

Instructions for Analytics Users with MRI eLearning Subscription

Overview

Welcome to the MRI eLearning subscription program! We offer a variety of self-paced eLearning modules and videos to fit your needs.

Designated group managers can access an Analytics Dashboard to view a variety of student and course data for their organization.



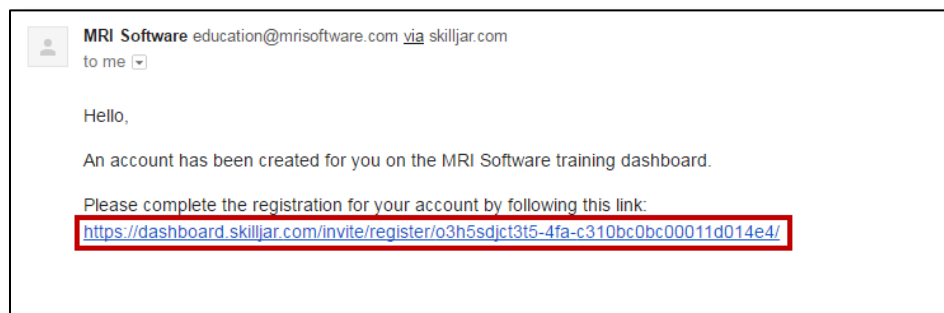
This guide will help you register for the MRI eLearning subscription program Analytics Dashboard and student site. You will also learn how to use the Analytics Dashboard to view summary data along with specific course, student, and assessment data.

Registering for the Analytics Dashboard

If you have been invited to be a Group Manager for your company on the eLearning subscription site, you will be allowed to view and download data and analytics for your training users.

Complete the following steps to register for access to the analytics dashboard:

1. From the email message you received from education@mrisoftware.com, click the registration link.



2. On the Dashboard Registration page, complete the following fields (Organization and E-mail address will be pre-populated):
 - **First Name**
 - **Last Name**
 - **New Password** (if you are already registered as a student on the eLearning subscription website, you may use the same password)

Complete your dashboard registration

Organization:


E-mail address:

First name:

Last name:

New password:

By registering, you agree to our [Terms of Service](#) and [Privacy Policy](#).

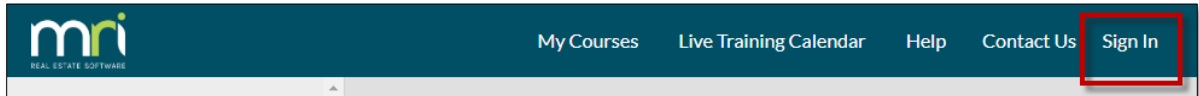


3. Click **Register**.

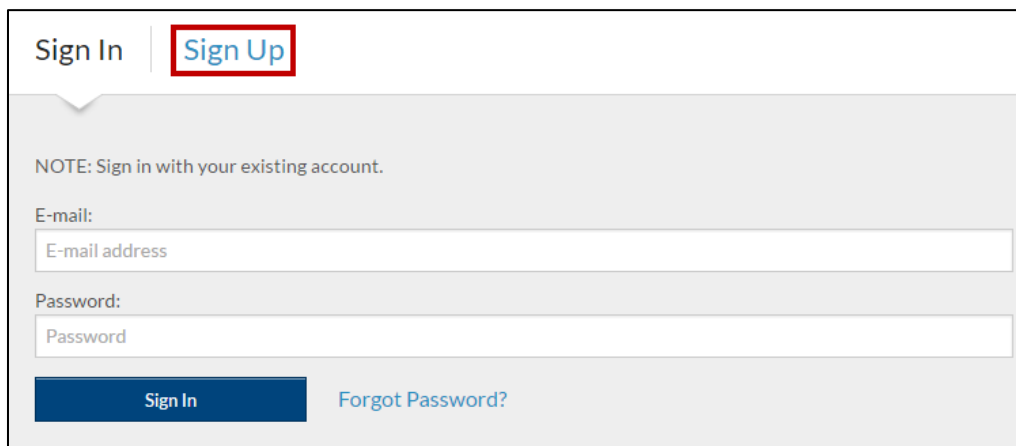
Registering for the Student Site

If you have not already registered for a student account on the eLearning subscription site, complete the following steps in order to access and complete courses.

