

3. Course Instance Reports

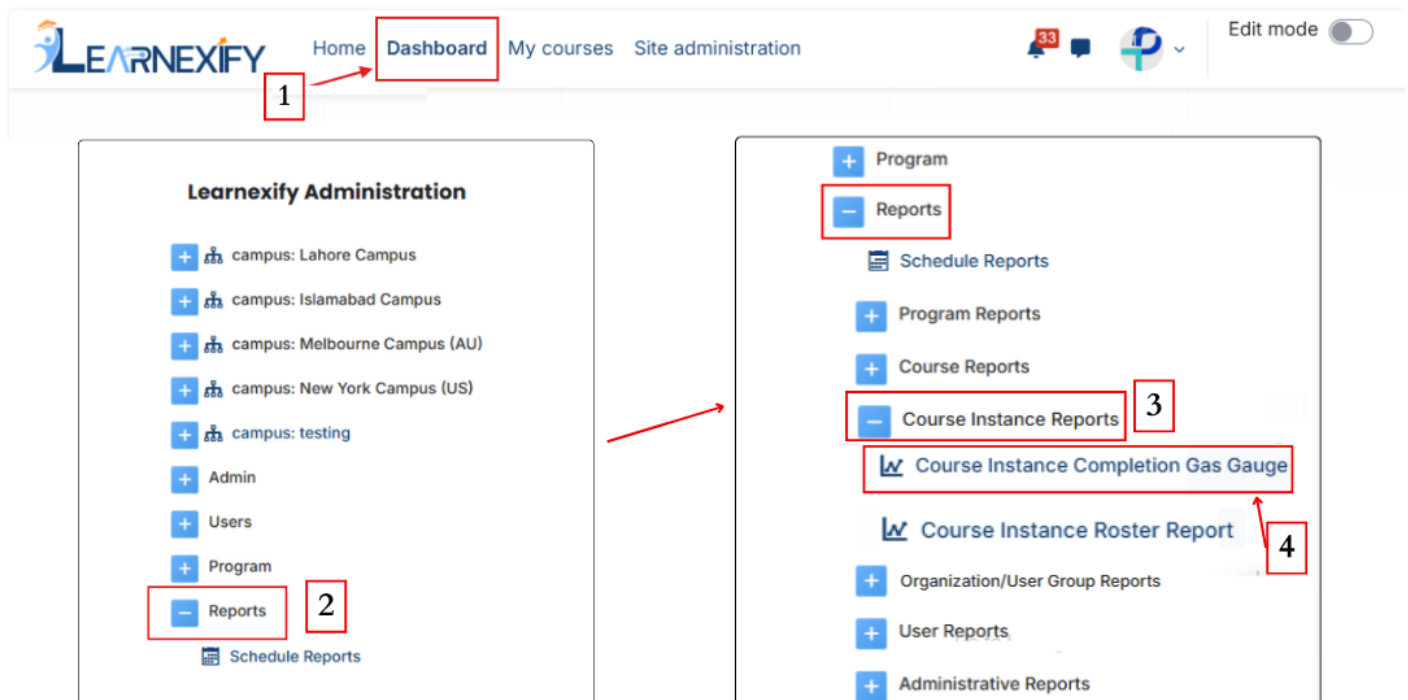
- [3.1 Course Instance Completion Gas Gauge](#)
- [3.2 Course Instance Roster Report](#)

3.1 Course Instance Completion Gas Gauge

The Class Completion Gas Gauge **Report** is used to **display the completion status** of all users enrolled in a specific **class**. It also shows a gas gauge **chart** representing the percentage of students who have **completed the class**.

Report Path:

