

Modules Completion Report Detailed

1. Overview

The Modules Completion Report Detailed provides a module-level and user-level view of completion activity across selected modules, allowing admins and team-level users to analyze module delivery and completion trends over a defined time period.

2. When to Use

- When you need to review detailed completion data for specific modules
- When you want to track user-level completion status for selected modules
- When managers, trainers, or mentors need visibility into their team's module completion
- When downloading customized completion reports is required

3. Concepts

- **Module selection** - Used to choose one or more modules for which completion data is displayed in the report.
- **Module created date** - Defines the time period during which the selected modules were created.
- **Module consumed date** - Defines the time period during which users consumed the selected modules.
- **Modules completion graph** - Displays module delivery and user activity trends for the selected time range.
- **User completion status** - Shows individual user-level completion details for the selected modules.
- **Report download and column customization** - Allows selecting required data fields before downloading the report.
- **Company tab and Team tab access** - Controls whether report data is shown at an organization level or limited to mapped teams.

4. Set Up Guide

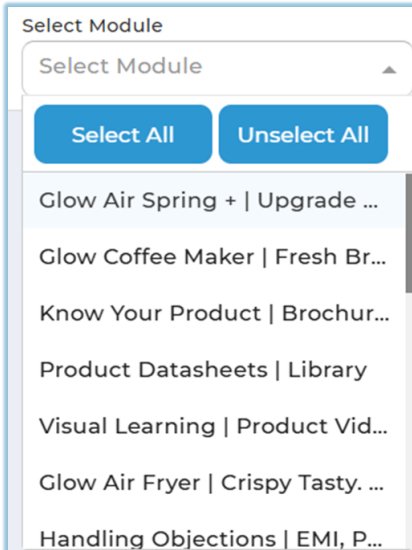
1. Open the **Menu bar**.
2. Click **Reports**.

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

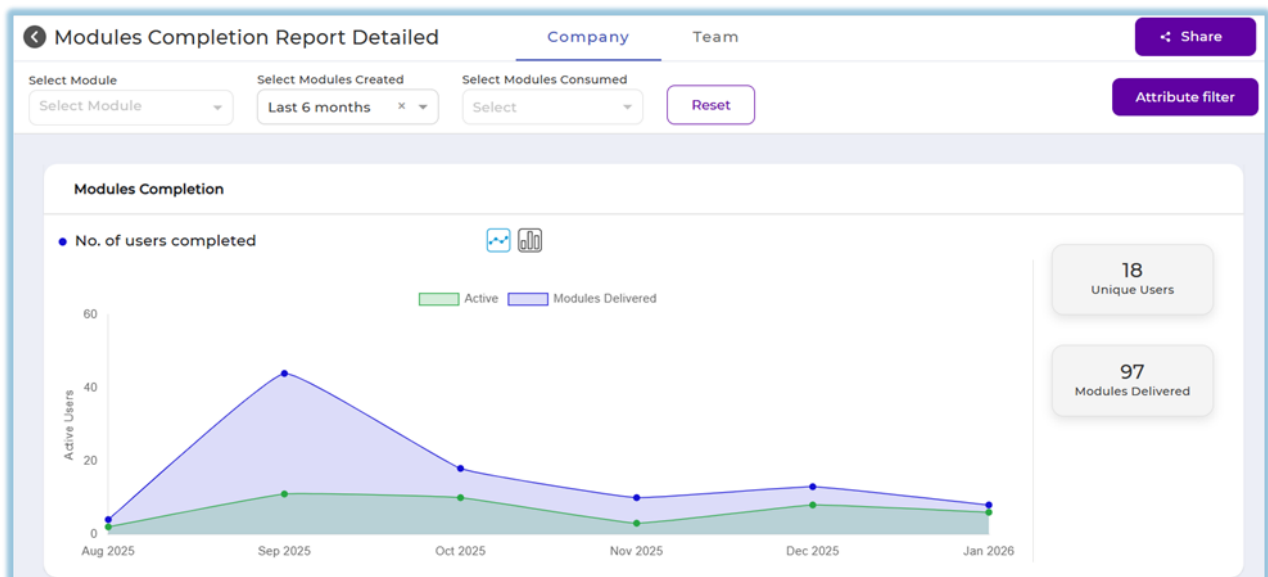
3. Under **Content**, click **Modules Completion Report Detailed**.

