



## 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:

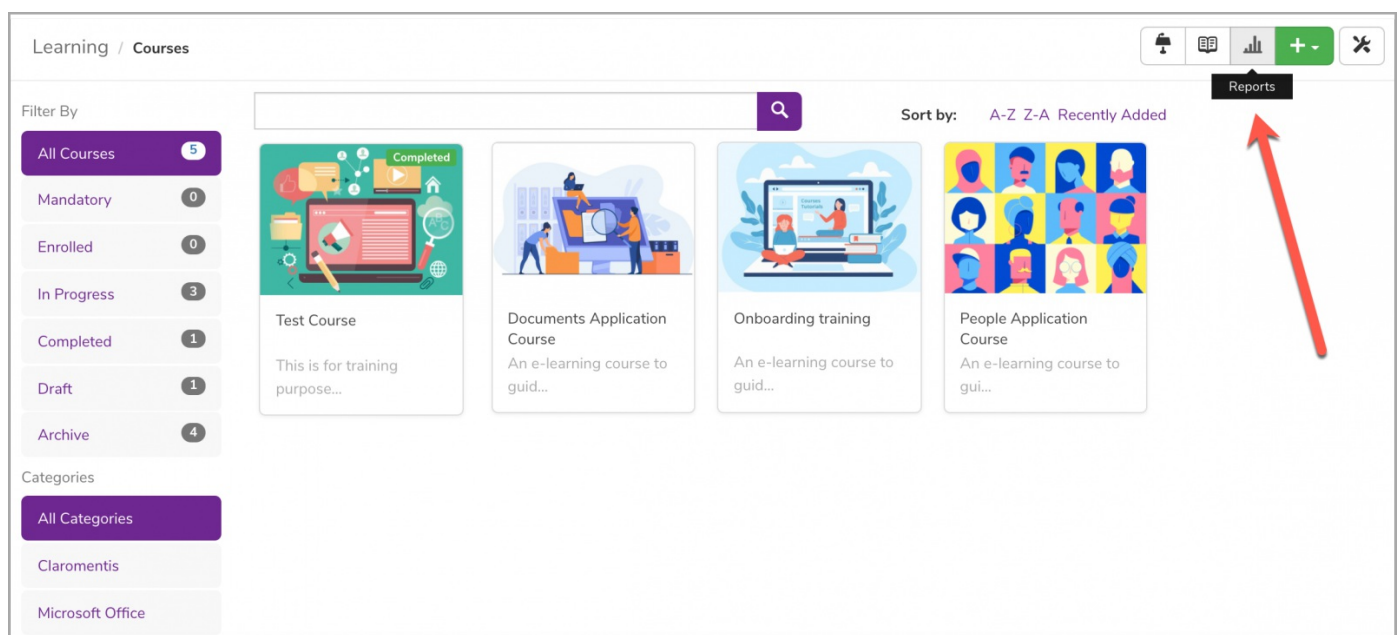
- [Course activity report](#)
- [Module activity report](#)

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

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**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

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**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

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**1** Course Name:

**2** Course Category:

**3** Enrolment Status:   
 =ALL=  
 Enrolled  
 Completed  
 Not Started

**4**  Include Archived Courses  
 Mandatory Courses Only

**Filter** **Reset**

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

[View matching users...](#)

**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

Course Category: [Empty]

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/Assesment 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/Assesment:** Select from the drop-down to filter by module or assesment category.
- **Completed & Archived Module/Assesment:** Check the relevant checkbox for Completed and/or Archived modules/assesments 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:

Module Name

User/Group/Role

Modules /Assesment

[View matching users...](#)

Show Completed Module/Assesment only

Include Archived Module/Assesment



Last modified on 1 December 2023 by Hannah Door

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Tags: learning, lms, reports, user guide, course