

Course Status Screen

The Course Status for tutorials and assessments in the selected chapter. Pre and post assessments appear in separate columns.

The screenshot shows the 'Excel 2007' course status. The 'Chapters' list on the left includes 'The Fundamentals' (highlighted in blue). The main table lists topics with columns for 'Pre Assess', 'Tutorial', and 'Post Assess'. For example, 'Starting Excel 2007' shows 'Passed' for Pre Assess, 'Skipped' for Tutorial, and 'Skipped' for Post Assess. A summary row at the bottom shows '67% (Unlimited) Retry' for Pre Assess and '100% (Unlimited) Retry' for Post Assess. A sidebar on the right has a 'Search Tutorials' field and a 'Go' button. Below it are 'Commands' including 'Edit Course' and a printer icon.

Course name

Chapters in the current course, with the active chapter highlighted in blue.

Search the course tutorials for a specific topic.

Click the printer icon to view a printable version of the tutorial.

A number in parenthesis indicates the number of times the assessment was retried.

A summary of pre and post assessment results. The parenthesis indicate the retry limits for assessments.

Course Options

- To Choose a Learning Style:** Click the **Courses** tab and click the course you wish to edit. Under Properties, in the Options column, click the learning style you wish to use for the course.
 - Assessment Only:** Delivers assessments without tutorials.
 - Tutorials Only:** Allows users to focus on learning without pre or post assessments.
 - Complete Course:** The entire tutorial and assessment package.

- To Change Assessment Retry Limits:** Click the **Courses** tab and click the course you wish to edit. Under Properties, in the Options column, click the **Retries Allowed** list arrow and select the number of retries you wish to allow.
- To Change the Percent of Correct Answers Required to Receive a Certificate of Completion:** Click the **Courses** tab and click the course you wish to edit. Under Properties, in the Options column, click the **Users Receive Certificate on** list arrow and select a percentage from the list.

The 'Options' dialog box shows 'Choose Your Learning Style' with 'Complete Course' selected. Below, 'Pre Assessment' has 'Retries Allowed' set to 3 and 'Test Out of Correctly Answered Questions' checked. 'Post Assessment' has 'Retries Allowed' set to 1. 'Certificates' shows 'Users Receive Certificate on' set to 85% Post Ass.

When selected, if users pass the pre assessment, they test out of the tutorial and post assessment.

The tutorial and post assessments appear as "skipped" under Course Status, and as as "passed" on the report.

Click the learning option you wish to use for your course.

Select the number of retries you wish to allow for assessment questions.

Select the percent of correct answers that are required in order to obtain a completion certificate.

Reports

- Every online learning report has been redesigned in the CLMS. The new reports are designed so that an administrator can drill down from any report into a corresponding report while keeping the same filtering options. The reports also have new layouts and the ability to sort columns by clicking headers. This lends consistency to both the look of the reports and the corresponding data.

To view reports, follow the instructions below:

- My Usage Summary:** Select **Home > Reports** and click the report on the right side.
- Course Summary:** Select **Courses > Reports** and click the report on the right side.
- Course Details:** Select **Home > select a course > Reports** and click the report.
- Group User Details:** Select **Groups > select a group > Reports** and click the report.
- Group Course Details:** Select **Groups > select a group > Reports** and click the report.
- User Summary:** Select **Users > Reports** and click the report.
- User Details:** Select **User > select a user > Reports** and click the report.