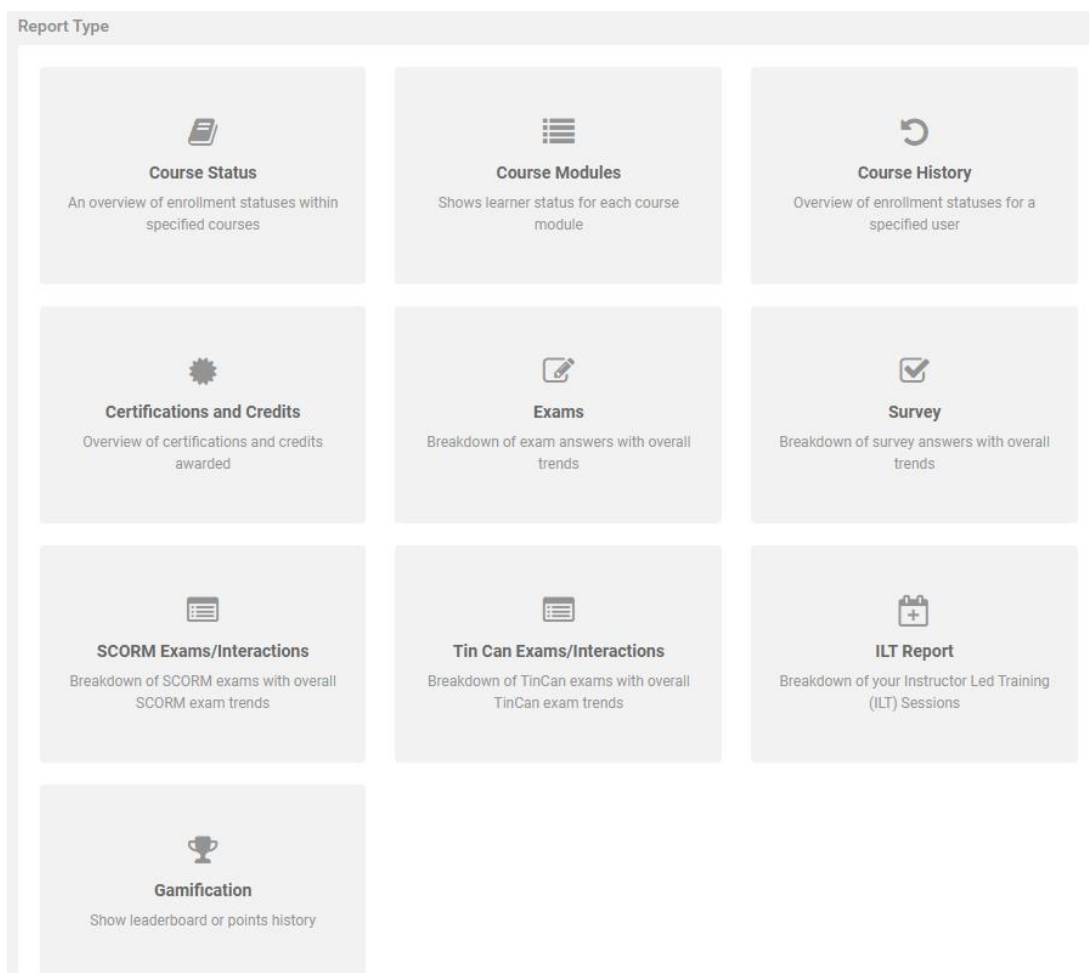












# MHFA Connect Guide to Reporting

Instructors and Coordinators have access to multiple reports in Mental Health First Aid (MHFA) Connect that can help you track the progress of a specific learner or a class, and trends in exam answers and survey answers.

Start by going to **Dashboard** and then selecting **Reports**. The ones that apply to MHFA are Course Status, Course Modules, Course History, Exams, Survey and ILT Report.



The screenshot displays a grid of report options under the heading "Report Type". Each report is represented by a card with an icon, a title, and a brief description.

