in the last 7 days, the report will provide results for user accounts that were created within the last 7 days (from the date / time that the subscription was delivered). Filters that have relative date selections would be the following: Created, Expires, Last Login, Enroll Date, Date Due, Date Completed, etc.

To set up a report subscription:

1. Click the **Subscription** tab.
2. Select the **On** button.
3. Review the email address listed (from your user's profile). To change it, click on the **profile** link. Click **Save Changes** before exiting your Account Information.
4. Select the **Start Date** and time that you would like to receive the report. The time zone indicated is based off of your profile. To change the time zone, click on the **profile** link.
5. Select the **Frequency** or how often the report will be delivered using the drop-down menu. Options include Day(s), Week(s), Month(s), and Year(s). In the example below, the report will be delivered "Every 1 Week(s)." Because October 1, 2012 falls on a Monday, the report will be delivered every Monday at 8:00 AM (EST).

The screenshot shows the 'Report: 4th Quarter 2011' configuration page with the 'SUBSCRIPTION' tab selected. The 'Details' section contains a message: 'Use the form below to configure your subscription to this report.' The 'Subscription' section has radio buttons for 'On' (selected) and 'Off'. The 'Delivery' section shows the email address 'jsmith@gmail.com' in a red box. The 'Start Date' section shows 'October 1, 2012 at 8:00 AM (GMT -5:00) Eastern Time (US & Canada)' in a red box. The 'Frequency' section shows 'Every 1 Week(s)' with a dropdown menu open showing options: 'Year(s)', 'Month(s)', 'Week(s)', and 'Day(s)'. A mouse cursor is pointing at 'Week(s)'.

6. Click **Update Subscription**.

Update Subscription

Appendix A: Default Field Definitions

All user fields, their labels, availability and constraints may change depending upon your "User Account Data" configuration. Please note that the field names in the User Demographic dataset are also listed in the following datasets: Certificates, Course Transcripts, and Purchases.

Catalog and Course Information Dataset

Default Label	Description	Type	Notes
Catalog Name	Catalog name	Text	
Catalog Cost	Catalog cost	Number	
Course Name	Course name	Text	
Course Code	Course code	Text	
Course Cost	Course cost	Number	
Course Rating	Average course rating of 1 – 5 stars	Number	
Votes Cast	Number of users who rated the course	Number	
Course Credits	Course credits	Number	
Course Published	Whether or not the course is published (displayed in the course catalog)	Text	"Equals" comparison operator displays True or False
Course Closed	Whether or not the course is closed for self-enrollment	Text	"Equals" comparison operator displays True or False
Course Locked	Whether or not the course is locked	Text	"Equals" comparison operator displays True or False
Lesson Name	Lesson name	Text	
Lesson Type	Lesson type	Text	
Content Resource	The SCORM package and SCORM resource identifier of the lesson	Text	
Session Date/Time	Session date/time	Date	
Session Seats	Session seats	Number	
Session Waiting Seats	Session waiting seats	Number	
Session Seats Available	Session seats available	Number	
Session Instructor	Session instructor's full name	Text	Last Name, First Name, Middle Name
Session Instructor Email	Session Instructor's email	Text	
Session City	Session city	Text	
Session Province	Session province	Text	
Session Student Name	Session student's full name	Text	Last Name, First Name, Middle Name
Session Student Email	Session student's email	Text	
Session Student Username	Session student's username	Text	

Certificates Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Certificate Name	Certificate name	Text	
Issuing Organization	Certificate's issuing organization	Text	
Awarded By	User who awarded the certificate	Text	Last Name, First Name, Middle Name or "[Earned]"
Award Date	Date the certificate was awarded	Date	
Expiration Date	Certificate's expiration date	Date	
Code	Certificate's code	Text	
Credits	Course credits	Number	

