



# Roles analytics: basic

Tags: Skills

Roles analytics gives you strategic insight into your learners' engagement with Role IQ.

In this article, we'll give an overview of the data and report features of basic roles analytics. For users on plans with advanced analytics, read about [advanced roles analytics](#) after reading this article.

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Who can use this?

	<u>Std</u>	<u>Prem</u>	<u>Strt</u>	<u>Pro</u>	<u>Ent</u>
<u>Learners:</u>					
<u>Managers:</u>			+	✓	✓
<u>Admins:</u>			+	✓	✓

+ Available as a [plan add-on](#)

## What you can do

Roles analytics gives you a snapshot of your team's role usage. This data helps you:

- Identify the roles learners are engaging with the most
- View role skill proficiencies and averages

Roles analytics can be seen by both plan admins and team managers. Team managers can only see analytics for the teams they manage.

In order for a learner to appear in roles analytics, they must self-assess in their role.

Roles analytics are in real time, updated every 15 minutes.

**Note:** Only roles that have been validated will show up in analytics. If a role is unvalidated, that means we're still collecting data to provide you with relevant and meaningful information.

**Note:** If a learner completed all assessments in a role but is not showing a Role IQ level, they must go back to their role details page. This assigns the role level to the learner.

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## Web reports

To get started:

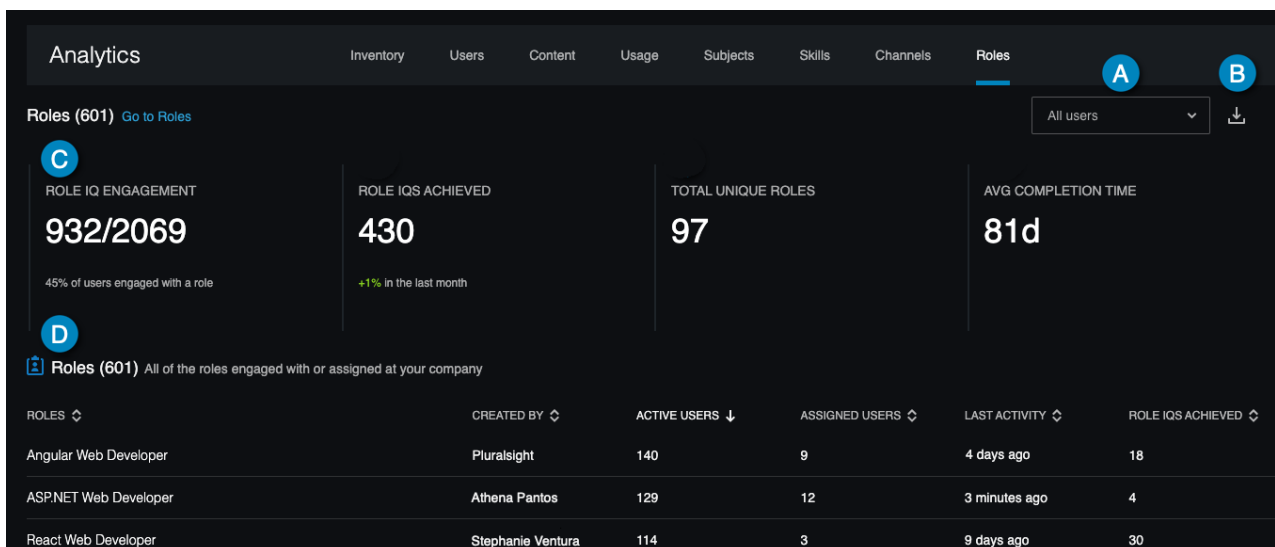
1. Click **Analytics** in the left navigation panel.
2. Click the **Roles** tab in the top center panel.

Basic roles analytics includes two views:

- The default view is the **All-roles dashboard**.
- When you click into a particular role, you'll see its **Role dashboard**.

## All-roles dashboard

The **All-roles dashboard** allows insight into top-level role analytics data.



A. You can customize both the web and CSV reports with the **Teams** filter. The default display is all users on your plan.

B. You can download a **CSV report** of your roles analytics data (discussed [below](#)).

C. The **All-roles overview** includes the following data fields:

- [Role IQ engagement](#)
- [Role IQs achieved](#)
- [Total unique roles](#)

- [Avg completion time](#)

