

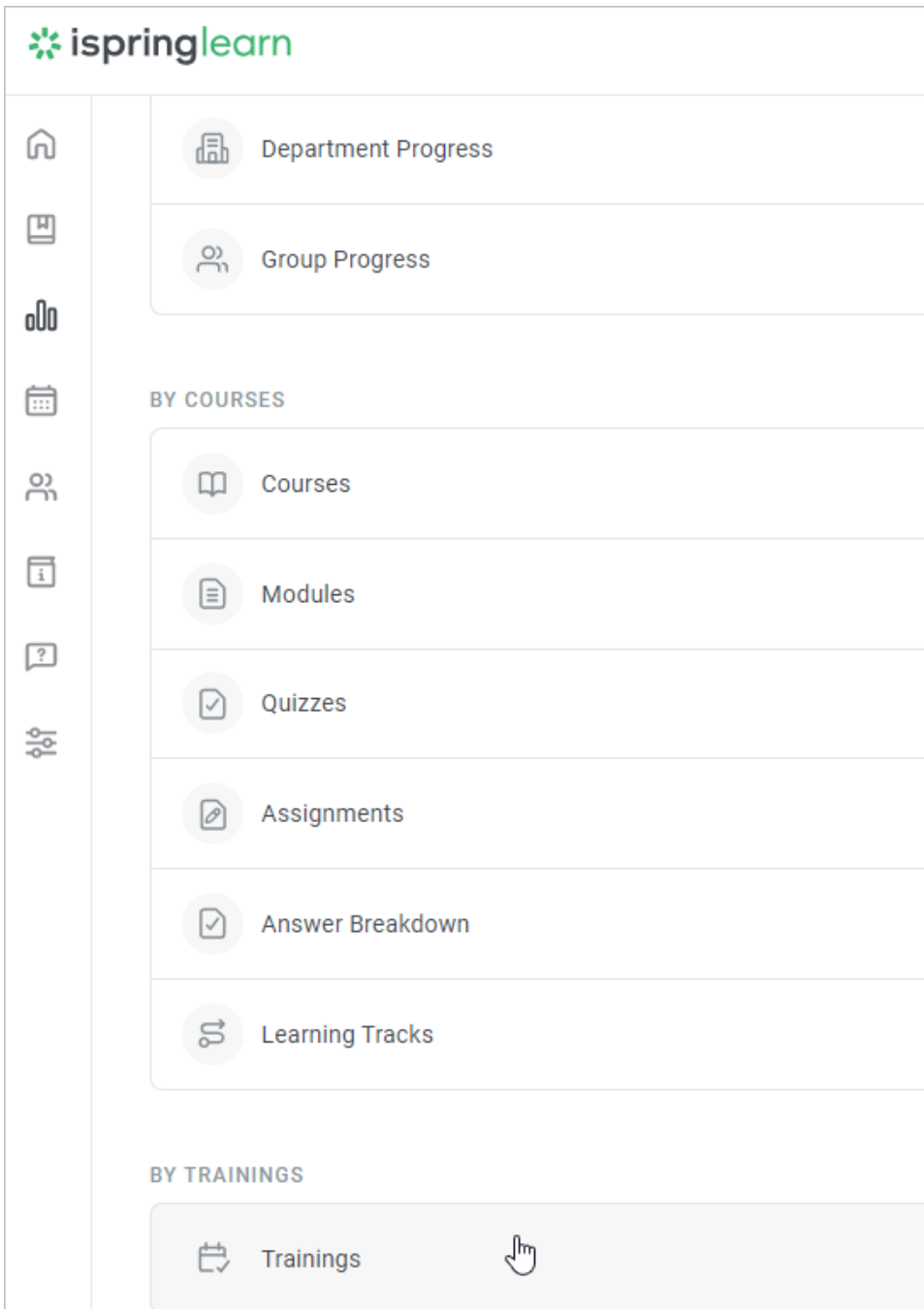
# Session Details

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	<div><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 <b>View training reports</b> option on the <b>Access Permissions</b> page.</p><div><div>Reports</div><div><div><input type="checkbox"/> View user reports</div><div><input type="checkbox"/> View course reports</div><div><input type="checkbox"/> View detailed reports</div><div><input checked="" type="checkbox"/> View training reports</div></div></div></div>

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



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

←

Trainings

Add Filter

Export

Attendance

30.0%

Session count

31

Duration

30:05:00

Trainings selected: 1

Session Details

Manage Event

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 <b>the total number of users registered to given sessions by the number of users who attended them.</b>
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

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

All sessions: 2

+

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

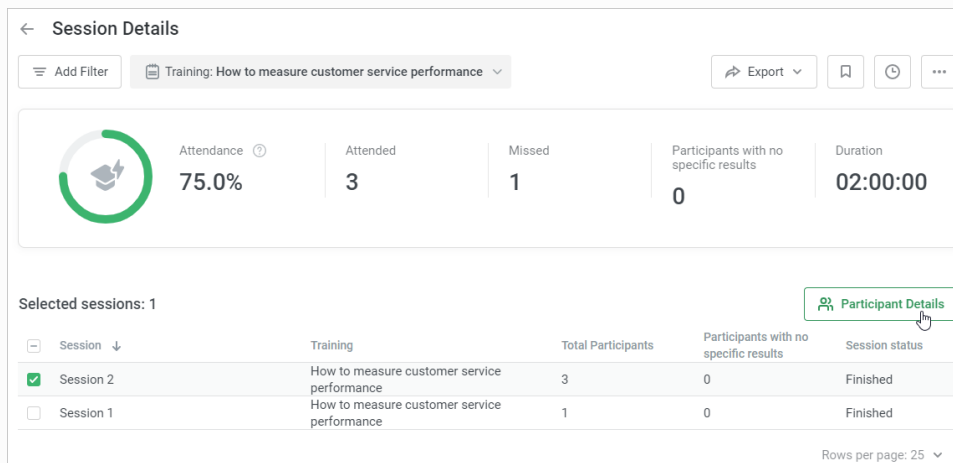


#### Notes:

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.

#### Recommended articles:

- [Report Filters](#)
- [Report Columns](#)
- [Report Templates](#)
- [Exporting Reports to CSV and XLSX](#)
- [Sending a Report by Email](#)
- [Scheduled Reports](#)
- [Navigating through a Report](#)
- [Content Statuses in Reports](#)