Standard Report – Training Hours (User Total)
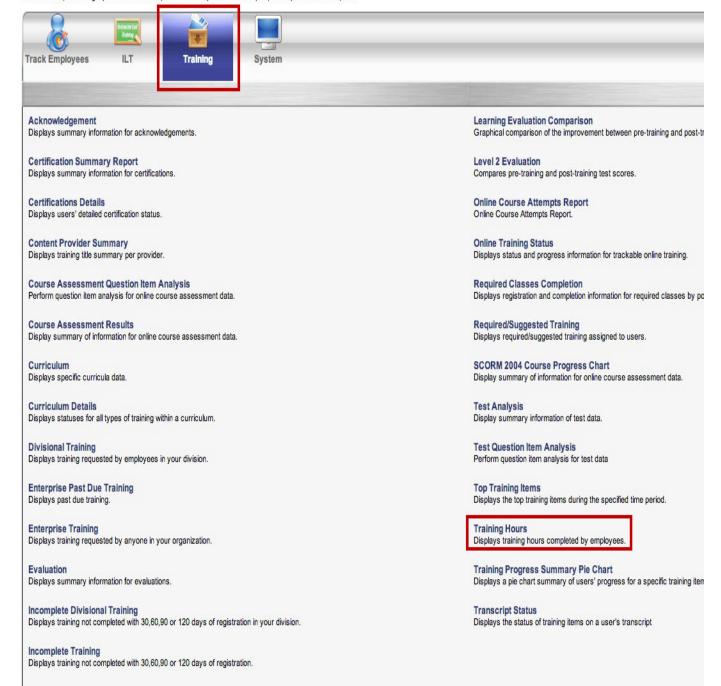
1. After logging on to the LMS through BEACON, click the **REPORTS** tab and select **STANDARD REPORTS**

2. Select **TRAINING**, select report type **TRAINING HOURS**

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees   ILT   **Training**   System

Acknowledgement
Displays summary information for acknowledgements.

Certification Summary Report
Displays summary information for certifications.

Certifications Details
Displays users' detailed certification status.

Content Provider Summary
Displays training title summary per provider.

Course Assessment Question Item Analysis
Perform question item analysis for online course assessment data.

Course Assessment Results
Display summary of information for online course assessment data.

Curriculum
Displays specific curricula data.

Curriculum Details
Displays statuses for all types of training within a curriculum.

Divisional Training
Displays training requested by employees in your division.

Enterprise Past Due Training
Displays past due training.

Enterprise Training
Displays training requested by anyone in your organization.

Evaluation
Displays summary information for evaluations.

Incomplete Divisional Training
Displays training not completed with 30,60,90 or 120 days of registration in your division.

Incomplete Training
Displays training not completed with 30,60,90 or 120 days of registration.

Learning Evaluation Comparison
Graphical comparison of the improvement between pre-training and post-tr

Level 2 Evaluation
Compares pre-training and post-training test scores.

Online Course Attempts Report
Online Course Attempts Report.

Online Training Status
Displays status and progress information for trackable online training.

Required Classes Completion
Displays registration and completion information for required classes by po

Required/Suggested Training
Displays required/suggested training assigned to users.

SCORM 2004 Course Progress Chart
Display summary of information for online course assessment data.

Test Analysis
Display summary information of test data.

Test Question Item Analysis
Perform question item analysis for test data

Top Training Items
Displays the top training items during the specified time period.

Training Hours
Displays training hours completed by employees.

Training Progress Summary Pie Chart
Displays a pie chart summary of users' progress for a specific training iten

Transcript Status
Displays the status of training items on a user's transcript

3. Select the following report criteria fields:

- Select date (Reminder: LMS live date was 09-01-13)
- Select "**USER**" from User Criteria drop down box, search user by name, select user, select **DONE**
  Note: You can select more than one user at a time.
- Training Type: **ALL**, Provider: **ALL**
- Remove all selections, only select Group Type: **SUMMARIZE BY USER**, Status: **COMPLETED**, **COMPLETED EQUIVALENT**
- Select Output: **EXPORT TO EXCEL**