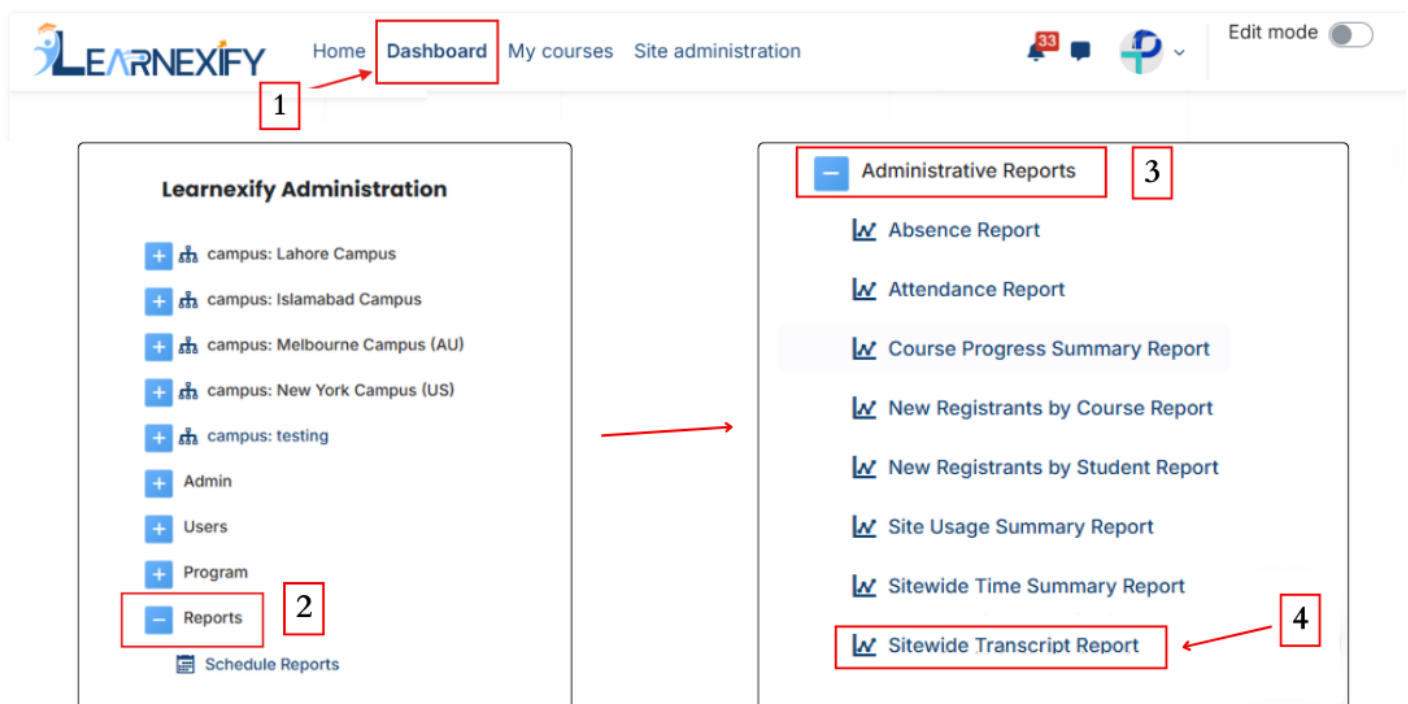


6.8 Sitewide Transcript Report

The Sitewide Transcript Report displays a **complete transcript** for **every user** in Learnexify who is **enrolled** in a Learnexify Course Instance. It provides a **system-wide academic** summary of all users, **including enrolled** and **completed Course Descriptions**.

Report Path:

Dashboard ? Side drawer ? Reports ? Administrative Reports ? Sitewide Time Summary Report

