



THE AGENCY
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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.

The screenshot shows the 'Analyze' screen of the Self-Assessment Tool. At the top, there's a navigation bar with 'The Agency for Co-operative Housing' logo and links for 'Learn', 'Analyze' (which is underlined), 'Manage', and 'Rise 360'. Below the navigation bar, there's a search bar and a 'Browse Library' button. The main content area is titled 'Analyze' and features a dashboard with four metrics: 'Courses' (19), 'Learners' (12), 'Courses completed' (38), and 'Hours spent learning' (5). Below the dashboard, there's a section for 'All Activity' with filters for 'Last 7 days', 'All groups', 'All courses', and 'All learners'. The 'Analyze Sections' section shows a table of activity with columns for 'Learner', 'Course', 'Date', 'Duration', 'Lessons', 'Quiz', and 'Status'. The table contains one row for 'Agency Co-op' with course 'OSA 2 | Governance' on '11/04/2025' for '00:01:02' duration, with '1' lesson and a 'COMPLETED' status. The 'Data Area' is highlighted in red.

| Learner | Course | Date | Duration | Lessons | Quiz | Status |
|--------------|--------------------|------------|----------|---------|------|-----------|
| Agency Co-op | OSA 2 Governance | 11/04/2025 | 00:01:02 | 1 | | COMPLETED |



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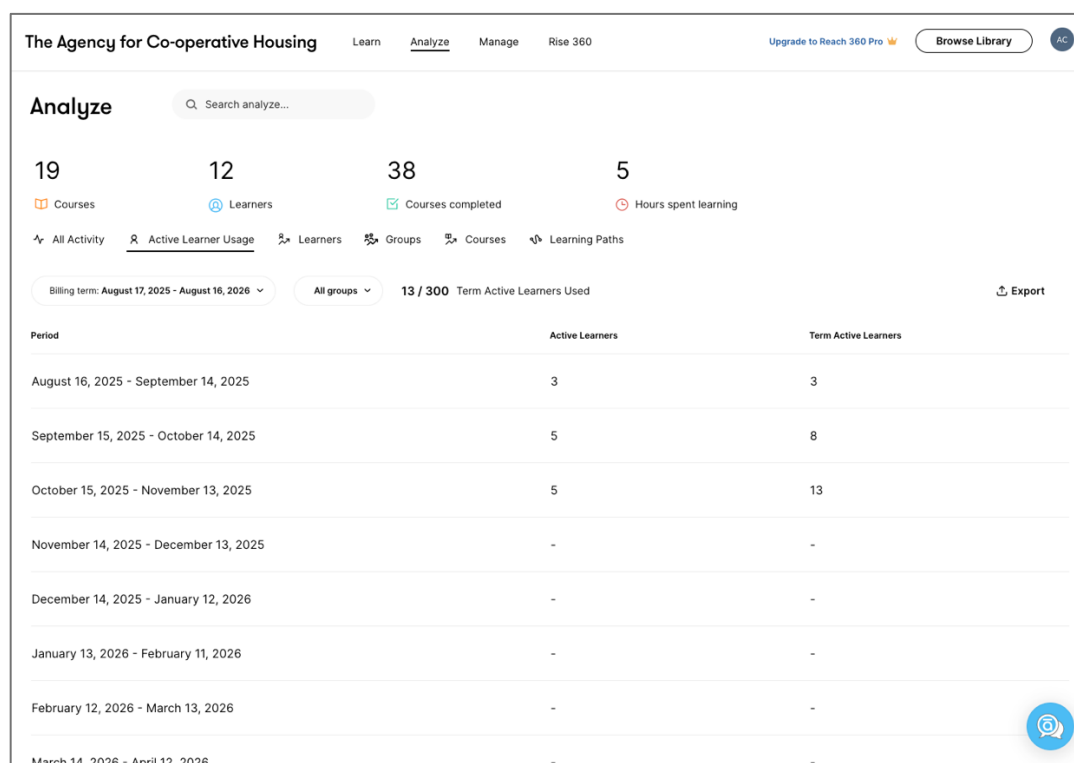
Use the options in the Analyze Sections bar to explore additional data by:

- 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)



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Learners Screen

The Agency for Co-operative Housing Learn Analyze Manage Rise 360 Upgrade to Reach 360 Pro Browse Library

Analyze Search analyze...