Report Type	Description
 <b>Course Status</b>	An overview of enrollment statuses within specified courses
 <b>Course Modules</b>	Shows learner status for each course module
 <b>Course History</b>	Overview of enrollment statuses for a specified user
 <b>Certifications and Credits</b>	Overview of certifications and credits awarded
 <b>Exams</b>	Breakdown of exam answers with overall trends
 <b>Survey</b>	Breakdown of survey answers with overall trends
 <b>SCORM Exams/Interactions</b>	Breakdown of SCORM exams with overall SCORM exam trends
 <b>Tin Can Exams/Interactions</b>	Breakdown of TinCan exams with overall TinCan exam trends
 <b>ILT Report</b>	Breakdown of your Instructor Led Training (ILT) Sessions
 <b>Gamification</b>	Show leaderboard or points history

## Reporting Permissions

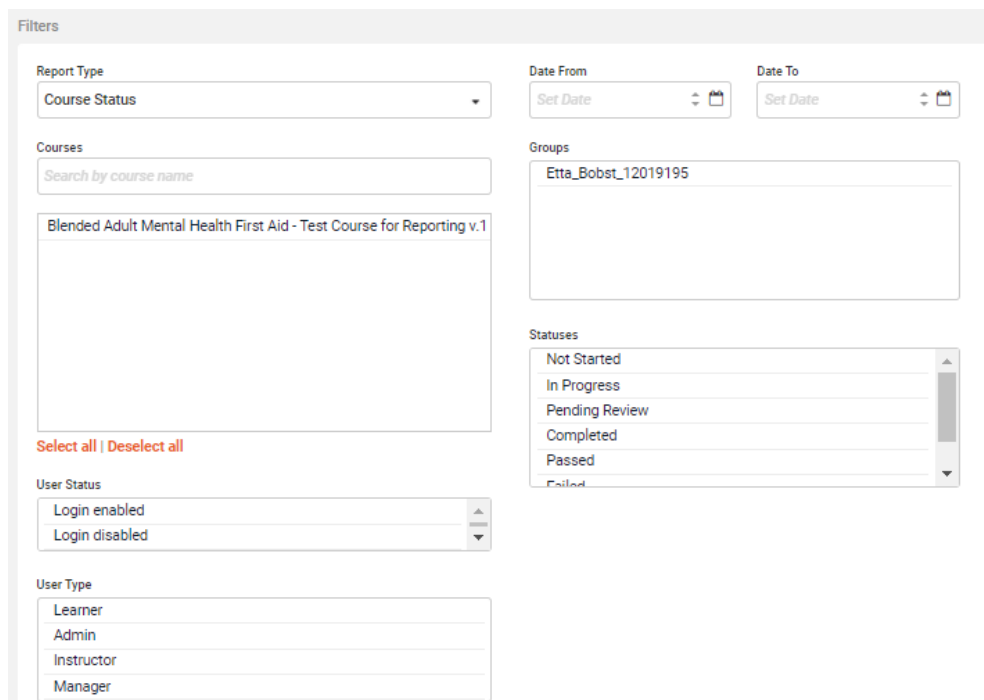
For all report types, the following permissions apply:

- **Instructors** can report on learners enrolled in the courses for which they are the primary Instructor.
- **Coordinators** can report on learners enrolled in courses for which any of the Instructors that they coordinate for are the primary Instructor.

## Report Filters

Reports will show some or all of the following filters:

- Report Type
- Courses
- User Status
- User Type
- Date From/To
- Groups
- Statuses



The screenshot shows a 'Filters' panel with the following sections:

- Report Type:** A dropdown menu currently set to 'Course Status'.
- Date From:** A date picker with 'Set Date' and a calendar icon.
- Date To:** A date picker with 'Set Date' and a calendar icon.
- Courses:** A search box labeled 'Search by course name' and a list containing 'Blended Adult Mental Health First Aid - Test Course for Reporting v.1'.
- Groups:** A list containing 'Etta\_Bobst\_12019195'.
- Statuses:** A list with radio buttons for 'Not Started', 'In Progress', 'Pending Review', 'Completed', 'Passed', and 'Failed'.
- User Status:** A dropdown menu with 'Login enabled' and 'Login disabled' options.
- User Type:** A list with radio buttons for 'Learner', 'Admin', 'Instructor', and 'Manager'.

At the bottom of the 'Courses' list, there are links for 'Select all' and 'Deselect all'.

## Report Type

Switch between report types without returning to the main menu.

## Courses

Select one or more courses from the list shown.

