

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.

Role	Access to the Session Details report
Account Owner	All account trainings
Account Administrator	All account trainings
Department Administrator	Trainings created by the <i>Department Administrator</i> and trainings that were added by users from the departments they manage and their sub-departments
Custom Roles	<p>Trainings created by the user with a custom role and trainings added by users from the departments they manage and their sub-departments</p> <p>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.</p> <div data-bbox="337 678 776 1098" style="border: 1px solid #ccc; padding: 10px;"><p>Reports</p><ul style="list-style-type: none"><input type="checkbox"/> View user reports<input type="checkbox"/> View course reports<input type="checkbox"/> View detailed reports<input checked="" type="checkbox"/> View training reports</div>

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

The screenshot shows the 'ispringlearn' interface. On the left is a vertical sidebar with icons for Home, Reports, Reports (sub-menu), Calendar, Users, Information, Help, and Settings. The main content area is divided into sections: 'Department Progress' (with a building icon), 'Group Progress' (with a group icon), and 'BY COURSES' (with a sub-menu icon). Under 'BY COURSES', there are links for 'Courses' (book icon), 'Modules' (document icon), 'Quizzes' (checkmark icon), 'Assignments' (pencil icon), 'Answer Breakdown' (checkmark icon), and 'Learning Tracks' (circular arrows icon). Below this is the 'BY TRAININGS' section, where the 'Trainings' link (calendar icon) is highlighted in grey and has a hand cursor over it.

2. In the [Trainings](#) report, select a training and click **Session Details**.

← Trainings

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Attendance ⓘ
30.0%

Session count
31

Duration
30:05:00

Trainings selected: 1

Session Details
Manage Event

<input type="checkbox"/> Training	Training type	Session count ↓	Attendance
<input type="checkbox"/> Digital marketing basics	Webinar	4	0.0%
<input checked="" type="checkbox"/> How to measure customer service performance	Meeting	2	75.0%
<input type="checkbox"/> Sales Meeting - Group 1	Meeting	2	0.0%
<input type="checkbox"/> Sales Team Info Session	Webinar	2	0.0%

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

← Session Details

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Attendance ⓘ
75.0%

Attended
3

Missed
1

Participants with no specific results
0

Duration
02:00:00

All sessions: 2

<input type="checkbox"/> Session	Training	Session start date	Total Participants	Participants with no specific results
<input type="checkbox"/> Session 1	How to measure customer service performance	Jan 9, 2021, 5:00 AM	1	0
<input type="checkbox"/> Session 2	How to measure customer service performance	Jan 10, 2021, 11:00 AM	3	0

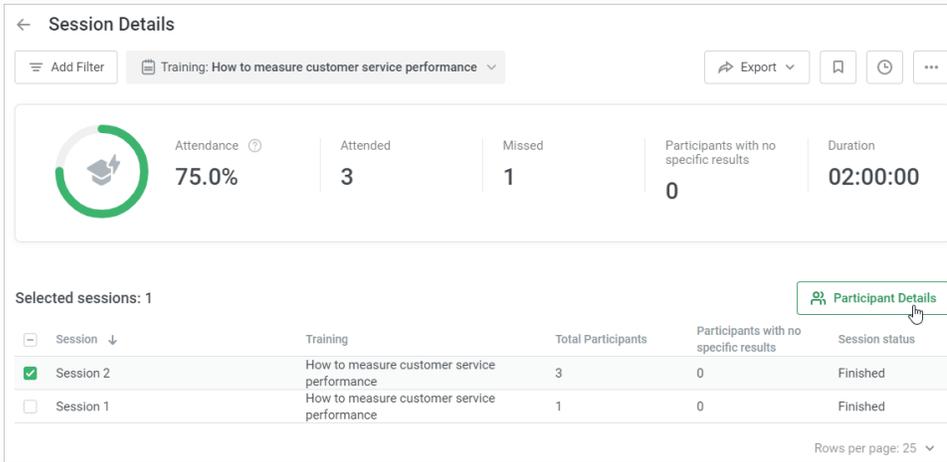
Rows per page: 25

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. 

Session Details

← Add Filter Training: How to measure customer service performance Export

Attendance 75.0% Attended 3 Missed 1 Participants with no specific results 0 Duration 02:00:00

Selected sessions: 1 [Participant Details](#)

Session	Training	Total Participants	Participants with no specific results	Session status
<input checked="" type="checkbox"/> Session 2	How to measure customer service performance	3	0	Finished
<input type="checkbox"/> Session 1	How to measure customer service performance	1	0	Finished

Rows per page: 25

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