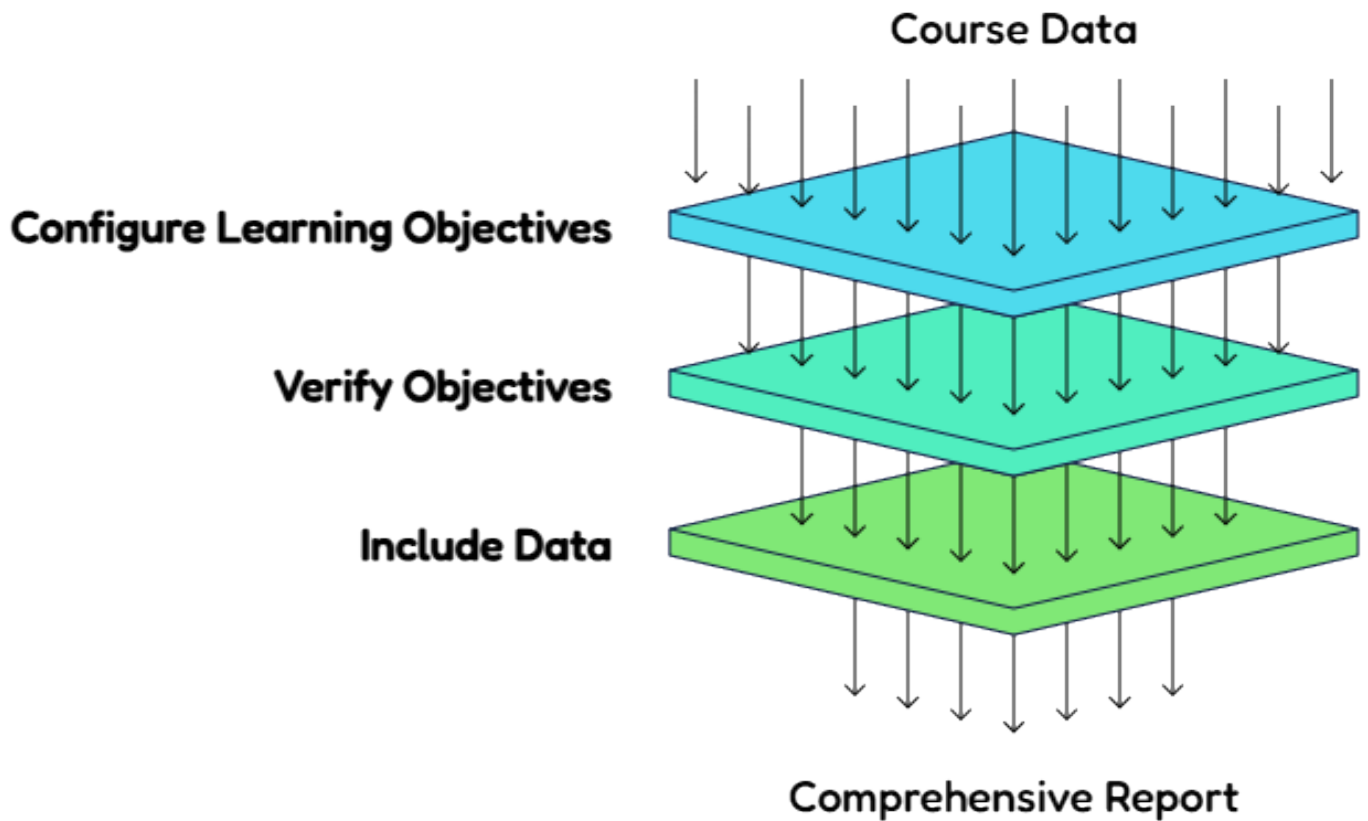
Dashboard ? Side drawer ? Reports ? Class Reports ? Class Completion Gas Gauge



Report Requirements:

This report requires learning objectives to be configured in the Learnexify course. If a **course or class** does not have **learning objectives**, its data will not be included in this report.

Data Inclusion Process



Report Filter:

The report **filter** includes three fields: **Course**, **Class**, and **Inactive**.

First, a course must be selected. After selecting the **course**, a specific **course Instances** of that course can be chosen.

For the **Include inactive** users field, select “**Yes**” or “**No**”.

There are no mandatory fields for this report filter.

Course Instance Completion Gas Gauge

Select the course or all courses ?

any value ▾

Choose whether to include inactive users ?

