Self-Assessment Tool How-To Guide

How to Analyze Users and Courses

This guide is one in a series developed to support federation staff in using and delivering the Self-Assessment. Each guide focuses on a specific task or function. Whether you're new to the tool or seeking a refresher, our clear, step-by-step instructions will help you integrate the Self-Assessment seamlessly into your services and maximize its value for your member co-operatives.

Step-by-Step Instructions

How to Analyze

Select Analyze in the upper menu bar.

The Agency for Co-operative Housing   Learn   Analyze   Manage   Rise 360

Analyze screen will appear, showing the Dashboard and the **All Activity** section.
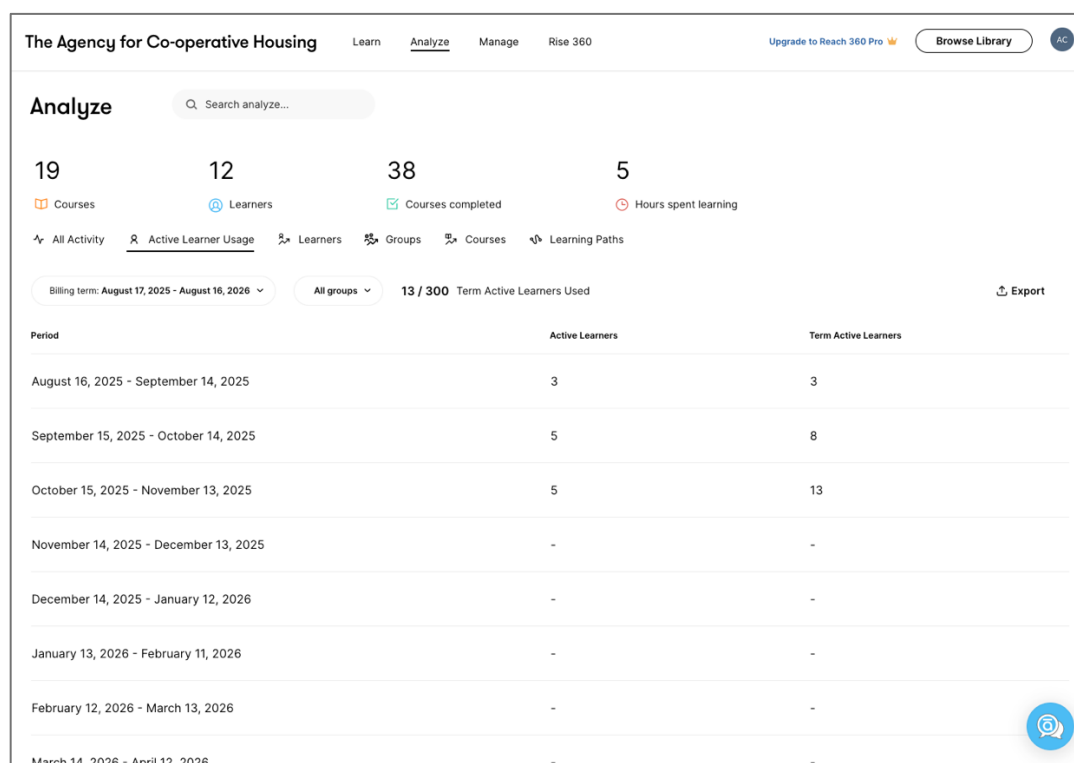
Use the options in the Analyze Sections bar to explore additional data by:

- All Activities – Summary Data
- Active Learner Usage –Self Assessment usage data
- Learners – Explore the Learners with the ability to drill down for more information
- Groups – Explore Groups with the ability to drill down for more information
- Courses – Explore Courses with drill-down for more information and see which courses users (learners) have started and completed.
- Learning Paths - Explore the Learning Paths (a set of courses; the self-assessment is a learning path) with drill-down for more information, and see which learning paths users (learners) have started and completed.

