

Kineo Analytics Client Guide

Version 3.0

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1. What is Kineo Analytics: Standard?

Kineo Analytics: Standard is an interactive dashboard that is embedded within your KTS site. It provides enhanced reporting capabilities and visualisations of your learning data. The dashboard is always available so you can perform advanced data analysis on demand.

Kineo has partnered with Sisense, a business intelligence software company, to provide the display and engine for Kineo Analytics.

There is minimal setup required by clients. Kineo Platform Consultants will enable the service for you and introduce you to the functionality. Our Service Desk Agents will then support you as the feature is put into use.

To schedule your Kineo Analytics: Standard setup, your organisation must opt-in using the new Kineo Master Services Agreement or the addendum to the current version. Your KTS solution must also be upgrading or implementing to v17.10.1 or higher.

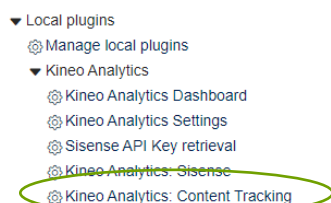
2. What data can I analyse?

Kineo Analytics: Standard supports the analysis of learning completion data from your Totara Learn instance. It allows you to select which courses, programs and certifications you want to include in your dashboard.

By default, all courses, programs and certifications will be tracked in the dashboard if no changes are applied to the default configuration.

If you want to restrict the dashboard output to certain learning activity, then you can do that in one of two ways.

2.1. Content Tracking at the site level



As a Site Administrator, you can access the Kineo Analytics local plugin using the navigation path, *Site Administration > Local plugins > Kineo Analytics*. Then you can select Kineo Analytics: Content Tracking from the menu.

We have included a system setting 'Include in dashboard', which allows you to select the courses, programs or certifications you want to include in the dashboard calculations. Use the Select Learning option for this setting to manage which learning to include. If no items are selected, i.e. the default state of the system on upgrade, all courses, programs and certifications will be included.

Content Tracking

System Fields

Analytics 1

Name [Include in dashboard](#)

Shortname [includeindashboard](#)

Select Learning

Within the Manage Learning window, click the **Add Learning** button and then use the **Learning Type** to choose which type of learning (courses, programs or certifications) you want to add/manage. You can then select or deselect multiple items and switch the filter as needed to add other types of learning.

Select Learning

Browse all Selected (2)

Learning type Course

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Kineo Base 17 Plugins
<input type="checkbox"/>	Test Analytics Course 1
<input checked="" type="checkbox"/>	Test Analytics Course 2
<input checked="" type="checkbox"/>	Test Analytics Course 3
<input checked="" type="checkbox"/>	Test Analytics Course 4
<input checked="" type="checkbox"/>	Test Analytics Course 5

Items selected: 2

Add **Cancel**

When you have finished your selection, click the **Add** button.

The learning you have selected is now listed in the **Manage Learning** window. You can delete learning items from here as required.

Manage Learning

Learning type

Course

Search

Name	Actions
Kineo Base 17 Plugins	
Test Analytics Course 2	
Test Analytics Course 3	
Test Analytics Course 4	
Test Analytics Course 5	

Add Learning

Save changes

Once you are satisfied with all your changes, click the **Save changes** button. Once saved, completion data for the selected content will be your inputs for the analysis on your dashboard. **Please note, the data on your dashboard is refreshed every night by default, so updates to the dashboard will not be visible until the following day.**

We have also included two additional fields and an option to add further fields. These will allow us to easily extend the standard model but are not currently used within the standard dashboard.

2.2. Content Tracking at the Content Level

You can also manage the learning content to be analysed on your dashboard within each specific course, program or certification.

▼ Analytics

Include in dashboard

Analytics 2

Analytics 3

kineo

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For courses, this setting is found in the Analytics section within the Course Details.

▼ Analytics

Include in dashboard ⓘ	<input checked="" type="checkbox"/>
Analytics 2 ⓘ	<input type="checkbox"/>
Analytics 3 ⓘ	<input type="checkbox"/>

For programs and certifications, this setting is found in the **Analytics** tab within the **Program Administration**.

Overview Details Content Assignments Notifications Completion Self enrolment **Analytics** Exception Report (0)

⚠ Caution: Program is live - there are learners who will see or be affected by changes you make
2 learner(s) assigned: 2 active, 0 exception(s).
Important: Users assigned to this program will not necessarily have access to the courses in it. Please review visibility of the courses.

▼ Analytics

Include in dashboard ⓘ	<input checked="" type="checkbox"/>
Analytics 2 ⓘ	<input type="checkbox"/>
Analytics 3 ⓘ	<input type="checkbox"/>

Save changes

Selecting content to be included in the dashboard at the content or site/plugin level settings has the same effect and changes made in one area will be immediately reflected in the other.

A report source is available to see selected content by Learning Type across your site. To access this information, you must first create a report from the Analytics report source. To view a report including which content is flagged across your site, go to *Site Administration > Reports > **Create report***.

Under report sources, select **Analytics** and then one of the Learning Type Completion reports:

- Analytics Course Completions
- Analytics Program Completions
- Analytics Certification Completions

The 'Include in dashboard' flag is available as a column of each report.

Note that the equivalent embedded reports for each of the Analytics report sources are used in the data export to Sisense and so any changes to the embedded reports could have an impact on your reporting data.

3. Dashboard Content Restrictions

By default, the dashboard displays data for all Active/Suspended users. Administrators can then choose whether to apply content restrictions to limit the data according to different rules.

Dashboard Content Restrictions

▼ Content Controls

Report content ⓘ

- ☐ Show all records
☒ Show records matching **all** of the checked criteria below

▼ Show by user's current organisation ⓘ

- ☐ Show records from staff in the user's organisation

Include records from child organisations

- ☐ Staff at or below any of the user's assigned organisations
☒ Staff in any of the user's assigned organisations
☐ Staff below any of the user's assigned organisations

▼ Enforce user visibility restrictions ⓘ

- ☒ Enforce user visibility restrictions

Save changes

Cancel

3.1. By Organisation

Show by user's current organisation restricts the data for viewing users according to their organisation assignment in their first job assignment. The options follow the same logic as used in report builder, so data should align with reports using the same content restrictions:

- Staff at or below any of the user's assigned organisations - displays completions for all users in the viewer's assigned organisation and all of its children
- Staff in any of the user's assigned organisations - displays completions for all users in the viewer's assigned organisation
- Staff below any of the user's assigned organisations - displays completions for all users in the child organisations of the viewer's assigned organisation.

When viewing the dashboard, both the data in the dashboard and the filters will be restricted to only those organisations the user has been given access to.

3.2. By User Visibility (Multi-tenancy)

'Enforce user visibility restrictions' restricts the data according to tenant user visibility. This will result in different data visibility for Tenant Members and System Users depending on whether tenant isolation mode is enabled. The different data visibility scenarios match those in Report Builder and are described here.

Report visibility content restriction	Tenant isolation mode enabled	Viewing role context	Records visible	User profile details accessible
Show records matching all of the checked criteria below Show records based on user visibility rules	No	System	System users	System users
		Tenant member	System users Own tenant members	System users Own tenant members
	Yes	System	System users	System users
		Tenant member	Own tenant members	Own tenant members

A scheduled task (*local_analytics\task\update_data_security_rules*) updates the access rules using the above settings, with certain events also updating rules, e.g. user is given the capability to view the dashboard.

4. The Kineo Analytics Standard Dashboard

The dashboard is available using your site's URL and `/local/analytics/dashboard.php`. You can easily add this as a main menu option using the Navigation configuration. If you add the dashboard to the menu, ensure you use the relative URL only (`/local/analytics/dashboard.php`) rather than the full site URL, as this will ensure the link works after refreshes to your sandbox site.

4.1. Dashboard Access

Each customer has a limit of three licenses to use with the standard dashboard.

By default, all users with the Site Administrator role have access to the dashboard. The initial version of the dashboard contains site-level data, with content restrictions for hierarchies being added in the future. If you want to provide access to users who are not Site Administrators, we have provided a role capability to allow this.

'View the embedded Sisense dashboard' (`local/analytics:viewsisensedashboard`).

Add this to an existing role or create a custom role with this capability and assign it to users in the site context via a set audience, bearing in mind the three-licence limit.

