

Learning Pathway Master Report

1. Overview

The Learning Pathway Master Report provides a consolidated view of pathway performance across the organization. It helps track completion status, compare pathway types (Normal and Mandatory), and analyze learning progress using filters and summary insights.

2. When to Use

- When tracking completion status of all learning pathways
- When monitoring Mandatory vs Normal pathway performance
- When reviewing recent pathway trends based on time period
- When analyzing completion across teams or attributes

3. Concepts

- **Pathway Created Date** - Filters pathways based on when they were created in the system.
- **Custom Date Range** - Allows selecting a specific start and end date for analysis.
- **Pathway Type (Normal / Mandatory)** - Defines whether the pathway is a regular learning pathway or a mandatory one that must be completed within a set timeline.
- **Attribute Filter** - Narrows report data using user attributes like department or location.
- **Company Tab** - Displays pathway completion data for all users in the organization.
- **Team Tab** - Displays pathway completion data only for users mapped to the manager, trainer, or mentor.
- **Last 10 Pathways** - Shows completion status of the most recently published pathways.
- **Average Completion %** - Indicates the overall average completion percentage across pathways.
- **Top 5 Priority Pathways** - Highlights completion status of pathways marked as top priorities.
- **Pathway Completion Status** - Shows completion percentage for each pathway.
- **Pathway Drill-down** - Allows navigation to the individual pathway completion report.
- **See All** - Opens a detailed view of all pathway records.

- **Download Report** – Exports pathway completion data for offline review.

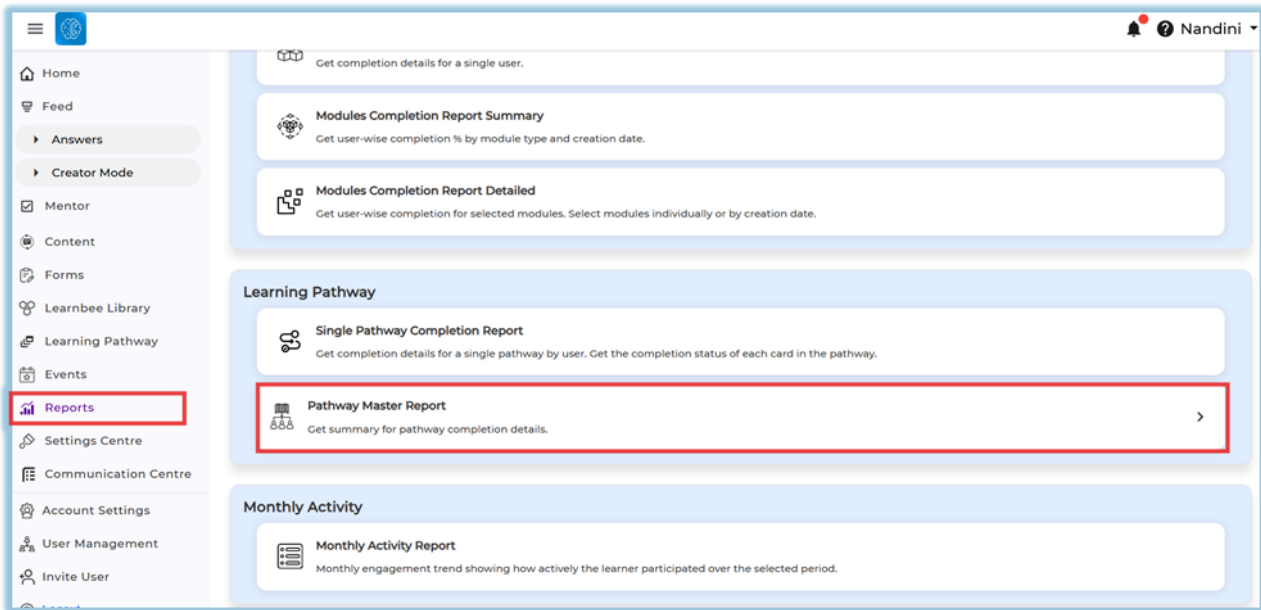
4. Set Up Guide

1. **Open Menu** and navigate to **Reports**.