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

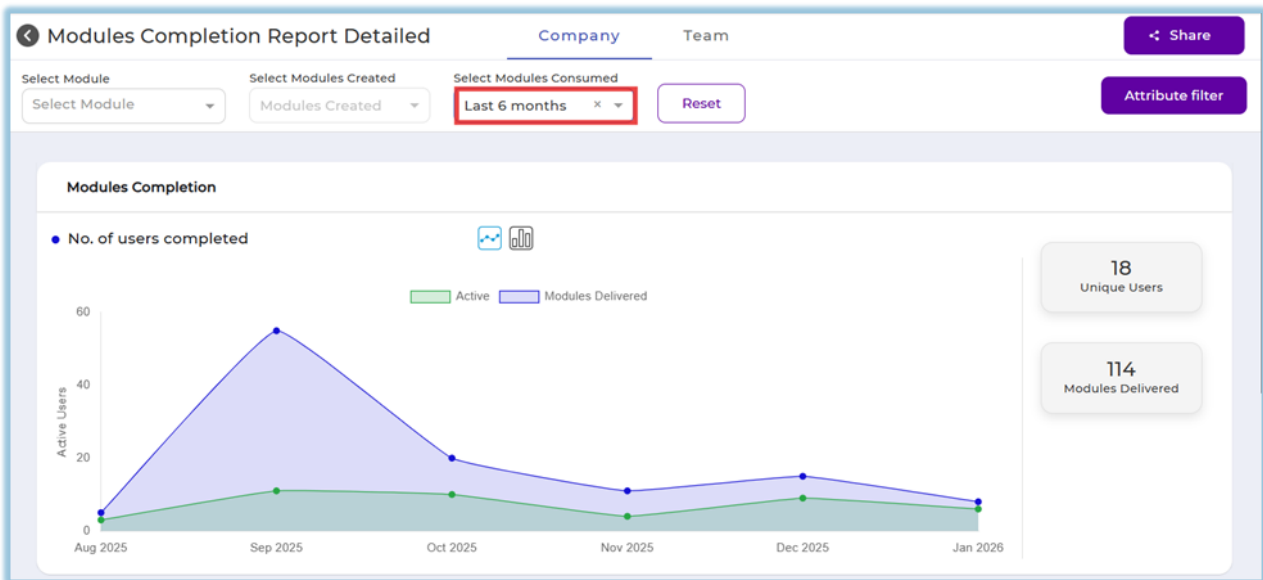
4. Select one or more modules using **Select Module**.
5. Use **Select All** or **Unselect All** if required.



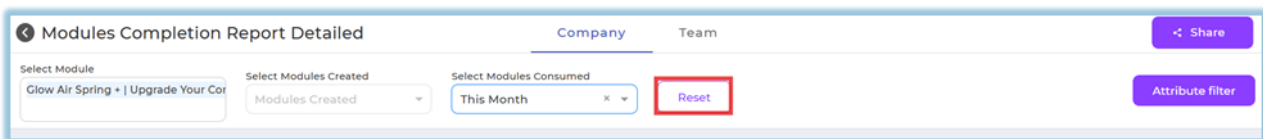
6. Select a value in **Select Modules Created**.
(Shows users who completed modules that were **created within the selected date range**.)



