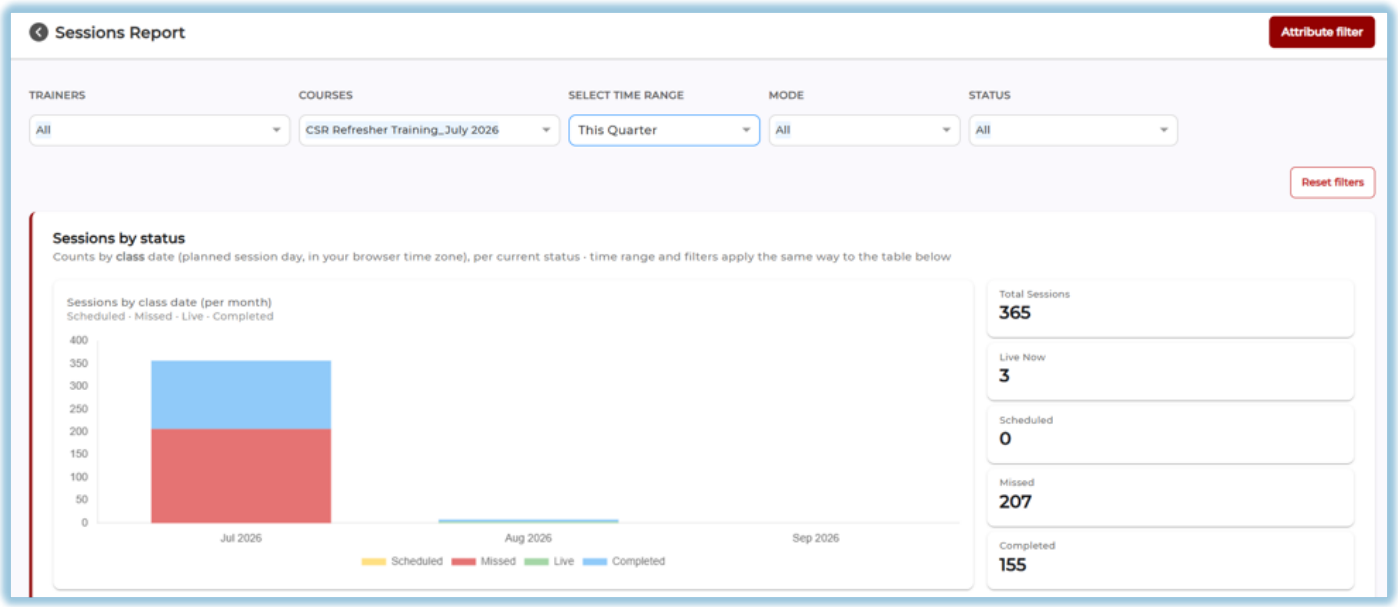
Classroom Sessions Report

1. Overview

The **Sessions Report** provides detailed insights into classroom sessions conducted within the platform. It enables administrators to monitor session status, attendance, learner participation, trainer performance, and course progress through interactive dashboards and detailed reports.



2. When to Use

Use the **Sessions Report** to:

- Monitor classroom session performance.
- Track attendance and learner participation.
- View trainer-wise and course-wise session statistics.
- Analyze learner engagement.
- Download session reports for further analysis.

