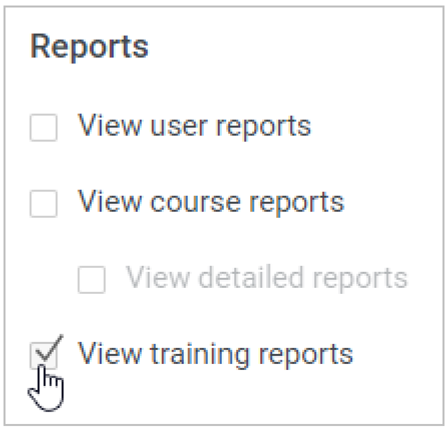
Session Details

Get statistics on specific sessions: find out how many users were registered for a session and how many of them actually attended it.

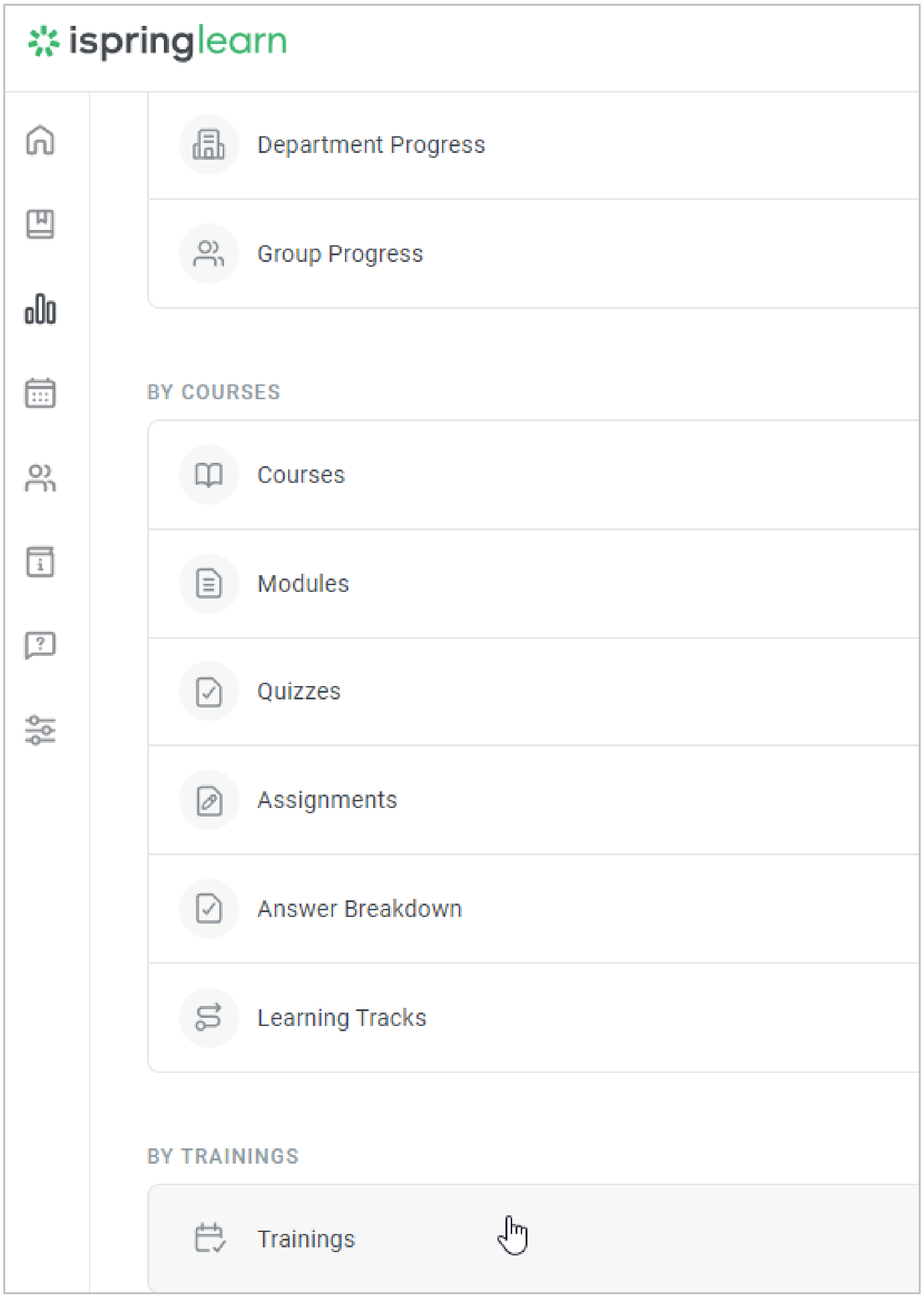
The access to the Session Details report depends on the user’s role.

