



MRI Training Academy

Analytics Dashboard Guide

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About this Document

Welcome to the MRI eLearning subscription program! On the MRI Training Academy, we offer a variety of self-paced eLearning courses and videos that will introduce you to the features and processes in the MRI Software family of products.

This document provides information about the Analytics Dashboard site, where training administrators can run reports and view metrics about the course registrations and training progress of the students from their organization.

This guide will assist in creating accounts on the MRI Training Academy and on the Analytics Dashboard. You will also learn how to use the Analytics Dashboard to view student data.

Registering for the Analytics Dashboard

To register for the Analytics Dashboard, follow these steps:

1. The MRI Education Services team will send you an email message inviting you to create an account on the Analytics Dashboard.
2. In that email message, click the registration link.

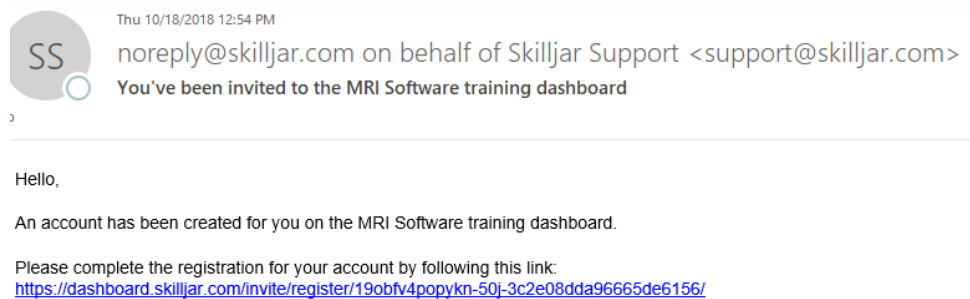


Figure 1. Dashboard Invitation Email

3. Complete the form on the **Complete your dashboard registration** page by entering your name and password. On this form, your organization name and email address will already appear in their respective fields.
4. Click the **Register** button.

Creating MRI Training Academy Accounts

To create an account on the MRI Training Academy, follow these steps:

1. In your Internet browser, go to the MRI Training Academy at <https://mriexpress.skilljar.com>.
2. Click the **Sign Up** tab.
3. Complete the form that appears.

Note

If you do not know your organization's access code or client ID, MRI Software recommends contacting your Designated Support Contact (DSC) or administrator.

If you still need assistance obtaining this information after doing so, you can contact the Education Services team at Education@MRIsoftware.com.

The screenshot shows a web form for signing up. At the top, there are two tabs: 'Sign In' and 'Sign Up', with 'Sign Up' being the active tab. The form contains the following fields and sections:

- Access Code:** A single text input field.
- First Name:** A text input field labeled 'First name'.
- Last Name:** A text input field labeled 'Last name'.
- Email:** A text input field labeled 'Email address'.
- Password:** A text input field labeled 'Password'.
- Password (Again):** A text input field labeled 'Password (again)'.
- Client ID:** A text input field with the label 'Please enter your Client ID.' and 'Client ID'.
- Company Name:** A text input field labeled 'Company Name'.
- Role:** A dropdown menu labeled 'Please select the role closest to your current role.' with a '+' icon on the right.
- Terms and Conditions:** A checkbox with the text 'By clicking, I agree to the terms below for ANY purchase of the Services now or in the future. <https://www.mrisoftware.com/education-services-terms-conditions/>'.
- Sign Up Button:** A blue button labeled 'Sign Up'.

Figure 2. Sign-Up Form

4. Select the check box to agree to the terms and conditions. To review the terms and conditions, you can click the link for the URL: <https://www.mrisoftware.com/education-services-terms-conditions/>.
5. Click the **Sign Up** button. You will receive an email confirmation at the email address you provided, which will also be your user name for the MRI Training Academy.

Using the Analytics Dashboard

On the Analytics Dashboard, you can view a variety of student and course data. The data that is displayed here will only pertain to the students from your organization who have created accounts on the MRI Training Academy.

