

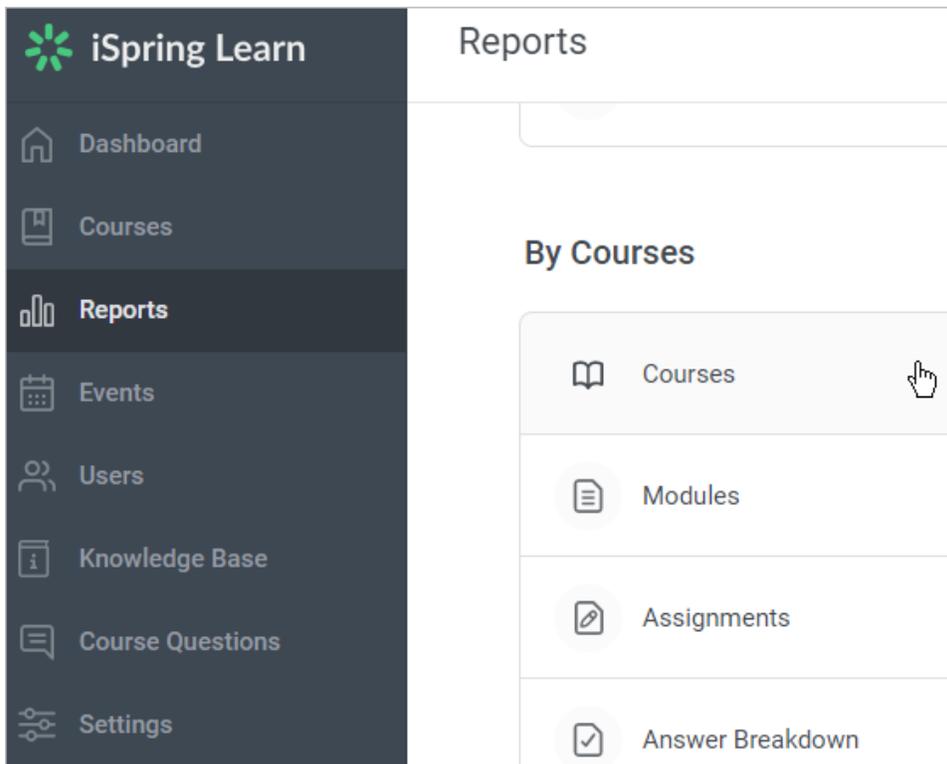
Course Progress

A new Course Progress report is a convenient option to check learners' progress on one or multiple courses. You can also check the statuses of courses that have already been assigned to users.

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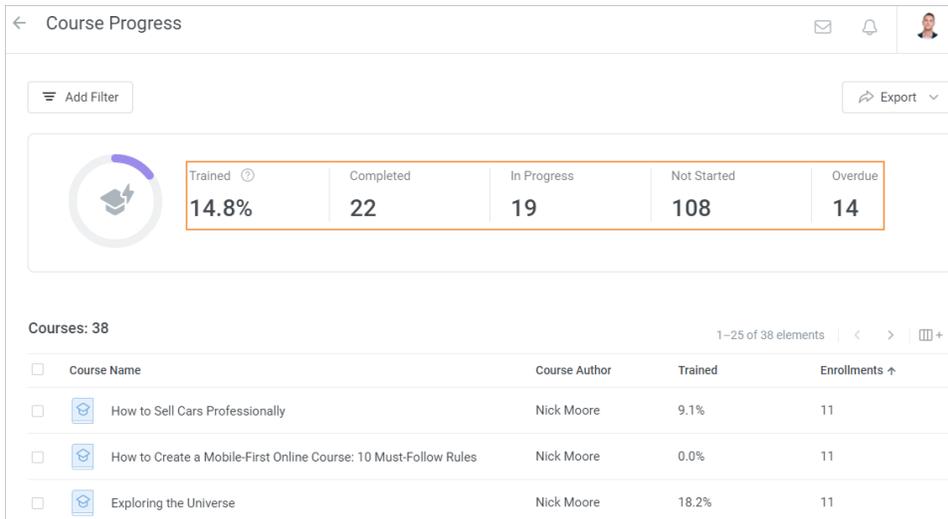
Running a Report

1. Open the **Reports** section, click **Courses**, and the report will be opened on the same page.



2. A summary of the entire report will appear above the table with the results.

Trained	To calculate this value, you need to divide the number of completed enrollments by the total number of enrollments.
Completed	The number of completed courses.
In Progress	The number of courses that users started to take, but didn't view till the end.
Not Started	The number of not-started courses.
Overdue	The number of courses whose due dates have already expired.



Note:

1. By default, the report includes all account courses, even those that haven't been assigned to anyone.
2. The report shows only the enrollments assigned to **active** users.
3. *Department Administrator, Publisher,* and a user with a custom role will see all courses available in the account in the report. However, **only statistics on users belonging to departments they manage and their sub-departments** will be displayed in the report.