<table>
<tr><th>Role</th><th>Access to the Session Details report</th></tr>
<tr><td>Account Owner</td><td>All account trainings</td></tr>
<tr><td>Account Administrator</td><td>All account trainings</td></tr>
<tr><td>Department Administrator</td><td>Trainings created by the Department Administrator and trainings that were added by users from the departments they manage and their sub-departments</td></tr>
<tr><td>Custom Roles</td><td>Trainings created by the user with a custom role and trainings added by users from the departments they manage and their sub-departments

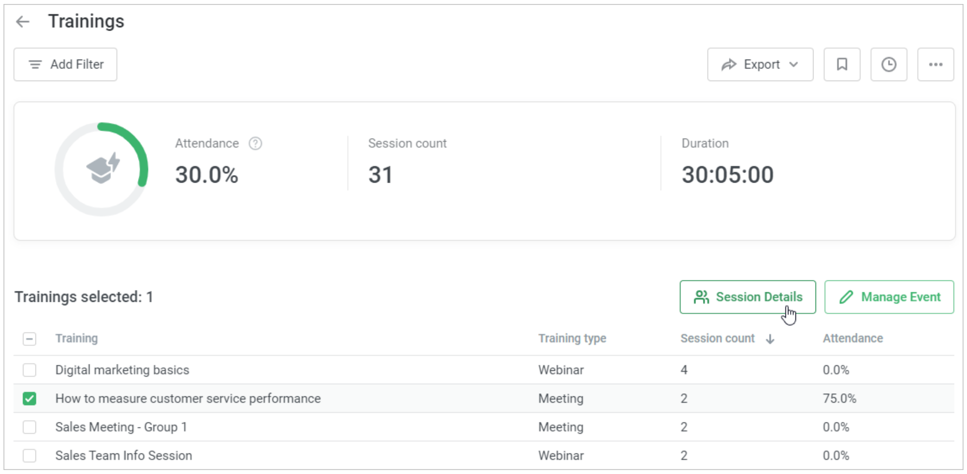
Users with a custom role should have access to training reports. To give them access, select the View training reports option on the Access Permissions page.


</td></tr>
</table>

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

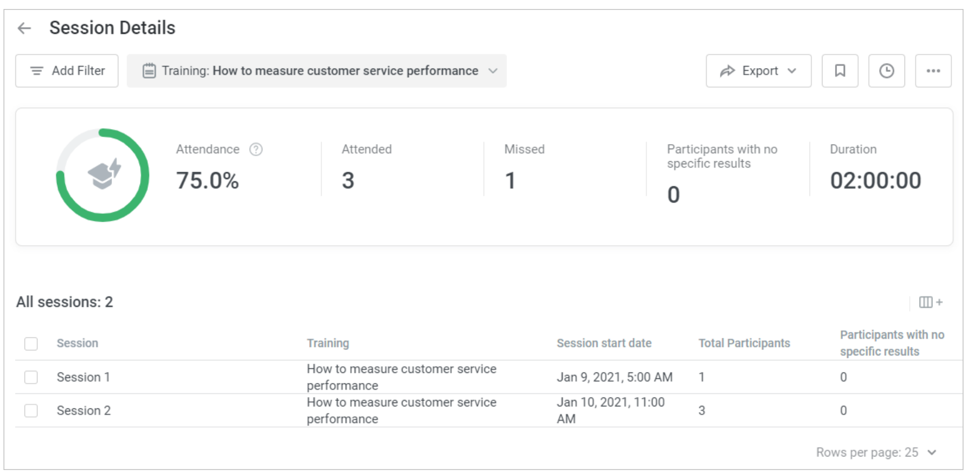


2. In the Trainings report, select a training and click **Session Details**.



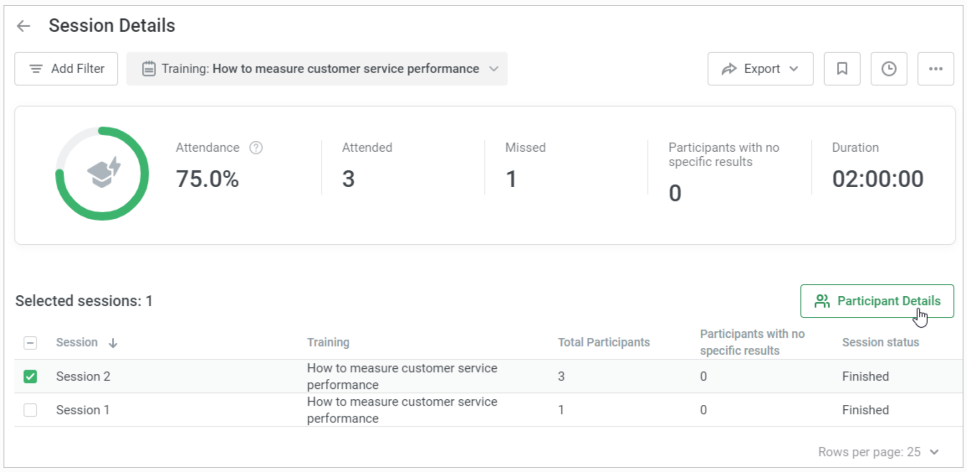
3. The Session Details report will open. A summary of the entire report will appear above the table with the results.

Attendance	The level of attendance of selected trainings. To calculate this value, you need to divide **the total number of users registered to given sessions by the number of users who attended them.**
Attended	The number of users who attended the selected sessions
Missed	The number of users who missed the selected sessions
Participants with no specific results	The number of users whose attendance wasn't marked
Duration	The total duration of all sessions



Notes:

1. To get details on learners' attendance of training sessions, select one or more sessions and click the **Participant Details** button.
2. The report preserves all the filters that were previously applied to the Trainings report.
3. *Department Administrators, Publishers,* and users with a custom role will **only see users belonging to the department they manage or its sub-departments** in the report.

   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 the 20 users from their department in the report.
4. The report only contains information on active users.
5. Deleted trainings and statistics on removed users are displayed in the report.
6. 

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