**Instructors** will see the courses for which they are the primary Instructor. Note: If any of your learners are also enrolled in courses taught by other Instructors, those courses will also show up on this list.

**Coordinators** will see all the courses for which the Instructors you coordinate for are the primary Instructor. Note: If any of the learners you manage are also enrolled in courses taught by Instructors that you do not manage, those courses will also show up on this list.

## User Status, User Type

Please leave these filters untouched (they are not needed).

## Dates

This filter functions differently for different reports. Please reference the specific report details below.

**Note: This filter only refers to the date of Instructor-led training (ILT) if you're within the ILT Report.**

## Groups

**Instructors:** Please leave this filter untouched (it's not needed).

**Coordinators** can filter to courses taught by the specific Instructors you coordinate for (you will see one group per Instructor). Please note that you will want to have all courses selected under Courses if you use this filter.

## Statuses

Filter to show only users with a specific overall course status.

## Running & Exporting



**Run Report** will display report results in your internet browser window.

**Export to PDF** is the best option for exporting a Charts report.

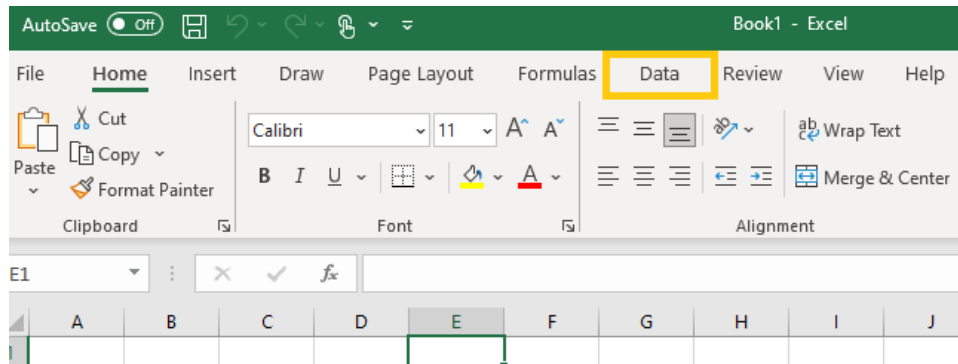
**Export to Excel** is the best option for exporting raw data (Transcript report). For most reports, the Excel export will contain more detailed data than the summary displayed within your browser.

**Note:** You may notice extraneous characters in an Excel export:

Which of the following statements is true about the ALGEE action plan?  
Which of the following may be an early indicator that an individual is experiencing...

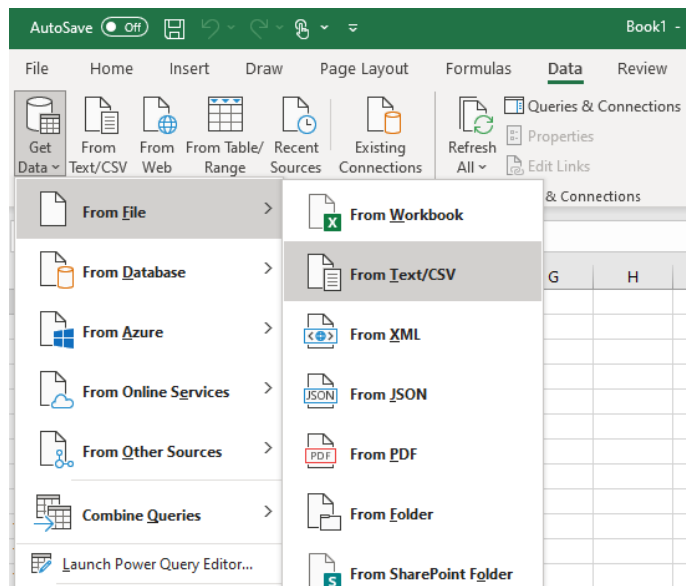
The following steps will remove them:

1. Open a new blank Excel file
2. Select the **Data** tab from the top menu bar.



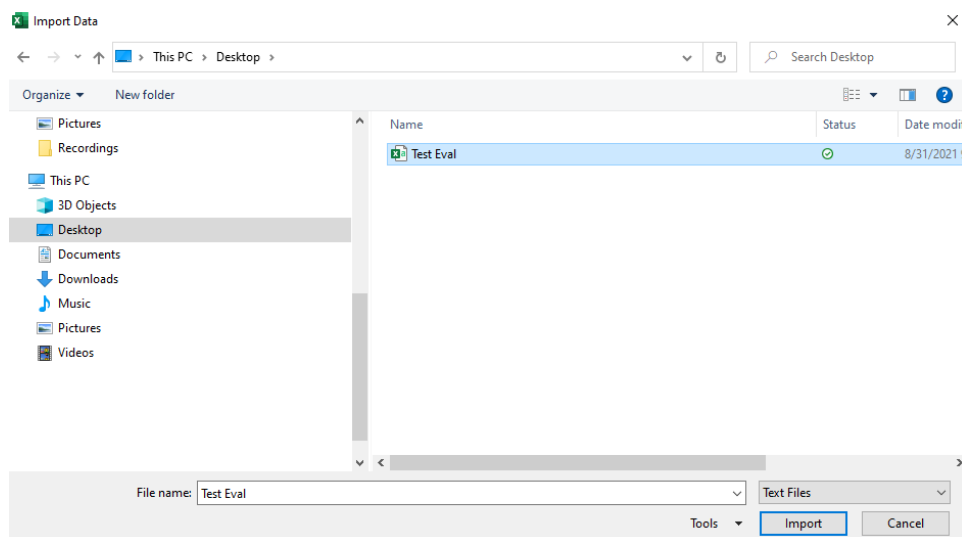
*This screenshot is from a computer running Windows. Your experience may appear differently on other operating systems.*

3. Select **Get Data > From File > From Text/CSV**.



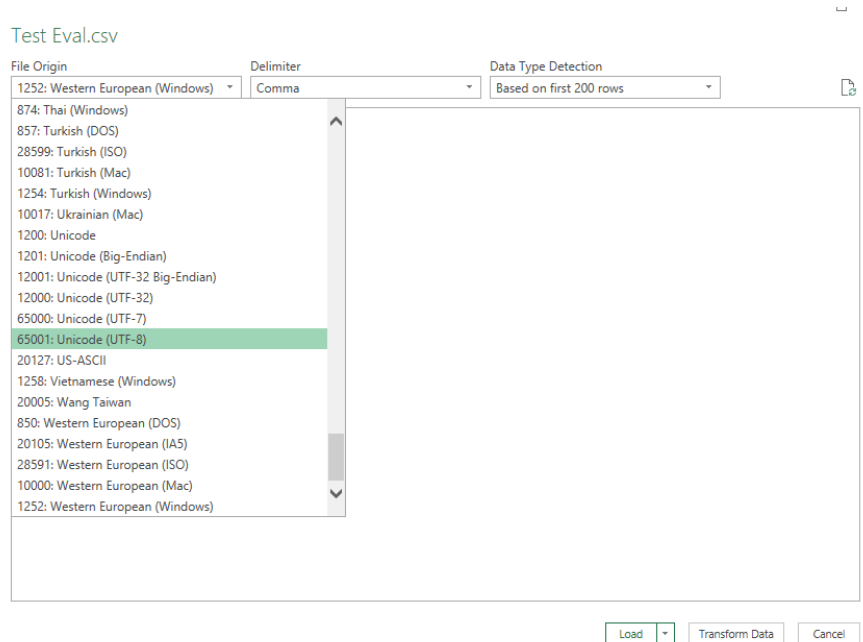
*This screenshot is from a computer running Windows. Your experience may appear differently on other operating systems.*

