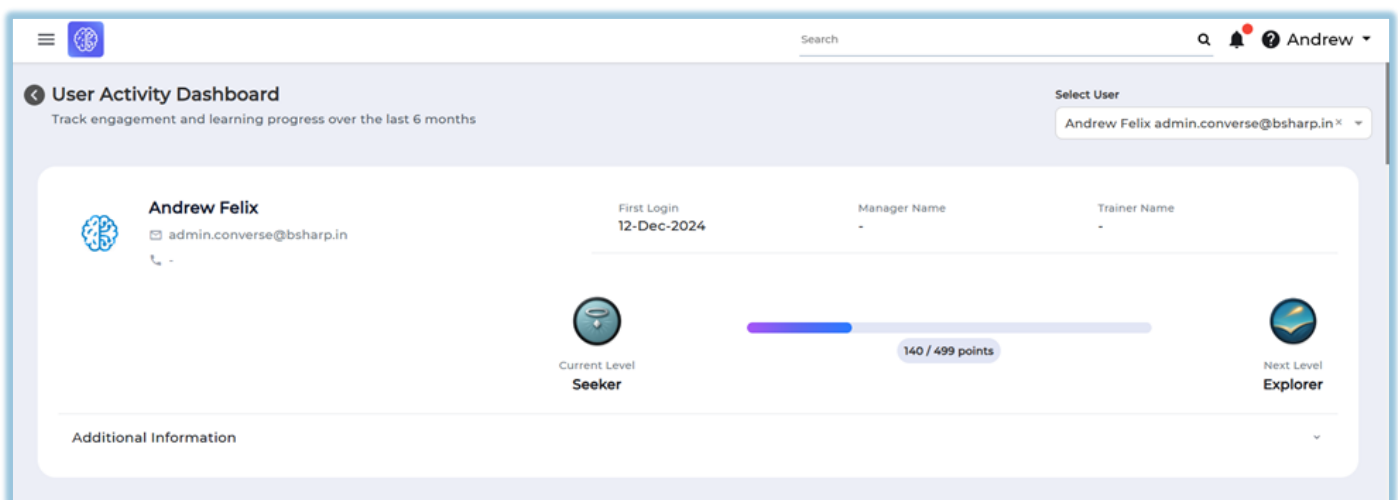


# User Activity Dashboard

## 1. Overview

The User Activity Dashboard is a report available under the Reports section that allows administrators to view engagement and learning progress details for a single user over the last six months. It consolidates activity, learning interactions, points earned, module completion, and pathway progress into one dashboard view.



## 2. When to Use

- When you need to review the learning activity of a specific user over the last six months.
- When you want to understand how actively a user is engaging with different learning features.
- When you need to check module and pathway completion status for an individual user.
- When you want to download user-level learning and activity data.

## 3. Concepts

- **Reports section** - The area in Converse where all downloadable and viewable reports are available.
- **User selection** - A dropdown used to choose a single user whose activity data will be displayed.

- **User profile details** – Basic information shown for the selected user, including contact and role details.
- **Activity overview** – A summary of the user’s engagement status over the last six months.
- **Activity by feature** – A breakdown of interactions across learning features such as modules and daily learning.
- **Activity heat map** – A visual indicator showing consistency and feature usage intensity over time.
- **Points and rewards** – A summary of points earned by the user during the last six months.
- **Module completion** – Details of completed, in-progress, and not completed learning modules.
- **Pathway completion** – Progress tracking for priority and overall learning pathways assigned to the user.
- **Column customization** – An option to select which data fields appear in downloadable reports.
- **Data download** – The ability to export user activity data for offline review.

