CYPHER Learning

CYPHER Insights:
Reporting tools



October 2026

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CYPHER makes it easy to gain insight into different areas such as the portal, courses, learning paths, groups, users, and more.

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Using reporting and insights in CYPHER

CYPHER provides a **comprehensive set of reporting tools** that businesses can use to retrieve valuable data about multiple areas of the platform.

Users have access to different reporting functionality that offers relevant information about the company's training activities. Our tools ensure the **continuous monitoring of training and learning activities**, as well as pinpointing problematic areas that need to be addressed.



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Insights

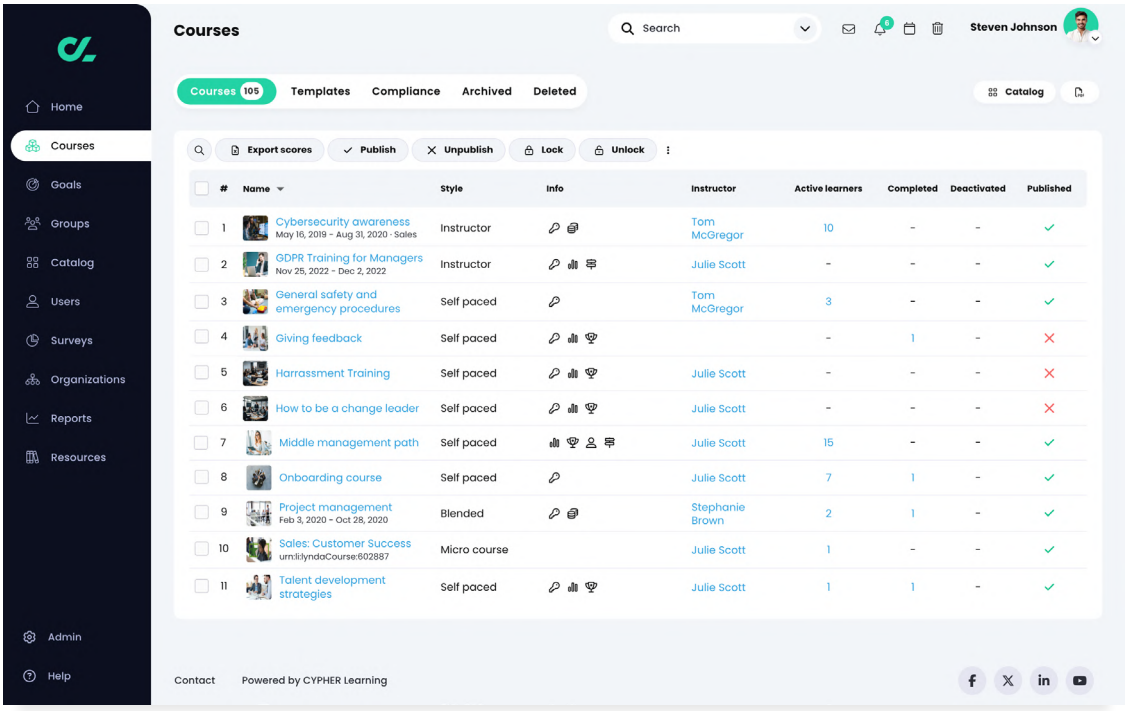
CYPHER makes it easy to gain insight into different areas such as the portal, courses, learning paths, groups, users, and more. You can **generate instant and up-to-date information on learners' progress** and identify the learners that are doing well and the ones that might need some extra help.

Site-wide insights

Administrators have access to a great variety of site-wide insights for areas such as **courses**, **users**, **organizations**, and more.

Courses and paths

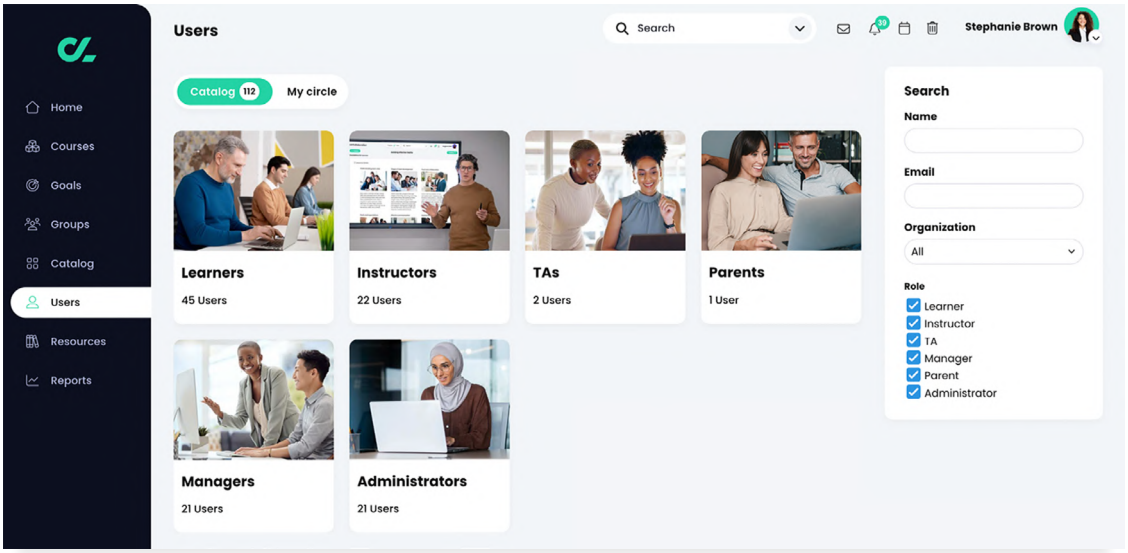
In the Courses area, **administrators can see all the courses in the platform** and information about active, deleted, and archived courses, including data regarding the number of active learners, completed learners, and more.



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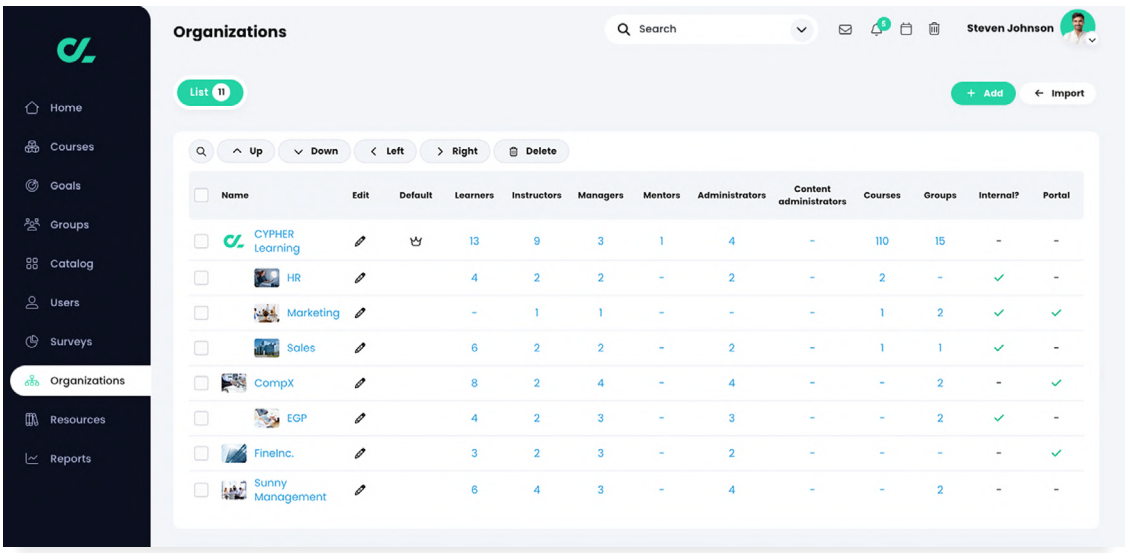
Users catalog

The Users catalog **lists users by account type** with a set of relevant information for each category.



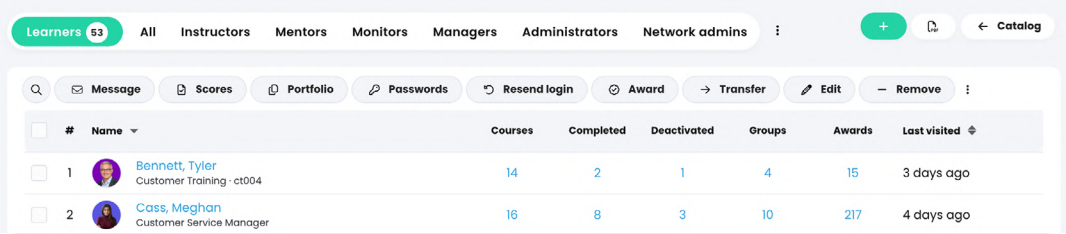
Organizations

Administrators can see **details about each organization** within the platform in the Organizations area of the portal.



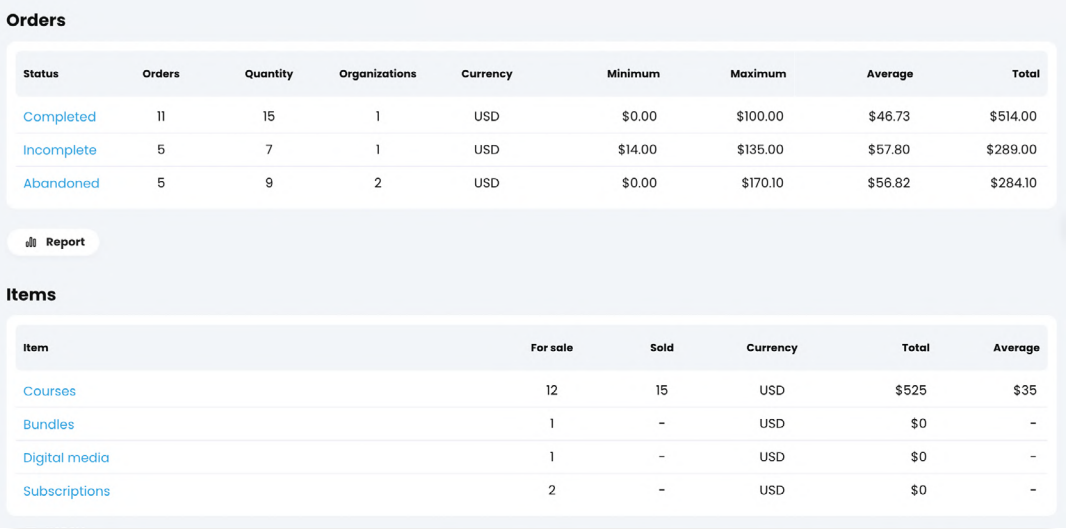
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For each organization, you can see the **list of users by type**, **the number of courses**, **groups**, **awards**, and more.



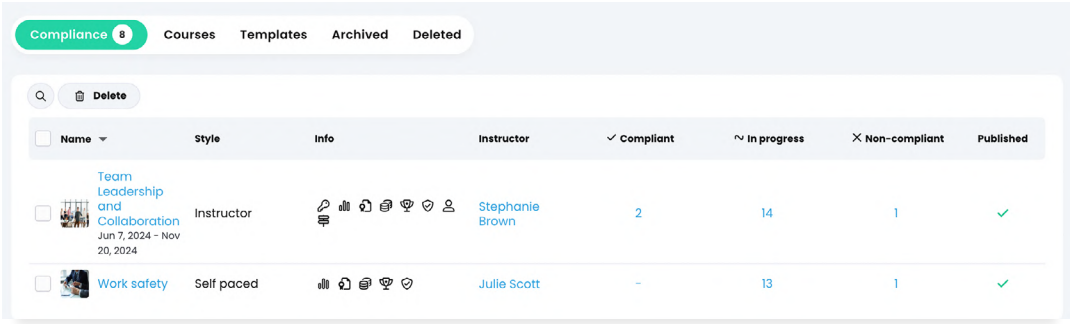
E-commerce

If e-commerce is enabled, administrators can see the **purchases made by users**. They can access the Summary page of the purchases that **lists completed and incomplete orders**, **prices**, and **purchase details** for each item.



