



Early Childhood Australia
Learning Hub



ECA Learning Hub LMS

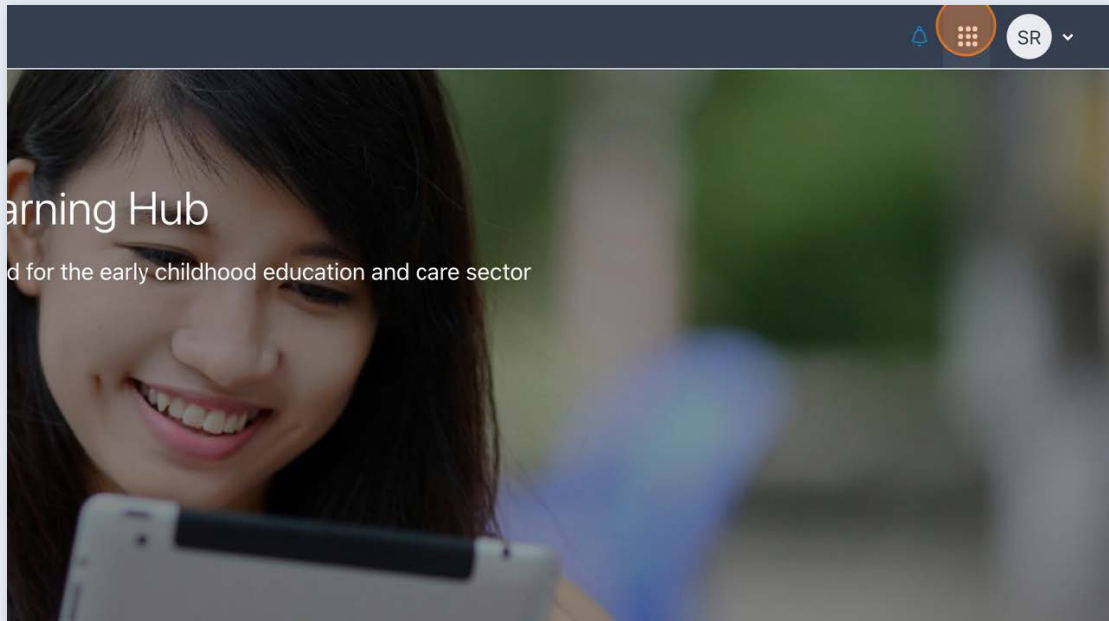
how to
GUIDE

Reporting:
Group Coordinator



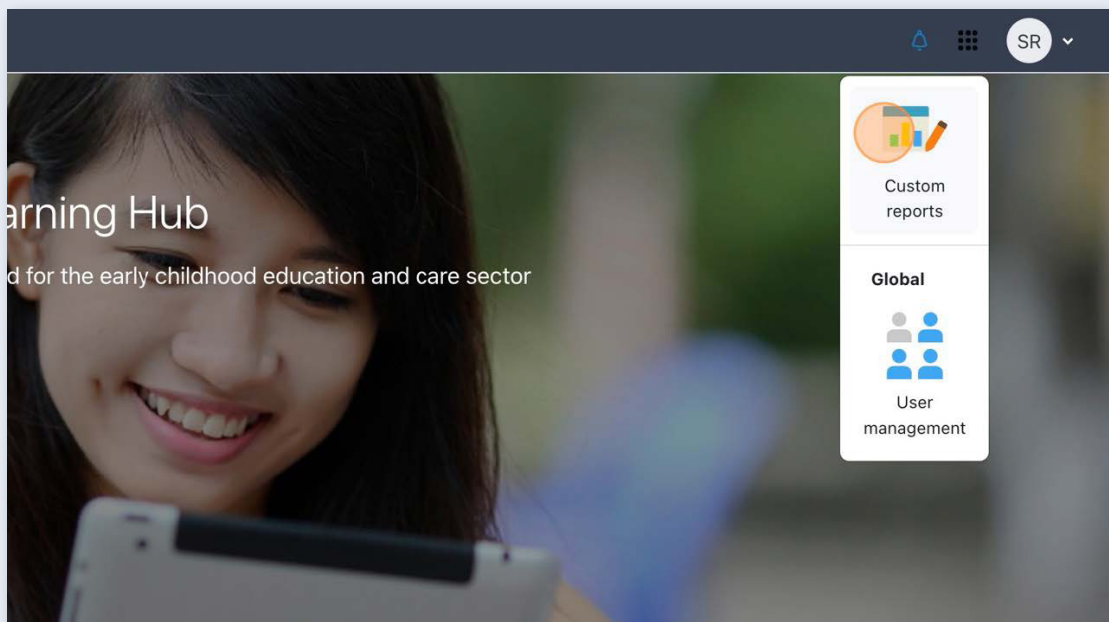
1

Open the **Workplace launcher**.



2

Click **Custom reports**.



3

Select a report.

Music League International Custom reports

Name	Report source	Time created
User log in report Shared space	Users	Tuesday, 9 January 2024, 9:43
User in progress report Shared space	Course participants	Tuesday, 9 January 2024, 9:43
User Completion Report Shared space	Course completion from datastore	Tuesday, 9 January 2024, 9:43

4

We can filter the results of the report here:

Organisation	Service	State
Music League International	Southern Music League	ACT
Music League International	Southern Music League	ACT

5

In this example, we are going to filter all **Tracking organisations** that contain the word 'Music'.

6

Select a column and condition. The filtering conditions will change depending on the type of data being filtered. For example, a 'date' field will have different conditions to that of a 'text' field.

The screenshot shows a filter configuration panel on the right side of a table. The table has a header 'Organisation' and two rows, both containing 'Music League International'. The filter panel has a 'Filters' button at the top right. It contains four filter sections: 'Last access', 'Tracking Organisation', 'Tracking Service', and 'Tracking Portfolio'. Each section has a dropdown menu with 'Is any value' selected. The 'Tracking Organisation' dropdown is highlighted with an orange circle.

7

If the column being filtered requires an input, type the input here.