<https://converse.bsharpcorp.com/celebrate/user-report-page>

2. Under **Learning Pathway**, select **Learning Pathway Master Report**.

https://converse.bsharpcorp.com/celebrate/pathway_master_report

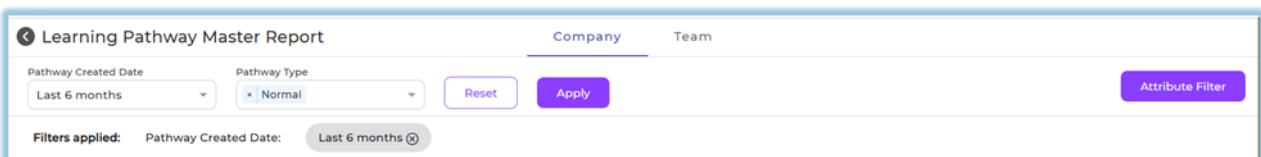


3. Select **Pathway Created Date**

Choose predefined range OR custom date

4. Select **Pathway Type**

- Normal
- Mandatory



5. Click **Attribute Filter** (optional)

- Select attribute (Department, Role, etc.)
- Select values
- Click Apply

Attributes

Select Attribute

x Department x ▼

| ▲

Designation

Department

Country

Coach Email

Trainer Email

Manager Email

State

Select Value

x Sales x ▼

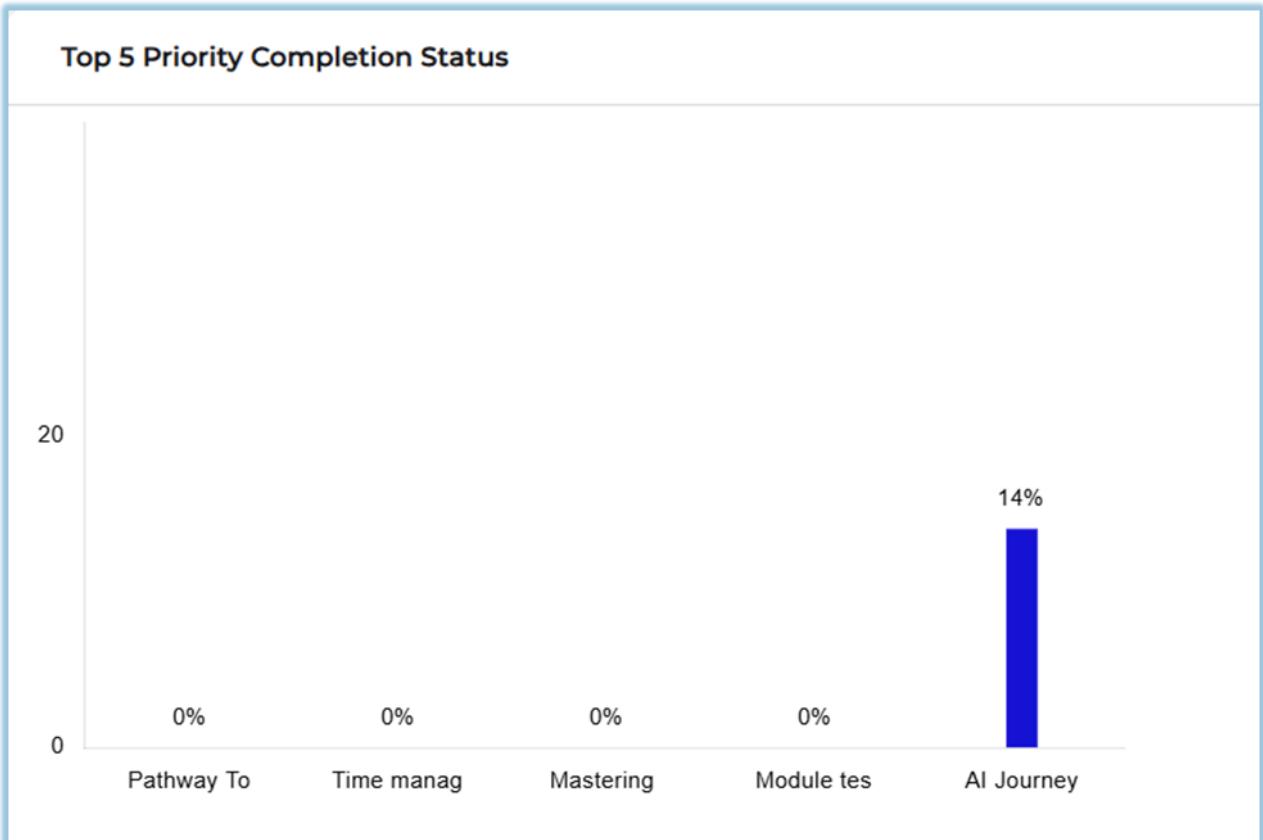
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Cancel

Apply

6. Click **Apply** to load the filtered report data.
7. Review the **dashboard summary**, including average completion percentage and recent pathway completion trends.
8. View the **last 10 published pathways** and their completion percentages displayed on the dashboard.
9. Review **priority pathway completion status** shown for the top priority pathways.



