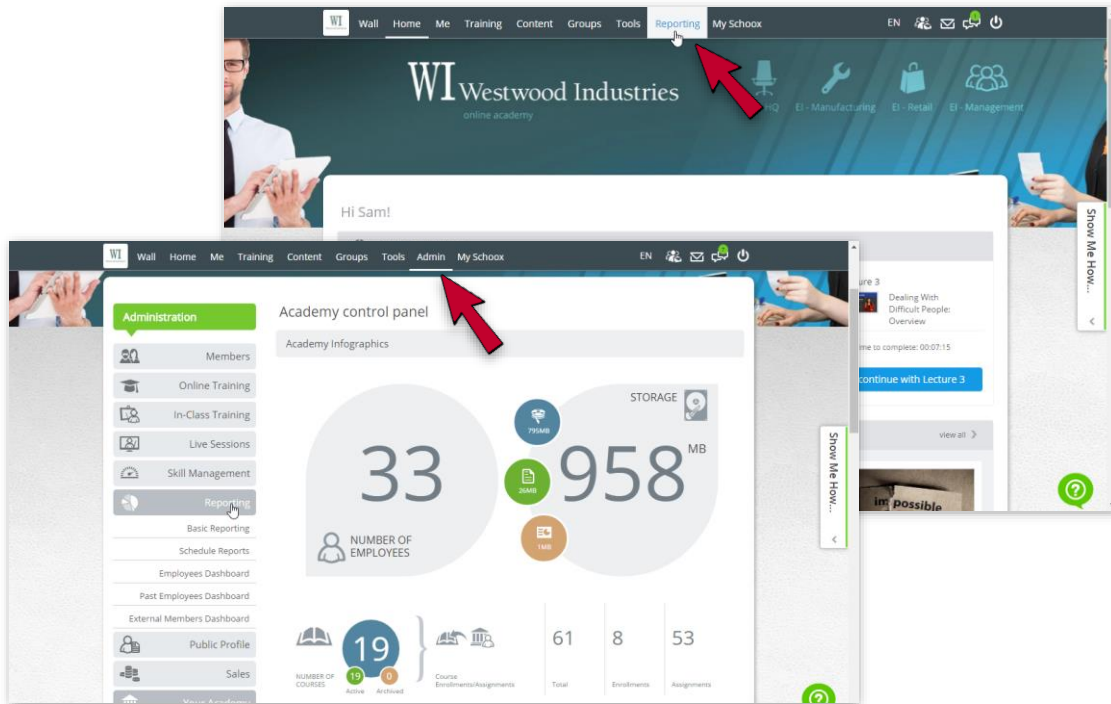


TRACKING PROGRESS

There is a robust reporting system within Schoox. It is easy to track how your students are doing.

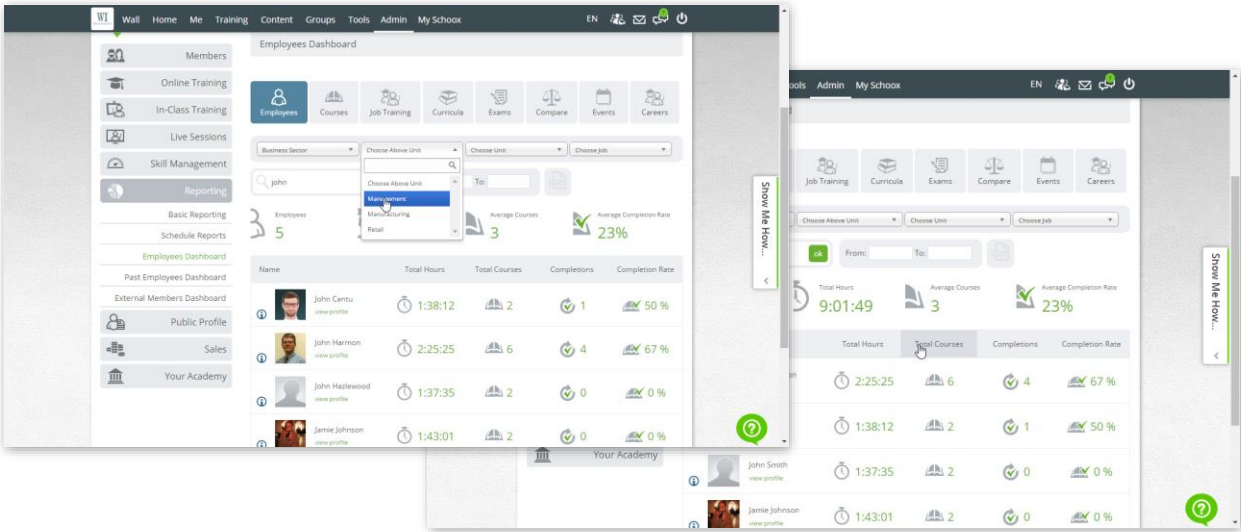
If you are an academy administrator, click **Admin**; if you are a training manager, click **Reporting**.



