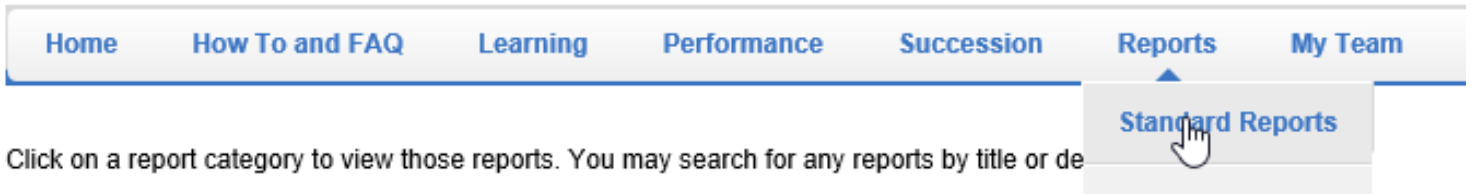


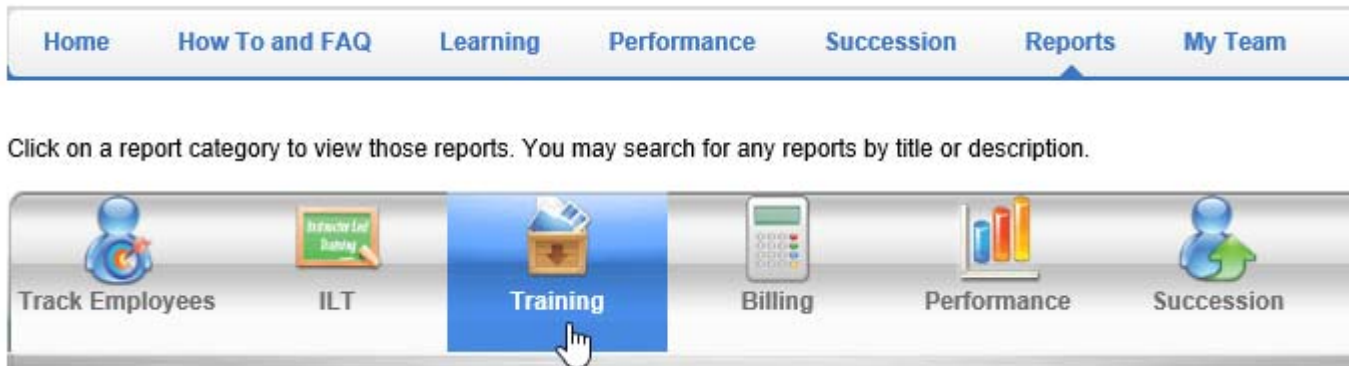
How Do I Generate a Report of Title IX Training in Shark Talent?

From the Shark Talent Welcome page, hover on Reports, then click Standard Reports:



Click on a report category to view those reports. You may search for any reports by title or de

Click on the icon Training:



Click on a report category to view those reports. You may search for any reports by title or description.

Click on the option Training Progress Summary Pie Chart:

The screenshot shows a software interface with a navigation bar at the top. The 'Training' menu item is highlighted in blue. Below the navigation bar, there is a list of reports and tools, each with a title and a brief description. The 'Training Progress Summary Pie Chart' report is highlighted with a mouse cursor.

Report Name	Description
Track Employees	
ILT	
Training	
Billing	
Performance	
Succession	
System	

Acknowledgement Displays summary information for acknowledgements.	Level 2 Evaluation Compares pre-training and post-training test scores.
Certification Displays summary information for certifications.	LO Equivalency Displays LO Equivalency Information.
Certification Summary Report Displays summary information for certifications.	Online Course Attempts Report Online Course Attempts Report.
Certifications Details Displays users' detailed certification status.	Online Training Status Displays status and progress information for trackable online training.
Content Provider Summary Displays training title summary per provider.	Required Classes Completion Displays registration and completion information for required classes by position.
Course Assessment Question Item Analysis Perform question item analysis for online course assessment data.	Required/Suggested Training Displays required/suggested training assigned to users.
Course Assessment Results Display summary of information for online course assessment data.	SCORM 2004 Course Progress Chart Display summary of information for online course assessment data.
Curriculum Displays specific curricula data.	Survey Displays summary information for surveys.
Curriculum Details Displays statuses for all types of training within a curriculum.	Test Analysis Display summary information of test data.
Divisional Training Displays training requested by employees in your division.	Test Question Item Analysis Perform question item analysis for test data.
Enterprise Past Due Training Displays past due training.	Top Training Items Displays the top training items during the specified time period.
Enterprise Training Displays training requested by anyone in your organization.	Training Demand Forecast Summary Report on training plans and training need requests.
Evaluation Displays summary information of evaluation data. Note: This report does not include instructor names when the INSTRUCTOR.NAME tag is used in Evaluations. To view instructor names, please use the Level 1 Evaluation Report.	Training Hours Displays training hours completed by employees.
Exception Training Displays employees exception training.	Training Progress Summary Pie Chart Displays a pie chart summary of user progress for a specific training item.



