

GUIDANCE DOCUMENT: How to run and read reports as an LMS administrator

This guidance document (GD) will cover all **reports** sub-org, department or national admins have access to.

To access online learning, you will login via the Rugby Xplorer platform. If you do not already have a Rugby Xplorer account, **watch this video** to see how to sign up: [RX – How to sign up](#).

If you have not accessed the **LINEBREAK** learning management system before, follow these steps: www.nzrugby.co.nz/assets/1.0-Learner-GD_How-to-log-in.pdf

If you have any questions, problems or feedback, please contact us on educationhelp@nzrugby.co.nz.

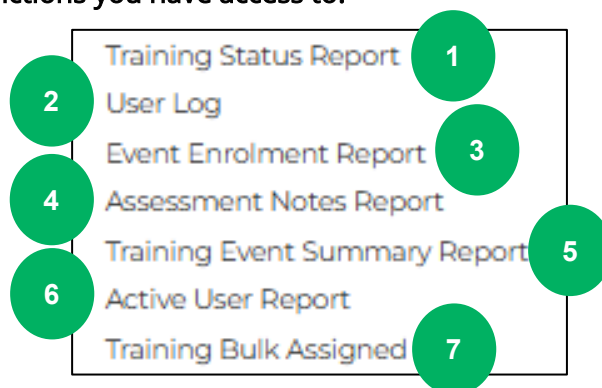
Note: Make sure you have switched to you administrator access. To access your admin account, follow these steps: [How to switch your accounts](#)

Steps covered in this GD include:

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What you will see

These are the reports/functions you have access to:



1. **Training Status Report:** This report will show you the training status and progress for all learners (from your access/area/PU) within a course.
2. **User Log:** This report will show you when a learner has logged into the system – it provides their name, last name, and email, last log in date / log out date (and will list each different login the user has made in separate rows). This report is only useful at an NZR organisational level but is available for all admin levels to use.
3. **Event Enrolment Report:** This report outlines the events that have been set up and which learners have been enrolled into which events plus provides the status of event. (This is useful to see which learner is enrolled in which event & the status of events (e.g. which of the events have/haven't been marked as complete).
4. **Assessment Notes Report:** Assessors can add notes during assessments. This report outlines the notes added by the assessors through the assessor event management app.
5. **Training Event Summary Report:** This report outlines the status of each event, assessor and learners.
6. **Active User Report:** This report is only useful at an organisational level, please ignore.
7. **Training Bulk Assigned:** This report is the one you run the DAY AFTER you completed a bulk enrolment. This will show you who was NOT enrolled as they did not meet the pre-requisites.

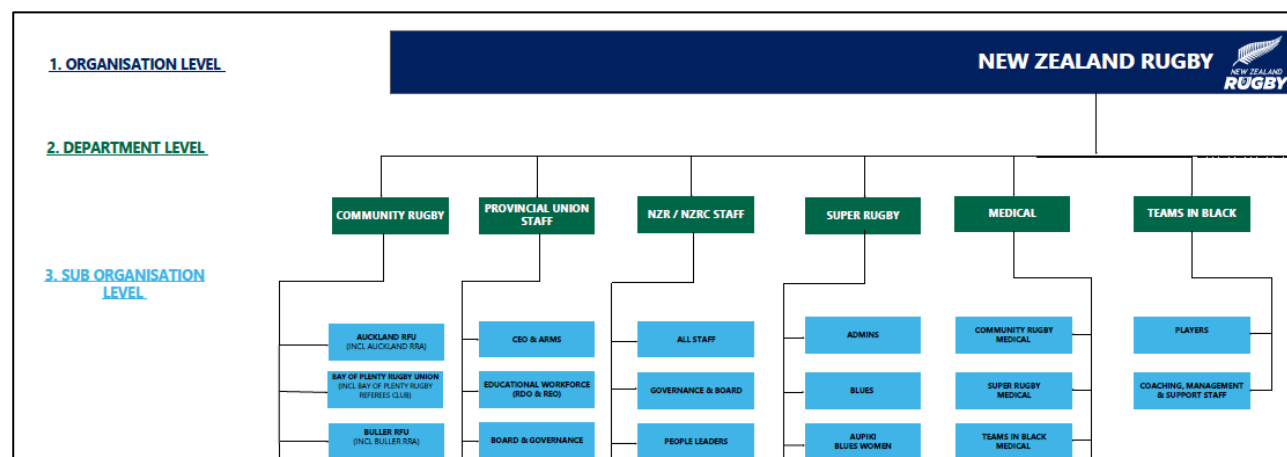
Reports can be exported in Excel, CSV and PDF formats.

