

Proxy hour collection for Learner Web

The proxy hour equivalent and passing percentage is built into the software for each section of each plan.

All you need to do is run the reports.

First, log in to the admin page, expand the region you need, and click on Reports.

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- Plan Bundles**

- Contingent Plan Bundles**

- Accepted Plan Bundles**

- Accepted Plans**

- Contingent Plans**

Name

Put your report name here

Generate Report

Report

Step Status Report

Learning Plans

id	del	oldest	newest	name
[21171]		2010-03-23	2012-04-10	Prepare to be a Certified N...
[33269]		2012-03-03	2012-04-16	Quick Check: Additional Plans
[25663]		2012-02-14	2012-04-29	Reading at Work
[26275]		2011-09-27	2011-09-29	Roseville Microsoft Office ...
[29513]		2011-05-07	2012-01-20	Spelling Medical Terms
[26396]		2012-02-28	2012-04-20	Support Resources
[15363]		2010-04-01	2010-04-01	Susan's Playground
[8596]		2010-03-11	2010-10-25	Transition to College
[29598]		2011-06-01	2012-04-20	Volunteer Work Experience
[33273]		2012-02-23	2012-04-30	Welcome to Learner Web - St...

In the reporting screen:

- Name your report
- Choose Step Status Report

Range

FROM: 04/01/2012

select

TO: 04/30/2012

select

BY: Log Timestamp Plan Sign-Up

Learners All

Generate Report

- Select all plans
- Choose a date range
- Choose Log Timestamp
- Click Generate Report