4.2. Dashboard Update Frequency

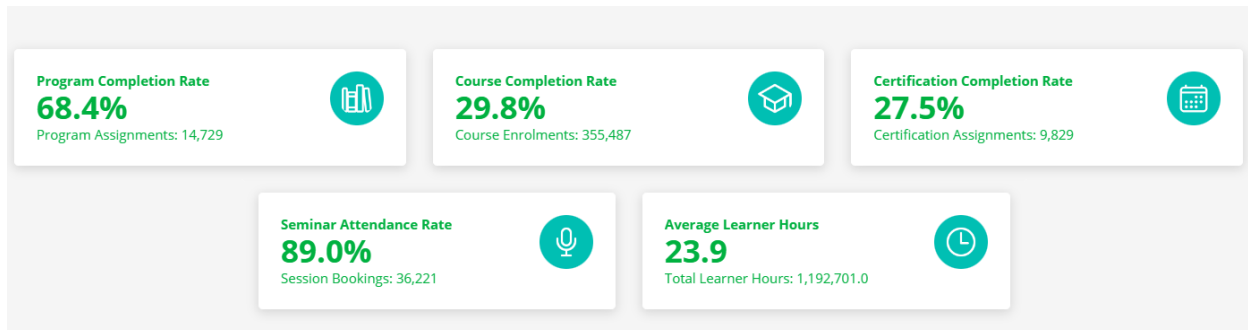
The dashboard is updated overnight by default, so the learning completion data and any changes to the learning content included in the metrics, as well as changes to users and hierarchies will be shown on the dashboard the following morning. The data is exported via scheduled task so this can be changed if a different export schedule is required. Please talk to your Platform Consultant if you would like this changed.

4.3. Metrics

In the standard dashboard, there are five primary metrics:

- Course completion rate
- Program completion rate
- Certification completion rate
- Seminar attendance rate
- Average time in learning

Each of the five metrics is displayed separately on the dashboard. When the dashboard page is accessed or refreshed, each metric's analysis represents all, aggregated data for the content selected within that metric. No filters are applied upon the initial load.



Four dashboard filters are available to view the metrics by Organisation, Position, Manager and Learner. These filters are also available when drilling down into each metric.

Organisation Name	Position Name	Manager Name	Learner
666 records displayed	666 records displayed	573 records displayed	25525 records displayed

To further explore the data within each metric, select the metric value to display the detailed dashboard view.

By year:

Year
2024

By Organisation:

Organisation Name
22 records displayed

By Position:

Position Name
25 records displayed

By Manager:

Manager Name
3 records displayed

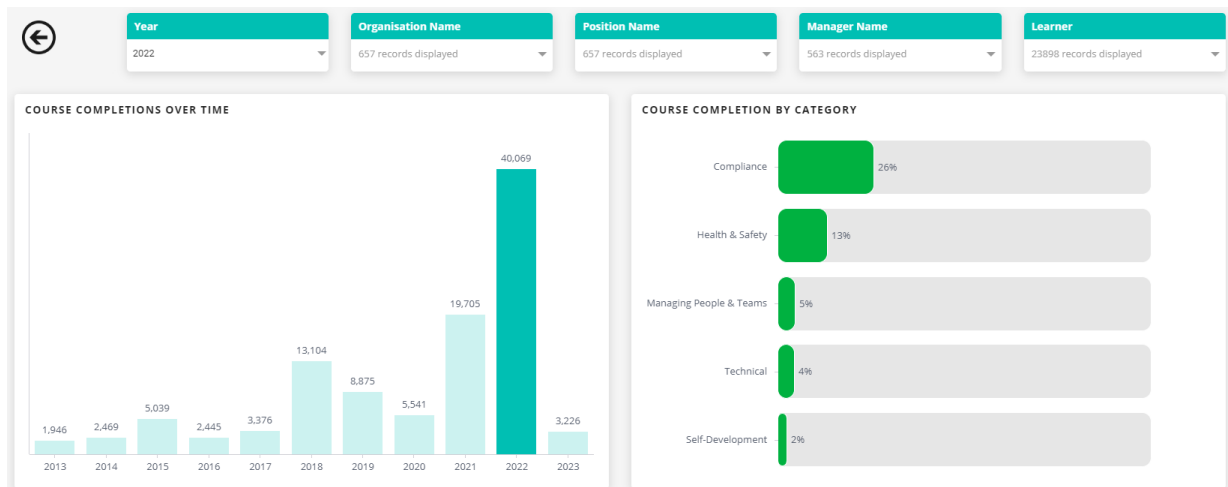
By Learner:

Learner

3 selected

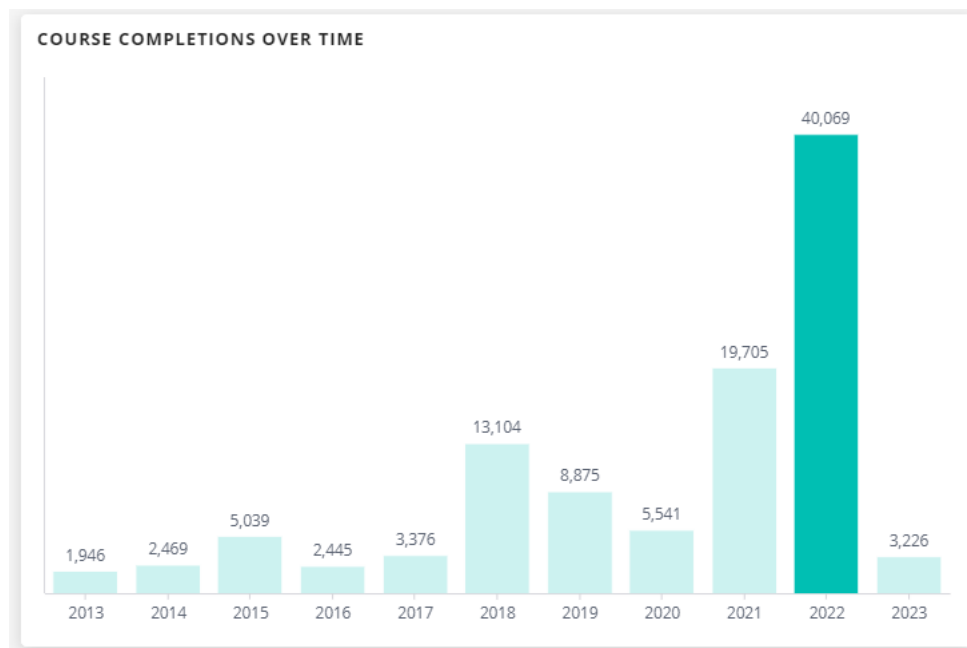
4.3.1. Course completion rate

The Course Completion dashboard shows completion data for the courses you have chosen to report on.

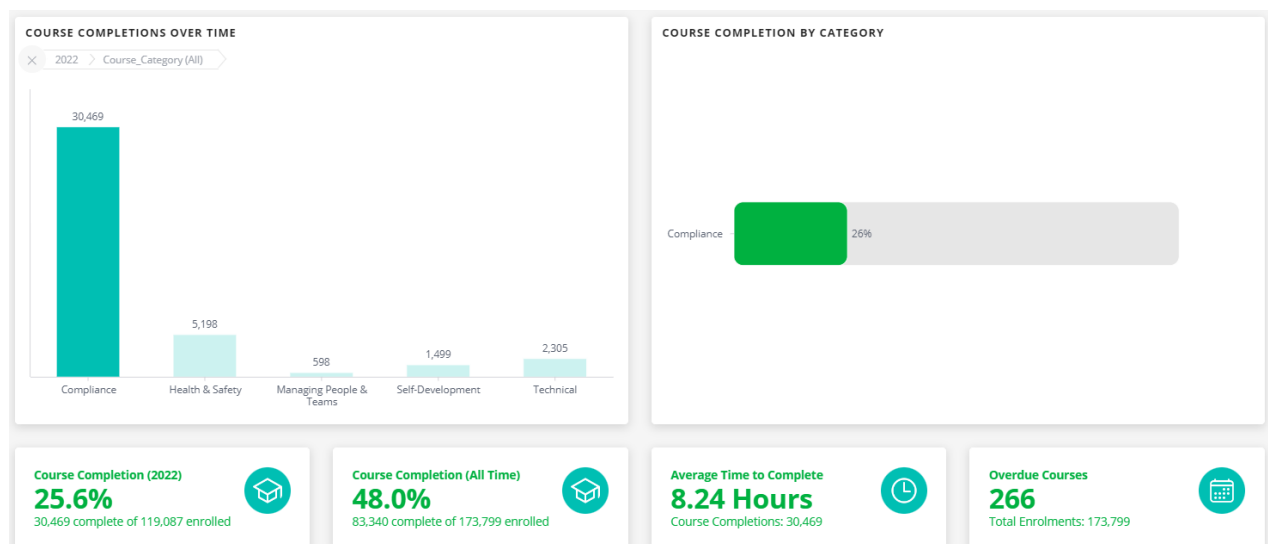


Completions over time

This chart shows the total number of completed courses in each calendar year. The chart defaults to the latest year with completion data, but the dashboard can be filtered to each year using the Year filter at the top of the page.



