

Management Information

The UK online centres Management Information system records the progress of learners who register and complete fundable **Online basics** modules at a centre. It will show when a learner has registered on **myguide** or Go ON, and the first two fundable modules that they have completed of **Online basics**. The fundable modules are *Using email, Using the internet safely, Using online searches* and *Using online public services*.

The Management Information system can be accessed through Centre Partners and is updated daily at midnight to show the performance from the previous day.

Home page

On the home page of [Centre partners](#) there is a summary of the number of **Online basics** completions using **myguide** and Go ON that have been achieved for that current month as well as the cumulative total for the year starting from 1st April 2011.

Online basic completion – a learner needs to complete 2 fundable **Online basics** modules to be counted as a completion on the Management Information system.

Using the example below for the month of August, this centre has achieved 6 **Online basics** completions using Go ON. Since 1st April 2011 they have achieved 143 **Online basics** completions. This includes 10 **Online basics** completions using the old **myguide** system and 133 using Go ON.



August 2011



Test Centre (123456)

	Online Basics completions this month	Online Basics completions this year
myguide	0	10
Go On	6	133
Total	6	143

[Click here for your centre full report for 2011/12](#)

Data correct upto 07/08/2011 22:22:45

To get a more detailed report select [full report for 2011/12](#).

View by month

The 'View by month' report will show a summary of the number of **myguide** and Go ON registrations . It also shows the number of **Online basics** starts and **Online basics** completions a centre has achieved on a monthly basis using either the **myguide** or Go ON learning platform.

To get a more detailed report select the month that you require. For example to select April click on Apr 2011. This will take you into the 'View by learner' report.

If you have more than one centre you can select them by using the drop down box labelled as 'Year 2011-12 report for'. The centre will need to be linked to your Centre partners account to view its details.

Centre reports: View by month

Your **starts** figure includes learners that have commenced any 1 of the 5 Online basics modules. However, at the present time there is no "view by learner" starts report available.

You can [click here](#) to visit the Online basics grant claims page.

Year 2011-12 report for

Test Centre (123456)

Month	myguide			Go on		
	Registrations	OB Starts	OB Completes	Registrations	OB Starts	OB Completes
Apr 2011	33	12	0	0	0	0
May 2011	16	8	2	6	6	3
Jun 2011	40	15	7	87	56	49
Jul 2011	27	3	1	116	108	75
Aug 2011	0	0	0	8	5	6
Year total	116	38	10	217	175	133

View by learner

The 'View by learner' report will give more details of the learners that have registered on **myguide** or Go ON for the month selected. Within this report you can:-

- search for a learner using their username or ID by using the '[Search learner by username or ID](#) box'.
- select the centre details to view the performance of another centre.
- create a claim eligible, claim ineligible or registrations report.

- select the month that you wish to look at to view its current or previous month's performance.
- filter the search to show the learners that have registered using **myguide** or the Go ON learning platform.
- sort the Management Information data by Username, Learner ID, Reg date or Elig date.
- download copies of the report in a CSV or Excel format

Centre reports: View by learner

<< Back Search learner by username or ID: Find Reset

Report for: ▼

Funding status: Online Basics Grant from 16/03/2011

Report type: ▼ month: ▼ system: ▼

Show learners that became eligible for claim in the selected month, ordered by eligibility date

Centre ID	Sys	Username	Learner ID	Reg date	M1	M1 Date	M2	M2 Date	Elig date	Pay date
123456	G	joebloggs	732110	21/06/11	EML	05/07/11	SAF	05/07/11	05/07/11	-
123456	G	Charliesmith	736492	27/06/11	SRH	04/07/11	SAF	04/07/11	04/07/11	-
123456	G	Helenjones	738822	29/06/11	EML	29/06/11	SRH	06/07/11	06/07/11	-
123456	G	georgetaylor1	745831	21/07/11	EML	28/07/11	SRH	31/07/11	31/07/11	-

This centre has done enough to qualify to claim this month.

Results 1 - 4 of 4

Listed below are the three reports that can be produced by selecting the Report type drop down box:-

- **Claim eligible** – shows the all learners that have completed two fundable modules of **Online basics**.
- **Claim ineligible** – shows the learners that have registered onto **myguide** or **Online basics** using Go ON but have not as yet completed two fundable modules of **Online basics**.
- **Registrations** – shows the learners that have registered onto **myguide** or **Online basics** using Go ON. Please note that Go ON is the new learning platform that has

replaced **myguide** and learners have not been able to register on **myguide** since 1st August 2011.

Below is an explanation of the columns listed in the 'View by learner' report:-

- **Centre ID** – this is the centre ID that learners add at the point of registration.
- **Sys** - the details of what learning platform the learner has registered on. 'M' represents **myguide** registrations and 'G' represents the learners who have registered for **Online basics** using Go ON.
- **Username** – this is the username that is created by the learner when registering on **myguide** or **Online basics** using Go ON.
- **Learner ID** – this is allocated to the learner at point of registration.
- **Reg date** – this is the date a learner registers on **myguide** or **Online basics** in Go On.
- **M1** – this is the name of the first fundable **Online basics** module that the learner has completed.
- **M1 Date** – the date the learner completed their first fundable **Online basics** module.
- **M2** - this is the name of the second fundable **Online basics** module that the learner has completed.
- **M2 Date** – the date the learner completed their second fundable **Online basics** module.
- **Elig date** – this is the date that the learner became eligible to be considered for the **Online basics** grant, and will be the same date that they completed their second fundable **Online Basics** module.

Fundable module abbreviations

The **Online basics** modules shown in the M1 and M2 columns of the View by learner report have the following abbreviations:-

- **EML** – Using email
- **SAF** – Using the internet safely
- **SRC** – Using online searches
- **PSO** – Using online public services