

Single Module Completion Report

1. Overview

The Single Module Completion Report provides visibility into how users have engaged with and completed a specific module, including completion status, activity trends, scores, ratings, and learning object-level details, with views available at both company and team levels.

2. When to Use

- When you need to track completion progress for a specific module across users.
- When you want to review learner engagement, scores, or ratings for a single module.
- When managers, trainers, or mentors need visibility into their team's module completion.
- When detailed user-level completion data is required for audits or follow-ups.

3. Concepts

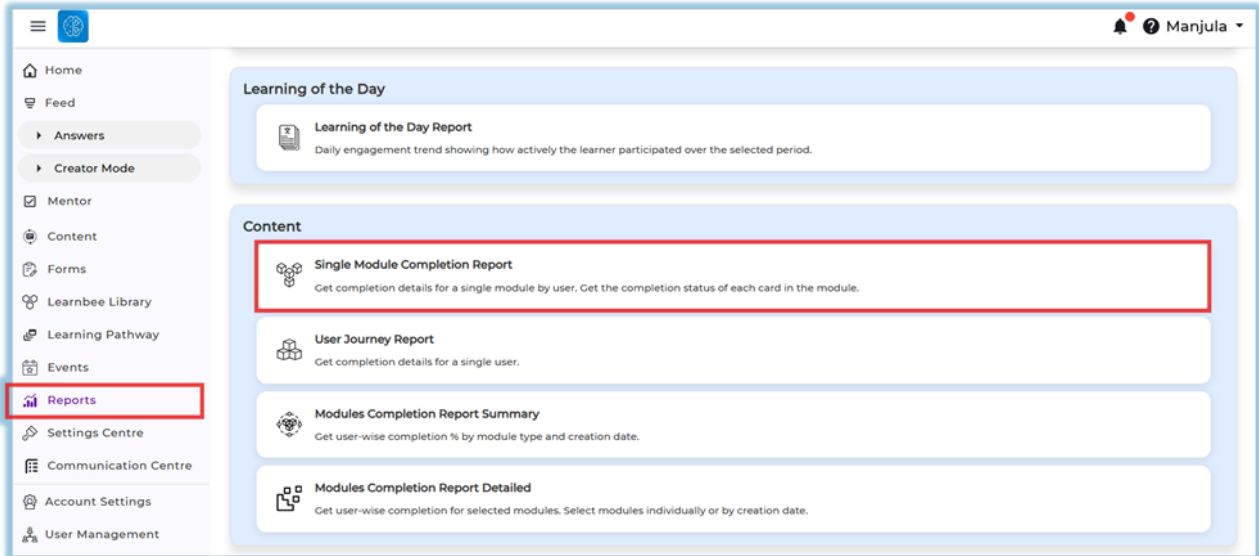
- **Module Selection:** Identifies the specific module for which completion data is displayed.
- **Date Range:** Filters module data based on the selected time period.
- **Company View:** Displays organization-wide module completion data.
- **Team View:** Displays module completion data limited to mapped team users.
- **Completion Metrics:** Summarized indicators such as completion percentage, modules delivered, average score, and ratings.
- **Completion Visualization:** Graphical representation of active users and completed users.
- **User Completion Status:** User-level completion details for the selected module.
- **Learning Object Report:** Item-level completion data for videos, PDFs, quizzes, or other content within the module.
- **Attribute Filters:** Filters report data using user attributes such as department or manager email.
- **Column Selection:** Controls which fields appear in the downloaded report.
- **Report Sharing:** Allows controlled sharing of report access with selected users.

4. Set Up Guide

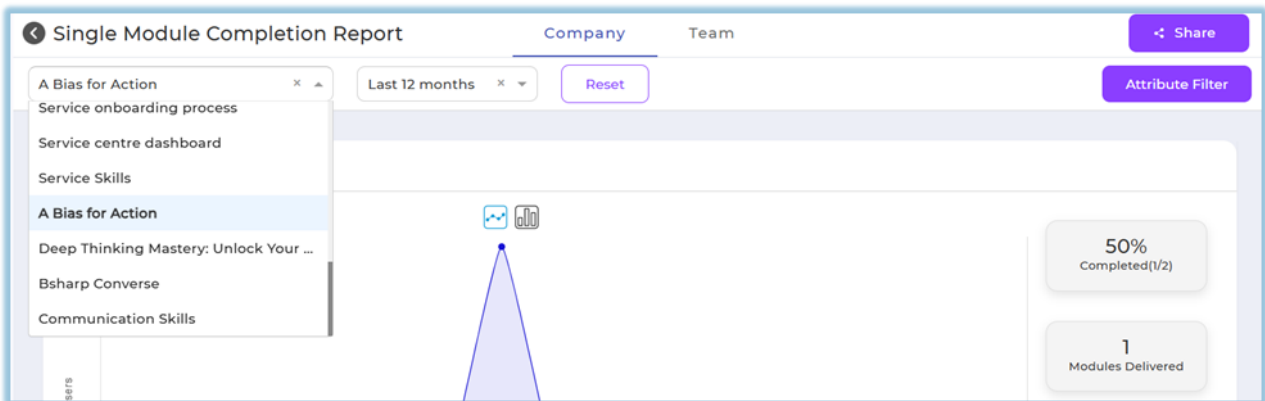
1. Open the **Reports** section from the Mega Bar navigation menu.
2. Navigate to the **Content** section within Reports.

