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COURSE BROCHURE

# Learning Analytics and Reporting Training Course

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**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Learning Analytics and Reporting Training Course

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Learning Analytics and Reporting is a 1-week training course for L&D analysts, learning managers and LMS owners who turn platform records, xAPI statements and survey responses into evidence, and it ends with a learning metrics dictionary and quarterly reporting pack. Business leaders now ask L&D to answer questions about skills and readiness with the same rigour as finance or sales reporting. Jupiter Prime Training offers this course in learning analytics and reporting.

## Why Learning Analytics and Reporting Matters Now

Learning data now arrives from many places: the LMS, content libraries, virtual classrooms, mobile apps and post-course surveys, each with its own identifiers and definitions. At the same time, executives expect L&D to show which populations are ready for new roles and where spend is wasted. Clean, joined data answers those questions quickly; scattered exports produce conflicting completion counts. The course aligns reporting with the Kirkpatrick four-level model and with ISO 30422:2022 for learning and development processes, and uses the Experience API xAPI as the common format for activity records.

## Who Gains Most from Learning Analytics and Reporting

- Analysts who extract, clean and join records from the LMS, learning record store and survey tools
- Learning managers who answer leadership questions about participation, proficiency and spend
- LMS owners who configure reports, data fields and integrations with HR systems
- Evaluation specialists who design surveys and link reaction data to later outcomes

An L&D operations group gains most when its analyst, LMS owner and a learning manager attend together.

## Learning Analytics and Reporting Capabilities

Participants move from raw exports and conflicting completion counts to defined measures that leaders trust.

- Map every learning data source, its identifiers and its refresh cycle — data owners and integration fixes
- Clean and join LMS, xAPI and survey records into one analysis table — report accuracy for leaders
- Specify metric definitions with formula, grain and exclusions — consistent figures across business units
- Build dashboards that separate operational, effectiveness and outcome views — audience-specific reporting
- Test patterns with cohort comparison and simple segmentation — targeting of learning investment
- Communicate findings as short narrative insight with clear recommendations — executive decisions on learning priorities

## Key Learning Analytics and Reporting Terms

- Learning analytics — the collection, measurement and interpretation of data about learners and learning activity to improve decisions.
- xAPI — the Experience API, a specification that records learning activity as actor, verb and object statements.
- Learning record store LRS — a data store that receives and holds xAPI statements from many learning sources.
- Metrics dictionary — a reference that fixes each measure's name, formula, data source, owner and exclusions.
- Data grain — the level of detail one row represents, such as one learner, one enrolment or one attempt.
- Leading indicator — an early measure, such as practice attempts, that signals a later change in performance.

## Learning Analytics and Reporting Day by Day

### Day 1: Questions Leaders Ask of Learning Data

- Stakeholder Question Inventory — Prioritising What Leaders Need to Know
- Kirkpatrick Four Levels as a Data Map — Sorting Available Evidence
- Operational, Effectiveness and Outcome Measures — Choosing the Right Report Tier
- Learning Data Source Audit — LMS, LRS, Surveys and HR Records
- Privacy and Access Rules — Who May See Learner-Level Records

### Day 2: Collecting and Cleaning Learning Records

- LMS Report Extraction — Fields, Filters and Scheduled Exports
- xAPI Statement Structure — Actor, Verb, Object and Result Fields
- Learner Identifier Matching — Joining LMS, LRS and HR Data
- Duplicate and Incomplete Record Rules — Reliable Completion and Score Counts
- Survey Data Coding — Converting Reaction Responses Into Analysable Scales

## Day 3: Defining Metrics and Analysing Patterns

- Metrics Dictionary Template — Formula, Grain, Owner and Exclusions
- Cohort Comparison — Banking Branch Staff Versus Contact Centre Agents
- Segmentation by Role and Tenure — Spotting Uneven Participation
- Assessment Score Analysis — Item Difficulty and Pass Rate Trends
- Linking Learning to Business Measures — Hospital Incident and Sales Examples

## Day 4: Dashboards and Insight Storytelling

- Dashboard Layout Principles — One Question per Visual
- Chart Selection for Learning Data — Trends, Distributions and Comparisons
- Executive Summary Writing — Three Findings and One Recommendation
- Reporting Cadence Design — Monthly Operations and Quarterly Leadership Packs
- Data Caveat Statements — Explaining Gaps Without Undermining Findings

## Day 5: Practising the Learning Metrics Dictionary and Reporting Pack

- Applying the Source Audit — Documenting Feeds for One Learning Portfolio
- Applying Cleaning Rules — Building the Joined Analysis Table
- Applying Dashboard Principles — Peer Critique of Draft Views
- Applying Insight Storytelling — Presenting Findings to a Mock Leadership Panel
- Learning Metrics Dictionary and Reporting Pack — Final Version for Sign-Off

## Applying Learning Analytics and Reporting After the Course

- Run a learning data source audit for one portfolio and agree identifier matching rules with the LMS owner and HR records team.
- Publish a first metrics dictionary of ten measures and use it to rebuild the next monthly operations report.

## Learning Analytics and Reporting Questions FAQ

### What is learning analytics and reporting and why does it matter now?

Learning analytics and reporting turns LMS, xAPI and survey data into defined measures and insight for decisions. It matters now because leaders expect evidence on skills and readiness, and learning data is spread across more platforms than before.

### Which roles gain most from learning analytics and reporting?

L&D analysts, learning managers, LMS owners and evaluation specialists gain most. Each handles a different link in the chain and needs shared definitions.

## How does learning analytics and reporting differ from a training ROI course?

Learning analytics and reporting builds the data foundation: sources, cleaning, metric definitions and dashboards. A training ROI course focuses on isolating the effect of one course and converting it to monetary value for a single impact study.

## What do you bring back from learning analytics and reporting?

You bring back a learning metrics dictionary and a quarterly reporting pack for one learning portfolio, with a source audit, cleaning rules, dashboard views and an executive summary ready for leadership review.

## Learning Analytics and Reporting: The Way Forward

The learning metrics dictionary and reporting pack first informs which learning measures leadership will track each quarter and which reports can be retired. Analysts, LMS owners and learning managers use it to produce figures that agree across business units. After the first quarterly cycle, the leading indicators deserve a fresh look.