Learner Experience & Reports

1. Overview

The Learner View enables users to access assigned classroom sessions, mark attendance, participate in live training, complete learning activities, and review their classroom learning history. Administrators and trainers can also monitor session outcomes through classroom reports.

2. When to Use

Use this feature when you want to:

- View assigned classroom sessions
- Join a live classroom session
- Mark attendance
- Access session documents
- Complete quizzes and polls
- Submit session ratings and feedback
- Review classroom learning history
- Monitor classroom reports and learner participation

3. Concepts

- **Learner View** – Displays all classroom sessions assigned to the learner.
- **Attendance Code** – A unique code used to mark attendance for a live session.
- **Session Documents** – Learning materials available during the classroom session.
- **Quiz & Poll** – Interactive assessments available within a session.
- **My Reports** – Displays the learner's classroom session history and results.
- **Session Report** – Provides attendance, participation, and performance details for classroom sessions.

4. Set Up Guide

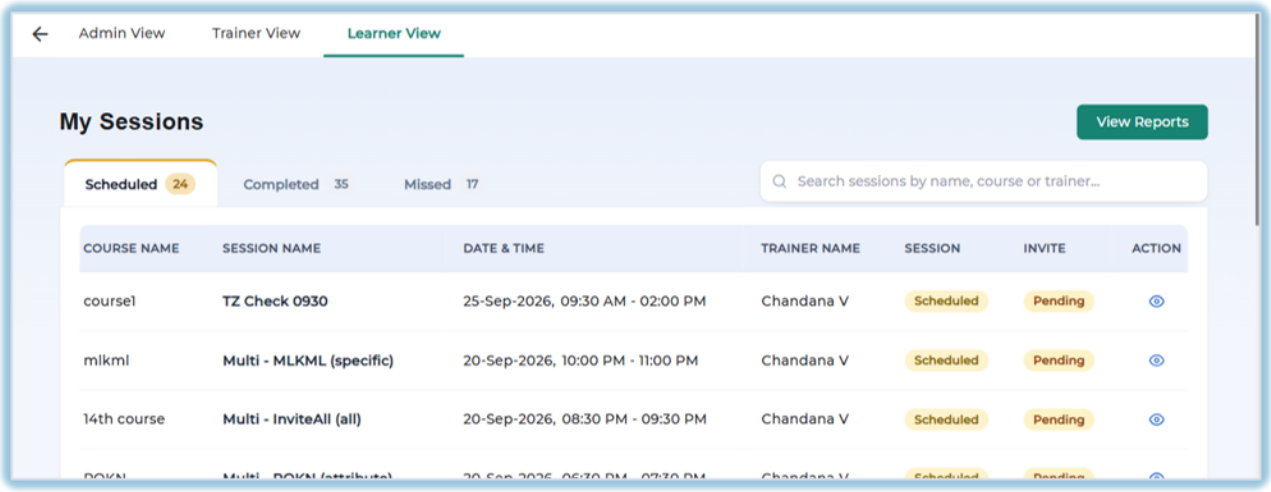
Access Learner View

1. Open the **Main Menu**.
2. Click **Classroom**.
3. Select the **Learner View** tab.

View Assigned Sessions

Sessions are grouped into:

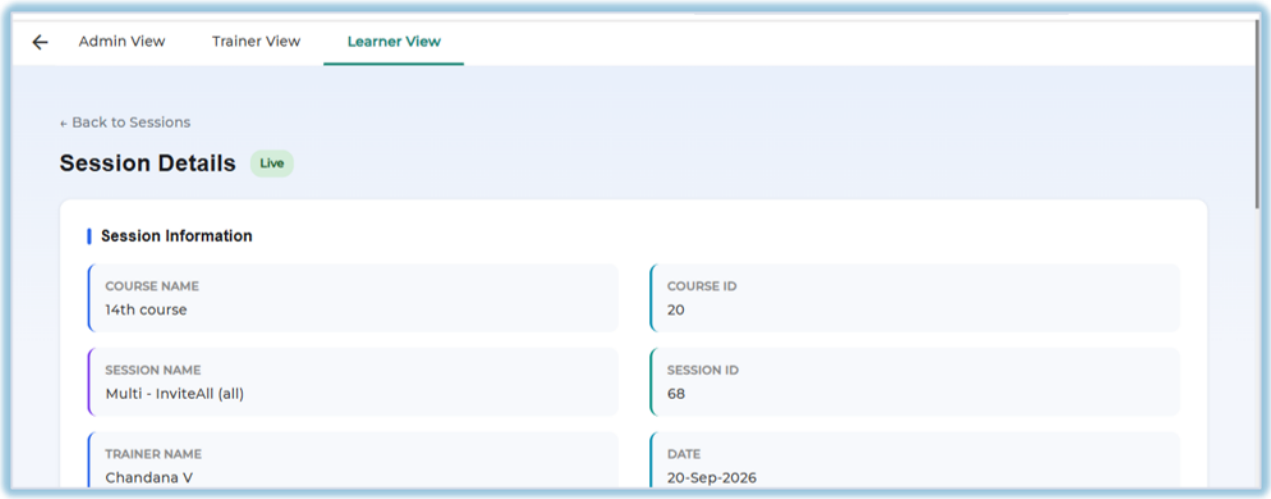
- Scheduled
- Completed
- Missed



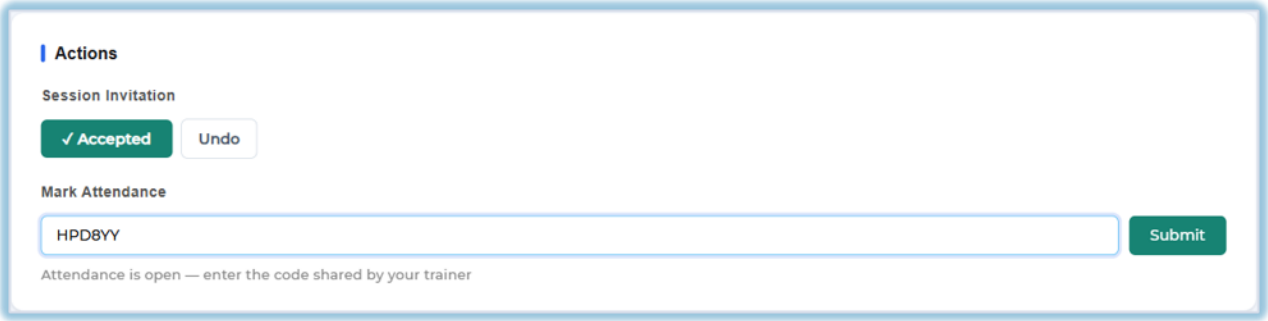
Select a session to view its details.