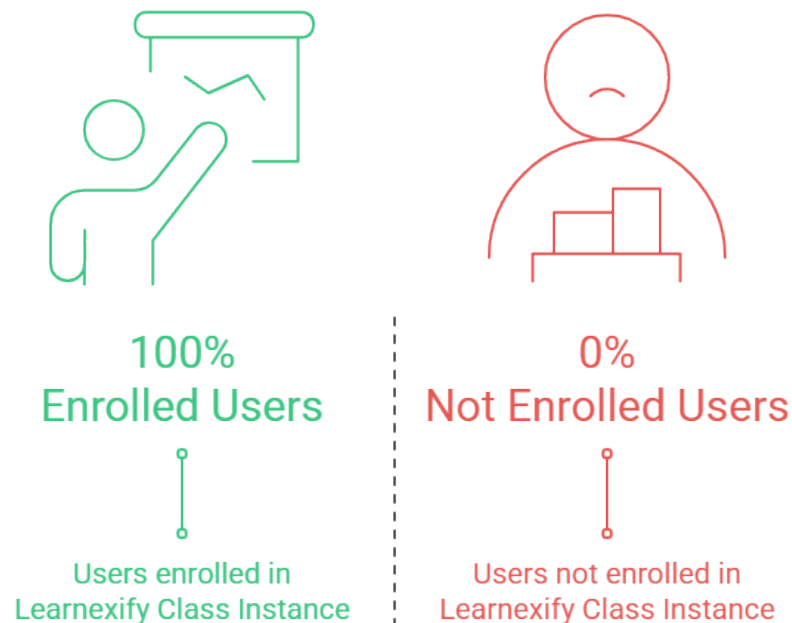


Report Requirement:

To be included in this report:

- The user must be **enrolled** in an **Learnexify Course Instance**

If the user is not enrolled, they will not appear in the report.



Report Filters:

This report includes one standard optional filter:

- **Full Name** ? Used to search and filter users by their full name.
- **Last Name** ? Used to search and filter users by their last name.
- **First Name** ? Used to search and filter users by their first name.
- **Middle Initial** ? Used to search and filter users by their middle initial.
- **ID Number** ? Used to search and filter users by their ID number.

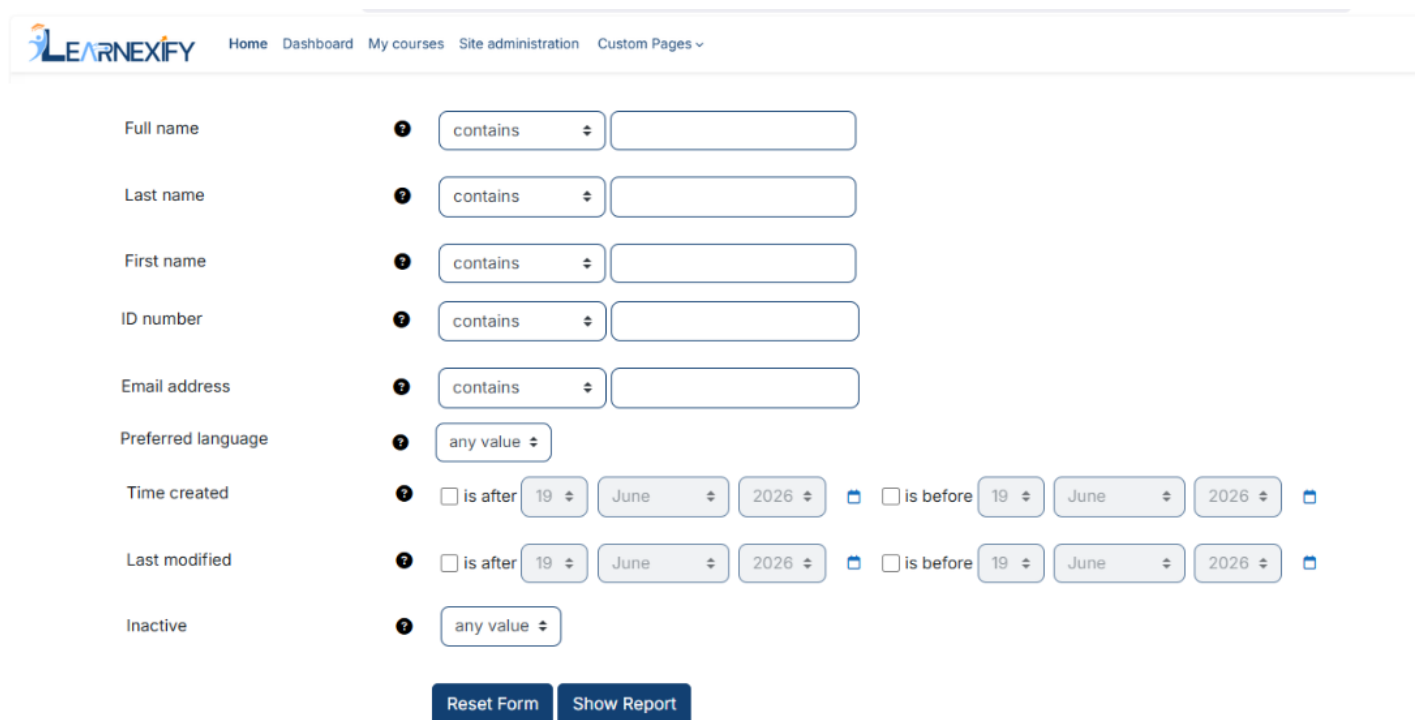
- **Email Address** ? Used to search and filter users by their primary email address.
- **Email Address 2** ? Used to search and filter users by their secondary email address.
- **Username** ? Used to search and filter users by their username.
- **Address** ? Used to search and filter users by their address.
- **Address 2** ? Used to search and filter users by their secondary address. .
- **City/Town** ? Used to search and filter users by their city or town.
- **State/Province** ? Used to search and filter users by their state or province.
- **Country** ? Used to filter users by country. Users can select a specific country or **Any value**.
- **Zip/Postal Code** ? Used to search and filter users by their ZIP or postal code.
- **Phone** ? Used to search and filter users by their primary phone number.
- **Phone 2** ? Used to search and filter users by their secondary phone number.
- **Fax** ? Used to search and filter users by their fax number.
- **Preferred Language** ? Used to filter users by their preferred language. Users can select a specific language or **Any value**.
- **Time Created** ? Used to filter users based on the date their account was created. Users can specify a date range using **is after** and/or **is before**.
- **Last Modified** ? Used to filter users based on the date their account was last modified. Users can specify a date range using **is after** and/or **is before**.
- **Inactive** ? Used to filter users based on their account status. Users can select the appropriate inactive status or **Any value**.

