

Modules Completion Report Summary

1. Overview

The Modules Completion Report Summary provides a consolidated view of how users are progressing across different types of modules within the platform. It helps administrators and team-level users understand overall completion trends, user participation, and average completion performance for published modules within a selected time period.

2. When to Use

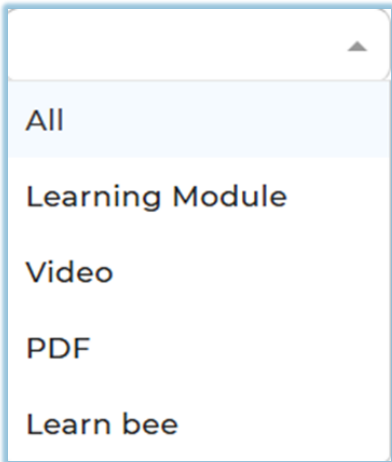
- When you want to review overall module completion performance across users.
- When you need a summarized view of completion percentages by module type.
- When managers, trainers, or mentors want to track completion status for their mapped users.
- When preparing completion reports for internal reviews or audits.

3. Concepts

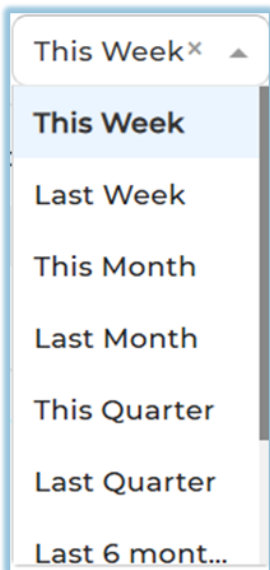
- **Module Type** - The category of learning content such as Learning Module, Video, PDF, or Learnbee.
- **Published Date Range** - The time period during which the selected modules were published.
- **Attribute Filters** - User-based filters such as designation, department, country, manager, trainer, or location.
- **Completion Distribution** - A visual breakdown of users grouped by completion percentage ranges.
- **Summary Metrics** - High-level statistics including total users, total modules, and average completion percentage.
- **User Completion Status** - User-level details showing assignment, completion count, and completion percentage.
- **Company View** - Organization-wide completion data visible to administrators.
- **Team View** - Completion data limited to users mapped to a manager, trainer, or mentor.
- **Report Download** - Exportable report data with configurable columns.

4. Set Up Guide

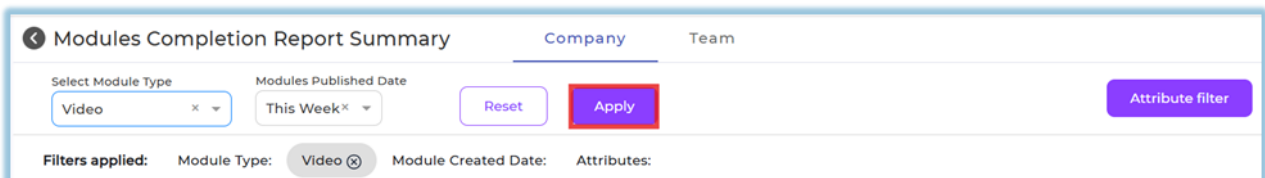
1. Open the **Menu Bar** and click on **Reports**.
<https://converse.bsharpcorp.com/celebrate/user-report-page>
2. Under the **Content** section, click on **Modules Completion Report Summary**.
https://converse.bsharpcorp.com/celebrate/user_completion_report
3. Select a value from **Select Module Type** (All, Learning Module, Video, PDF, Learnbee).



4. Choose a value from **Modules Published Date** (This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter, Last 6 Months, Last 12 Months, or Custom).



5. Click **Apply** to load the report based on the selected filters.



6. (Optional) Click **Attribute filter** to filter data by designation, department, country, coach email, trainer email, manager email, state, or city.
7. Select the required attribute values and click **Apply** to update the report.