Course Transcripts Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Code	Course code	Text	
Course	Course name	Text	
Credits	Course credits	Number	
Enroll Date	Date user was enrolled in the course	Date	
Course Status	Course status	Predefined Text	Valid search values are "completed," "enrolled," "expired," "future," "overdue"
Due Date	Date course needs to be completed by	Date	
Date Completed	Date the course was completed	Date	
Lesson	Lesson name	Text	
Session Date/Time	Session Date/Time	Date	
Content Resource	The SCORM package and SCORM resource identifier of the lesson	Text	
Lesson Completion	Lesson Completion is determined by the content	Predefined Text	Valid search values are "completed," "incomplete," "unknown," or "not attempted"
Progress Measure	Percentage of the lesson that has been completed	Text	
Lesson Success	Lesson Success is determined by the content	Predefined Text	Valid search values are "passed," "failed," "unknown," or "not attempted"
Score	Lesson score	Number	
Lesson Timestamp	Lesson timestamp	Date	
Lesson Time	Total time user spent interacting in the lesson	Number	
Attempts	Number of times the user has attempted the lesson	Number	
Interaction	The identifier of a user's recorded interaction	Text	
Interaction Description	The description of a user's recorded interaction	Text	
Type	The type of interaction	Text	
Interaction Timestamp	Date/time of the recorded interaction	Date	
Interaction Time	The time spent on the interaction	Number	
Learner Response	The learner's interaction response	Text	
Correct Responses	The correct response to the interaction	Text	
Result	The result of the interaction	Predefined Text	Valid search values are "correct" and "incorrect"
Objective	The identifier of the objective for an interaction	Text	
Objective Description	The description of the objective for an interaction	Text	
Objective Score	The required score for an objective to be successful	Number	
Objective Completion Status	Indicates whether or not the interaction's objective has been completed	Predefined Text	Valid Search values are "completed," "incomplete," or "unknown"
Objective Success Status	Indicates whether or not the interaction's objective has been passed	Predefined Text	Valid Search values are "passed," "failed," or "unknown"

Purchases Dataset

Default Label	Description	Type	Notes
All fields contained within the User Demographics dataset are also included in this dataset			
Order Number	Order number	Number	
Order Date	Order date	Date	
Credit Card Digits	Last four digits of the credit card	Number	
Item Type	Item type	Text	
Item Name	Item name	Text	
Item Description	Item description	Text	
Cost	The base cost of the item	Number	
Paid	This is the amount the user actually paid for the item. It takes into account any discount from the base price due to use of a coupon code	Text	
Coupon Code	Coupon code	Text	

User Demographics Dataset

Default Label	Description	Type	Notes
Full Name	User's full name	Text	Last Name, First Name, Middle Name
Last Name	User's last name	Text	Last Name
First Name	User's first name	Text	First Name
Email	User's email address	Text	
Username	User's username	Text	
Job Title	User's job title	Text	
Job Class	User's Job class	Text	
Company	User's company name	Text	
Street Address	User's street address	Text	
City	User's city	Text	
State/Province	User's state/province	Text	
Postal Code	User's postal code	Text	
Country	User's country	Text	2 character country code* Appendix B
Primary Phone	User's primary phone	Text	
Work Phone	User's work phone	Text	
Home Phone	User's home phone	Text	
Fax	User's fax	Text	
Mobile Phone	User's mobile phone	Text	
Pager	User's pager	Text	
Other Phone	User's other phone	Text	
Division	User's division	Text	
Department	User's department	Text	
Supervisor	Supervisor's full name	Text	Last Name, First Name, Middle Name (supervisor's username)
Region	User's region	Text	
Employee ID	User's employee ID	Text	
Hire Date	Date user was hired	Date	
Terminal Date	Date user was terminated	Date	
Social Security Number	User's social security number	Text	
Gender	User's gender	Text	Valid search values: f and m
Race	User's race	Text	Valid search values: African American (black), Caucasian (white), East Indian, Hispanic/Latino, Middle Eastern, Native American, Pacific Islander, Inter-racial
Date of Birth	User's date of birth	Date	
Status	Status of user's account	Text	
Created	Date the user's account was created	Date	
Expires	Expiration date of the user's account	Date	
Last Login	Date and time of user's last login	Date	
IP address	User's IP address	Text	
Language	User's default language	Text	"Equals" comparison operator displays list of all possible languages
Local Time Zone	User's local time zone	Predefined Text	"Equals" comparison operator displays list of all possible time zones
Group	User's group membership(s)	Predefined Text	"Equals" comparison operator displays list of all possible groups
Identifier	User's identifier	Text	

