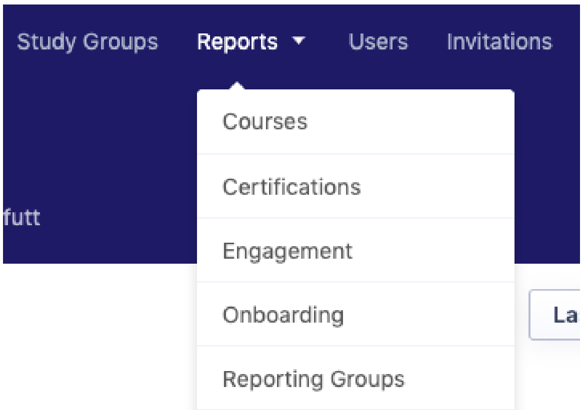
Using your reporting options

Tags: ACG

Our reporting tools will help you track user engagement, progress, and certifications earned by the team. It's important that you feel comfortable locating and using these. We've created a few simple steps to help get your going.

Choosing the right report

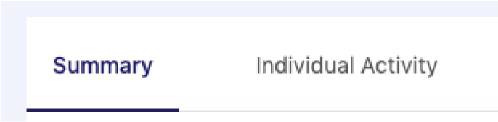
1. Click **Reports** in the navigation bar of your admin dashboard to activate the dropdown list.



2. Choose the report you'd like to view. Each reporting option serves a different purpose and it's important to know which one you need.
   - Click **Courses** to view all of the courses that your users have started.
   - Click **Certifications** to see a bird's eye view of the certifications being earned and uploaded throughout your organization.
   - Click **Engagement** to learn how many users are currently engaging with the platform, at the organizational and individual level. You can also view the lessons being completed.
   - Click **Onboarding** to learn how many invited users have actually activated their accounts, started a course, and completed a course.
   - Click **Reporting Groups** to create a cohort of users that you can define within the admin dashboard for tracking and reporting purposes. If you haven't created any Reporting Groups yet, please take a look at How to create a reporting group.

Organizing reporting groups

Once available, you can organize data based on an overview summary or individual user activity.

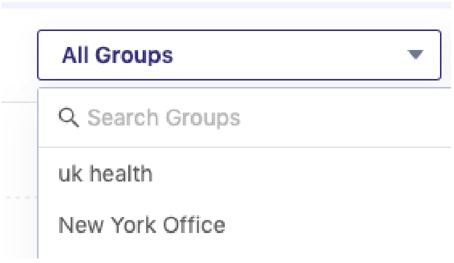


Note: In the course engagement section, you can also see individual exam and quiz results. This is a great way to see if your users need additional support.

Filtering reporting groups

You can view data for a specific Reporting Group you've created using the All Groups filter. This is a great way to visually track your users' progress.

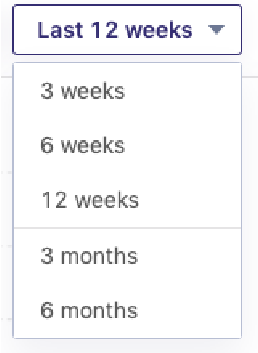
1. Click **All Groups** to trigger the dropdown menu.
2. Select a reporting group from the dropdown list to filter results for specific users.



Important: You can only filter by Reporting Groups for Courses, Engagement and Certifications reports.

Once available, you can also filter data within a specific timeframe. This is particularly helpful if you need to perform recurring assessments (e.g. quarterly, biannually etc.)

1. Click **Last 12 weeks** to trigger the dropdown menu.
2. Select a timeframe from the dropdown list.



Exporting data reports

Anytime you see the Export CSV button on the right of your reports, you have the option to export your desired data into a CSV file.

Click **Export CSV** to start downloading your data report.

> **Note:** CSV files can be opened in Google Sheets, Microsoft Excel, Numbers, etc.

> **Note:** You now have data at your fingertips. You can support individuals who need a nudge or extra help, praise the ones racing ahead, and show your company that you've got a team of Cloud Gurus.

If you need help, please email support@pluralsight.com for 24/7 assistance.