

# Totara Recipes

For LMS Solutions

How  
To  
Create  
Useful  
Reports  
With  
Your  
LMS



# How To Create Useful Reports With Your LMS

*Most learning professionals agree that the critical weakness of their learning management system (LMS) is reporting. Research by Bersin & Associates determined that reporting is the number one challenge for legacy LMSs, and that nearly half of all learning professionals see it as a significant problem.*

## Ingredients

- Intuitive learning platform
- Report builder
- Out-of-the-box/custom reports
- Ability to export reports

## Preparation

- Narrow down exactly what your reports need to produce before speaking with LMS providers. What do you want to know about your learners' performance and completion? Course enrolments, their progress, their level of competency?
- Identify who in your organisation needs to see these reports
- Ensure you have a complete picture of usage, attendance, completions and achievement across your operations

## Method

- Firstly, assess your learning platform's reporting capabilities to address any gaps. A custom report builder or dozens of out-of-the-box reports and dashboards help you stay on top of all your key learning metrics.
- Secondly, keep your metrics simple and practical - the fewer the better.
- Identify all metrics upfront, not after the fact. Once you've defined your metrics, drill down on specific metrics to compare learning effectiveness across user roles, departments and geographies. Assess the utility of given activities and tests and track the effectiveness of instructors/administrators.
- Finally, produce and export sample reports to verify the format, layout, location, schedule, etc.

## Serve & enjoy!

- Communicate and explain your findings to customers and to senior management. Don't wait for them to ask.
- With great power comes great responsibility – you want to get the right reports showing the right data for the right people!

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