Appendix B: Country Codes

CODE	COUNTRY	CODE	COUNTRY
US	UNITED STATES	CF	CENTRAL AFRICAN REPUBLIC
CA	CANADA	TD	CHAD
AF	AFGHANISTAN	CL	CHILE
AX	ÅLAND ISLANDS	CN	CHINA
AL	ALBANIA	CX	CHRISTMAS ISLAND
DZ	ALGERIA	CC	COCOS (KEELING) ISLANDS
AS	AMERICAN SAMOA	CO	COLOMBIA
AD	ANDORRA	KM	COMOROS
AO	ANGOLA	CG	CONGO
AI	ANGUILLA	CD	CONGO, THE DEMOCRATIC REPUBLIC OF THE
AQ	ANTARCTICA	CK	COOK ISLANDS
AG	ANTIGUA AND BARBUDA	CR	COSTA RICA
AR	ARGENTINA	CI	CÔTE D'IVOIRE
AM	ARMENIA	HR	CROATIA
AW	ARUBA	CU	CUBA
AU	AUSTRALIA	CY	CYPRUS
AT	AUSTRIA	CZ	CZECH REPUBLIC
AZ	AZERBAIJAN	DK	DENMARK
BS	BAHAMAS	DJ	DJIBOUTI
BH	BAHRAIN	DM	DOMINICA
BD	BANGLADESH	DO	DOMINICAN REPUBLIC
BB	BARBADOS	EC	ECUADOR
BY	BELARUS	EG	EGYPT
BE	BELGIUM	SV	EL SALVADOR
BZ	BELIZE	GQ	EQUATORIAL GUINEA
BJ	BENIN	ER	ERITREA
BM	BERMUDA	EE	ESTONIA
BT	BHUTAN	ET	ETHIOPIA
BO	BOLIVIA	FK	FALKLAND ISLANDS (MALVINAS)
BA	BOSNIA AND HERZEGOVINA	FO	FAROE ISLANDS
BW	BOTSWANA	FJ	FIJI
BV	BOUVET ISLAND	FI	FINLAND
BR	BRAZIL	FR	FRANCE
IO	BRITISH INDIAN OCEAN TERRITORY	GF	FRENCH GUIANA
BN	BRUNEI DARUSSALAM	KY	FRENCH POLYNESIA
BG	BULGARIA	CF	FRENCH SOUTHERN TERRITORIES
BF	BURKINA FASO	TD	GABON
BI	BURUNDI	GM	GAMBIA
KH	CAMBODIA	GE	GEORGIA
CM	CAMEROON	DE	GERMANY
CV	CAPE VERDE	GH	GHANA
KY	CAYMAN ISLANDS	GI	GIBRALTAR

