

## Reference Guide for Generating Course Completion and In-Progress Reports

Step 1: Activate your admin account from an email that looks like the email below:

From: [noreply@fedvte.usalearning.gov](mailto:noreply@fedvte.usalearning.gov)

Subject: FedVTE LMS - Register your Admin Account

Greetings User! You have been granted an administrator account on <https://fedvte.usalearning.gov>

Please select the link below to continue with first time registration:

<https://fedvte.usalearning.gov/firsttimeadmin.php?code=f06de5362fd414861aba76ec7d24a2>

Once you have completed registration, you can log in using this link:

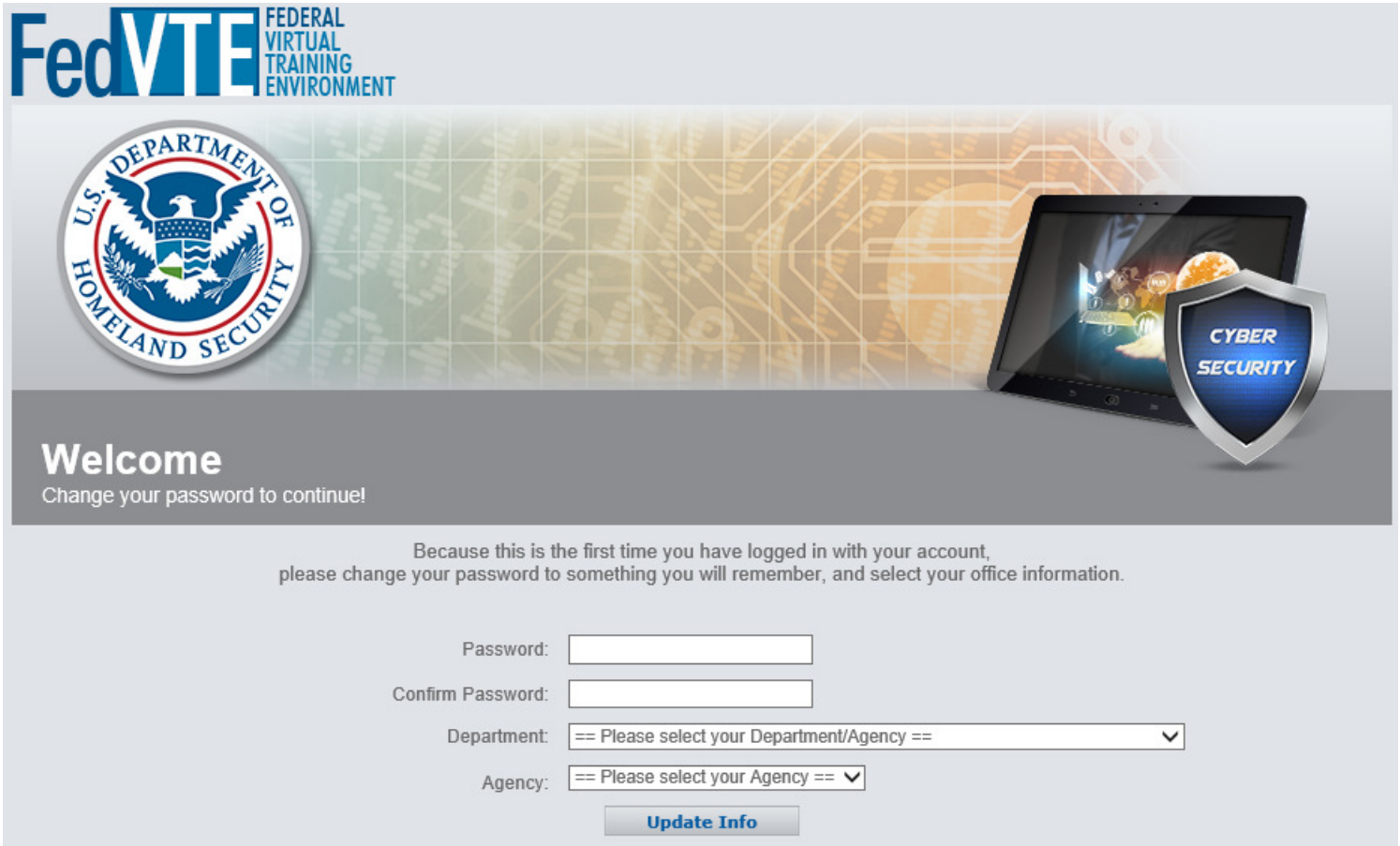
<https://fedvte.usalearning.gov/stats.php>

Thank you,  
Support Team

If you have any questions please email the help desk at [support@usalearning.net](mailto:support@usalearning.net).