## 4. Set Up Guide

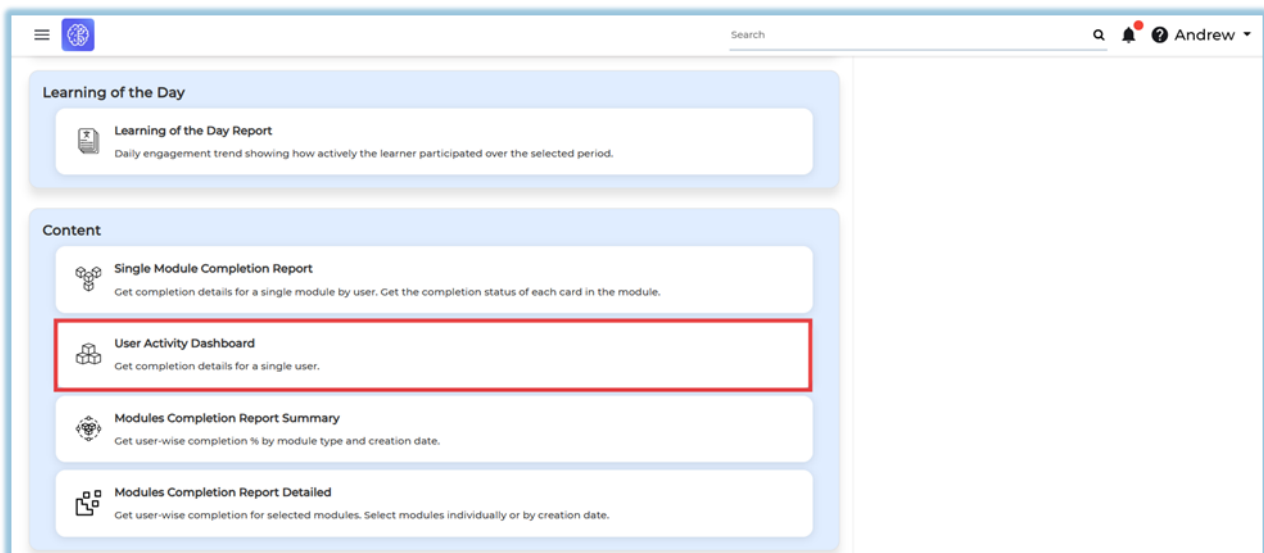
1. Click the three-line main menu from the homepage.
2. Click **Reports** to open the reports landing page.

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

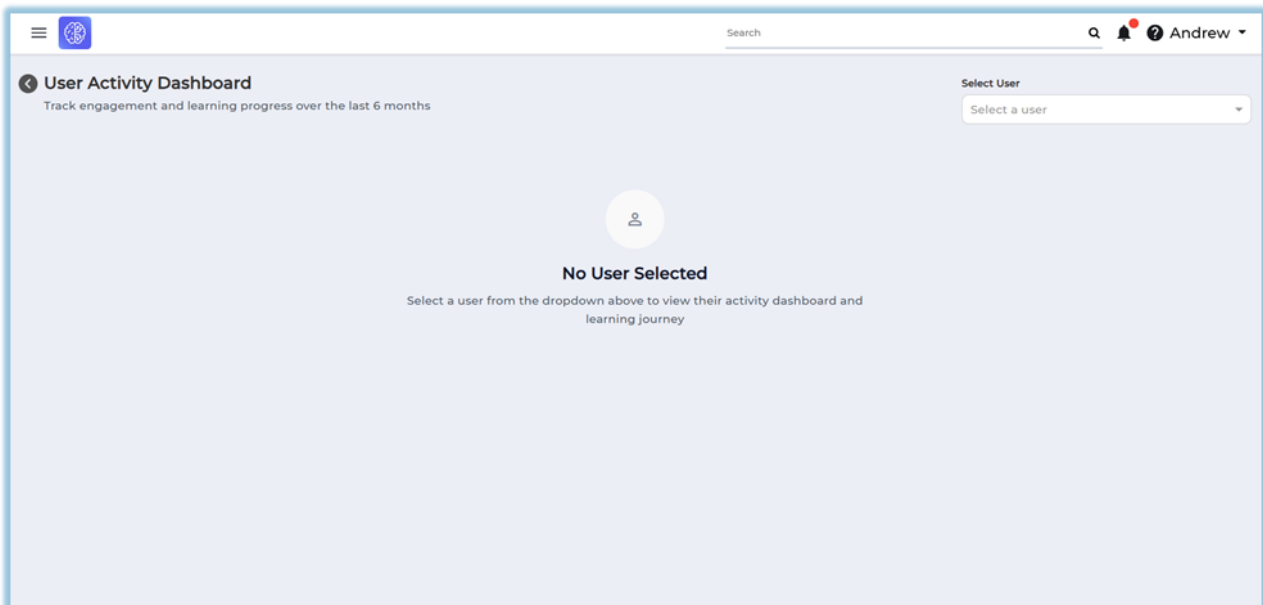
3. Locate the **Content** section within Reports.