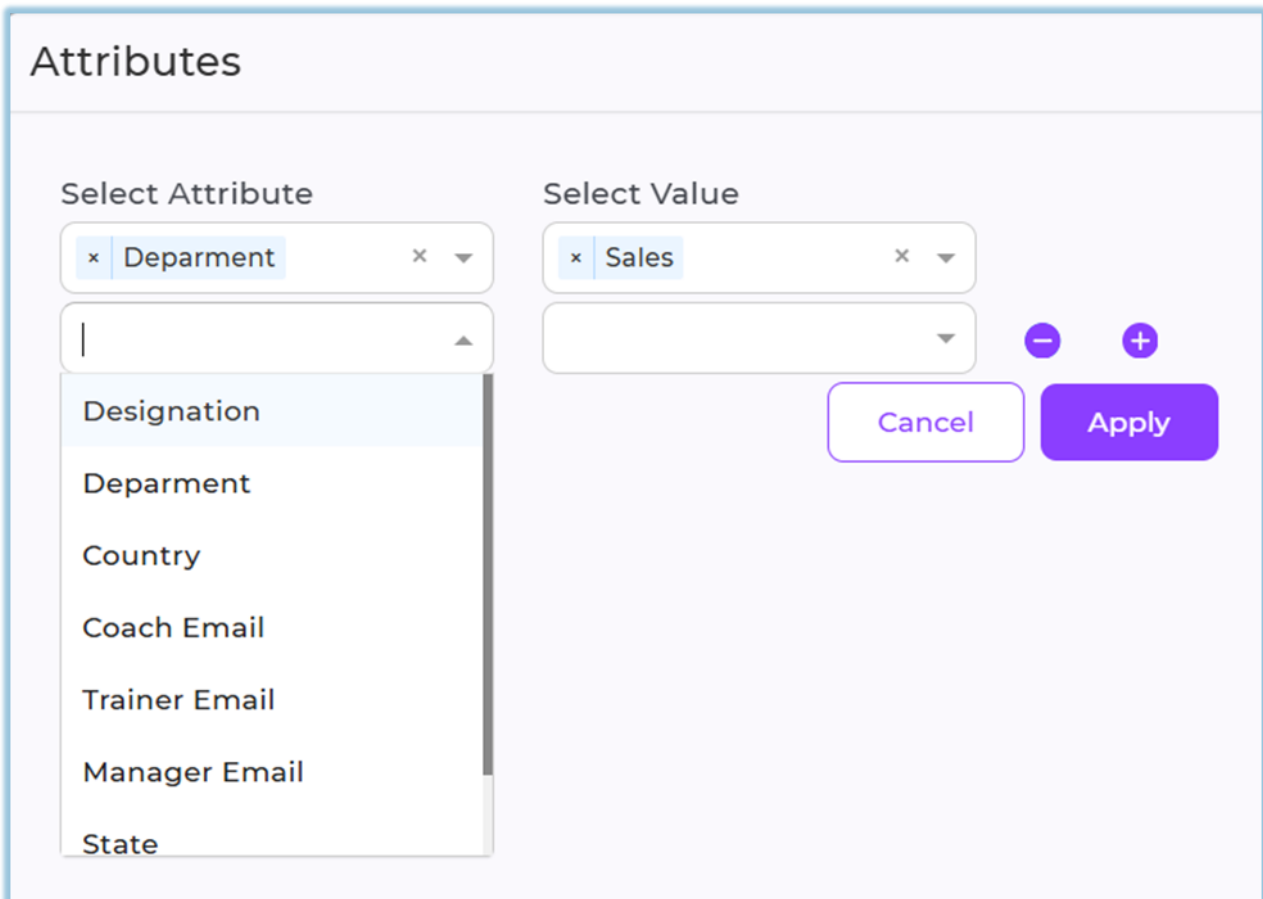
7. Select a date range in **Select Modules Consumed** (This Month, Last Month, This Quarter, Last Quarter, Last 6 months, Last 12 months, or Custom).
(Select Modules Consumed – Shows user completions based on when modules were **consumed** during the **selected period**.)



