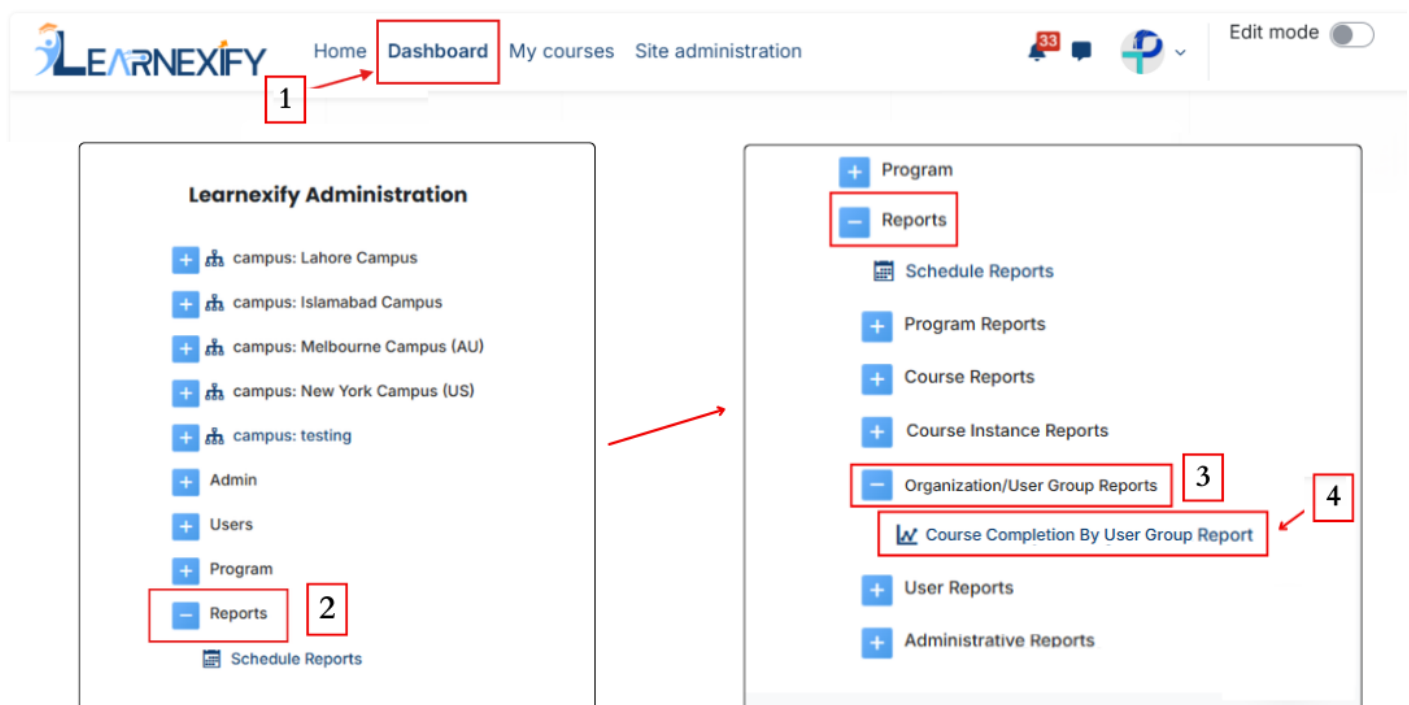


4.1 Course Completion By User Group Report

The Course Completion by user group Report is used to **view course** and **class completion** data for **users grouped**. In this report, **users** are **filtered based** on their **user groups**, and their progress and **completion status** are displayed accordingly.