No ▾

Reset Form

Cancel

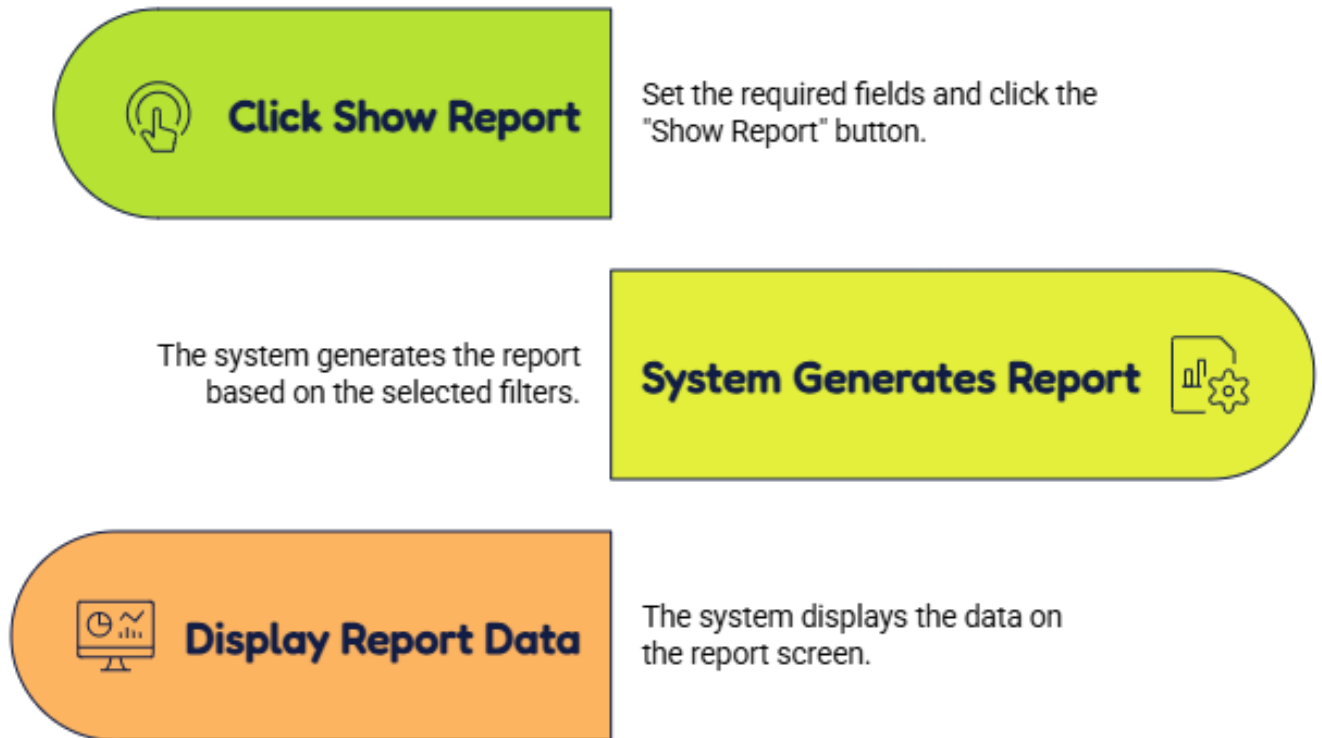
Show Report

Running the Report:

Once the **required fields** are set, Click the **Show Report** button.

After **clicking this button**, the system generates the **report based** on the **selected filters** and displays the data on the report screen.

