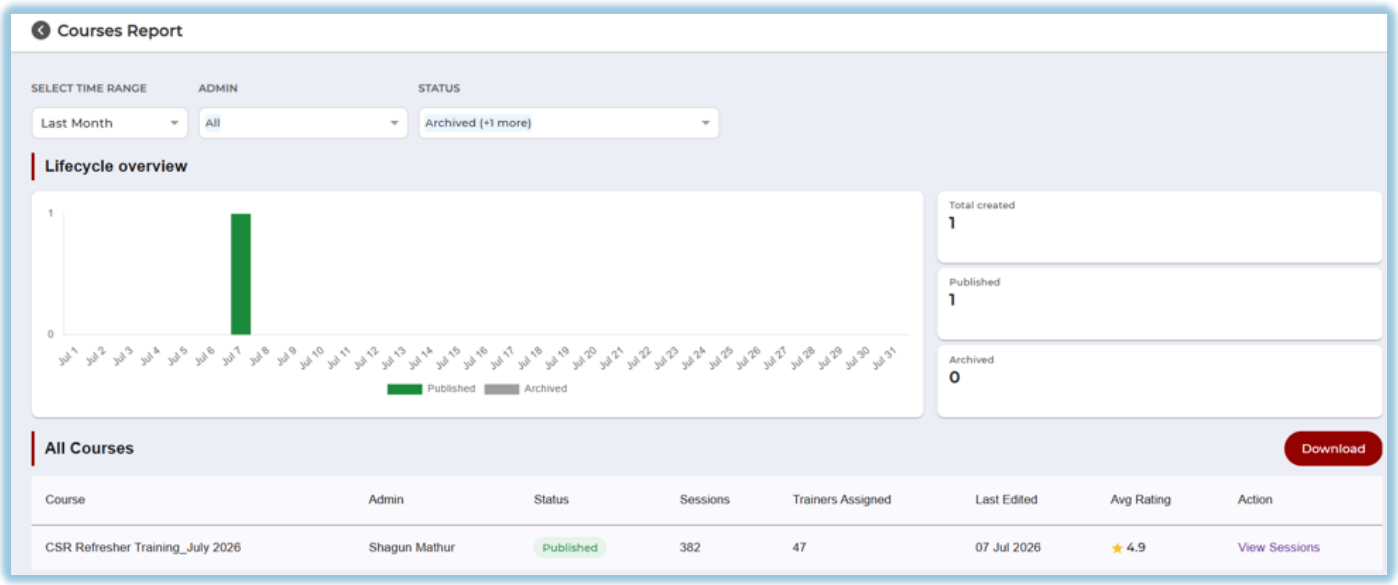
Classroom Courses Report

1. Overview

The **Courses Report** provides an overview of all classroom courses created in the platform. It helps administrators monitor the course lifecycle, publishing status, trainer assignments, session count, and overall course performance. The report also allows administrators to access session-level details for individual courses and download course data for analysis.



2. When to Use

Use the **Courses Report** to:

- View all classroom courses in one place.
- Monitor course creation and publishing status.
- Track the number of sessions conducted for each course.
- Review trainer assignments.
- Check course ratings.
- Open session-level reports for a specific course.
- Download course report data.