Compliance

In the Compliance tab, administrators can see the **courses required for compliance**, the **number of users who are compliant**, in progress or non-compliant.



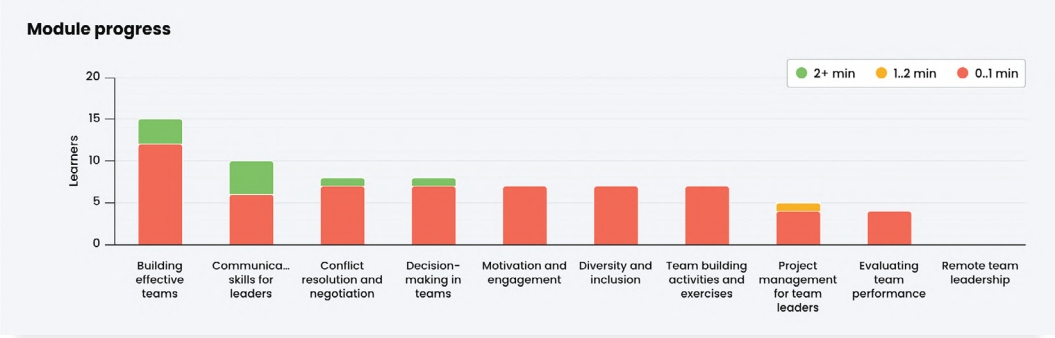
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Courses and paths

Instructors have access to a wide range of insights that offer an instant overview on different areas of the course such as its modules, assessments, and information about learners' progress and mastery.

Modules

In the Modules tab, instructors can see the **modules progress** and **how much time learners spent in each module**.



Assessments

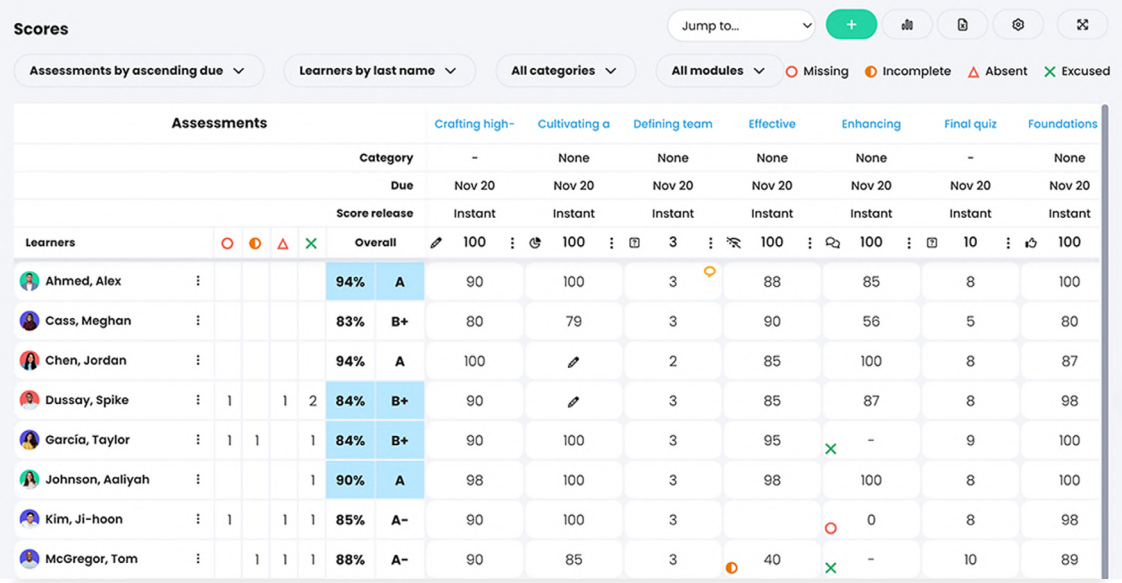
In the Assessments tab, instructors can see all the assessments with **details such as the scores**, **submissions due**, and more.



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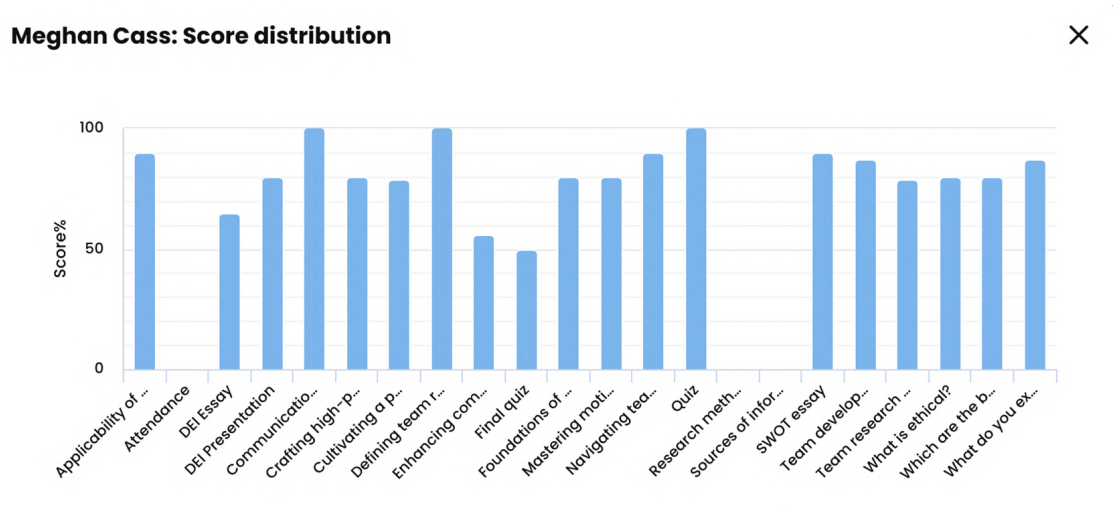
Scores

In the Scores tab, instructors can see the **scores of all learners in the course for all the course assessments**.



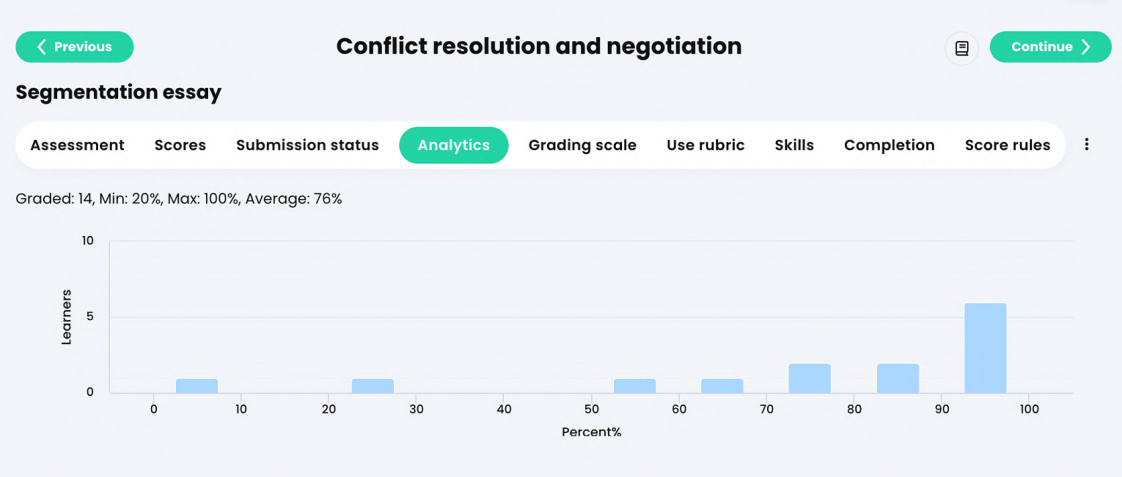
Assessments							Crafting high-	Cultivating a	Defining team	Effective	Enhancing	Final quiz	Foundations
					Category		-	None	None	None	None	-	None
					Due		Nov 20	Nov 20	Nov 20	Nov 20	Nov 20	Nov 20	Nov 20
					Score release		Instant	Instant	Instant	Instant	Instant	Instant	Instant
Learners	○	◐	△	✕	Overall		100	100	3	100	100	10	100
Ahmed, Alex					94%	A	90	100	3	88	85	8	100
Cass, Meghan					83%	B+	80	79	3	90	56	5	80
Chen, Jordan					94%	A	100		2	85	100	8	87
Dussay, Spike	1		1	2	84%	B+	90		3	85	87	8	98
García, Taylor	1	1		1	84%	B+	90	100	3	95	-	9	100
Johnson, Aaliyah				1	90%	A	98	100	3	98	100	8	100
Kim, Ji-hoon	1		1	1	85%	A-	90	100	3		0	8	98
McGregor, Tom		1	1	1	88%	A-	90	85	3	40	-	10	89

Instructors can **generate more in depth insights for each user and assessment**. For example, they can generate a grade report that lists all the grades for a learner and a corresponding chart.



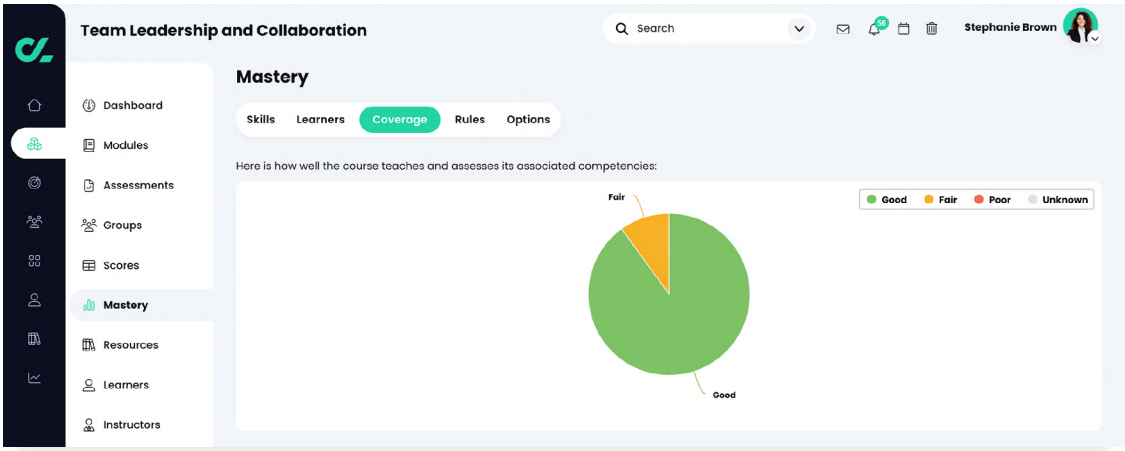
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Instructors can also see insights in the Analytics tab **for each assessment**.