[https://converse.bsharpcorp.com/celebrate/individual\\_user\\_reports/489](https://converse.bsharpcorp.com/celebrate/individual_user_reports/489)

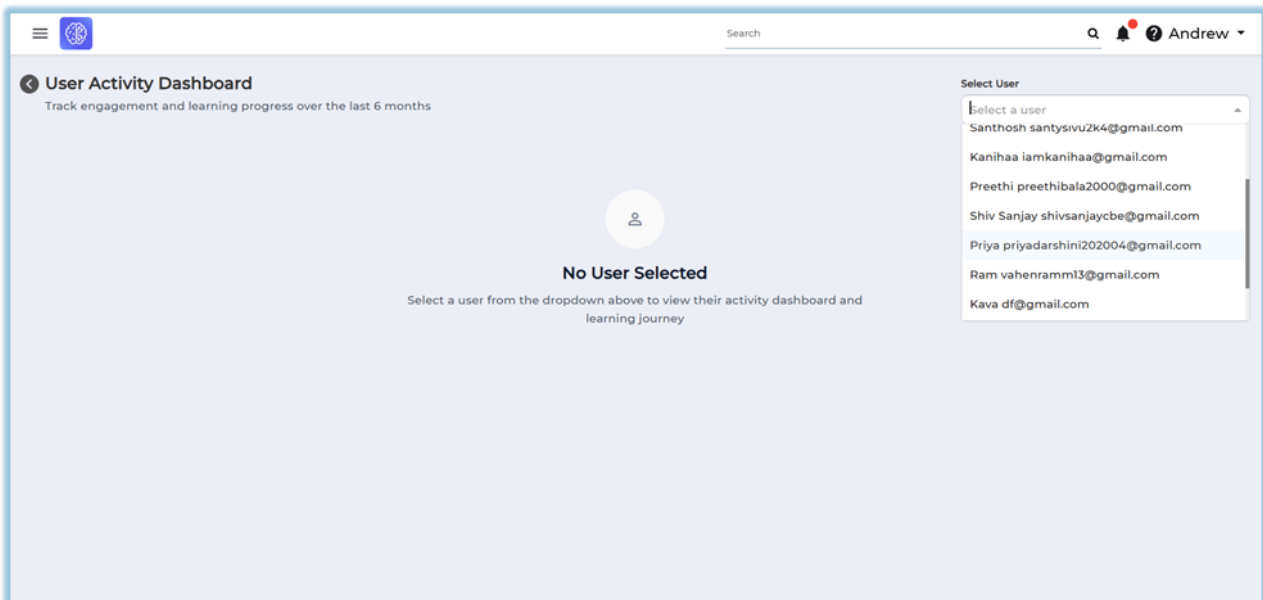
4. Click **User Activity Dashboard** from the list of available reports.



