



## Course and Module Activity Reports

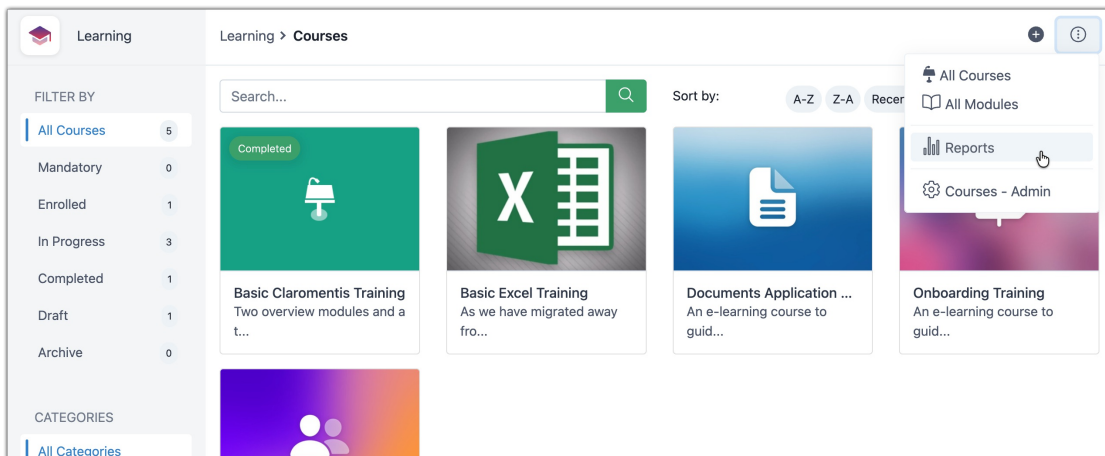
This guide will cover the 2 reports available in the Courses application.

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
<a href="#">Documents Course</a>	SCORM 1.2	0%	1
<a href="#">Essentials Test</a>	SCORM 1.2	100%	4
<a href="#">Essentials Test</a>	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	<a href="#">Claromentis Administrator</a>			9	<a href="#">Onboarding Training</a>	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	<a href="#">Claromentis Administrator</a>			9	<a href="#">Onboarding Training</a>	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
<a href="#">Documents Course</a>	SCORM 1.2	0%	1
<a href="#">Essentials Test</a>	SCORM 1.2	100%	4
<a href="#">Essentials Test</a>	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	<a href="#">Add numbers in Excel 2013</a>	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	<a href="#">Add numbers in Excel 2013</a>	Live		Completed	30 April 2015	30 April 2015	1

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 Tags: [learning](#), [lms](#), [reports](#), [user guide](#), [course](#)