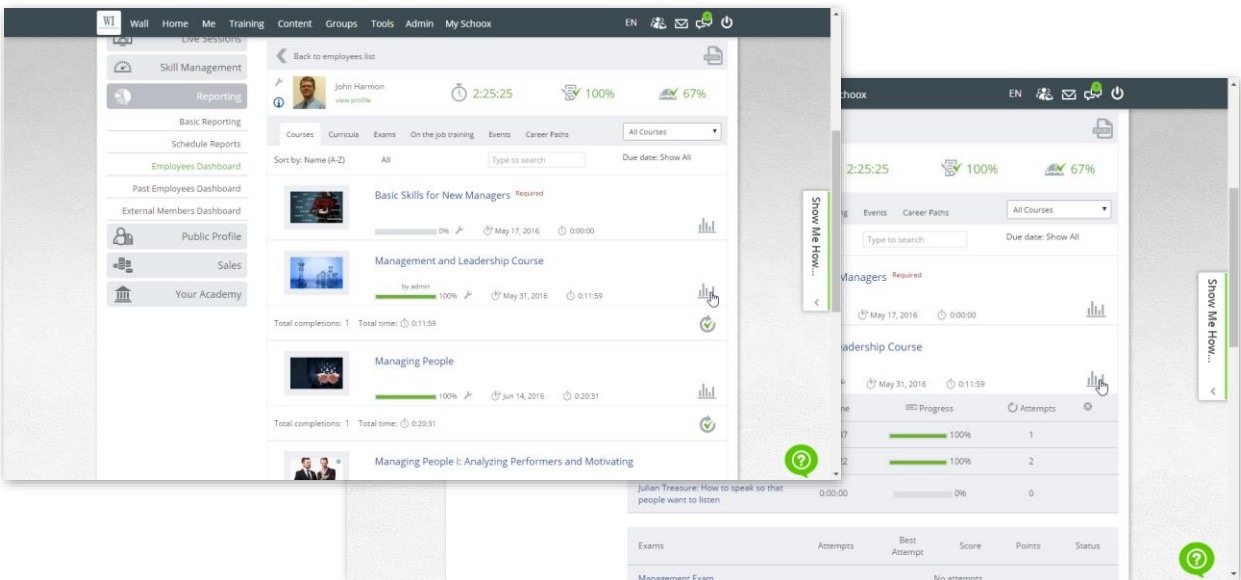
On the left-hand side, under **Reporting**, you can then view the **Training Dashboard** for both employees and external members. This is the most widely used method to track progress.



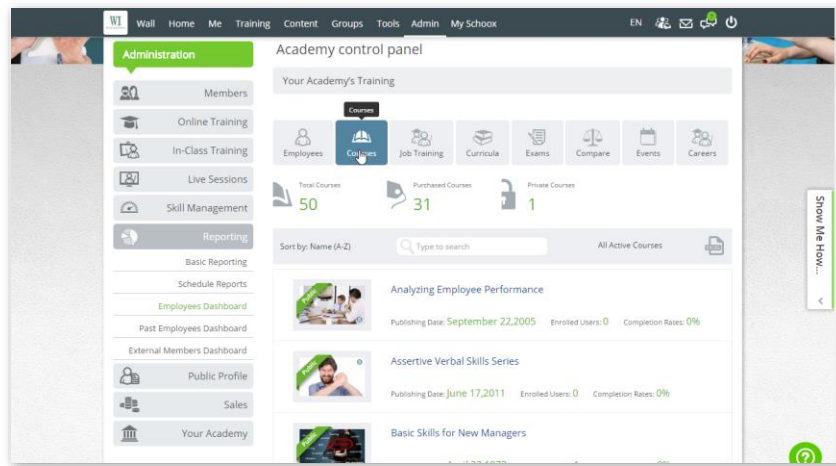
You can filter which students you see, and sort each column; then click the desired students' names to track their progress.



