

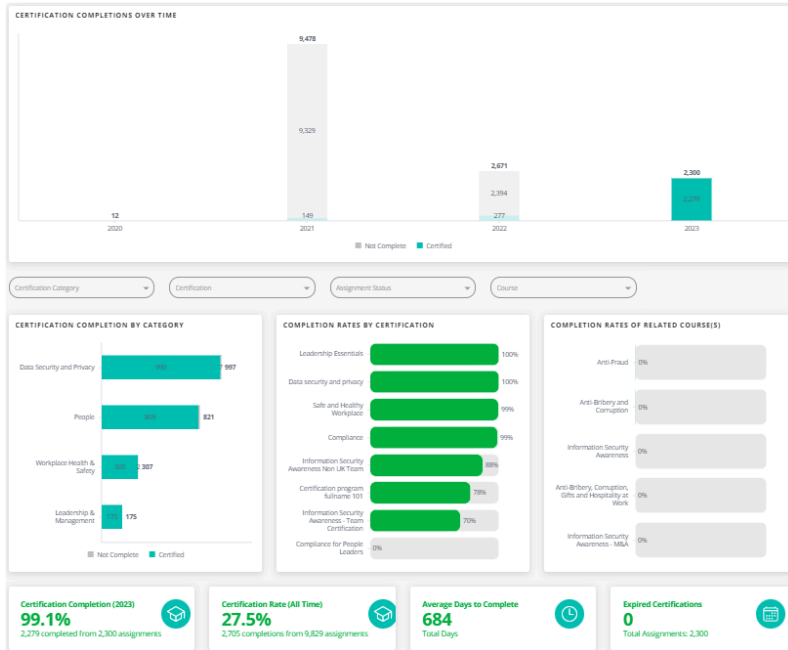
totara:kineo edition

Certification Completion Dashboard



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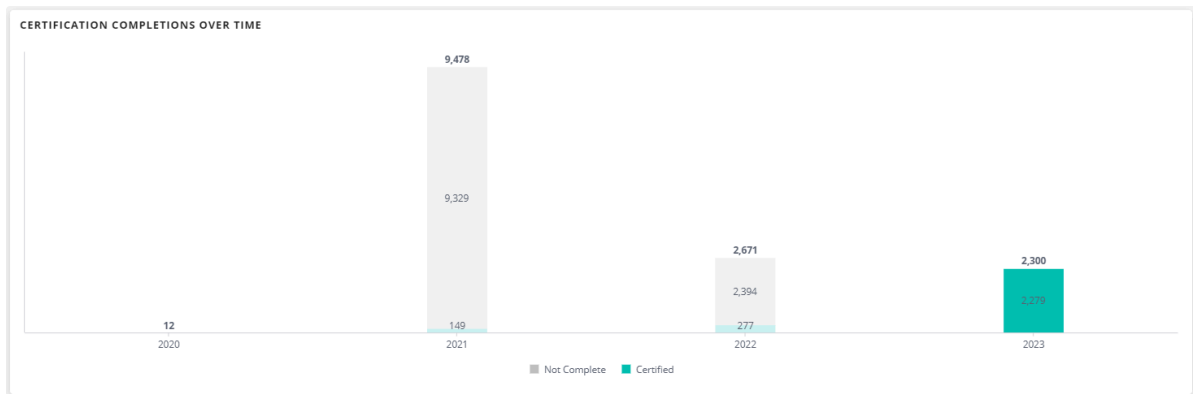
The Certification Completion Dashboard shows certification completions over time, with the ability to drill into certifications to see the progress of cohorts of learners on the courses within them. It also includes secondary metrics for the completion rates year-on-year vs all-time, the average time spent to complete and certification at a status of Expired.



Certification completion dashboard

Certification completions over time

The chart displays certification completion data for each year, with the total number of certifications assigned in that year and the number of those that were complete or incomplete. The chart defaults to the current year but users can filter the dashboard data to any year using the Year filter at the top of the dashboard.



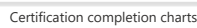
Certification year-on-year chart

Completion by Category, Certification and Course

These three charts show the hierarchy of certification completion rates, from the category level down to the component courses in each certification.

- **Certification completion by category** - the number of certified/uncertified certifications in a category in the selected year
- **Completion rates by certification** - the % of certified learners on the certification, with assignments in the selected year. **NOTE:** assignment in the selected year reflects the status of a learner on a certification over time, so, if a learner is assigned in 2021 and completes in 2021, there would be 3 records, with only the 2021 record having a status of 'Certified' and the other two years as 'In Progress'.
- **Completion rates of related courses** - the % of enrolled learners at a status of Certified for each course in the selected certification.

Four filters can be used to filter each widget as well as selecting the charts themselves. The filters need to be used to filter by any item with a value of zero.



The secondary metrics provide another level of insight for the selected data. They can be filtered using the top-level dashboard filters (year/organisation/position/manager) and also the category and certification filters.

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|--|--|---|---|
| Certification Completion (2023)
99.1%
2,279 completed from 2,300 assignments | Certification Rate (All Time)
27.5%
2,705 completions from 9,829 assignments | Average Days to Complete
684
Total Days | Expired Certifications
0
Total Assignments: 2,300 |
|--|--|---|---|

Secondary metrics

The two Learner Details tables show the individual learner records with their status in the selected certifications and courses.

Learner details tables