Graphical reporting

As well as producing reports from the report builder you can also produce graphs to visually represent the data, which can sometimes make it quicker and easier to digest. However it is also important to note that the graphical reporting functionality in Totara Learn has not been designed to replace any dedicated graphical reporting packages. The reports produced are meant for inclusion in Blocks and Dashboards etc rather than as a comprehensive reporting tool.

The graphs below are designed as examples to inspire and demonstrate what is possible.
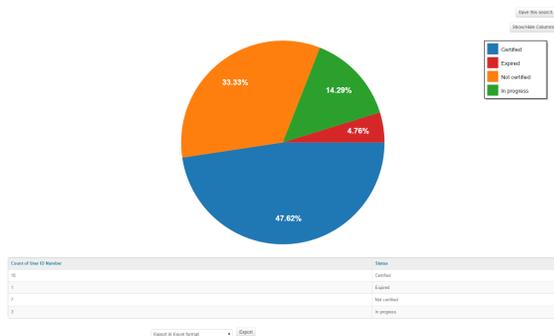
Certification completion status (pie chart)

If you want to you can create a report which displays a pie chart to represent the percentage learner certification completion; so you can see how many learners are certified, not certified, expired, or in progress. To do this follow these steps:

1. From the **Administration** block go to *Site administration > Reports > Report builder > Manage reports*.
2. Create a new report using the **Certification Completion** Report Source.
3. Then, in the **Columns** tab, ensure there is only the **Status** and **User ID number** columns (this may involve removing other columns or adding these in).
4. Set the aggregation for the **User ID number** to **Count**.
5. Click the **Save changes** button, before moving between tabs.
6. Then in the **Graph** tab, set the **Graph type** to **Pie**.
7. Next set the **Category** to **Status** and set the **Data sources** to **Count of User ID Number**. For now you can ignore all other settings.
8. Scroll to the bottom of the page and click **Save changes**.

To view the pie chart of you click the link **View this report**, which is found just above the report title.

These settings will produce this graph (based on arbitrary data):

> For a certification status to be **in progress** there must be more than one course in the original certification pathway, of which at least one must be completed (if there is only one course there are only two possible states: **not started** or **complete**).

It's possible to filter the results by a range of metrics, for example by certification name, Manager's name, or you can use date range filters (in this case **Due date**).

Certification completion comparison (bar chart)

You can report the percentage of users from each organisation who have a certain completion status, so for example, how many users from each organisation are **certified**. This can help you compare performance and training needs across organisations.

1. From the **Administration** block go to *Site administration > Reports > Report builder > Manage reports*.
2. Create a new report using the **Certification Completion** Report Source.
3. Then, in the **Columns** tab, ensure there are the following columns; **User's Organisation Name**, **Status**, and **User ID number** (this may involve removing other columns or adding these in).
4. Set the aggregation for the **User ID number** to **Count**, but make sure you don't set any other aggregation.
5. Click the **Save changes** button, before moving between tabs.
6. Then in the **Graph** tab, set the **Graph type** to **Column**.
7. Next set the **Category** to **Status** and set the **Data sources** to **Count of User ID Number**. For now you can ignore all other settings.
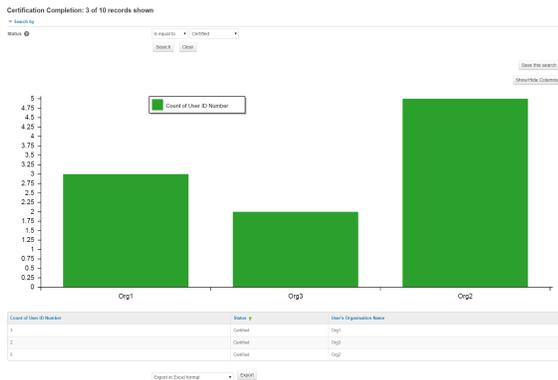8. Again, remember to **Save changes** before moving between tabs.

The Totara Academy has a whole course dedicated to using Reports in Totara Learn. Here you can learn more on how to use reports, see best practice, and give it a go yourself.

9. In the **Filters** tab, set the **Search** field to **Status**.
10. Scroll to the bottom of the page and click **Save changes**.

To view the pie chart of you click the link **View this report**, which is found just above the report title.

These settings will produce this graph if the **Status** filter is set to **Certified** (based on arbitrary data):

It's also possible to produce tailored reports using the **Filters** and content controls.

Site usage by month (bar/line chart)

You can produce a line graph to show the number of users on the site each month, this could be helpful in analysing peak months where the site is most active.

1. From the **Administration** block go to *Site administration > Reports > Report builder > Manage reports.*
2. Create a new report using the **Site logs** Report Source.
3. Then, in the **Columns** tab, ensure the **Time** and **User ID number** columns are present (this may involve removing other columns or adding these in).
4. Set the aggregation for **Time** to **Month of year(textual)** and for **User ID number** to **Count**.
5. Click the **Save changes** button, before moving between tabs.
6. Then in the **Graph** tab, set the **Graph type** to **Line**.
7. Next set the **Category** to **Time - month of the year** and set the **Data sources** to **Count of User ID Number**. For now you can ignore all other settings.
8. Scroll to the bottom of the page and click **Save changes**.

To view the pie chart of you click the link **View this report**, which is found just above the report title.

The resulting graph might look something like this (produced using test data):