1. Go to <https://mriexpress.skilljar.com>.



2. In the upper right corner, click **Sign In**.



Sign In | **Sign Up**

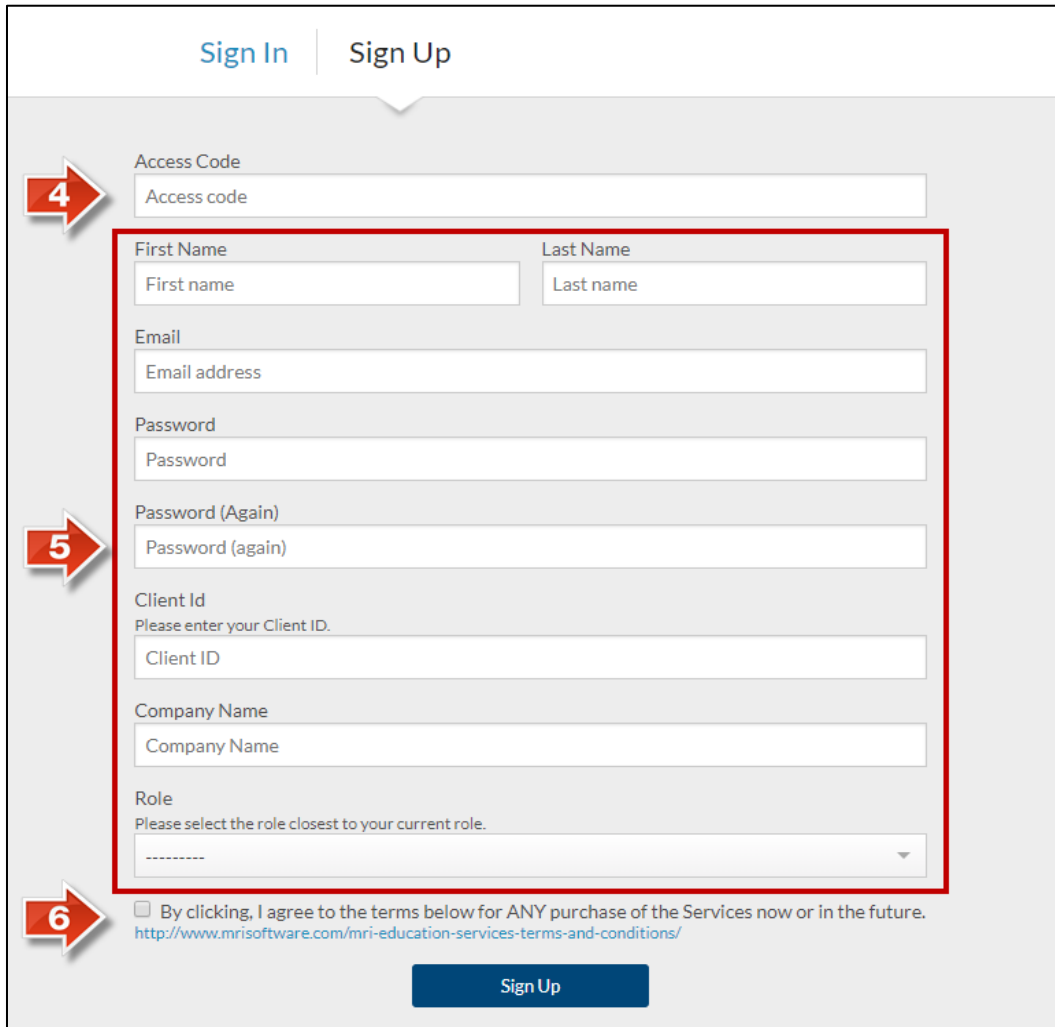
NOTE: Sign in with your existing account.

E-mail:

Password:

[Forgot Password?](#)

3. On the sign in page, click **Sign Up**.



The screenshot shows the MRI Sign Up form. At the top, there are links for "Sign In" and "Sign Up". The form contains several input fields: "Access Code", "First Name", "Last Name", "Email", "Password", "Password (Again)", "Client Id", "Company Name", and "Role". A red box highlights the "First Name", "Last Name", "Email", "Password", "Password (Again)", "Client Id", "Company Name", and "Role" fields. Red arrows with numbers 4, 5, and 6 point to the "Access Code" field, the red box, and the "I agree to the terms" checkbox, respectively.

Sign In | Sign Up

4 Access Code
Access code

5 First Name Last Name
First name Last name

Email
Email address

Password
Password

Password (Again)
Password (again)

Client Id
Please enter your Client ID.
Client ID

Company Name
Company Name

Role
Please select the role closest to your current role.