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

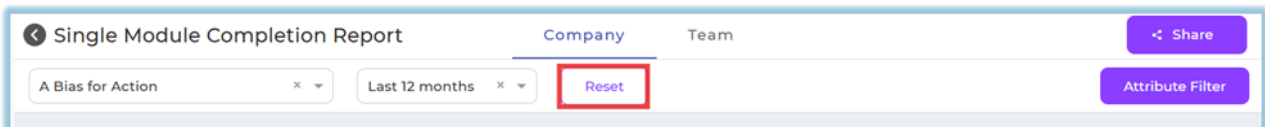
3. Select **Single Module Completion Report** from the list of available reports.



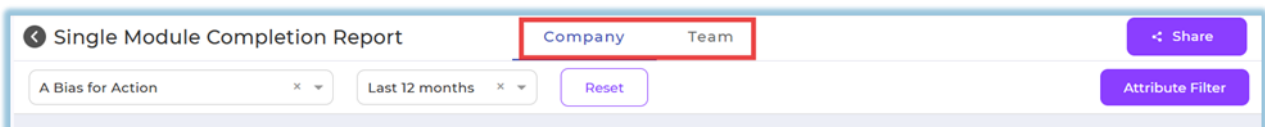
4. Choose the required module using the module selection field.



5. Select the appropriate date range using the date filter and use **Reset** if required.



6. Review the completion data displayed under the **Company** tab.
7. Switch to the **Team** tab to view the same report scoped to assigned team users.



8. Use **Attribute Filter** to apply attribute-based filtering if needed.

Attributes

Select Attribute

x
x ▼
Department

▲

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

Select Value

x
x ▼
Sales

▼

−
+

Cancel

Apply

9. Select **Selected Columns** to customize the fields included in the report output.

Check User Completion Status Select Items ▼ Apply

Andrew Felix
admin.converse@bsharp.in

Name	Module Name	Email ID	Completion Status
Andrew Felix	A Bias for Action	admin.converse@bsharp.in	Completed