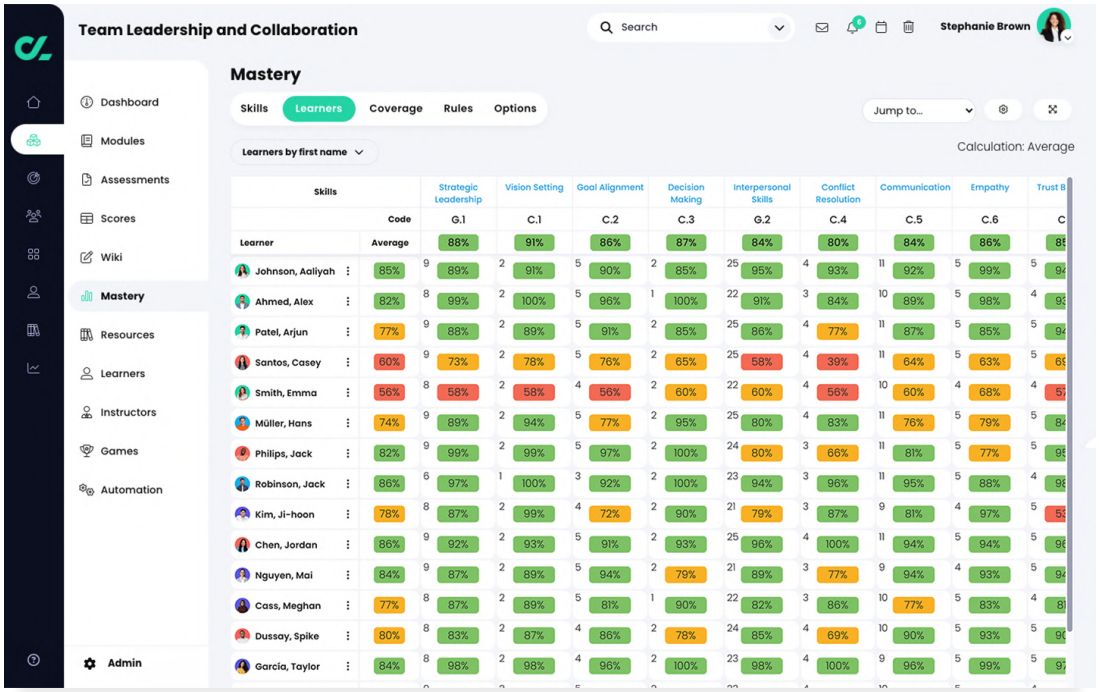
Mastery

If **the course has associated competencies**, instructors can see in the Mastery tab, a **coverage analysis** of how well the course covers the concepts that it should be teaching and assessing.



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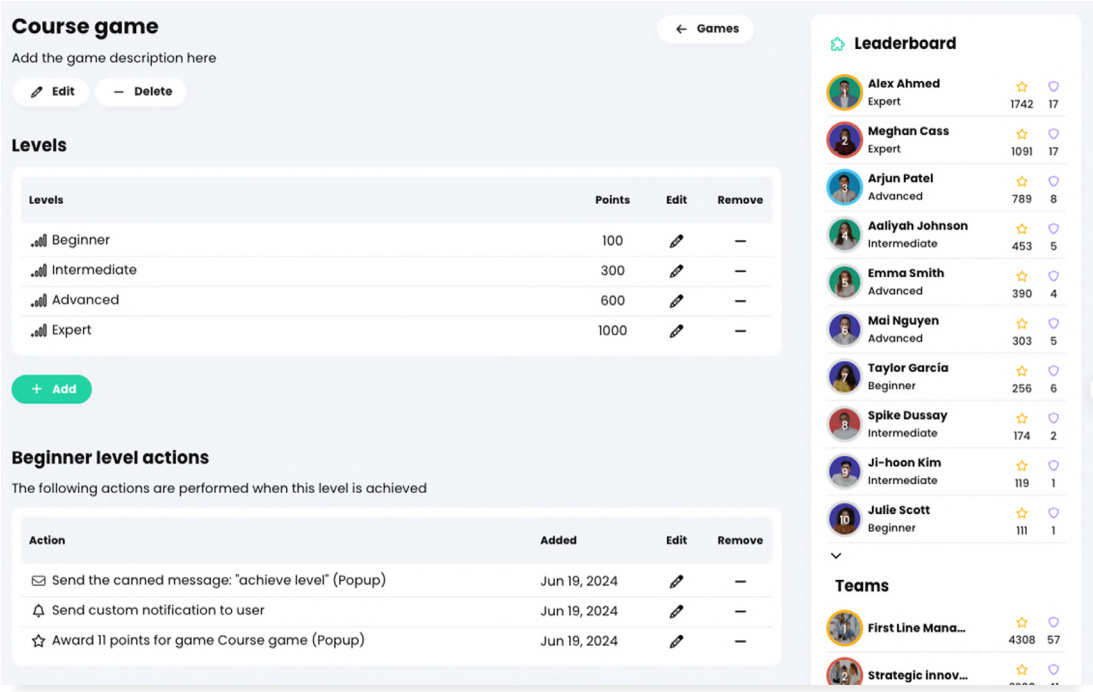
The mastery grid lists the learners and their mastery level for each competency.



Games

If the course has a game, instructors can see the game leaderboard which lists all the learners and their rankings in the game.

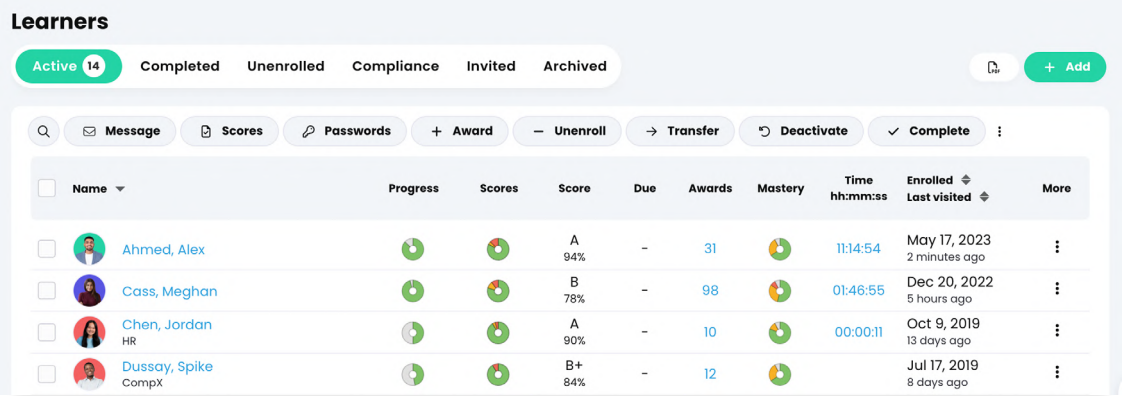
Instructors can also see a **game overview with the levels**, **the badges** and **points that are awarded**, and the full leaderboard.



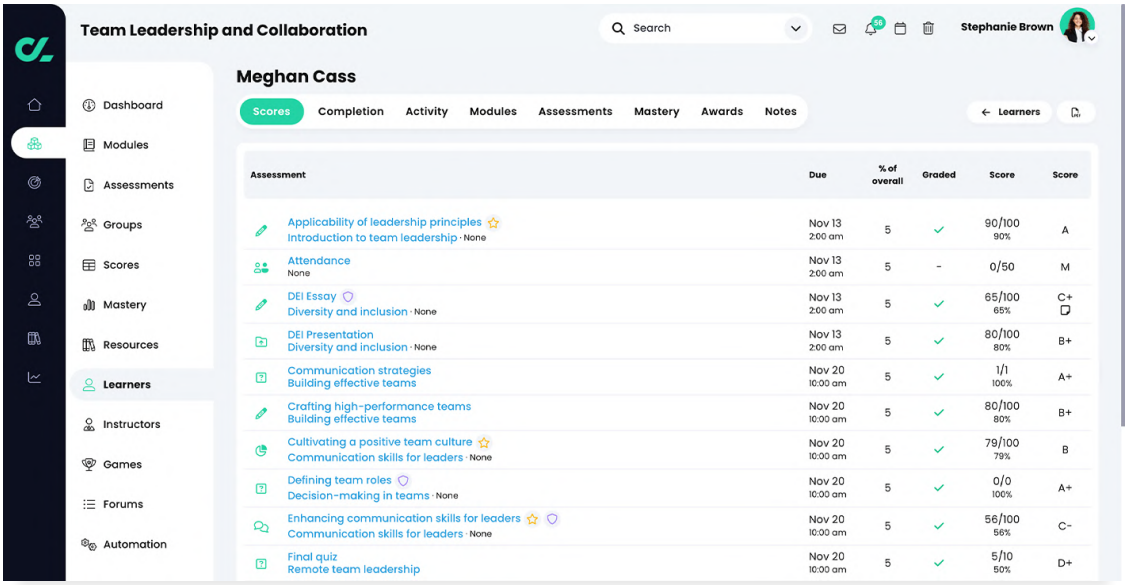
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Learners

In the Learners tab, instructors can get a **detailed overview of the learners progress in the course**. Learners are organized by active, completed, unenrolled, invited, and more. Instructors can see the score, progress, mastery, number of assessments due, number of awards, and more for each learner.

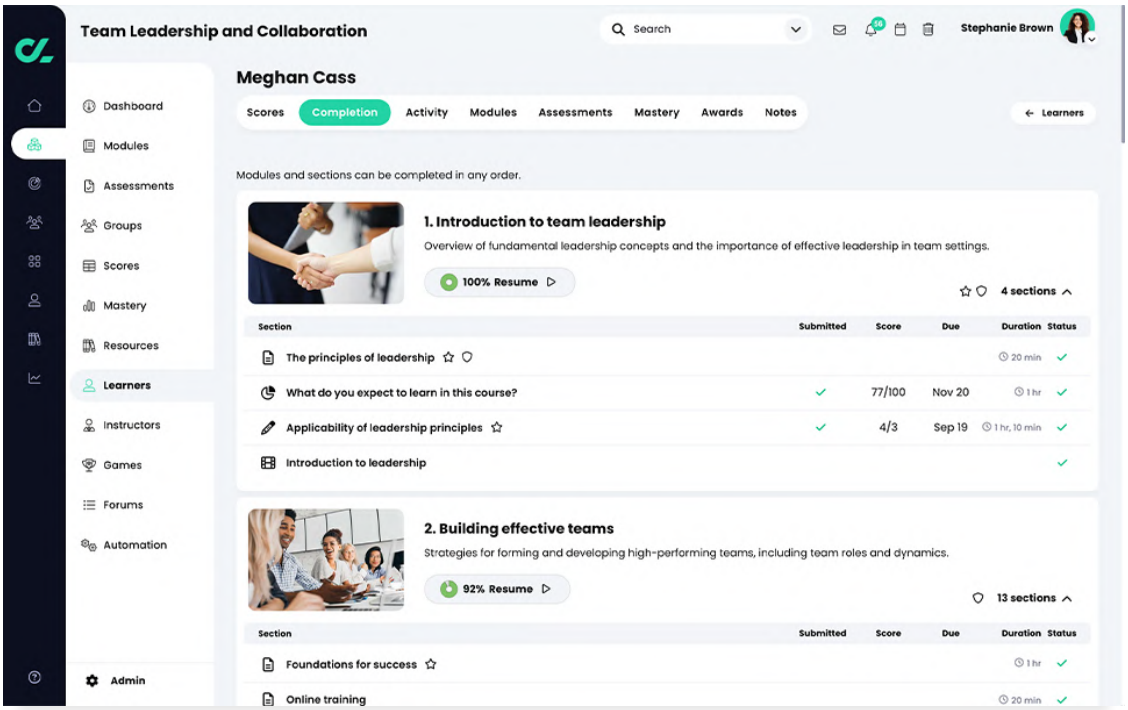


In the **Scores section**, instructors can see the score for each learner on assessments, if there are any assessments due, and more.

