

# How to understand the Course Reports (Content Packages, Learning Modules, Quizzes)

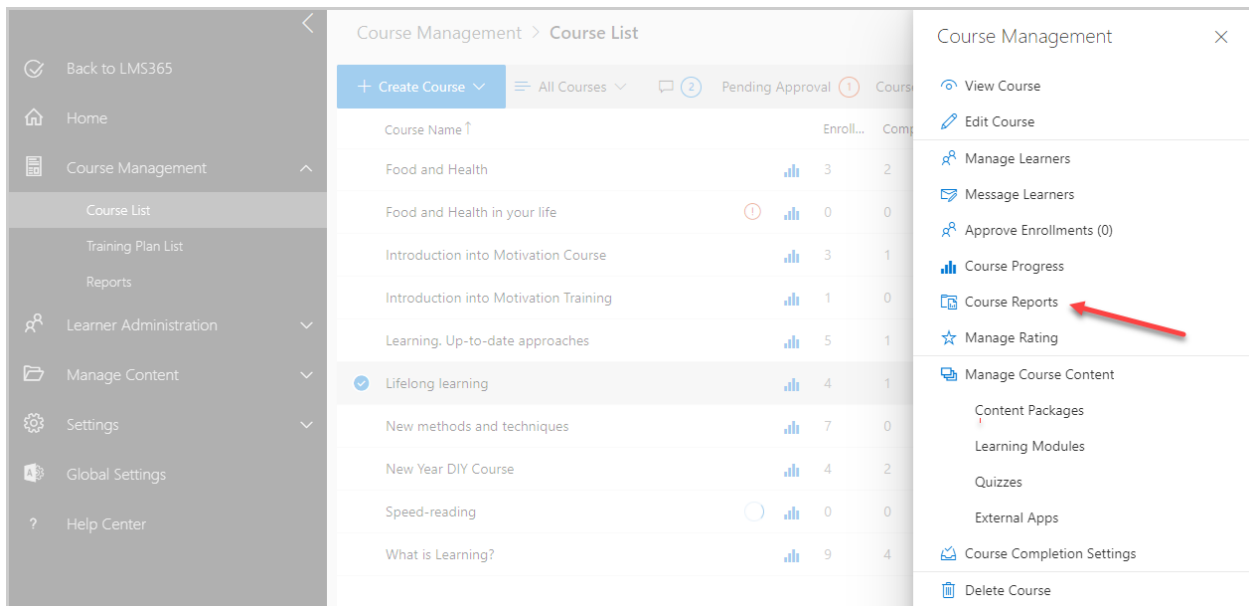
Reporting functionality is available in the Administration Back-end and contains information related to courses and training plans. The system allows creating two types of reports:

- related to learners and training
- related to course content

To find more about learners and training Reports follow to [LMS365 User Guide](#):

## Course Reports

LMS365 gives an opportunity to create reports for a specific course so the administrators can view the important data related to course content. Course Reporting functionality is available in the Course Management panel:



Use filters to customize your Course Report:

*Select* – select a learning item from the drop-down list (Content Package, Learning Module or Quiz depending on learning items enabled in the course):

### Course Reports

Select

Content Package

Content Package

Learning Module

Quiz

Active Learners

Select Scope

All

Start Date

End Date

[Export to Excel](#)

*Grouped by* – allows two types of reports: by learner or by learning item:

### Course Reports

Select

Content Package

Group by

Learner

Learner

Content Package

Select Scope

All

Start Date

End Date

**NOTE:** *Grouped by* directly affects *Select Scope* field.

Depending on *Grouped by* a specific type of content will be allowed to select:

If grouped by **learner** - select a specific Learner:

Course Reports ×

Select

Content Package ▾

**Group by**

Learner ▾

Include

All Learners ▾

Select Scope

All ▾

All

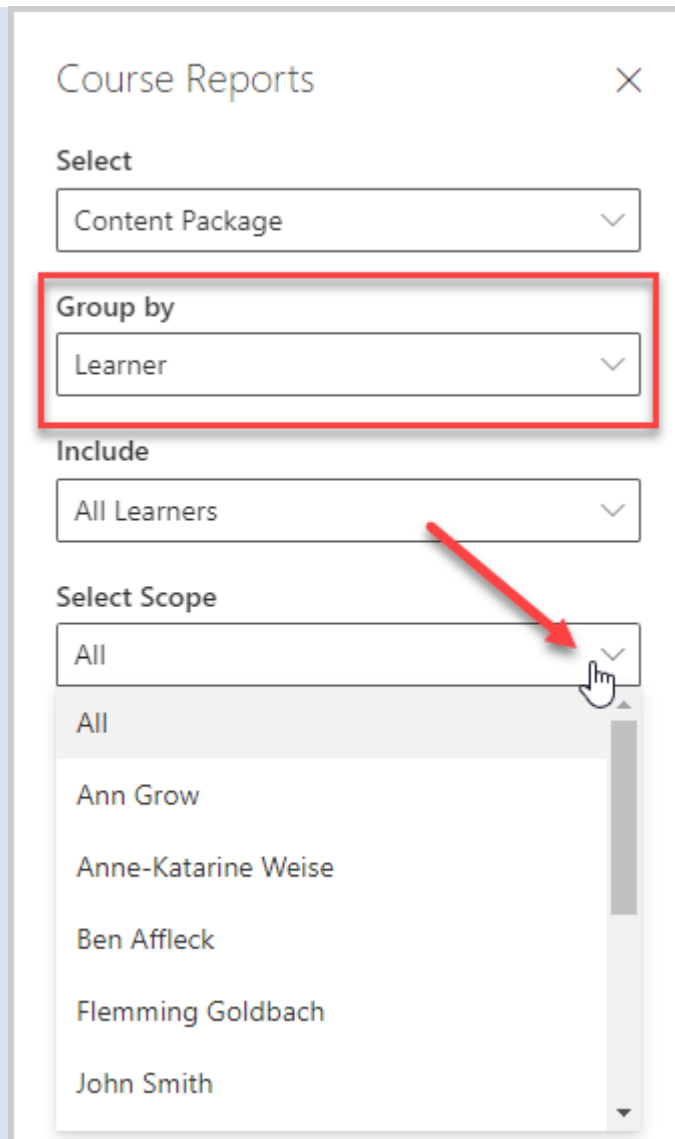
Ann Grow

Anne-Katarine Weise

Ben Affleck

Flemming Goldbach

John Smith



If grouped by **learning item** - select a learning item for the report:

Course Reports

Select

Content Package

**Group by**

Content Package

Include

All Learners

Select Scope

All

All

Can multitasking kill our brain?

Business analytics

Export to Excel

The same is for all learning items from the *Select* field.

*Include* – select type of learners: Active, Inactive (user’s account was disabled or deleted in the Azure AD or the user had been enrolled into the course, but then they cancelled their registration, or an administrator cancelled an enrollment) or All to include in the report:


### Course Reports ×


**Select**  
Content Package ▼

**Group by**  
Learner ▼

**Include**  
Active Learners ▼

- Active Learners
- Inactive Learners
- All Learners



**End Date**  
 

[Export to Excel](#)

**NOTE:** Selected type of learners to be shown determines the learners from the Select Scope field.

All Learners type will show all learners (both Active and Inactive).

If Active Learners type is selected – only active learners will be shown in the Select Scope drop-down list:

Course Reports ×

**Select**

Content Package ∨

**Group by**

Learner ∨

**Include**

Active Learners ∨


**Select Scope**

All ∨

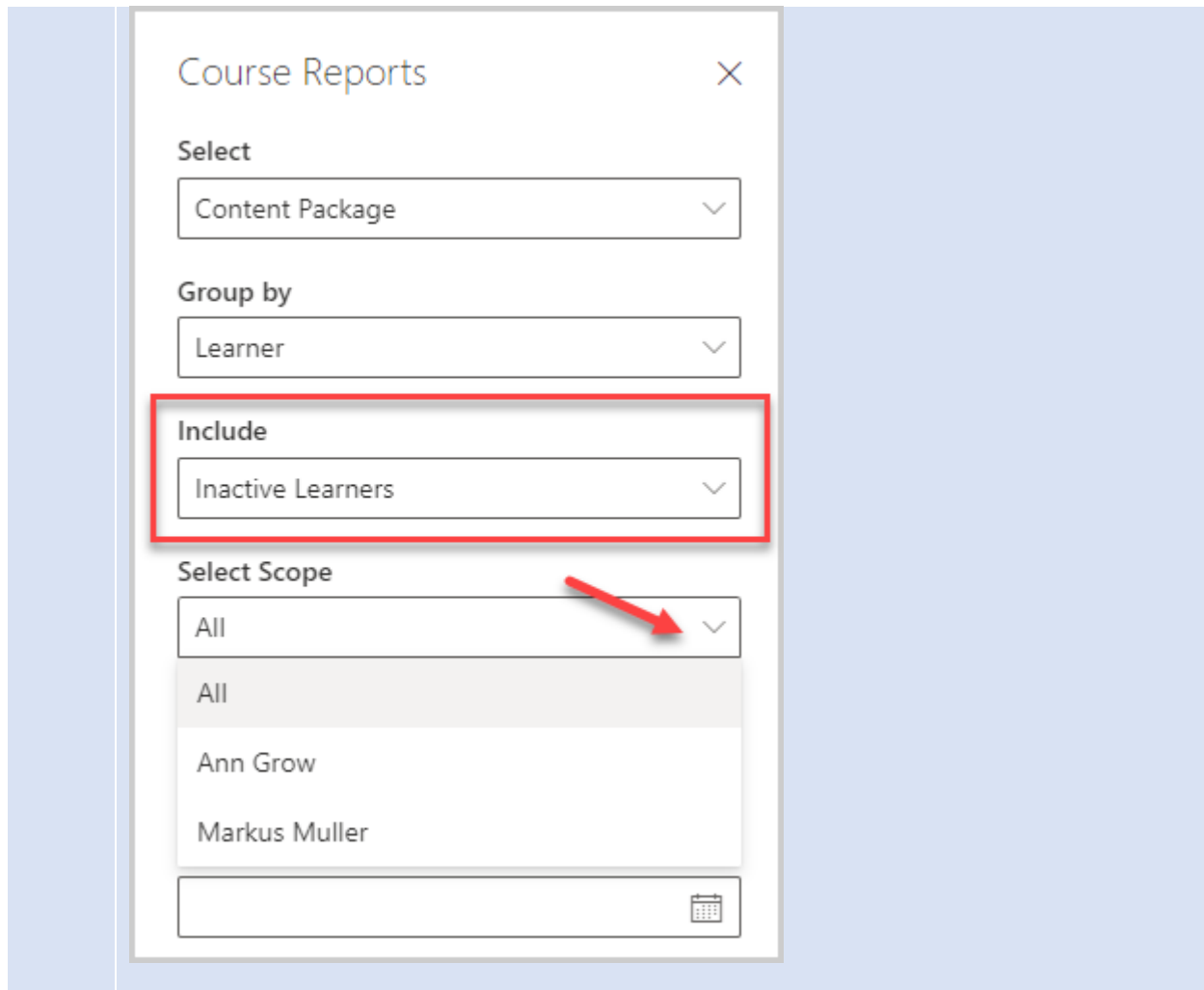
All

Anne-Katarine Weise

Ben Affleck



If Inactive Learners type is selected – only inactive learners will be shown in the Select Scope drop-down list:



*Start Date* – set start date for the Report;

*End Date* – set end date for the Report.

**i** The result of the Start and End Date filtration is based on the of attempts made in the selected period of time.

*Export to Excel* - download a report to your computer.

