

Course Enrollment History

Courses in iSpring Learn are periodically reassigned to users. This is accomplished either by reassigning courses after a certain period of time using the [re enrollments](#) feature or [canceling](#) and adding enrollments again, for example, to temporarily limit access to a content item.

After the course has been reassigned, a user will start taking it from scratch. However, the administrator may want to see how the learner progressed through the course each time it was taken. For example, you will be able to track down which mistakes were made repeatedly and work on them with the learner.

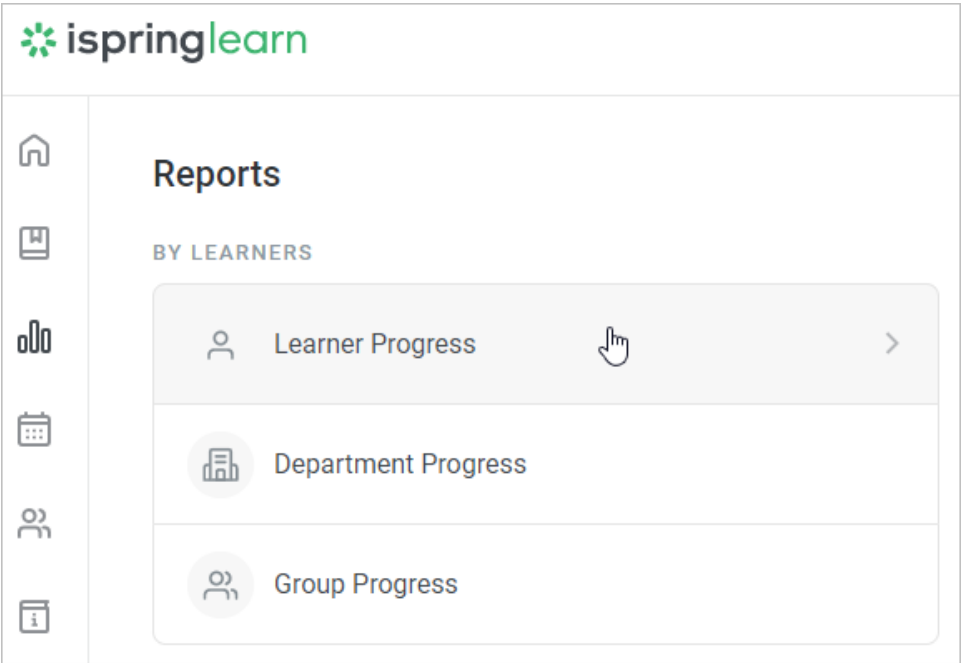
iSpring Learn maintains a history of all enrollments, including those that were canceled. No matter how many times the course was reassigned to a user, the Enrollment History report records each time that it is taken.

You can go to the Enrollment History report from three different reports.

- [From the Learner Progress report](#)
- [From the Learner Results report](#)
- [From the Course Progress report](#)

From the Learner Progress report

1. Go to the **Reports** section and click **Learner Progress**.



2. Next, in the [Learner Progress](#) report, select a user, click **Learner's Enrollment History**.

← Learner Progress

Add Filter

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

Trained

25.5%

Passed

80

Failed

12

In Progress

8

Not Started

14

Overdue

36

Learners selected: 1

Learner Results

Learner's Enrollment History

Edit User

<input checked="" type="checkbox"/>	Full Name	Trained	Enrollments	Passed	Failed	In Progress
<input checked="" type="checkbox"/>	Helen Jones	33.3%	6	2	0	0
<input type="checkbox"/>	Julie Gibson	0.0%	1	0	0	0
<input type="checkbox"/>	Marsha Hunt	28.6%	7	2	0	0
<input type="checkbox"/>	Nick Moore	0.0%	4	0	0	0

3. The opened Enrollment History report will show all the enrollments assigned to this user, both current and canceled. There are two preset filters in the report: **User** (cannot be deleted or changed) and **Learning Item Name** (can be deleted and changed).

Enrollment History				
Add Filter		User: Nick Moore	Learning Item Name: All	Export
Total enrollments: 77				
1-25 of 77 elements				
<input type="checkbox"/> Learning Item Name ↑	Enrollment Date	Unenrollment Date	Progress	
<input type="checkbox"/> 10 PowerPoint Tips to Make Your Slides More Effective	2/5/2020	-	100.0%	
<input type="checkbox"/> 10 Steps To Creating A Wildly Successful Online	2/6/2020	-	100.0%	
<input type="checkbox"/> 14 Question Types	5/18/2020	-	100.0%	
<input type="checkbox"/> 14 Question Types	5/17/2020	5/19/2020	100.0%	
<input type="checkbox"/> Attract New Customers. Boost Your Sales	2/5/2020	-	100.0%	

