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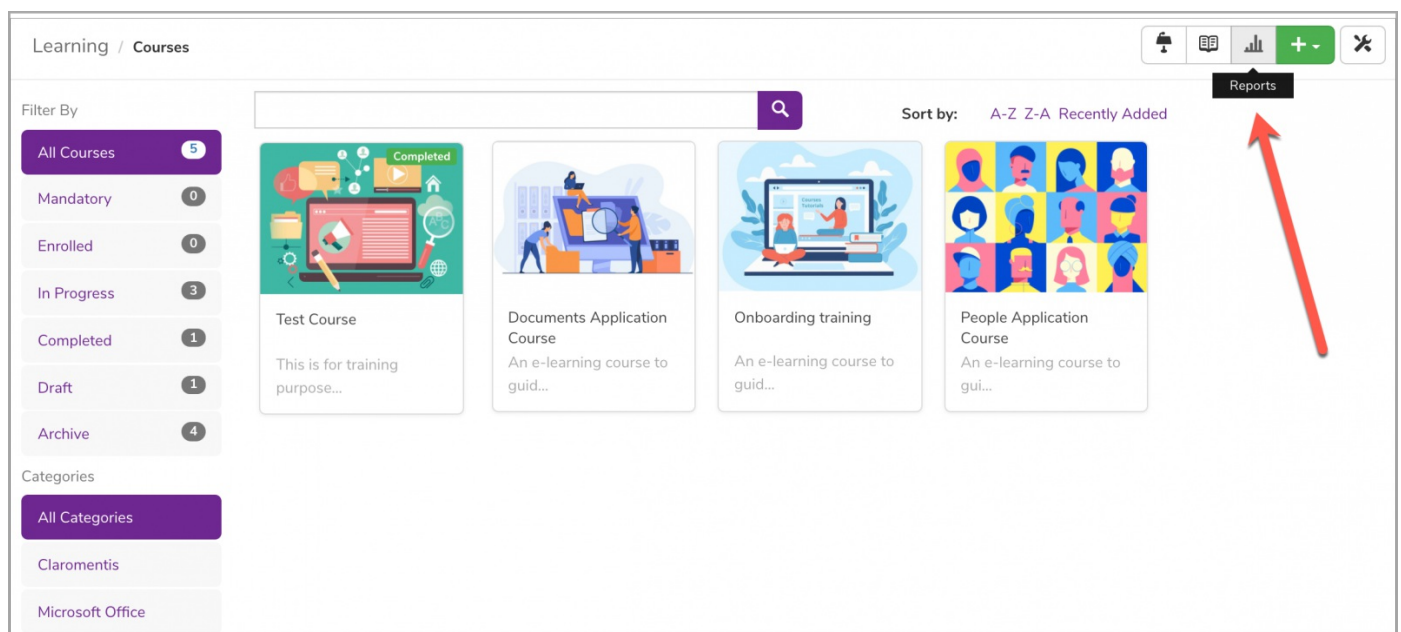
When taken into the Reports tool, you will be presented with the following:

Course reports

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

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

1. **Course Name**: Type a keyword in the search box to search for the course name.
2. **Course Category**: Select existing categories from the drop-down to filter by course category.
3. **Enrolment Status**: Select the filter options to run a report by specific enrolment status.
4. **Archived & Mandatory Courses:** Check the relevant checkbox for Archived and/or Mandatory courses you wish to include in your report.
5. **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:

Module reports

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

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

- **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:

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