

# Course Details

Check how a learner advances through a specific course. You may need this to make sure a student isn't lagging behind and offer some extra help if you notice they are experiencing difficulties.

To run a report on a course:

1. Proceed to the [Learner Results](#) report.
2. Then select a course and click the **Completion Details** button.

← Learner Results

Add Filter

User: Nick Moore

Learning Item Name: All

Start Date: Last 90 days

Export

50.0%

Trained 50.0%

Passed 3

Failed 0

In Progress 1

Not Started 2

Overdue 0

Courses: 6

Completion Details

Manage Course

Learner's Enrollment History

Learning Item Name

Type

Status

Progress

What is Digital Marketing?

Course

Complete

100.0%

The basic rules of merchandising

Quiz

In Progress

-

Sales Meeting - Group 1

Training

Pending

-

3. A report with the completion results will open. Here, you will see all the course modules, their statuses, and statistics on them.

← Course Details

User: Nick Moore

Course: What is Digital Marketing?

Export

Status

Completion Date

Course Progress

Time Spent

Complete

12/19/2020

1/1

00:01:55

Edit Enrollment

Module Name

Status

Progress

Views

Time Spent

Completion Date

What is Digital Marketing

Complete

100.0%

3

00:01:55

12/19/2020



## Notes:

1. The report accounts for all versions of a course.
2. The report includes only those courses that have already been assigned to users, not scheduled [automatic enrollments](#) or enrollments planned within [a learning track](#).
3. If you cancel an enrollment that has been already passed and re-assign the content item to the learner, the report will contain the details of all the enrollments.

4. If there are quizzes, dialog simulations, or assignments, proceed to [quizzes and dialogs](#) or [assignments](#) reports right from the Course Details report.

← Course Details

User: Nick Moore

Course: Business Sustainability

Export

Status

In Progress

Course score

30%

Completion Date

—

Course Progress



0/5

Time Spent

00:13:05

Completion Details

Edit Enrollment

Module Name	Status	Progress	Views	Completion Date
Introduction				
 Business sustainability quiz	Failed	—	2	—
 8 Simple Ways to Green Your Business	Not Started	—	—	—

5. You can edit the status of a module or a course manually right from the report.
- Click **Edit Enrollment** above the report results.

← Course Details

User: Nick Moore

Course: Business Sustainability

Export

Status

Course score

Completion Date

Course Progress

Time Spent

In Progress

30%

—

0/5

00:13:05

Edit Enrollment

Module Name	Status	Progress	Views	Completion Date
Introduction				
Business sustainability quiz	Failed	—	2	—
8 Simple Ways to Green Your Business	Not Started	—	—	—

- Next, change the status of the module or the course and click **Save**.

Edit Enrollment

×

Enrollment Schedule

Start date: 19.10.2020 16:00

Due date: No due date

Restrict access: Do not restrict

Re-enrollment will occur in 30 days after the course completion.

Completion Status

Status: In Progress

Completion Details

Module Name	Status	
Introduction		
Business sustainability quiz	Failed (0%/80%)	
8 Simple Ways to Green Your Business	Not Started	...
Sustainability: Why Should Businesses Care?	Not Started	...

Cancel

Save

**Recommended articles:**

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- [Sending a Report by Email](#)
- [Scheduled Reports](#)
- [Navigating through a Report](#)
- [Content Statuses in Reports](#)
- [Editing a Course's Status](#)
- [Editing a Module's Status](#)