From the Learner Results report

1. Go to the **Reports** section and click **Learner Progress**.





Reports

BY LEARNERS

 Learner Progress

 Department Progress

 Group Progress

2. Next, in the [Learner Progress](#) report, select a user and click **Learner Results**.

←

Learner Progress

Add Filter

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

Trained

25.5%

Passed

80

Failed

12

In Progress

8

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Overdue

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Learners selected: 1

Learner Results

Learner's Enrollment History

Edit User

<input checked="" type="checkbox"/>	Full Name	Trained	Enrollments	Passed	Failed	In Progress
<input checked="" type="checkbox"/>	Helen Jones	33.3%	6	2	0	0
<input type="checkbox"/>	Julie Gibson	0.0%	1	0	0	0
<input type="checkbox"/>	Marsha Hunt	28.6%	7	2	0	0
<input type="checkbox"/>	Nick Moore	0.0%	4	0	0	0

3. In the [Learner Results](#) report, click the **Learner's Enrollment History** button to see all the courses that have been assigned to the user.

Or select any of the courses in the report and click **Learner's Enrollment History**. In this way, you will get a report on the course enrollments assigned to the user.

←

Learner Results

Add Filter

User: Nick Moore

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

Trained

34.2%

Passed

27

Failed

1

In Progress

1

Not Started

50

Overdue

8

Courses: 79

Learner's Enrollment History

Learning Item Name ↓	Type	Start Date	Completion Date	Due Date	Time Spent	Status
Onboarding	Course	2/26/2021	–	–	00:00:00	Not Started
Marketing	Course	4/12/2021	–	–	00:00:00	Not Started
Meeting	Training	2/9/2021	2/9/2021	–	00:00:00	Attended

4. The Enrollment History report on a particular user will open up.

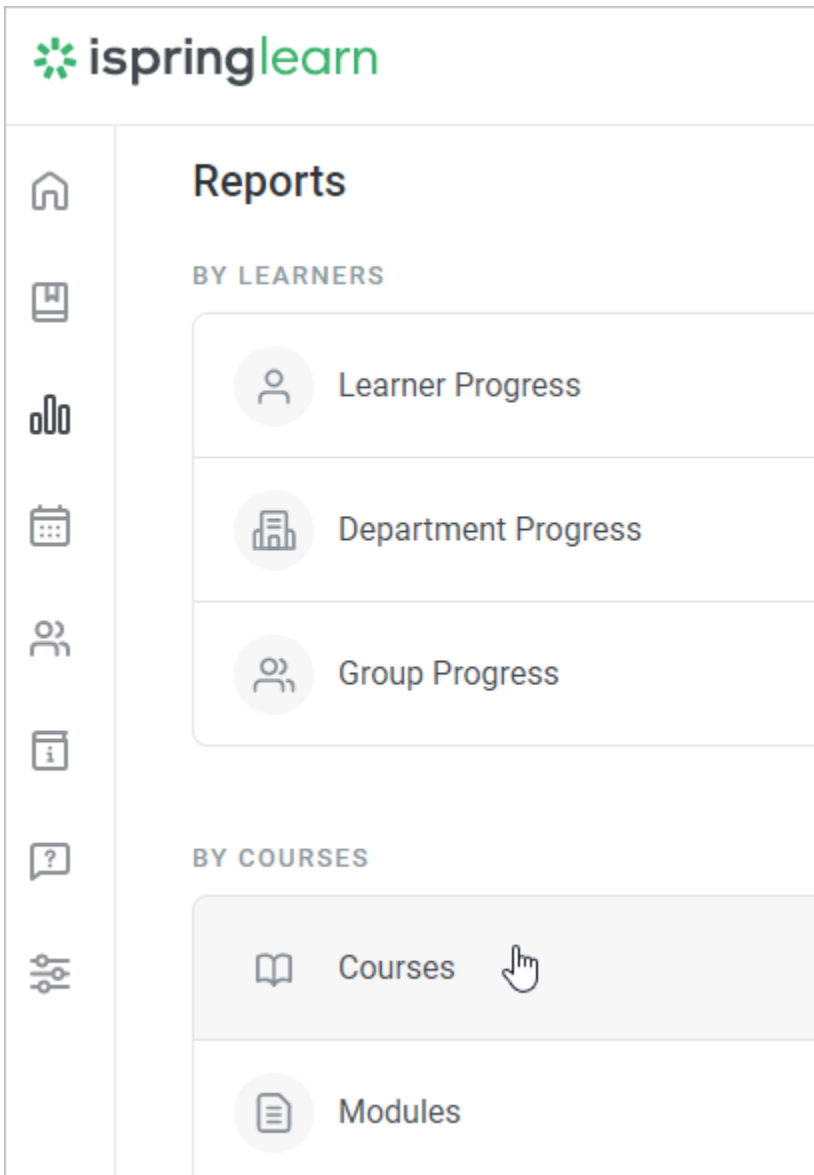
If you generated a report on all of the user's enrollments, there will be only one preset filter in it: **User** (cannot be deleted or changed).

