I-Learn Dashboards Quick Reference Guide (QRG)

Dashboards Overview

Dashboards are used to provide a quick, graphical view of report information for compliance, and other process improvement purposes. The term *dashboard* refers to a list of small reports which are all displayed on the same page. Dashboard reports allow leaders to view summary information for their direct reports and are generally smaller in size and include graphs or charts.

To access dashboards in I-Learn

1. Login to I-Learn, https://novanthealthlearning.csod.com/
2. Hover over the "Reports" menu item
3. Select "Dashboards"
4. The dashboard tiles will automatically refresh after a few seconds once the page has finished loading. However, you can force refresh the dashboard tile by clicking on the arrow in the top-right-corner of the dashboard tile
5. Select "Refresh"
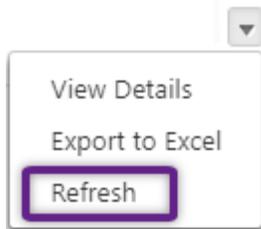
6. The current date and time will display in the bottom corner of the dashboard tile once the refresh has completed

To view details

1. Click on the arrow in the top-right-corner of the dashboard title
2. Select "View Details"
3. Review the information displayed

To export data to excel for additional data analysis

1. Click on the arrow in the top-right-corner of the dashboard title
2. Select "Export to Excel"
3. The report will begin downloading after a few seconds depending on the report size
4. Click on the file after downloading has completed to open the report in Excel