3. Concepts

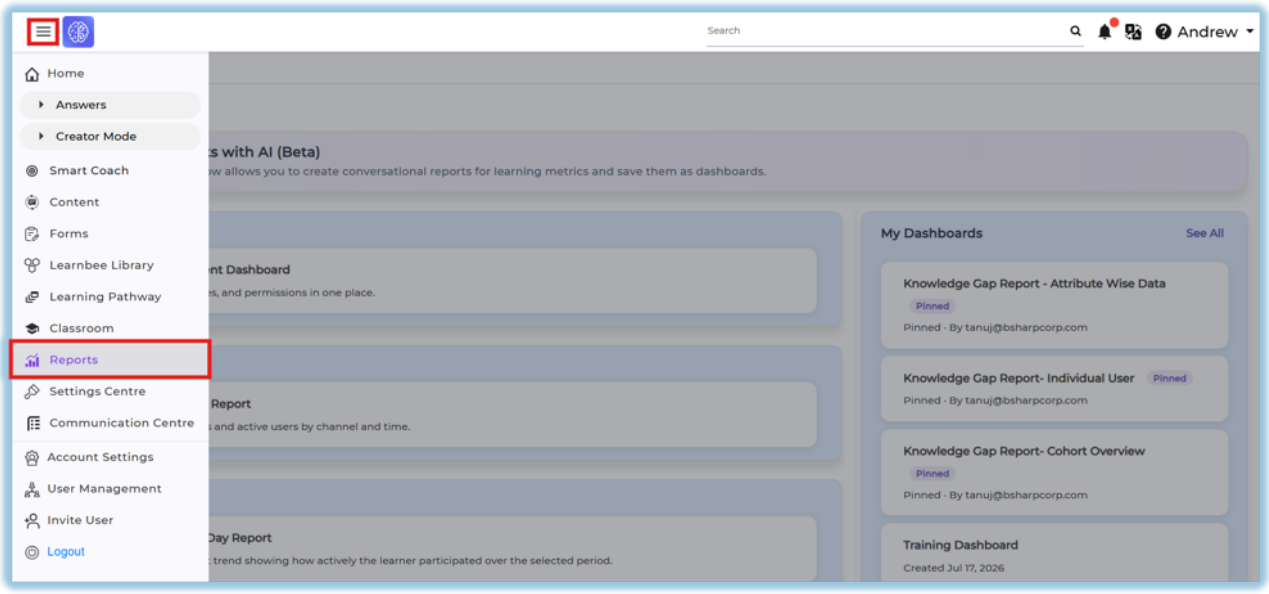
- **Sessions by Status** – Displays the number of sessions based on their current status.
- **Attendance Funnel** – Shows learner participation from invitation to session rating.
- **Session-Level Report** – Displays detailed information for individual classroom sessions.

- **Trainer-Level Report** – Summarizes classroom performance for each trainer.
- **Course-Level Report** – Provides consolidated statistics for each classroom course.
- **Learner-Level Report** – Displays learner participation and completion details across classroom sessions.

