Top 10 TMS Reports for Training Managers

Report	Description	Use For This Task:	Recommended Version
Curriculum Item Status	Returns the curriculum assigned to each user and their curriculum status, the items assigned to each curriculum, and the completion date, complete status, and required date for each item.	Checking employee compliance for mandated curricula	Custom Curriculum Item Status (CSV)
Item Compliance Reports	Provides detailed item compliance and deficiency information.	Checking employee compliance of required items	Compliance Deficiency Detail (CSV)
Item Evaluation	The item evaluation report shows the mean score (the average results of the rating scale questions) for each survey, page, and question and the percentage of users who selected each response. The item evaluation by individual response report shows each user's responses to the survey questions.	Pulling local Level 1 evaluation results	Custom Item Evaluation (CSV) and Item Evaluation By Individual Response (CSV)
Item Status	Returns, for each user and item, the user's completion status for the items they participated in during the given date range. You can group the report by item or by user.	Running NTC Progress Reports and other full completion reports	Custom User Item Status (CSV) and Item Status with Substitution (CSV)
Learning Needs	Returns the learning needs of users. Learning needs are learning items or curricula that the user needs to complete.	Displaying incomplete items on users' To-Do Lists	User Learning Needs (CSV)
Online Item Status	Returns, for the users and items you specify, each user's current progress based on online items taken by the user. A user's progress through online courses is reported at the content object level.	Checking employee progress at the content level of an online item	Online Item Status (CSV)
Scheduled Offering Roster	Returns the roster of users in a scheduled offering.	Pulling rosters of users scheduled for a training event	Scheduled Offering Roster (CSV)
User Exam Data	Returns, for all selected users, exams, and surveys, the details of users' performance on exams.	Checking employee performance on a Level II assessment	Custom User Exam Data (CSV)
User Item History Audit	Returns a history of the changes made to the user's learning item history information, who made the changes, and when the changes were made.	Researching changes to a user's Learning History	User Item History Audit (CSV)
User Learning Plan Audit	Returns a history of the changes made to the user's learning plan information; who made the changes and when the changes were made.	Researching changes to a user's Learning Plan	User Learning Plan Audit Report (CSV)