Each section will include filters to refine the data presented.

Most lines in the data section allow you to drill down for more information.

Active Learner Usage Screen

Shows monthly data to show the number of active learners and the number of term active learners (the accumulated count of users)

Learners Screen

This screen will display all your users.

You can drill down on a user by clicking on the user's line. The following screen will appear, displaying details on the courses the user is working on, those that have been completed, and those that have not been started.

You can drill down further by clicking on the course title, which will bring you to Courses Section (see later in the How-To)

Please note that you can select to see the Status and the Activity for the user.
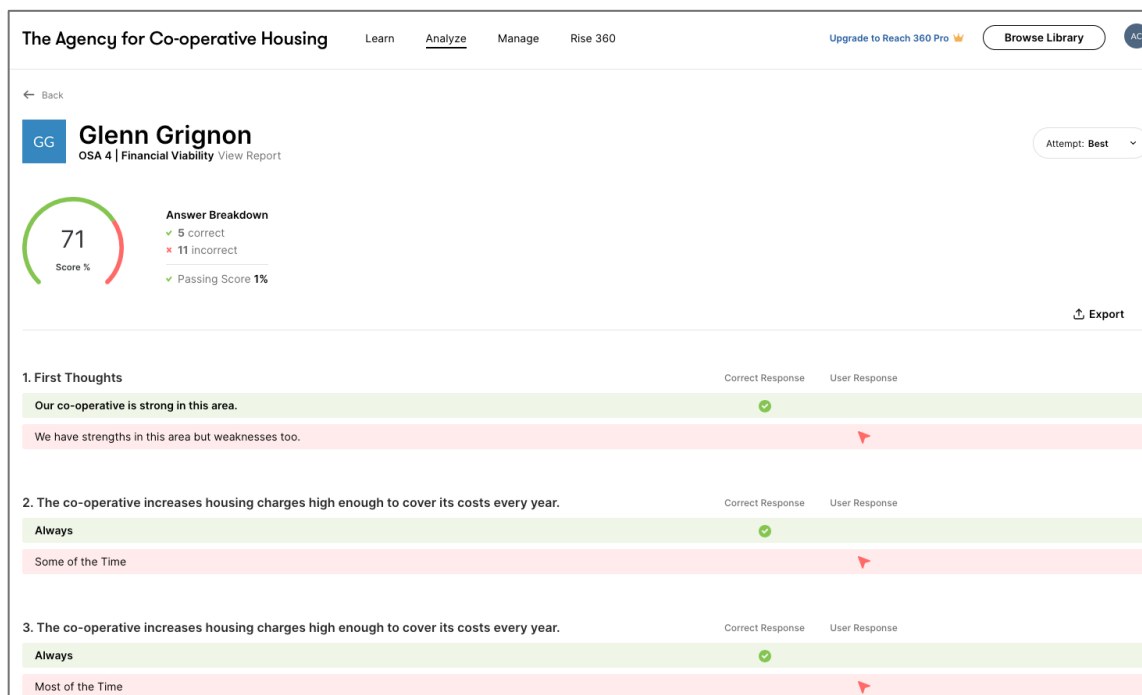
If you click on the Quiz score, the course statements and answers will be displayed.

There is a summary at the top.

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GG   **Glenn Grignon**
OSA 4 | Financial Viability   View Report

Attempt: **Best** ⌄

71
Score %

Answer Breakdown
✓ **5** correct
✗ **11** incorrect

✓ Passing Score **1%**

⬆ Export

	Correct Response	User Response
1. First Thoughts		
Our co-operative is strong in this area.	✓	
We have strengths in this area but weaknesses too.		🚩
2. The co-operative increases housing charges high enough to cover its costs every year.	Correct Response	User Response
Always	✓	
Some of the Time		🚩
3. The co-operative increases housing charges high enough to cover its costs every year.	Correct Response	User Response
Always	✓	
Most of the Time		🚩

Please note that you can export this data by using the Export button on the screen.

