

5. User Reports

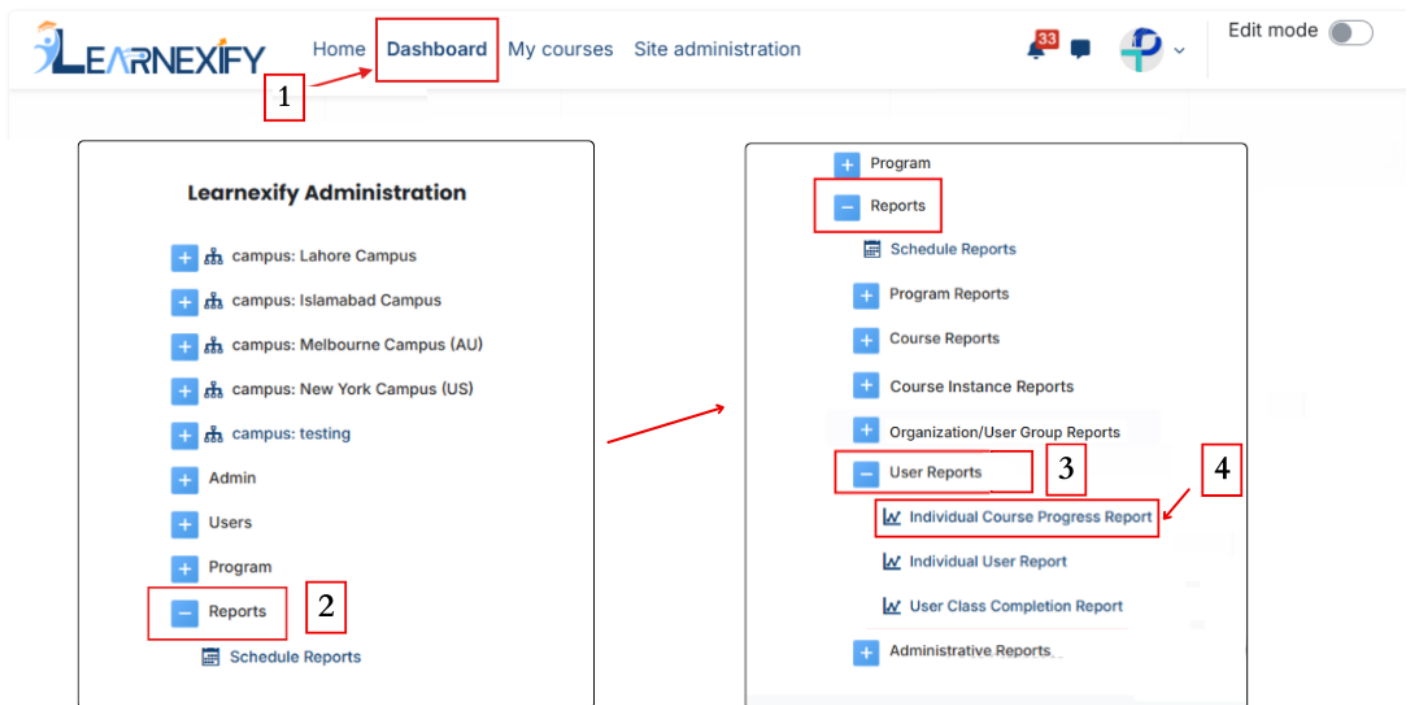
- [5.1 Individual Course Progress Report](#)
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5.1 Individual Course Progress Report

Individual Course Progress Report is **used** to see how much **progress a user** is making in their Learnexify **courses**. Through this report, **both administrators and users** can view an overview of their learning activity. This is one of the default reports that **logged-in users** can access for their learning progress.