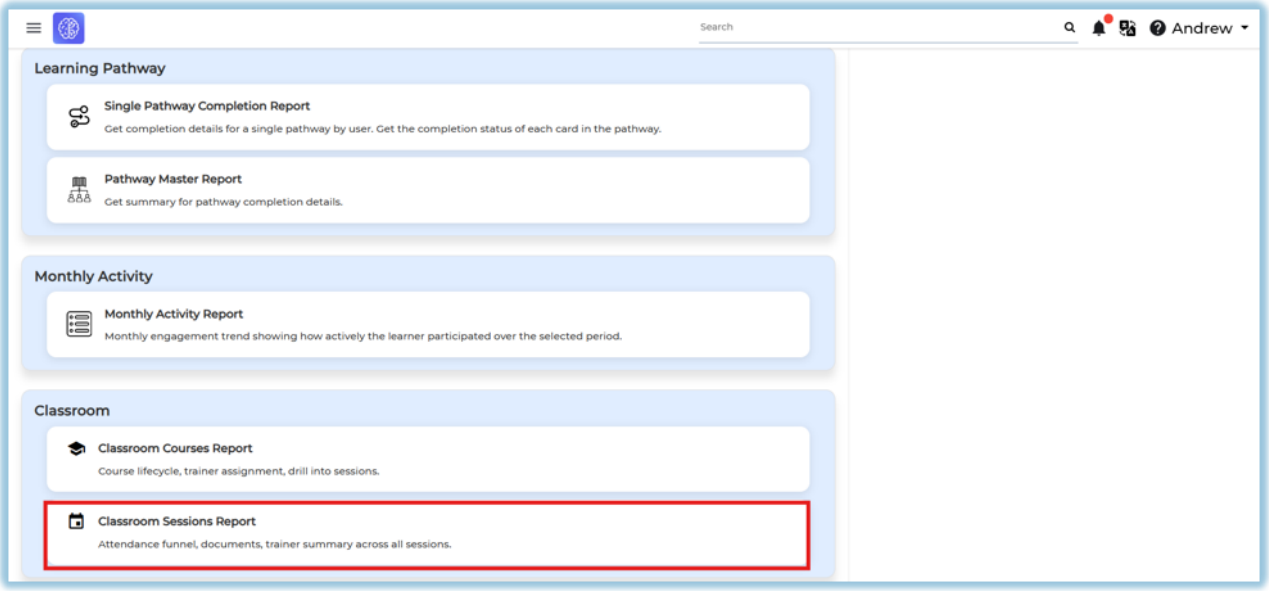
4. Setup Guide

Accessing the Sessions Report

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



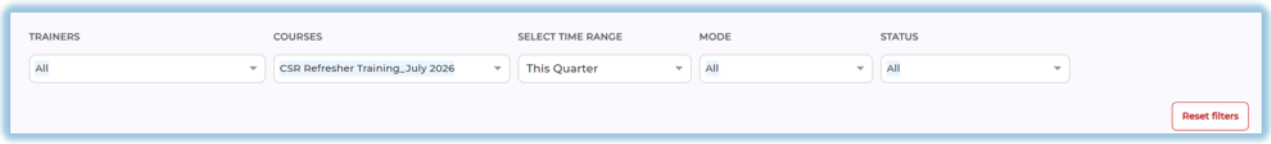
3. Open **Classroom Reports**.



Apply Filters

Use the available filters to refine the report:

- **Trainer**
- **Courses**
- **Time Range**
- **Mode**
- **Status**
- **Attribute Filter**



Click **Reset Filters** to clear all applied filters.

5. User View

Sessions by Status

Displays a graphical overview of classroom sessions categorized as:

- Scheduled
- Live
- Completed
- Missed



The chart updates automatically based on the selected filters.

Summary Cards

The dashboard displays the following session statistics:

- Total Sessions
- Live Now
- Scheduled
- Missed
- Completed



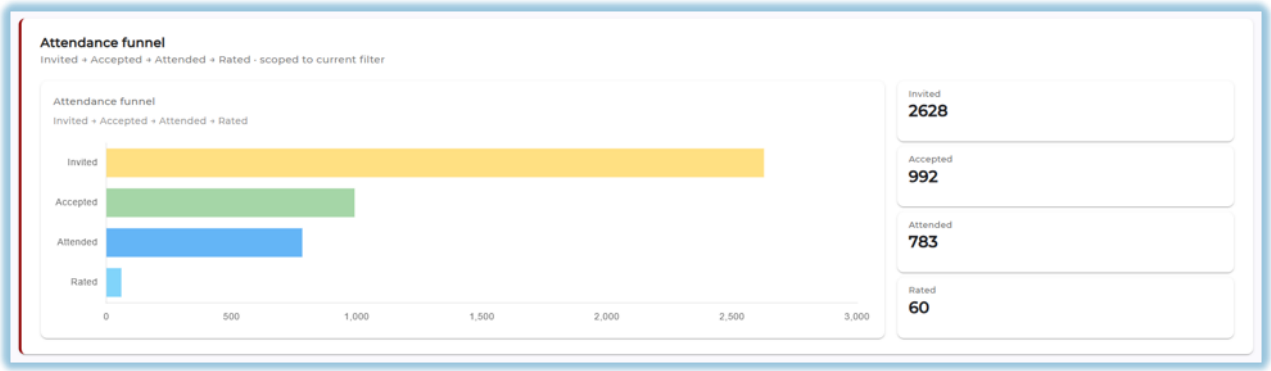
These cards provide a quick summary of classroom session activity.

Attendance Funnel

The Attendance Funnel tracks learner participation throughout the classroom session lifecycle.

It displays:

- Invited
- Accepted
- Attended
- Rated



This section helps administrators understand learner engagement and attendance trends.