System language

Before we run the reports, let's cover some specific "language" you will see on screen, so you understand what they mean:

LINEBREAK(etrainu) LMS language	NZR language
Organisation	Back-end hierarchy* admin – top tier : New Zealand Rugby. <i>An organisation level admin can see learner data across all departments below it.</i>
Departments	Back-end hierarchy* admin – mid tier (for example Community Rugby, NZR staff, PU staff, Super Rugby etc.) <i>A department level admin can see learner data ONLY for their department and for all sub-organisations below <u>their</u> department.</i>
Sub-organisations	Back-end hierarchy* admin – last tier (for example for the department: Community Rugby, the sub-orgs are all the Provincial Unions). <i>A sub-organisation level admin can only see learner data for their suborganisation.</i>
Course/ Bundle	Courses, awards.
Inductions	Modules (or a "part) of a course.
Participant/Learner	All rugby learners (coaches, players, referees, PU staff etc.)

* The LMS hierarchy is huge in the back end, and no one ever sees it, as an example, here is an image of a small part of it:



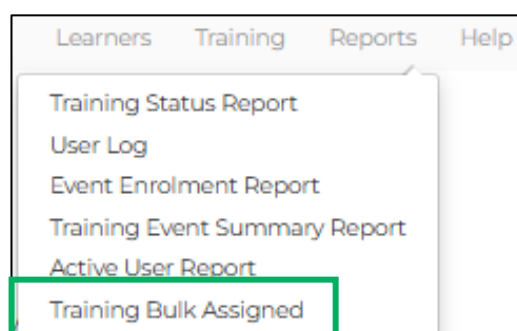
Reporting

Training bulk assigned report

To see how to enrol learners in bulk – see [GD 3.0 – Managing Participants](#)

This report will show you (for those you bulk enrolled) who WERE enrolled or NOT enrolled as they did not meet the pre-requisite(s) for the course you bulk enrolled them into.

1. Click **"Reports"** from the menu bar on the top of the screen, followed by **"Training Bulk Assigned"**.



2. Search for the **"course"** you wish to run the report for by adding the search details and clicking **"Submit"**.

View Reports

Bulk Course Distribution Report

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

Keywords

3. If you review the results below you will see "a line" for each bulk assign you completed.
 - a. The **"Submitted"** column shows how many learners you tried to BULK enrol.
 - b. The **"Allocated"** column shows you how many were ENROLLED.
 - c. The **"Not allocated"** column show you how many were NOT ENROLLED as they did not meet the pre-requisites for the course.

Click on the header to sort by that column.

Batch	Course Name	Submitted On	Submitted By	Course	Processed On	Submitted	Allocated	Not Allocated	Reports
1	NZ Rugby - Rugby Smart	28/08/2025 13:51:39	Anina Upton	Yes	28/08/2025 18:32:00	1	1	0	
Total						0.01	0.01	0.00	

 The information in this report was last updated **08/09/2025 04:17:22 AM (EST)**.

4. In the **"Reports"** column, click on the report icon.

- Here you can see the **names of the learners** that were/were not enrolled.

Click on the header to sort by that column.

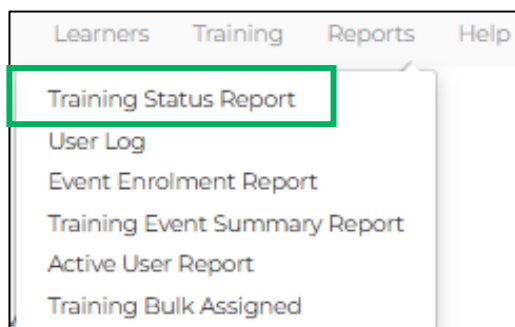
User	Allocated	Allocated On	Fail Reason
Brad O'Leary	Yes	28/08/2025	

[Export To Excel](#)

 The information in this report was last updated **08/09/2025 04:17:22 AM (EST)**.

