**Corporate Reporting**

1. Training Report, which will be visible to the Manager / Supervisor will be a dashboard (tabular representation) of all employees who have been assigned the test. This will have the following info in the table display –

* Business Entity?
* Employee ID
* Name of Employee
* Division / Function
* Designation
* Reporting Manager
* No. Training Assigned
* % Completion of Trainings (this will be calculated by average of % training completion for all trainings assigned)
* All these fields will have filters to select from
* All to have an option to view the detailed training reports for all employees from the table itself. Click on view option (eye icon) and a detailed report opens up in a new tab
* Give check box option to select multiple employees, to download training reports for multiple employees – Save as PDF / Excel or Print reports
* Post selection of 1 or multiple employees; give the option to share the reports with other people? // which other people? Share how? Mail/internal sharing?

1. **Report for Employee –** *Following parameters*
   1. All employee information in header of the report –

* Business Entity
* Employee ID
* Name of Employee
* Division / Function
* Designation
* Reporting Manager
* No. Training Assigned
  1. List of Trainings assigned with –
     1. Due Date
     2. % Completion
     3. Accuracy Level
  2. Respective Training Module details –
     1. Learning Object (mapped by the Admin at the time of training creation)
     2. Completion Status - % of completed, basis % of videos watched
     3. Accuracy Level – average of total right answers / total no. of questions
     4. Percentile – A percentile represents the rank of a candidate in an examination, relative to the rest of the candidates who appeared for the same examination in the same time-frame.   
           
        Let's say there were 10 students who gave an exam, including you.  
        + If you ranked 1st, then there are 9 students behind you, or 90% of the test-takers are ranked after you. Which means that you have a 90%tile score!
        + If you stood 3rd, then there are 7 test-takers ranked after you. You will have a 70%tile score in this case.
        + If there is  an exam where 1000 people appeared, including yourself, and you ranked 75th, then there were effectively 925 test-takers who were ranked below you  (because they scored lesser marks than you did). In this case, your percentile score will be (925/1000)x100 = 92.5 %tile

The base to decide how a student is ahead or behind of any other student will be the total score they score in a training module.

1. Learning Objective Barometer – To show to what extent has the student achieved the learning objective set by the L&D team. This will be calculated as follows –
   * 100% - Full
   * 85 – 99% - we show 90% complete
   * 70 – 84% - we show 75% complete
   * 55 – 69% - we show 60% complete
   * 54% and below – we show below 50% complete
2. Title Achieved –
   * 85% + - Expert
   * 70 – 84% - Proficient
   * 55 – 69% - Intermediate
   * 54% and below – Needs improvement

All corporates should have the option to modify / edit the nomenclature (expert/ proficient etc.) and the % range as per their organization standards

1. Other Information –
   * No. of times attempts (for MCQs)
   * No. of times view the content
   * Aver. Time per session

Detail of each training Modules –

Each subsection of a training module to be listed under the main Module, with the following details –

* % Completed – if watched or not watched (in case of single module) or % of videos watched
* Accuracy – calculated by the no. of correct answers / total no. of questions
* Title Achieved –
  + 85% + - Expert
  + 70 – 84% - Proficient
  + 55 – 69% - Intermediate
  + 54% and below – Needs improvement