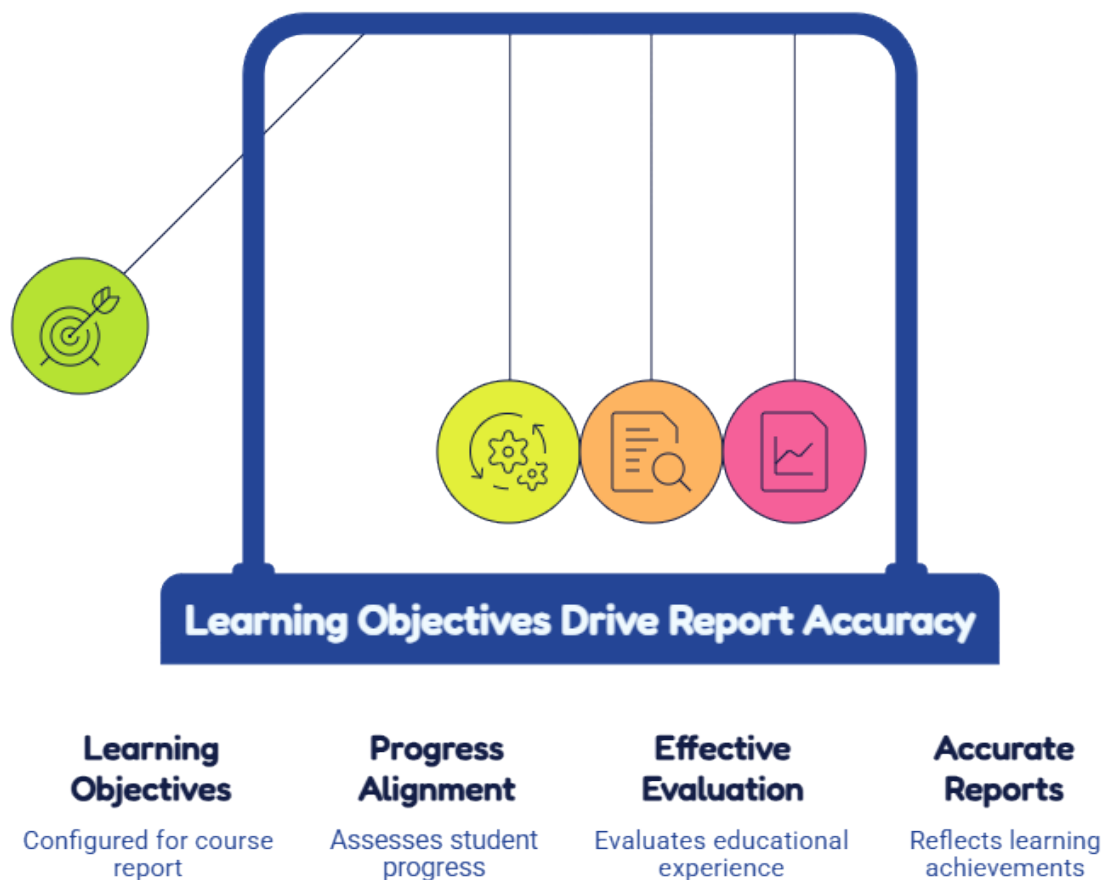
Report Path:

Dashboard ? Side drawer ? Reports ? Organization/User Group Reports ? Course Completion By User Group Report



Report Requirements:

This report requires that **users** within a **user group** are **enrolled in courses**. In addition, courses must have **learning objectives configured** for the report to function properly.



Report Filters:

User groups can be selected in **two ways**:

1. Selecting a Single user group

Using the “any value” button, a specific user group or sub-set can be selected. This will display data only for the selected user group and will not include its sub-sets.

2. Selecting Multiple or Organizational user groups

By clicking the **Enable Tree option**, the **complete user group** hierarchy is displayed. From here, multiple user groups can be selected using checkboxes. Selecting a parent user group will automatically include all its sub-sets.

The screenshot displays a web interface for selecting user groups. A red rectangle highlights a dropdown menu that is open, showing a hierarchical tree of user groups. The tree starts with 'any value' at the top, followed by 'Islamabad Campus', which includes 'Department of Computer Science Technology' and 'Diploma in Computer Science (DCS)'. Below this is 'Lahore Campus' with 'PGD_BA_2025F'. Further down is 'Melbourne Campus (AU)' with 'Cyber Security' and 'Software Engineering'. The final section is 'New York Campus (US)' with 'Business Administration' and 'Information Technology'. At the bottom of the tree is 'testing'. To the left of the tree, there are several filter options: 'Select the date range for course completions' (with a calendar icon), 'Select course completions by how many days, weeks or months ago' (with a dropdown), 'Completion status' (with a red circle icon), and 'Choose Course Descriptions to show' (with a red circle icon). To the right of the tree, there are date selection fields: 'is before' (with a dropdown), '8' (with a dropdown), 'June' (with a dropdown), and '2026' (with a dropdown). Below the tree, there are checkboxes for 'Program' and 'Course Id number'. At the bottom left, there is a section for 'Optional information'.