You can view category-level completion rates by selecting the relevant bar in the Completion by category chart. This filters all information below the chart to the selected category. In this example, the overall completion rate for Compliance courses is 26%, while each of the secondary metrics shows completion, time to complete and overdue courses for this category.



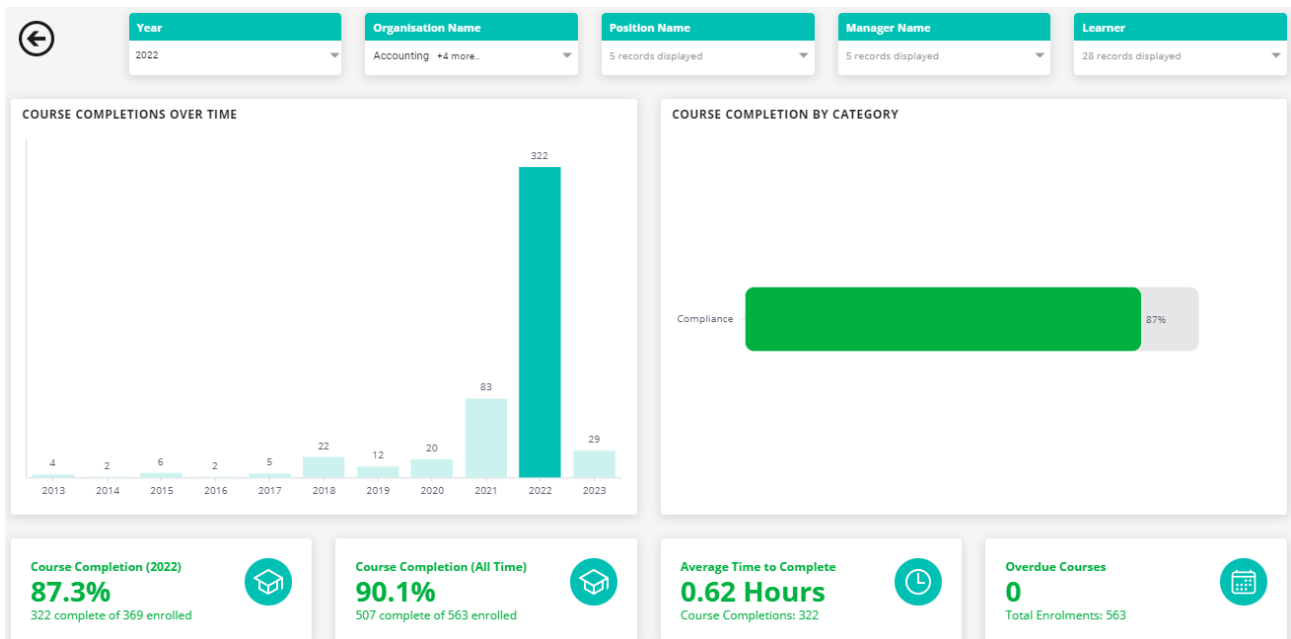
Secondary Metrics

The secondary metrics provide additional insight into the courses selected in the current set of filters.

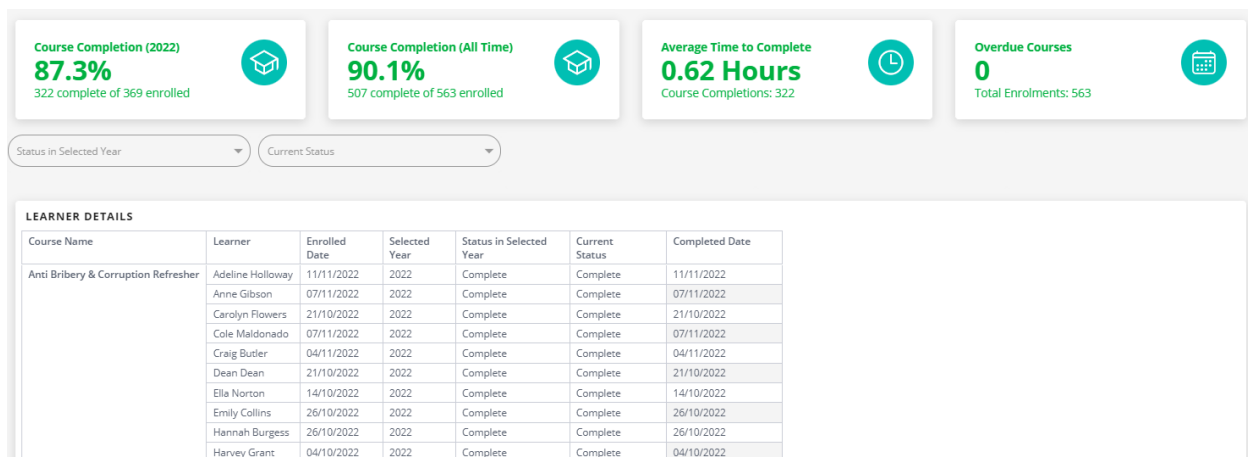


- Course Completion (2022) – the overall completion rate for the selected year
- Course Completion (All Time) – the overall completion rate for all years
- Average Time to Complete – the average time taken to complete courses in the current selection
- Overdue Courses – the total number of courses at the status of Overdue in the current selection

In this example, all five organisations in the Accounting function have been selected in the Organisation filter and the Compliance category has been selected, for the year 2022.



You can view the underlying learner data for the dashboard and any applied filters in the Learner Details table. The table shows the status of the learner in the selected year and their current status, both of which are available as table filters.



4.3.2. Program completion rate

The Program Completion dashboard shows completion data for the programs you have chosen to report on.

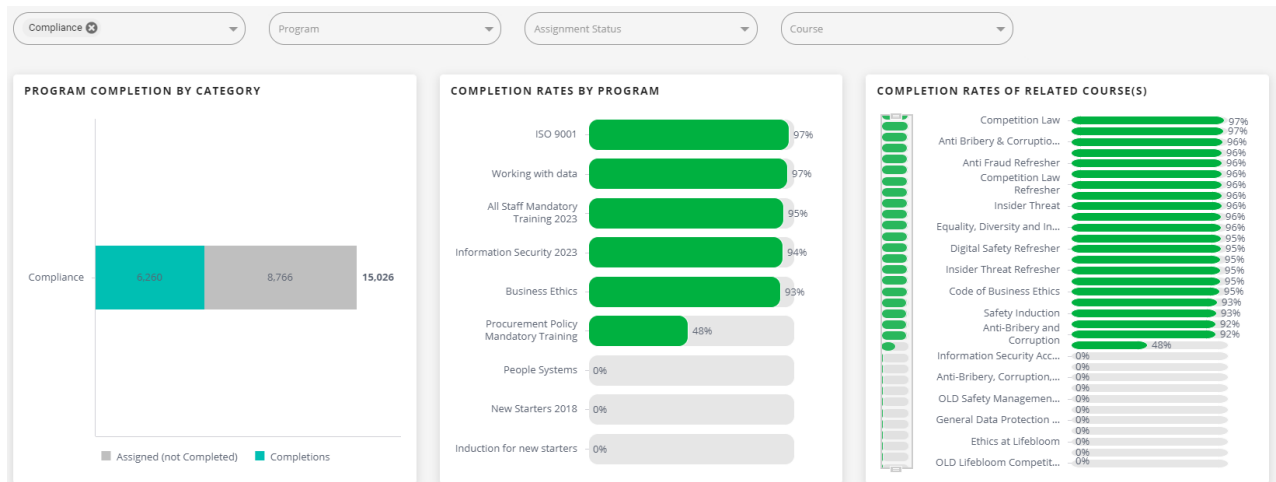
Completions over time

This chart shows the total number of completed programs in each calendar year. The chart defaults to the latest year with completion data, but the dashboard can be filtered to each year using the Year filter at the top of the page.