Training status report

- Click **"Reports"** from the menu bar on the top of the screen, followed by **"Training Status Report"**.



The **Training Status Report** outlines the training status for your learners and can be filtered to suit your needs.

To build your report, consider using the following filters:

Some filters will already be applied, click the **"Edit Filters"** button to adjust:

Training Status Report

All courses completed or in progress that were assigned in the last 30 days

[EDIT FILTERS \(3\)](#)

Organisation: New Zealand Rugby
 Courses: All Courses (In Progress, Complete)
 Date Training Was Assigned: Last 30 days

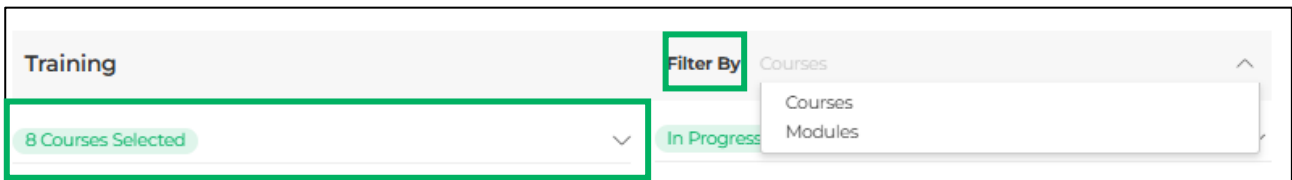
- The **"Organisation"** will always default to New Zealand Rugby.
- Select YOUR **"Department"** (e.g. Community Rugby). For PU admins, this will not be changeable.
- Select YOUR **"Sub organisation"** (e.g.) Auckland RFU). For PU admins, this will default.

Organisation
New Zealand Rugby

Department
Select Department

Sub-Organisation
Select Sub-Organisation

5. Deselect all and select the course you'd like to report on under "Training".
6. If you'd like to report on parts of a course, you can select these under "Filter By" and select "Modules" instead of "courses".
7. Select the "Training Status" you'd like to include in the report: In Progress; Completed etc.



Training

Filter By Courses

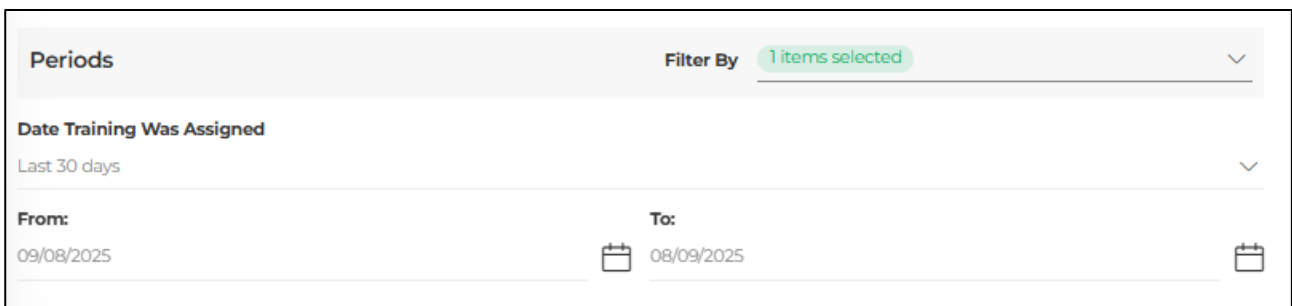
8 Courses Selected

In Progress

Courses

Modules

8. Select the report date range in: "Date Training Was Assigned", and/or "Date User Was Created" and/or "Date Course Was Completed".