Report Generation Process

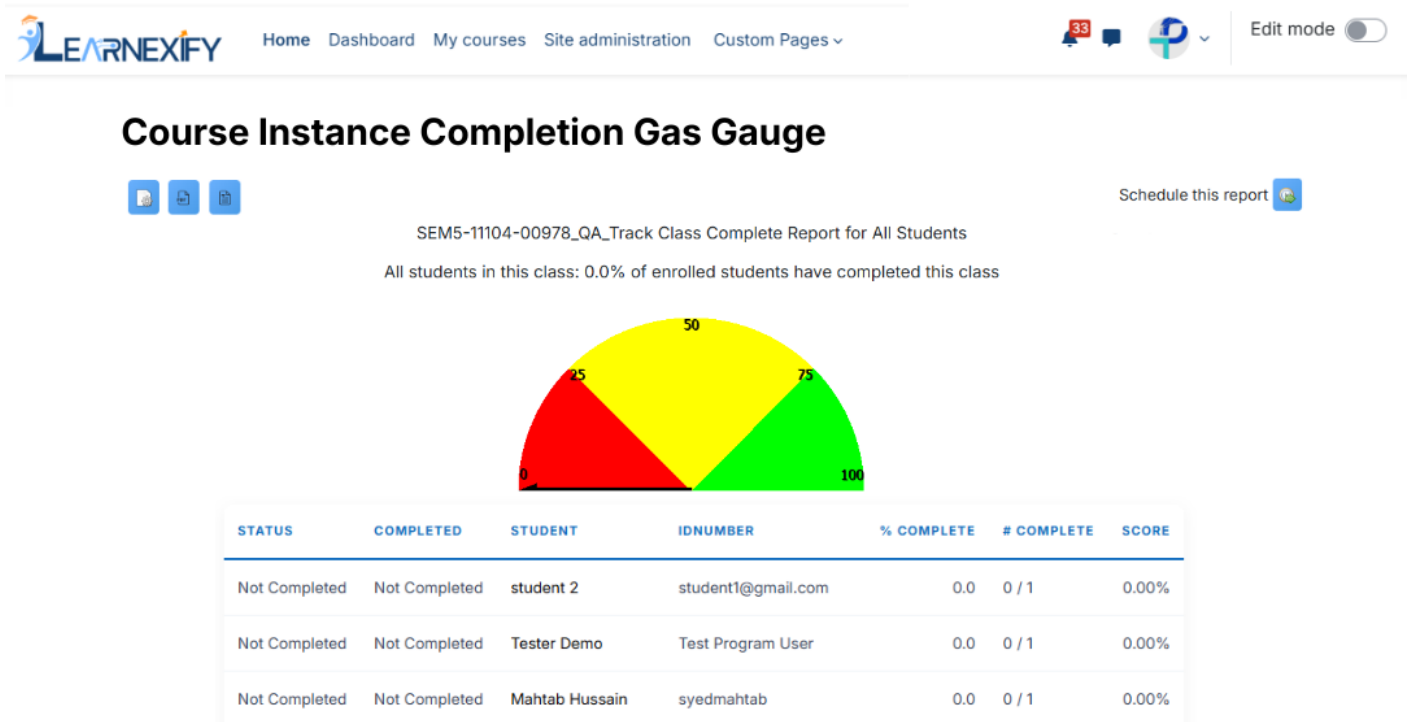


Report View:

The report displays the **status** of all **users** in a **selected class** along with their **completion percentage**.

- **Status ?** Represents the learner's completion status in the class. If completion requirements are met, the status is marked as "complete".
- **Student ?** Represents the individual learners enrolled in the class. Clicking on a student's name opens their Learnexify user profile page.
- **% Complete ?** Shows the percentage of learning objectives completed by the learner.
- **# Complete ?** Represents the number of learning objectives completed by the learner in the class.

- **Score ?** Shows the learner's overall percentage score in the class.



Report Actions:

- Click on the **Configure Parameters icon (top left)** to change report settings and apply filters.
- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.
- Click the **Refresh button at the bottom center** to update the report with the latest data.
- The report can be downloaded in **PDF or CSV format** using the download options at the top left of the report.

Note: When opening CSV files in Excel, values containing “/” may be interpreted as dates (for example, 1/1 may appear as Jan 01). To avoid this issue, auto-date detection can be disabled in spreadsheet settings if required.

Home Dashboard My courses Site administration Custom Pages ▾33   ▾Edit mode ☐

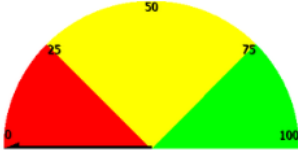
Report Configuration



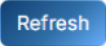
Download Report in PDF, Excel and CSV Format.

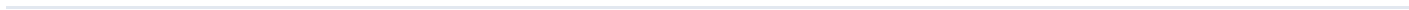
Schedule this report 

SEM5-11104-00978_QA_Track Class Complete Report for All Students
All students in this class: 0.0% of enrolled students have completed this class



STATUS	COMPLETED	STUDENT	IDNUMBER	% COMPLETE	# COMPLETE	SCORE
Not Completed	Not Completed	student 2	student1@gmail.com	0.0	0 / 1	0.00%
Not Completed	Not Completed	Tester Demo	Test Program User	0.0	0 / 1	0.00%