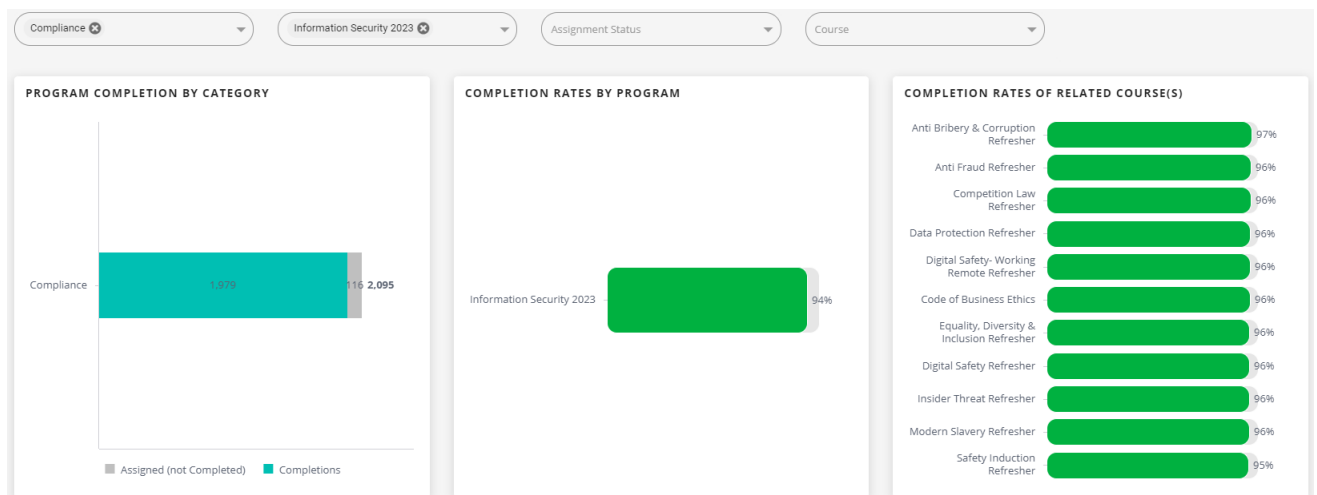


Program Completion by Category

Program completion rates are broken down by category. You can drill into each category by selecting the relevant bar and then drill into each program contained within the category to view the rates for programs and related courses.



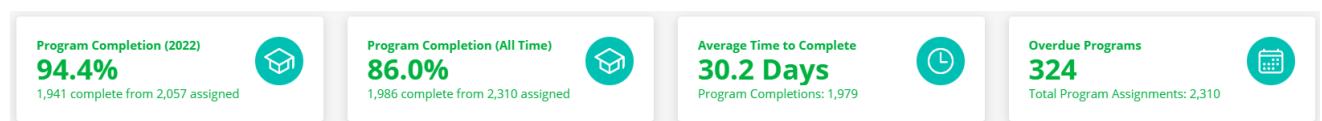
Use the filters to choose the categories and programs you want to drill into. The Assignment Status filter provides a view of program completions based on whether the learner is still assigned to the program.



Secondary Metrics

The secondary metrics provide additional insight into the programs selected in the current set of filters.

- Program Completion (2022) – the overall completion rate for the selected year
- Program Completion (All Time) – the overall completion rate for all years
- Average Time to Complete – the average time taken to complete programs in the current selection
- Overdue Programs – the total number of programs at the status of Overdue in the current selection



Learner Details

You can view the underlying learner data for the dashboard and any applied filters in the Learner Details tables. The tables show the status of the learner in the selected year and their current status for both programs and the related courses. In this example, the program filter is set to Not Complete and the course filter is set to Not Yet Started to highlight learners who are yet to start courses in Compliance programs.

Not complete

Status in Selected Year

Not yet started

LEARNER DETAILS (PROGRAM)

Program Name	Learner	Assigned Date	Selected Year	Status in Selected Year	Current Status	Cor
Information Security 2023	Adrian Poole	22/11/2022	2022	In Progress	Not complete	
	Alan Zimmerman	22/11/2022	2022	In Progress	Not complete	
	Alberta Phelps	22/11/2022	2022	In Progress	Not complete	
	Alejandro Oliver	22/11/2022	2022	In Progress	Not complete	
	Alexander Lowe	22/11/2022	2022	In Progress	Not complete	
	Alice Ramsey	22/11/2022	2022	In Progress	Not complete	
	Alta Gilbert	22/11/2022	2022	In Progress	Not complete	
	Amanda Jordan	22/11/2022	2022	In Progress	Not complete	
	Ann Rodriguez	22/11/2022	2022	In Progress	Not complete	
	Anthony Wheeler	22/11/2022	2022	In Progress	Not complete	
	Arthur Shelton	22/11/2022	2022	In Progress	Not complete	
	Austin Griffin	22/11/2022	2022	In Progress	Not complete	

LEARNER DETAILS (COURSE)

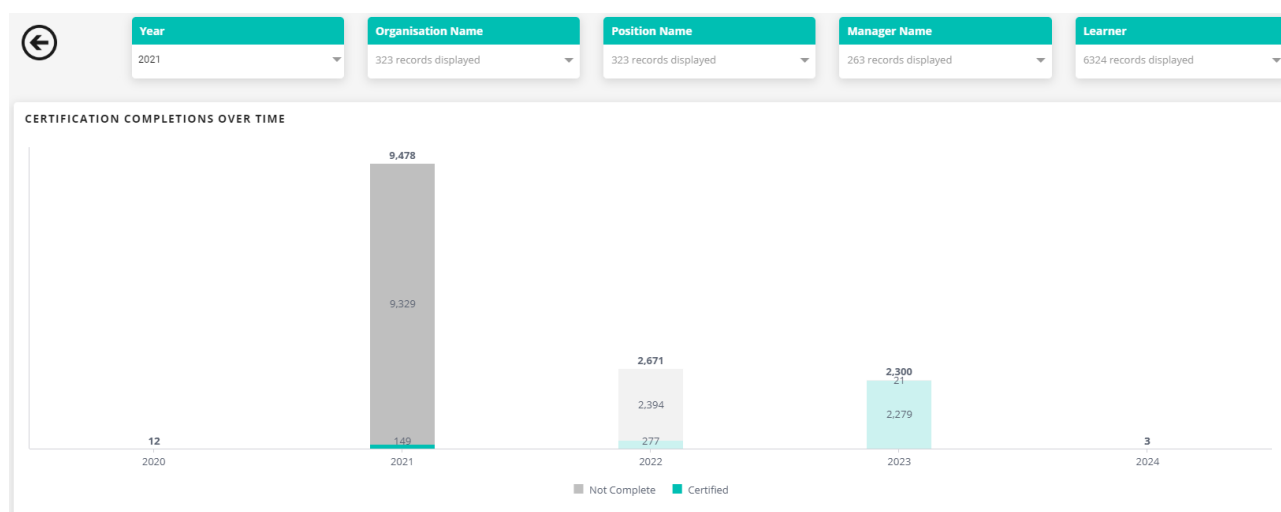
Program Name	Course Name	Learner	Course Status	Completed Dat
Information Security 2023	Anti Bribery & Corruption Refresher	Adrian Poole	Not yet started	
		Alan Zimmerman	Not yet started	
		Alberta Phelps	Not yet started	
		Alexander Lowe	Not yet started	
		Alice Ramsey	Not yet started	
		Alta Gilbert	Not yet started	
		Amanda Jordan	Not yet started	
		Anthony Wheeler	Not yet started	
		Arthur Shelton	Not yet started	
		Austin Griffin	Not yet started	
		Bernard Garcia	Not yet started	
		Bertha Torres	Not yet started	
		Cameron Snyder	Not yet started	

4.3.3. Certification completion rate

The Certification Completion dashboard shows completion data for the certifications you have chosen to report on.