Click the icon to add the training item (you can only add one item at a time); the popup box closes and item selected is populated in the field Training Title; click the button Search:

Report Criteria

Select a training to view training progress information for your users in this organization. The date filters below refer to the training registration date. For Events and Sessions, results include Events when the date criteria is not set.

Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the details.



DATE CRITERIA

Date Criteria: From: To:

USER CRITERIA

User Criteria:

ADVANCED CRITERIA

Training Title:  

Transcript Status: Include users who do not have this training item on their transcript or have not activated the training item.

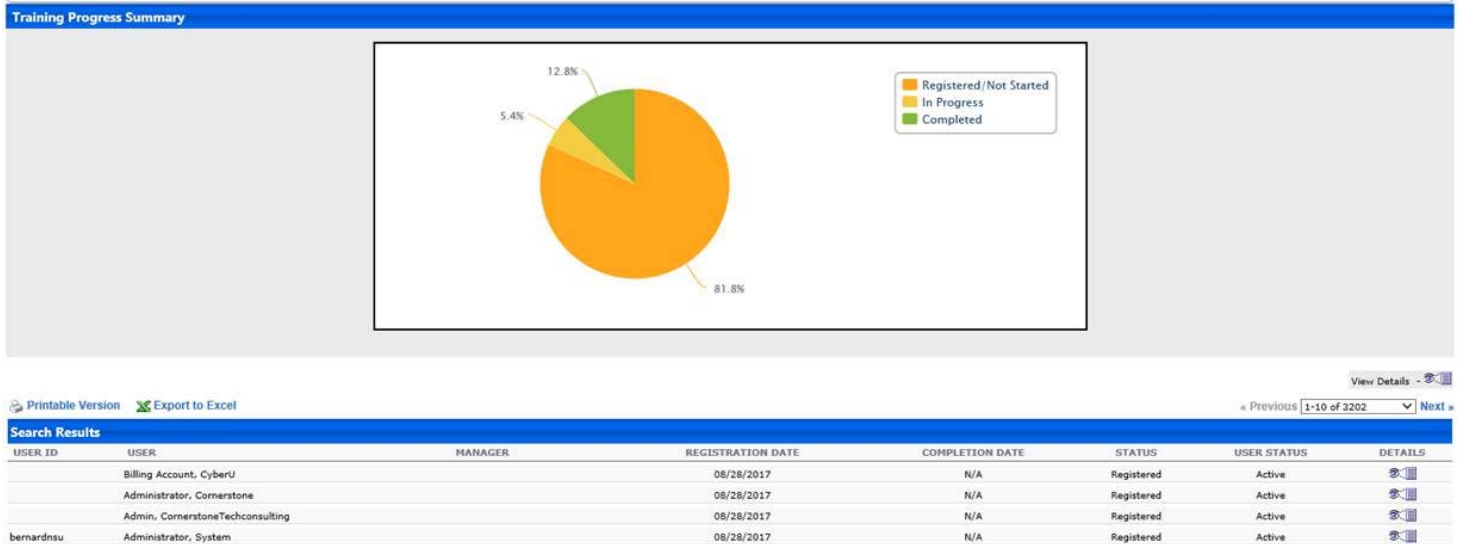
User Status: Include inactive users

Equivalent Training: Include users who have completed equivalent courses in the report.
 Only include user transcript records for the training selected, do not show transcript records for the equivalent course.

Include Removed Training: Include training that was removed from user transcript

ILT Training: Include user transcript records for:
 Events and Sessions
 Events Only
 Sessions Only

The Training Progress Summary is displayed:



Results can be exported to MS Excel;

Clicking on the different colors of the pie chart presents only the results of that training status (similar to the Goal Status Report).