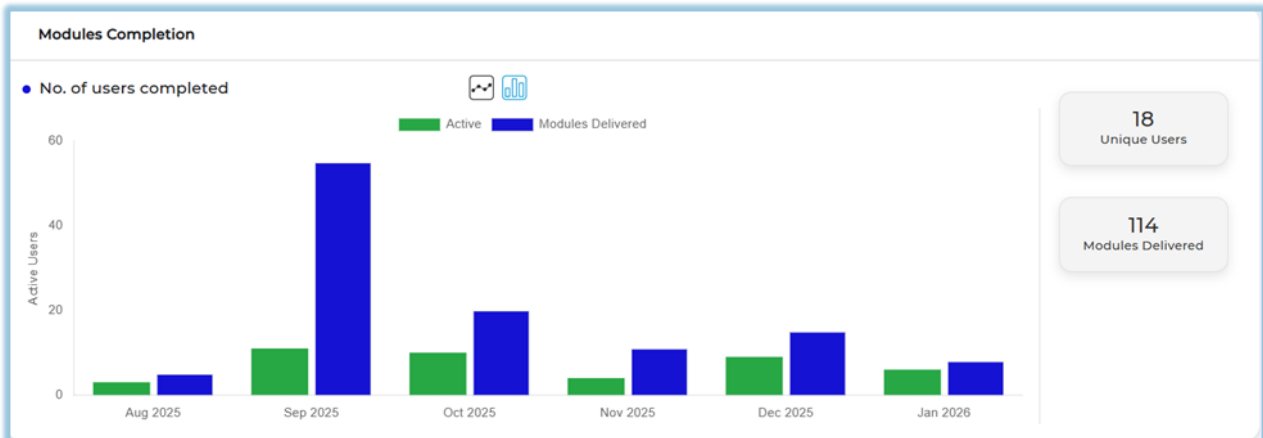
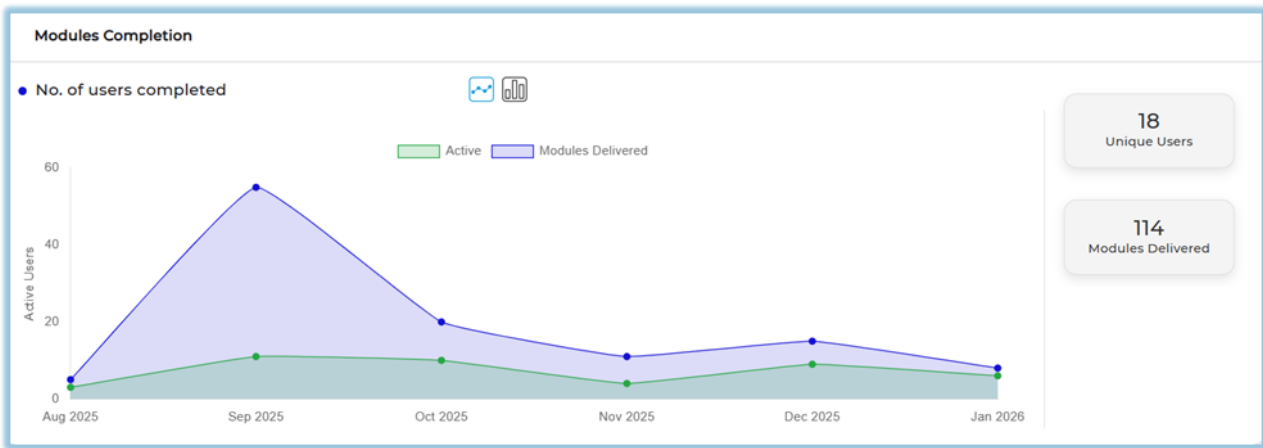
8. Click **Reset** to clear all selected filters if needed.



9. (Optional) Click **Attribute filter**, select attributes such as Designation, Department, Country, Coach Email, Trainer Email, Manager Email, State, or City, and click **Apply**.