To use the Analytics Dashboard to view data, follow these steps:

1. In your Internet browser, go to the Analytics Dashboard site at <https://dashboard.skilljar.com>, and then sign in.

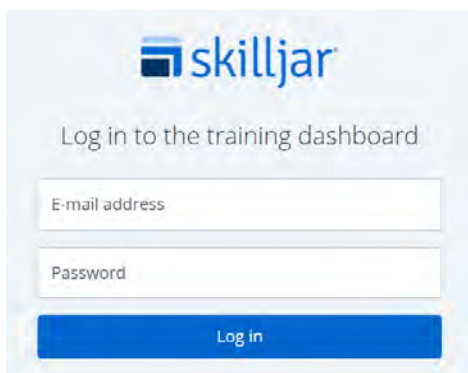


Figure 3. Dashboard Login

2. On the menu on the Analytics Dashboard site, expand the **Analytics** menu.
3. On the **Analytics** menu, click one of the following links to view specific data about your students' course registration and completions:
 - **Summary**—Click this link to run the Analytics Summary report, which displays metrics on the course registrations, active student users, and total session time from the configured date range.
 - **Paths**—Click this link to run the Path Analytics report, which provides information on the learning paths or course series for which students from your organization have registered.
 - **Courses**—Click this link to run the Course Analytics report, which provides information on the courses for which students from your organization have registered.
 - **Students**—Click this link to run the Student Analytics report, which provides information on course registrations and course completions, organized by student.
 - **Enrollments**—Click this link to run the Enrollment Analytics report, which displays details about your students' course or series enrollments, including their completion percentage.
 - **Quizzes**—Click this link to run the Quiz Analytics report, which displays details about student performance on quizzes.

Note

The eLearnings that are included in MRI Training Academy subscriptions do not use the quiz features that are measured on the Quiz Analytics report. As a result, this report will likely return no information and is not covered in this document.

- **SCORM**—Click this link to run the SCORM Analytics report, which displays details about the quiz scores and time spent on eLearning courses.

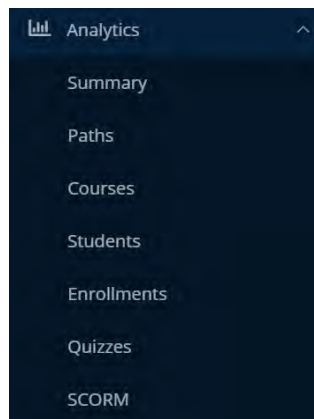


Figure 4. Analytics Menu

Using Common Analytics Dashboard Reporting Features

Regardless of which report you are running, there are several controls or run-time options you can use to view specific data, such as the following:

- To view the data from a specific group or organization, in the **Filter by:** field, select the group or organization name.
- To view data from a specific date or date range, click the calendar control, and then select the date or range from which you want to view data. You can use the calendar view to select the date or date range, or you can select one of the pre-configured options, such as **All**, **Today**, **Last 30 Days**, and more. Then, to apply the new date range, click the **Apply** button.

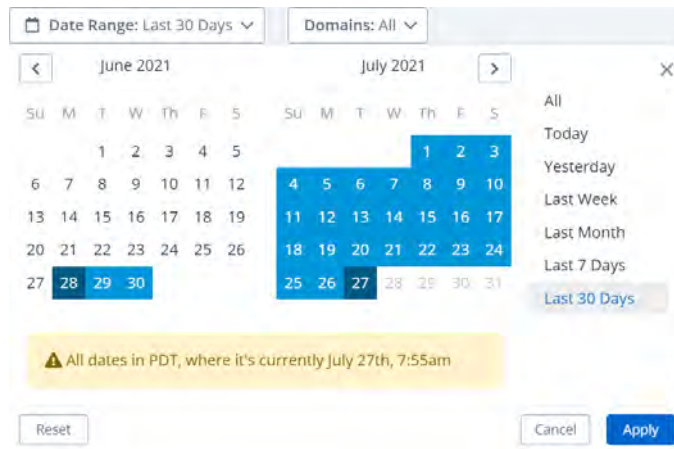


Figure 5. Date Selection

- To export the data to a .csv file, click the **CSV** button. When you click this button, the data is downloaded to your workstation in a .csv file.
- To save a set of controls or run-time options so that you can refer to the data, you can configure the report to your specifications, and then bookmark the report.

Running the Analytics Summary Report

To run the Analytics Summary report, you can click the **Summary** link on the **Analytics** menu.

The report provides high-level information about the MRI Training Academy usage of users from your organization. This includes total course registrations, number of active students, and total session hours.

