



Course and Module Activity Reports

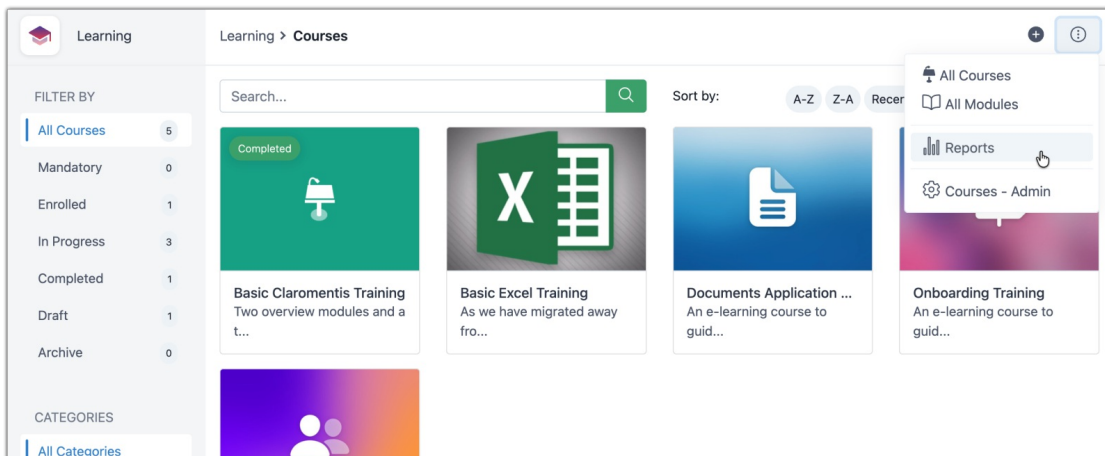
This guide will cover the 2 reports available in the Courses application.

Only users with the 'View all reports' permission can access these, as determined by administrators on [the admin side of Courses](#). (Applications > Admin > Courses > Admin permission)

Opening the reports area

Head to [the front end of the Courses application](#). (Applications > Courses or Applications > Learning > Courses)

Click the 3 dots and then 'Reports':



Course Activity Report

Click the button shown below to open this area:

Learning > Courses > Reports

Courses

4 Users Enrolled 5 Active Courses 2 Completed Courses 6 Total Courses

Course Activity Report

Modules

26 Users Enrolled 34 Active Modules 95 Completed Modules 40 Total Modules

Module Report

Data Reports

10 entries per page

Module name	Type	Success rate	No of responses
Documents Course	SCORM 1.2	0%	1
Essentials Test	SCORM 1.2	100%	4
Essentials Test	SCORM 1.2	50%	2

Use the filters to generate the data output you wish to see:

Learning > Courses > Reports > Course Activity Report

Course Name:

Course Category:

Enrolment Status:
 Enrolled
 Completed
 Not Started

Include Archived Courses
 Mandatory Courses Only

Filter **Reset**

User/Group/Role: **Browse** **Remove**

[View matching users...](#)

Export to CSV

10 entries per page

User ID	Name	Group	Role	Course ID	Course	Course Status	Validity	Enrolment Status	Date Enrolled	Date Completed
1	Claromentis Administrator			9	Onboarding Training	Live		Enrolled	19 May 2020	

- **Course Name:** Type a keyword in the search box to search for the course name.
- **Course Category:** Select existing categories from the drop-down to filter by course category.
- **Enrolment Status:** Select the filter options to run a report by specific enrolment status.
- **Archived & Mandatory Courses:** Check the relevant checkbox for Archived and/or Mandatory courses you wish to include in your report.
- **User/Group/Role:** Define a group of users to run a report on specific users.

Download the output to a CSV using the button:

Learning > Courses > Reports > Course Activity Report

Course Name:

Course Category:

Enrolment Status:
 Enrolled
 Completed
 Not Started

Include Archived Courses
 Mandatory Courses Only

Filter **Reset**

User/Group/Role: **Browse** **Remove**

[View matching users...](#)

Export to CSV

10 entries per page

User ID	Name	Group	Role	Course ID	Course	Course Status	Validity	Enrolment Status	Date Enrolled	Date Completed
1	Claromentis Administrator			9	Onboarding Training	Live		Enrolled	19 May 2020	

Module Report

Click the button shown below to open this area:

Learning > Courses > Reports

Courses

- 4 Users Enrolled
- 5 Active Courses
- 2 Completed Courses
- 6 Total Courses

Modules

- 26 Users Enrolled
- 34 Active Modules
- 95 Completed Modules
- 40 Total Modules

Course Activity Report

Module Report

Data Reports

10 entries per page

Module name	Type	Success rate	No of responses
Documents Course	SCORM 1.2	0%	1
Essentials Test	SCORM 1.2	100%	4
Essentials Test	SCORM 1.2	50%	2

Use the filters to generate the data output you wish to see:

Learning > Courses > Reports > Module Activity Report

Module Name: Select a module

User/Group/Role: Start typing to add... Browse Remove

Modules /Assesment: =ALL=

Show Completed Module/Assesment only

Include Archived Module/Assesment

Filter Reset

Export to CSV

10 entries per page

User ID	Name	Group	Role	Module ID	Module	Module Status	Validity	Status	Date Started	Date Completed	No of access
198	Dave Arril			1	Add numbers in Excel 2013	Live		Completed	30 April 2015	30 April 2015	1

- **Module Name:** Type a keyword in the search box to search for the module name.
- **Module/Assesment:** Select from the drop-down to filter by module or assessment category.
- **Completed & Archived Module/Assesment:** Check the relevant checkbox for Completed and/or Archived modules/assessments you wish to include in your report.
- **User/Group/Role:** Define a group of users to run a report on specific users.

Download the output to a CSV using the button:

Learning > Courses > Reports > **Module Activity Report**

Module Name: User/Group/Role:

Modules /Assesment:

Show Completed Module/Assesment only
 Include Archived Module/Assesment

10 entries per page < 1 2 3 4 5 >

User ID	Name	Group	Role	Module ID	Module	Module Status	Validity	Status	Date Started	Date Completed	No of access
198	Dave Arril			1	Add numbers in Excel 2013	Live		Completed	30 April 2015	30 April 2015	1

Created on 14 May 2026 by [Hannah Door](#). Last modified on 28 May 2026
 Tags: [learning](#), [lms](#), [reports](#), [user guide](#), [course](#)