Report Path:

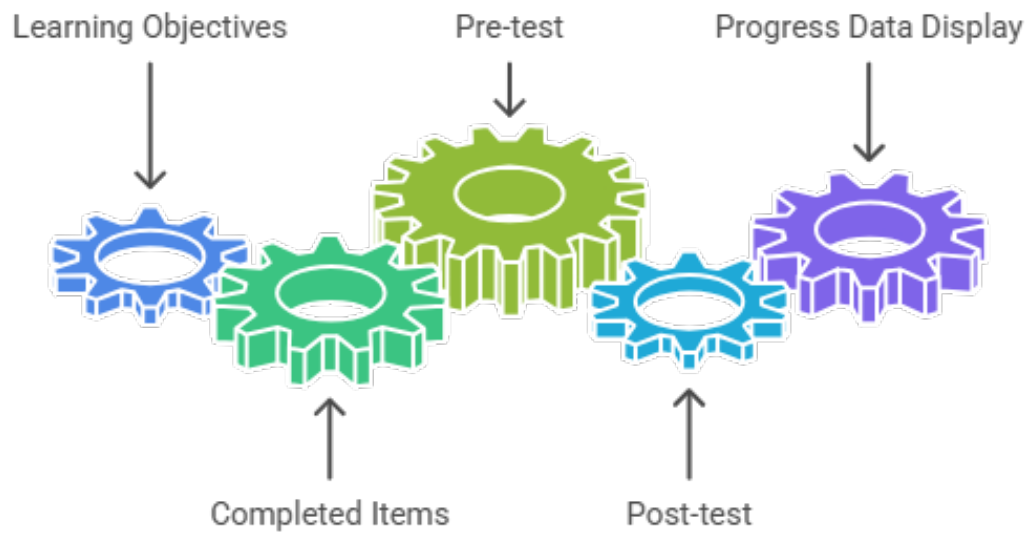
Dashboard ? Side drawer ? Reports ? User Reports ? Individual Course Progress Report



Report Requirements:

For this report, it is necessary that the user is enrolled in an **Learnexify class**.

If learning objectives are not configured in the course, some progress-related data is not displayed, such as:



Report Filters:

In this report, the filter section includes a **Full Name option**, which is used to select a **specific user** and view their report data.



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Edit mode

Individual Course Progress Report

Full name

PakTaleem Support



Optional report columns:

☒ Show all Learning Objectives

☒ Show current total score

☒ Show Pre-Test/Post Test

Reset Form

Show Report

Required

dev.learnexify.com/local/eliscore/lib/form/autocomplete.php?report=individual_course_pr...

dev.learnexify.com/local/eliscore/lib/form/autocomplete.php?report=individu...

Autocomplete Configuration

User Fields to Search and Display

Notes:

- Any fields which are set to be searched will also be displayed.
- Restrict** will restrict searching to users with the same value for this field as the user who is searching

Search	Display	Restrict	Field
☒	☒		IDNumber
☒	☒		First Name
☒	☒		Last Name
☒	☒		Username
☐	☐	☐	Additional Information

Save changes

Cancel

In addition, optional report columns include:

- **Show All Learning Objectives ?** Displays data of all learning objectives
- **Show Current Total Score ?** Displays the user's overall current score
- **Show Pre-Test / Post-Test ?** Includes pre-test and post-test results in the report

Required columns can be selected using **checkboxes**.



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Edit mode

Individual Course Progress Report

Full name

PakTaleem Support



Optional report columns:

☒ Show all Learning Objectives

☒ Show current total score

☒ Show Pre-Test/Post Test

Reset Form

Show Report

Required

Generate Report:

When all required settings and fields are selected, click the **Show Report button**.

After this, the system **generates** the report for the **selected user** and displays it on the course progress screen.

Report View:

The report shows user course-level progress in detail.

- **Student ?** User's name
- **ID ?** User's unique ID number
- **Email ?** User's email address
- **Reg. Date ?** Account creation date
- **User group (s) ?** User's assigned user group s
- **Date ?** Report generation date
- **Course ?** Course in which the user is enrolled or has completed
- **Class ID ?** Related Learnexify class ID number
- **Progress ?** Progress based on learning objectives (if available)|
- **Completed Items ?** Ratio of completed vs total objectives (if available)
- **Start Date ?** Course start or enrollment date
- **End Date ?** Course completion date
- **Pretest Score ?** Pre-test result (if available)
- **Post-test Score ?** Post-test result (if available)

