

Completion & Data Monitoring Tool | *Client*

• **Purpose:** To track learner progress, engagement, and performance metrics in real time, helping teams identify trends, remove cognitive friction, and celebrate success throughout implementation

Category	Guiding Question	Data Source	Metric/Indicator	Frequency	Insights/Actions
A. Enrollment Tracking	How many learners have been assigned or self-enrolled in the course?	A. LMS dashboard B. HRIS	# of assigned vs. completed enrollments	Weekly	
B. Completion Data	What percentage of learners have completed the course within the target window?	LMS completion reports	% completion rate	Weekly/ Monthly	
C. Engagement Metrics	How actively are learners interacting with the course (e.g., clicks, time on task, interaction completion)?	A. LMS analytics 2. xAPI	1. Avg. time on page 2. # interactions completed	Weekly	
D. Knowledge Check Performance	How well are learners performing on embedded knowledge checks or assessments?	1. LMS quiz data 2. Storyline reports	1. Avg. score 2. % accuracy per item	After each module	



E. Feedback & Satisfaction	What are learners reporting about their experience (ease, relevance, enjoyment)?	Post-module or post-course survey	1. Avg. satisfaction score 2. Net Promoter Score	After completion	
F. Drop-off Points	Where do learners tend to pause, exit, or disengage?	1. LMS path analysis 2. SCORM logs	Slide or time where exits occur	Bi-weekly	
G. Supervisor Follow-Up	How are supervisors observing or reinforcing learned behaviors?	Follow-up checklist / observation form	# of coaching conversations / feedback instances	Monthly	
H. Insights & Adjustments	What patterns, barriers, or opportunities emerge from the data?	Synthesized from all sources	Qualitative summary	Monthly / End of rollout	