6 ☐ By clicking, I agree to the terms below for ANY purchase of the Services now or in the future.
<http://www.mrisoftware.com/mri-education-services-terms-and-conditions/>

Sign Up

4. Enter your access code. This is a unique code for your company that MRI provides to your Designated Support Contact (DSC) or System Administrator.
5. Fill in the following fields:
 - First Name
 - Last Name
 - Email – use the same email address you provided during registration for the analytics dashboard.
 - Password
 - Client ID – you can obtain this from your DSC or System Administrator
 - Company Name
 - Role

6. Select the checkbox to indicate that you agree to the Terms and Conditions.



Note: You can read the Terms and Conditions in full by clicking the link below the checkbox.

7. Click **Sign Up**.

You will receive an email confirmation of your registration.

8. Refer to the **Subscribers Guide for Student Users** document for help with navigating the site and registering for individual courses. This document is available from the **Help** link on the top menu bar.

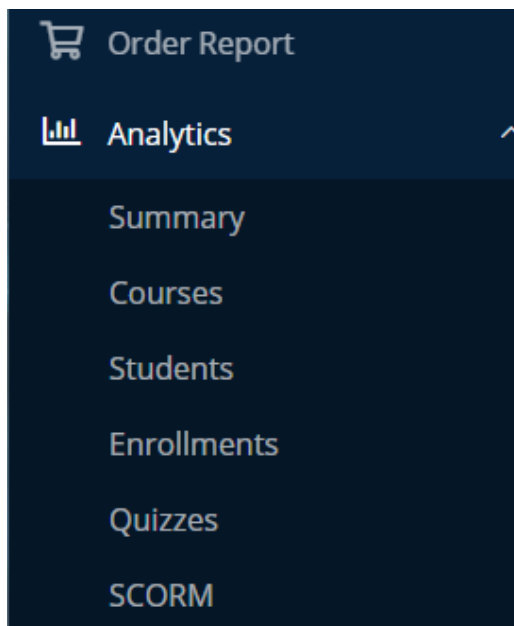
Using the Analytics Dashboard

Overview

Analytics users can view a variety of student and course data. The data is restricted to only those company groups to which you are assigned.

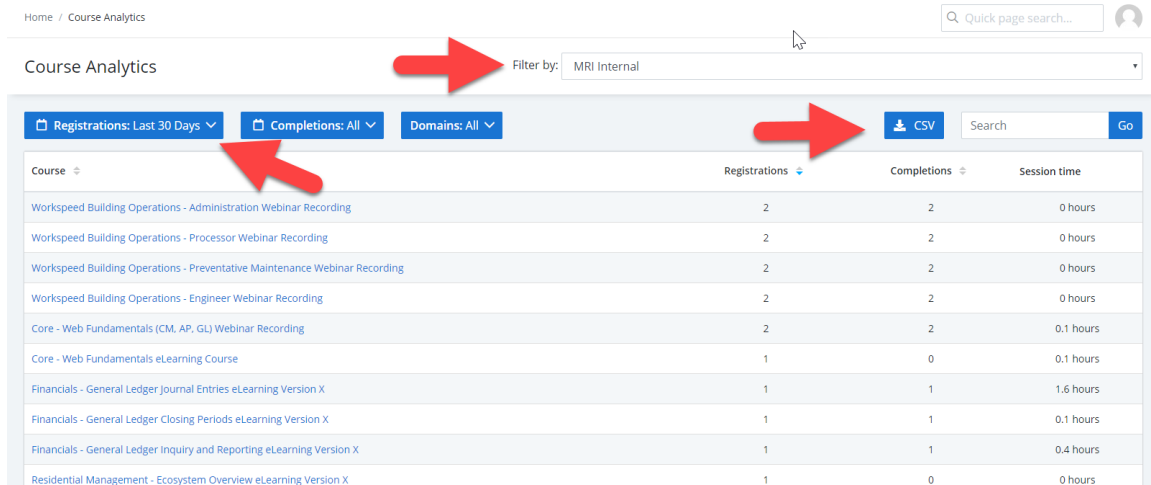
To view analytics data, complete the following steps:

1. Go to <https://dashboard.skilljar.com/>
2. Expand the **Analytics Menu**. This is the only menu option available to you.
3. Select the specific Menu that you want to view:



Common Features Across Analytics

To view the data for a single group, select the group from the **Filter by** dropdown list.