Periods

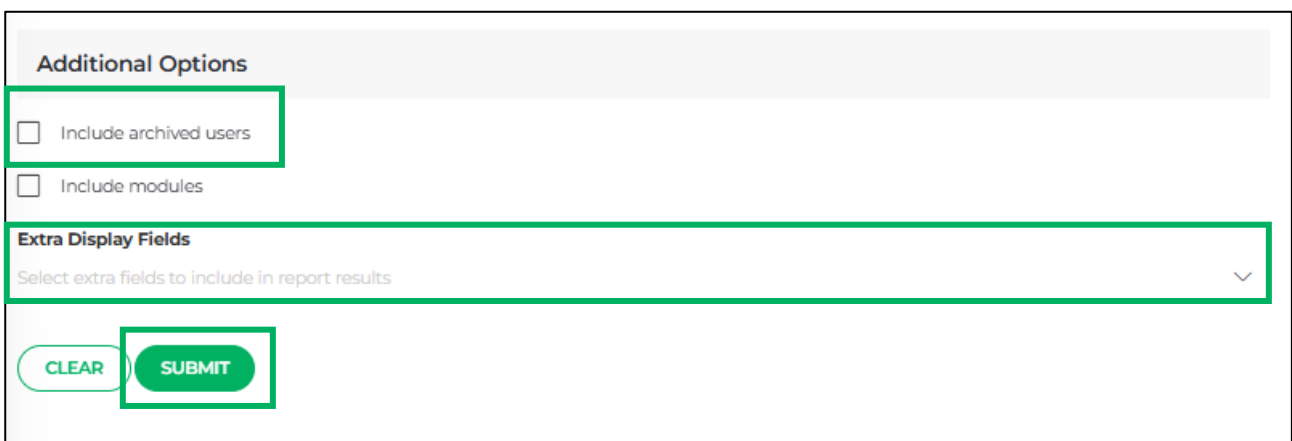
Filter By 1 items selected

Date Training Was Assigned

Last 30 days

From: 09/08/2025 To: 08/09/2025

9. Tick the "Include Archived Users" if you'd like to see the records of those who NO LONGER have access to LINEBREAK.
10. Choose the additional information you would like to see for each learner by ticking them under "Extra Display Fields" (such as region, date of birth, email, etc.)
11. Click "Submit" to create your report.



Additional Options

☐ Include archived users

☐ Include modules

Extra Display Fields

Select extra fields to include in report results

CLEAR SUBMIT

To read your report:

12. Scroll to the bottom of the page under the “Report Results” heading.

First you will see a summary table:

- **Total Result** = Total number of assigned courses for your report selections (and includes all course statuses).
- **Totals in the rows below the top row** = Totals for each “status” (i.e. number of learners who are in progress, completed for the course you selected).

Report Results				
Group Summary				
Group	Total Learners	In Progress	Completed	Total Training Items
Auckland RFU	4	1 (25%)	3 (75%)	4
Manawatu Rugby	9	4 (44.4%)	5 (55.6%)	9

Underneath the summary table is your “on screen” report. You can:

- Click on the “header” of each column to sort by that column.
- For each learner it will show you their status, when they were provided with access, the completion date (if completed); the course expiry date and progress; plus, any additional fields you selected to see.

