



Course and Module Activity Reports

Overview

In this article, you will be given an overview of the standard reports found in the Courses (e-learning) application.

There are two different types of pre-made reports:

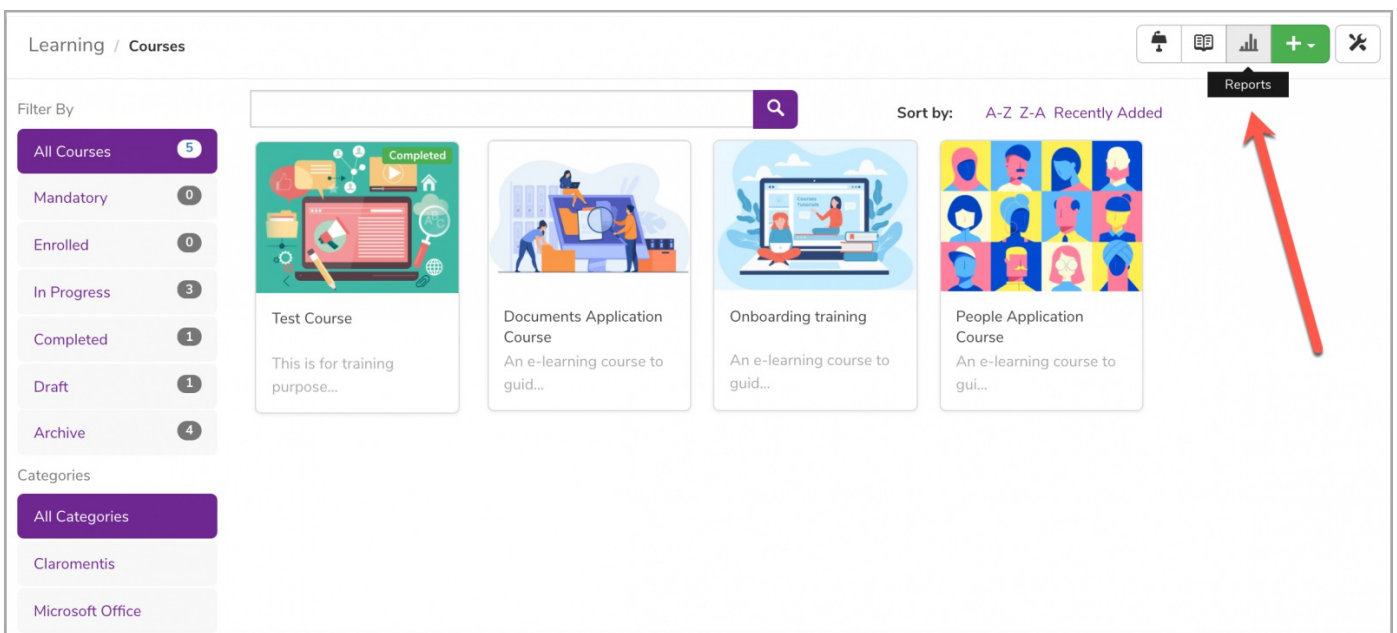
- [Course activity report](#)
- [Module activity report](#)

To access reports in the Courses application, you will need to be granted permission via the admin side.

For more information on how to assign permissions, head to our article [here](#).

Accessing the reports tool

From the front-end of the Courses application, select **Reports**:



When taken into the Reports tool, you will be presented with the following:

Learning / Courses / Reports

Courses
17
Users Enrolled
5
Active Courses
18
Completed Courses
10
Total Courses
Course Activity Report

Modules
24
Users Enrolled
34
Active Modules
90
Completed Modules
38
Total Modules
Module Report

Data Reports

10
entries per page
1

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
Module 4	SCORM 1.2	0%	1
People Application Course	SCORM 1.2	0%	1
Site Build	SCORM 1.2	0%	1

Showing 1 to 6 of 6 entries

Course reports

For a report on Courses, select **Course Activity Report**:

Learning / Courses / Reports

Courses
17
Users Enrolled
5
Active Courses
18
Completed Courses
10
Total Courses
Course Activity Report

Modules
24
Users Enrolled
34
Active Modules
90
Completed Modules
38
Total Modules
Module Report

As shown below, you can run an activity report on any existing course by using the filtering options:

Learning / Courses / Reports / Course Activity Report

1
Course Name
Select a course

2
Course Category

3
Enrolment Status
=ALL=
Enrolled
Completed
Not Started

4
☒ Include Archived Courses
☐ Mandatory Courses Only

5
User/Group/Role
Start typing to add... Browse Remove

Filter Reset
Export to CSV

- 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.

Once your report has been created, you can export the data into a CSV:

Learning / Courses / Reports / **Course Activity Report**

Course Name: Test Course x

Course Category:

Enrolment Status: =ALL= (Enrolled, Completed, Not Started)

☒ Include Archived Courses
☐ Mandatory Courses Only

Filter Reset

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

View matching users...

Export to CSV

Module reports

For a report on Modules, select **Module Report**:

Learning / Courses / Reports

Courses

17	5	18	10
Users Enrolled	Active Courses	Completed Courses	Total Courses

Course Activity Report

Modules

24	34	90	38
Users Enrolled	Active Modules	Completed Modules	Total Modules

Module Report

As shown below, you can run an activity report on any existing module by using the filtering options:

Learning / Courses / Reports / **Module Activity Report**

1 Module Name: Select a module

2 Modules /Assesment: =ALL=

3 ☐ Show Completed Module/Assement only
☐ Include Archived Module/Assesment

Filter Reset

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

View matching users...

Export to CSV

- **Module Name:** Type a keyword in the search box to search for the module name.
- **Module/Assessment:** Select from the drop-down to filter by module or assessment category.
- **Completed & Archived Module/Assessment:** 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.

Similar to a report on course activity, you can download the data as a CSV:

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

☐ Show Completed Module/Assessment only

☐ Include Archived Module/Assessment

[Export to CSV](#)