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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)

May 14, 2021 · Knowledge

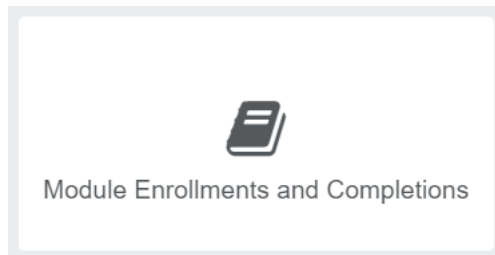
ARTICLE DETAIL

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://reliasconnect.force.com/s/article/DOC-4921) (<https://reliasconnect.force.com/s/article/DOC-4921>) please do so before continuing with this report.

Access this report under Reports >



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.

1 FILTER BY HIERARCHY (Optional - All selected by default)

Hierarchy

Section 2: Filter By 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 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 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

4 REPORT OUTPUT

Course Status *

Completed

Completed

Not Completed

All

All Learners

Below Course Status is the Individ./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.

4 REPORT OUTPUT

Course Status *

Not Completed

Individual/Multiple * ⓘ

All Learners

Show each user on a separate page

Show External Training

Include Trainings Manually Added by Learner

Include Credit Hours in the Report Output

Date Type

Completed Due Date Range ?

Show modules with no due date, e.g., External and Elective modules

Date Range

Specify Dates... 01/01/2018 - 5/10/2021

Specify Dates...

Last Year

This Year

Year to Date

Last Six Months

Last Month

This Month

Last Quarter

This Quarter

Yesterday

Today

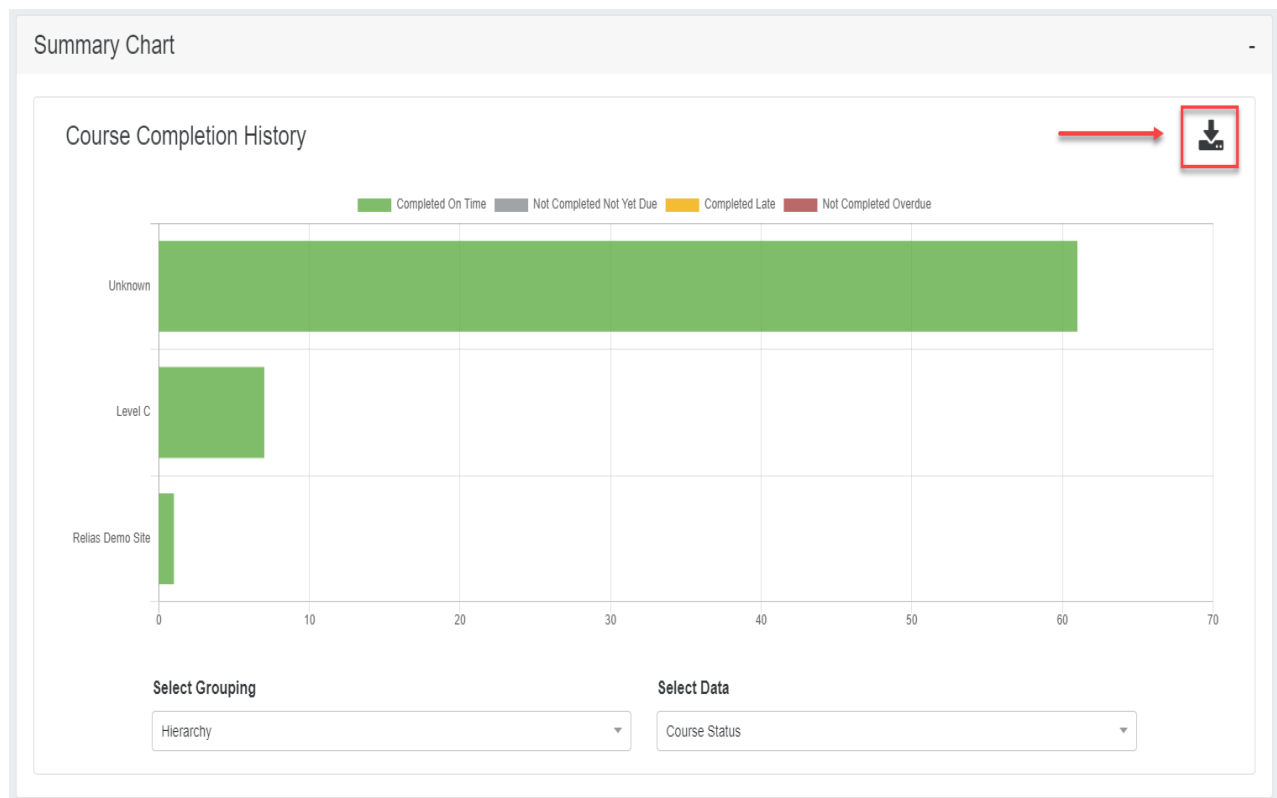
In this section, you will also specify the Date Type and Date Range for which you wish to run your report. You can choose Date Type: "Completed" to show which modules have been completed within a certain time frame or "Due Date Range" to show which modules have or have not been completed based on if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

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).