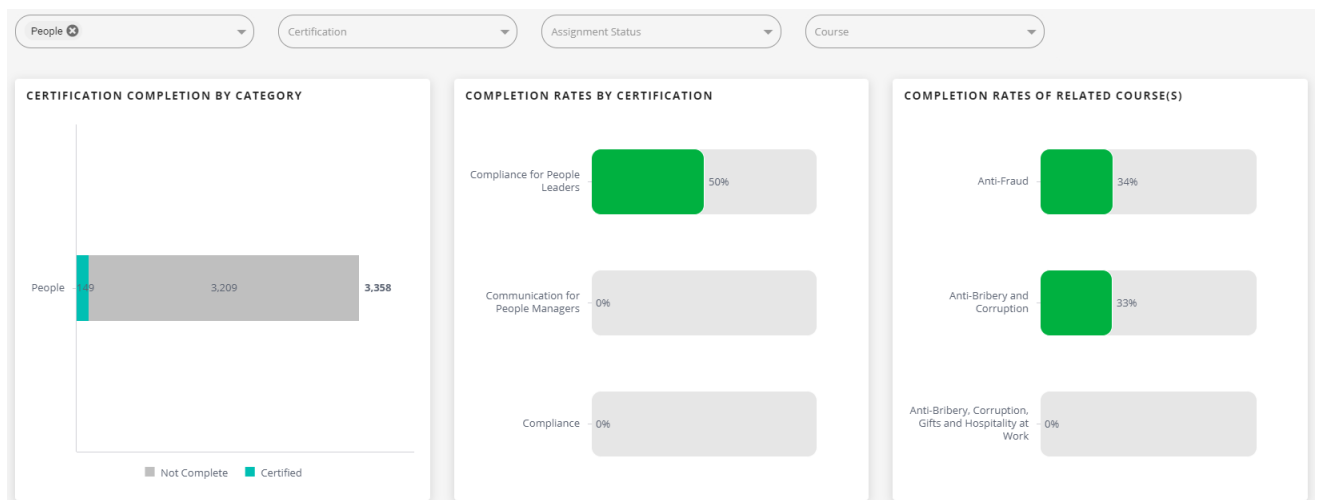
Completions over time

This chart shows the total number of certified certifications in each calendar year. The chart defaults to the latest year with completion data, but the dashboard can be filtered to each year using the Year filter at the top of the page.

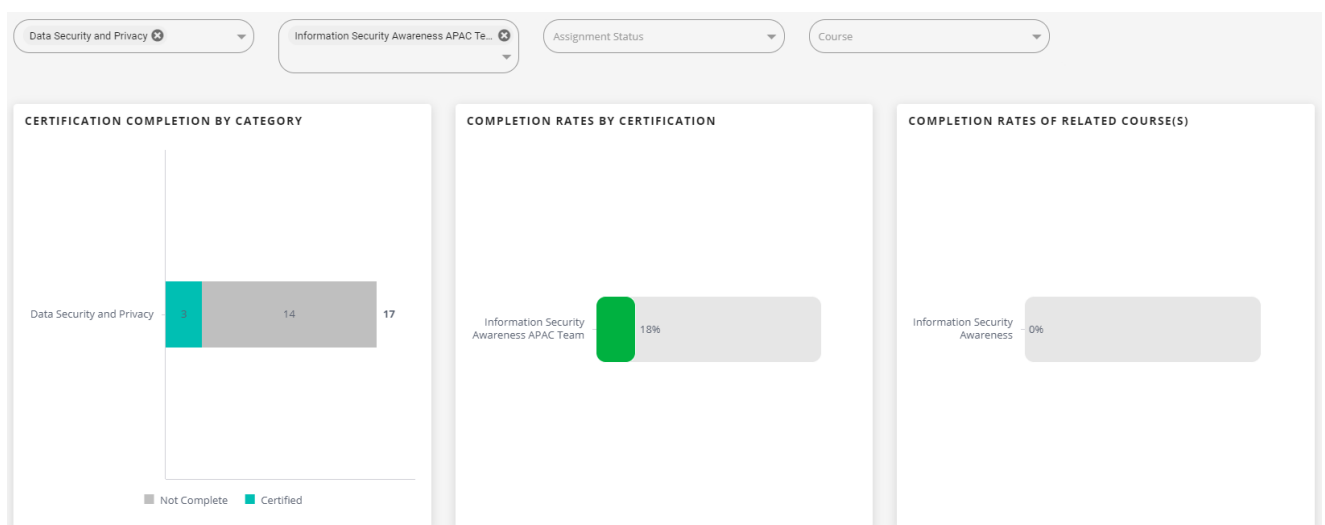


Certification completion by category

Certification completion rates are broken down by category. You can drill into each category by selecting the relevant bar and then drill into each certification contained within the category to view the rates for certifications and related courses.



Use the filters to choose the categories and certifications you want to drill into. The Assignment Status filter provides a view of certification completions based on whether the learner is still assigned to the certification.



Secondary Metrics

The secondary metrics provide additional insight into the certifications selected in the current set of filters.

- Certification Completion (2022) – the overall completion rate for the selected year
- Certification Completion (All Time) – the overall completion rate for all years

- Average Time to Complete – the average time taken to complete certifications in the current selection
- Expired Certifications – the total number of certifications at the status of Expired in the current selection

Learner Details

You can view the underlying learner data for the dashboard and any applied filters in the Learner Details tables. The tables show the status of the learner in the selected year and their current status for both certifications and the related courses.

Status In Selected Year

Current Status

Current Course Status

LEARNER DETAILS (CERTIFICATION)

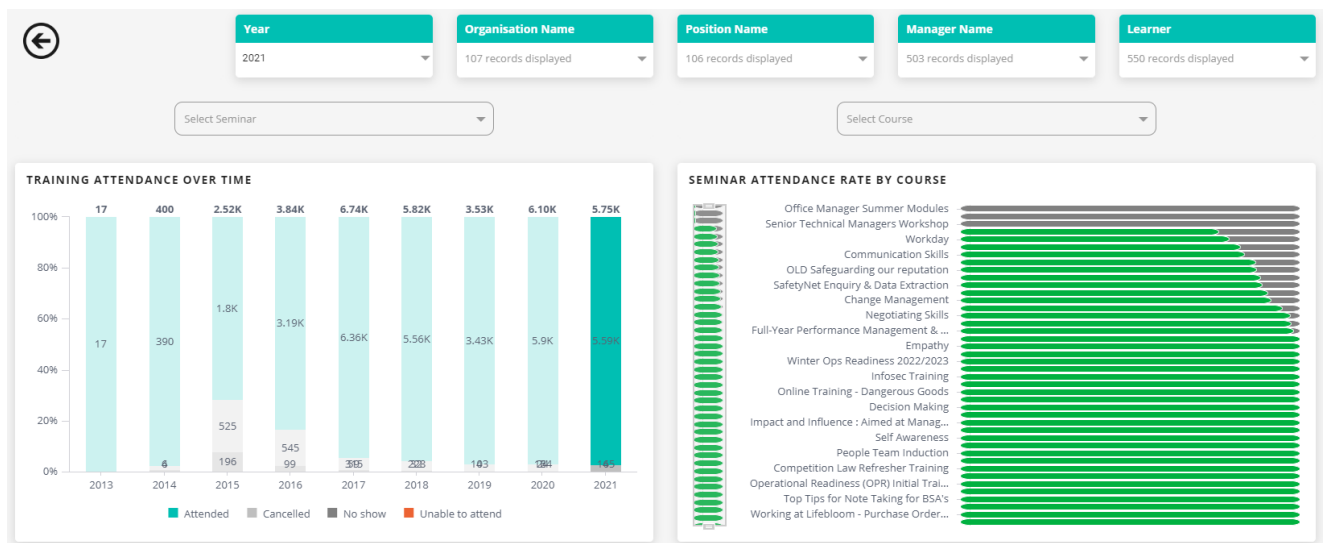
Certification Name	Learner	Assigned Date	Current Status	Selected Year	Status in S Year
Communication for People Managers	Bettie Clark	25/10/2020	Certified	2021	In progress
	Bobby Lucas	25/10/2020	Certified	2021	In progress
	Fannie Pratt	25/03/2021	Certified	2021	In progress
	Isaiah Fowler	25/03/2021	Certified	2021	In progress
	Randall Gardner	25/03/2021	Certified	2021	In progress
	Tommy Alexander	25/03/2021	Certified	2021	In progress
Compliance	Aaron BlRoad	09/04/2021	Not certified	2021	Not certifie
	Aaron Burgess	09/04/2021	Not certified	2021	Not certifi
	Aaron Ford	09/04/2021	Certified	2021	In progress
	Aaron Garner	09/04/2021	Not certified	2021	Not certifi
	Aaron Kennedy	09/04/2021	Not certified	2021	Not certifi
	Aaron Mendez	09/04/2021	Certified	2021	In progress
	Aaron Parker	09/04/2021	Not certified	2021	Not certifi