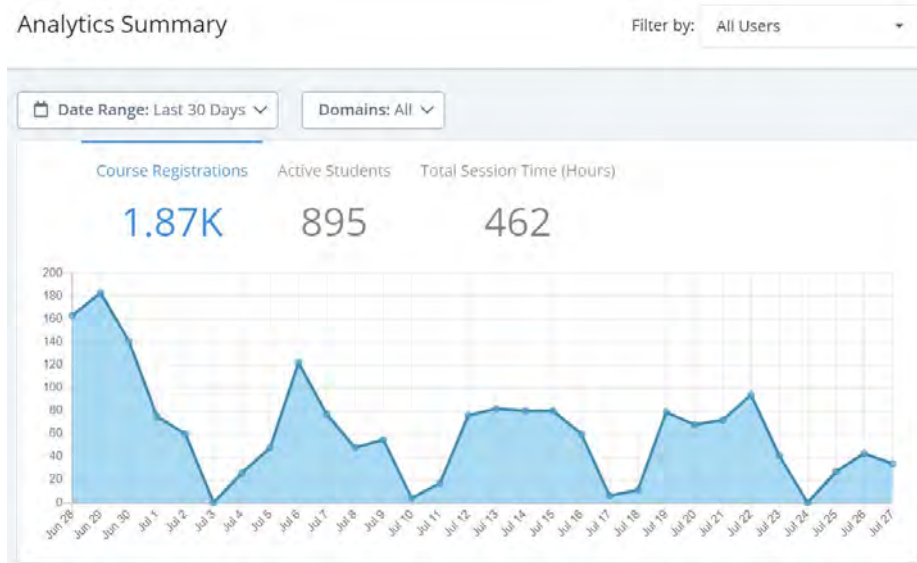


Figure 6. Analytics Summary Report

Running the Path Analytics Report

To run the Path Analytics report, you can click the **Paths** link on the **Analytics** menu.

This report provides information about the course series, learning paths, or eLearning suites for which users from your organization have registered, as well as the number of registrants who have completed the series, path, or suite.

On this report, you can click the link for a path name to view the students who have registered for or completed the path.

Path Analytics Filter by: All Users ▼

Registrations: Last 30 Days ▼
Completions: All ▼
Domains: All ▼
CSV
Search
Go

| Path | Registrations | Completions |
|--|---------------|-------------|
| Residential - Callmax Automated Communication Video Series | 10 | 0 |
| Workspeed Building Operations - Video Series | 9 | 2 |
| Residential Management - Residential Version X eLearning Suite | 6 | 2 |
| Commercial Management - Commercial Version X eLearning Suite | 6 | 0 |
| Bostonpost Video Series | 5 | 2 |
| Financials - General Ledger Web Version X eLearning Suite | 4 | 0 |
| Financials - Accounts Payable Version X eLearning Suite | 3 | 0 |
| Financials - General Ledger eLearning Series Version X | 2 | 0 |
| Commercial Management - Commercial Version X eLearning Suite | 1 | 1 |

Figure 7. Path Analytics Report

Running the Course Analytics Report

To run the Course Analytics report, you can click the **Courses** link on the **Analytics** menu.

This report provides information about the courses for which users from your organization have registered, including the number of students who have registered, the registrants who have completed the course, and the total session time.

On this report, you can click the link for a course name to view the students who have registered for or completed the course.

Course Analytics Filter by: All Users

Registrations: Last 30 Days Completions: All

 CSV Search Go

Domain: mriexpress.skilljar.com

| Course | Registrations | Completions | Session time |
|--|---------------|-------------|--------------|
| Residential Management - Service Requests eLearning Version X | 23 | 13 | 5.3 hours |
| Residential Management - Role Pages eLearning Version X | 22 | 10 | 4.5 hours |
| Residential Management - Working with Residents eLearning Version X | 19 | 10 | 5.7 hours |
| Residential Management - Prospect to Resident Cycle eLearning Version X | 18 | 13 | 10 hours |
| Residential Management - Lease Renewals and Amendments eLearning Version X | 16 | 11 | 11 hours |
| Core - MRI Property Management Overview and General Navigation Video | 16 | 11 | 4.4 hours |
| Residential Management - Move-Outs and Transfers eLearning Version X | 16 | 11 | 3.0 hours |
| Residential Management - Statement of Deposit (SODA) eLearning Version X | 15 | 5 | 3.6 hours |
| Residential - Tenmast 202 Basic Concepts | 13 | 9 | 6.1 hours |

Figure 8. Course Analytics Report

Running the Student Analytics Report

To run the Student Analytics report, you can click the **Students** link on the **Analytics** menu.