4. Navigate to the file and select **Import**.



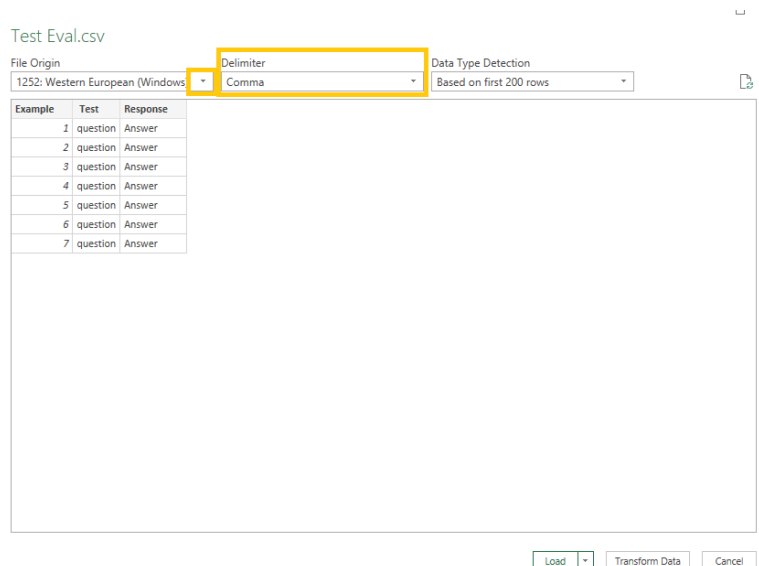
*This screenshot is from a computer running Windows. Your experience may appear differently on other operating systems.*

- From the **File Origin** dropdown list, select **65001: Unicode (UTF-8)**.



*This screenshot is from a computer running Windows. Your experience may appear differently on other operating systems.*

- From the **Delimiter** dropdown list, select **Comma**.



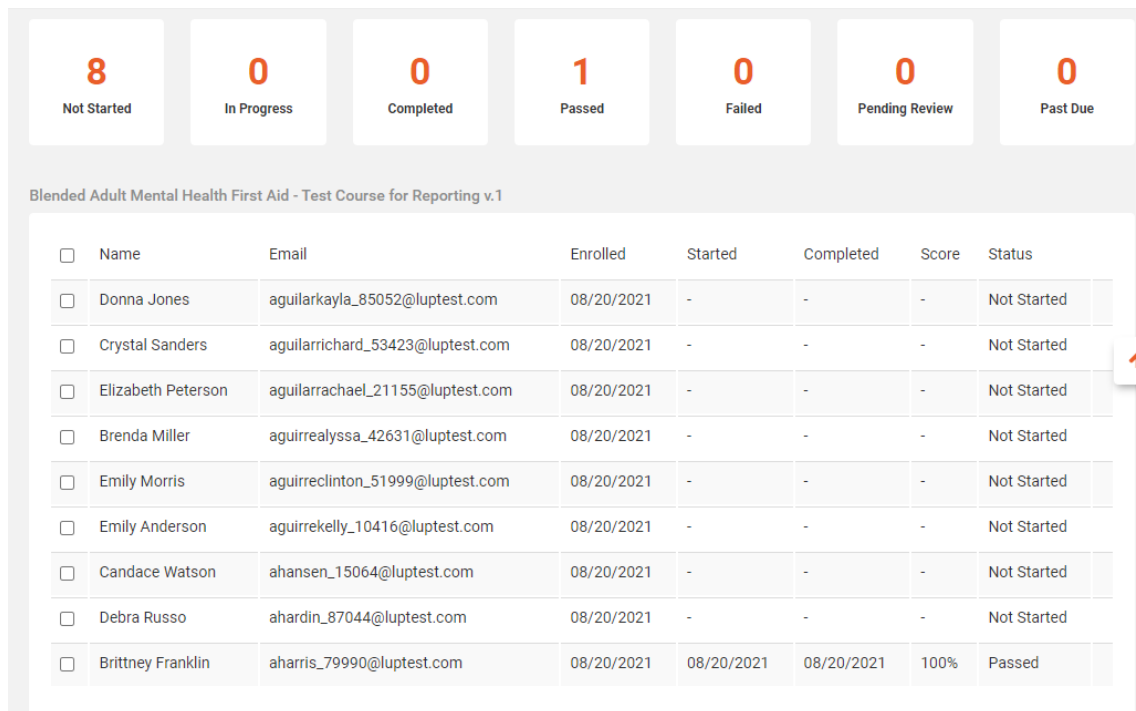
*This screenshot is from a computer running Windows. Your experience may appear differently on other operating systems.*

- Select **Load**.

## Reports Available

### Course Status Report

This report provides learner completion status by course. If you want to pull a course roster, this report is a great option. Also includes numbers of learners by completion status.



Date Filter: If any of the three dates displayed (Enrolled, Started, or Completed) fall into the specified date range, the transcript will be included in the report.

## Course History

This report allows you to pull the course history and status for a single learner. It will include all courses the learner is enrolled in, even those taught by an Instructor other than yourself. You can look up the user via the “User” filter.

