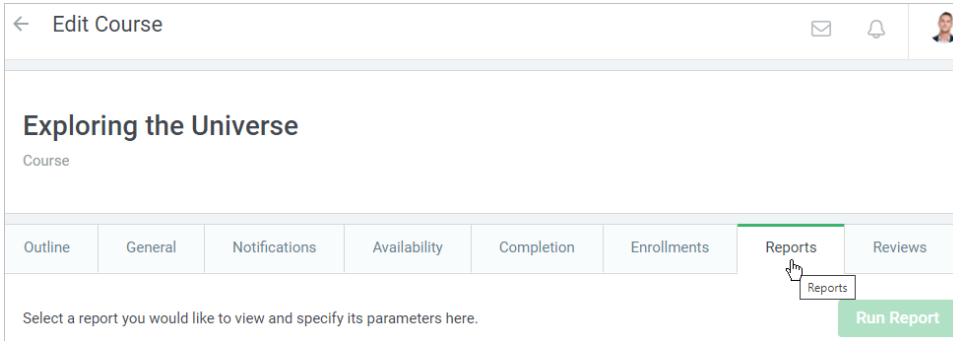


Running Reports on Courses

To find out all details about a course:

1. On the **Edit Course** page, open the **Reports** tab.



← Edit Course

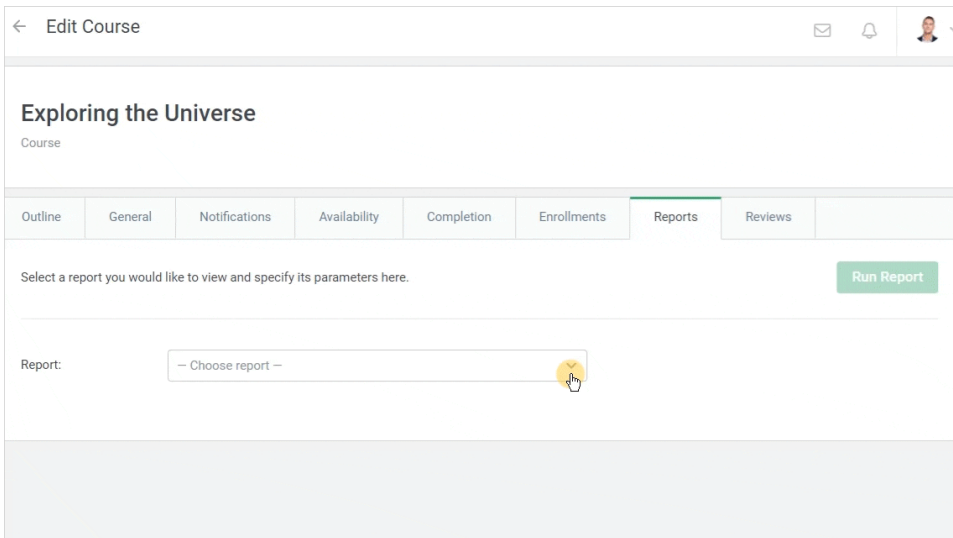
Exploring the Universe
Course

Outline General Notifications Availability Completion Enrollments **Reports** Reviews

Select a report you would like to view and specify its parameters here.

Run Report

2. This report shows how the user is progressing through the course. Type the name of a user you want to receive information on and click **Run Report**.



← Edit Course

Exploring the Universe
Course

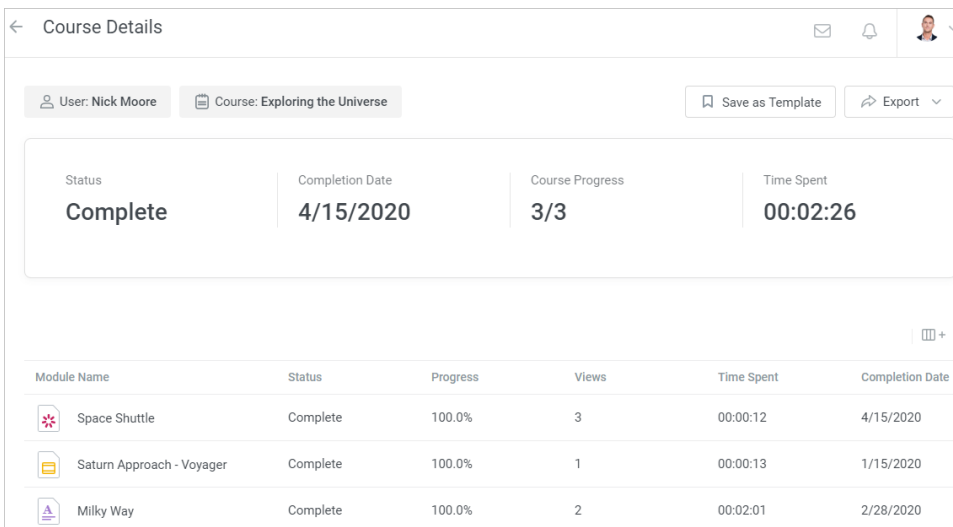
Outline General Notifications Availability Completion Enrollments **Reports** Reviews

Select a report you would like to view and specify its parameters here.

Run Report

Report: -- Choose report --

3. The [Course Details](#) report will be opened on the same page.



← Course Details

User: Nick Moore Course: Exploring the Universe

Save as Template Export

Status: **Complete** Completion Date: **4/15/2020** Course Progress: **3/3** Time Spent: **00:02:26**

Module Name	Status	Progress	Views	Time Spent	Completion Date
Space Shuttle	Complete	100.0%	3	00:00:12	4/15/2020
Saturn Approach - Voyager	Complete	100.0%	1	00:00:13	1/15/2020
Milky Way	Complete	100.0%	2	00:02:01	2/28/2020