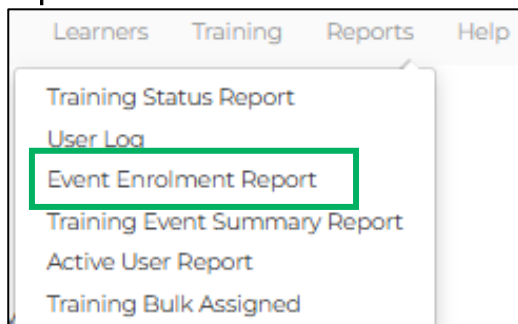
First Name	Last Name	Username	Email	Department	Sub-Organisation	Course Name	Course Instance ID	Status	Access Allowed Date	Completion Date
Anina	RefTwo	nzr.3752958.member	anina.upton+ref2@nzrugby.co.nz	Community Rugby	Auckland RFU	RugbySmart 2026	BEE85B5C-0EDE-BB6D-BECD-B4B079E222ED	COMPLETE	09 Oct 2025	10 Oct 2025
Anina	Manaoteaseniior	nzr.3753661.member	anina.upton+aotea5@nzrugby.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	1EE1221A-D9EF-ED2A-7FF3-5DF61023325D	IN PROGRESS	16 Oct 2025	
Anina	Manaotea	nzr.3753583.member	anina.upton+aotea@nzrugby.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	1EE107C9-CE25-D150-8A7F-8153B653FFEF	IN PROGRESS	16 Oct 2025	
Anina	Teammanager	nzr.3752959.member	anina.upton+teammmgr@nzrugby.co.nz	Community Rugby	Auckland RFU	RugbySmart 2026	1EE12598-9BA0-F11C-1764-DF12BFE3C402	IN PROGRESS	16 Oct 2025	
Anina	RefOne	nzr.3752957.member	anina.upton+ref1@nzrugby.co.nz	Community Rugby	Auckland RFU	RugbySmart 2026	BEE85D92-E949-47C5-8B22-DD9F06ABAB44	COMPLETE	09 Oct 2025	10 Oct 2025
Anina	ManBar	nzr.3753603.member	anina.upton+bar@nzrugby.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	1EE1D7A-FFC9-367F-1C07-AACB95FCFC6C	IN PROGRESS	16 Oct 2025	
Anina	ManOBM	nzr.3753593.member	anina.upton+obm@nzrugby.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	1EE1040C-E544-76E4-F143-A0C3991C4D57	IN PROGRESS	16 Oct 2025	
Anina	Medicalsupport	nzr.3752960.member	anina.upton+medical@nzrugby.co.nz	Community Rugby	Auckland RFU	RugbySmart 2026	ECE8D6A9-A6EE-879B-1CFA-E375CFDFCB12	COMPLETE	10 Oct 2025	10 Oct 2025
Kaitlin	Manawatu 2	nzr.3850365.member	kaitlin+manawatu2@tvrfu.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	9083025F-E026-054E-6B17-8D626FA66CE6	COMPLETE	08 Oct 2025	08 Oct 2025
Kaitlin	Manawatu 1	nzr.3850364.member	kaitlin+manawatu1@tvrfu.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	9082FA98-9066-D511-62D0-9609A684A104	COMPLETE	08 Oct 2025	08 Oct 2025
Kaitlin	Manawatu Coach	nzr.3850362.member	kaitlin+manawatucoach@tvrfu.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	908305C1-B151-E0BF-4147-52C2DBCDDB8A	COMPLETE	08 Oct 2025	08 Oct 2025
Kaitlin	Manawatu4	nzr.3850367.member	kaitlin+manawatu4@tvrfu.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	BEF374E6-B5AA-AFF9-4AFC-15E46D3B5733	COMPLETE	09 Oct 2025	16 Oct 2025
Kaitlin	Manawatu 3	nzr.3850366.member	kaitlin+manawatu3@tvrfu.co.nz	Community Rugby	Manawatu Rugby	RugbySmart 2026	9082FA76-9590-9B50-356C-1C69884090E9	COMPLETE	08 Oct 2025	08 Oct 2025
Tester	Fabstaff	nzr.3850372.member	anina.upton+staff4@nzrugby.co.nz	Community Rugby	Not Yet Assigned	RugbySmart 2026	1ED168B2-9DCD-19AF-C7C4-A5C12F630354	IN PROGRESS	16 Oct 2025	

Export

13. Click on the “Export” button to export the report for other purposes.

Event enrolment report

1. Click **"Reports"** from the menu bar on the top of the screen, followed by **"Event Enrolment Report"**.



The **Event Enrolment Report** outlines the events, and their status PLUS provides the status of the learner's 'course' completion.

To build your report, consider using the following filters:

2. Leave the **"Organisation"** as New Zealand Rugby.
3. Select YOUR **"Department"** (e.g. Community Rugby).
4. Select YOUR **"Sub organisation"** (e.g. Auckland RFU).
5. Choose the course related to the event (s) you'd like to see.
6. Select the report date range.
7. Click **"Submit"**.