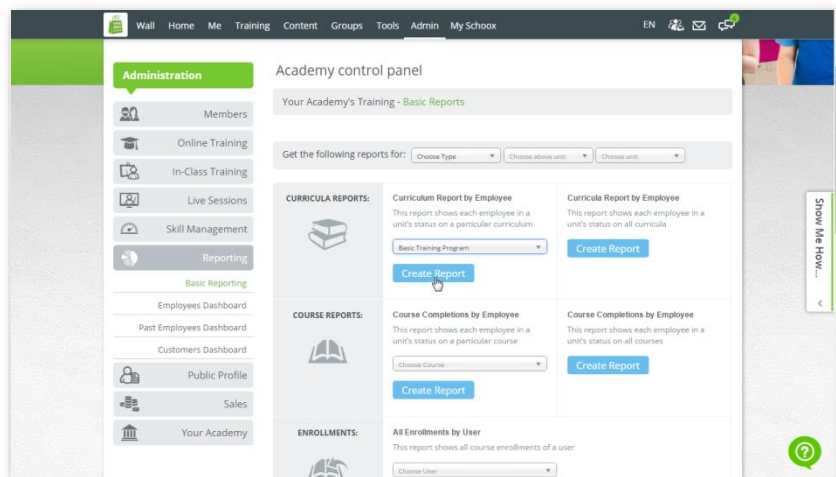
Clicking the graph icon allows you to dive deeper into each of the student's courses, and let you see how they did on each exam.



Along the top you will find various other ways of tracking progress – by course, curriculum, On the Job training, etc.



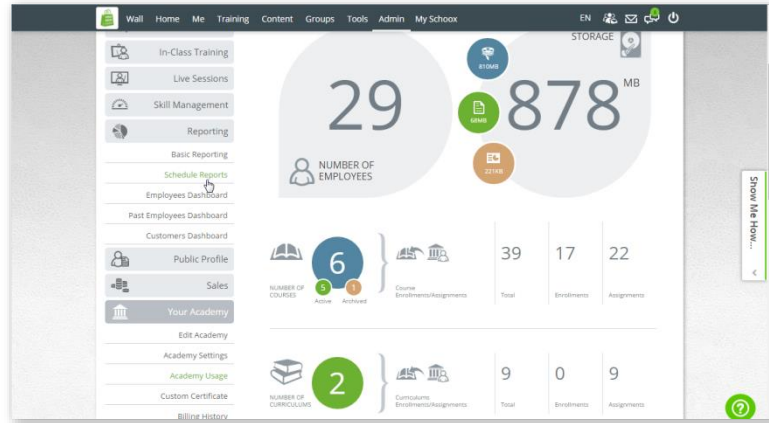
Under **Basic Reporting**, you are able to generate reports based on specific parameters. Simply filter the needed information using the drop-down menus, and click the associated **Create Report** button.