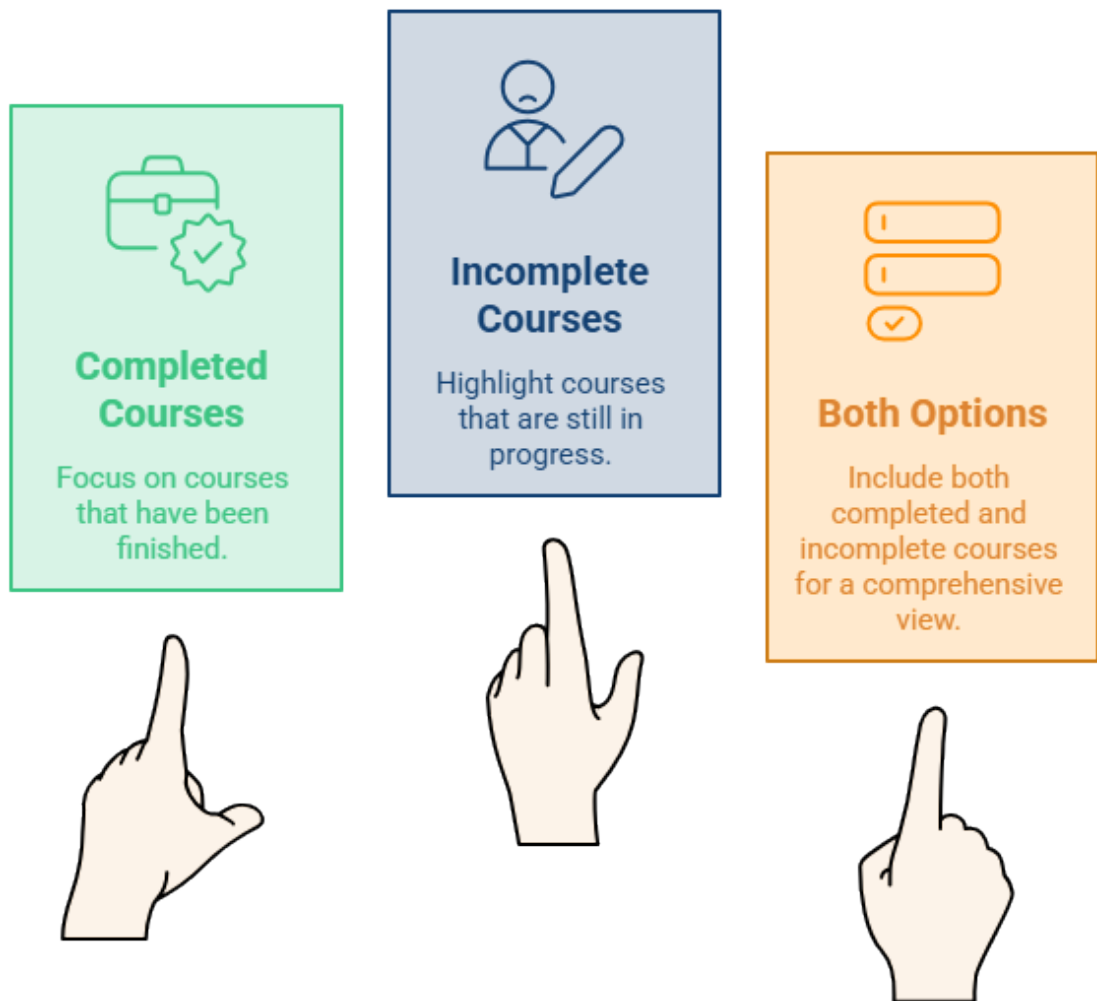
Completion Status Selection:

The report allows filtering by **completion status**:

- **Completed courses**
- **Incomplete courses**

One or both options can be selected based on the requirement.

Which completion status should be filtered in the report?



Optional Information:

Additional data fields can be included in the **report**:

- **Program ?** Displays courses grouped under the assigned program for each user.
- **Status ?** Filters users based on completion status (Completed or Incomplete). If left as default, all users are included.

- **Completion ?** Displays the learning objectives column in the report.
- **Course Set ?** Adds a column showing the course set assigned to the course.
- **User group Leader Role ?** Displays users assigned as leaders for each user group based on the selected role.