Event Enrolment Report ⓘ

ORGANISATION	New Zealand Rugby
DEPARTMENT *	Select department ▼
SUB-ORGANISATION	Select sub-organisation ▼
	OR
LEARNER GROUP	Select learner group ▼
COURSES *	Select training ▼
DATE TRAINING WAS ASSIGNED *	Select a date range ▼

To read your report:

This will display every learner enrolled into the course you selected. It will also tell you their:

- Course Status.
- Course completed date (if applicable).
- The event they have been enrolled into or if they have not enrolled into any events yet.

First Name ↑	Last Name ↓	Username ↓	Email ↓	Sub-Organisation	Course Name ↓	Course Status	Course Complete Date ↓	Event Name & Status
Anina	Upton	Anina.Upton.learner	anina.upton@nzrugby.co.nz	demo	Test Event	Complete	29 Aug 2025	Auckland RFU - RugbySmart for Coaches, Status: Completed Auckland RFU - RugbySmart for Coaches, Status: Scheduled Auckland RFU - RugbySmart for Coaches, Status: Scheduled
Brad	O'Leary	Brad.O'Leary.learner	brad.oleary@nzrugby.co.nz	demo	Test Event	Complete	29 Aug 2025	Auckland RFU - RugbySmart for Coaches, Status: Completed Auckland RFU - RugbySmart for Coaches, Status: Scheduled Auckland RFU - RugbySmart for Coaches, Status: Scheduled
Participant	New Zealand Rugby	participant.nzrugby	test@getrainu.com	demo	Test Event	Comp		

Event Name & Status
Auckland RFU - RugbySmart for Coaches, Status: Completed Auckland RFU - RugbySmart for Coaches, Status: Scheduled Auckland RFU - RugbySmart for Coaches, Status: Scheduled
Auckland RFU - RugbySmart for Coaches, Status: Completed Auckland RFU - RugbySmart for Coaches, Status: Scheduled Auckland RFU - RugbySmart for Coaches, Status: Scheduled
Auckland RFU - RugbySmart for Coaches, Status: Completed

Common question: See the event status (Scheduled vs Completed). If an event is **not** showing as "completed" this is usually why a learner's COURSE STATUS will show as still "in progress" and not passed.

- This report can ONLY be exported to CSV, click on the "Download CSV" button to export the report for other purposes.

[DOWNLOAD CSV](#)
[SUBMIT](#)

First Name ↑	Last Name ↓	Username ↓
Anina	Upton	Anina.Upton.learner
Brad	O'Leary	Brad.O'Leary.learner
Participant	New Zealand Rugby	participant.nzrugby

Assessment notes report

Assessors can add “notes” to a learner’s record during an event assessment. The **Assessment Notes Report** covers the notes added when a learner is assessed through the assessing app. This will include data from closed and “still open” events.

1. Click “**Reports**” from the menu bar on the top of the screen, followed by “**Assessment Notes Report**”.

Training Status Report
User Log
Event Enrolment Report
Assessment Notes Report
Training Event Summary Report
Active User Report
Training Bulk Assigned

To build your report, consider using the following filters:

2. Leave the “**Organisation**” as New Zealand Rugby.
3. Select YOUR “**Department**” (e.g. Community Rugby).
4. Select YOUR “**Sub organisation**” (e.g. Auckland RFU).
5. Choosing a particular learner is optional.
6. Choose the course related to the event (s) you’d like to see.
7. Select the report date range.
8. Click “**Submit**”.

Assessment Notes Report ⓘ

ORGANISATION	New Zealand Rugby
DEPARTMENT	demo
SUB-ORGANISATION	demo
LEARNER GROUP	OR Select learner group
COURSES *	RugbySmart 2026 ✕ UAT - Coaching Craft Course ✕ UAT - RugbySmart: Practical Assessment ✕
DATE TRAINING WAS ASSIGNED *	Last 365 days FROM: 27/09/2024 TO: 27/09/2025
LEARNER	Select learner

Load Report

Select a report to load

Report Filters

Organisation
New Zealand Rugby

Department
demo

Sub-organisation
demo

Courses *
RugbySmart 2026,
UAT - Coaching Craft Course,
UAT - RugbySmart: Practical Assessment

Date Training Was Assigned *
Last 365 days

Learner
No filter selected

☐ Save report on submit?