- **LO1 ?** Status of first learning objective (e.g., Book Assessment Test, Knowledge Check, or N/A)
- **LO2 ?** Status of second learning objective (e.g., Knowledge Check or N/A)
- **Total Score ?** Overall percentage score (e.g., 0.00%, 100.00%)
- **Discussion Posts ?** Total number of discussion posts
- **Resources Accessed ?** Course resources accessed by the user


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Individual Course Progress Report

Student:	PakTaleem Support												
ID:	support@paktaleem.net												
Email:	support@paktaleem.net												
Reg. Date:	Wednesday, 03 December 2025, 1:42 PM												
User Set(s):	Islamabad Campus, testing												
Date:	Friday, 19 June 2026, 6:15 AM												

COURSE	CLASS ID	PROGRESS	COMPLETED ITEMS	START DATE	END DATE	PRE-TEST SCORE	POST-TEST SCORE	LO1	LO2	TOTAL SCORE	DISCUSSION POSTS	RESOURCES ACCESSED
Data Structures	SEM6-11105-11040	9%	0 of 2	Monday, 04 May 2026	Sunday, 10 May 2026	---	---	Book Assessment Test: -	Knowledge Check: -	0.00%	0	0
Databases	SEM5-11104-11040	100%	1 of 1	Monday, 04 May 2026	Sunday, 10 May 2026	---	---	Knowledge Check: 90.00%	N/A	86.00%	0	0

Report Scheduling, Export & Refresh:

This report **includes** the same options as other reports:

- 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 **exported** in **both PDF and CSV formats**.
- Click the **Refresh button** at the **bottom center** to update the **report** with the latest data.

Individual Course Progress Report

Configure Report



Downlode Report in CVS, PDF and Excel Format



Individual Course Progress Report

Student:	PakTaleem Support
ID:	support@paktaleem.net
Email:	support@paktaleem.net
Reg. Date:	Wednesday, 03 December 2025, 1:42 PM
User Set(s):	testing
Date:	Monday, 01 June 2026, 10:06 AM

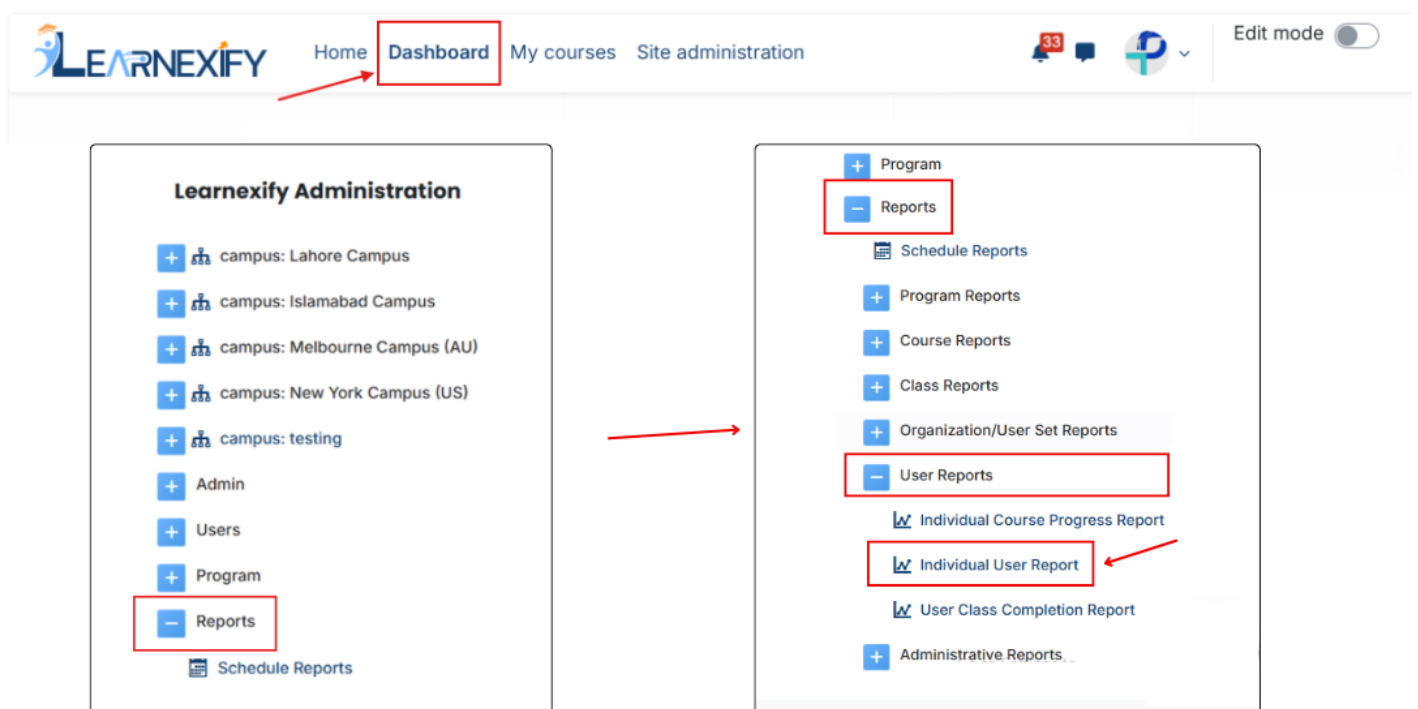
COURSE ↓	CLASS ID	PROGRESS	COMPLETED ITEMS	START DATE	END DATE	PRETEST SCORE	POST-TEST SCORE	DISCUSSION POS
Data Structures	SEM6-11105-11040		0 of 2	Monday, 04 May 2026	Sunday, 10 May 2026	---	---	0
Databases	SEM5-11104-11040		0 of 1	Monday, 04 May 2026	Sunday, 10 May 2026	---	---	0