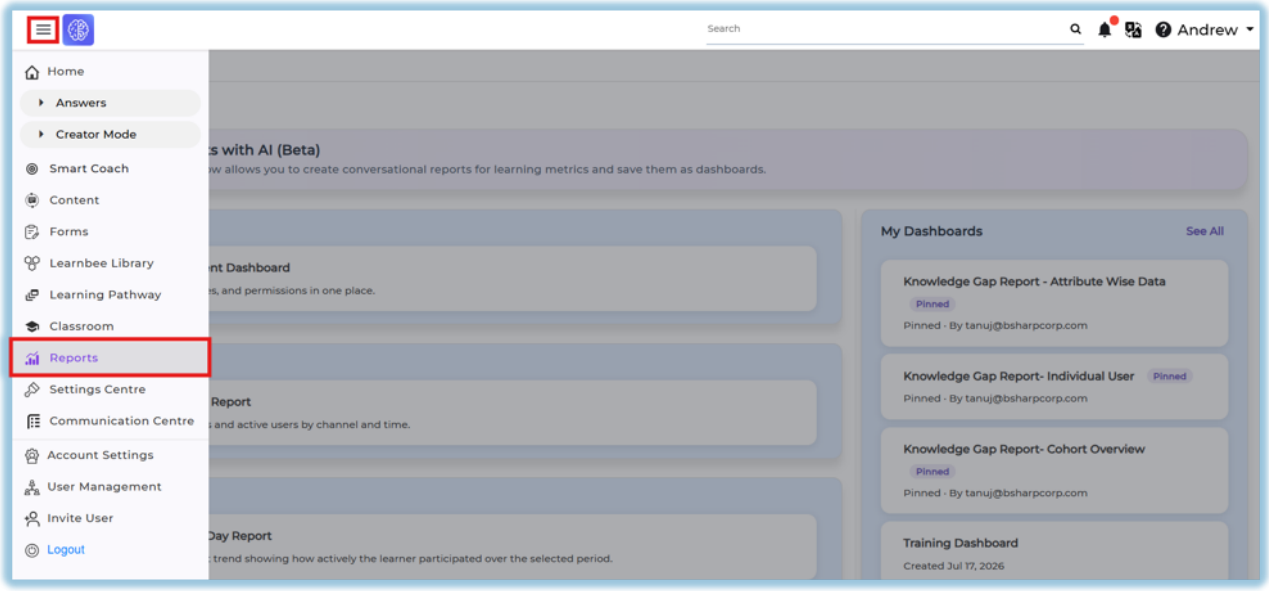
3. Concepts

- **Courses Report** – Provides an overview of all classroom courses and their performance.
- **Lifecycle Overview** – Displays the number of courses created over the selected time period based on their status.
- **Course Status** – Indicates whether a course is Published, Draft, or Archived.
- **Sessions** – Represents the total number of classroom sessions created for a course.
- **Trainers Assigned** – Shows the number of trainers associated with a course.
- **Average Rating** – Displays the average learner rating received for the course.

