


# User Reports

Reports in this category will show a list of users and their status on different items

## Relates users to courses

This is the most commonly used report, that shows the status of each user on each course, based on the filters defined for users and courses.

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User courses details

Users		Courses												Progress
Username	Code	Course name	Subscribed date	First access date	Completed	Last access date	Status	Start score	Final score	Course score	Number of sessions	Total time	Estimated time	graphic report
admin	L001	Business English	00-00-0000 00:00	04-05-2020 12:22		05-05-2020 16:18	In progress				2	00h 10m 46s	0h	<div></div>
admin	S001	Leadership Program	24-05-2020 10:16				Subscribed						0h	<div></div>
admin	T001	Welcome Kit	00-00-0000 00:00	04-05-2020 16:48		22-05-2020 18:13	In progress			100.00 / 100	22	07h 18m 00s	0h	<div></div>
admin	T002	Basic Compliance Procedures	00-00-0000 00:00	03-05-2020 11:55		03-05-2020 11:55	In progress				1	00h 00m 37s	0h	<div></div>
awall	S001	Leadership Program	24-05-2020 10:16				Subscribed						0h	<div></div>
baswad	L001	Business English	02-05-2020 14:45				Subscribed						0h	<div></div>
baswad	T001	Welcome Kit	05-05-2020 16:23				Subscribed			0.00 / 100			0h	<div></div>
bjamison	L001	Business English	02-05-2020 14:45				Subscribed						0h	<div></div>
bjamison	T001	Welcome Kit	05-05-2020 16:23	13-05-2020 08:24		13-05-2020 08:25	In progress			0.00 / 100	1	00h 00m 57s	0h	<div></div>
gboni	L001	Business English	02-05-2020 14:45				Waiting users						0h	<div></div>

Example of report relating users to courses

## Report Options

**Select Courses:** select to include all courses or only some courses

**Conditions on selected courses:** apply filters to display only users with specified conditions date or score conditions (i.e., filter only users subscribed after a certain date)

**Show users custom fields:** select which user personal information will be shown in the report

**Custom Org:** show data from the user org-chart custom fields

**Display courses information:** select which course information to show

**Additional fields for courses:** show data from the course custom fields

**Classroom fields:** show specific course information for classroom courses

**Display user's information** about courses: choose which information display about the user status on the course: status (i.e., completed, in progress), dates, scores, etc.

**Progress:** display user progress as percentage or progress bar

**Other options:** exclude suspended users, ordering options

# Make delay analysis

This report will filter only users with specified completion status in a defined time range, to monitor user delays and send reminders.

## Filter Options

It is possible to select users based on their status on the course:

- Users that haven't completed the course
- Users who haven't started the course
- All conditions must be satisfied

And based on the time condition of course and subscription:

- After (specify number) days from their subscription
- Course expiring in (specify number) days
- Course expiring on (specify date)

# Relates users to Learning Objects

This report displays the status and progress of each user on the learning objects of one or more courses.

## Report Options

**Learning Objects types:** choose which types of LO to include in the report

**Select milestones:** select to include or exclude milestones LO

**Show users fields:** show some information about the user

**Display courses information:** show some information about the user

**Learning Objects Info:** include information about the LO

## Relates users to tests

Like the Learning Objects report, but filtered on test LO

## Relates users to communications

Show if users have viewed communications

## Relates users to corporate contests

Show user status on corporate contests

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