5. On the right side of the screen, click **Select a user**.



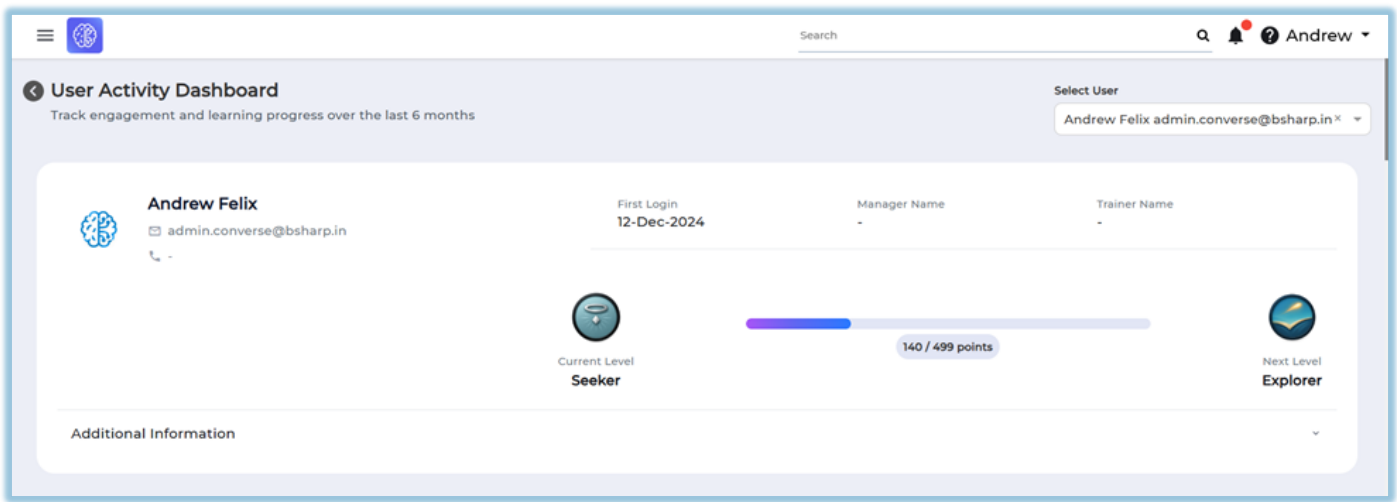
6. Choose a single user from the dropdown list.



7. View the user's activity status page that appears automatically after user selection.
8. Scroll down to view activity status, feature usage, points, module completion, and pathway completion details.

## 5. User View

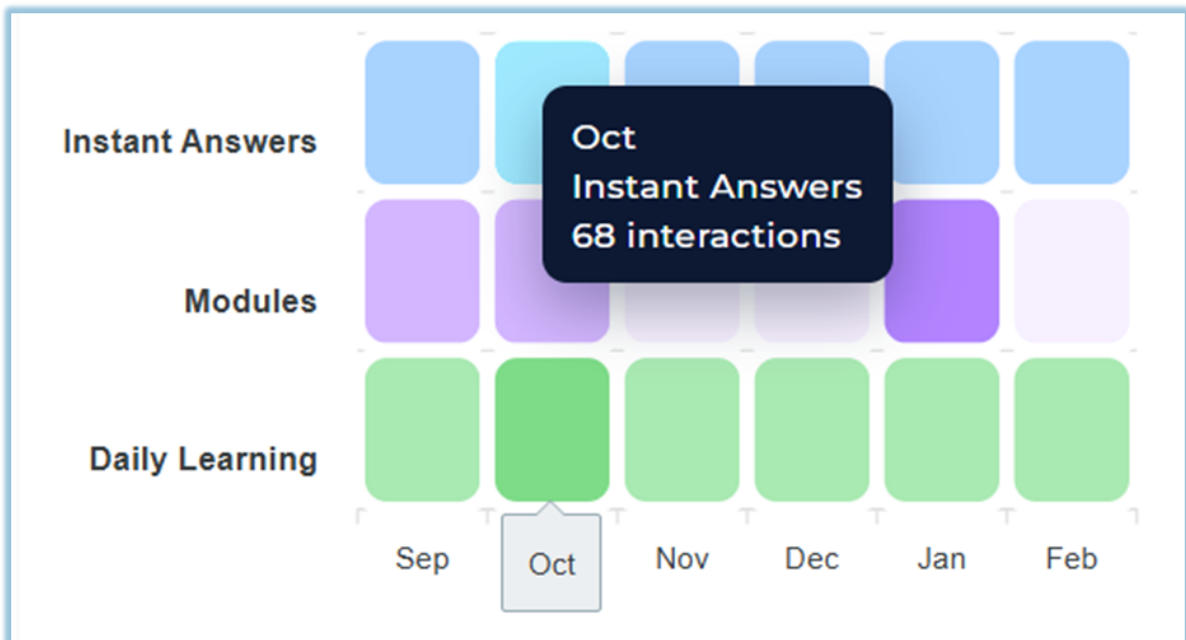
Once a user is selected, the dashboard displays the user's profile information at the top, including username, email ID, mobile number, first login date, manager, and trainer. Below this, the page shows activity summaries, graphs, tables, and downloadable sections related to the selected user's learning and engagement.