This report provides information about the students from your organization who have created accounts on the MRI Training Academy using your organization's access code. This information includes their number of registrations, course completions, the date on which they created their account, and the date on which they were last active on the MRI Training Academy.

On this report, you can click the link for a student's name to view the list of courses in which they are enrolled.

| Student name | Email | Registrations | Completions | Signed Up | Latest activity |
|--------------------|---------------------------|---------------|-------------|-------------|-----------------|
| Education Services | education@mrisoftware.com | 24 | 0 | 2021-Jul-27 | 2021-Jul-27 |

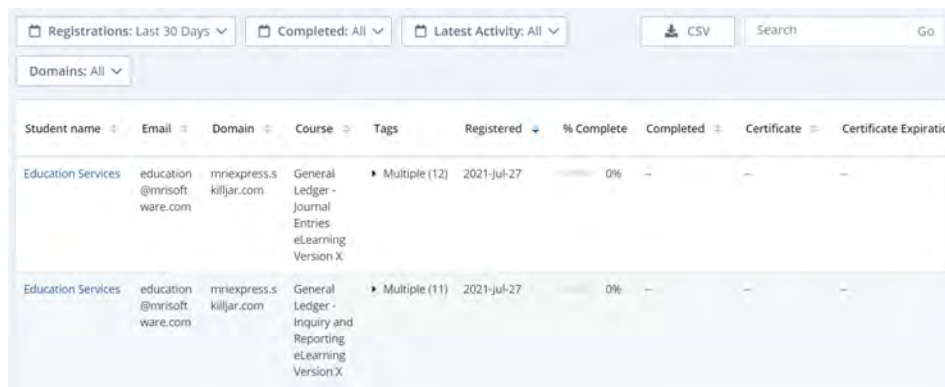
Figure 9. Student Analytics Report

Running the Enrollment Analytics Report

To run the Enrollment Analytics report, you can click the **Enrollments** link on the **Analytics** menu.

This report details about the student course enrollments. This information includes the student's name and email address, the MRI Training Academy domain, the course name, the date on which they enrolled, the course completion status, and more.

On this report, you can click the link for a student's name to view the full list of courses in which they are enrolled.



| Student name | Email | Domain | Course | Tags | Registered | % Complete | Completed | Certificate | Certificate Expiration |
|--------------------|---------------------------|-----------------------|--|---------------|-------------|------------|-----------|-------------|------------------------|
| Education Services | education@mrisoftware.com | mriexpress.kiljar.com | General Ledger - Journal Entries eLearning Version X | Multiple (12) | 2021-Jul-27 | 0% | -- | -- | -- |
| Education Services | education@mrisoftware.com | mriexpress.kiljar.com | General Ledger - Inquiry and Reporting eLearning Version X | Multiple (11) | 2021-Jul-27 | 0% | -- | -- | -- |

Figure 10. Enrollment Analytics Report

Running the SCORM Analytics Report

To run the SCORM Analytics report, you can click the **SCORM** link on the **Analytics** menu.

This report displays details about the course assessments in eLearnings that have been completed by students from your organization, as well as their course progress. This information includes the average eLearning quiz score, the number of students who have finished the course, the number of students who have successfully completed the course quizzes, and the average time it takes to complete the course.

On this report, you can click the link for a SCORM item to view a list of the specific students who have at least attempted to complete that course.

SCORM Analytics Filter by: All Users

| SCORM Item | Web Package | Average Score | Finished Count | Success Count | Avg Total Time |
|---|--|---------------|----------------|---------------|----------------|
| Residential Management - Prospect to Resident Cycle Version X | Residential Management - Prospect to Resident Cycle Version X (Residential Management - Prospect to Resident Cycle Version X - Storyline output.zip) | 88.2 | 236 | 236 | 0:42:53 |
| Residential Management - Working with Residents Version X | Residential Management - Working with Residents Version X (Residential Management - Working with Residents Version X - Storyline output.zip) | 84.5 | 225 | 225 | 0:41:20 |

Figure 11. SCORM Analytics Report