

A woman in a colorful striped shirt is standing and presenting to a group of people in a meeting room. She is gesturing with her hands as she speaks. In the foreground, a man in a blue shirt is sitting at a wooden table, looking at a laptop. Other people are visible in the background, some looking towards the presenter. The scene is brightly lit, suggesting an indoor office or meeting space.

Tip Sheet: Learning Management Tracking Ideas in SharePoint

Learning Management Tracking Ideas in SharePoint

One easy way to manage and track user learning is to use SharePoint tasks. Create a task for each learner to read a document, and attach the link to that document. Ask your learners to mark the task complete when they have read the material.

Tips:

1. Set up the due dates for the tasks
2. Set up notifications to get automatic emails when users change their tasks.
3. Create a view that shows only the tasks attached to the user
4. Attach a Microsoft Project file to your tasks list to bulk change the tasks

Surveys

Create a survey to ask the students if they have completed the learning task. This can be a one-question survey or a more detailed poll to get the student feedback on the material learned.

Tips:

1. Manage visibility to allow learners to view only their own answers
2. At the end of the document, Insert a link to the poll to make sure the users don't forget to answer your questions

InfoPath Forms

If you want to create a quiz or a more complicated form to gather post-training information, think about InfoPath forms. Using InfoPath forms may require some more technical knowledge but will give you great flexibility.

Google Analytics

SharePoint is a website. If you need to track particular documents downloads, think about applying web analytics applications to track the SharePoint site's activity as online marketers do with an Internet website. One such tool is Google Analytics. This will require your SharePoint team's assistance. Here are a couple of resources on the topic:

<http://www.analyticsmarket.com/blog/sharepoint-and-google-analytics>

<http://office.microsoft.com/en-001/office365-sharepoint-online-small-business-help/use-the-webanalytics-integration-app-HA102801172.aspx>

Item-Level Auditing with SharePoint

There is a way to set up item-level auditing to track which of your users has viewed particular pages or downloaded certain documents. Setting up this type of auditing requires technical expertise, and you will need your SharePoint administrator's assistance. Here is an article on how your IT team can set this up:

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[http://msdn.microsoft.com/enus/library/bb397403\(v=office.12\).aspx#MOSS2007ItemLevelAudit_AuditingwithSharePoint](http://msdn.microsoft.com/enus/library/bb397403(v=office.12).aspx#MOSS2007ItemLevelAudit_AuditingwithSharePoint)

About ShareKnowledge



ShareKnowledge is a corporate learning management system built on top of the Microsoft SharePoint platform. ShareKnowledge exposes every benefit of SharePoint for learning professionals as well as integration with popular webinar services and course schedule integration with your Outlook calendar, or other e-mail clients that support iCalendar. ShareKnowledge was designed to integrate directly and completely with SharePoint, and builds on all existing SharePoint administrative efforts such as Active Directory integration for permissions and security.

To find out more about SharePoint, ShareKnowledge, and how they work together to deliver the best learning management available today, contact us:

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