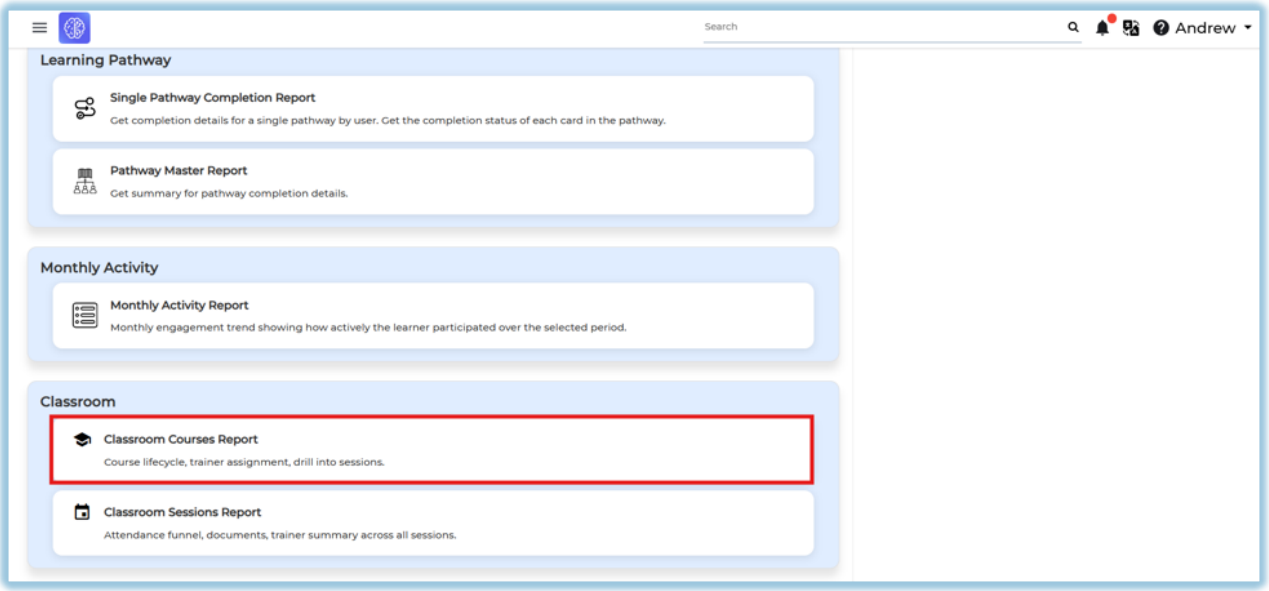
4. Setup Guide

Accessing the Courses Report

1. Click the **Main Menu**.
2. Select **Reports**.



3. Under **Classroom**, click **Courses Report**.



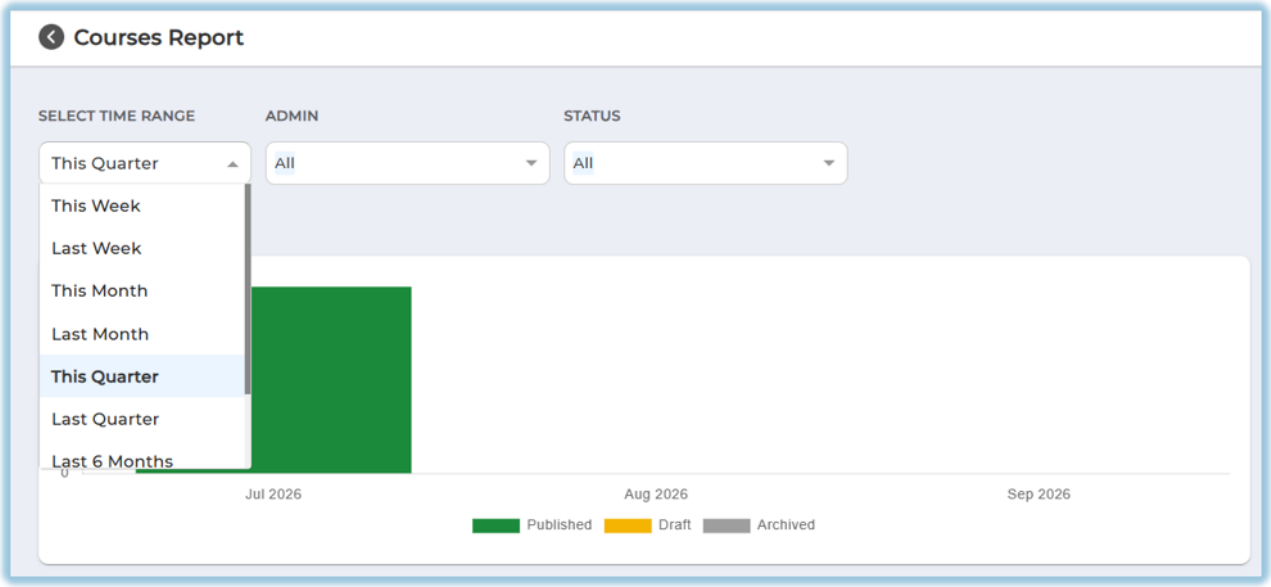
4. The Courses Report dashboard opens.