Join a Session

1. Open the scheduled session.



2. Accept the session invitation.
3. If required, enter the **Attendance Code** shared by the trainer.

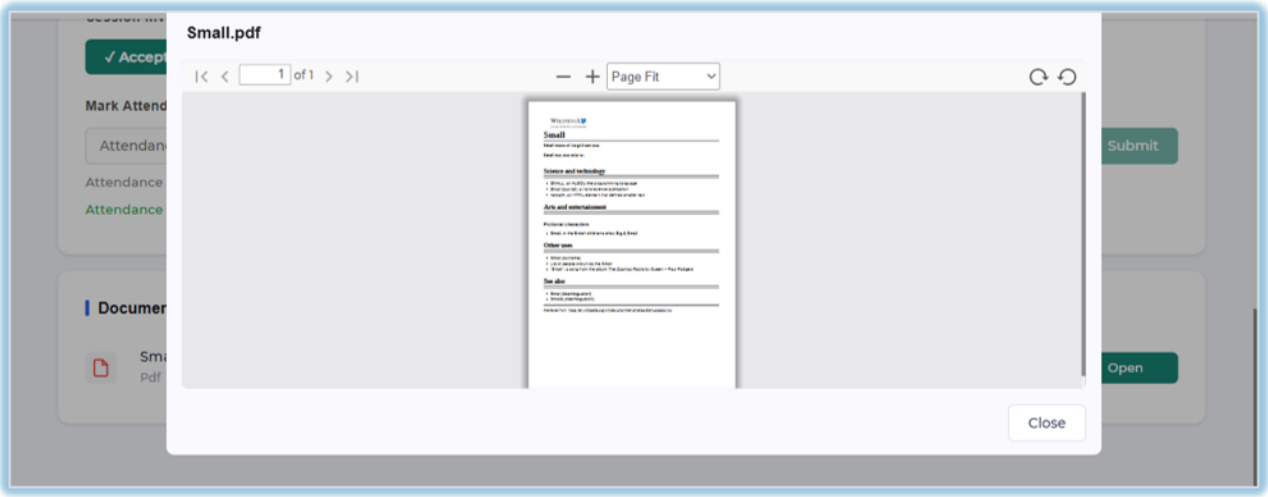


4. After successful attendance, access the meeting link and learning materials.

Access Learning Materials

Depending on the session, learners can access:

- PDF Documents
- Videos
- Learnbee Content
- Quiz
- Poll

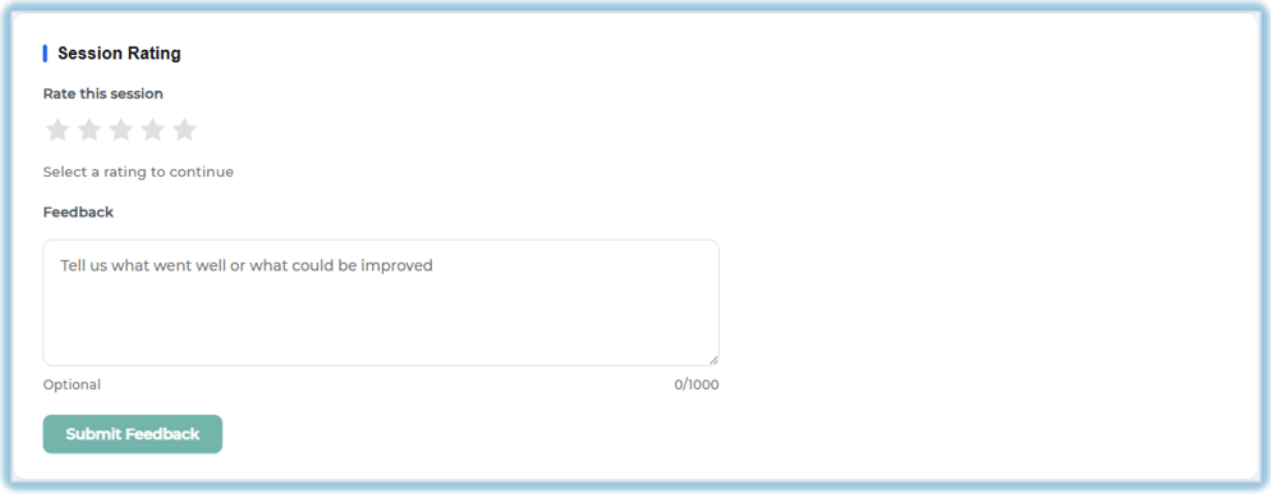


Complete the assigned learning activities during the session.