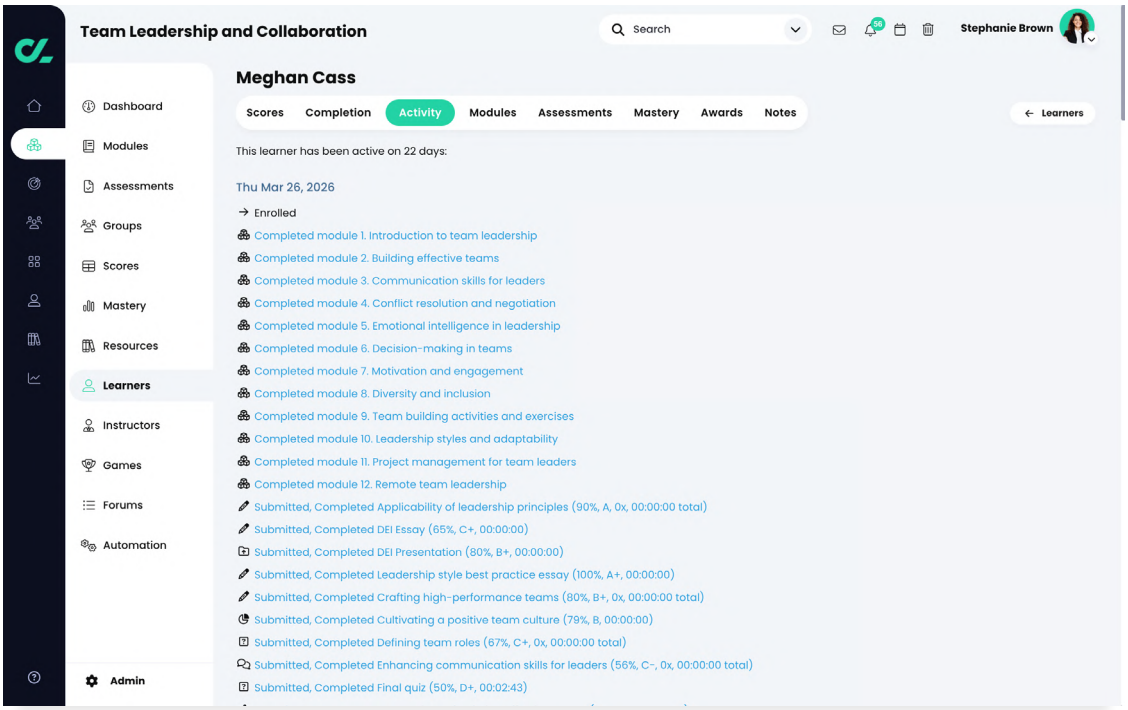


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In the **Completion section**, instructors can see the learner's progress through modules and sections of the course.

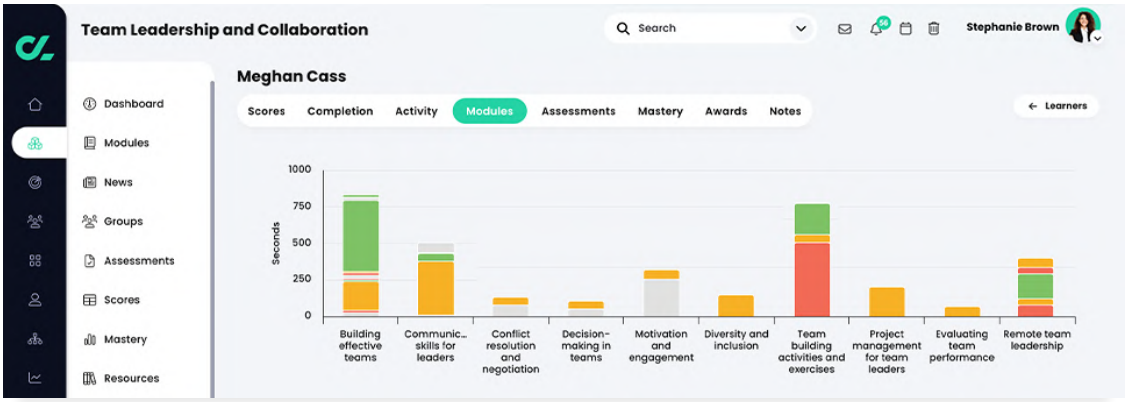


In the **Activity section**, instructors can see the learner's activity in the course.

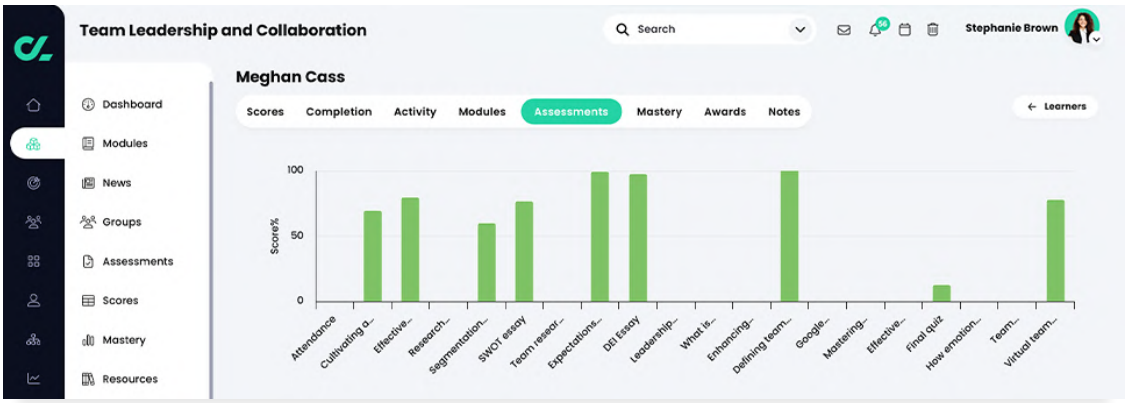


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In the **Modules section**, instructors can see the time spent in each module by the learner.

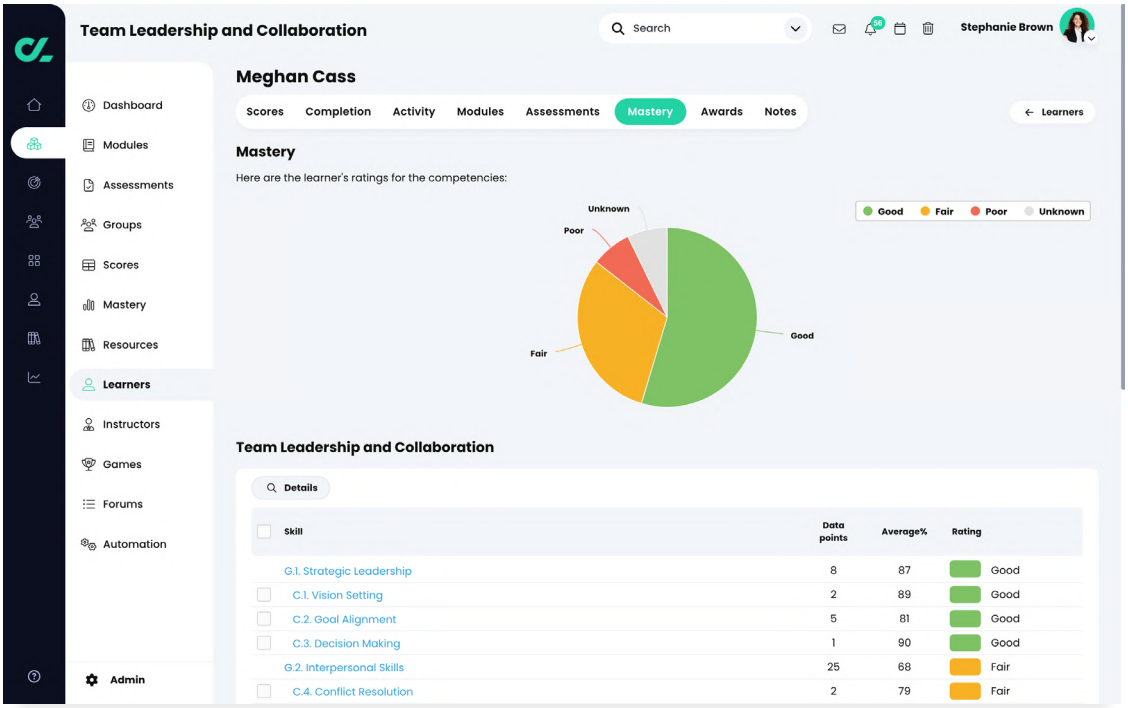


In the **Assessments section**, instructors can see insights on the learner's assessments.

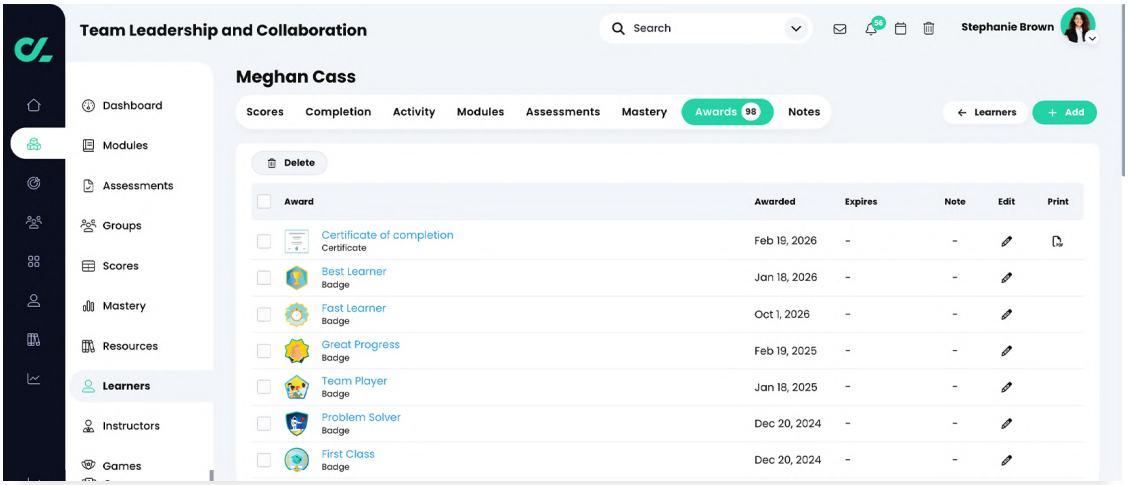


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In the **Mastery section**, instructors can see the mastery progress of the learner.



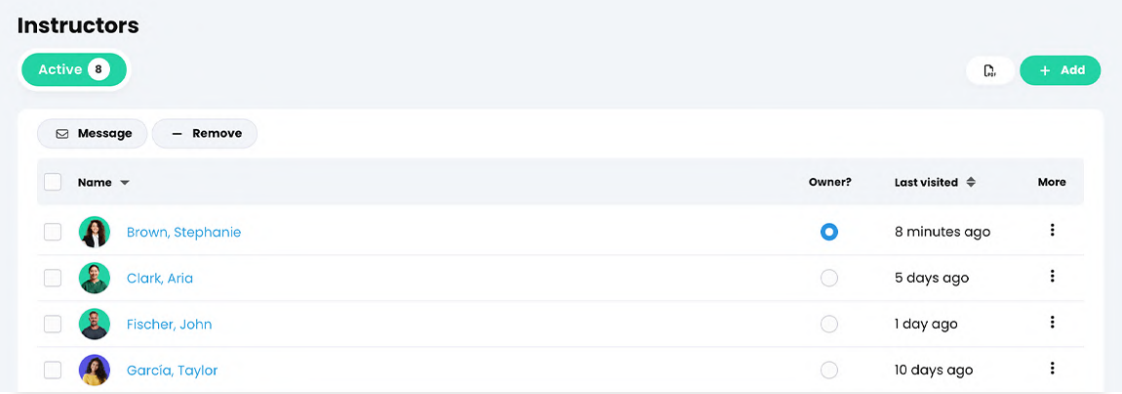
In the **Awards section**, instructors can see the awards that the learner received so far.



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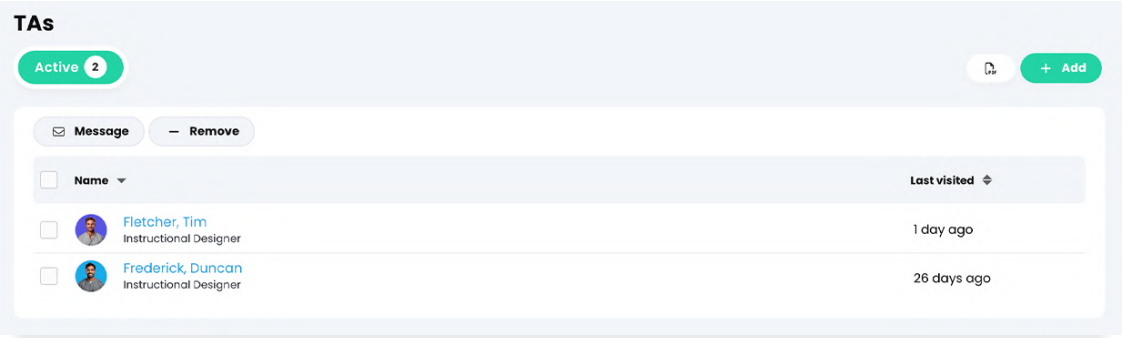
Instructors

The Instructors area lists all the instructors of the course, the **time since an instructor last visited** the site, and the owner of the course.