You should select the link in the email highlighted above. If your email does not show a hot link, you can copy the entire link into a browser.

Step 2: The link in the email will take you to the account setup page pictured below. Enter and confirm a password, and be sure to select the correct Department and Agency. Click Update Info to finalize your account information.



**FedVTE** FEDERAL VIRTUAL TRAINING ENVIRONMENT

**U.S. DEPARTMENT OF HOMELAND SECURITY**

## Welcome

Change your password to continue!

Because this is the first time you have logged in with your account, please change your password to something you will remember, and select your office information.

Password:

Confirm Password:


Department: == Please select your Department/Agency == ▾

Agency: == Please select your Agency == ▾

[Update Info](#)

Be sure to carefully select your Department and Agency as you cannot change that yourself in the future without help desk support.

Step 3: After creating your admin account, you will automatically be taken to the log-in page for accessing the stats reports, <https://fedvte.usalearning.gov/stats.php>. This is the same log-in page to go to anytime you want to access the stats page. Enter your email address and the password you chose when setting up your account, and click Log In to continue. Contact the help desk at [support@usalearning.net](mailto:support@usalearning.net) if you have forgotten your password.



**FedVTE** FEDERAL VIRTUAL TRAINING ENVIRONMENT

U.S. DEPARTMENT OF HOMELAND SECURITY


**Welcome**  
Please log in to view course statistics!

You have completed registration. Please log in below.

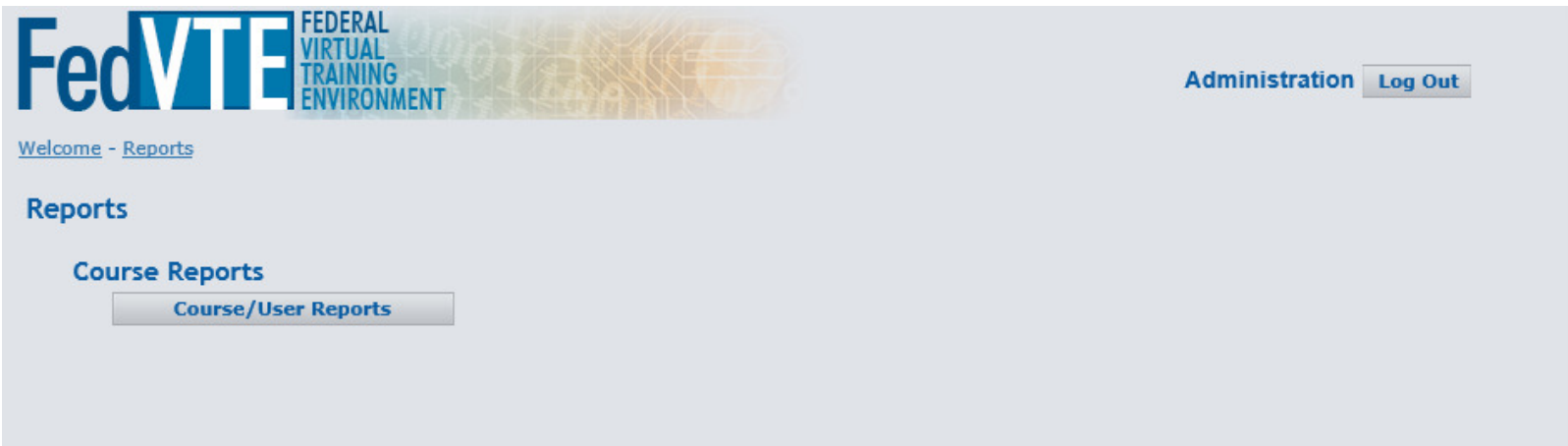
Email:

Password:

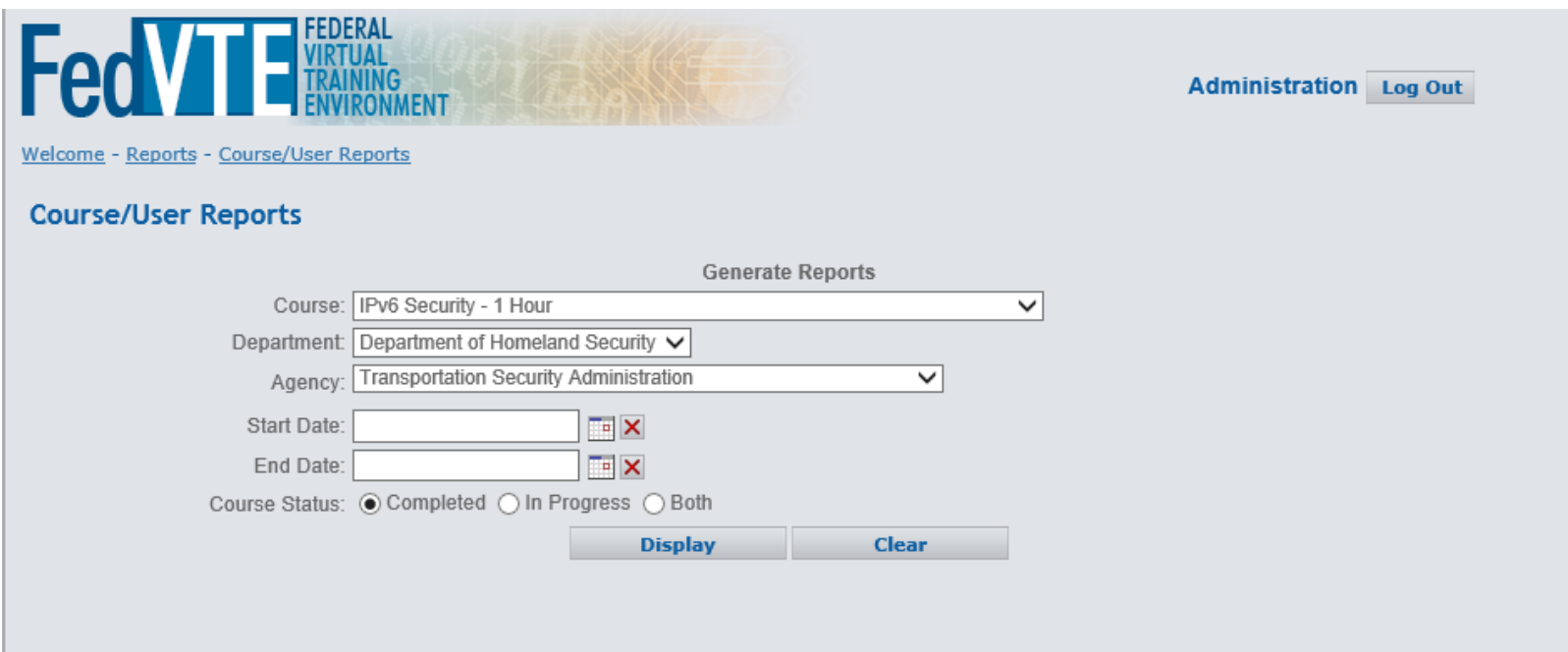
[Log In](#)



Step 4: Click the Course/User Reports button to access the reporting menu. Click the Welcome link in the upper left to return to the log-in page. Click the Log Out button in the upper right to exit your account.



Step 5: To begin generating your report, select the course whose stats you want from the Course drop down menu. Make sure the Department and Agency are correct – change them using the drop down menu if you have access to reports for several departments or agencies.



Step 6: Next, you can adjust the date range for your report by clicking the calendars to the right of the entry boxes for Start Date and End Date. To remove the date restrictions, click the red X next to the calendar. If no dates are selected, all available reports will be included.