Course Analytics

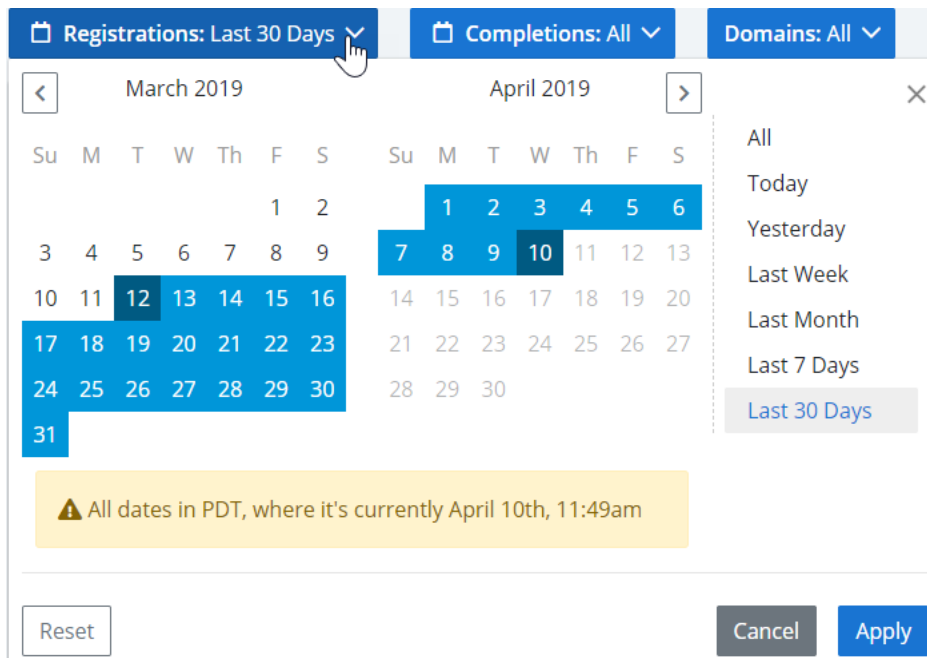
Filter by: MRI Internal

Registrations: Last 30 Days | Completions: All | Domains: All

CSV Search Go

Course	Registrations	Completions	Session time
Workspeed Building Operations - Administration Webinar Recording	2	2	0 hours
Workspeed Building Operations - Processor Webinar Recording	2	2	0 hours
Workspeed Building Operations - Preventative Maintenance Webinar Recording	2	2	0 hours
Workspeed Building Operations - Engineer Webinar Recording	2	2	0 hours
Core - Web Fundamentals (CM, AP, GL) Webinar Recording	2	2	0.1 hours
Core - Web Fundamentals eLearning Course	1	0	0.1 hours
Financials - General Ledger Journal Entries eLearning Version X	1	1	1.6 hours
Financials - General Ledger Closing Periods eLearning Version X	1	1	0.1 hours
Financials - General Ledger Inquiry and Reporting eLearning Version X	1	1	0.4 hours
Residential Management - Ecosystem Overview eLearning Version X	1	0	0 hours

To change the date range of your data, click the **Date Range** button. Use the calendar to select a new starting and ending date, or use the choices on the right to select a preset option, such as “Yesterday” or “Last Month”.



Registrations: Last 30 Days | Completions: All | Domains: All

March 2019 April 2019

All
Today
Yesterday
Last Week
Last Month
Last 7 Days
Last 30 Days

⚠ All dates in PDT, where it's currently April 10th, 11:49am

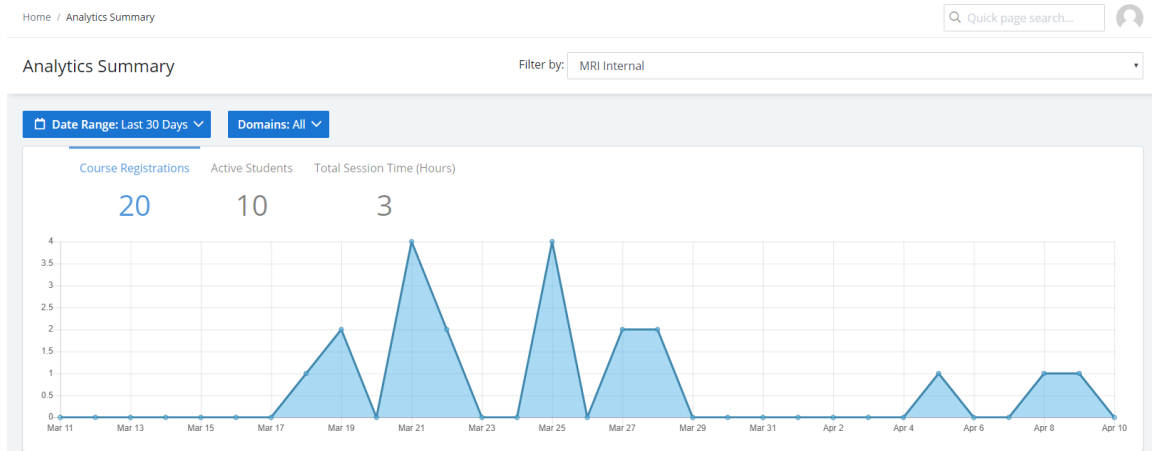
Reset Cancel Apply

To export data to a CSV file, click the **CSV** button.