SCHEDULED REPORTS

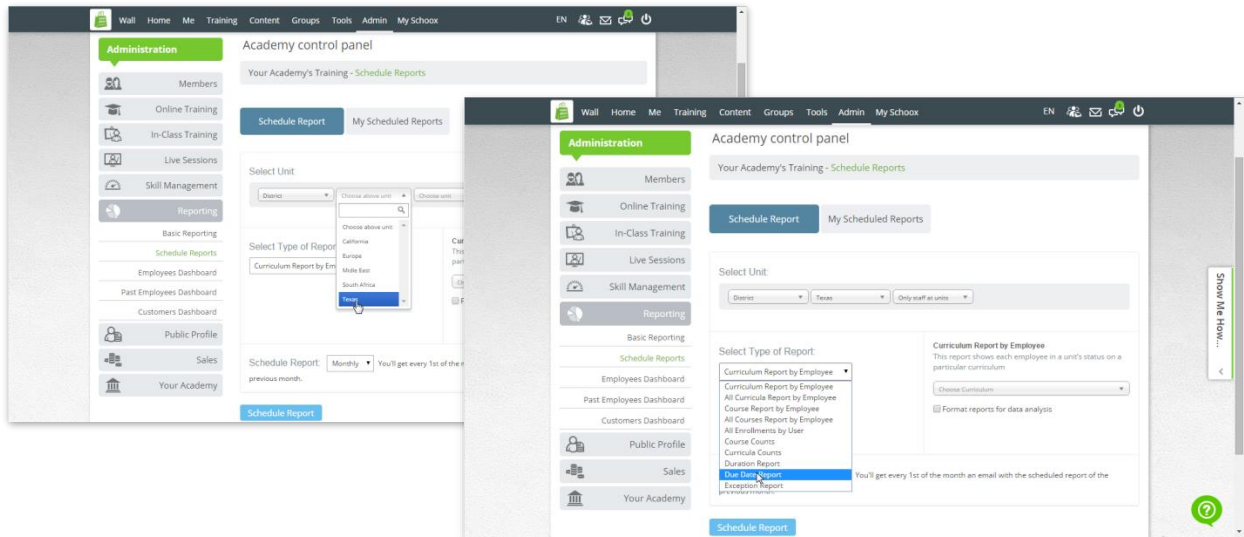
As an academy administrator, you also have the ability to set up specific reports that are automatically emailed to you at set intervals.

To set up a scheduled report, click **Admin**. Then under **Reporting**, select **Schedule Reports**.



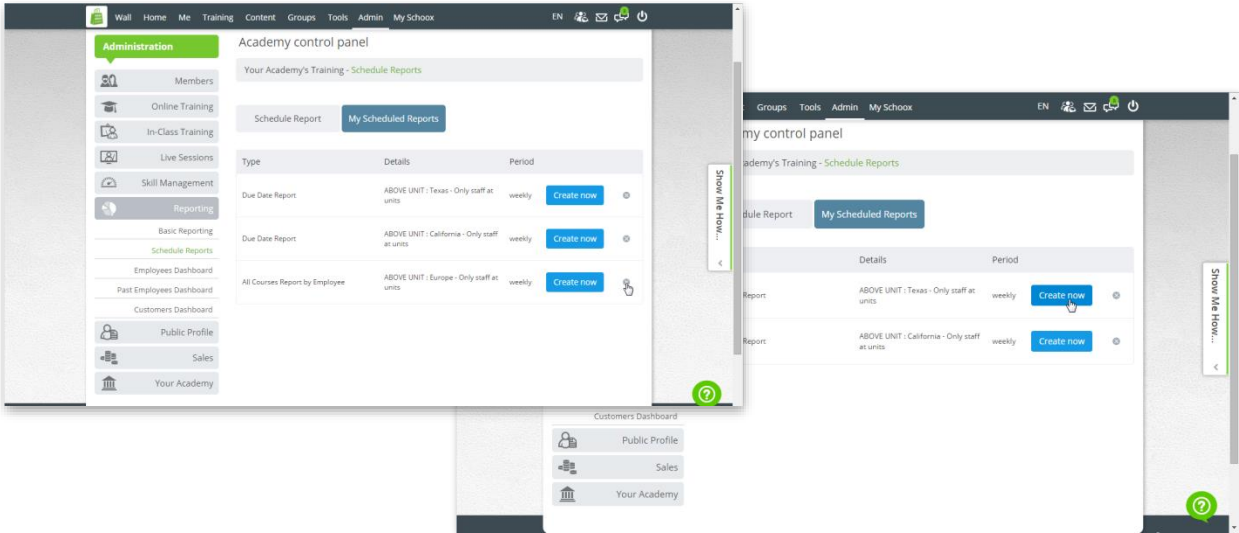
From their drop-down menus, filter those on which you'd like a report. Then select the report type, from its drop-down. Lastly, determine how often you'd like the report sent to you.

When finished, click **Schedule Report**.



You can see all my current scheduled reports under **My Scheduled Reports**. All reports will continue to be sent out until deleted, and you can do that by clicking its **X**.

If you'd like to receive a report before its scheduled time, you can click **Create Now**, and Schoox will email the report immediately.



Questions? You are never alone.

Clicking the **Show Me How...** menu on the right, or the **Question Mark** icon at the bottom of the page will provide you several options on how to get the assistance you need.