**Filters**

**Report Type**

**Date From**

**Date To**

**User**

**Statuses**

- Not Started
- In Progress
- Pending Review
- Completed
- Passed

1

Not Started

0

In Progress

0

Completed

0

Passed

0

Failed

0

Pending Review

0

Past Due

Donna Jones (aguilarkayla\_85052@luptest.com)

Course Name	Enrolled	Started	Completed	Score	Status
Adult Mental Health First Aid Instructor Training EDT 8/18-20/2021 JS TEST v.1	08/18/2021	-	-	-	Waitlisted
Blended Adult Mental Health First Aid - Test Course for Reporting v.1	08/20/2021	-	-	-	Not Started

Exporting to Excel provides the most detailed data.

Date Filter: If any of the three dates displayed (Enrolled, Started, or Completed) fall into the specified date range, the transcript will be included in the report.



## Course Modules

This report allows you to monitor learners' completion of each course module. It's a great tool for monitoring pre-work completion prior to your ILT. When you look at this report in your browser, you will see completion rates for all learners enrolled in your course:

Blended Adult Mental Health First Aid - Test Course for Reporting v.1

Module	Type	Not Started	In Progress	Completed	Passed	Failed	Pending Review
Welcome to Mental Health First Aid	Page	88.89%	0%	11.11%	0%	0%	0%
First Aider Course Instructions	Page	88.89%	0%	11.11%	0%	0%	0%
Adult Mental Health First Aid Pre-Evaluation	Survey	88.89%	0%	11.11%	0%	0%	0%
Adult Mental Health First Aid Opinions Quiz	Survey	88.89%	0%	11.11%	0%	0%	0%
Mental Health First Aid	SCORM	88.89%	0%	0%	11.11%	0%	0%
Adult Mental Health First Aid Participant Manual	Page	88.89%	0%	11.11%	0%	0%	0%
Self-Care Plan Template	Page	88.89%	0%	11.11%	0%	0%	0%
Exit Ticket	Page	88.89%	0%	11.11%	0%	0%	0%
Adult Mental Health First Aid Participant Processing Guide (PPG)	Page	88.89%	0%	11.11%	0%	0%	0%
Instructor Led Session	Session	77.78%	0%	22.22%	0%	0%	0%
Adult Mental Health First Aid Final Exam	Exam	88.89%	0%	0%	11.11%	0%	0%
Adult Mental Health First Aid Post-Evaluation	Survey	88.89%	0%	11.11%	0%	0%	0%

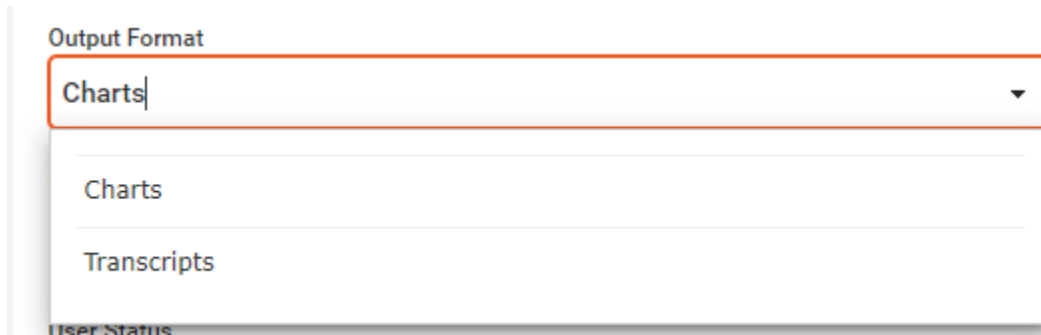
However, when you export the report to Excel, you will see each learner's completion status and dates:

User	Welcome to Mental Health First Aid	First Aider Course Instructions	Adult Mental Health First Aid Pre-Evaluation	Adult Mental Health First Aid Opinions Quiz	Mei
aguilarkayla_85052@luptest.com	Completed	Completed	Completed	Completed	Pas
aguilarrichard_53423@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
aguilarrachael_21155@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
aguirrealysa_42631@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
aguirreclinton_51999@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
aguirrekelly_10416@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
ahansen_15064@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
ahardin_87044@luptest.com	Not Started	Not Started	Not Started	Not Started	Not
aharris_79990@luptest.com	Not Started	Not Started	Not Started	Not Started	Not

We recommend you do not use the date filter for this report.