Refresh Report 



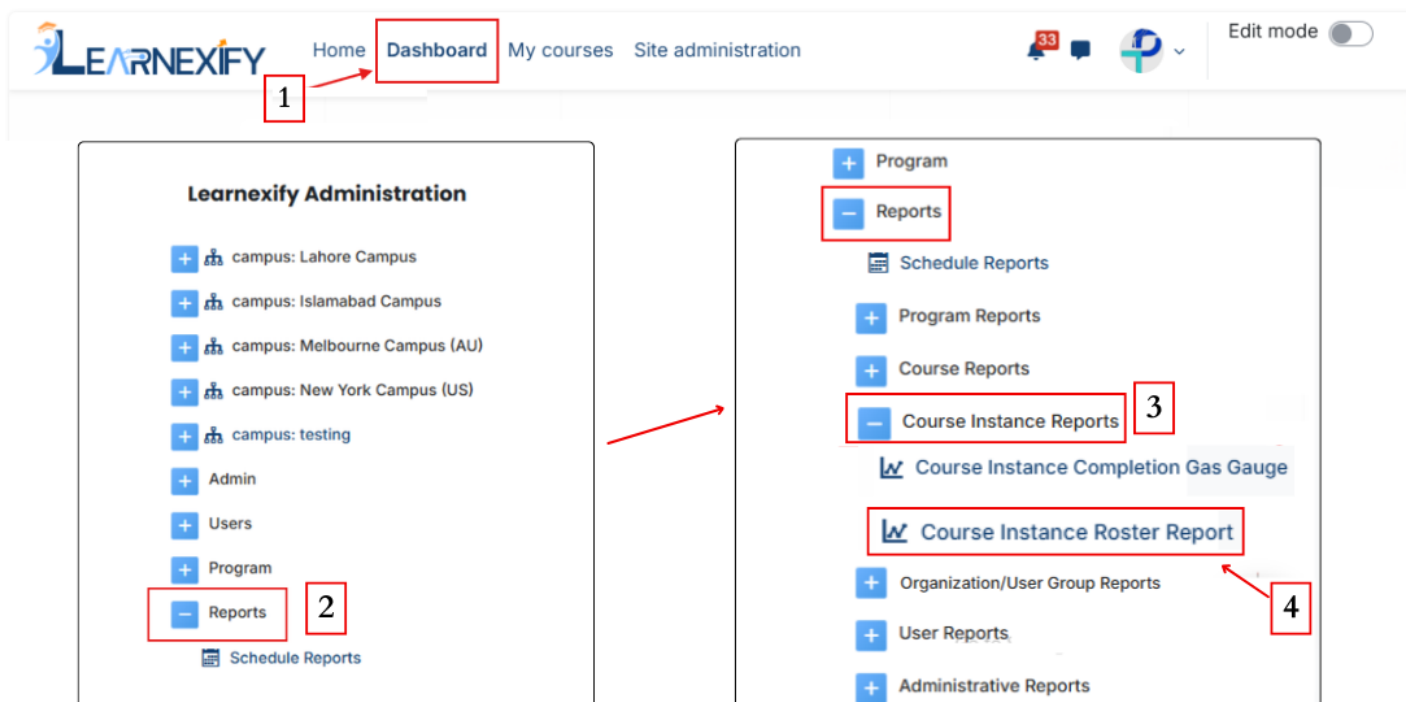
3.2 Course Instance Roster Report

The Class Roster Report displays all **users enrolled** in a **Learnexify class**. It also includes each user's email address, retrieved from their Learnexify profile.

This report includes a **Show Advanced option** that allows additional fields to be added. It is particularly **useful** for **instructors**, especially in **classroom** or **face-to-face learning** environments.

Report Path:

Dashboard ? Side drawer ? Reports ? Course Instance Reports ? Course Instance Roster Report



Report Requirements:

There are **no specific requirements** for this **report**.

Report Filter:

The standard Class Roster Report **filter includes two fields: Course and Class.**

Select the **course and class**: Choose the specific course and then a specific class instance of that chosen course.

In addition, optional information is available such as email address, username, first name, last name, and other fields. These options appear below the main fields

Selecting these boxes will add the corresponding columns to your generated report:

- **User group**: Displays the department, campus, or group associated with the student.
- **ID number**: Shows the unique system or student identification number.
- **Username**: Includes the unique login ID for each student in the roster.
- **Middle initials**: Displays the middle name initials of the student.
- **Email address 2**: Includes the secondary contact email address if provided.
- **Address / Address 2**: Displays the student's primary or secondary residential address.
- **City/town**: Includes the name of the city where the student is located.
- **State/Province**: Shows the state, province, or territory of the student.
- **Postal code**: Displays the regional zip or postal code.
- **Country**: Includes the student's country of residence.
- **Phone / Phone 2**: Lists the primary and secondary contact numbers.
- **Fax**: Shows the registered fax number for the user.
- **Birth date**: Displays the student's date of birth.