5.2 Individual User Report

Individual User Report is used to **view a specific learner's** program and **course completion information**. This report shows details of the **user's enrolled** and **completed courses**.

Report Path:

Dashboard ? Side drawer ? Reports ? User Reports ? Individual User Report



Report Requirements:

For this report, it is **necessary** that the user is **enrolled** or has previously been **enrolled** in a Learnexify course. Only then the user data will be displayed in the report.

Report Filter:

This report has a User selection option where a **specific user** is selected and their data is shown in the report.

Before using the report, click on the **Configure icon** to set user search and display fields. Learnexify **custom user fields** can also be selected here.

The screenshot shows the 'Individual User Report' page. The 'Full name' field contains 'PakTaleem Support'. A red box highlights the 'Configure' icon (a document with a gear) next to the search field. A red arrow points from this icon to a pop-up window titled 'Autocomplete Configuration'. This window has a section 'User Fields to Search and Display' with the following table:

Search	Display	Restrict	Field
☒	☒	☐	IDNumber
☒	☒	☐	First Name
☒	☒	☐	Last Name
☒	☒	☐	Username
☐	☐	☐	Additional Information

Below the table are 'Save changes' and 'Cancel' buttons. Notes in the window state: 'Any fields which are set to be searched will also be displayed.' and 'Restrict will restrict searching to users with the same value for this field as the user who is searching.'

After **configuring the fields**, type the **user name** in the **search box** and **select the required user** from the **pop-up list**.