GR	GREECE	LT	LITHUANIA
GL	GREENLAND	LU	LUXEMBOURG
GD	GRENADA	MO	MACAO
GP	GUADELOUPE	MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF
GU	GUAM	MG	MADAGASCAR
GT	GUATEMALA	MW	MALAWI
GG	GUERNSEY	MY	MALAYSIA
GN	GUINEA	MV	MALDIVES
GW	GUINEA-BISSAU	ML	MALI
GY	GUYANA	MT	MALTA
HT	HAITI	MH	MARSHALL ISLANDS
HM	HEARD ISLAND AND MCDONALD ISLANDS	MQ	MARTINIQUE
VA	HOLY SEE (VATICAN CITY STATE)	MR	MAURITANIA
HN	HONDURAS	MU	MAURITIUS
HK	HONG KONG	YT	MAYOTTE
HU	HUNGARY	MX	MEXICO
IS	ICELAND	FM	MICRONESIA, FEDERATED STATES OF
IN	INDIA	MD	MOLDOVA, REPUBLIC OF
ID	INDONESIA	MC	MONACO
IR	IRAN, ISLAMIC REPUBLIC OF	MN	MONGOLIA
IQ	IRAQ	ME	MONTENEGRO
IE	IRELAND	MS	MONTSERRAT
IM	ISLE OF MAN	MA	MOROCCO
IL	ISRAEL	MZ	MOZAMBIQUE
IT	ITALY	MM	MYANMAR
JM	JAMAICA	NA	NAMIBIA
JP	JAPAN	NR	NAURU
JE	JERSEY	NP	NEPAL
JO	JORDAN	NL	NETHERLANDS
KZ	KAZAKHSTAN	AN	NETHERLANDS ANTILLES
KE	KENYA	NC	NEW CALEDONIA
KI	KIRIBATI	NZ	NEW ZEALAND
KP	KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	NI	NICARAGUA
KR	KOREA, REPUBLIC OF	NE	NIGER
KW	KUWAIT	NG	NIGERIA
KG	KYRGYZSTAN	NU	NIUE
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC	NF	NORFOLK ISLAND
LV	LATVIA	MP	NORTHERN MARIANA ISLANDS
LB	LEBANON	NO	NORWAY
LS	LESOTHO	OM	OMAN
LR	LIBERIA	PK	PAKISTAN
LY	LIBYAN ARAB JAMAHIRIYA	PW	PALAU
LI	LIECHTENSTEIN	PS	PALESTINIAN TERRITORY, OCCUPIED

PA	PANAMA	SD	SUDAN
PG	PAPUA NEW GUINEA	SR	SURINAME
PY	PARAGUAY	SJ	SVALBARD AND JAN MAYEN
PE	PERU	SZ	SWAZILAND
PH	PHILIPPINES	SE	SWEDEN
PN	PITCAIRN	CH	SWITZERLAND
PL	POLAND	SY	SYRIAN ARAB REPUBLIC
PT	PORTUGAL	TW	TAIWAN, PROVINCE OF CHINA
PR	PUERTO RICO	TJ	TAJIKISTAN
QA	QATAR	TZ	TANZANIA, UNITED REPUBLIC OF
RE	RÉUNION	TH	THAILAND
RO	ROMANIA	TL	TIMOR-LESTE
RU	RUSSIAN FEDERATION	TG	TOGO
RW	RWANDA	TK	TOKELAU
BL	SAINT BARTHÉLEMY	TO	TONGA
SH	SAINT HELENA	TT	TRINIDAD AND TOBAGO
KN	SAINT KITTS AND NEVIS	TN	TUNISIA
LC	SAINT LUCIA	TR	TURKEY
MF	SAINT MARTIN	TM	TURKMENISTAN
PM	SAINT PIERRE AND MIQUELON	TC	TURKS AND CAICOS ISLANDS
VC	SAINT VINCENT AND THE GRENADINES	TV	TUVALU
WS	SAMOA	UG	UGANDA
SM	SAN MARINO	UA	UKRAINE
ST	SAO TOME AND PRINCIPE	AE	UNITED ARAB EMIRATES
SA	SAUDI ARABIA	GB	UNITED KINGDOM
SN	SENEGAL	UM	UNITED STATES MINOR OUTLYING ISLANDS
RS	SERBIA	UY	URUGUAY
SC	SEYCHELLES	UZ	UZBEKISTAN
SL	SIERRA LEONE	VU	VANUATU
SG	SINGAPORE	VE	VENEZUELA
SK	SLOVAKIA	VN	VIET NAM
SI	SLOVENIA	VG	VIRGIN ISLANDS, BRITISH
SB	SOLOMON ISLANDS	VI	VIRGIN ISLANDS, U.S.
SO	SOMALIA	WF	WALLIS AND FUTUNA
ZA	SOUTH AFRICA	EH	WESTERN SAHARA
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	YE	YEMEN
ES	SPAIN	ZM	ZAMBIA
LK	SRI LANKA	ZW	ZIMBABWE