- **Gender:** Includes the gender (Male/Female/Other) as specified in the profile.
- **Language:** Shows the student's preferred system language.
- **Transfer credits:** Displays any credits transferred from external institutions.
- **Comments:** Includes general administrative remarks or feedback for the student.
- **Notes:** Shows internal, private notes related to the student's record.
- **Inactive:** Allows the report to include students who are currently deactivated or no longer active in the system.

Course Instance Roster Report

Select the course and class ! ? Databases SEM5-11104-00978_QA_Track

Optional information ?

☐ User set

☐ ID number

☐ Username

☐ Transfer credits

☐ Comments

☐ Notes

☐ Inactive

Reset Form Show Report

! Required

After selecting the **required fields**, click on the **Show Report** button.

The system will generate the report based on the selected filters and display the data on the screen.

Report View:

The report **displays** data for the selected **class**.

- **Course ?** Displays the course description name.
- **Class ?** Displays the selected course Instances name.
- **Student ?** Displays users enrolled in the class. Clicking on a student's name opens their Learnexify user profile page.
- **Email ?** Displays the user's email address from their Learnexify profile.

Any additional fields selected in the filter will also be displayed in the report.


[Home](#)
[Dashboard](#)
[My courses](#)
[Site administration](#)
[Custom Pages](#)





Edit mode ☐

Course Instance Roster Report





Schedule this report 

Class Roster Report

Course:	Databases
Class:	SEM5-11104-00978_QA_Track

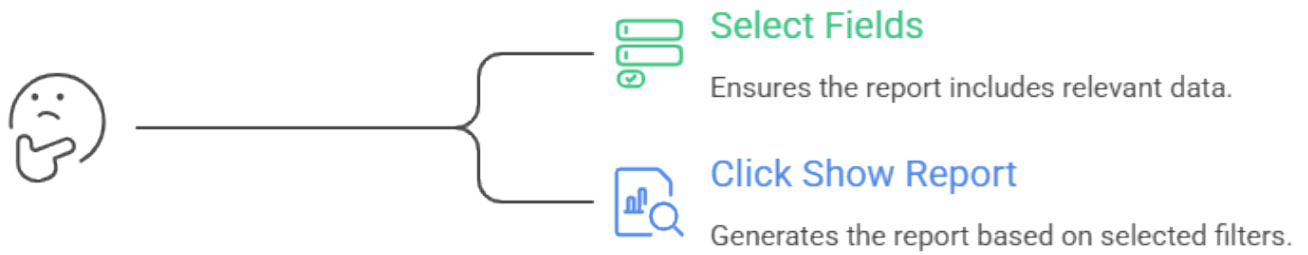
STUDENT ↓	EMAIL	USER SET	ID NUMBER	INACTIVE
student 2	student2@paktaleem.net	testing	student1@gmail.com	No
Tester Demo	tester@paktaleem.net	N/A	Test Program User	No
Mahtab Hussain	syedmahtab@paktaleem.net	testing	syedmahtab	No
PakTaleem Support	support@paktaleem.net	Islamabad Campus testing	support@paktaleem.net	No

Running the Report:

After selecting the required fields, **click on the Show Report button.**

The system will **generate the report based** on the **selected filters** and display the data on the screen.

How to generate the report?



Report Scheduling, Configuration & Export:

Similar to other reports, this report also includes the following functionalities:

- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.
- Report settings and filters can be modified using **Configure Parameters**.
- The report can be downloaded in **Excel, PDF and CSV formats**.

The screenshot shows the LARNEXIFY interface with the following elements:

- Navigation Bar:** Home, Dashboard, My courses, Site administration, Custom Pages.
- Tools:** Notification bell, Chat, and a dropdown menu.
- Edit mode:** Toggle switch.
- Report Options:** Four icons for report actions: Configure Parameters, Download Report in Different Formats (PDF, CSV, Excel), and Schedule this report.
- Course Instance Roster Report:**
 - Course:** Databases
 - Class:** SEM5-11104-00978_QA_Track
 - Table:**

STUDENT ↓	EMAIL	USER SET	ID NUMBER	INACTIVE
student 2	student2@paktaleem.net	testing	student1@gmail.com	No
Tester Demo	tester@paktaleem.net	N/A	Test Program User	No
Mahtab Hussain	syedmahtab@paktaleem.net	testing	syedmahtab	No
PakTaleem Support	support@paktaleem.net	Islamabad Campus testing	support@paktaleem.net	No