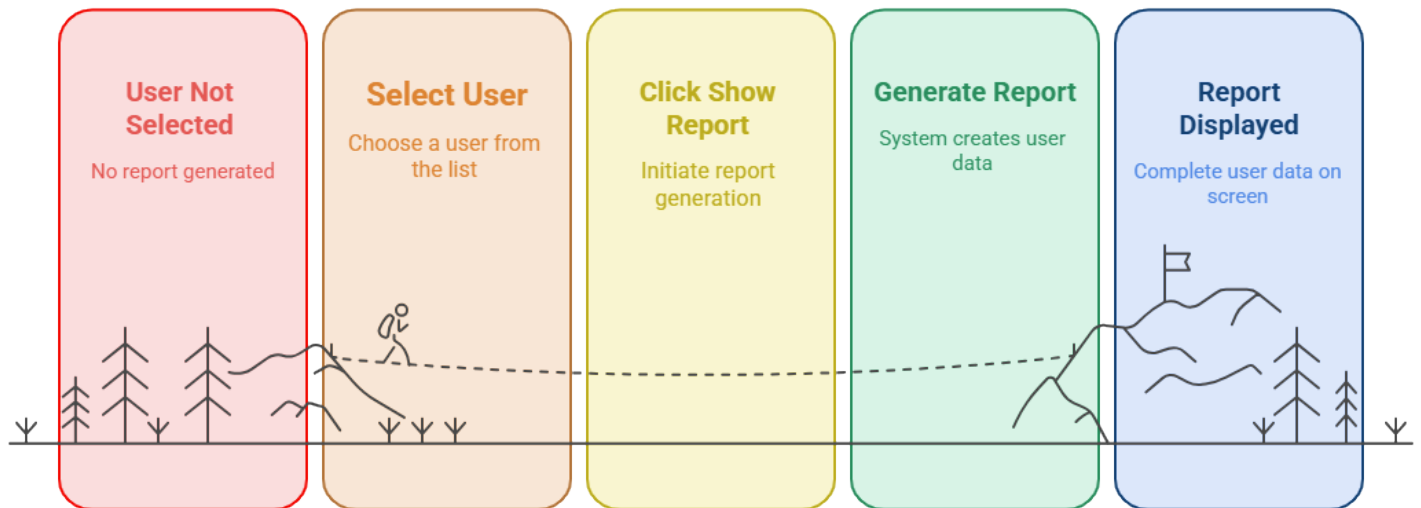
The screenshot shows the 'Individual User Report' page. The 'Full name' field now contains 'paktaleem'. Below the field, a red arrow points to a red exclamation mark icon and the text 'Required'. A pop-up list displays search results with the following table:

IDNumber	First Name	Last Name	Username
Test Program _User	Test	User	testuser@paktaleem.net
Test Program User	Tester	Demo	tester@paktaleem.net
support@paktaleem.net	PakTaleem	Support	support@paktaleem.net
warda@paktaleem.net	Syeda	Warda	warda@paktaleem.net

Generate Report:

Once the user is selected, click on the **Show Report** button.

After this, the system **generates** the **report** for the **selected user** and **displays the complete data** on the screen.



Report View:

The report shows the **user's assigned programs** and the courses within them. If a **course** does not belong to a **program**, it is shown under **Non-Program Courses**.

Non-Program Courses

Courses not linked to any program

Assigned Programs

Courses grouped into specific programs



Courses Within Programs

Individual courses part of a program

User Information

- **User ID** ? User's Learnexify ID number
- **First Name** ? User's first name
- **Last Name** ? User's last name
- **Email** ? User's email address
- **Registration Date** ? Date the account was created

Class Information

- **Program** ? Name of the Learnexify program
- **Course ID** ? Learnexify course ID number
- **Course Name** ? Name of the Learnexify course
- **Credits** ? Credits earned after course completion
- **Class ID** ? Learnexify class ID number
- **Grade** ? Current total grade (0 if not assigned)
- **Date Completed** ? Course completion date
- **Status** ? Completion status (Complete, Incomplete, Overdue)
- **Learning Objectives and Score** ? Learning objectives and their scores
- **Expires** ? Expiry date of the course or certificate
- **Certificate** ? Indicates the certificate status or availability for the completed course


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Individual User Report

User ID:	support@paktaleem.net
First name:	PakTaleem
Last name:	Support
Email:	support@paktaleem.net
Registration date:	Wednesday, 03 December 2025, 1:42 PM

Program: Bachelor of Engineering in Electrical Engineering

Course Set: N/A

Course ID: 11101

Course name: Programming Basics

Credits: 0

Grade: 0.00

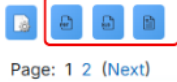
Report Scheduling, Export & Refresh:

Like other reports, this report also includes the same features:

- 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 **exported** in both **PDF and CSV formats**.
- Click the **Refresh button** at the **bottom center** to update the **report** with the latest data.

Individual User Report

**Configure
Parameters**



Download Report in PDF,
Excel and CSV Format.

