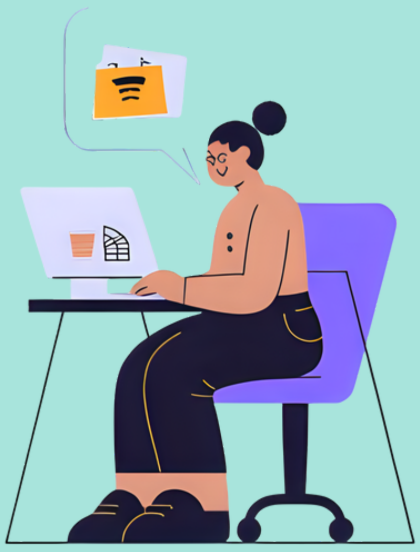
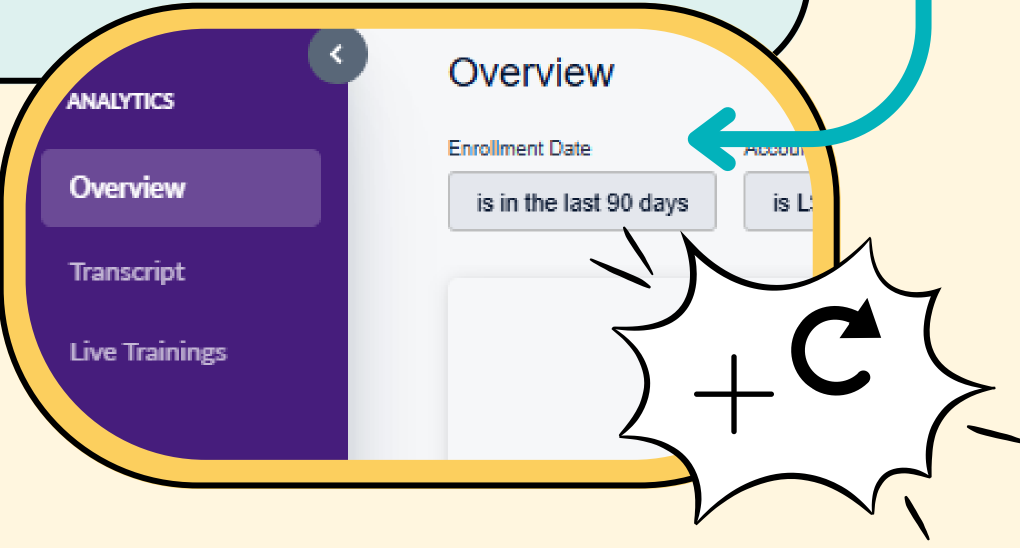
Getting Started with Analytics



When you first access the Analytics dashboard, follow these steps to ensure you're seeing the full picture:

1 🗓️ CHECK THE DATE RANGE

The Enrollment Date filter defaults to the last 90 days—change it to "Is Any Time" to view all data, then reload the dashboard to apply the update.

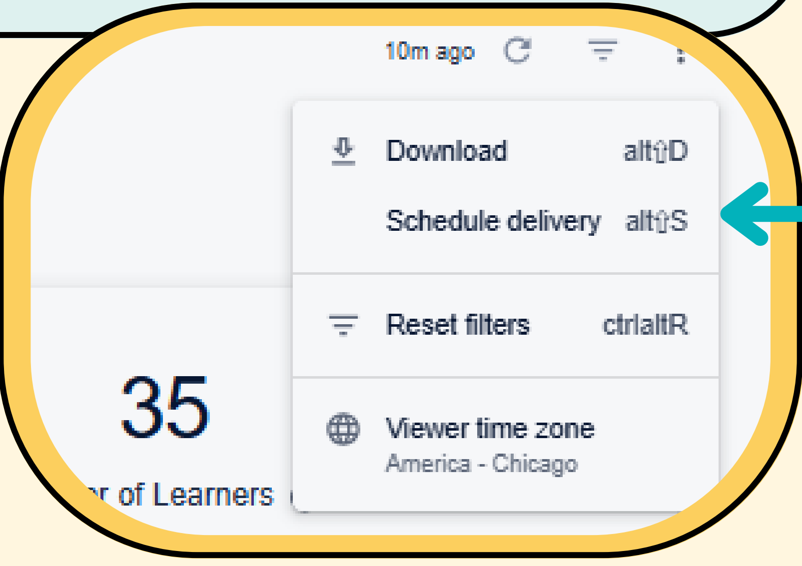


2 🧭 EXPLORE THE DASHBOARD

Hover over charts and numbers to explore clickable items that reveal more detailed insights. Clicking on elements like "Overdue Learners" opens a downloadable table with learner and course details.

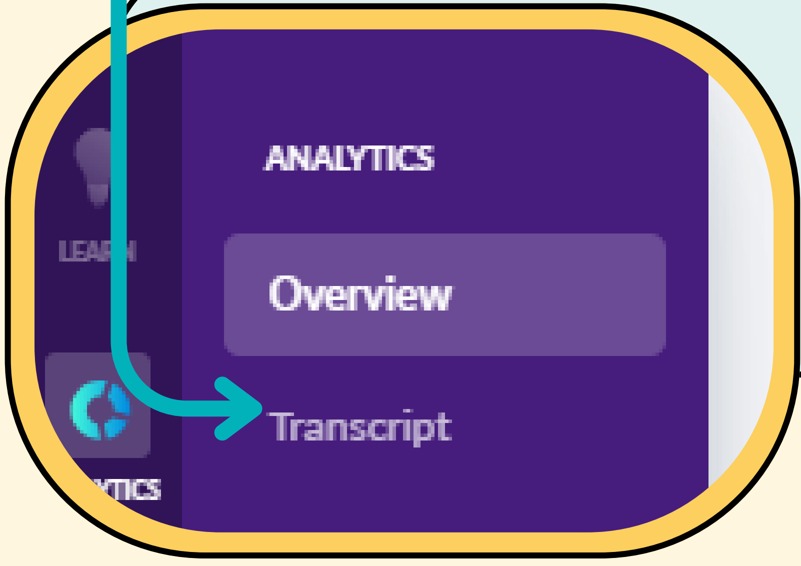
3 📈 USE GRAPHS & FILTERS

Explore the many clickable items to see detailed info like learner names, job titles, and enrollment dates. Use the filters at the top to narrow your view, and always reload the data after making changes.



4 📤 CREATE & SCHEDULE REPORTS

Once you've customized your dashboard view, you can download it instantly for quick sharing or documentation. You can also schedule the report to be delivered automatically at your preferred frequency—daily, weekly, or monthly.



5 📋 VIEW TRANSCRIPTS

Head to the Transcripts tab to see all enrollment data in a full table format—no graphs, just raw details. Use filters to narrow down the data, and create or schedule reports directly from this view for easy tracking and sharing.