## Survey

This report allows you to pull data on the pre-evaluation, post-evaluation and/or Opinions Quiz.



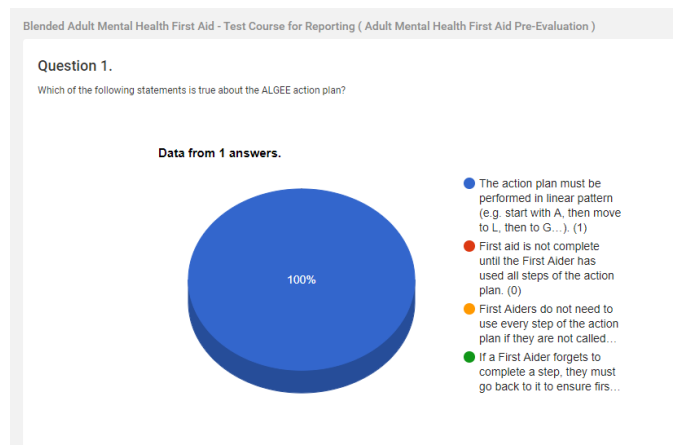
Viewing the report in Chart format displays the results in a graphical format, while Transcripts displays the results as a dataset. If you select Charts, you can only run the report for one course at a time, whereas you can pull Transcript data for as many courses at once as you'd like.

Once you've selected your course(s), checkboxes will appear that allow you to choose which surveys you'd like to run the report for:

- Adult Mental Health First Aid Pre-Evaluation
- Adult Mental Health First Aid Opinions Quiz
- Adult Mental Health First Aid Post-Evaluation: Knowledge Check
- Adult Mental Health First Aid Post-Evaluation: Course Response

Select one or more surveys to include.

### Charts Format:



### Transcripts Format:

Blended Adult Mental Health First Aid - Test Course for Reporting ( Adult Mental Health First Aid Pre-Evaluation )

**Question 1.**  
Which of the following statements is true about the ALGEE action plan?

First Name	Last Name	Email	Feedback	Rating
Anonymous			The action plan must be performed in linear pattern (e.g. start with A, then move to L, then to G...).	-

Date Filter: If used, the specified date range applies to the date the survey was submitted.

### Exams

This report allows you to pull your learners’ responses and scores on the final graded quiz. This report can also be run in either Chart (graphics) or Transcript (raw data) format. When Transcript format is chosen, you can also use this report to look up the exam results of a specific user.

Date Filter: When used, the specified date range applies to the date the exam was submitted.

### ILT Report

This report allows you to view the attendance status of each learner enrolled in your ILTs. Set the “Report By” filter to Course:

Report By

Course ▼

Set the “Show” filter to “Attendees/Waitlist”:

Show

Attendees / Waitlist ▼

Blended Adult Mental Health First Aid - Test Course for Reporting

**Instructor Led Session**

Start Date	End Date	Location	Instructor Name
01/01/2030 03:00 AM	01/01/2030 08:00 AM	-	Etta Bobst

**My Rostered Users**

<input type="checkbox"/>	Name	Email	Score	Status	Partial Mins	Date Added
<input type="checkbox"/>	Donna Jones	aguilarkayla_85052@luptest.com	-	Attended	300	08/20/2021 02:30 PM
<input type="checkbox"/>	Crystal Sanders	aguilarrichard_53423@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Elizabeth Peterson	aguirrachael_21155@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Brenda Miller	aguirrealysa_42631@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Emily Morris	aguirreclinton_51999@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Emily Anderson	aguirrekelly_10416@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Candace Watson	ahansen_15064@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Debra Russo	ahardin_87044@luptest.com	-	Not Started	-	08/20/2021 02:30 PM
<input type="checkbox"/>	Brittney Franklin	aharris_79990@luptest.com	-	Attended	-	08/20/2021 02:30 PM

This report applies the date filter to the ILT date.

## Non-Applicable Reports

The reports called Certifications and Credits, SCORM Exams/Interactions, Tin Can Exams/Interactions, and Gamification are not of use and can be ignored.