Schedule this report



User ID:	support@paktaleem.net
First name:	PakTaleem
Last name:	Support
Grade:	0.00
Class ID:	SEM5-11104-00978_QA_Track
Date completed:	Not Complete
Status:	Incomplete
Expires:	Not Available
Certificate :	Not Available

This information is current as of Friday, June 19, 6:42:43 am

Refresh

From here you can refresh this report

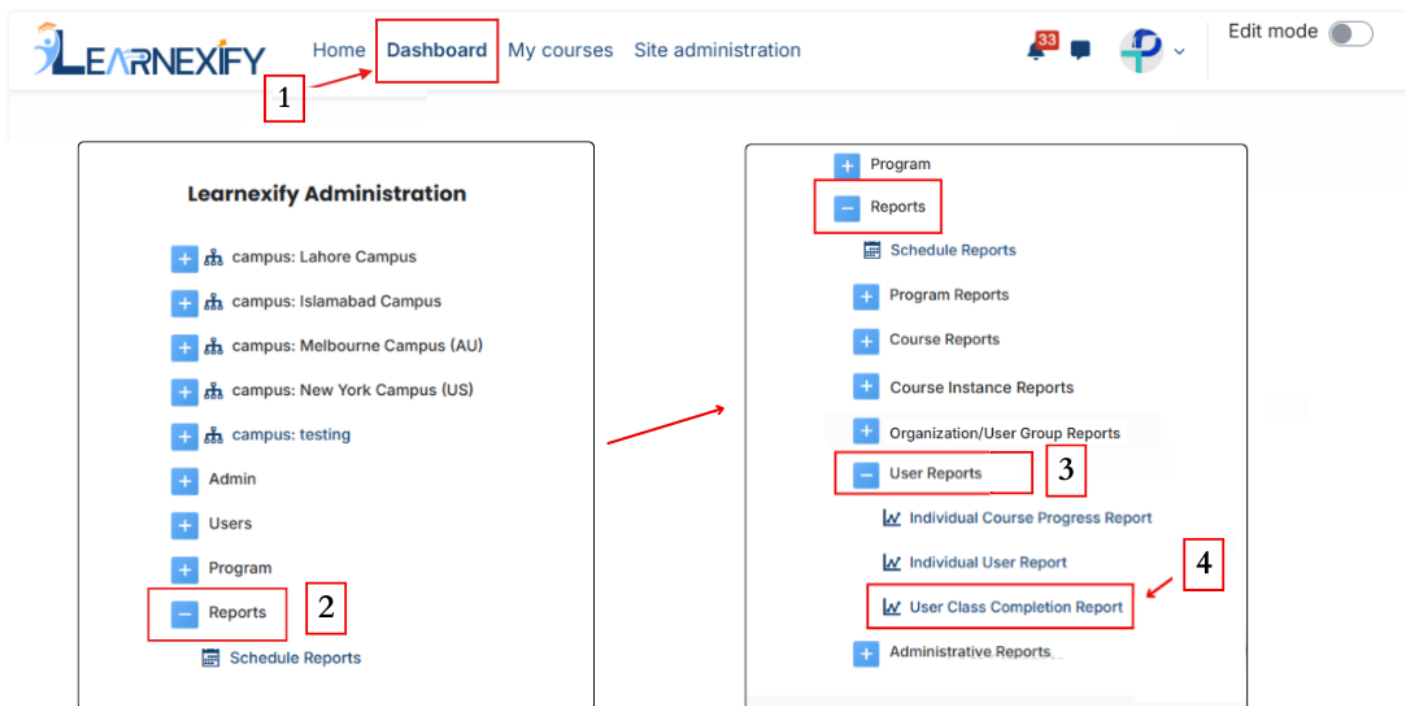
Note: Individual User Reports can also be generated for inactive users.

5.3 User Class Completion Report

User Class Completion Report is a **detailed academic** report that displays **users' class completion status, program progress, and earned credits**. The main purpose of this report is to help administrators identify which users **have completed** their **classes**, **Batch program progress**, and view **total credits** earned by learners.