A	B	C	D	E	F	G	H	I	J	K
Login	First Name	Last Name	Email	Plan	Step	Step Status	Step Started Timestamp	Step Completed Timestamp	StepDate	Seat Time Equivalent
dl.crystal.halverson	Crystal	Halverson	crystal	Office Skills Preparation	Professionalism	Completed	2012-02-01 09:17:57.68	2012-03-28 09:42:21.293	Professionalism 2012-03-28	0
dl.crystal.halverson	Crystal	Halverson	crystal	Office Skills Preparation	Reliability	Completed	2012-02-01 09:17:57.69	2012-03-28 09:42:21.305	Reliability 2012-03-28 09:42:	0.5
dl.crystal.halverson	Crystal	Halverson	crystal	Office Skills Preparation	Telephone Skills	Completed	2012-02-10 07:41:15.73	2012-03-27 09:28:25.417	Telephone Skills 2012-03-07	0.5
dl.crystal.halverson	Crystal	Halverson	crystal	Office Skills Preparation	Time Management	Completed	2012-02-01 09:17:57.72	2012-03-27 09:20:49.689	Time Management 2012-03-0	1
dl.crystal.halverson	Crystal	Halverson	crystal	Office Skills Preparation	What do you think? Take notes a	Completed	2012-02-01 09:17:57.58	2012-03-27 09:26:54.797	What do you think? Take not	0
dl.crystal.halverson	Crystal	Halverson	crystal			Completed	2012-03-07 09:03:48.61	2012-03-07 09:08:14.485	Choose a solution & act. 201	0
dl.crystal.halverson	Crystal	Halverson	crystal			Completed	2012-03-07 09:05:16.18	2012-03-07 09:08:14.49	Evaluate your decision. 2012	0
dl.crystal.halverson	Crystal	Halverson	crystal		cause.	Completed	2012-03-07 08:59:52.52	2012-03-07 09:00:52.919	Identify a problem & its caus	0
dl.crystal.halverson	Crystal	Halverson	crystal			Completed	2012-03-07 09:06:20.01	2012-03-07 09:08:14.48	Test your knowledge. 2012-	0
dl.crystal.halverson	Crystal	Halverson	crystal		utions.	Completed	2012-03-07 09:01:05.25	2012-03-07 09:08:14.47	Think about possible solution	0
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-02 08:58:16.74	2012-03-07 08:50:45.67	Windows XP and 7 2012-03-	2
dl.crystal.perkins	Crystal	Perkins				Completed	2012-03-28 08:38:06.83	2012-03-28 09:02:03.128	Word 2010 2012-03-28 09:0	4
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-01 07:50:33.94	2012-03-07 07:52:23.67	Attention to Detail 2012-03-0	1
dl.crystal.perkins	Crystal	Perkins				Completed	2012-03-05 14:47:46.30	2012-03-05 14:50:31.763	Business Letters 2012-03-0	0.5
dl.crystal.perkins	Crystal	Perkins			ly With C	Completed	2012-02-01 07:50:33.90	2012-03-05 15:06:40.844	Communicating Effectively W	0.5
dl.crystal.perkins	Crystal	Perkins			r Boss	Completed	2012-02-01 07:50:33.92	2012-03-05 15:25:09.983	Communicating With Your Bo	0.5
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-01 07:50:33.98	2012-03-07 08:38:23.285	Customer Service 2012-03-0	0.5
dl.crystal.perkins	Crystal	Perkins				Completed	2012-03-05 14:21:48.46	2012-03-05 14:47:40.414	Email for Work 2012-03-05 1	0.5
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-01 07:50:33.85	2012-03-05 14:21:41.627	Memos and Faxes 2012-03-	0.5
dl.crystal.perkins	Crystal	Perkins			on	Completed	2012-03-05 15:06:46.10	2012-03-05 15:10:34.502	Non-verbal Communication 2	0.5
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-01 07:50:33.83	2012-03-05 13:59:33.801	Office Terminology 2012-03-	0.5
dl.crystal.perkins	Crystal	Perkins				Completed	2012-02-01 07:50:33.96	2012-03-07 08:25:30.912	Organization 2012-03-07 08	0.5
dl.crystal.perkins	Crystal	Perkins			informati	Completed	2012-02-01 07:50:33.88	2012-03-05 15:01:24.334	Private and Confidential Infor	0.5
dl.crystal.perkins	Crystal	Perkins			ce	Completed	2012-02-01 07:50:33.97	2012-03-07 08:34:47.093	Professional Appearance 2	0.5
dl.crystal.perkins	Crystal	Perkins			Office Skills Preparation	Completed	2012-02-01 07:50:33.93	2012-03-05 15:38:33.604	Reliability 2012-03-05 15:38:	0.5
dl.crystal.perkins	Crystal	Perkins			Office Skills Preparation	Completed	2012-03-05 13:59:43.41	2012-03-05 14:07:21.032	Telephone Skills 2012-03-05	0.5
dl.crystal.perkins	Crystal	Perkins			Office Skills Preparation	Completed	2012-02-01 07:50:33.95	2012-03-07 08:13:33.78	Time Management 2012-03-0	1
dl.crystal.perkins	Crystal	Perkins			Solve Problems and Make Decisions	Completed	2012-03-08 09:33:09.67	2012-03-09 07:30:57.96	Choose a solution & act. 201	0
dl.crystal.perkins	Crystal	Perkins			Solve Problems and Make Decisions	Completed	2012-03-09 07:14:08.52	2012-03-09 07:30:57.97	Evaluate your decision. 2012	0
dl.crystal.perkins	Crystal	Perkins			Solve Problems and Make Decisions	Completed	2012-03-07 09:38:57.48	2012-03-07 09:42:01.03	Identify a problem & its caus	0
dl.crystal.perkins	Crystal	Perkins			Solve Problems and Make Decisions	Completed	2012-03-09 07:24:13.9	2012-03-09 07:30:57.965	Test your knowledge. 2012-	0
dl.crystal.perkins	Crystal	Perkins			Solve Problems and Make Decisions	Completed	2012-03-07 09:42:10.2	2012-03-09 07:30:57.949	Think about possible solution	0
dl.denise.knudson	Denise	Knudson			Math Skills for Office Careers	Completed	2012-02-01 07:52:24.5	2012-03-07 13:40:23.673	Decimals 2012-03-07 13:40:	0
dl.denise.knudson	Denise	Knudson			Math Skills for Office Careers	Completed	2012-02-01 07:52:24.5	2012-03-07 13:40:23.659	Fractions 2012-03-07 13:40:	0

Then download the resulting Excel spreadsheet. It will look basically like this. Each row represents one step status change for one learner.

Login and Name tells you who earned the hours

A **Step Status of Completed** tells you that they earned them

The **Step Completed Timestamp** tells you when

And the **Seat Time Equivalent** tells you how much. You'll need the total!

After you have your spreadsheet, you can organize the information however you find easiest. Sorting by Step Status is a good way to start. You can also use the SUM function to add up the totals for each learner, or use pivot tables to get a summary.