TAs

In the TAs tab, instructors can see the **list of teaching assistants** in the course. They can also see the time since TAs last visited the site.



Purchases

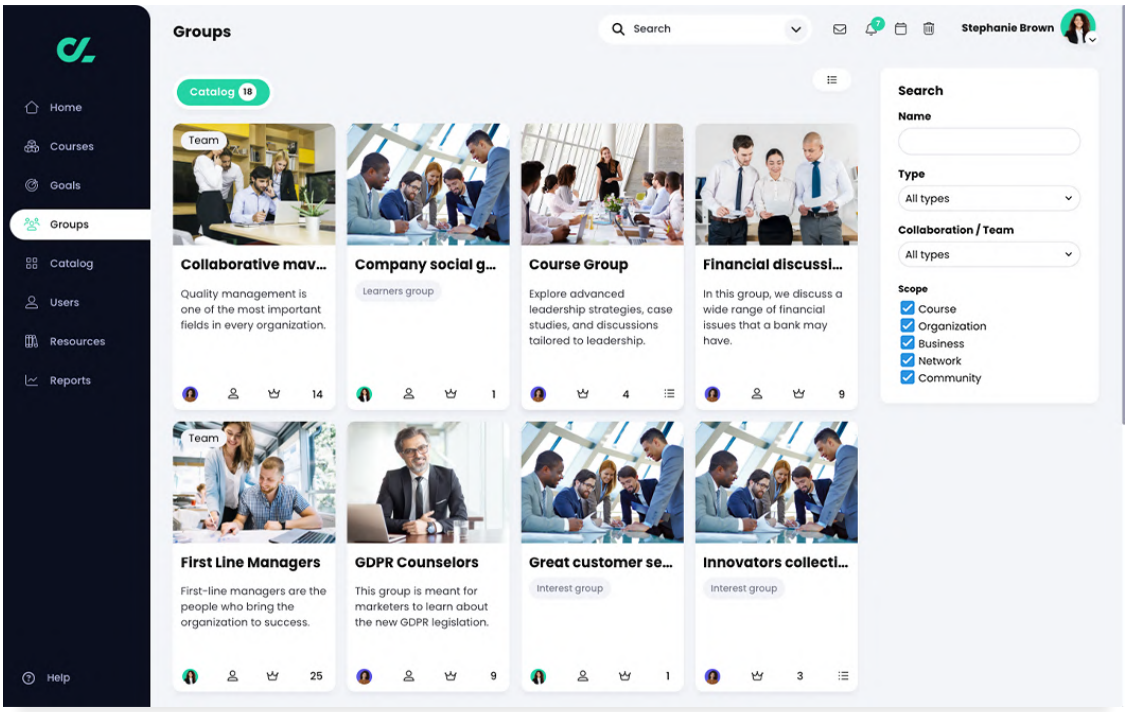
If e-commerce is enabled, In the Purchases tab instructors can see the list of **learners who purchased the course**, the number of items purchased, the total amount, and the purchase date.



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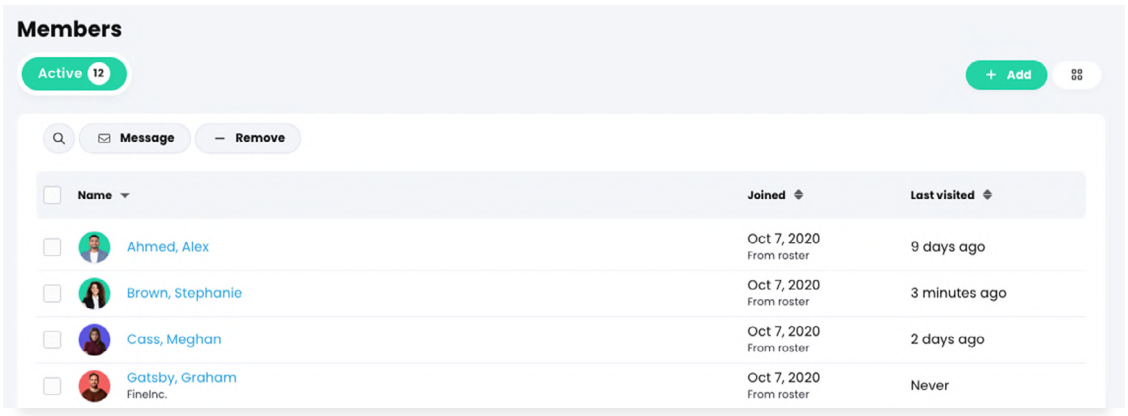
Groups and teams

Groups and Teams are a great way for users to **collaborate and share ideas**. Insights for groups and teams offer information about their members, admins, leaders, and more.



Members

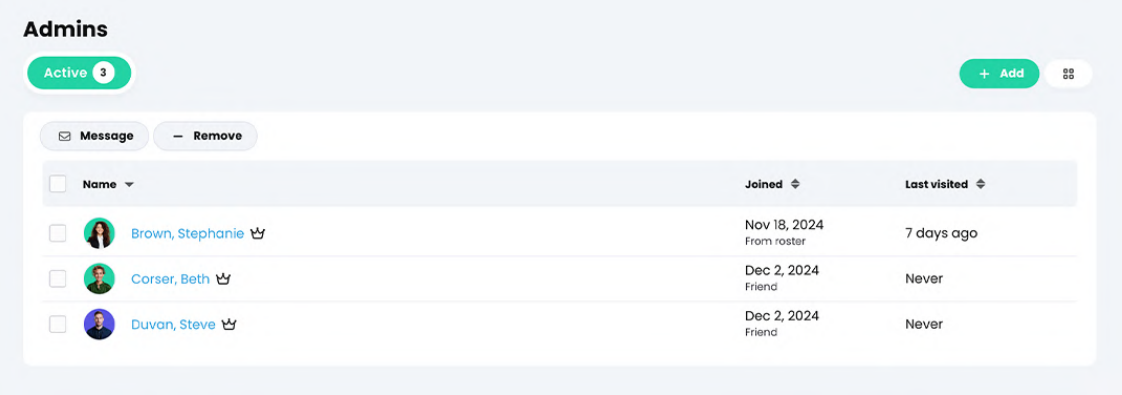
The Members tab lists all the users who are members of the group or team. They can also see **when other group members joined** the group and **when they last visited the group**.



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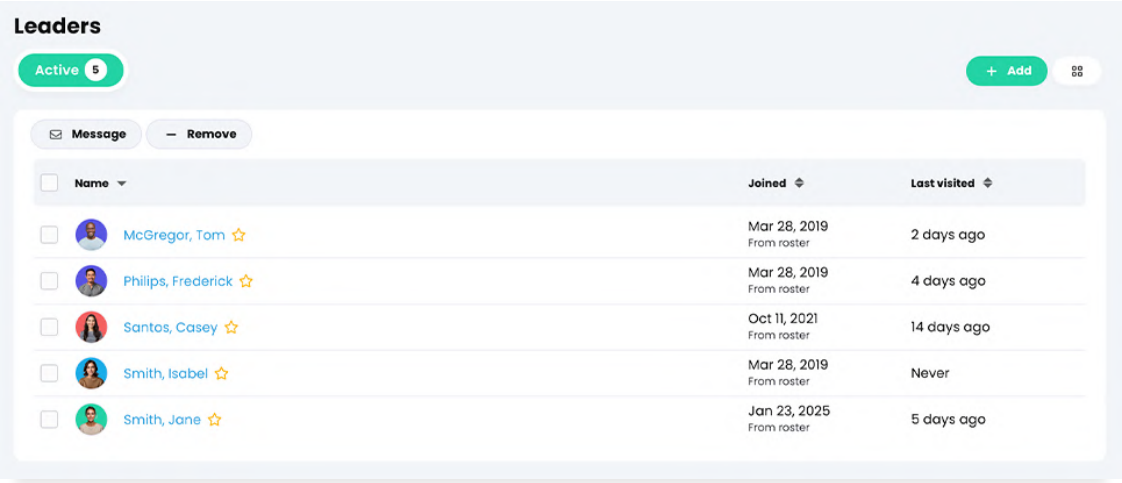
Admins

The Admins tab **lists all the users who are administrators of the group or team**. They can also see when group admins joined the group and when they last visited the group.



Leaders

The Leaders tab is **only available for Teams** and lists all the users who are leaders of the team.



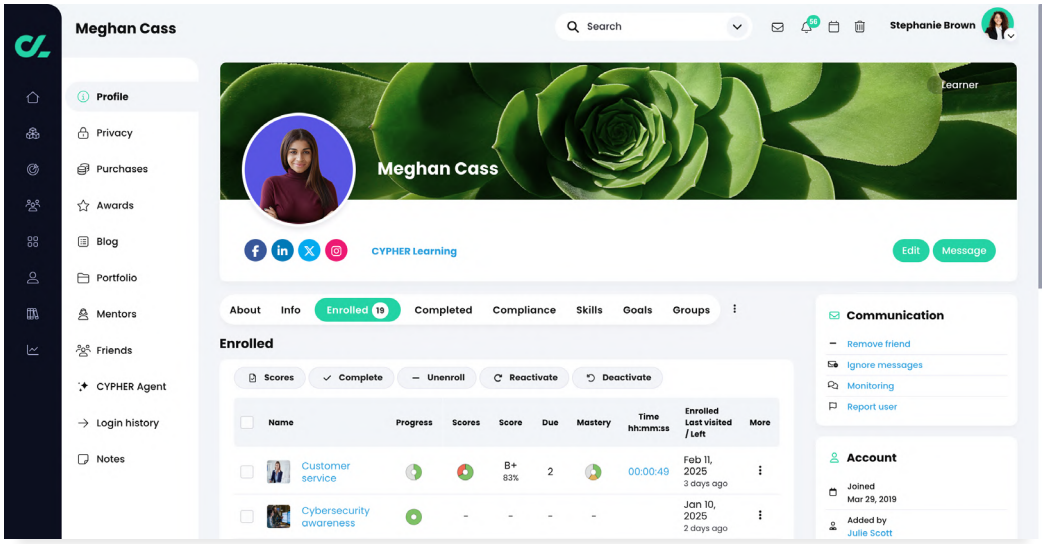
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User profile

On the profile of a user, administrators and instructors can see **various insights for the user**.

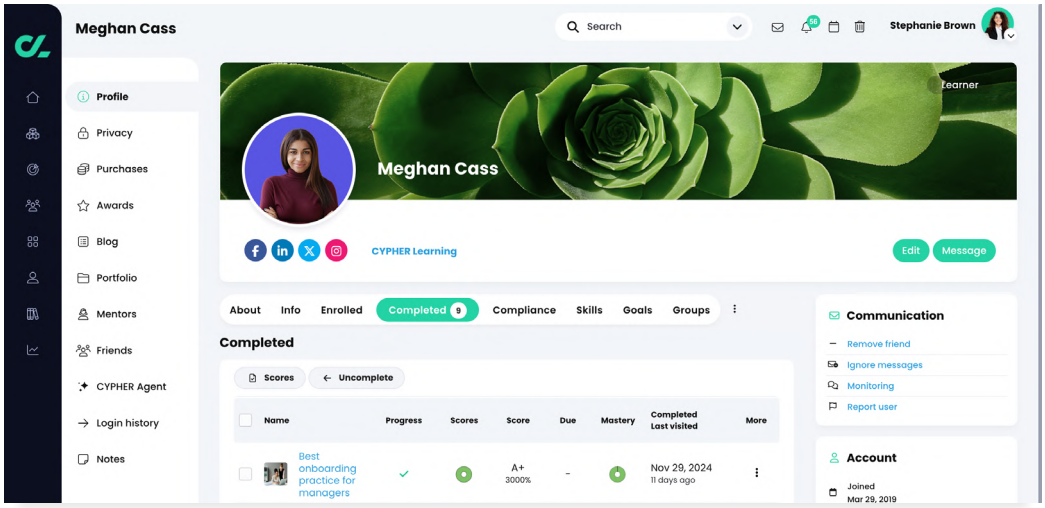
Enrolled

In the Enrolled tab, instructors and administrators can see the list of courses the learner is enrolled in. The available data for each course shows information about the **learner's progress**, **score**, **due assessments**, **mastery level**, and more.