DOWNLOAD CSV **SUBMIT**

To read your report:

This will display every learner enrolled into the course you selected.

It will also tell you their:

- Event where the note was added.
- The learning “module” the note related to.
- The note added by the assessor (word for word) with the date the note was added and the name of the assessor.

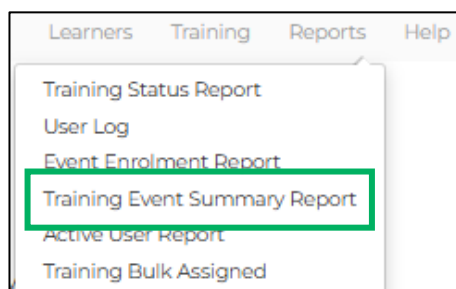
First Name 1	Last Name 2	Surname 2	Email 2	Sub-Organisation	Course Name 2	Course Status	Course Completed Date 2	Event Name & Status	Module	Assessor Notes
Brnd	CLassy	BrndCLassylearner	brndclassy@rugby.co.nz	demo	RugbySmart 2025	Complete	25 Sep 2025	Anina Upton RugbySmart workshop, Status: Completed	RugbySmart 2025 Practical Workshop	Achieved all 10 learning outcomes Created By: Anina Upton (23 Sep 2025)

Event Name & Status	Module	Assessor Notes
Anina Upton RugbySmart workshop, Status: Completed	RugbySmart 2026 Practical Workshop	Achieved all 10 learning outcomes Created By: Anina Upton (23 Sep 2025)

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Training event summary report

1. Click “Reports” from the menu bar on the top of the screen, followed by “Training Event Summary Report”.



To build your report, consider using the following filters:

2. Leave the “Organisation” as New Zealand Rugby.
3. Select YOUR “Department” (e.g. Community Rugby).
4. Select YOUR “Sub organisation” (e.g. Auckland RFU).
5. Choose the course (s) related to the event (s) you’d like to see.
6. Select the report date range.
7. Choose the event status (In Progress; Completed; Cancelled).
8. Choosing a particular learner is optional.
9. Choosing to run a report “by Assessor” is also optional.
10. Click “Submit”.

Training Event Summary Report ⓘ

ORGANISATION	New Zealand Rugby
DEPARTMENT	Select department ▼
SUB-ORGANISATION	Select sub-organisation ▼
OR	
LEARNER GROUP	Select learner group ▼
COURSES *	Select training ▼
EVENT START DATE *	Select a date range ▼
EVENT STATUS *	☒ In Progress ☒ Completed ▼
LEARNERS	Select learners ▼
ASSESSORS	Select assessors ▼
ADDITIONAL OPTIONS	☐ ONLY SHOW EVENTS WITH WAITLISTED LEARNERS

To read your report:

This will display every event in the date range you selected, relating to the course you selected and for each event will show you:

- The start and end date of each event.
- The assessors for the event(s).
- The status of each of the events.
- The learners and their course status for each event.

Event Name ↑	Sub-Organisation ↓	Courses	Start Date ↓	End Date ↓	Assessors	Event Status ↓	Learners
Auckland RFU - RugbySmart for Coaches	demo	Test Event	26 Aug 2025	26 Aug 2025	Anina Upton	Completed	▪ Anina Upton ◦ Test Event - Complete ▪ Participant New Zealand Rugby ◦ Test Event - Complete ▪ Brad O'Leary ◦ Test Event - Complete
Auckland RFU - RugbySmart for Coaches	demo	Test Event	28 Aug 2025	28 Aug 2025	Anina Upton	In Progress	▪ Anina Upton ◦ Test Event - Complete ▪ Brad O'Leary ◦ Test Event - Complete
Auckland RFU - RugbySmart for Coaches	demo	Test Event	29 Aug 2025	29 Aug 2025	Anina Upton	In Progress	▪ Anina Upton ◦ Test Event - Complete ▪ Brad O'Leary ◦ Test Event - Complete

This report can ONLY be exported to CSV, click on the “**Download CSV**” button to export the report for other purposes.