To save a report tab using the parameters you have specified, bookmark its URL.

Summary

The Summary option provides a snapshot of high-level usage information for all groups to which you are assigned. This includes data on total course registrations, number of active students (defined as students who have accessed a lesson), and total session hours.



Courses

Click **Courses** to view data for the courses to which members of your groups are assigned. Use this data to analyze which courses have the highest/lowest registrations and completion rates.

Home / Course Analytics

Course Analytics

Filter by: MRI Internal

Registrations: Last 30 Days | Completions: All | Domains: All

CSV Search Go

Course	Registrations	Completions	Session time
Workspeed Building Operations - Administration Webinar Recording	2	2	0 hours
Workspeed Building Operations - Processor Webinar Recording	2	2	0 hours
Workspeed Building Operations - Preventative Maintenance Webinar Recording	2	2	0 hours
Workspeed Building Operations - Engineer Webinar Recording	2	2	0 hours
Core - Web Fundamentals (CM, AP, GL) Webinar Recording	2	2	0.1 hours
Core - Web Fundamentals eLearning Course	1	0	0.1 hours
Financials - General Ledger Journal Entries eLearning Version X	1	1	1.6 hours
Financials - General Ledger Closing Periods eLearning Version X	1	1	0.1 hours
Financials - General Ledger Inquiry and Reporting eLearning Version X	1	1	0.4 hours

To modify the Courses view, follow these steps:

1. Use the **Registrations** and **Completions** filters to further filter the Courses table as needed.
2. To view more specific information for a course, click the course title. The Course view opens by default to the Enrollments subtab, which lists the students who are enrolled in the course and the other information illustrated below.