For text-based filters, the following matching options are available:

- **Contains** ? Displays records that include the entered text anywhere in the field.

- **Doesn't contain** ? Displays records that do not include the entered text.
- **Is equal to** ? Displays records that exactly match the entered text.
- **Starts with** ? Displays records that begin with the entered text.
- **Ends with** ? Displays records that end with the entered text.
- **Is empty** ? Displays records where the selected field has no value.

If no filter is applied, the report displays transcripts for all users enrolled in Learnexify Course Instances.



The screenshot shows the Learnexify dashboard with a navigation bar at the top containing links for Home, Dashboard, My courses, Site administration, and Custom Pages. Below the navigation bar is a filter form with the following fields:

- Full name**: Filter type dropdown (set to 'contains'), input field.
- Last name**: Filter type dropdown (set to 'contains'), input field.
- First name**: Filter type dropdown (set to 'contains'), input field.
- ID number**: Filter type dropdown (set to 'contains'), input field.
- Email address**: Filter type dropdown (set to 'contains'), input field.
- Preferred language**: Filter type dropdown (set to 'any value').
- Time created**: Filter type dropdown (set to 'is after'), date input (19 June 2026), and a calendar icon.
- Last modified**: Filter type dropdown (set to 'is after'), date input (19 June 2026), and a calendar icon.
- Inactive**: Filter type dropdown (set to 'any value').

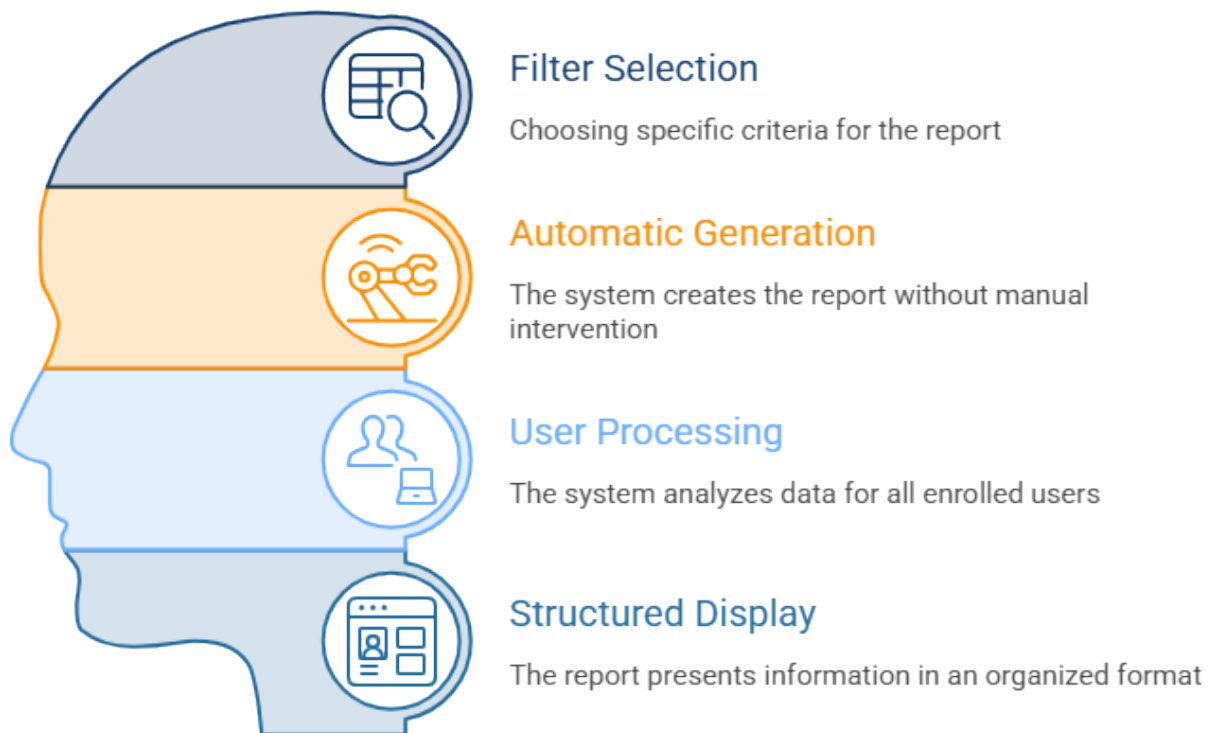
At the bottom of the form are two buttons: **Reset Form** and **Show Report**.

