

Step 1: Log into your Administrative account at [NHANOW.com](https://nhanow.com).

Shop Help Center My Account Login or Create Account

Step 2: Reports can be accessed from the **Learning Insights Center** listed on the left side of the dashboard under the **Results** Section

Dashboard

INFORMATION

My Notifications **2**

PREP MATERIALS

Courses

Inventory

RESULTS

Historic Reports

Learning Insights Center

Step 3: Select the Report **NHA P360 Vitals** and then click View Report



Learning Insights
CENTER

Please Select a Report:

NHA P360 Vitals

View Report

Step 4: Select the appropriate options, you can filter by certification and/or course Press **Submit**.

*Checking *Remember these settings* will save your configuration for the next time you login

Configure Report

Please select the following options for your report.

CCMA

Certification

ALL

Institution

ALL

Course

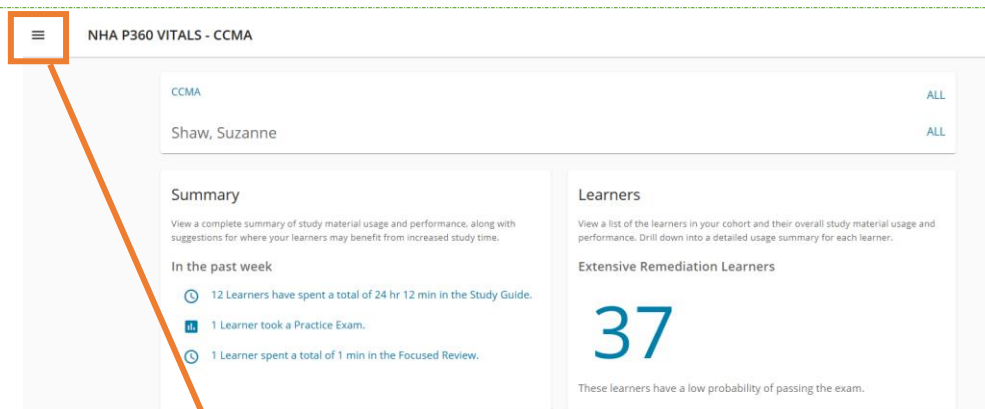
☐ Remember these settings

CANCEL

SUBMIT

Step 5: You will be presented with an overall Summary of usage and your learners, and then can select additional menu options from the top left corner

*Selecting *Summary* or *Learners* will take you into those tabs directly from the Landing Page



NHA P360 VITALS - CCMA

CCMA ALL

Shaw, Suzanne ALL

Summary

View a complete summary of study material usage and performance, along with suggestions for where your learners may benefit from increased study time.

In the past week

- 12 Learners have spent a total of 24 hr 12 min in the Study Guide.
- 1 Learner took a Practice Exam.
- 1 Learner spent a total of 1 min in the Focused Review.

Learners

View a list of the learners in your cohort and their overall study material usage and performance. Drill down into a detailed usage summary for each learner.

Extensive Remediation Learners

37

These learners have a low probability of passing the exam.

Step 6: You will be able to select what information you want to view

- Performance By Task:** Outlined standards by topic and how the candidates are performing as a group
- Study Guide/Quiz Usage:** Overall usage, with the ability to drive in by module or quiz
- Learners:** Ability to see all candidates in selected course, overall usage, with the option to click on an individual for more details

SAMPLE VIEWS FROM EACH SECTION ARE PROVIDED BELOW



Landing Page

Summary

Performance By Task

Study Guide and Quiz Utilization

My Learners

Performance By Task

Selecting the **module name** will expand further details on the competencies and accuracy

*Scroll to the **bottom of the page** for breakdown

Suggested Module for Review

Module Name	Suggested Review Order	Performance
Testing and Laboratory Procedures	1	29.8%
EKG and Cardiovascular Testing	2	30.1%
Nutrition	3	31.4%

Study Guide and Quiz Utilization

Usage is compared against NHA's **recommended time spent** across the full suite of preparation resources.

Study Guide and Quiz Utilization

Module Name	Study Guide Time in Min (Total 14.1%)	Quiz Usage (Total 16.0%)
Administrative Assisting	5.7%	6.2%
Basic Pharmacology	24.0%	18.6%
Body Structures and Organ Systems	17.5%	12.8%
Communication and Customer Service	4.0%	7.4%

My Learners

Each candidate is listed with the **remediation status, usage, and performance**. When you select a name, it will expand to a full usage summary for that learner

My Learners

Student Name ↑	Remediation Group	Total Usage	Total Percent Questions Correct
Berry, Rebekah	Not Enough Data	5.0%	84.4%
beta, prod	Extensive Remediation	18.8%	24.4%
Bohman, Hidie	Continued Review	23.6%	65.7%
Brown, Katelynn	Not Enough Data	4.5%	90.0%
Brown, William	Extensive Remediation	21.8%	32.9%

My Learners

Usage Summary

Showcases full usage summary for individual learners including all practice tests, quizzes, and time spent. This can be filtered by **week**, or **module**

My Learners > Full Usage Summary

Brown, William

Practice Exams

Date	Attempt Number	Time Spent	Total Focused Review Time	Practice Test Scores
Feb. 04, 2020	Attempt 1	0 hr 21 min	0 hr 12 min	38.0%
Feb. 05, 2020	Attempt 2	0 hr 21 min	0 hr 00 min	35.3%

Study Guide and Quizzes Totals by Module

Week ☐ Module ☒

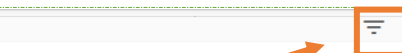
Module	Study Guide Time Spent	Quizzes Taken	Quiz Score for First Attempt	Most Recent Quiz Score
Administrative Assisting	0 hr 00 min	0		
Basic Pharmacology	0 hr 00 min	1	13.3%	13.3%
Body Structures and Organ Systems	0 hr 00 min	0		

Optional: Filters When looking at specific reports from the menu, note the funnel feature

The **default filtered view** will show:

- Students who have not yet tested
- Learner access based on Full Prep Bundle

These filters can update based on learner and content as needed



Filters

Remediation Group *
All

Exam Status *
Not Yet Tested

Learner Access *
Full Prep Bundle

Learner *
All

Filters
by learner

Assigned Module *
All

Practice Forms Assigned *
All Forms (A, B, and C)

Attempts Per Quiz/Practice Exam
2 Attempts per Quiz/Practice Exam

Focused Review Per Question
1 minute per question missed

Filters
by content