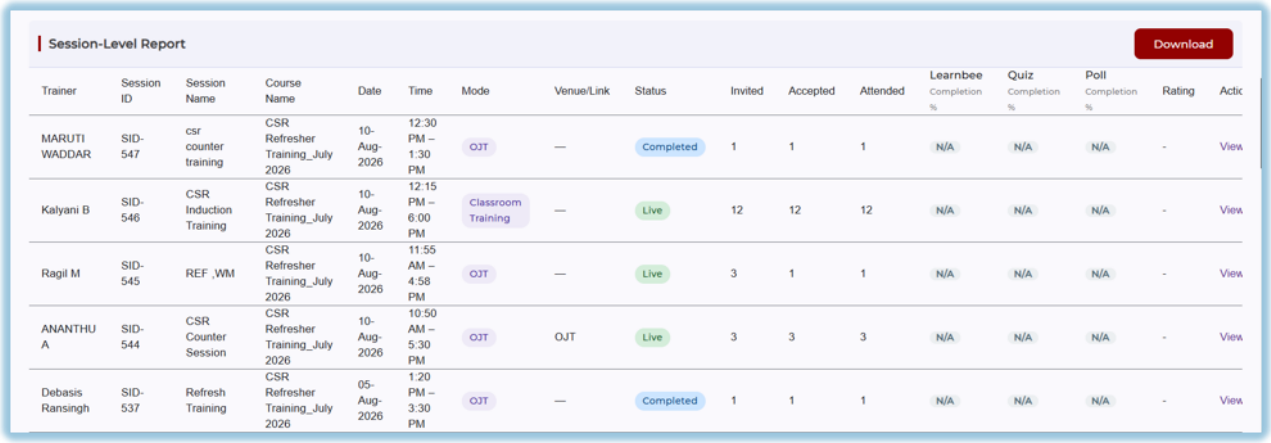
Session-Level Report

Displays detailed information for every classroom session.

The report includes:

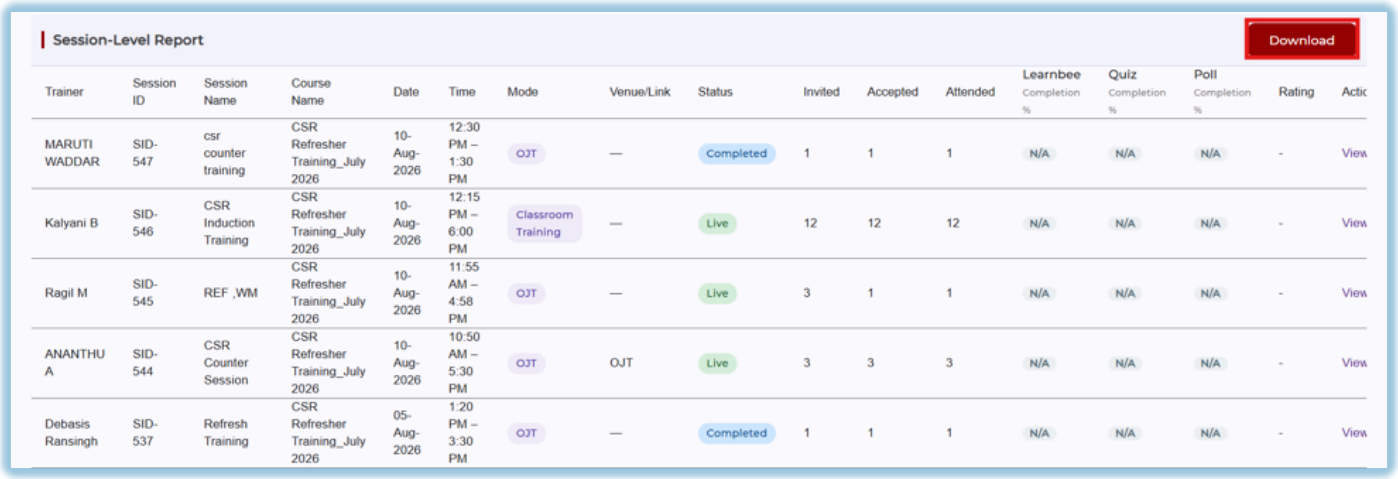
- Trainer
- Session ID
- Session Name
- Course Name
- Date
- Time

- Mode
- Venue/Link
- Session Status
- Invited
- Accepted
- Attended
- Learnbee Completion
- Quiz Completion
- Poll Completion
- Rating



Use **View Report** to open detailed information for a specific session.