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

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.

Hierarchy	Completed On Time	Not Completed Not Yet Due	Completed Late	Not Completed Overdue
Unknown	61	0	0	0
Level C	7	0	0	0
Relias Demo Site	1	0	0	0

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:** 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 _____).

User ID	Learner	Department	User Location	Job Title	Course	Status	Completed	Due Date	Final Exam Score	Completion Type
13440061	Administrator, Relias				A First Look Into Integrated Care for Primary Care Staff	Completed	4/23/2021		100	Marked Complete By: Relias Administrator, (radmin)
13440061	Administrator, Relias				A Really Long Speech	Completed	4/22/2021 7:26PM Eastern Standard Time CT		100	Marked Complete By: Relias Administrator, (radmin)
13440061	Administrator, Relias				ABA in Schools: Ethics and Supervision	Completed	4/22/2021	4/30/2021	100	Marked Complete By: MarketingAdmin1 MarketingAdmin1, (MarketingAdmin1)
13440073	Albertson, Anna	Client Care			A First Look Into Integrated Care for Primary Care Staff	Completed	4/23/2021		100	Marked Complete By: Relias Administrator, (radmin)
13440073	Albertson, Anna	Client Care			A Really Long Speech	Completed	4/22/2021 7:26PM Eastern Standard Time CT		100	Marked Complete By: Relias Administrator, (radmin)
13440073	Albertson, Anna	Client Care			ABA in Schools: Ethics and Supervision	Completed	4/22/2021	4/30/2021	100	Marked Complete By: MarketingAdmin1 MarketingAdmin1, (MarketingAdmin1)
13440065	Andorfer, Suzette	Mental Health		Counselor	A Really Long Speech	Completed	4/22/2021 7:26PM Eastern Standard Time CT		100	Marked Complete By: Relias Administrator, (radmin)
13440065	Andorfer, Suzette	Mental Health		Counselor	ABA in Schools: Ethics and Supervision	Completed	4/22/2021	4/30/2021	100	Marked Complete By: MarketingAdmin1 MarketingAdmin1, (MarketingAdmin1)

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.

Data										
Full Summary										
User ID	Learner	Department	User Location	Job Title	Course	Status	Completed	Due Date	Final Exam Score	Completion Type
13440073	Albertson, Anna	Client Care			Advanced Wound Treatments, Part 2	Not Started		12/31/2021		
13440073	Albertson, Anna	Client Care			An Interprofessional Approach, The Patient After Stroke	Not Started		12/31/2021		
13440073	Albertson, Anna	Client Care			Assisting with Bathing	Not Started		12/31/2021		
13440073	Albertson, Anna	Client Care			Back Injury Prevention	Not Started		12/31/2021		
13440073	Albertson, Anna	Client Care			Behavioral Health and Older Adults	Not Started		12/31/2021		
13440083	Gaudette, Tracey	Finance		Accountant	Advanced Wound Treatments, Part 1	Not Started		12/31/2021		
13440083	Gaudette, Tracey	Finance		Accountant	Advanced Wound Treatments, Part 2	Not Started		12/31/2021		
13440106	Palumbo, Kim	Finance		Accountant, RN	Advanced Wound Treatments, Part 1	Not Started		12/31/2021		
13440106	Palumbo, Kim	Finance		Accountant, RN	Advanced Wound Treatments, Part 2	Not Started		12/31/2021		
13440108	Pipkin, Dianne	Finance		Accountant	Advanced Wound Treatments, Part 1	Not Started		12/31/2021		
13440108	Pipkin, Dianne	Finance		Accountant	Advanced Wound Treatments, Part 2	Not Started		12/31/2021		
13440123	Ramsey, Susan	Finance		Accountant	Advanced Wound Treatments, Part 1	Not Started		12/31/2021		
13440123	Ramsey, Susan	Finance		Accountant	Advanced Wound Treatments, Part 2	Not Started		12/31/2021		

Filters:

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

Filters	
Hierarchies	All
Course	All
Training Plan	All
Departments	All
User Locations	All
Job Titles	All
Employment Types	All
User Categories	All
Custom Field 1	All
Custom Field 2	All
Custom Field 3	All
Learner Status	Active
Course Status	Not Completed
Due Date Range	10/26/2020 - 12/31/2021
Hire Date Range	-

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