

# Guidelines for Checking Your e-Learning Progress



# 1. Viewing the e-Learning Progress ①

Click on “Progress” Tab ⇒ “Learning Progress”.  
Then, click on “Execute search” after setting your requirements.

The screenshot displays the 'Progress' tab in a web application. The 'Progress' tab is highlighted in blue. Below it, the 'Learning Progress' sub-tab is also highlighted. The main content area is titled 'Learning Progress' and contains a search form. The form includes a 'Select Learner Group' section with a dropdown menu set to 'GRP1'. Below this is a 'Detailed setting' section with several filters: 'Enrolled course' (dropdown: 'Course Not Specified'), 'Enrollment requirement' (dropdown: 'Enrolled'), 'Completion Status' (dropdown: 'Not Specified'), and 'Period setting' (checkboxes for 'Enrollment start date', 'Enrollment close date', and 'Final enrollment date' with date pickers). The 'Participant' section has radio buttons for 'User name' (selected) and 'User ID', followed by an input field. A blue 'Search' button is circled in blue, and a 'Reset' button is also visible. At the bottom, a status bar shows 'Number completed:0 / Number of hits by searching:0'.

You can designate the requirements for limited searches.

Without the search requirement setting, you can view the learning progress for all currently enrolled courses.

Note: The course Starting Date is the date you start your enrollment period for the registered course (s). Please note that this does not stand for the date you actually begin your e-learning for the course (s).

# 1. Viewing the e-Learning Progress ②

The maximum number of items to be displayed is 300.  
Please use the downloading function for a larger number of items.

**Select Learner Group**

Learner Group:

**Detailed setting** Advanced search by further detailed setting.

Enrolled course:

Enrollment requirement:  Completion Status:

Period setting:

Enrollment start date  ~

Enrollment close date  ~

Final enrollment date  ~

Participant:  User name  User ID

**Number completed:0 / Number of hits by searching:17**

Name User ID Division Job title	Course title Enrollment period	Completion date	0%	50%	100%	
SAMP120332610 SAMP120332610	<a href="#">English Aya Pod</a> 2020/09/10~2021/03/09	Quiz:			0ページ 0時間00分	Not started
SAMP120332610 SAMP120332610	<a href="#">Start Today!</a> <a href="#">Information Security</a> 2020/03/12~2021/07/31	Quiz:		<div style="width: 100%; height: 10px; background-color: blue;"></div>	3ページ 0時間00分	Enrolled

You can view the progress percentages and learning status for the tests and exercises for each course.

Not started: Haven't started the e-learning the course;  
Enrolled: Presently taking the e-learning course;  
Complete: completed the course;  
Reviewing: The enrollment period expired before completing the e-learning course.  
Uncompleted: The review period expired before completing the e-learning course.

## 2. Downloading the e-Learning Data

Click on the learner's "Progress" Tab ⇒ "Download".  
Then, click on "Download" after setting the requirements. The maximum number of items to be displayed is 30,000.

The screenshot shows the user interface for downloading e-learning data. At the top, there are navigation tabs: Home, Basic Setting, Admin, Information, and Progress. The 'Progress' tab is selected and circled in blue. Below this is a 'CONTROL PANELS' bar with 'Learning Progress' and 'Download' buttons. The 'Download' button is also circled in blue. The main content area is titled 'Progress Download' and contains a description: 'Download your learning progress report, evaluation, course review questionnaire answer data from here.' Below this is a 'Select Learner Group' section with a dropdown menu set to 'GRP1'. The 'Detailed setting' section includes: 'Data type: Completion Report', 'Enrolled course: Course Not Specified', 'Enrollment requirement: Enrolled', and 'Completion Status: Not Specified'. The 'Period setting' section has three date range options: 'Enrollment start date' (2020/10/02 ~ 2020/11/02), 'Enrollment close date' (2020/11/02 ~ 2020/12/02), and 'Final enrollment date' (2020/10/02 ~ 2020/11/02). At the bottom, there are 'Download' and 'Reset' buttons, with the 'Download' button circled in blue.

You can designate the requirements for limited searches.

Without the search requirement setting, you can download and view the learning progress reports for all of the currently enrolled courses.

Note: The course Starting Date is the date you start your enrollment period for the registered course (s). Please note that this does not stand for the date you actually begin your e-learning for the course (s).