Click **Download** to export the Session-Level Report.



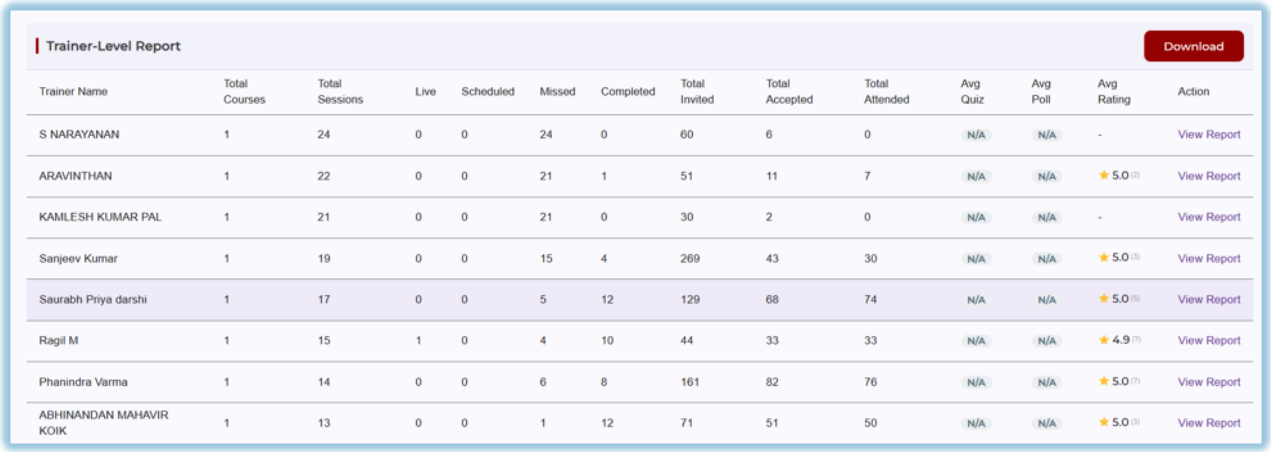
Trainer-Level Report

Displays classroom performance for each trainer.

The report includes:

- Trainer Name
- Total Courses
- Total Sessions

- Live Sessions
- Scheduled Sessions
- Missed Sessions
- Completed Sessions
- Total Invited
- Total Accepted
- Total Attended
- Average Quiz Score
- Average Poll Score
- Average Rating



Trainer-Level Report

Download

Trainer Name	Total Courses	Total Sessions	Live	Scheduled	Missed	Completed	Total Invited	Total Accepted	Total Attended	Avg Quiz	Avg Poll	Avg Rating	Action
S NARAYANAN	1	24	0	0	24	0	60	6	0	N/A	N/A	-	View Report
ARAVINTHAN	1	22	0	0	21	1	51	11	7	N/A	N/A	★ 5.0 (2)	View Report
KAMLESH KUMAR PAL	1	21	0	0	21	0	30	2	0	N/A	N/A	-	View Report
Sanjeev Kumar	1	19	0	0	15	4	269	43	30	N/A	N/A	★ 5.0 (3)	View Report
Saurabh Priya darshi	1	17	0	0	5	12	129	68	74	N/A	N/A	★ 5.0 (5)	View Report
Ragil M	1	15	1	0	4	10	44	33	33	N/A	N/A	★ 4.9 (7)	View Report
Phanindra Varma	1	14	0	0	6	8	161	82	76	N/A	N/A	★ 5.0 (7)	View Report
ABHINANDAN MAHAVIR KOIK	1	13	0	0	1	12	71	51	50	N/A	N/A	★ 5.0 (3)	View Report

Click **View Report** to view trainer-specific session details.