19 Courses 12 Learners 38 Courses completed 5 Hours spent learning

All Activity Active Learner Usage Learners Groups Courses Learning Paths

Search learners...

| Learner | Courses | Last Active |
|------------------|---------|-------------|
| GA Glenn Agency | 12 | 10/20/2025 |
| AC Agency Co-op | 19 | 11/04/2025 |
| GG Glenn Grignon | 14 | 10/03/2025 |

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.

The Agency for Co-operative Housing Learn Analyze Manage Rise 360 Upgrade to Reach 360 Pro Browse Library

← Back

GG Glenn Grignon glenn.teglach@me.com

14 Courses Course status: 8 completed, 1 in progress, 5 not started 1 Hours spent learning

Status Activity

All courses

| Course | Status | Duration | Quiz | Progress | Enrolled Date | Last Activity | Due Date |
|--------------------------------------|-----------|----------|------|----------|---------------|---------------|----------|
| OSA 4 Financial Viability | COMPLETED | 00:06:34 | 71% | | 07/29/2025 | 09/15/2025 | |
| OSA 1 Introduction | COMPLETED | 00:05:32 | | | 07/29/2025 | 09/14/2025 | |
| OSA 2 Governance | COMPLETED | 00:18:34 | 25% | | 07/29/2025 | 09/14/2025 | |
| OSA 6 Environmental Sustainability | COMPLETED | 00:20:43 | 25% | | 07/29/2025 | 09/15/2025 | |

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.

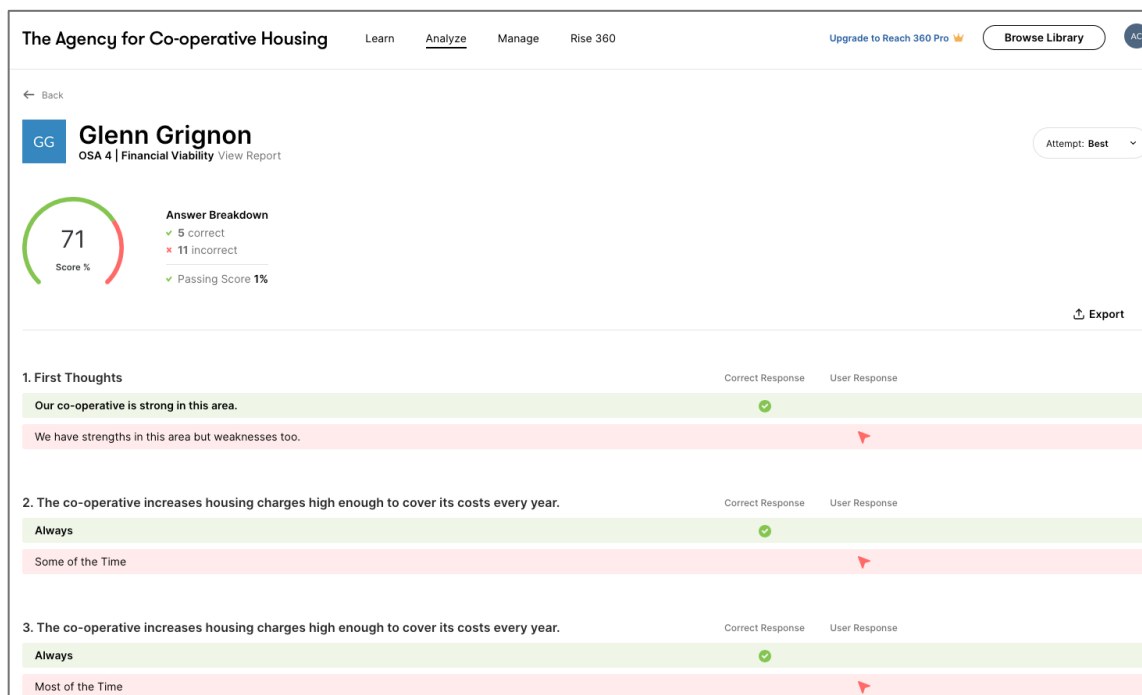


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If you click on the Quiz score, the course statements and answers will be displayed.

There is a summary at the top.



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.