Summary | Courses | Students | Enrollments | Quizzes | SCORM

Filter by: MRI Internal

Financials - General Ledger Journal Entries eLearning Version X


Enrollments Lessons

Show 25 entries

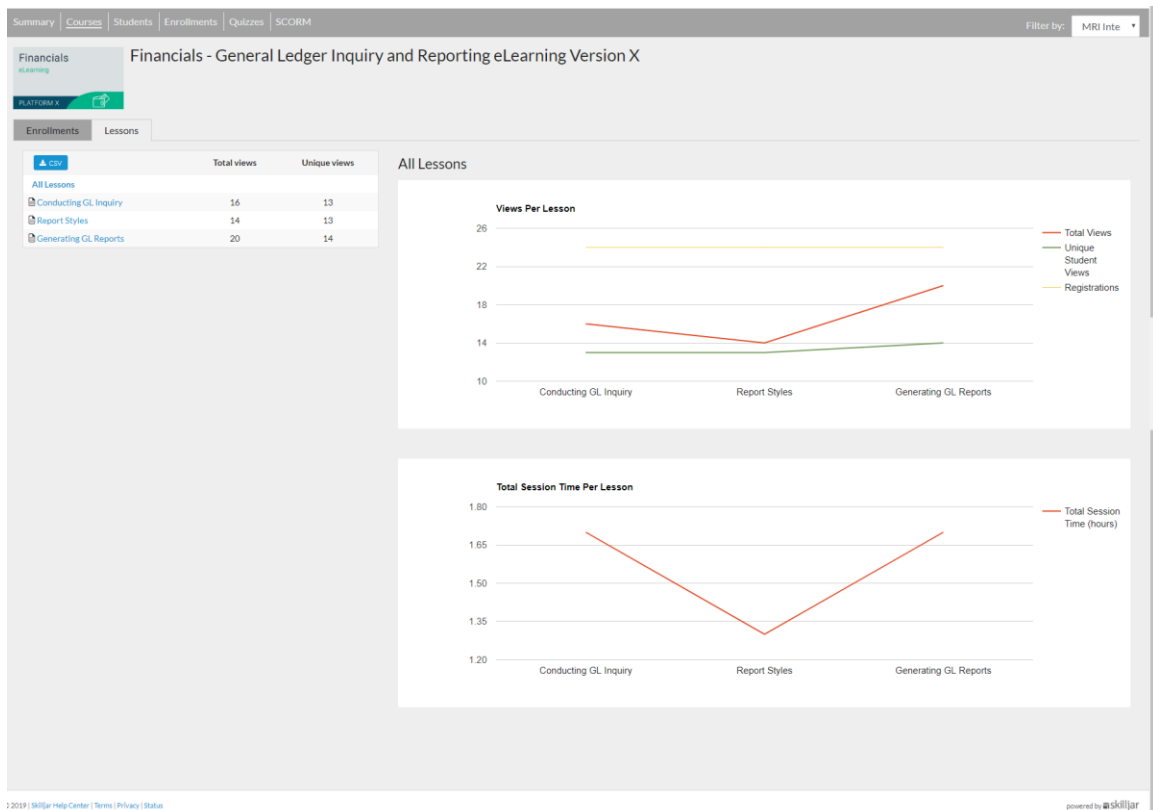
CSV Search Go

Student name	Email	% complete	Total session time	Registered	Completed	Latest activity
[Student Name]	[Email]	100	1:37:28	2019-Mar-25	2019-Mar-25	2019-Mar-25
[Student Name]	[Email]	100	1:08:33	2019-Jan-09	2019-Jan-11	2019-Jan-11
[Student Name]	[Email]	100	0:42:46	2019-Jan-03	2019-Jan-03	2019-Jan-03
[Student Name]	[Email]	100	0:30:23	2018-Dec-28	2019-Jan-02	2019-Jan-02
[Student Name]	[Email]	100	1:23:04	2018-Dec-09	2018-Dec-10	2018-Dec-10
[Student Name]	[Email]	100	0:25:34	2018-Nov-08	2018-Nov-08	2018-Nov-08
[Student Name]	[Email]	0	0:01:39	2018-Nov-07	--	2018-Nov-07
[Student Name]	[Email]	0	0:01:05	2018-Oct-08	--	2018-Oct-18
[Student Name]	[Email]	100	0:34:29	2018-Oct-12	2018-Oct-04	2018-Oct-04
[Student Name]	[Email]	0	0:01:08	2018-Sep-12	--	2018-Sep-14
[Student Name]	[Email]	0	0:02:32	2018-Sep-12	--	2018-Sep-14
[Student Name]	[Email]	0	0:00:06	2018-Aug-16	--	2018-Aug-16
[Student Name]	[Email]	0	0:53:39	2018-Aug-14	--	2018-Aug-14

- a. Click the **Student Name** to open a popup window that displays the information for the course for that student.

<div>  <div> Registered 2019-Jan-03 @ 01:31 p.m. Completed 2019-Jan-03 @ 03:09 p.m. Last Viewed Course 2019-Jan-03 @ 03:05 p.m. </div> </div> <div> Go </div>					
Lesson	Score	View Count	Total Session Time	Completed	Last Viewed On
Manual Journal Entries	None%	5	0:28:34	2019-Jan-03	2019-Jan-03
Recurring Journal Entries	None%	3	0:00:23	2019-Jan-03	2019-Jan-03
Prior Period Adjustments	None%	2	0:13:49	2019-Jan-03	2019-Jan-03

- Click **Lessons** to view the total views and unique views for the individual lessons in the course, along with a chart showing total and unique views by lesson, plotted according to their order in the course. You can hover the mouse over the data points on the graphs to view the specific values.



Students

Click **Students** to view the Student Summary page. Use this data to analyze the training behavior of the students in your group.

Home / Student Analytics

Student Analytics

Filter by: MRI Internal

Signed up: Last 30 Days Latest activity: All Domains: All CSV Search Go

Student name	Email	Registrations	Completions	Signed Up	Latest activity
[Student Name]	[Email]	1	1	2019-Mar-19	2019-Mar-22
[Student Name]	[Email]	0	0	2019-Mar-18	--
[Student Name]	[Email]	0	0	2019-Mar-18	--
[Student Name]	[Email]	0	0	2019-Mar-18	--
[Student Name]	[Email]	3	3	2019-Mar-18	2019-Mar-25

25 per page Showing 1 to 5 of 5 items

To modify the Students view, follow these steps:

1. Use the **Signed Up** and **Latest Activity** filters to further filter the Students table as needed.
2. To view more specific information about a student, click the student's name. The Student Summary page appears, as seen in the example below.

ANALYTICS / STUDENTS / RITA OWENS

Summary Courses Students Enrollments Quizzes SCORM

Analytics

[Profile Picture] Rita Owens

Registered 2019-Mar-22 @ 06:35 a.m. Last Viewed Course 2019-Mar-22 @ 06:35 a.m.