Completed

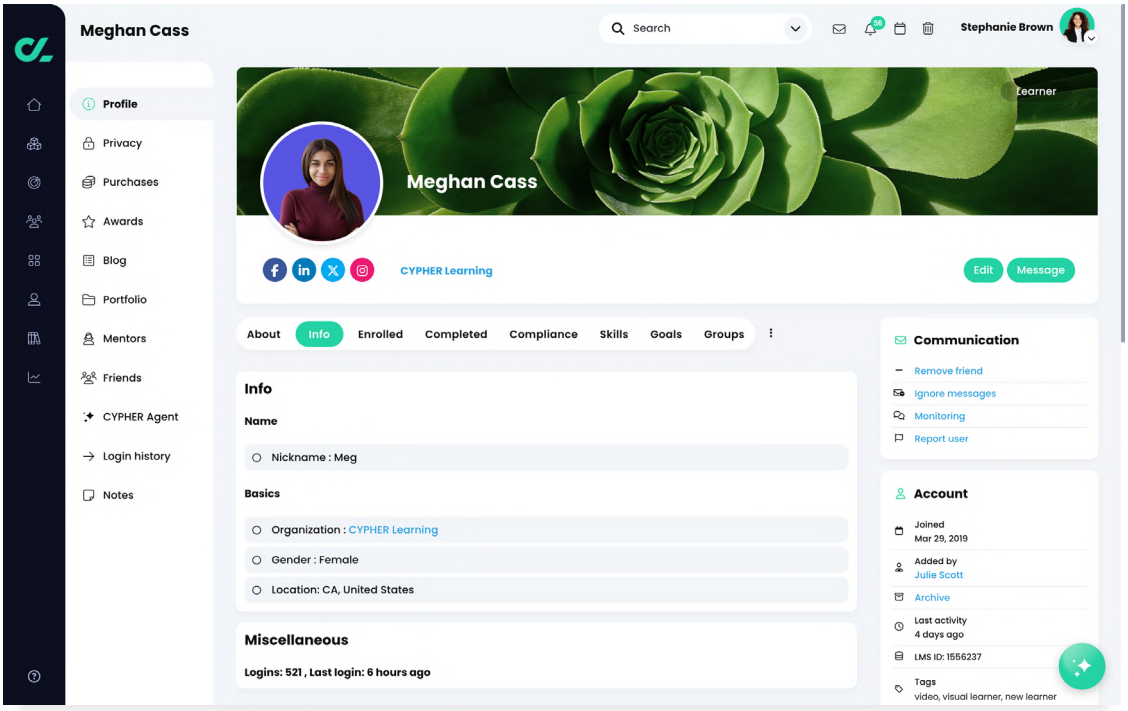
In the Completed tab, instructors and administrators can see the **courses the learner completed**.



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About and info

In the About and Info sections, instructors and administrators can see basic information about the learners such as the **account details**, **contact information**, the **number of logins of the learner**, and **the time since the last login**.



Our tools ensure the continuous monitoring of training and learning activities, as well as pinpointing problematic areas that need to be addressed.

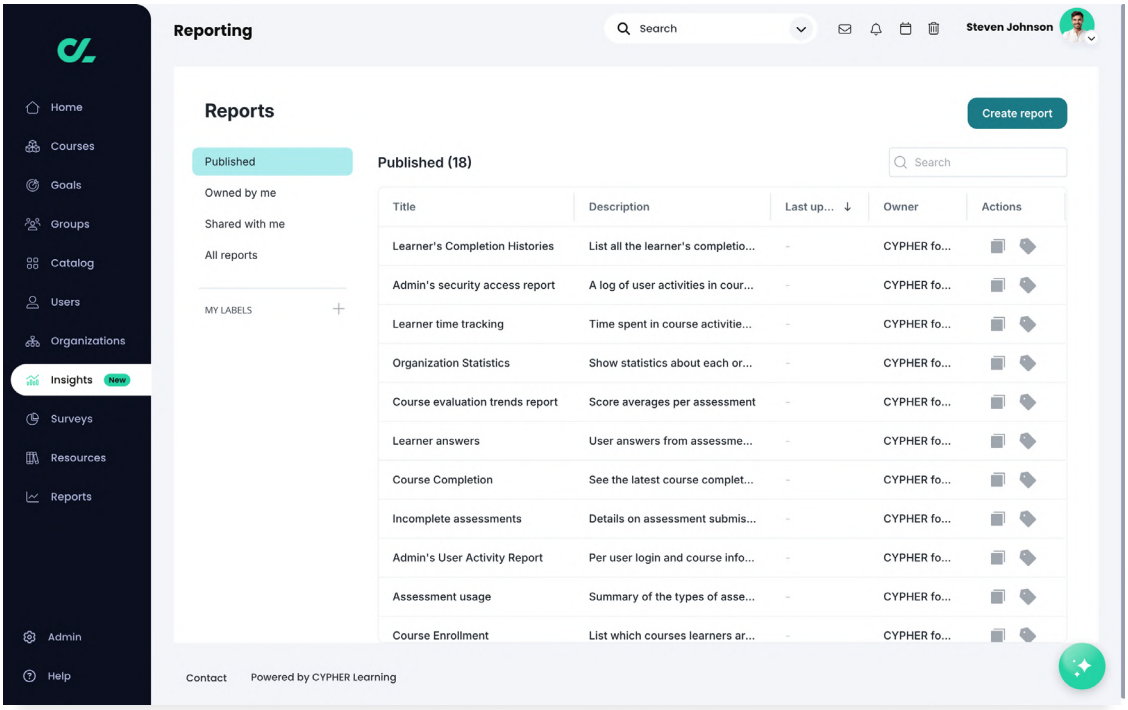
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Reporting tools

Administrators and instructors can **stay informed about various aspects of the platform** by running built-in reports or creating custom reports. Users can save reports, customize built-in reports, and share reports across groups or individuals.

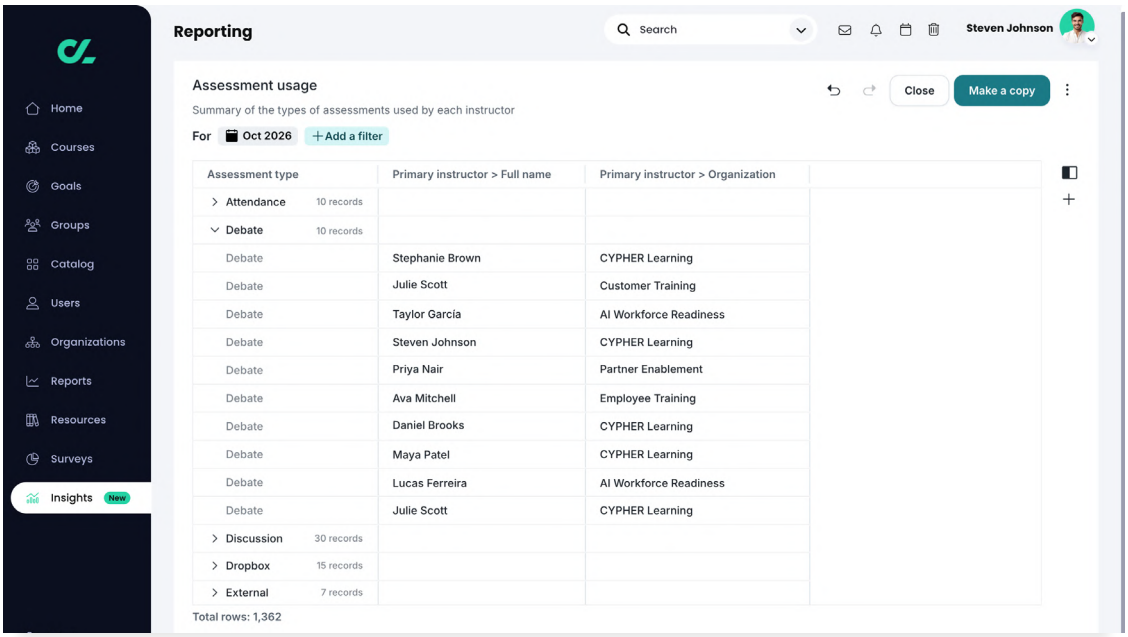
Built-in reports

Administrators and instructors can create **charts and reports of important data** such as assessment scores, module progress, missing work, course status, course completion, and more.

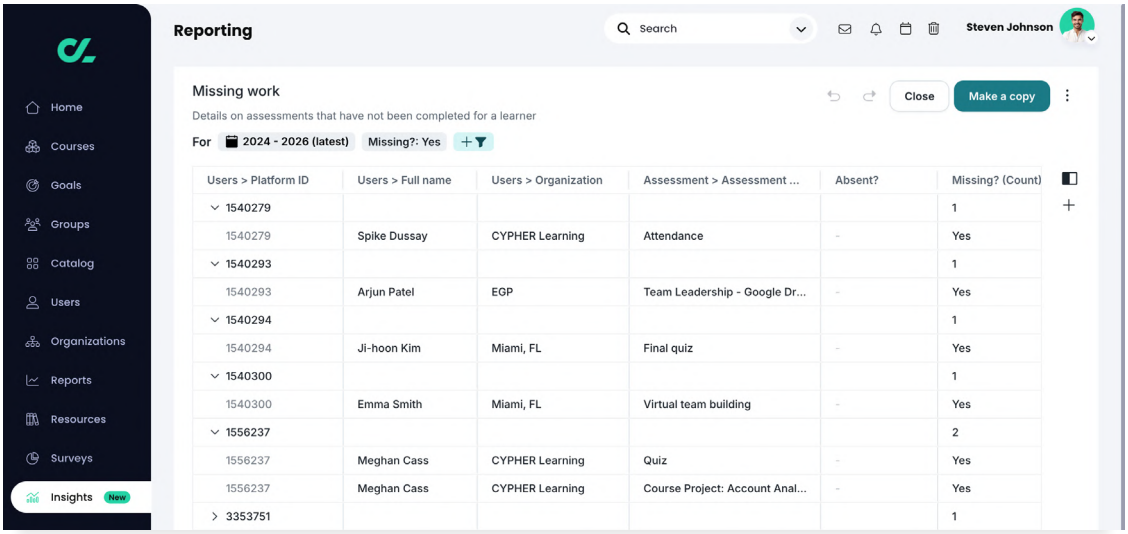


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The **Assessment usage report** shows the various assessment types in the platform and how they are used.

