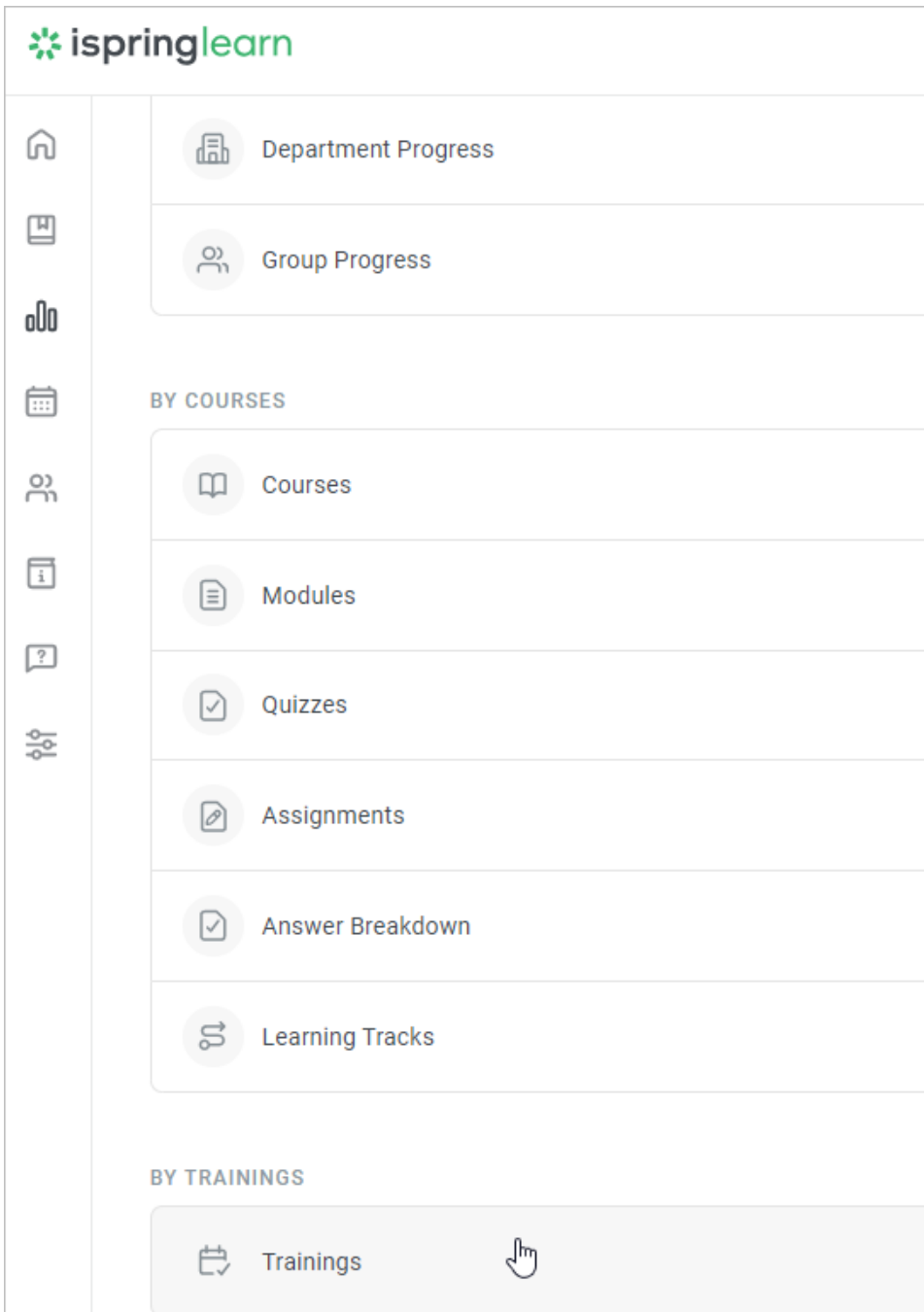# Trainings Report

A new Trainings report will come in handy if you want to get information about trainings created in the account. With the report, you can easily check which trainings have been run in the last three months and find out how many trainings were run by a specific organizer.