**NOTE:** Depending on the selection you have already made there will be differences in what is included in the report.



## Content Package – Learner report

'Food and Health' Course ×

Reports

Select

Content Package ▾

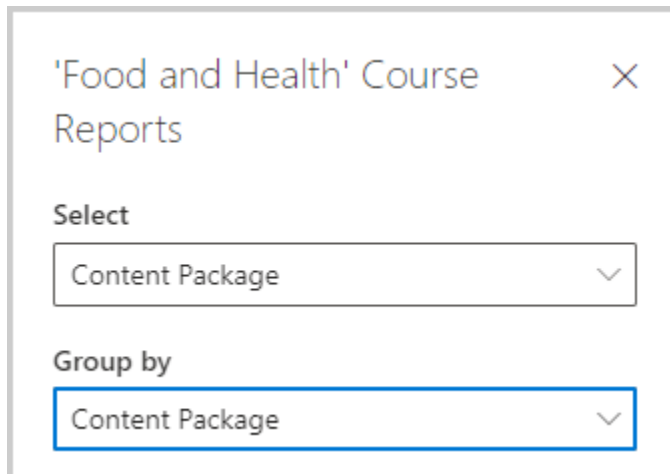
Group by

Learner ▾

Once you have selected **Content Package – Learner report** you will find the following data:

Column name	Explanation
<b>Learner's name</b>	Shows learner's name.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country</b>	Show learner's data that is taken from the user account in Active directory.
<b>Number of training packages</b>	Shows number of packages.
<b>Completion status</b>	Shows percent of the content packages that were completed.
<b>Date Completed</b>	Shows date when this package was completed.
<b>Passed (SCORM only)</b>	Shows percent of learner's attempt that was passed. It works only for SCORMs.
<b>Score</b>	Shows learner's score if it is provided by the content package.
<b>Average time</b>	Shows average attempt time the learner spends on completing content package. Attempt time is calculated from the moment an attempt was first started till it was finished. So, if user started an attempt and after some period of time clicked Continue, attempt time includes all the period till the attempt is finished.
<b>Attempts</b>	Shows number of attempts that learner made to complete content packages.
<b>Course Site</b>	Shows the title of the site which the attempt was made on. The name is a clickable link which opens the site.

## Content Package – Content Package report



'Food and Health' Course ×  
Reports

Select  
Content Package ▼

Group by  
Content Package ▼

Once you have selected **Content Package – Content Package report** you will find the following data:

Column name	Explanation
<b>Package Name</b>	Shows the title of the learning item.
<b>Upload Date</b>	Shows date when the content package was uploaded.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country</b>	Show learner's data that is taken from the user account in Active Directory.
<b>Tags</b>	Shows tags assigned to the content package.
<b>Number of Learners</b>	Shows number of learners for this content package.
<b>Number of Attempts</b>	Shows <b>total</b> number of attempts for this content package made by <b>all</b> learners.
<b>Average Time</b>	Reflects the time the learner spends on the leaning item. The Average time also depends on the number of attempts the learner made.
<b>Score</b>	Shows average received score for this content package.
<b>Date Completed</b>	Shows date when the learner completed this content package.
<b>Course Site</b>	Shows the title of site which the attempt was made on.

## Learning Module – Learner report

'Food and Health' Course Reports

Select

Learning Module

Group by

Learner

Once you have selected **Learning Module – Learner report** you will find the following data:

Column name	Explanation
<b>Learner's name</b>	Shows learner's name.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country</b>	Show learner's data that is taken from the user account in Active Directory.
<b>Number of Learning Modules</b>	Shows number of learner's learning modules.
<b>Completion status</b>	This field is empty.
<b>Date Completed</b>	This field is empty.
<b>Passed</b>	Shows percent of passed learner's learning modules.
<b>Score</b>	Shows learner's average score for learning modules.
<b>Average time</b>	Reflects the average time the learner spends on the learning modules that have attempts. If the learner starts the learning module and then makes a pause without leaving the browser session, the time counter will not be paused. The counter will continue tracking the time spent in the player. If the learner starts the learning module but closes the window, the time counter will be stopped. The time tracking will be resumed once the learner is back to the learning module. In this case the average time shows the exact time the learners spend in the learning module.
<b>Attempts</b>	Shows number of attempts that learner made to complete all their learning modules.