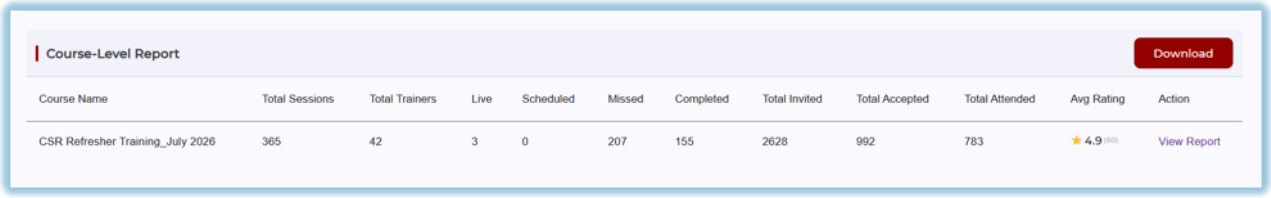
Click **Download** to export the report.

Course-Level Report

Displays consolidated classroom statistics for each course.

The report includes:

- Course Name
- Total Sessions
- Total Trainers
- Live
- Scheduled
- Missed
- Completed
- Total Invited
- Total Accepted
- Total Attended
- Average Rating



Click **View Report** to open detailed course statistics.

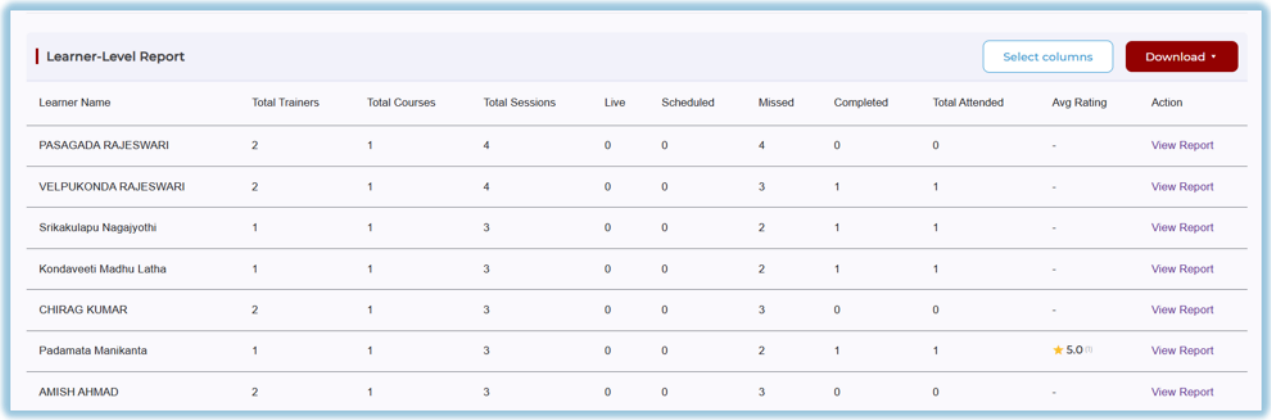
Click **Download** to export the report.