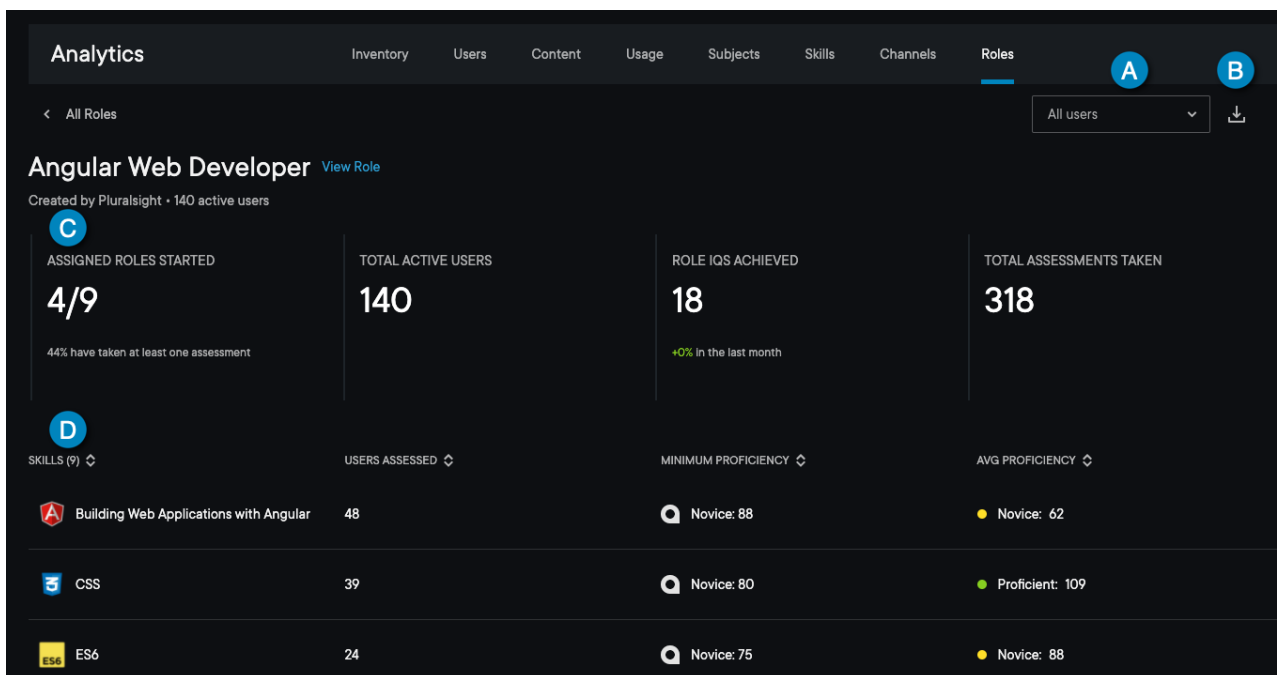
D. The **Roles table** shows you analytics particular to each role in your organization. You can click any of the labels to sort by that field, and click again to toggle between ascending and descending. Data fields include:

- [Roles](#)
- [Created by](#)
- [Active users](#)
- [Assigned users](#)
- [Last activity](#)
- [Role IQs achieved](#)

Click any role in the **Roles table** to display its **Role dashboard**, as described below.

## Role dashboard

The **Role dashboard** provides deeper insight into the selected role.



A. You can customize both the web and CSV reports with the **Teams** filter. The default selection carries over from the **All-roles dashboard**.

B. You can download a **CSV report** of your roles analytics data (discussed [below](#)).

C. The **Role overview** includes the following data fields:

- [Assigned roles started](#)
- [Total active users](#)
- [Role IQs achieved](#)
- [Total assessments taken](#)

D. The **Skills table** shows you analytics for each skill that makes up the selected role. You can click any of the labels to sort by that field, and click again to toggle between ascending and descending. Data fields include:

- [Skills](#)
- [Users assessed](#)
- [Minimum proficiency](#)
- [Avg proficiency](#)

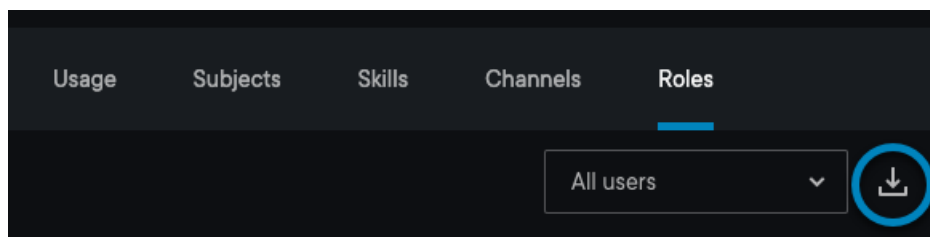
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## CSV reports

View more details about your roles analytics with the CSV report downloads. There are two CSV reports available for basic roles analytics:

- [Role IQ overview CSV](#)
- [Role skill levels CSV](#)



### Role IQ overview CSV

To download this report, start from the **All-roles dashboard**, and click the download icon next to the **Teams** filter.

Data fields include:

- [Name](#)
- [Created by](#)
- [Started roles](#)
- [Assigned users](#)
- [Last activity](#)
- [Completed roles](#)

### Role skill levels CSV

To download this report, start from the **Role dashboard** of your desired role, and click the download icon next to the **Teams** filter.

**Tip:** Click any role in the **Roles table** to display its **Role dashboard**.

**Note:** If your plan includes basic analytics, the **Role skill levels CSV** will download. If your plan includes advanced analytics, you'll be given the choice to download the **Role skill levels CSV**, the **User role IQs CSV**, or the **User skill levels CSV**. See [Advanced roles analytics](#) for details about the latter two reports.

Data fields include:

- [Skill name](#)
- [Users assessed](#)
- [Minimum proficiency](#)
- [Average proficiency level](#)
- [Average proficiency](#)

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## Next steps

If your plan includes advanced analytics, learn how to go further with [advanced roles analytics](#).

Explore how the other analytics experiences can help you monitor and guide your team's growth.

Basic analytics	Advanced analytics
<a href="#">Channels analytics: basic</a>	<a href="#">Channels analytics: advanced</a>
<a href="#">Content analytics</a>	<a href="#">Roles analytics: advanced</a>
<a href="#">Roles analytics: basic</a>	<a href="#">Skills inventory analytics: advanced</a>
<a href="#">Skills inventory analytics: basic</a>	
<a href="#">Tech Foundations</a>	
<a href="#">Usage analytics</a>	
<a href="#">Users analytics</a>	
See which analytics experiences are included in <a href="#">your team plan</a> .	

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