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COURSE COMPLETION HISTORY

. This report is best utilized to see which Learners have or have not completed their required training.

If you have not already reviewed the training materials on [Functions Common to Most Reports](https://connect.relias.com/s/article/DOC-4921) (https://connect.relias.com/s/article/DOC-4921) please do so before continuing with this report.

Access this report under Reports >

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Course Completion History
Course Completion History

This is our most popular and versatile report. This report allows you to view completion records (both complete and not complete) for modules (courses, live events and requirement trackers)

Dec 16, 2018 .
Knowledge

Section 1: Filter By Hierarchy Section 1: Filter By Hierarchy allows you to filter your report based on hierarchy levels. If you wish to

run the report for all Learners, leave this field blank.

Search... SEARCH

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Section 2: Filter Filter By By Courses Courses allows you to filter and run the report for an individual module or group

of modules. To add a module, click on the "Add Module(s)" button. In the new window that appears, check the boxes next to the names of the modules that you wish to run the report for and click the "Add" button. To run the report for all courses, leave Section 2 blank.

Section 3: Filter by User Attributes Section 3: Filter by User Attributes allows you to filter which Learners will be included on the report.

To run the report for all Learners, leave these fields blank.

Section 4: Report Output Section 4: Report Output will allow you to set additional parameters for how your report will run.

The first field, Course Status, gives you three options:

Completed - select just the Learners who have completed a module

Not Completed - Select just the Learners who have NOT completed a module; this is useful when you are trying to get a quick look at which Learners are missing a requirement, OR

All - Select Learners who have and have not completed a module

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Below Course Status is the Indiv./Mult. field which gives you access to run the report for all Learners or one individual Learner. You also have the option to show each Learner on a separate page, show external training entered by a supervisor/administrator or by the Learner, and whether or not to include credit hours on the report.

In this section, you will also specify the Date Type and Date Range for which you wish to run your report. You can choose Date Type: "Completed" to show which modules have been completed within a certain time frame or "Due Date Range" to show which modules have or have not been completed based on if its due date falls within the range you choose.

Date Range allows you to choose the dates you wish to run the report for based upon the Date Type chosen above. You can choose a preset date range from the drop-down or choose "Specify Dates" to manually enter your date range. Note: If running the report for Course Status: Not Completed or All, the report will default to run by Due Date Range and you will want to be sure to expand the end date to include the due date for the module for which the report is being run.

Summary Chart Graph Summary Chart Graph:

The Course Completion History report results include an exportable graph that summarizes your report data. The graph's data can be customized using the filters located below the chart. It may be grouped by Job Title, Hierarchy, Location, Department or Module. The data displayed can be customized as well to view Course Status, Assigned Completions Count, Assigned Completions %, Completes Hours or Average Grade (on pass).

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To export a .png picture file of the Summary Chart Graph, click the export button at the top right of the chart.

Data:

Data:

The Course Completion History report results can be viewed as a Summary or as Full Data.

Select the Summary tab to view a summary of the data displayed on the Summary Chart Graph. This feature is dynamic and updates immediately after a change has been made to the grouping or data selections on the Summary Chart Graph. For example, if Job Title data is displayed in the graph above, Job Title data will be shown in the Summary tab below.

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Select the Full tab to view the complete Course Completion History report results.

Below is an example of a Course Completion History report that was run to show only completed modules, within a date range of 12/31/2016 to 12/31/2017.

***Please note: Please note:** This report shows the Completion Type column as a default column. This column

includes information to determine if the course was completed by the learner (Completion) or if the learner was marked complete by a supervisor/instructor/administrator (Marked Complete by

_____).

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The next example shows a Course Completion History that was run to only show Not Completed modules that had a due date range of 12/31/2016-12/31/2017.

Filters:

Filters:

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The filters selected to run the Course Completion History report can be found below the data in the bottom most section of the page.

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