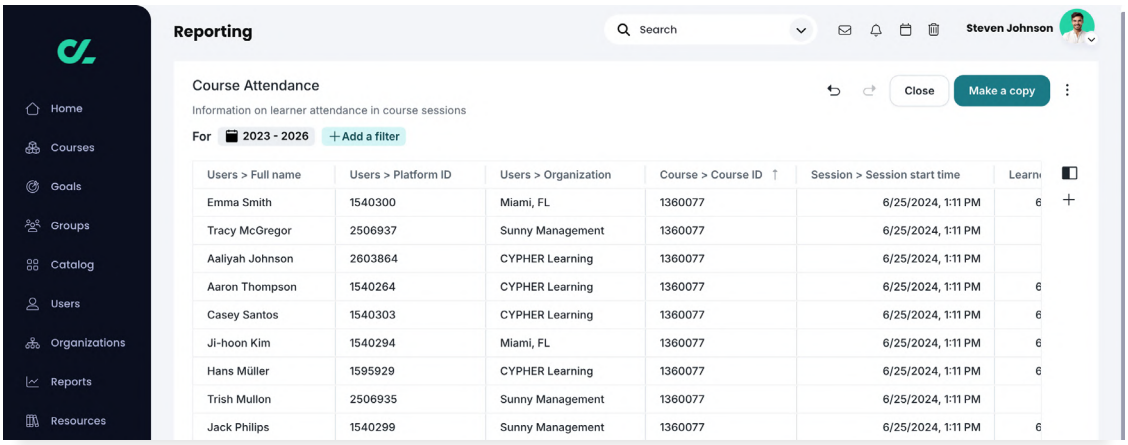


The **Missing work report** lists the learners of the platform and the assessments they have not yet submitted.

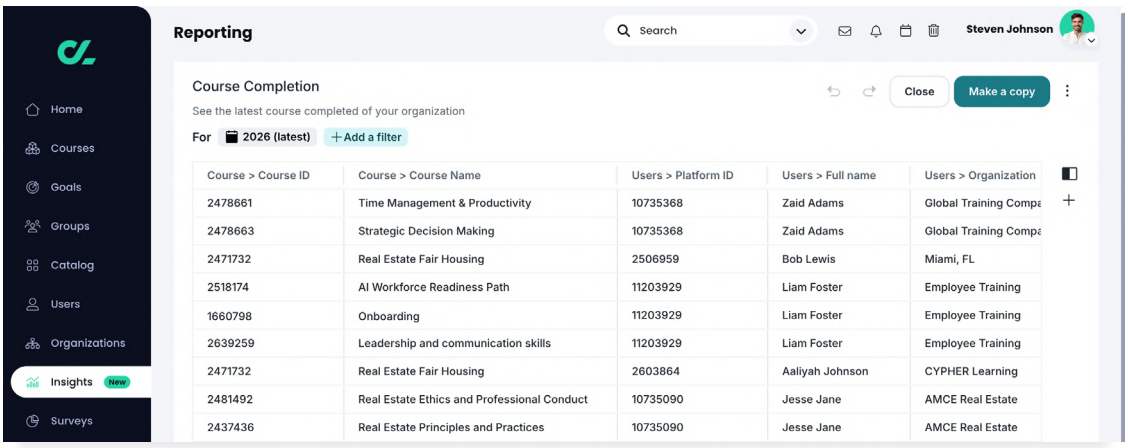


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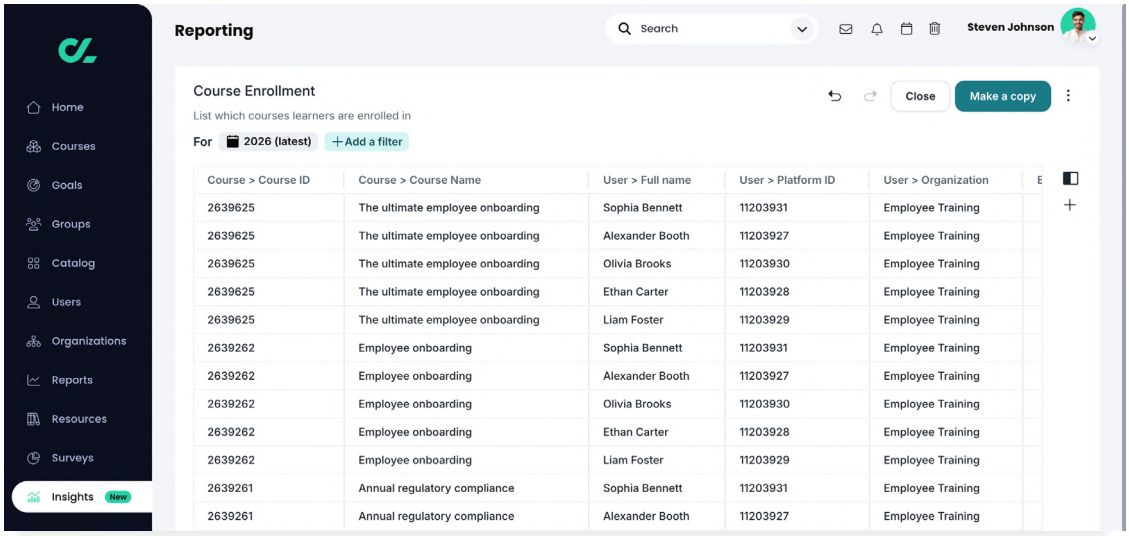
The **Course attendance report** lists the attendance records of learners in a course.



The **Course completion report** lists the learners that have completed a course.

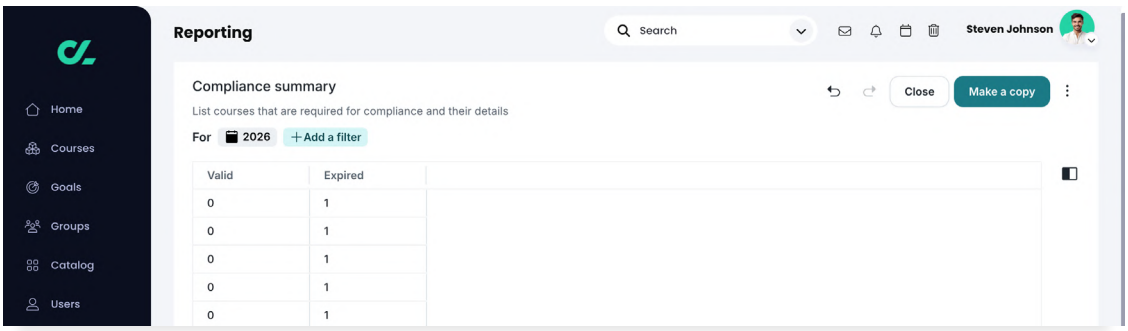


The **Course enrollment report** lists the learners that have enrolled in a course.

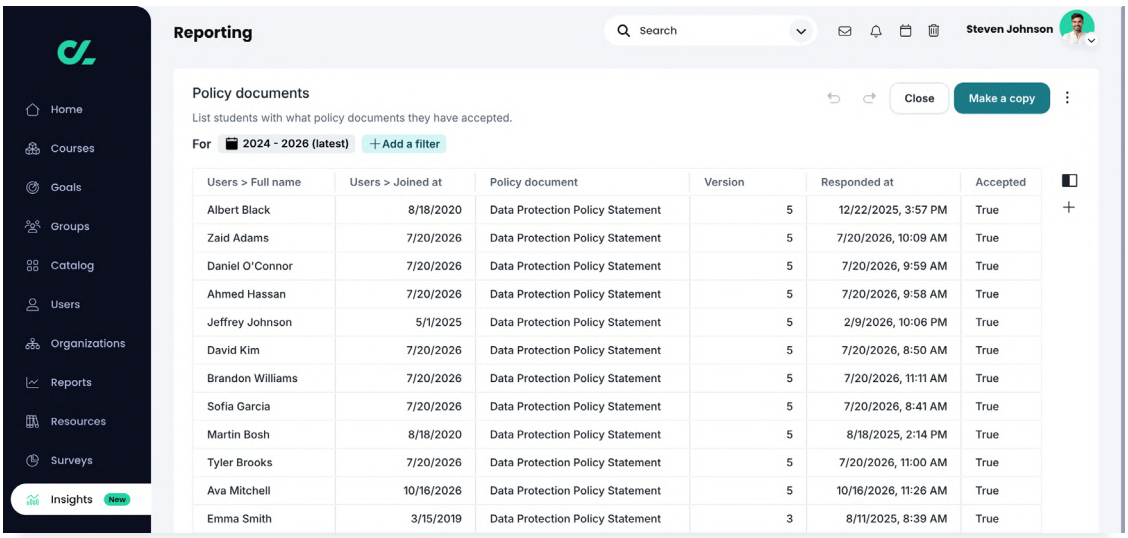


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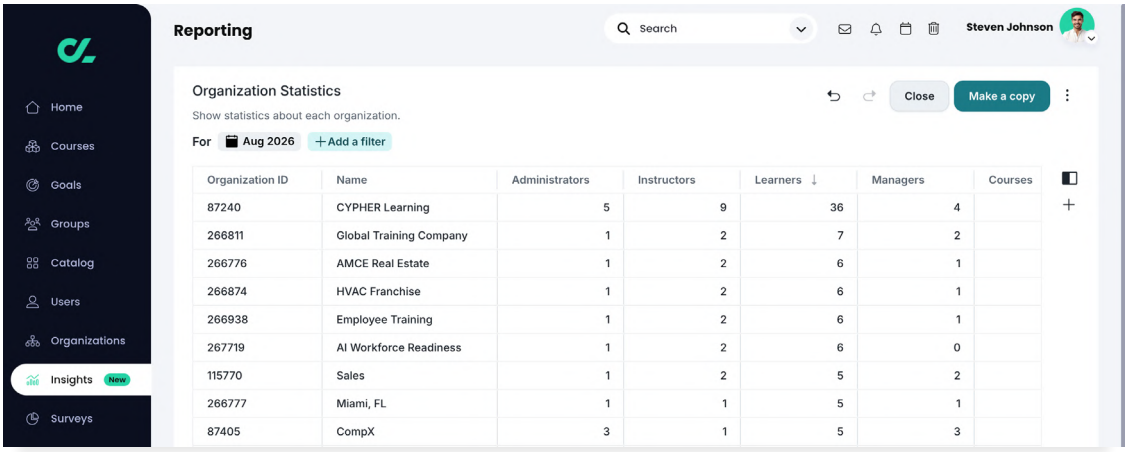
The **Compliance summary report** lists the courses that are required for compliance and their details.



The **Policy documents report**, lists the policy documents of the platform and the users that accepted them.



The **Organizations report** generates insights about the organizations of the platform.



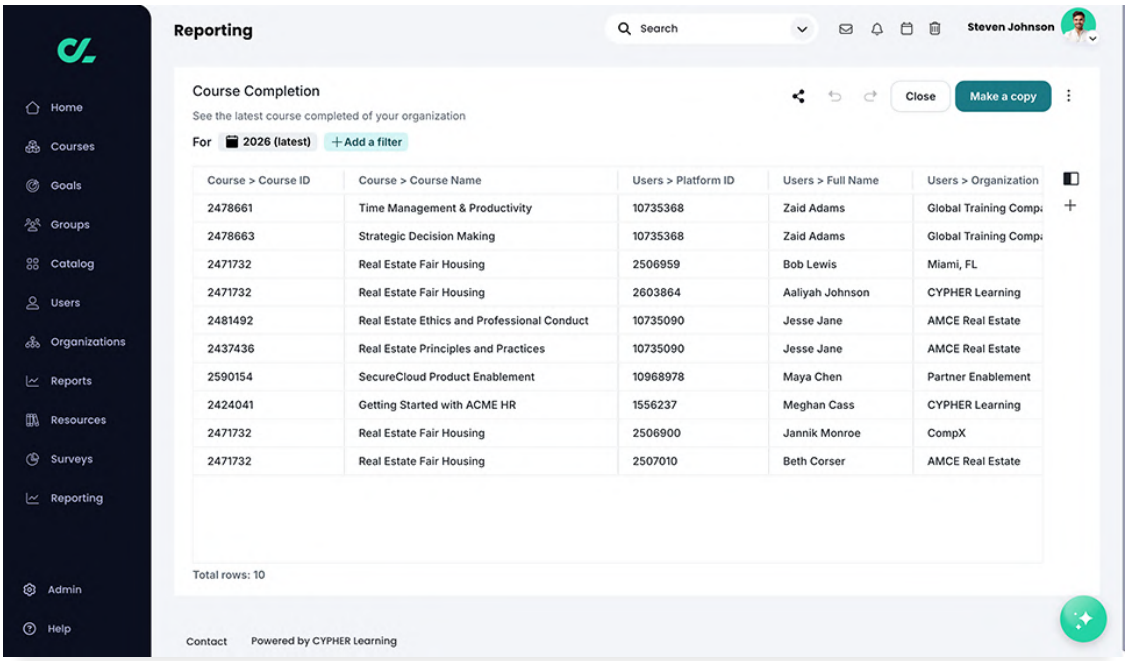
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Custom reports

Users can create custom reports with **parameters defined by them**. Custom reports are **easy to create** and they can be **shared** at a business or network level.