LEARNER DETAILS (COURSE)

Certification Name	Course Name	Learner	Course Status	Comple
Communication for People Managers	Anti-Bribery and Corruption	Aaron Chambers	Complete	22/04/20
		Aaron Elliott	Not yet started	
		Aaron Fletcher	Complete	11/05/20
		Aaron Haynes	Not yet started	
		Aaron Newton	Not yet started	
		Aaron Schmidt	Not yet started	
		Abbie Frazier	Not yet started	
		Ada Pierce	Not yet started	
		Adam Atkins	Not yet started	
		Adam Fitzgerald	Complete	21/06/20
		Adam Osborne	Not yet started	
		Addie McDaniel	Not yet started	
		Addie Walters	Not yet started	
		Adelaide Hammond	Not yet started	

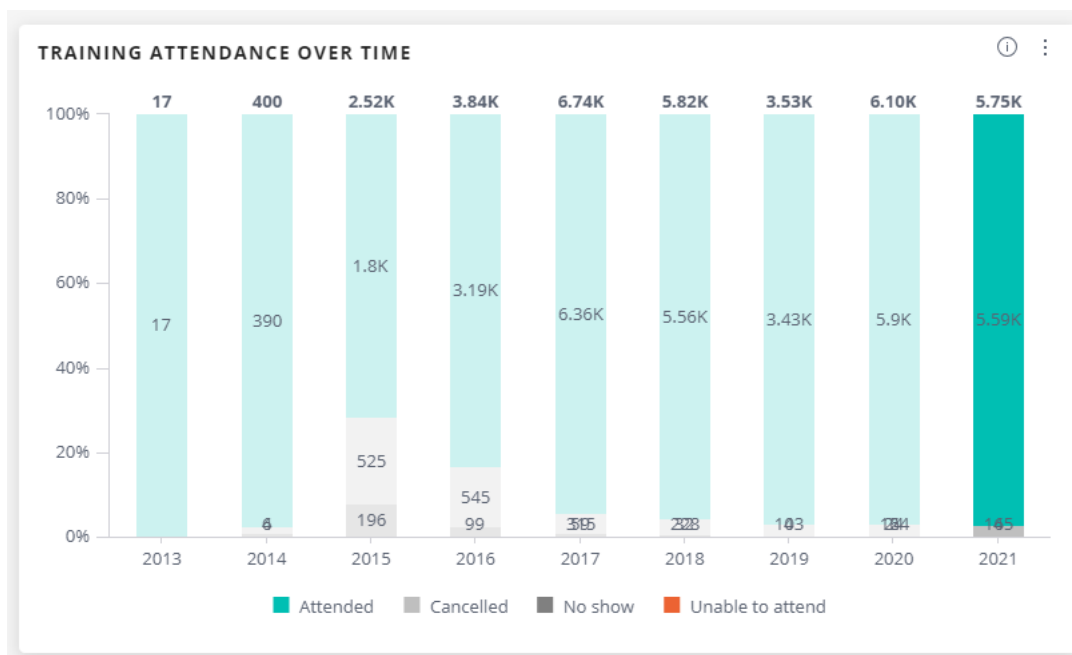
4.3.4. Seminar attendance rate

The Seminar Attendance dashboard shows attendance data for the courses you have chosen to report on.



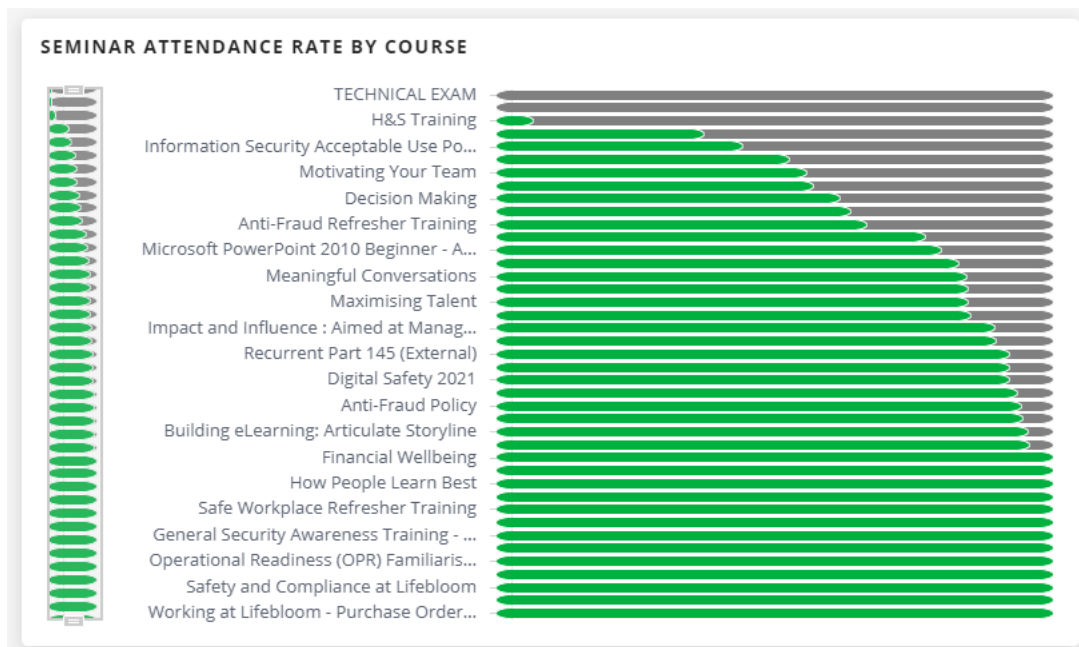
Training Attendance Over Time

This chart shows the attendance data for each calendar year. The chart defaults to the latest year with data, but the dashboard can be filtered to each year using the Year filter at the top of the page.