10. In **Check Pathway Completion Status**, select a **Pathway** to view its completion details.

Check Pathway Completion Status

Select pathway

Apply

Search...

Pathway Name	Published Date	Assigned	Completed	Completion Percentage
Information & Communication ...	05-Oct-2025			0% >
11 nov	10-Nov-2025			0% >
abcxajnb	10-Nov-2025	3	1	33% >
AI Hackthon	18-Dec-2025	4	1	25% >
AI Journey	04-Sept-2025	7	1	14% >

Page Size 5 First Prev 1 2 3 4 5 Next Last

See All Download

11. Use the **Search** option to find a specific pathway (reset filters before searching if required).

Check Pathway Completion Status

Marketing Pro: Strategies for Success

Apply



Search...

Pathway Name	Published Date	Assigned	Completed	Completion Percentage
Information & Communication ...	05-Oct-2025	1	0	0% >
11 nov	10-Nov-2025	2	0	0% >

12. Click the **arrow icon** next to a pathway to open the **Single Pathway Completion Report**.

Check Pathway Completion Status Marketing Pro: Strategies for Success Apply






Search...

Pathway Name	Published Date	Assigned	Completed	Completion Percentage
Information & Communication ...	05-Oct-2025	1	0	0% 
11 nov	10-Nov-2025	2	0	0% 

13. Use **See All** to view all pathway details.

Check Pathway Completion Status Marketing Pro: Strategies for Success Apply

Search...

Pathway Name	Published Date	Assigned	Completed	Completion Percentage
Information & Communication ...	05-Oct-2025	1	0	0% 
11 nov	10-Nov-2025	2	0	0% 
abcxajnb	10-Nov-2025	3	1	33% 
AI Hackthon	18-Dec-2025	4	1	25% 
AI Journey	04-Sept-2025	7	1	14% 

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See All Download

← Pathway Details

Pathway Name	Published Date	Assigned	Completed	Completed %
Pathway To Brain	04-Sep-2025	10	0	0% 
Time management	04-Sep-2025	8	0	0% 
Environment	04-Sep-2025	4	2	50% 
Technology	04-Sep-2025	6	1	17% 
Gen AI	11-Sep-2025	2	1	50% 

14. Click **Download** to export the report.

Check Pathway Completion Status Marketing Pro: Strategies for Success x v Apply

Search...

Pathway Name	Published Date	Assigned	Completed	Completion Percentage
Information & Communication ...	05-Oct-2025	1	0	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0% >
11 nov	10-Nov-2025	2	0	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0% >
abcxajnb	10-Nov-2025	3	1	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33% >
AI Hackthon	18-Dec-2025	4	1	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25% >
AI Journey	04-Sept-2025	7	1	<div style="width: 14%;"><div style="width: 14%;"></div></div> 14% >

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See All Download

5. User View

Admins can view all pathways and completion data in the **Company** tab.

Managers, Trainers, and Mentors can view only their mapped users' pathway data in the **Team** tab.

Completion charts, percentages, and summaries are visible based on access level.

6. Reporting

- Tracks pathway performance using **Pathway Master Report**
- Supports **Normal & Mandatory Pathway filtering**
- Displays pathway-wise completion percentages
- Shows average completion across all pathways
- Highlights priority pathway performance
- Supports drill-down to individual pathway reports

7. Best Practices

- Use date filters to analyze relevant time periods
- Apply attributes to focus on specific user groups
- Regularly monitor priority pathway completion
- Use drill-down reports for deeper analysis

8. Related Links / FAQs

Can I see user-level completion here?

No, this report shows pathway-level summary data.

Why is some data not visible to me?

Visibility depends on Company or Team tab access.

9. Version Notes

Last Updated: 25 Mar 2026

Revision #4

Created 6 January 2026 06:19:57 by Manjula Jagadish

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