Let's say, the Sales Onboarding course is assigned only to learners from the Sales department. The administrator of the Accounting department will see the course in the report, but under the **Trained** column all values will be equal to 0.
4. The reports only contain courses that are already assigned, not future enrollments scheduled according to **automatic enrollment** rules.
5. Deleted courses and courses assigned to deleted users aren't displayed in the report.

Report Filters

When the data in the report is abundant, you may want to use filters to hide useless or irrelevant information. The following filters are available for the Course Progress report:

- Course Name
- Course Author
- Course Creation Date
- Start Date
- Completion Date
- Due Date
- Department
- Group Name

Add Filter

- Course Name
- Course Author
- Course Creation Date
- Start Date
- Completion Date
- Due Date
- Department
- Group Name

Let's try and apply multiple filters simultaneously. For example, if you would like to check how users from the Active Sales group are taking courses that were created last month.

← **Course Progress** ✉ 🔔 👤

Add Filter **Export** ▾



Trained ⓘ	Completed	In Progress	Not Started	Overdue
11.9%	5	10	27	0

Courses: 25 ☰ +

<input type="checkbox"/>	Course Name	Trained	Enrollments	Completed	In Progress	Not Started
<input type="checkbox"/>	 Quiz - Mt. Everest	0.0%	0	0	0	0
<input type="checkbox"/>	 Attract New Customers. Boost Your Sales	0.0%	0	0	0	0
<input type="checkbox"/>	 Space Shuttle Program	0.0%	0	0	0	0

i In the **Course Name** filter, you can select up to 10 courses.

Report Columns

As soon as the report is generated, add some extra columns to it or remove unneeded ones.

Let's add the **Course Author** column and delete the **Completed**, **In Progress**, **Not Started** and **Overdue** columns. The report results will immediately be updated.

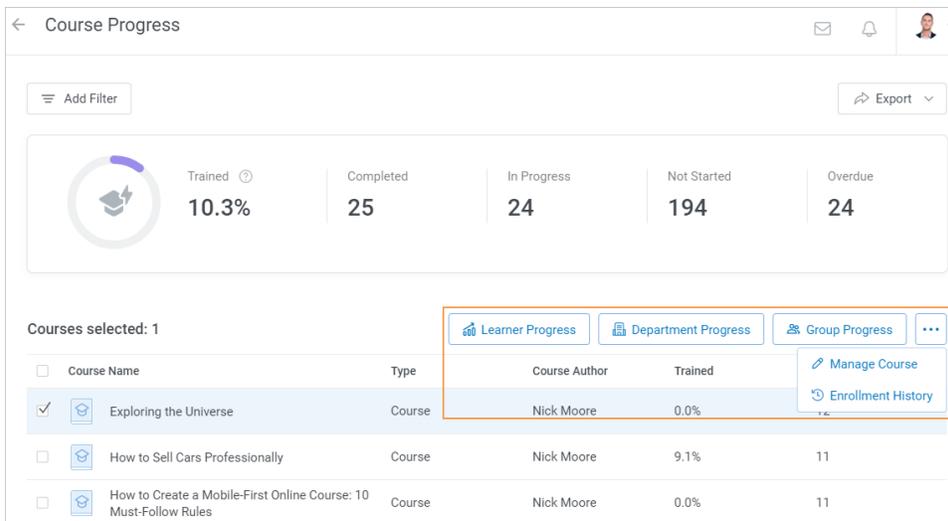
Courses: 25 

<input type="checkbox"/>	Course Name	Trained	Completed	In Progress	Not Started	Overdue
<input type="checkbox"/>	 Quiz - Mt. Everest	0.0%	0	0	0	0
<input type="checkbox"/>	 Attract New Customers. Boost Your Sales	0.0%	0	0	0	0
<input type="checkbox"/>	 Space Shuttle Program	0.0%	0	0	0	0
<input type="checkbox"/>	 Company Overview	0.0%	0	0	0	0
<input type="checkbox"/>	 HCM	0.0%	0	0	0	0
<input type="checkbox"/>	 Create a Landing Page	0.0%	0	0	0	0
<input type="checkbox"/>	 users	0.0%	0	0	0	0

Actions over Courses

Proceed to edit courses and check the progress of users, groups, and departments right from the report.

1. Select a course in the report and choose the option desired.



The screenshot shows the 'Course Progress' interface. At the top, there are navigation icons (back, mail, notifications, user profile) and an 'Export' button. Below this is a summary section with a 'Trained' progress indicator at 10.3% and five data points: Completed (25), In Progress (24), Not Started (194), and Overdue (24). A 'Courses selected: 1' section shows a table with three courses. The first course, 'Exploring the Universe', is selected. A context menu is open over this row, showing options: 'Learner Progress', 'Department Progress', 'Group Progress', 'Manage Course', and 'Enrollment History'. The 'Learner Progress', 'Department Progress', and 'Group Progress' buttons are highlighted with an orange box.