Remember, there is no correct or incorrect answer – each response has a score assigned to it, which determines a final score reflected on the results pages in the assessment. The scoring is only based on answered statements.

Groups Section

The Groups data will be displayed. Showing the number of members.

The Federation will use this information to ensure they remain within the user count they have subscribed to. (In most cases, this will be 25 users/members)

You can drill down by selecting the Groups line.

The Group's **Learners** sub-screen appears.

You can drill down on a user by selecting the user line – the Learners Section screen will appear.

The **Activity** sub-screen.

The following screen will appear.

You can drill down on the User, the Course and the Quiz %

THE AGENCY
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HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

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PHCHF
Group

Course status
🟩 **6** courses completed by **1** learner
🟧 **0** courses in progress for **0** learners
⬜ **12** courses not started by **2** learners

0.59
🕐 Hours spent learning

Learners   **Activity**   Courses

All courses ⌄   All learners ⌄   ⬆ Export

Learner	Course	Date ⌄	Duration	Lessons	Quiz	Status
ST Sophie Taylor	OSA 6 │ Environmental Sustainability	10/21/2025	00:07:25	1	50%	COMPLETED
ST Sophie Taylor	OSA 5 │ Property Management	10/21/2025	00:08:03	1	75%	COMPLETED
ST Sophie Taylor	OSA 4 │ Financial Viability	10/21/2025	00:02:40	1	82%	COMPLETED
ST Sophie Taylor	OSA 3 │ Social Inclusion	10/21/2025	00:05:27	1	74%	COMPLETED
ST Sophie Taylor	OSA 2 │ Governance	10/21/2025	00:10:21	1	50%	COMPLETED
ST Sophie Taylor	OSA 1 │ Introduction	10/21/2025	00:01:23	1		COMPLETED

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The **Courses** sub-screen

You can expand any of the courses for more details.

You can click on View more, which will take you to the courses section.

Learning Paths Section

The learning paths will be displayed.

You can drill down into the Learning Path line.

Status Sub-screen will appear.

You can expand the user to see the user's course status in this learning path.

Expanded user information

ST	Sophie Taylor	COMPLETED	00:35:18	10/09/2025	10/21/2025	^

Course status

COURSE	STATUS	DURATION	QUIZ SCORE	LAST ACCESSED
OSA 1 │ Introduction	Completed	00:01:23		10/21/25
OSA 2 │ Governance	Completed	00:10:21	50%	10/21/25
OSA 3 │ Social Inclusion	Completed	00:05:27	74%	10/21/25
OSA 4 │ Financial Viability	Completed	00:02:40	82%	10/21/25
OSA 5 │ Property Management	Completed	00:08:03	75%	10/21/25
OSA 6 │ Environmental Sustainability	Completed	00:07:25	50%	10/21/25

Activity sub-screen

This will display the users and activities in this Learning Path.

You can drill down on the Learner/User, Course and Quiz%.

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Organizational Self-Assessment
6 Courses

12 Learners

Learning path status
- 3 completed
- 5 in progress
- 4 not started

4
🕐 Hours spent learning

Status **Activity** Courses

[All groups ⌄] [All learners ⌄] [All courses ⌄]   ⬆ Export

Learner	Course	Date ⌄	Duration	Lessons	Quiz	Status
AC Agency Co-op	OSA 2 │ Governance	11/04/2025	00:01:02	1		COMPLETED
AC Agency Co-op	OSA 2 │ Governance	10/28/2025	00:01:42	1	50%	COMPLETED

Courses sub-screen

This screen displays information on courses within the learning path, including the average duration spent on each course.

You can drill down on the course, and the learners' / users' information will appear.

Again, you can drill down on the user and the quiz percentage.

The How-To is finished.

You will see a common approach of drilling down on most screens.

Using filters and the ability to export the data.

Please contact Agency Support at helpdesk@agency.coop for more information.