Report Path:

Dashboard ? Side drawer ? Reports ? User Reports ? User Class Completion Report



Report Filters:

This report **uses** multiple filters to **refine** and **customize** the data:

User Filters (for searching users):

Full Name, First Name, Last Name, ID Number, Email Address, City/Town, Country, Username, Preferred Language, Inactive Status, user group

Date Filters (for time-based filtering):

Course Completion Date (is after / is before), Start Date (is after / is before)

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User Class Completion Report

Full name



Last name

 contains 

First name

 contains 

ID number

 contains 

Email address

 contains 

Course Completion Date

☐ is after    
☐ is before    

Academic Filters (for selecting report scope):

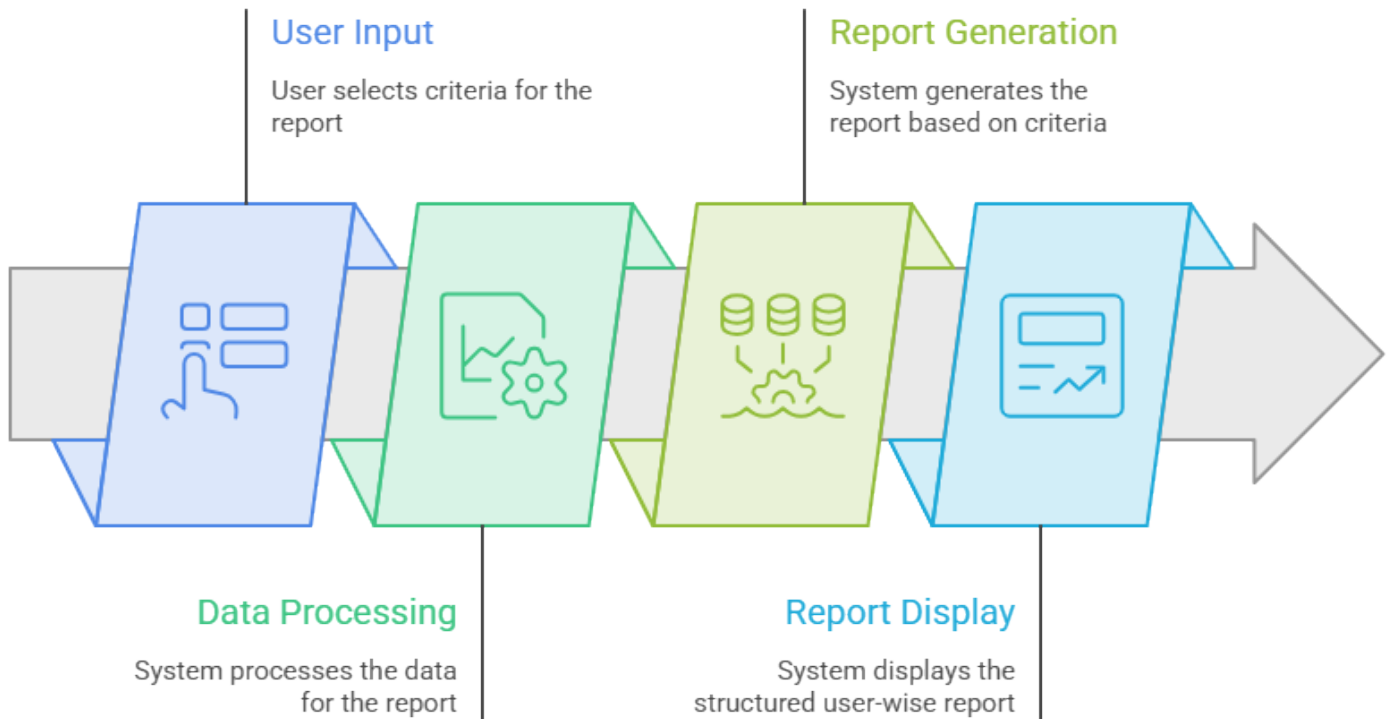
Program, Course Set, Course, Class, Status, Class Completion Status, Pre-test, Post-test

User Class Completion Report

Program		any value Bachelor of Engineering in Electrical Engineering BE Electrical Engineering Test Program BS_QA
Course Set		any value DCS Program Program DCS
Course		any value Adobe Photoshop Basics Data Structures Databases java Math

Generate Report:

- Required filters are selected first
- User, program, course, and date range are applied
- The report is generated based on selected criteria
- System processes the data and displays a structured user-wise report



Report Output:

When the **report is generated**, the following **summary is displayed**:

- **Total Learners ?** total number of users included in the report
- **Total Earned Credits ?** total credits earned by all users

Report Summary

Displayed summary of the report



Total Learners

Total number of users in the report



Total Earned Credits

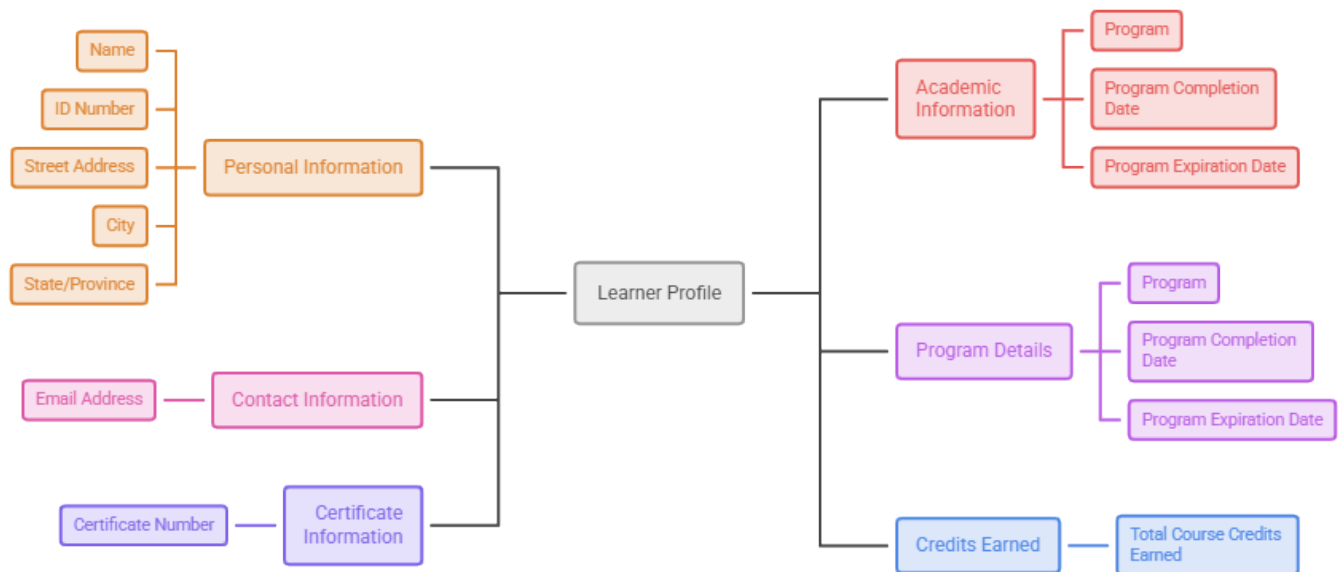
Total credits earned by all users



Detailed Data Table:

- **Name** ? identifies the learner
- **ID Number** ? unique system ID for Batching
- **Street Address** ? user address for record reference
- **City** ? user's city location
- **State/Province** ? user's region or province
- **Email Address** ? used for communication and identification
- **Program** ? shows enrolled academic program
- **Program Completion Date** ? completion date of program
- **Program Expiration Date** ? program validity/expiry date
- **Certificate Number** ? issued certificate reference number

- **Total Course Credits Earned ?** total credits earned by the user



Report Actions:

- **Download Report (PDF / CSV):**

The report can be downloaded in **PDF or CSV format** for offline use, sharing, or record keeping.

- **Schedule Report:**

The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

- **Refresh Report:**

The Refresh option updates the report with the latest available data without changing filters or re-running the report from scratch.

[Configure Parameters](#)

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Download Report in PDF,
Excel and CSV Format.[Schedule this report](#)**Total Learners: 35****Total Earned Credits: 7.00**

NAME	ID NUMBER	TOTAL COURSE CREDITS EARNED	
student 2	student1@gmail.com	0.00	Details
q a	qa_test_user	0.00	Details