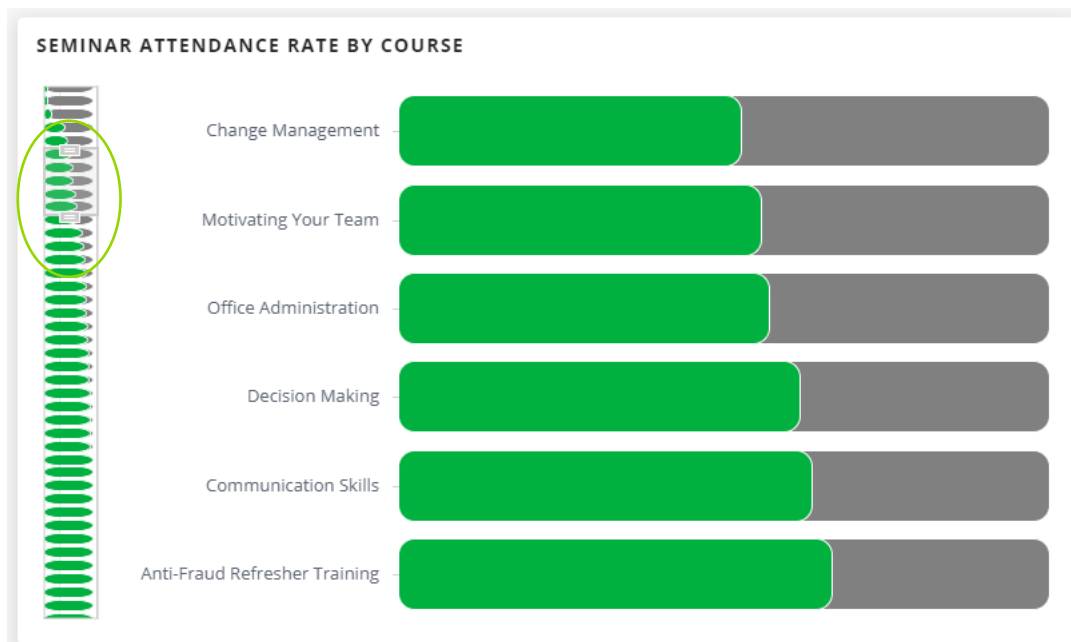


Seminar attendance by seminar or course

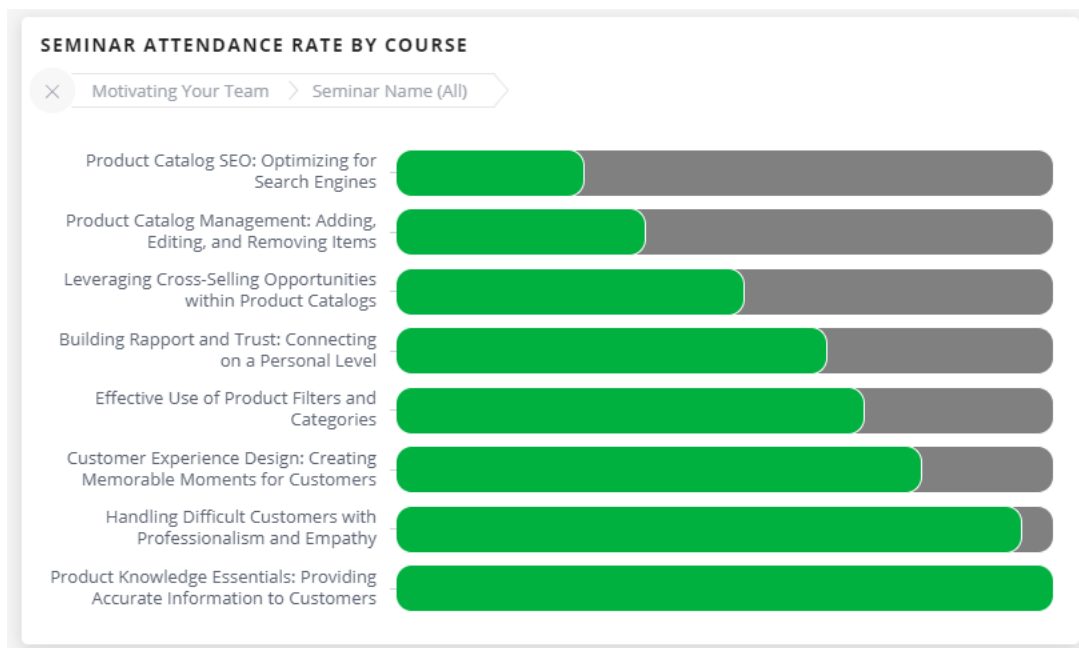
The Seminar Attendance Rate by Course chart shows the breakdown of attendance rates across all courses with seminar activities. Ranked with the courses with the lowest attendance rates first, it flags courses where a review may be needed.



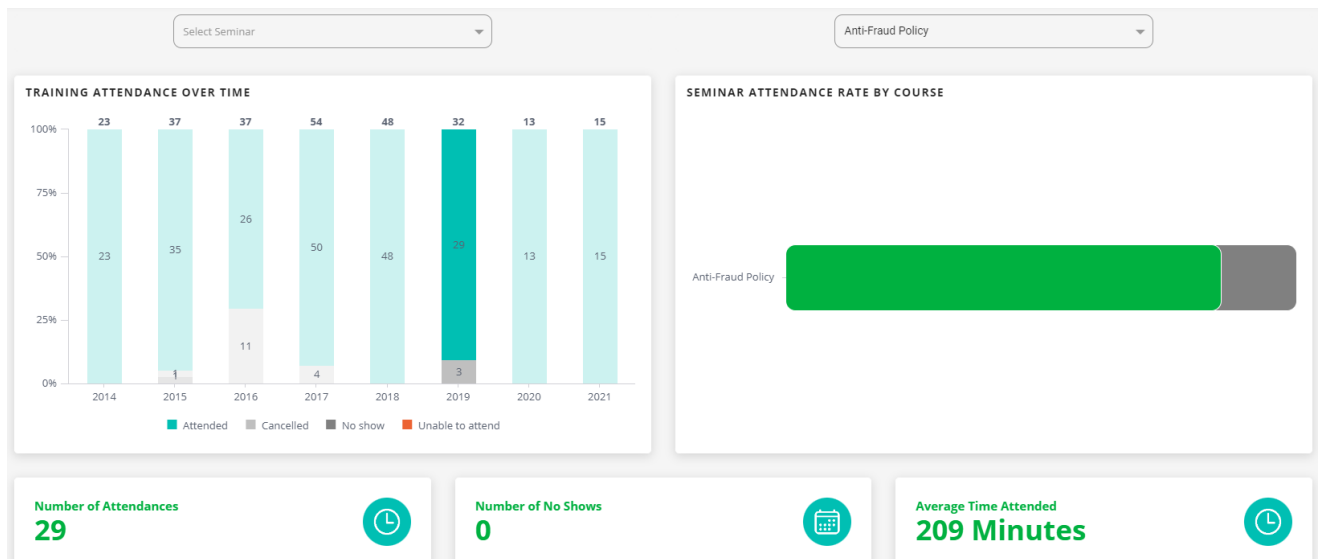
Use the navigation slider to highlight courses and then either right-click to drill into the course or use the course or seminar filters above the chart to select a course for more detail.



In this example we have drilled into the Motivating Your Team course to view attendance rates for all seminars in that course.



Here we have selected a single course in the filter to view the attendance detail for Anti-Fraud Policy training.

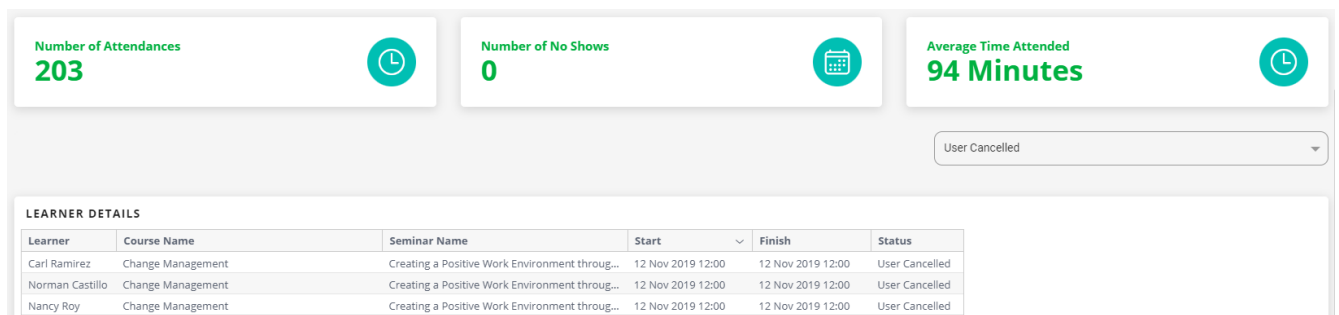


Secondary Metrics

The secondary metrics show the number of attendances (fully or partially attended), No Shows and the average time spent attending seminars. The Average Time metric counts the full seminar duration for Fully Attended learners and 50% of the duration for Partially Attended learners.

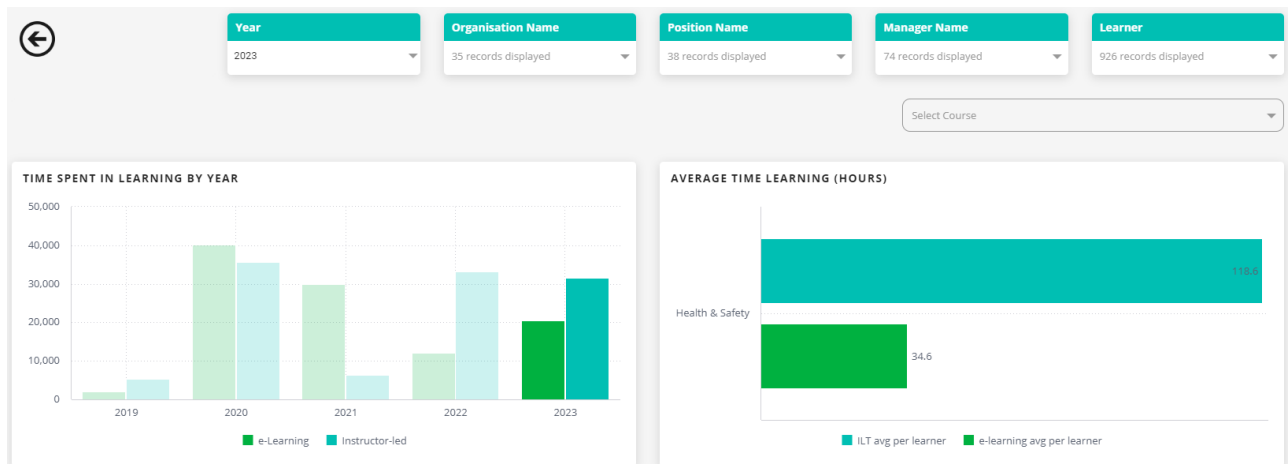
Learner Details

You can view the underlying learner data for the dashboard and any applied filters in the Learner Details table. In this example, we have filtered down to the Change Management course to view user cancellations in a certain year.