Submit Session Rating

After completing the session:

1. Rate the session using the star rating.
2. Provide feedback (optional).
3. Submit the rating.



5. User View

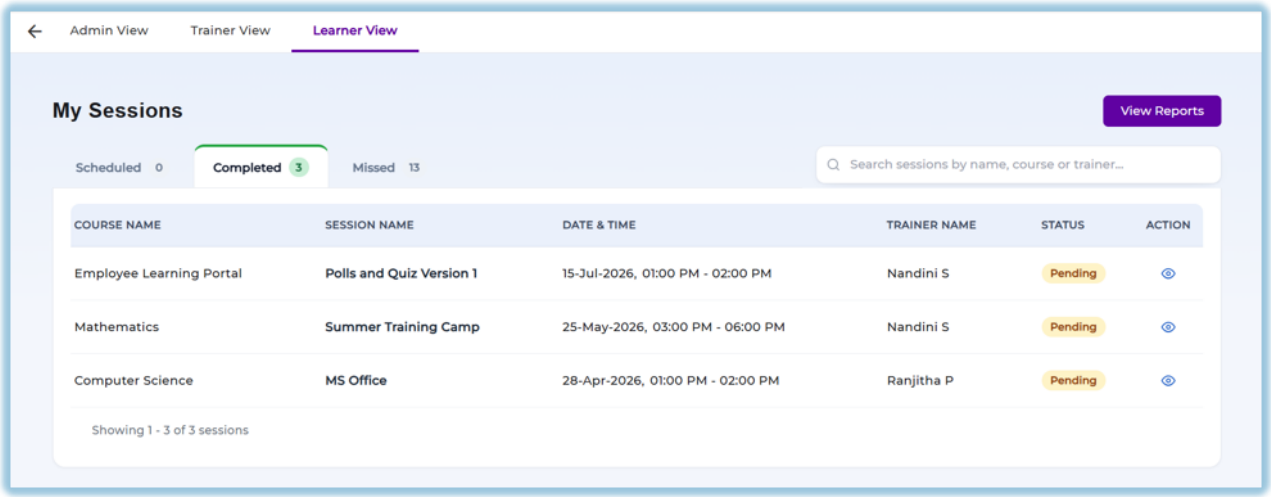
Learner Dashboard

Displays:

- Scheduled Sessions
- Completed Sessions
- Missed Sessions

Each session includes:

- Course Name
- Session Name
- Trainer
- Date & Time
- Session Status
- Invitation Status



Live Session

During a live session, learners can:

- Mark attendance
- Access the meeting link
- View unlocked documents
- Complete quizzes or polls
- Participate in learning activities

My Reports

Learners can review:

- Session History
- Attendance Status
- Quiz Scores
- Learnbee Completion
- Session Ratings
- Average Performance

6. Reporting

The Classroom Reports provide insights into classroom training and learner participation.

Session Reports

Displays:

- Session Status
- Attendance Summary
- Participant Count
- Quiz Completion
- Poll Completion
- Learnbee Completion
- Session Ratings

Trainer Reports

Displays:

- Sessions conducted
- Learner attendance
- Average ratings
- Training performance

Course Reports

Displays:

- Course Status
- Total Sessions
- Assigned Trainers
- Overall Ratings

Poll Reports

Displays:

- Response Summary
- Question-wise Responses
- Individual Responses
- Language-wise Responses

Reports can be filtered by:

- Time Range
- Course
- Trainer
- Session Status
- Learning Attributes

Reports can be downloaded for further analysis.

7. Best Practices

- Accept session invitations before the scheduled time.
- Mark attendance promptly using the trainer's attendance code.
- Complete all assigned learning materials during the session.
- Submit ratings and feedback after each session.
- Review My Reports regularly to monitor learning progress.

8. Related Links / FAQs

Q. Where can learners view assigned classroom sessions?
A. Classroom → Learner View.

Q. What session categories are available?
A.

- Scheduled
- Completed

- Missed

Q. When can learners access the meeting link?
A. After attendance is marked (if attendance is required).

Q. Can learners attempt quizzes and polls during the session?
A. Yes. Learners can complete quizzes and polls that are assigned to the session.

Q. Where can learners view their classroom history?
A. My Reports.

Q. Can classroom reports be downloaded?
A. Yes. Available reports can be downloaded for analysis.

9. Version Notes

Last Updated: 07 Aug 2026

Revision #2
Created 7 August 2026 07:35:33 by Manjula Jagadish
Updated 7 August 2026 12:10:35 by Manjula Jagadish