Student Signup Information

Field label	Student response
By clicking, I agree to the terms below for ANY purchase of the Services now or in the future.	True
Role	Property Manager
Company Name	MRI Software
Client ID	[Redacted]

Groups

Group	Date Joined	Access Code
_MRI Affordable Housing - MELL	2019-Mar-19	[Redacted]
MRI Internal	2019-Mar-19	[Redacted]
_MRI Residential Management - MELL	2019-Mar-19	[Redacted]
_MRI Financials - MELL	2019-Mar-19	[Redacted]
_Bostonpost - MELL	2019-Mar-19	[Redacted]
_MRI Commercial Management - MELL	2019-Mar-19	[Redacted]
_Worksped - MELL	2019-Mar-19	[Redacted]

Enrollments

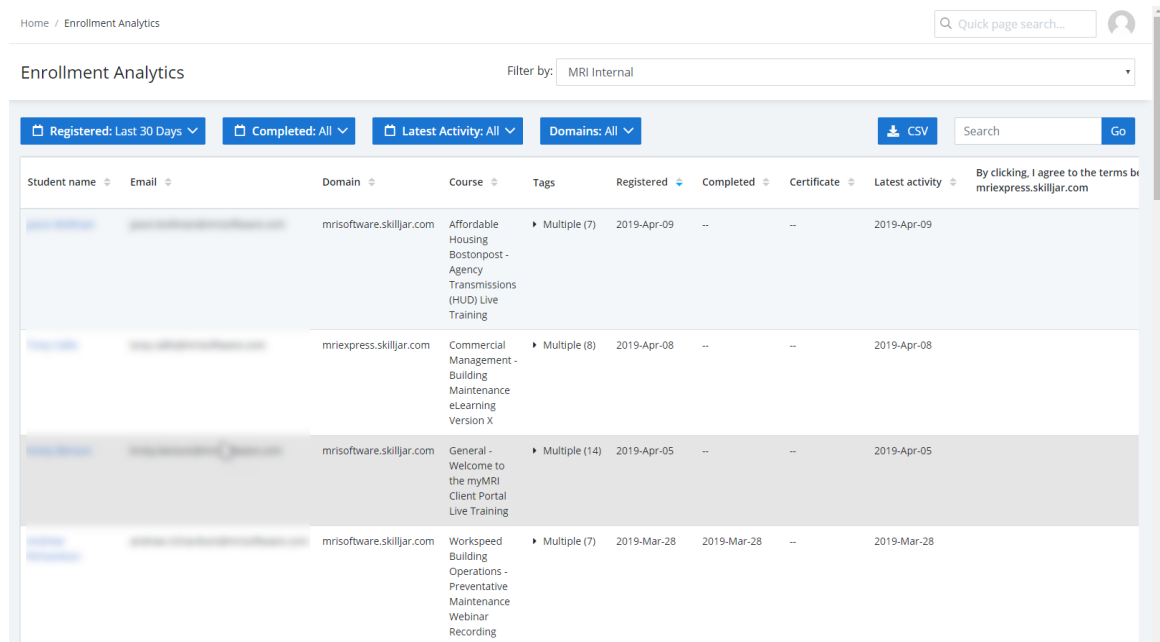
Course *	% complete	Session time	Certificate	Enrolled	Completed	Recent activity
Worksped Building Operations - Processor Webinar Recording	100	0:00:00		2019-Mar-22	2019-Mar-22	2019-Mar-22

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Enrollments

Click **Enrollments** to view the registration behavior of the students in your group across all courses, including data like the date of enrollment, completion date, and date of latest activity.



Student name	Email	Domain	Course	Tags	Registered	Completed	Certificate	Latest activity
		mrisoftware.skilljar.com	Affordable Housing Bostonpost - Agency Transmissions (HUD) Live Training	Multiple (7)	2019-Apr-09	--	--	2019-Apr-09
		mriexpress.skilljar.com	Commercial Management - Building Maintenance eLearning Version X	Multiple (8)	2019-Apr-08	--	--	2019-Apr-08
		mrisoftware.skilljar.com	General - Welcome to the myMRI Client Portal Live Training	Multiple (14)	2019-Apr-05	--	--	2019-Apr-05
		mrisoftware.skilljar.com	Workspeed Building Operations - Preventative Maintenance Webinar Recording	Multiple (7)	2019-Mar-28	2019-Mar-28	--	2019-Mar-28

As in the **Students** report tab, selecting a student's name opens their training profile page for lesson-level data.

Quizzes Tab

The MRI Training Academy does not currently use Quizzes functionality.

SCORM

Click **SCORM** to view data regarding course assessments.