Administration

Welcome - Reports - Course/User Reports

### Course/User Reports

Generate Reports

Course: IPv6 Security - 1 Hour

Department: Department of Homeland Security

Agency: Transportation Security Administration

Start Date: 2015-09-01

End Date:

Course Status:   **September 2015**    Both

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Step 7: Finally, select whether you want your report to show Completions, In Progress courses, or Both by clicking the correct button.

**FedVTE** FEDERAL VIRTUAL TRAINING ENVIRONMENT

Administration

[Welcome](#) - [Reports](#) - [Course/User Reports](#)

### Course/User Reports

Generate Reports

Course:

Department:

Agency:

Start Date:

End Date:

Course Status:  Completed  In Progress  Both

Step 8: After completing your selections, the Display button will generate your report:

Administration [Log Out](#)

Welcome - [Reports](#) - [Course/User Reports](#)

### Course/User Reports

Generate Report for: IPv6 Security - 1 Hour

Course: IPv6 Security - 1 Hour

Department: Department of Homeland Security

Agency: All Agencies

Start Date: 2015-09-01

End Date: 2015-09-15

Course Status:  Completed  In Progress  Both

[Display](#) [Clear](#)

Show  entries

Search:

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Last	First	MI	Email	Status	Status Date
...	...	...	...	In Progress	Sep 04, 2015
...	...	...	...	In Progress	Sep 06, 2015
...	...	...	...	Complete	Sep 07, 2015
...	...	...	...	In Progress	Sep 03, 2015
...	...	...	...	In Progress	Sep 08, 2015

Showing 1 to 5 of 5 entries

Previous  Next

Once a report is displayed on-screen you can sort the results using any field – Last Name, First Name, Middle Initial, Email Address, Status, or Status Date by clicking the up or down arrow next to the field name. To reverse the order, click the arrow again. You can also search through the results based on any field (name, email, status, date) using the search box.

You can adjust the number of reports being displayed using the drop down menu on the left above the results (max of 100). If there are several pages of reports, you can move between the pages using the Previous and Next buttons at the bottom of the report.

There are also several buttons that you can use to work with the report (boxed in red above). **NOTE:** For all buttons, all records are captured, even if they are not currently displayed on screen. So if there are 700 people in the report and only 100 are being displayed, all 700 records will be included when you click Copy, CSV, Excel, PDF, or Print.

- **Copy:** copies the whole report to the clipboard in text format
- **CSV:** creates a Comma Separated Values (CSV) file to be saved for later import into a database or spreadsheet application.
- **Excel:** Creates a CSV file to be saved, which is designed to be imported into an Excel spreadsheet application.
- **PDF:** Creates a Portable Document Format (PDF) file to be saved.
- **Print:** Sends the whole report to the printer you specify.

Note that there are over 20 million records in the database so some reports take several minutes to compile and display. You should avoid selecting the All courses button in favor of specific course reports.



Step 9: Once you are finished with your report, if you wish to generate another report, click the Clear button to clear out the report selections, and repeat steps 5-7. You can also simply make new selections without clicking the Clear button. **NOTE:** The clear button will not remove the previously generated report from the screen. Once you have made your new selections, clicking the Display button will remove the old report from the screen and generate your new report.

**Course/User Reports**

Generate Report for: IPv6 Security - 1 Hour

Course:

Department:

Agency:

Start Date:

End Date:

Course Status:  Completed  In Progress  Both

Resets these fields

Show  entries

Search:

Last	First	MI	Email	Status	Status Date
Winters	Eric		eric.winters@hhs.gov	In Progress	Sep 04, 2015
Winters	Eric	J	eric.winters@hhs.gov	In Progress	Sep 06, 2015
Felt	John	B	john.felt@hhs.gov	Complete	Sep 07, 2015
Winters	Eric	L	eric.winters@hhs.gov	In Progress	Sep 03, 2015
Winters	Eric	B	eric.winters@hhs.gov	In Progress	Sep 08, 2015

Showing 1 to 5 of 5 entries

Previous  Next