

# CUES Learning Portal

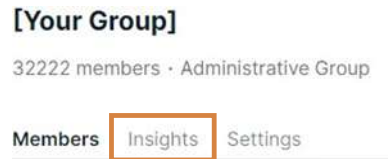


## Create and Access Completion Reports

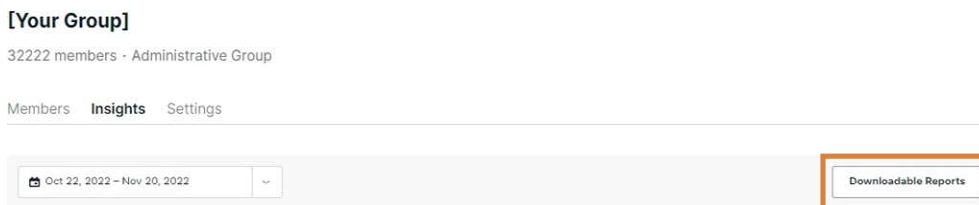
1. From the CUES Learning Portal Home Page, navigate to the "Resources" section and click on "Groups" and then find your credit union group.



2. Within your group page, click the "insights" tab.



3. Within the "insights" tab, click "Downloadable Reports".



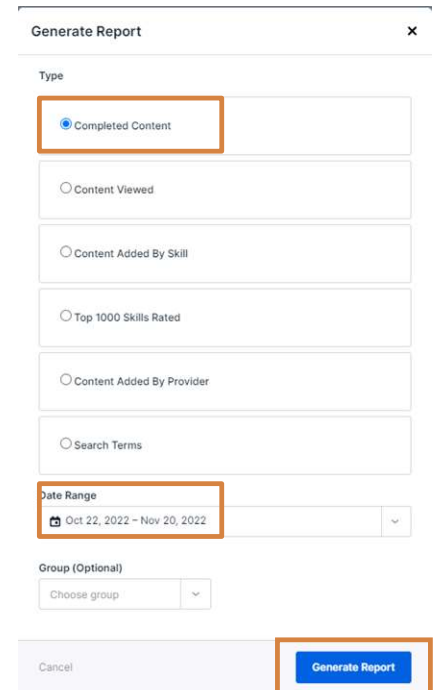
4. Within the "Downloadable reports" page, click "Generate Report".



5. From the pop-up window, select report type "Completed Content", followed by your desired date range. Finally, select "Generate Report"

*Note: You can report up to 90 days worth of data.*

*Note: Depending on the size/date range of the report, it can take anywhere from a few minutes to a few hours to generate. Please make sure you are refreshing the page during this time to check for completion. Once the report is ready, you'll see a notification on the bell icon.*



6. From the downloadable reports page, click on "Download" for the report you'd like to view. The report will download via Excel, you can review and filter data as needed, see next page for report field titles and descriptions.

| Report Type       | Group                  | Date Range                 |                          |
|-------------------|------------------------|----------------------------|--------------------------|
| Completed Content | Christian Community CU | Aug 3, 2022 - Oct 31, 2022 | <a href="#">Download</a> |

## Content Completed Report Data

| Field Name                   | Field Description  |
|------------------------------|--|
| Employee ID                  | The unique user identifier for your Degreed site. This may be an email address or a different piece of employee information, such as an SSO username.  |
| Employee Name                | The employee's full name.  |
| Organization Email           | The employee's work email address.   |
| Content Title                | The title of the completed content item.   |
| Content URL                  | The online location of the item.   |
| Content Type                 | The item's content type (article, video, etc.).  |
| Content Provider             | The provider hosting the content.  |
| Pathway Title                | If the item is included in any Pathways, up to three of those Pathway titles display here.   |
| Internal vs External Catalog | The catalog where the content resides. <ul style="list-style-type: none"> <li>• <b>Internal:</b> A catalog that includes content curated and added by CUES.</li> <li>• <b>External:</b> Items which the learner added to their Collection manually, as well as items curated into a Pathway or Plan from an external source rather than from the Internal Catalog.</li> </ul>                        |
| Date Added                   | The date the user marked the item complete.  |
| Completion Date              | The date the user completed the item, as set by the user when completing the item or by editing it in their collection after.  |
| Points Earned                | The number of points awarded for completing this item.   |
| Required/Assigned            | Denotes if the completed content item was a required or assigned item.   |
| Verified                     | Some content completions may be verified by a third party (such as Harvard ManageMentor or CredSpark assessments). Values include: <ul style="list-style-type: none"> <li>• <b>Yes:</b> The content completion was verified by the third party and a green check with the word VERIFIED displays to the learner on the content card.</li> <li>• <b>Blank:</b> No completion was verified.</li> </ul> |
| Due Date                     | The Due Date for the content item, if it was assigned or required at the time of completion.   |
| Completion Tags (Topics)     | A list of Skills associated to this content item, as matched to the user-selected Skills on the user's Profile page.   |
| Source                       | How the user accessed the completed item.  |