Home / SCORM Analytics

SCORM Analytics

Filter by: MRI Internal

CSV Search Go

SCORM Item	Web Package	Average Score	Finished Count	Success Count	Avg Total Time
Getting Started	Getting Started (2-vendor-setup_4)	0.0	17	17	0:27:27
Manual Journal Entries	Manual Journal Entries (5-gl-manual-journal-entries_6)	0.0	16	16	0:43:26
Prior-Period Adjustments	Prior-Period Adjustments (7-gl-prior-period-adjustments_6)	0.0	15	15	0:27:52
Recurring Journal Entries	Recurring Journal Entries (6-gl-recurring-journal-entries_6)	0.0	15	15	9:39:09
Getting Started	Getting Started (1-getting-started_11)	0.0	15	15	0:15:50
Additional Vendor Information	Additional Vendor Information (3-additional-vendor-information_4)	0.0	15	15	1:45:36
Working with Residents	Working with Residents (working-with-residents)	42.2	14	14	0:59:40
Alternate Vendor Address	Alternate Vendor Address (4-alternate-vendor-addresses_5)	0.0	12	12	0:25:04
Basic Invoice Information	Basic Invoice Information (6-basic-invoice-information_4)	0.8	11	11	0:18:44
Additional Invoice Information	Additional Invoice Information (7-additional-invoice-information_4)	0.8	11	11	0:22:57
Web Fundamentals - Introduction	Web Fundamentals - Introduction (web-fundamentals-introduction_3)	--	11	11	0:04:00
GL Report Styles	GL Report Styles (9-gl-report-styles_6)	0.0	11	11	0:08:25
Closing Accounting Period	Closing Accounting Period (8gl-closing-accounting-period_3)	0.0	11	11	0:10:00
Accessing Building Maintenance Page	Accessing Building Maintenance Page (6-access-building-maintenance_5)	0.0	10	10	0:32:36
Conducting GL Inquiries	Conducting GL Inquiries (2-gl-conducting-gl-inquiry_6)	0.0	10	10	0:11:52

To modify the SCORM view, follow these steps:

1. To view details about a specific SCORM assessment, click the SCORM object's name. This SCORM Detail view opens by default to the Interactions subtab, which lists question-by-question data for the assessment.

Working with Residents

Details about this SCORM content

Interactions **Students**

Aggregate Student Interactions

41836_Tasks_the_can_be_completed_from_the_Lease_Information_tab_include_(select_all_that_apply) 20% Correct

Question Type: choice - 5 responses

Avg Latency: 0:00:37

Pets,Letters,Vehicle_Information,Notes,Service_requests : 1

Pets,Vehicle_Information,Notes,Letters : 1 (correct)

Letters,Pets,Notes,Service_requests,Vehicle_Information : 1

Service_requests,Make_ready_status,Notes,Vehicle_Information,Pets,Letters : 1

Vehicle_Information,Service_requests,Pets,Notes,Letters : 1

42276_An_occupant_is_another_term_for_the_primary_resident. 100% Correct

Question Type: true-false - 5 responses

Avg Latency: 0:00:07

f : 5 (correct)

- Click the **Students** tab to view information for each student who is assigned to the assessment. You can export this information to a CSV file by clicking the **CSV** button.

Working with Residents

Details about this SCORM content

Interactions **Students**

Show 25 entries

[CSV](#) Search [Go](#)

Student name	Email	Status	Attempted	Total time	Score
Caryn P. Smith	caryn@mriconsultations.com	completed	2018-Oct-29	0:19:03	90
An P. Smith	an@mriconsultations.com	completed	2018-Oct-29	0:20:55	80
Robert P. Smith	robert@mriconsultations.com	completed	2018-May-14	0:17:51	80
Robert P. Smith	robert@mriconsultations.com	not attempted	2018-Mar-13	0:00:00	--
Robert P. Smith	robert@mriconsultations.com	incomplete	2017-Feb-22	0:00:00	--
Robert P. Smith	robert@mriconsultations.com	incomplete	2017-Feb-09	0:02:26	0
Robert P. Smith	robert@mriconsultations.com	completed	2017-Jan-11	0:22:54	80
Robert P. Smith	robert@mriconsultations.com	completed	2016-Nov-11	2:31:05	0

Showing 1 to 8 of 8 entries

[Previous](#) [1](#) [Next](#)

- Click a student's name to view an individual quiz report as shown below.



Test Student

teststudent@mrisoftware.com

Status	Raw Score	Total Time
completed	80	0:17:51

SCORM cmi.student_interactions for [Working with Residents](#)

41836_Tasks_the_can_be_completed_from_the_Lease_Information_tab_include:(select_al_that_apply)

Type	choice
Time	10:44:19
Weighting	10
Student Response	Vehicle_information,Service_requests,Pets,Notes,Letters
Result	wrong
Latency	0:00:19

42276_An_occupant_is_another_term_for_the_primary_resident.

Type	true-false
Time	10:44:29
Weighting	10
Student Response	f
Result	correct
Latency	0:00:05