Courses

Administrators and instructors can generate **custom reports on courses by combining data from groups, organizations, users,** and more. For example, they can generate a report that displays a breakdown of all the latest courses completed on the platform.

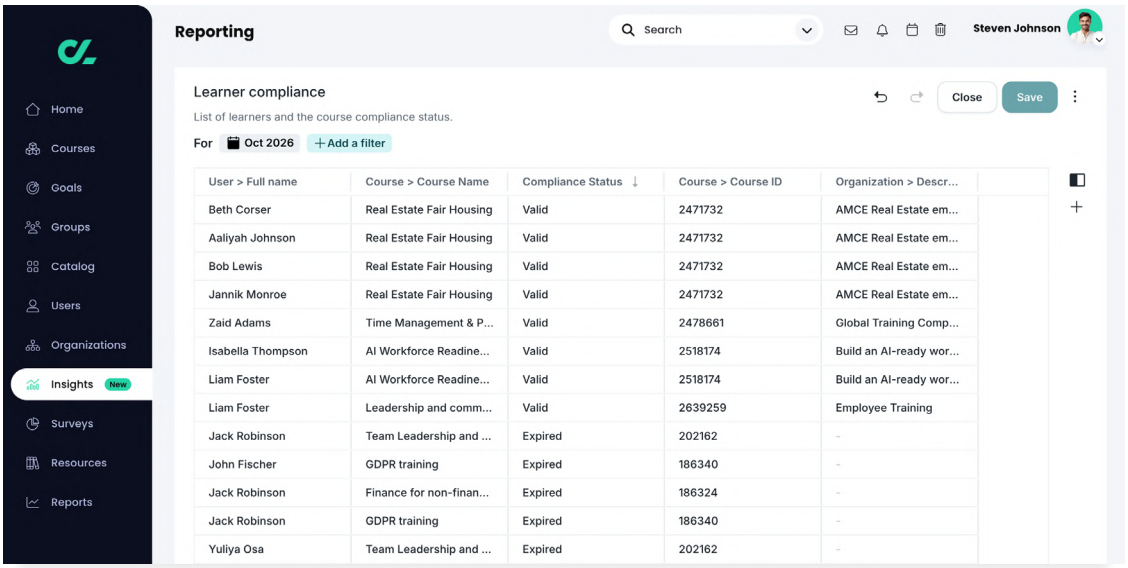


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Users

Administrators can **generate reports at a business level** on all the users and they can customize the output of the report by **selecting only the needed information** about courses, groups, organizations, and more.

For example, they can create a custom report that lists all the learners from the business and the course compliance statuses.

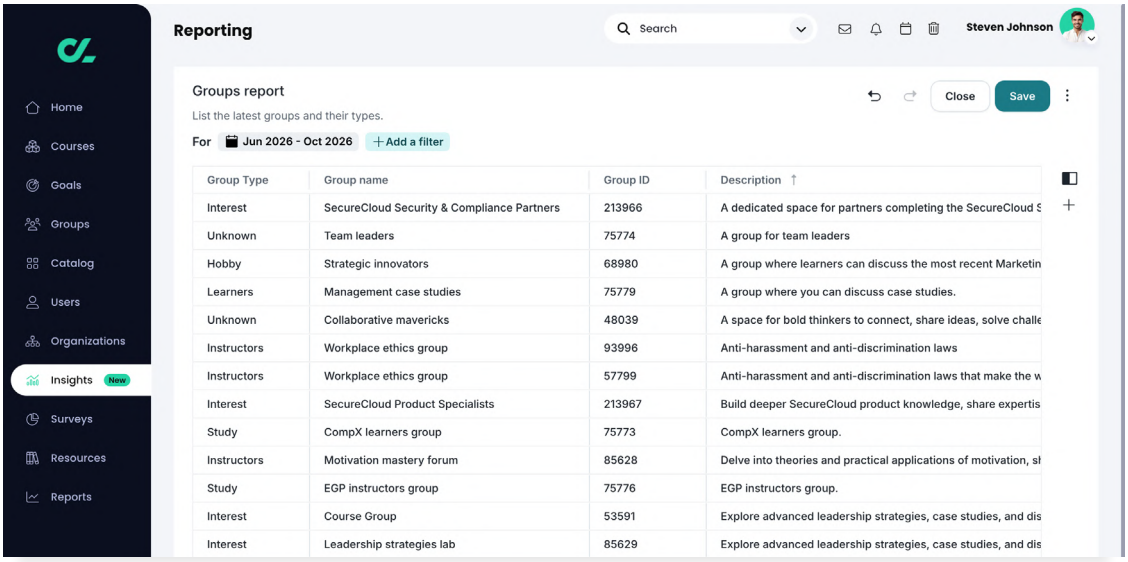


> Administrators and instructors can stay informed about various aspects of the platform by running built-in reports or creating custom reports.

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Groups

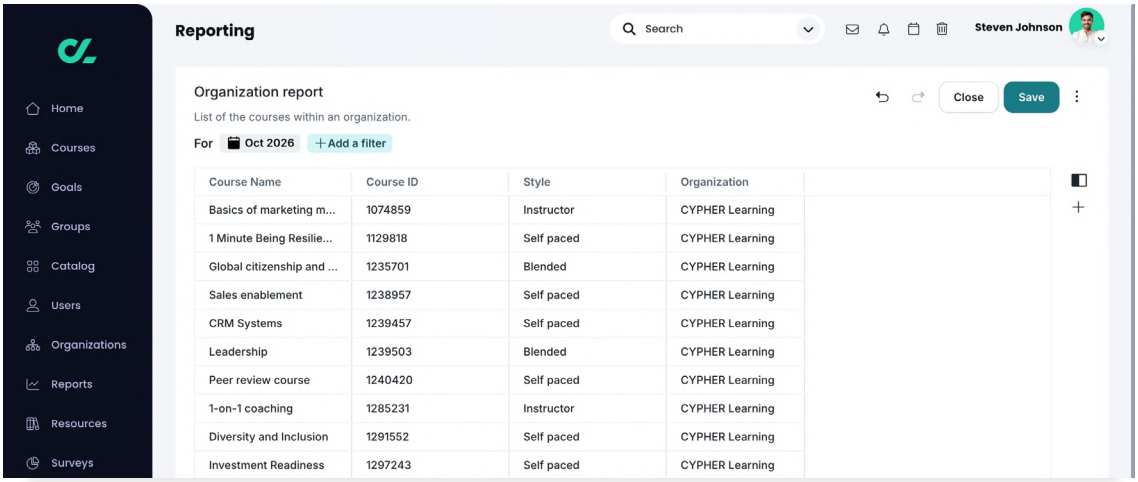
Administrators can generate custom reports on all the groups and they can customize the output of the report by selecting only the information that they need. For example, they can generate a **custom report that displays the type of group**.



Organizations

Administrators can generate custom reports which include data from each organization combined with information about their courses, groups, orders, users, and more.

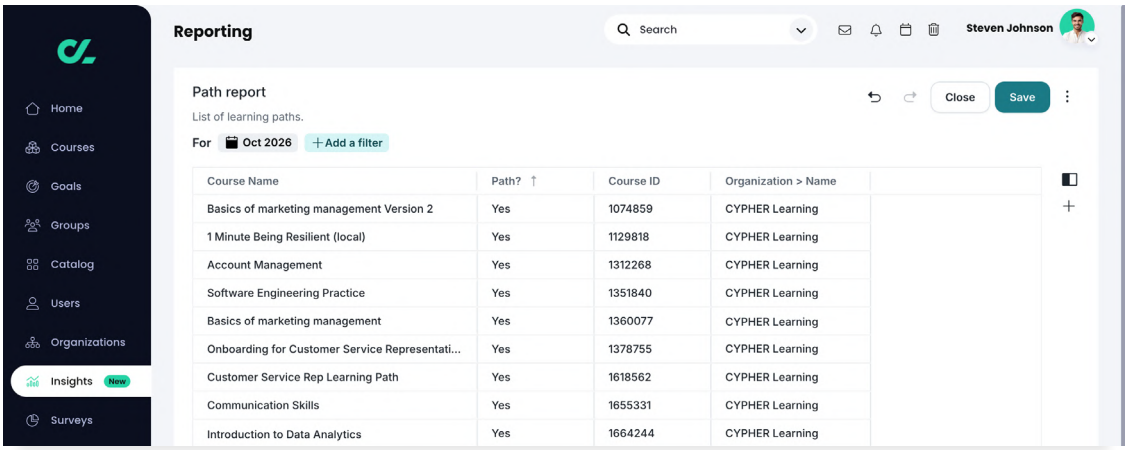
For example, they can **generate reports that display the courses from each organization with the selected details**.



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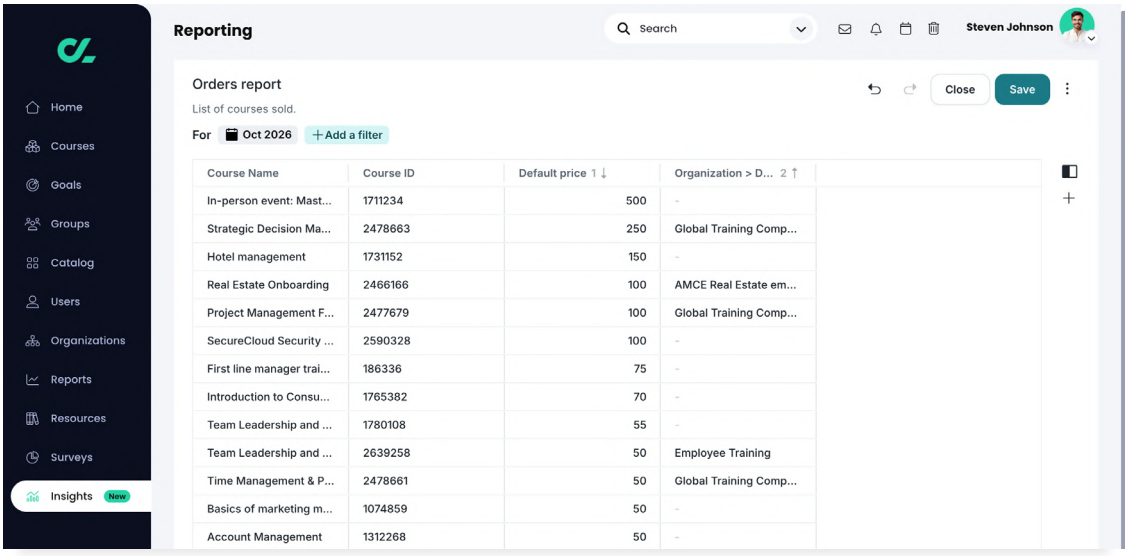
Learning paths

Administrators can generate custom reports on learning paths and they can customize the output of the report by selecting only the information that they need. For example, they can generate a custom report that **shows information about the learning paths and the organization the learning paths belong to**.



Orders

If the E-commerce feature is enabled, administrators can generate custom reports that displays **data about the sold items**, **the revenue of each organization** within the platform, **the users who made purchases**, and more. For example, they can generate a report that lists all the orders from the platform and the items of each order.



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CYPHER Learning is the AI-native platform built to power modern training operations. Organizations use CYPHER to rapidly create, manage, and scale commercial-grade training across employees, partners, customers, agents, franchises, and members.

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