If you want to check the user's enrollment history on a specific course, there will be two preset filters: **User** (cannot be deleted or changed) and **Learning Item Name** (can be deleted and changed).

Enrollment History				
Add Filter		User: Nick Moore	Learning Item Name: All	Export
Total enrollments: 77				
1-25 of 77 elements				
<input type="checkbox"/>	Learning Item Name	Enrollment Date	Unenrollment Date	Progress
<input type="checkbox"/>	Workplace Safety	11/30/2019	1/6/2020	0.0%
<input type="checkbox"/>	Workplace Safety	11/30/2019	1/6/2020	44.4%
<input type="checkbox"/>	Workplace Safety	1/5/2020	1/6/2020	0.0%
<input type="checkbox"/>	What is Social Media Marketing?	3/2/2020	-	100.0%
<input type="checkbox"/>	What is Social Media Marketing?	3/2/2020	3/3/2020	100.0%
<input type="checkbox"/>	What is Social Media Marketing?	12/25/2019	3/3/2020	-
<input type="checkbox"/>	What is Digital Marketing?	3/2/2020	-	100.0%

From the Course Progress report

1. Go to the **Reports** section and click **Courses**.



2. In the [Course Progress](#) report, select a course on which you would like to check the enrollment history, click on the button with three dots, and choose **Enrollment History**.

← Course Progress

Add Filter Enrollment type: All Export Bookmarks Refresh More

Trained ⓘ	Passed	Failed	In Progress	Not Started	Overdue
9.5%	496	40	344	3	3

Courses selected: 1

Learner Progress

Department Progress

Group Progress

⋮

<input type="checkbox"/> Learning Item Name	Trained	Enrollments ↓	Passed	Failed		
<input type="checkbox"/> Onboarding	0.0%	1363	0	0		36
<input checked="" type="checkbox"/> Workplace Safety	0.0%	1360	0	0	3	135
<input type="checkbox"/> Task	4.5%	44	2	0	0	42

Manage Course

Enrollment History

3. A report with a list of users that the course was assigned to will be opened. It has one preset **Course** or **Training** filter and cannot be deleted or changed.

← Enrollment History

≡ Add Filter Course: Workplace Safety Export Book Refresh More

Total enrollments: 2

<input type="checkbox"/> Full Name	Enrollment Date	Unenrollment Date	Progress ↓
<input type="checkbox"/> Nick Moore	11/30/2019	1/6/2020	0.0%
<input type="checkbox"/> Nick Moore	1/5/2020	1/6/2020	0.0%

Rows per page: 25



Notes:

1. The report represents all the [courses](#), both assigned directly and as a part of [a learning track](#).
2. Modules included in courses, as well as quizzes, dialog simulations, interactions, videos, and flipbooks inserted in iSpring Suite-created presentations aren't available in the report.
3. If an enrollment was canceled, the **Unenrollment Date** column will be populated with data. For current enrollments (those that weren't canceled), there's a dash in the **Unenrollment Date** column.
4. If a user or a course was deleted, enrollments related to them won't be included in the report.
5. The report shows only the enrollments assigned to [active](#) users. To add data on blocked users to the report, select the **User Status** filter and select **Inactive**.
6. *Department Administrator*, *Publisher*, and users with [a custom role](#) will see data on users belonging to the departments they manage and their sub-departments.
7. For the Enrollment History report showing **user enrollment history**, the following filters are available:

≡ Add Filter User: Bella Stone Course Name: All

Start Date

Completion Date

Due Date

Unenrollment Date

Enrollment Method

Course Name

	Start Date
al Marketing?	3/2/2020
Digital Marketer Do?	3/3/2020
...	...

8. For the Enrollment History report showing **course enrollment history**, the following filters are available:

The screenshot shows a filter interface for the 'Enrollment History' report. At the top, there is a button labeled 'Add Filter' and a header 'Course: Exploring the Universe'. Below this is a list of filter categories, each with an icon and a text label. To the right of the list is a table showing the results of the filters. The table has a header 'Start Date' and several rows of dates.

Filter Category	Start Date
Start Date	
Completion Date	
Due Date	
Unenrollment Date	12/2/201
Enrollment Method	12/4/201
Department	1/15/201
Group Name	1/15/201
User Role	12/2/201
User Status	1/15/201
Email	1/15/201
Login	1/15/201

9. In the **Learning Item Name** filter, you can select up to 10 courses.

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](#)