CUES Learning Portal

degreed
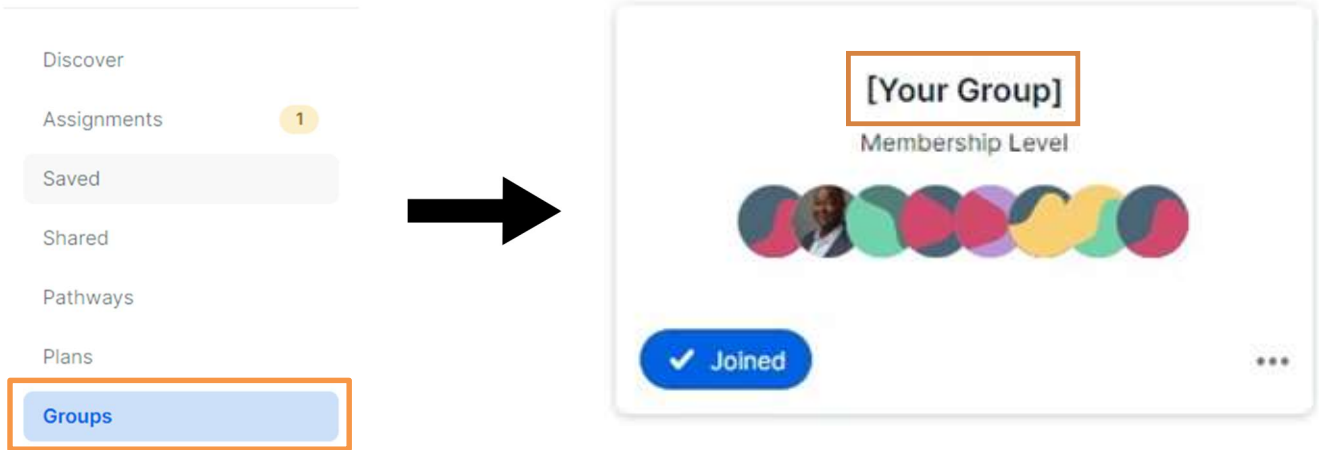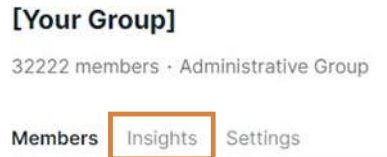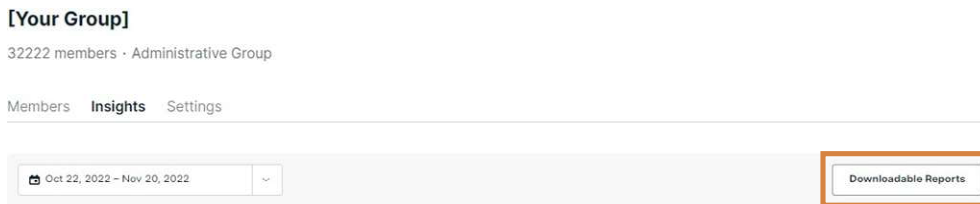
Create and Access Completion Reports

1. From the CUES Learning Portal Home Page, navigate to the left column on the home page, click on "Groups," and then find your credit union's group.

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

3. Click "Downloadable Reports".

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4. 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: Reports can be run for any time period. The max the report will run is 90 days. For example, Jan 1, 2022 – March 31, 2022. If you need a full year's report, you can do so using 90-day increments.

   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 refresh the page during this time to check for completion. Once the report is ready, you'll see a notification marker on the bell icon on the top right of CUES Learning Portal.
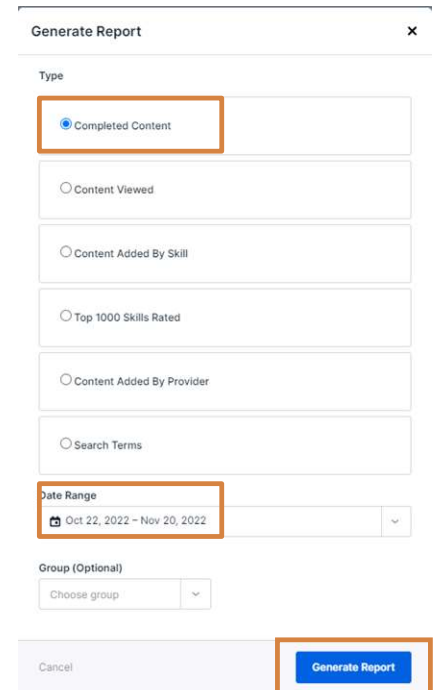
6. Now click on "Download" for the report you'd like to view. The report will be downloaded via Excel, you can review and filter data as needed, see next page for report field titles and descriptions.

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. • **Internal:** A catalog that includes content curated and added by CUES. • **External:** 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.
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: • **Yes:** 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. • **Blank:** No completion was verified.
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.