Attributes

Select Attribute

x
x ▼
Department

▲

- Designation
- Department
- Country
- Coach Email
- Trainer Email
- Manager Email
- State

Select Value

x
x ▼
Sales

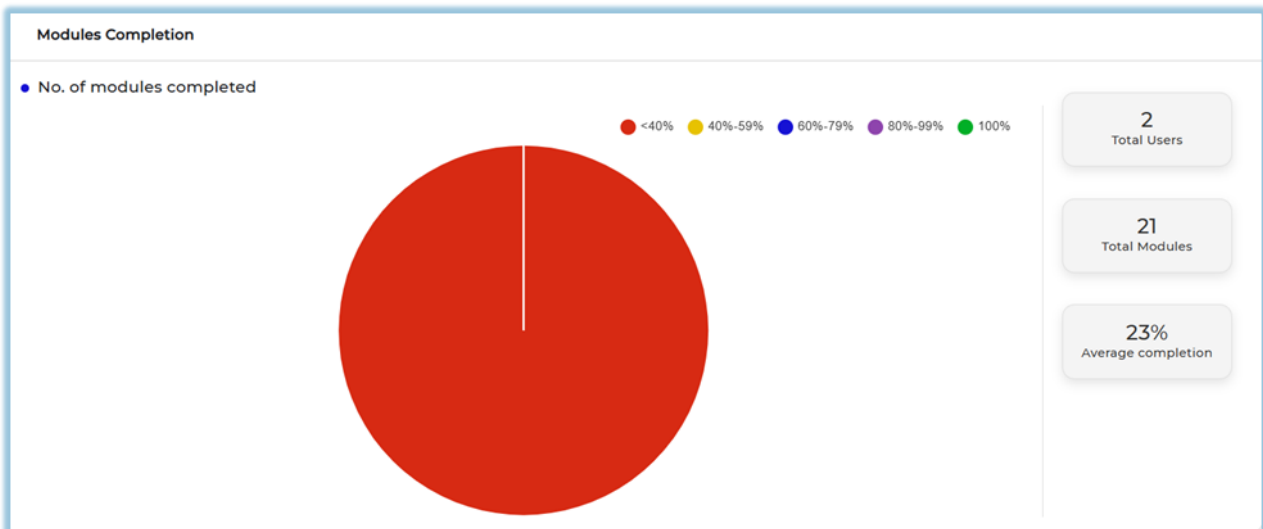
▼

−
+

Cancel

Apply

8. Scroll down to view the **Modules Completion** summary and charts.



9. Use **Check User Completion Status** to view completion details for specific users.

Check User Completion Status

Apply

Name	Email ID					%
Andrew Felix	admin.converse@bsharp.in	Logged In	21	7	<div style="width: 33%; background-color: red; height: 10px;"></div>	33% >
Jacob Miller	user.converse@bsharp.in	Logged In	9	0	<div style="width: 0%; background-color: red; height: 10px;"></div>	0% >

See All

10. Click **Selected Columns** to customize the columns included in the report.

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

Check User Completion Status Select Items

Name	Email ID	Status	Assigned	Completed	Completed %
Andrew Felix	admin.converse@bsharp.in	Logged In	21	7	<div style="width: 33%;"><div style="background-color: red;"></div></div> 33% >
Jacob Miller	user.converse@bsharp.in	Logged In	9	0	<div style="width: 0%;"><div style="background-color: red;"></div></div> 0% >

Download Reports

5. User View

- Users with **admin access** can view the **Company** tab showing completion data for all users.
- Users assigned as **manager, trainer, or mentor** can view the **Team** tab showing data only for their mapped users.
- The dashboard displays completion distribution, summary metrics, and user-level completion details.
- Users can visually interpret completion status using pie charts and percentage indicators.

6. Reporting

- **Modules Completion Report Summary**
 - Displays total users, total modules, and average completion percentage.
 - Shows completion distribution grouped by percentage ranges.
 - Provides user-level completion status with assignment and completion details.
 - Accessible from **Reports → Content → Modules Completion Report Summary**.
https://converse.bsharpcorp.com/celebrate/user_completion_report
 - Supports report export with customizable columns.

7. Best Practices

- Apply date and module type filters before reviewing completion trends.
- Use attribute filters to analyze performance for specific teams or regions.
- Review user-level completion data to identify users needing follow-up.
- Customize report columns before downloading to keep reports concise.

8. Related Links / FAQs

Q: Who can access the Team tab?

A: Only users mapped as managers, trainers, or mentors can access the Team tab.

Q: Can I download the report for selected users only?

A: Yes, by applying user and attribute filters before downloading.

9. Version Notes

Last Updated: 5 Jan 2026

Revision #7

Created 3 January 2026 10:49:13 by Manjula Jagadish

Updated 9 January 2026 06:10:03 by Manjula Jagadish