## Learning Module – Learning Module report

'Food and Health' Course ×

Reports

Select

Learning Module ▼

Group by

Learning Module ▼

Once you have selected **Learning Module – Learning Module report** you will find the following data:

Column name	Explanation
<b>Learning Module Title</b>	Shows the title of the learning module.
<b>Created Date</b>	Shows date when the learning module was created.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country</b>	Show learner's data that is taken from the user account in Active Directory.
<b>Completion Status</b>	Shows learner's completion status: <b>Not Started.</b> The learning module has not been started yet. <b>In Progress.</b> The learner has started the attempt but has not completed it. <b>New Attempt.</b> The learner has failed an item (SCORM/AICC packages or Quiz) and there is not any attempt left in the Learning Module. <b>Locked.</b> The learning module has prerequisites and cannot be started by learner. <b>Completed.</b> The learner has successfully completed the learning module.
<b>Number of Learners</b>	Shows number of learners for this learning module.
<b>Number of Attempts</b>	Shows total number of attempts of this learning module by all learners.
<b>Average Time</b>	Shows the average time that learners spent on the current learning module. It is calculated among learners that have already started the learning module.

<b>Score</b>	Shows average score on this learning module. It is calculated among learners who have already started an attempt.
<b>Date Completed</b>	Shows date when the learning module was completed.

## Quiz – Learner report

'Food and Health' Course ×

Reports

Select

Quiz ▼

Group by

Learner ▼

Once you have selected **Quiz – Learner report** you will find the following data:

**i** Information for the Report is taken from the current course site where Quizzes are created.

Column name	Explanation
<b>Learner's name</b>	Shows learner's name.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country</b>	Show learner's data that is taken from the user account in Active Directory.
<b>Number of Quizzes</b>	Shows number of all quizzes created on a course site where user is a learner.
<b>Completion Status</b>	Shows completion status of learner's attempt: <b>Not Started.</b> The quiz attempt has not been started yet. <b>In Progress.</b> The quiz has been started but has not been finished. <b>Completed.</b> The quiz attempt has been completed. <b>Failed.</b> The quiz attempt has been finished unsuccessfully. <b>Out of attempts.</b> The quiz attempt has been finished unsuccessfully and there are no attempts left.
<b>Date Completed</b>	Shows date of quiz completion.

<b>Passed</b>	Shows percent of passed learner's quizzes among all quizzes on the current site.
<b>Score</b>	Shows learner's average score. It is calculated on the score that were already received.
<b>Passing Score</b>	Shows average passing score of all quizzes on the current site.
<b>Attempts</b>	Shows number of attempts that Learner made to complete Quizzes created on the current site

## Quiz – Quiz report

'Food and Health' Course ×  
 Reports

Select  
 Quiz

Group by  
 Quiz

Once you have selected **Quiz – Quiz report** you will find the following data:

Column name	Explanation
<b>Quiz Title</b>	Shows the title of the quiz.
<b>Created Date</b>	Shows date when the quiz was created.
<b>Email</b>	Shows learner's email address.
<b>Department, Office, City, Country.</b>	Show learner's information that is taken from the user account in Active Directory.
<b>Completion Status</b>	Shows completion status of learner's attempt: <b>Not Started.</b> The quiz attempt has not been started yet. <b>In Progress.</b> The quiz has been started but has not been finished. <b>Completed.</b> The quiz attempt has been completed. <b>Failed.</b> The quiz attempt has been finished unsuccessfully. <b>Out of attempts.</b> The quiz attempt has been finished unsuccessfully and there are no attempts left.
<b>Number of Learners</b>	Shows number of learners for the course site where this quiz is included.
<b>Number of Attempts</b>	Shows total number of attempts started by all learners.
<b>Average Time</b>	Shows average time that all learners spent on this quiz.

<b>Score</b>	Shows average score of all learners.
<b>Date Completed</b>	Shows date when the quiz was completed.