Course Name	Type	Course Author	Trained
<input checked="" type="checkbox"/> Exploring the Universe	Course	Nick Moore	0.0%
<input type="checkbox"/> How to Sell Cars Professionally	Course	Nick Moore	9.1%
<input type="checkbox"/> How to Create a Mobile-First Online Course: 10 Must-Follow Rules	Course	Nick Moore	0.0%

2. If you click the **Learner Progress**, **Department Progress** or **Group Progress** button, one more report will be opened. You will be able to see how students, groups or departments are advancing through the course.

If some filters have been applied to the Course Progress, they will be kept in a newly opened report.

← Group Progress

Course Name: How to Sell Cars Professionally | Start Date: Last 90 days | Export

Trained: 9.1% | Completed: 1 | In Progress: 3 | Not Started: 7 | Overdue: 10

Groups: 5

Group Name	Users	Group Creation Date	Trained	Enrollments	Completed
Active Sales	7	10/2/2019	14.3%	7	1
Direct Sales	1	7/26/2019	0.0%	1	0
Product Training	1	7/26/2019	0.0%	1	0
Discussion Group	1	7/25/2019	0.0%	1	0
Business Services	1	7/18/2019	0.0%	1	0

Rows per page: 25

3. Click the **Manage Course** button, and you will be redirected to the course editing page.

← Edit Course

Vector Graphics Workshop

Course

Outline | **General** | Notifications | Availability | Completion | More

On this page, you can edit the information about your course. [Save](#)

4. Click on the **Enrollment History** button to access the [Enrollment History](#) report. By default, it will show all the course's enrollments for all time (any time filter added to the Course Progress report will be ignored).

← Enrollment History

Course: Exploring the Universe | Export

Total enrollments: 18

Full Name	Start Date	Unenrollment Date	Progress
Nick Moore	12/2/2019	12/9/2019	100.0%
Bella Stone	12/4/2019	12/16/2019	100.0%
Brian Richards	1/15/2020	-	0.0%
Courtney Bass	1/15/2020	-	0.0%
Julie Gibson	1/15/2020	-	0.0%
Nick Moore	12/2/2019	12/9/2019	0.0%
Bella Stone	1/15/2020	-	33.3%

Managing Data in the Report

The report may contain a lot of data, and you may need to sort it by a certain parameter or quickly navigate the report.

1. Items under any of the report columns can be organized. To do this, click the column title.

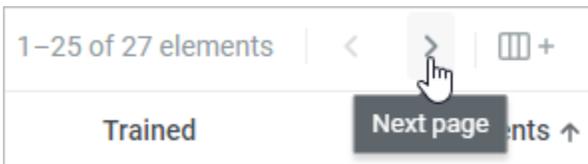
For instance, let's sort the report results by the **Course Name** column. Depending on the arrow direction, courses will be displayed in alphabetical order or vice versa.

Courses: 25

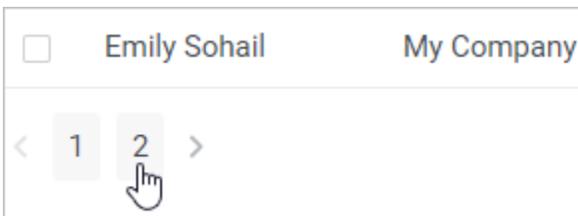
<input type="checkbox"/>	Course Name ↑
<input type="checkbox"/>	 Vector Graphics Workshop
<input type="checkbox"/>	 users
<input type="checkbox"/>	 users
<input type="checkbox"/>	 SSO
<input type="checkbox"/>	 Space Shuttle Program

The sorting works in a similar way for all other columns. Depending on the data type, items are sorted alphabetically, chronologically, or in ascending or descending order.

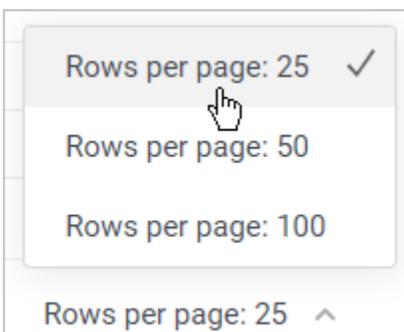
- If the report includes many courses, there will be several pages in it. Swipe through the pages one by one above the report.



Or select the needed page below the report.



- To make navigation easier, select how many courses will be displayed on a page.



Exporting to CSV and XLSX

To save the results of a report, export it to a CSV or XLSX file. To do this, simply open the **Export** menu, then choose the needed format, and the report will be downloaded to the **Downloads** folder on your computer.

The exported file will contain current report data, taking into account filters and available columns.

The screenshot shows a 'Course Progress' report interface. At the top left, there is a back arrow and the title 'Course Progress'. On the top right, there are icons for email, notifications, and a user profile. Below the header, there is an 'Add Filter' button. The main content area features a circular progress indicator on the left, followed by a table of progress metrics. An 'Export' button is located in the top right corner of the main content area, with a dropdown menu open showing two options: 'Export to CSV' and 'Export to XLSX'. A mouse cursor is pointing at the 'Export to CSV' option.

Trained [?]	Completed	In Progress	Not Started
11.9%	5	10	27
			0

Learn more about this feature in the [Exporting Reports](#) article.