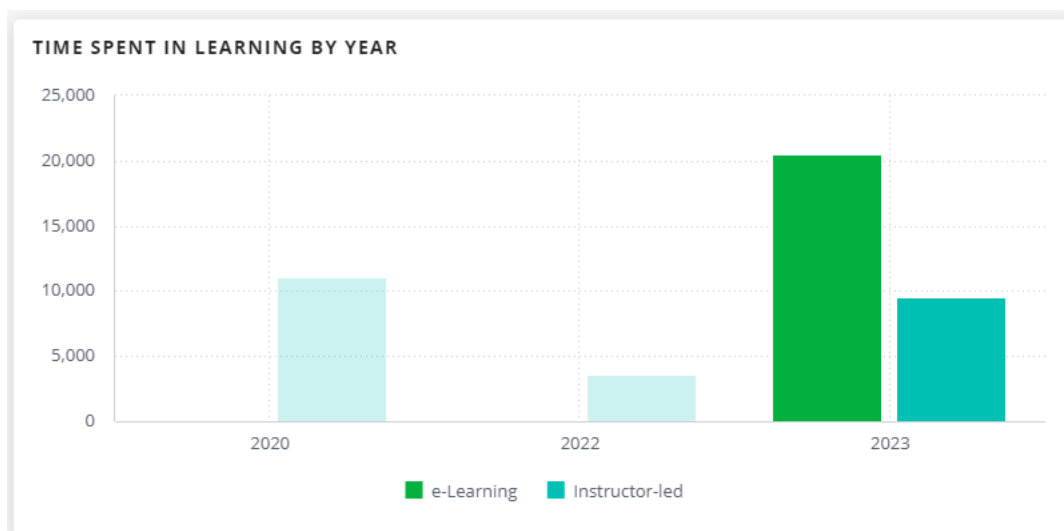
4.3.5. Average Learner Hours

The Average Learner Hours dashboard provides a view of time spent in learning for the courses you have chosen to report on. The first iteration of the dashboard includes time spent in SCORM (e-Learning) and attending seminars (Instructor-led Training), though this will be extended to include other learning activities over time.



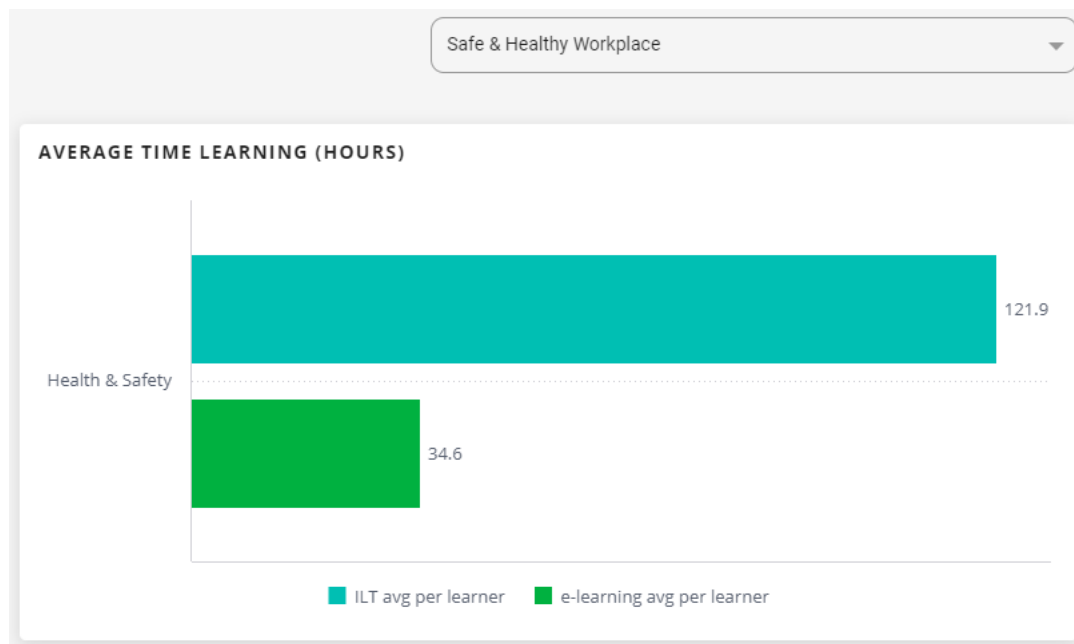
Time Spent in Learning by Year

This chart shows the total number of hours spent in each type of learning for each calendar year. The chart defaults to the latest year with data, but the dashboard can be filtered to each year using the Year filter at the top of the page.



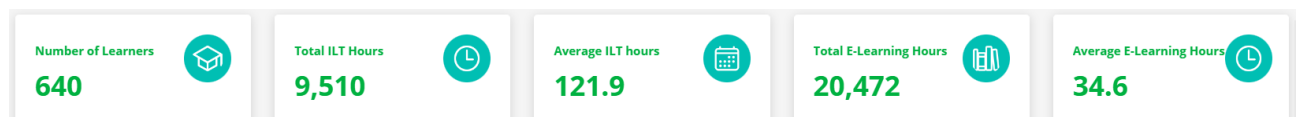
Average Time Learning

This chart shows the average spent per learner in each type of learning, broken down by course category. Here, a Learner is any user who has attended Instructor-led training or engaged in some e-Learning. Select a category to view the data for all courses in that category or use the drop-down filter to select a specific course, as in the following example where the average time spent in the Safe & Healthy Workplace course is displayed.



Secondary Metrics

The secondary metrics show the number of learners within the current selection and the total and average number of hours for each type of learning.



Learner Details

You can view the underlying learner data for the dashboard and any applied filters in the Learner Details table.

LEARNER DETAILS

Learner	User ID	Hours of Learning	ILT Hours	E-Learning Hours
Ada Austin	42450	92.5	0.0	92.5
Edgar Ford	14976	91.8	0.0	91.8
Jessie Price	42412	76.4	0.0	76.4
Virgie Stone	42634	73.4	0.0	73.4
Nicholas Jackson	42264	72.5	0.0	72.5
Ollie Barton	42441	66.6	0.0	66.6
Nannie Woods	42689	66.0	0.0	66.0
Micheal Hale	29444	65.4	0.0	65.4
Bobby Page	14646	61.7	0.0	61.7
Annie Bell	42807	57.6	0.0	57.6
Mary Little	29081	57.6	0.0	57.6
May Moran	29402	57.1	0.0	57.1
Steve Stokes	26095	57.0	0.0	57.0
Eric Walker	40683	54.3	0.0	54.3
Carlos Rogers	29165	54.0	0.0	54.0
Pauline Gill	10905	53.7	0.0	53.7
Lucy Cross	29389	53.6	0.0	53.6
Rosa Matthews	25907	52.6	0.0	52.6
Katie Perry	16733	51.8	0.0	51.8
Chester Houston	28255	51.0	0.0	51.0

Dashboard Print & Export

You can print a PDF of each dashboard by selecting the PDF icon. You can choose your preferred orientation (portrait or landscape) and which header and footer data you would like to include.

PDF Report Settings

Paper Size

A4 210mm x 297mm

Orientation

☐ Portrait
 ☒ Landscape

Header

Compact

☐ Title
 ☒ Data As Of
 ☐ Dataset Name
 ☐ Dashboard Filters

Footer

☒ Page Number

Save

Download

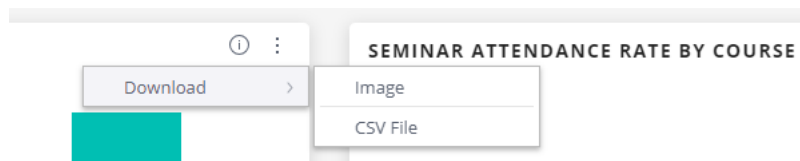
Cancel

17 Jan 2024 11:54:31

Training attendance over time

Seminar attendance rate by course

You can save an image of every open dashboard component by hovering your cursor over the component, selecting the three-dots options menu and clicking **Download**.



This also allows you to download the underlying data from the component being viewed as a CSV file.