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Groups Section

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

| The Agency for Co-operative Housing | | Learn | Analyze | Manage | Rise 360 | Upgrade to Reach 360 Pro | Browse Library | AC |
|---|----------------------|-------------------|----------------------|---------|----------------|--------------------------|----------------|----|
| Analyze <input type="text" value="Search analyze..."/> | | | | | | | | |
| 19 | 12 | 38 | 5 | | | | | |
| Courses | Learners | Courses completed | Hours spent learning | | | | | |
| All Activity | Active Learner Usage | Learners | Groups | Courses | Learning Paths | | | |
| <input type="text" value="Search groups..."/> | | | | | | | | |
| Group Name | Members | | | | | | | |
| Agency | 6 | | | | | | | |
| CHASEO | 1 | | | | | | | |
| PHCHF | 2 | | | | | | | |
| Test Group A | 3 | | | | | | | |

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.

| The Agency for Co-operative Housing | | | Learn | Analyze | Manage | Rise 360 | Upgrade to Reach 360 Pro | Browse Library | AC |
|--|---------|-------------|-------|---------|------------------------------|----------|--------------------------|----------------|----|
| Back | | | | | | | | | |
| 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 | | | | | | | | | |
| <input type="text" value="All learners"/> Export | | | | | | | | | |
| Learner | Courses | Last Active | | | | | | | |
| Sophie Taylor | 12 | 10/21/2025 | | | | | | | |
| Glenn TestOCLT | 12 | | | | | | | | |
| 1 - 2 of 2 | | | | | | | | | |

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



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The **Activity** sub-screen.

The following screen will appear.

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

The Agency for Co-operative Housing

LearnAnalyzeManageRise 360

Upgrade to Reach 360 Pro

Browse Library

AC

← Back

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 |
|-----------------------------|--------------------------------------|------------|----------|---------|------|-----------|
| <div>ST</div> Sophie Taylor | OSA 6 Environmental Sustainability | 10/21/2025 | 00:07:25 | 1 | 50% | COMPLETED |
| <div>ST</div> Sophie Taylor | OSA 5 Property Management | 10/21/2025 | 00:08:03 | 1 | 75% | COMPLETED |
| <div>ST</div> Sophie Taylor | OSA 4 Financial Viability | 10/21/2025 | 00:02:40 | 1 | 82% | COMPLETED |
| <div>ST</div> Sophie Taylor | OSA 3 Social Inclusion | 10/21/2025 | 00:05:27 | 1 | 74% | COMPLETED |
| <div>ST</div> Sophie Taylor | OSA 2 Governance | 10/21/2025 | 00:10:21 | 1 | 50% | COMPLETED |
| <div>ST</div> Sophie Taylor | OSA 1 Introduction | 10/21/2025 | 00:01:23 | 1 | | COMPLETED |

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The Courses sub-screen

The Agency for Co-operative Housing

LearnAnalyzeManageRise 360

Upgrade to Reach 360 Pro

Browse Library

45

← Back

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

Export

| Course | Percent Completed | Average Duration | Average Quiz |
|-------------------------------------|-------------------|------------------|--------------|
| AEO 1 Introduction | 0.00% | 00:00:00 | |
| AEO 2 Gouvernance | 0.00% | 00:00:00 | |
| AEO 3 Inclusion sociale | 0.00% | 00:00:00 | |
| AEO 4 Viabilité financière | 0.00% | 00:00:00 | |
| AEO 5 Gestion immobilière | 0.00% | 00:00:00 | |
| AEO 6 Durabilité environnementale | 0.00% | 00:00:00 | |
| OSA 1 Introduction | 50.00% | 00:01:23 | |
| OSA 2 Governance | 50.00% | 00:10:21 | 50% |
| OSA 3 Social Inclusion | 50.00% | 00:05:27 | 74% |

You can expand any of the courses for more details.