LEARNEXIFY Home Dashboard My courses Site administration

To allow for the selection of multiple user sets, use the "Enable Tree" button.

Select the date range for course completions ☐ is after 8 June 2026 ☐ is before 8 June 2026

Select course completions by how many days, weeks or months ago days ago days ago

Completion status ☐ Show completed course descriptions ☐ Show incomplete course descriptions

Choose Course Descriptions to show 2 Testing program Adobe Photoshop Basics Data Structures Databases demo documentation testing course Entry Test Fundamentals of Design java Math

Optional information ☐ Program ☐ Course Idnumber ☐ Status ☐ Completion ☐ Course Set

User Set Leader Role

Group by ☒ User set ☐ User name ☐ Course Description ☐ Class completion date

Running the Report:

After selecting the **required filters** and **parameters**, click on the **Show Report** button. The system will **generate** the report based on the selected **criteria** and **display** the data on the screen.

View Report:

The report displays **user-wise course completion** data filtered by **user groups**. **Courses associated** with **programs** are grouped under program names, while non-program courses are listed separately.

- **User ID ?** Displays the user's ID number.
- **User Name ?** Displays the first and last name of the user.
- **Program ?** Shows the program name, or "Non Program Courses" if the course is not associated with a program.
- **Course Set ?** Displays the course set assigned to the course.
- **Course ?** Displays the Learnexify course name.
- **Required ?** Indicates whether the course is required in the program (Yes/No or N/A).
- **Class ?** Displays the Learnexify class ID number.
- **Completed ?** Shows the user's completion status (Completed, Not Completed, Pass, Failed, or Incomplete).
- **Current Grade ?** Displays the user's current total grade. If no grade is assigned, 0 is shown.
- **Learning Objectives Completed ?** Shows completed learning objectives out of total (e.g., 3/5). If none are defined, 0/0 is displayed.

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Course Completion By User Set Report

Schedule this report

Course Completion By User Set Report

User Set: Islamabad Campus

USER ID	USER'S NAME	USERNAME	COMPLETED	CURRENT GRADE	COURSE DESCRIPTION	COURSE IDNUMBER	COMPLETION DATE
Ali Raza ali-raza							
Program: Diploma in Computer Science (DCS) (Not Completed)							
ali-raza			Not Completed	0.00%	Data Structures_SEM6-11105-Batch_TRK_DCS2026		N/A
ali-raza			Not Completed	0.00%	Object-Oriented Programming (OOP)	11103	N/A
ali-raza			Not Completed	0.00%	Object-Oriented Programming (OOP)_SEM5-11103-Batch_TRK_DCS2026		N/A
ali-raza			Not Completed	0.00%	Operating Systems (OS)	11106	N/A
ali-raza			Not Completed	0.00%	Programming Basics_SEM4-11101-Batch_TRK_BEEE2026		N/A
ali-raza			Not Completed	0.00%	Programming Basics_SEM4-11101-Batch_TRK_BEEE2026.1		N/A
ali-raza			Not Completed	0.00%	Programming Basics_SEM4-11101-Batch_TRK_BEEE2026.2		N/A
ali-raza			Not Completed	0.00%	Project_SEM7-11108-Batch_TRK_DCS2026		N/A
ali-raza			Not Completed	0.00%	Web Development	11107	N/A

Activate Windows
 Go to Settings to activate Windows

Report Scheduling, Export & Refresh:

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 **exported in PDF and CSV formats**.
- Report data can be refreshed using the **Refresh button** without **reapplying parameters**.

Configure Parameter



Download Report in PDF,
Excel and CSV Format.

Schedule this report 

Course Completion By User Group Report

User Group: Melbourne Campus (AU)

USER ID	USER'S NAME	USERNAME	COMPLETED	CURRENT GRADE	LEARNING OBJECTIVES COMPLETED	COURSE DESCRIPTION	COMPLETION DATE
Test User		testuser@paktaleem.net					
Program: BE Electrical Engineering (Not Completed)							
Test Program _User			Not Completed	0.00%	0 / 0	Data Structures_SEM6-11105-11040	N/A
Test Program _User			Not Completed	0.00%	0 / 0	Databases_SEM5-11104-00978_QA_Track	N/A
Test Program _User			Not	0.00%	0 / 0	Databases_SEM5-11104-	N/A

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