Learner-Level Report

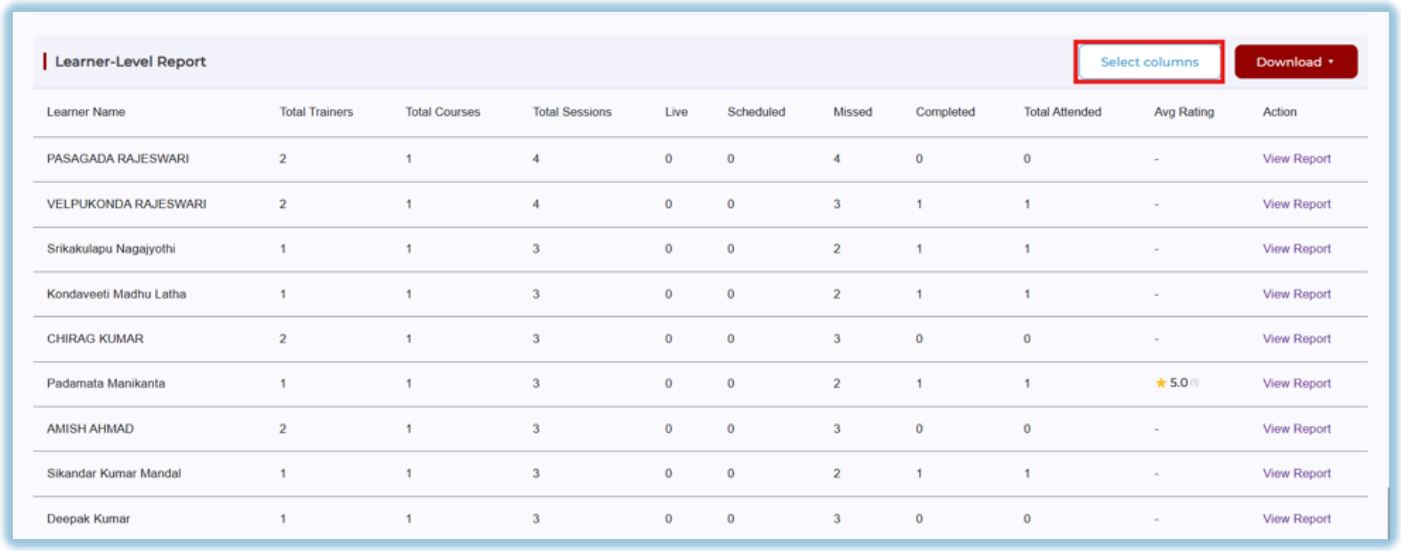
Displays learner participation across classroom sessions.

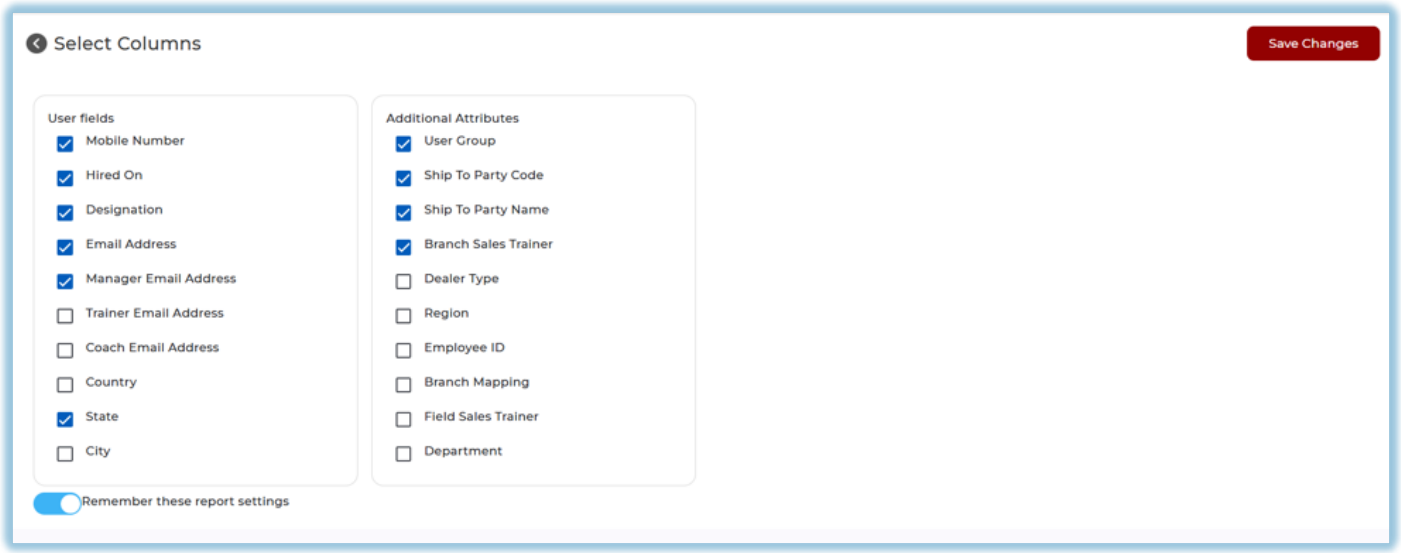
The report includes:

- Learner Name
- Total Trainers
- Total Courses
- Total Sessions
- Live
- Scheduled
- Missed
- Completed
- Total Attended
- Average Rating



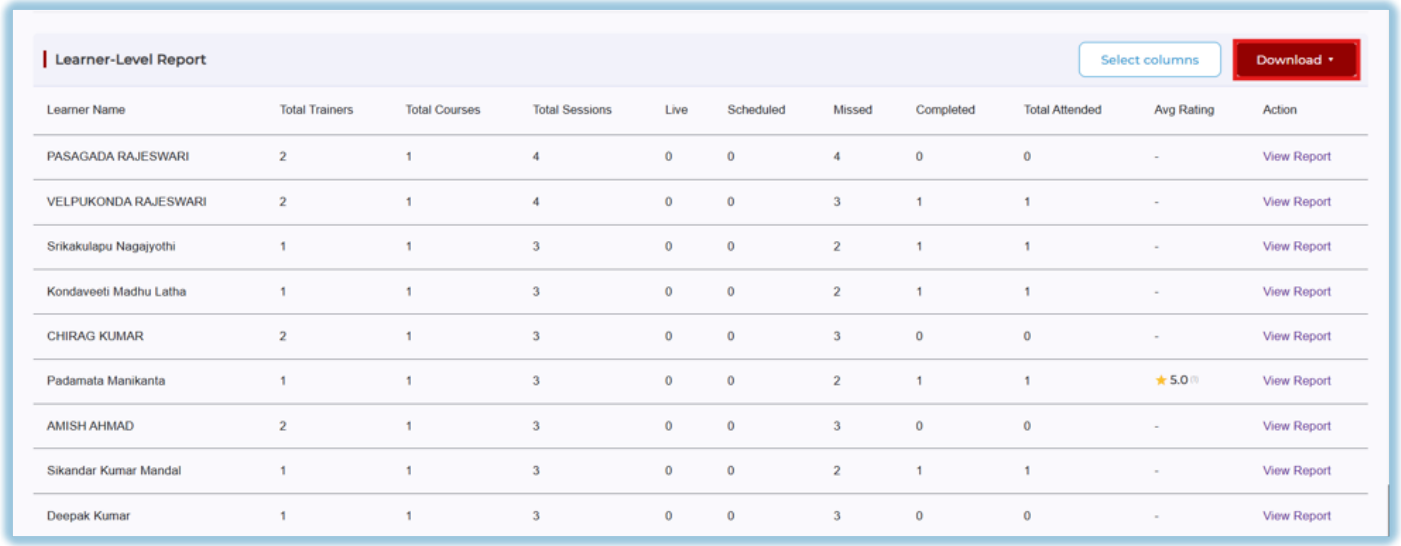
Use **Select Columns** to customize the displayed columns.





Click **View Report** to view learner-specific details.

Click **Download** to export the report.



6. Reporting

The Sessions Report enables administrators to:

- Monitor classroom session performance.
- Analyze attendance and learner engagement.
- Review trainer performance.
- Track course progress.
- Generate detailed reports at the session, trainer, course, and learner levels.
- Export reports for analysis and record keeping.

7. Best Practices

- Apply filters before analyzing reports.
- Regularly monitor missed sessions and attendance trends.
- Review trainer performance to improve classroom delivery.
- Use learner reports to identify participation gaps.
- Download reports periodically for auditing and performance tracking.

8. Troubleshooting & FAQs

Why are no sessions displayed?

Verify that the selected filters match available classroom data.

Why are attendance counts different?

Attendance statistics are updated based on learner participation and session completion.

Why can't I view a report?

Ensure you have permission to access Classroom Reports and that data exists for the selected filters.

How do I customize the Learner-Level Report?

Click **Select Columns**, choose the required fields, and save your changes.

9. Related Links

- Courses Report
- Classroom
- Reports

10. Version Notes

Last Updated: 10 Aug 2026

Revision #4
Created 10 August 2026 09:53:16 by Manjula Jagadish
Updated 10 August 2026 13:12:11 by Manjula Jagadish