Advanced filtering options are available under the “**Show More**” section.

Generate Report:

- First, select the relevant filters according to the transcript report you want to generate.

- The report is generated only after the user clicks the '**Show Report**' button.
- The system processes all users enrolled in Learnexify course Instances
- The transcript data is displayed in a structured, user-wise format



Report Output:

The report includes the following information for each user:

- **ID Number ?** User's unique system ID number
- **Course Name ?** All Course Descriptions in which the user is enrolled or has completed
- **Class ID Number ?** Unique ID number of each course instance

- **Dates Offered ?** Start and end dates of the class (if not available, “N/A” is shown)
- **Grade ?** Current grade for each course instance
- **Status ?** Pass, Fail, or Incomplete
- **Credits ?** Credits earned for each course instance (if applicable)
- **Completed Date ?** Date when the course instance was completed


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




[Edit mode](#)






Schedule this report 

Page: 1 2 3 4 5 6 7 8 9 10 11 (Next)

Sitewide Transcript Report

Student Name: student 2

ID Number: student1@gmail.com

COURSE NAME	CLASS IDNUMBER	DATES OFFERED	GRADE	STATUS	CREDITS	DATE COMPLETE
Operating Systems (OS)	SEM6-11106-11040	05/04/2026 - 05/10/2026	0.00%	N/A	0.00	Incomplete
Programming Basics	SEM4-11101-2026_spring.1	N/A	0.00%	N/A	0.00	Incomplete
Project	SEM7-11108-11040	05/04/2026 - 05/10/2026	0.00%	N/A	0.00	Incomplete
Data Structures	DCS_11105	N/A	0.00%	N/A	0.00	Incomplete
Databases	DCS_11104	N/A	0.00%	N/A	0.00	Incomplete
Object-Oriented Programming (OOP)	DCS_11103	N/A	0.00%	N/A	0.00	Incomplete

Report Actions (Refresh & Export):

- Report **settings** and **filters** can be modified using **Configure Parameters**.
- The **report** can be **exported** in both **PDF** and **CSV** formats.
- 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.

Home Dashboard My courses Site administration Custom Pages



Report Configuration



Download Report in PDF, Excel and CSV Format.

Schedule this report 

Page: 1 2 3 4 5 6 7 8 9 10 11 (Next)

Sitewide Transcript Report

Student Name: student 2

ID Number: student1@gmail.com

COURSE NAME	CLASS IDNUMBER	DATES OFFERED	GRADE	STATUS	CREDITS	DATE COMPLETE
Operating Systems (OS)	SEM6-11106-11040	05/04/2026 - 05/10/2026	0.00%	N/A	0.00	Incomplete
Programming Basics	SEM4-11101-2026_spring.1	N/A	0.00%	N/A	0.00	Incomplete
Project	SEM7-11108-11040	05/04/2026 - 05/10/2026	0.00%	N/A	0.00	Incomplete
Data Structures	DCS_11105	N/A	0.00%	N/A	0.00	Incomplete
Databases	DCS_11104	N/A	0.00%	N/A	0.00	Incomplete
Object-Oriented Programming (OOP)	DCS_11103	N/A	0.00%	N/A	0.00	Incomplete
Project	DCS_11108	N/A	0.00%	N/A	0.00	Incomplete

Revision #14

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