

Modern Governor Reporting Functionality



This is a “quick-start” guide. If you would like the full user-guide please email Elaine@moderngovernor.com

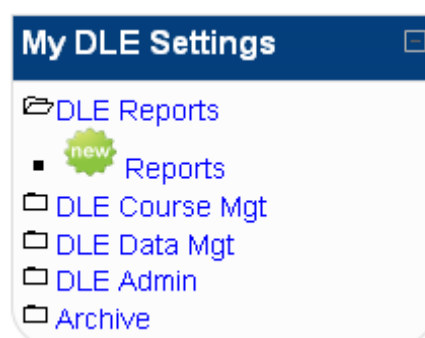
In order to access the reporting functionality, you must be:

1. Registered on www.moderngovernor.com
2. Assigned as a Site or Report Administrator

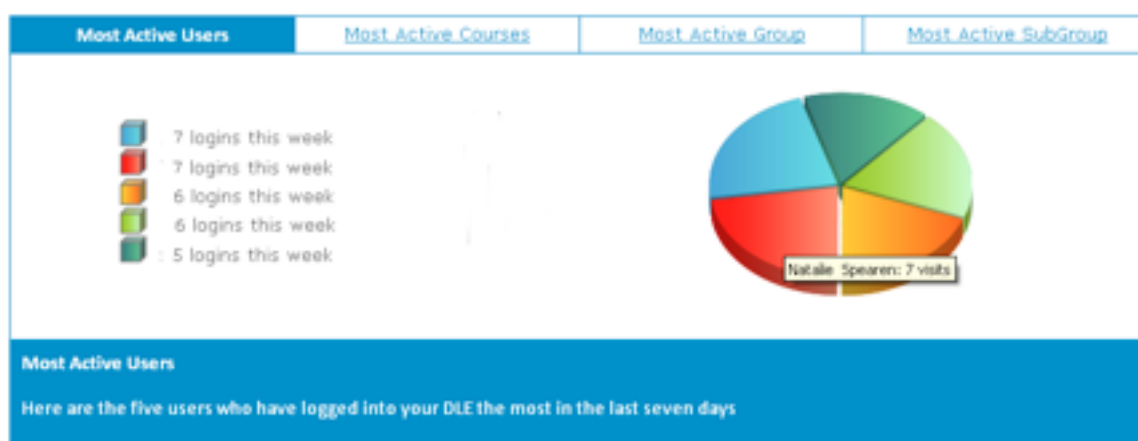
If you or a colleague requires access to Modern Governor reports for your schools, please ensure you/they are registered as a user of Modern Governor, and then email Elaine@moderngovernor.com.

How to view reports

1. Go to www.moderngovernor.com
2. Login using your username and password
3. On the right-hand side you will see the “My DLE Settings” block →
4. Click on “DLE Reports” and then “Reports”



This is the first screen you’ll see:



It shows the most active users in the last week. You can also click on “Most Active Courses”. “Group” and “Subgroup” are not yet active for Modern Governor.

If you require any assistance, please contact
support@moderngovernor.com 0845 543 6033

Modern Governor Reporting Functionality



The next graphic down shows numbers of logins over a period of time (you can click on 6 months, 3 month and 1 month).



Now scroll back up to the top of your computer screen to see the report builder.

Report Builder

Course reporting is carried out in two different ways – through the course search facility and through the report builder:

The report builder allows all used courses to be reported on, by Directorate (school), course, user and by date.

The screenshot shows the 'REPORT BUILDER' interface. It features a navigation bar with 'Homepage', 'Quick Reports', 'Saved Reports', and 'Reports Admin'. Below this, there are search fields for 'Search For User' and 'Search For Course', both with right-pointing arrows. A central dropdown menu is labeled 'Select Directorate' with 'SelectAll' selected. Below that are 'From Date' and 'To Date' input fields. On the right side, there are three buttons: 'Reset', 'Save', and 'Run Report'. A vertical green bar on the left side of the main form area contains the text 'REPORT BUILDER'.

Choose as many of these parameters as you need – or none! When you click 'Run Report' the report will be generated.

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Modern Governor Reporting Functionality



If you don't select any parameters, clicking "Run Report" will produce the following **Course Overview** report:

The screenshot shows the 'Quick Reports' tab in the Modern Governor interface. It features a search bar for users and courses, a dropdown for selecting a directorate (currently set to 'Select All'), and date filters for 'From Date' and 'To Date'. A 'Run Report' button is visible. Below the navigation bar, the 'Course Overview Report' is displayed, showing a table of course data. The table has columns for Course Name, Users Enrolled, Active (last 3 months), Users Completed, Users Incomplete, Non Attempts, and Avg Time Spent (mins). The table lists 13 courses with their respective statistics.

Course Name	Users Enrolled	Active (last 3 months)	Users Completed	Users Incomplete	Non Attempts	Avg Time Spent (mins)
My Role and Responsibilities as a Governor	55	2	1	11	12	28
Community Cohesion	27	1	2	16	9	7
Preparing for OFSTED	15	0	2	8	0	31
Health and Safety	11	0	5	5	1	25
Understanding School Finance	12	1	6	5	1	42
School Recruitment Practices	5	2	3	2	0	40
Safeguarding and Promoting Child Welfare	4	1	2	2	0	19
Some Governor's Questions answered	1	1	1	0	0	11
Admissions and Pupil Discipline	1	0	1	0	0	27
Chairing Meetings	4	2	3	1	0	22
Equality and Diversity for School Governors	2	1	2	0	0	22

You can click on anything that is blue and underlined to drill down further into the data.

To remove those parameters press 'Reset'.

Downloading Reports



Most of the reports that can be seen across the web are available to download in Excel or PDF format, many with more information than is visible in the browser. Downloadable reports are indicated by the following icons at the top of the report – click the icon and follow the on-screen instructions.

Other Functionality:

The **Quick Reports** tab contains the reports we thought would be most useful to you.

The **Saved reports** tab contains any reports that you have ran and then saved

Reports Admin: This functionality will be released to Modern Governor customers shortly

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