Download Reports

Selected Columns

Download

10. Save column selections and download the report as required.

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

- Department

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

11. Use the **Share** option to share the report with selected users if access is permitted.

Single Module Completion Report Andrew

Company Team

A Bias for Action Last 12 months Reset Share

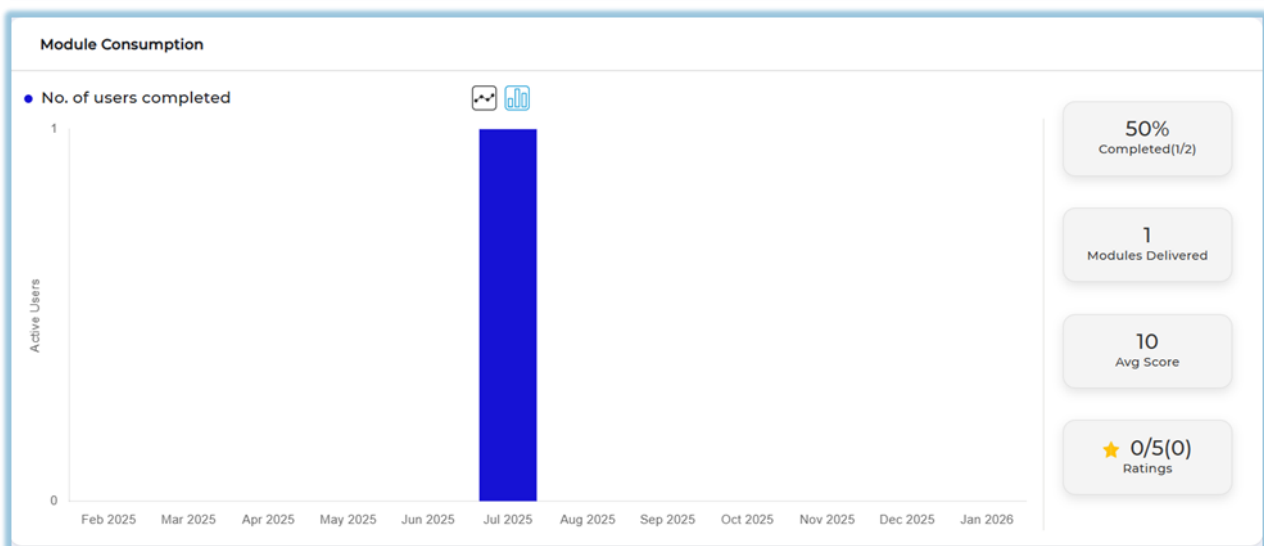
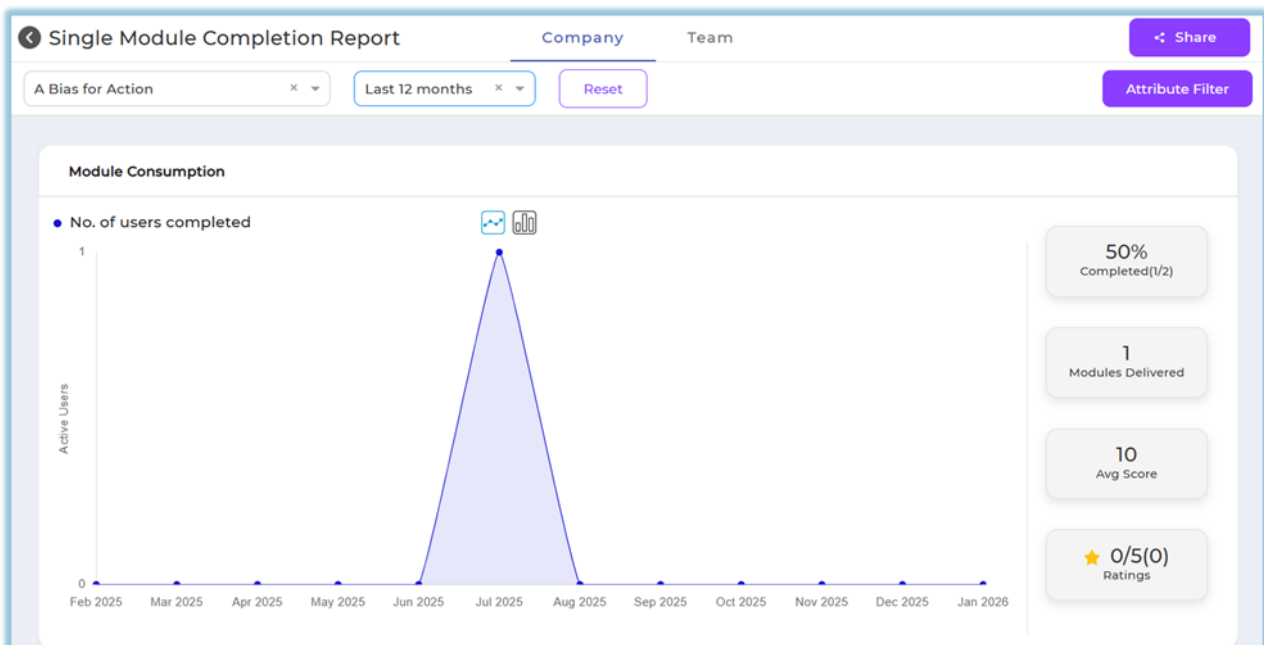
Attribute Filter

5. User View

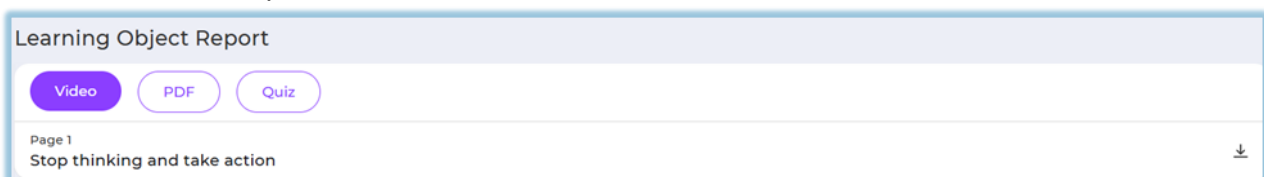
Users with report access can view module completion summaries, graphical trends, and detailed completion tables. The Company tab is visible to admins, while the Team tab is visible only to users mapped as managers, trainers, or mentors. Users can interact with graphs, view completion status, and access downloadable report data based on permissions.

6. Reporting

- **Single Module Completion Report:** Displays completion status, activity trends, scores, ratings, and learning object details for a selected module.



- **Learning Object Report:** Shows completion data for individual content items such as videos, PDFs, and quizzes within the module.



- Reports can be accessed from **Reports → Content → Single Module Completion Report**.

<https://converse.bsharpcorp.com/celebrate/learning-module-program-page/learning-module-report/-1>

7. Best Practices

- Select a clear and consistent date range when comparing completion trends.
- Use attribute filters to narrow data to relevant user groups.

- Customize report columns before downloading to avoid unnecessary data.
- Use the Team tab for role-based monitoring rather than company-wide analysis.

8. Related Links / FAQs

- **Related:** User Journey Report
- **Related:** Module Completion Report Summary
- **FAQ:** Who can access the Team tab?
 - Only users assigned as managers, trainers, or mentors can view the Team tab.

9. Version Notes

Last Updated: 31 Dec 2025

Revision #4

Created 3 January 2026 08:12:32 by Manjula Jagadish

Updated 9 January 2026 06:08:00 by Manjula Jagadish