   https://converse.bsharpcorp.com/classroom/reports/courses

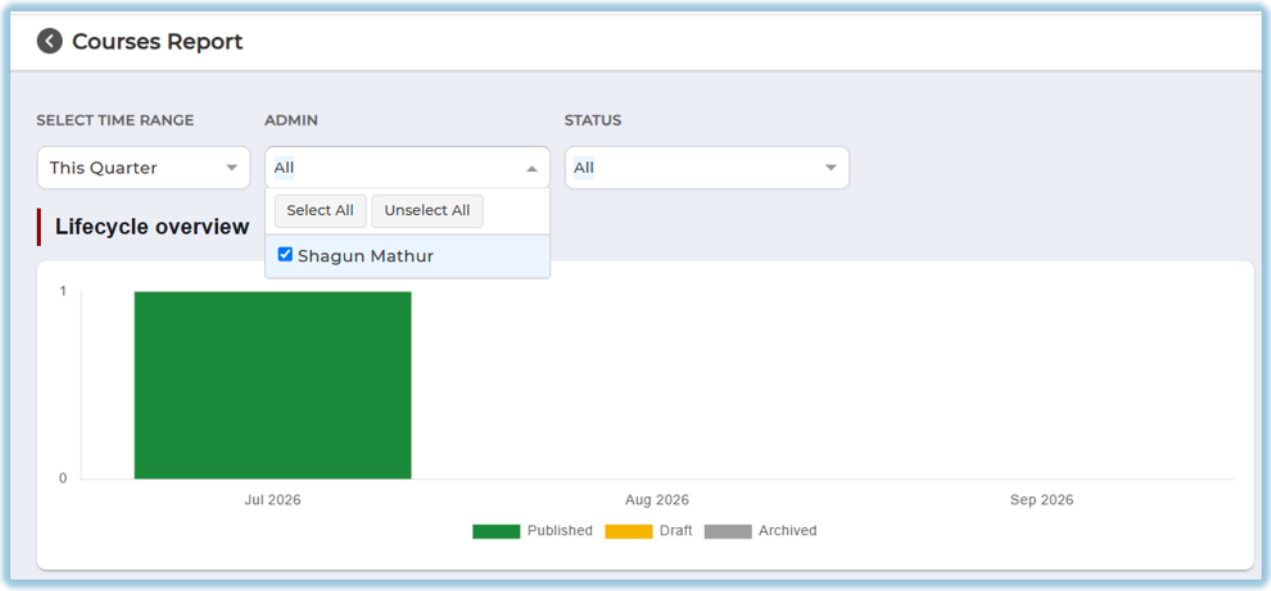
Apply Filters

Use the filters at the top of the page to refine the report:

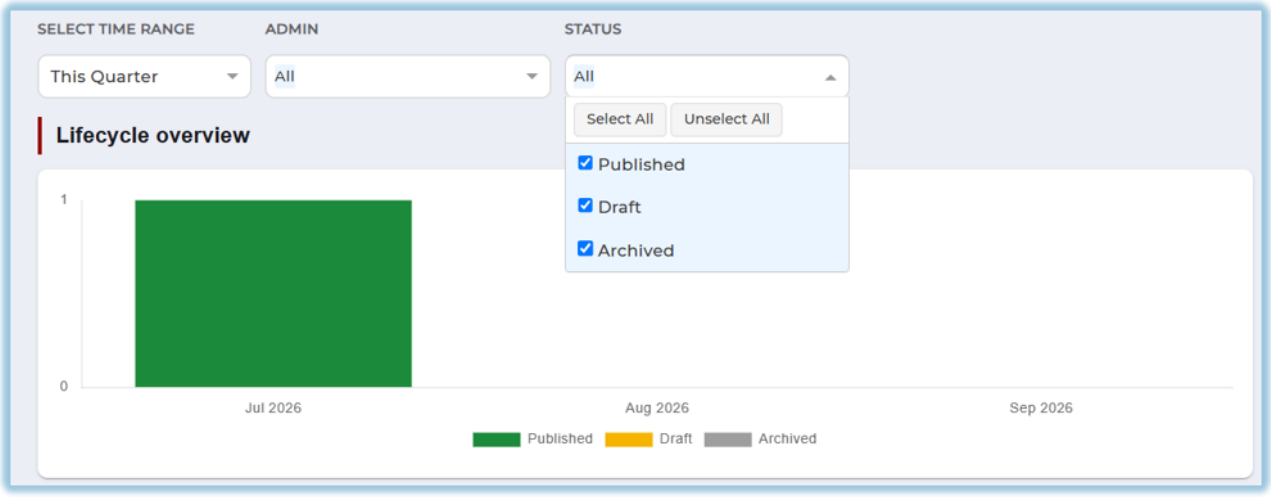
- **Select Time Range** – View course data for a specific period.



- **Admin** – Filter courses created by a selected administrator.



- **Status** – View courses based on their current status (Published, Draft, or Archived).



The report updates automatically based on the selected filters.

5. User View

The Courses Report page consists of the following sections:

Lifecycle Overview

Displays a graphical summary of courses created during the selected time period.

The chart categorizes courses by:

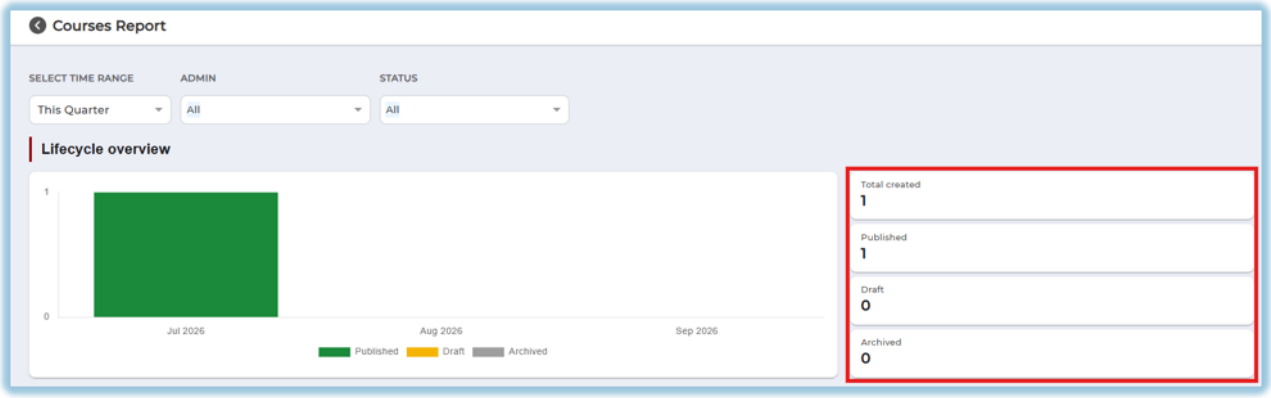
- Published
- Draft
- Archived

This provides a quick view of course activity over time.

Summary Cards

The right side of the dashboard displays summary statistics, including:

- **Total Created** – Total number of classroom courses created.
- **Published** – Number of published courses.
- **Draft** – Number of courses saved as drafts.
- **Archived** – Number of archived courses.



These cards update automatically when filters are applied.

All Courses

The **All Courses** table provides detailed information for each classroom course.

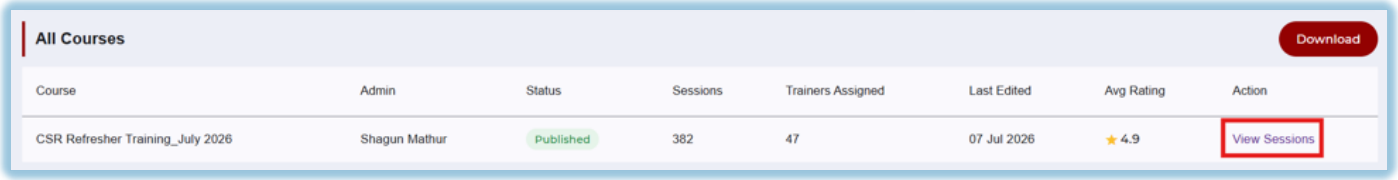
The table includes:

- Course Name
- Admin
- Status
- Sessions
- Trainers Assigned
- Last Edited
- Average Rating
- Action



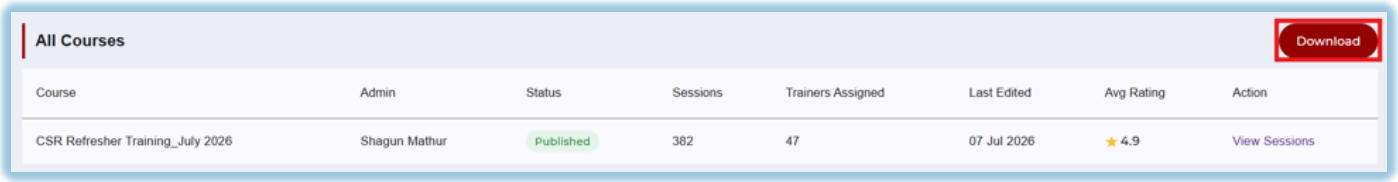
View Sessions

Click **View Sessions** for a course to open the **Sessions Report**, where you can view detailed session analytics for that course.



Download Report

Click **Download** to export the Courses Report for offline review and analysis.



6. Reporting

The Courses Report helps administrators:

- Track classroom course creation.
- Monitor publishing progress.
- Review trainer allocation.
- Analyze course ratings.
- Navigate to detailed session reports.
- Export course information for reporting purposes.

7. Best Practices

- Apply filters before reviewing or downloading reports.
- Regularly monitor draft courses and publish completed courses.
- Review course ratings to identify improvement opportunities.
- Use **View Sessions** to analyze learner participation and session performance.
- Download reports periodically for record keeping and audit purposes.

8. Troubleshooting & FAQs

Why are no courses displayed?

Verify that:

- The selected filters contain matching data.
- Courses exist for the selected time range.
- You have permission to access Classroom Reports.

Why are some courses shown as Draft?

Draft courses have been created but have not yet been published.

Why can't I see session details?

Click **View Sessions** in the Action column for the required course to access its Sessions Report.

Why does the report show no data?

Try selecting a different time range or removing filters to view available data.

9. Related Links

- Sessions Report
- Classroom
- Reports

10. Version Notes

Last Updated: 10 Aug 2026

Revision #4
Created 7 August 2026 10:27:38 by Manjula Jagadish
Updated 10 August 2026 09:51:16 by Manjula Jagadish