OSA 2 | Governance

50.00%

00:10:21

50%

^

Recent Activity

| LEARNER | STATUS | DURATION | LAST ACTIVITY | DUE DATE | QUIZ SCORE |
|------------------------------|-------------|----------|---------------|----------|------------|
| <div>ST</div> Sophie Taylor | Completed | 00:10:21 | 10/21/2025 | | 50% |
| <div>GT</div> Glenn TestOCLT | Not Started | 00:00:00 | | | |

View more

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



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Learning Paths Section

The screenshot shows the 'Analyze' section of the Learning Paths interface. At the top, there are navigation tabs: 'Learn', 'Analyze' (selected), 'Manage', and 'Rise 360'. A search bar is present with the text 'Search analyze...'. Below this, there are four main metrics: 19 Courses, 12 Learners, 38 Courses completed, and 5 Hours spent learning. A secondary navigation bar includes 'All Activity', 'Active Learner Usage', 'Learners', 'Groups', 'Courses', and 'Learning Paths' (selected). A search bar for learning paths is also visible. The main content area displays a table with two columns: 'Learning Path' and 'Enrollments'. The table lists two learning paths: 'Auto-évaluation organisationnelle' and 'Organizational Self-Assessment', both with 12 enrollments.

| Learning Path | Enrollments |
|-----------------------------------|-------------|
| Auto-évaluation organisationnelle | 12 |
| Organizational Self-Assessment | 12 |

The learning paths will be displayed.

You can drill down into the Learning Path line.

Status Sub-screen will appear.

The screenshot shows the 'Organizational Self-Assessment' status sub-screen. At the top, there are navigation tabs: 'Learn', 'Analyze' (selected), 'Manage', and 'Rise 360'. A search bar is present with the text 'Search analyze...'. Below this, there are four main metrics: 12 Learners, 3 completed, 5 in progress, and 4 not started. A secondary navigation bar includes 'All Activity', 'Active Learner Usage', 'Learners', 'Groups', 'Courses', and 'Learning Paths' (selected). A search bar for learning paths is also visible. The main content area displays a table with columns: 'Learner', 'Status', 'Duration', 'Enrolled Date', 'Last Activity', and 'Next Due Date'. The table lists four learners: Agency Co-op, Sophie Taylor, Glenn Grignon, and Natascha Morrison. The first three are 'COMPLETED' and the last one is 'IN PROGRESS'. An 'Export' button is visible in the top right corner.

| Learner | Status | Duration | Enrolled Date | Last Activity | Next Due Date |
|-------------------|-------------|----------|---------------|---------------|---------------|
| Agency Co-op | COMPLETED | 01:08:11 | 07/29/2025 | 11/04/2025 | |
| Sophie Taylor | COMPLETED | 00:35:18 | 10/09/2025 | 10/21/2025 | |
| Glenn Grignon | COMPLETED | 01:16:18 | 07/29/2025 | 09/15/2025 | |
| Natascha Morrison | IN PROGRESS | 00:22:39 | 10/01/2025 | 10/22/2025 | |

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



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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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Learn

Analyze

Manage

Rise 360

Upgrade to Reach 360 Pro

Browse Library

← Back

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 |



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Courses sub-screen

The Agency for Co-operative Housing Learn Analyze Manage Rise 360 Upgrade to Reach 360 Pro Browse Library

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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 courses Export

| Course Name | Lessons | Average Duration |
|--------------------------------------|---------|------------------|
| OSA 1 Introduction | 1 | 00:10:25 |
| OSA 2 Governance | 1 | 00:08:37 |
| OSA 3 Social Inclusion | 1 | 00:06:08 |
| OSA 4 Financial Viability | 1 | 00:03:45 |
| OSA 5 Property Management | 1 | 00:07:40 |
| OSA 6 Environmental Sustainability | 1 | 00:09:52 |

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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.

The Agency for Co-operative Housing Learn Analyze Manage Rise 360 Upgrade to Reach 360 Pro Browse Library

← Back

OSA 2 | Governance

1 Lesson

12

Learners

Course status

- 3 completed
- 4 in progress
- 5 not started

1

Hours spent learning

35%

Avg quiz score [Report](#)

Status **Activity**

All Time All groups All learners Export

| Learner | Status | Duration | Quiz | Progress | Enrolled Date | Last Activity | Due Date |
|------------------|-----------|----------|------|----------|---------------|---------------|----------|
| ST Sophie Taylor | COMPLETED | 00:10:21 | 50% | | 10/09/2025 | 10/21/2025 | |
| AC Agency Co-op | COMPLETED | 00:05:45 | 100% | | 07/29/2025 | 11/04/2025 | |
| GG Glenn Grignon | COMPLETED | 00:18:34 | 25% | | 07/29/2025 | 09/14/2025 | |

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



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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.