The screenshot shows the same filter configuration panel as in step 6. The 'Tracking Organisation' dropdown is now set to 'Contains' and is highlighted with a green box. To the right of the dropdown is a text input field with a cursor, highlighted with an orange circle. The other filter sections remain the same.

8

Apply the filter. You may need to scroll down if your report has a large number of columns.

The screenshot shows a filter menu on the right side of a page. The 'Contains' dropdown is set to 'Music'. Below it are three 'Tracking' sections: 'Tracking Service' (set to 'Is any value'), 'Tracking Portfolio' (set to 'Is any value'), and 'Tracking State' (set to 'Is any value'). At the bottom of the filter menu are 'Apply' and 'Reset all' buttons. The 'Apply' button is highlighted with an orange circle. The background shows a dark footer with contact information and social media icons.

9

The filter menu can now be closed.

10

To download the report, select the file type using the drop-down at the bottom of the page.

The screenshot shows a table with three columns: 'Full name', 'Last log in to portal', and 'Organisation'. The table contains two rows of data. Below the table is a 'Download table data as' section with a dropdown menu set to 'Comma separated values (.csv)' and a 'Download' button. The dropdown menu is highlighted with an orange circle. The background shows a dark footer with contact information and social media icons.

Full name	Last log in to portal	Organisation
Neil Finn	Thursday, 11 April 2024, 1:37 PM	Music League International
Sachi Richards	Friday, 12 April 2024, 10:04 AM	Music League International

11

Click **Download**.

ime	Last log in to portal	Organisation
nn	Thursday, 11 April 2024, 1:37 PM	Music League International
Richards	Friday, 12 April 2024, 10:04 AM	Music League International

ad table data as [Download](#)

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