10. Scroll to view the **Modules Completion** graph showing active users and modules delivered.



11. Scroll to **Check User Completion Status** and select users using **Select Users**.

Check User Completion Status

Select Users

Name	Module Name	Completion Status
Akash Kateemane	Marketing Pro: Strategies fo	
Manjula J	Marketing Pro: Strategies fo	
Ranjitha P	Marketing Pro: Strategies fo	
Lakshmi D	Marketing Pro: Strategies fo	
Lakshmi D	AI and Data Machine	Completed
Lakshmi tester	AI and Data Machine	Completed
Lakshmi D	Testing the end-end scenario's 19th upgrade	Completed

Apply

12. Click **Apply** to view completion status for selected users.

Check User Completion Status Reset Apply

Name	Module Name	Email ID	Completion Status
Akash Kateemane	Marketing Pro: Strategies for Success	akash@bsharpcorp.com	Completed
Akash Kateemane	Main Module	akash@bsharpcorp.com	Completed
Akash Kateemane	Pre-requisite learning	akash@bsharpcorp.com	Completed
Akash Kateemane	Lifestyle	akash@bsharpcorp.com	Completed
Akash Kateemane	IT, cybersecurity, confidentiality & awareness - consyst employee training --- 133	akash@bsharpcorp.com	Completed
Akash Kateemane	The War Of Art	akash@bsharpcorp.com	Completed
Akash Kateemane	How to Train your brain to learn any thing effectively	akash@bsharpcorp.com	Completed

13. Scroll to **Download Reports**.

Check User Completion Status Reset Apply

Name	Module Name	Email ID	Completion Status
Akash Kateemane	Marketing Pro: Strategies for Success	akash@bsharpcorp.com	Completed
Akash Kateemane	Main Module	akash@bsharpcorp.com	Completed
Akash Kateemane	Pre-requisite learning	akash@bsharpcorp.com	Completed
Akash Kateemane	Lifestyle	akash@bsharpcorp.com	Completed
Akash Kateemane	IT, cybersecurity, confidentiality & awareness - consyst employee training --- 133	akash@bsharpcorp.com	Completed
Akash Kateemane	The War Of Art	akash@bsharpcorp.com	Completed
Akash Kateemane	How to Train your brain to learn any thing effectively	akash@bsharpcorp.com	Completed

Download Reports Selected Columns Download

14. Click **Selected Columns** to customize report fields.

← Select Columns Save Changes

User fields

- First Name
- Last Name
- Mobile Number
- Hired On
- Designation
- Email Address
- Manager Email Address
- Trainer Email Address
- Coach Email Address
- Country
- State
- City

Additional Attributes

- Promotion Name
- Product
- Brand
- Testing
- Date Test
- Zones
- new attribute
- new attribute two testing
- Select Date

Content fields

- Module Name
- Skill
- Sub-skill
- Product Family
- Product
- Tags
- Importance
- Language

Completion fields

- Completed Status
(Completed, In progress, Not Completed)
- Completion Type
(This module, Equivalent module)
- Module Version
(Version number)
- Module Status
(Published, Unpublished)
- Completed Time
- Time Spent
- Score
- User Status
- Module Points
- Ratings
- Comments

Remember these report settings

15. Click **Save changes** and then **Download** to export the report.

5. User View

Users can view a graphical representation of modules delivered and user activity, followed by a table showing individual user completion status, including module name, email ID, and completion status. Download options are available at the bottom of the page.

6. Reporting

- **Modules Completion Report Detailed**
 - Shows module-wise and user-wise completion data
 - Displays active users and modules delivered through graphs
 - Provides user-level completion status in tabular format
- This report is accessed from **Reports → Content → Modules Completion Report Detailed**

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

7. Best Practices

- Apply date filters before selecting users to reduce data noise
- Use Selected Columns to download only required report fields
- Use Attribute filters for region- or role-specific analysis
- Reset filters before starting a new analysis

8. Related Links / FAQs

Q: Who can access the Team tab?

Only users assigned as Managers, Trainers, or Mentors can access the Team tab.

Q: Is the Team tab different from the Company tab?

The data structure is the same, but Team tab shows only users mapped to the logged-in user.

9. Version Notes

Last Updated: 5 Jan 2026

Revision #5

Created 3 January 2026 11:42:32 by Manjula Jagadish

Updated 9 January 2026 06:12:23 by Manjula Jagadish