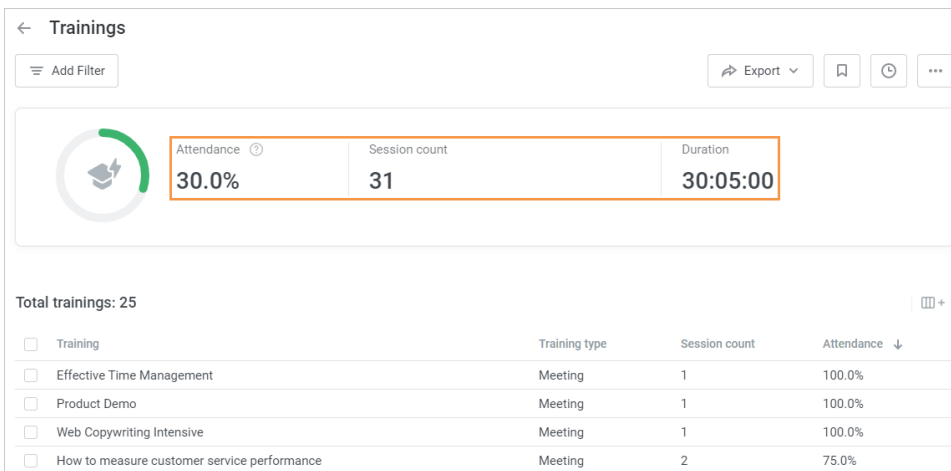The access to the Trainings report depends on the user role.

Role	Access to the Trainings report
Account Owner	All account trainings
Account Administrator	All account trainings
Department Administrator	Trainings that were created by the *Department Administrator* and trainings that were added by the users from the departments they manage and their sub-departments
Custom Roles	Trainings that were created by the user with a custom role and trainings that were added by the users from the departments they manage and their sub-departments Users with a custom role should have access to the training reports. To give them access, on the **Access Permissions** page, select the **View training reports** option.

1. Open the **Reports** section and click **Trainings**.

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

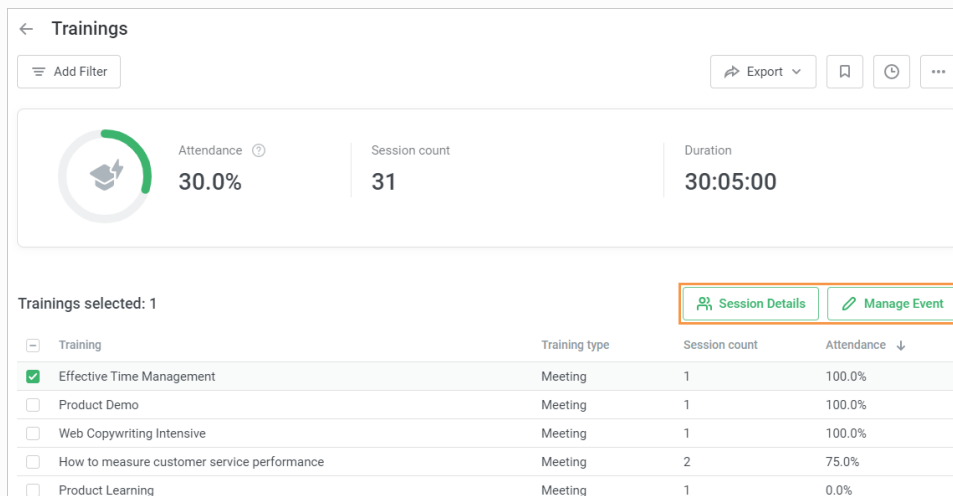| Attendance	Level of training attendance. To calculate this value, you need to divide **the total number of users registered to trainings by the number of users who attended them.**
Session count	The total number of sessions in all trainings.
Duration	The total duration of all trainings.

Note:

1. The report contains all account trainings, including those that have already passed and those that haven't been started yet.

2. *Department Administrator, Publisher,* and users with a custom role will see in the report **only users belonging to the department they manage or its sub-departments**.

   For example, the Developing Public Speaking Skills training session was attended by 60 people from the Sales department and 20 students from the Marketing department. The Marketing department administrator will only see the statistics on 20 users in the report.

3. Deleted trainings and statistics on removed users are displayed in the report.

4. Find out how learners attended training sessions and proceed to manage trainings right from the report.

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