## 6. Reporting

### User Activity Dashboard

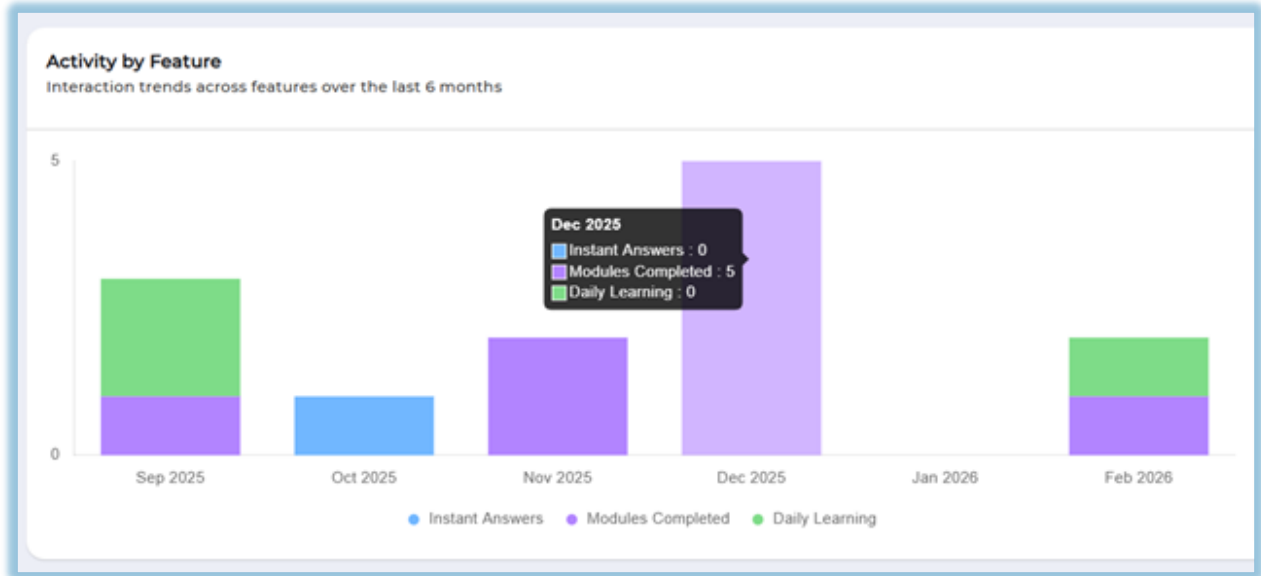
- Displays the user's activity status for the last six months, indicating whether the user is active or inactive.
- **Interactions** represent the **total number of learning tasks completed by the user**.
- A task is counted as an interaction when the user completes an action such as:
  - Completing a **module**
  - Completing a **Learning of the Day (LoTD)**
  - Using **Instant Answers**
  - The interaction count is calculated by **adding all completed tasks across features**.



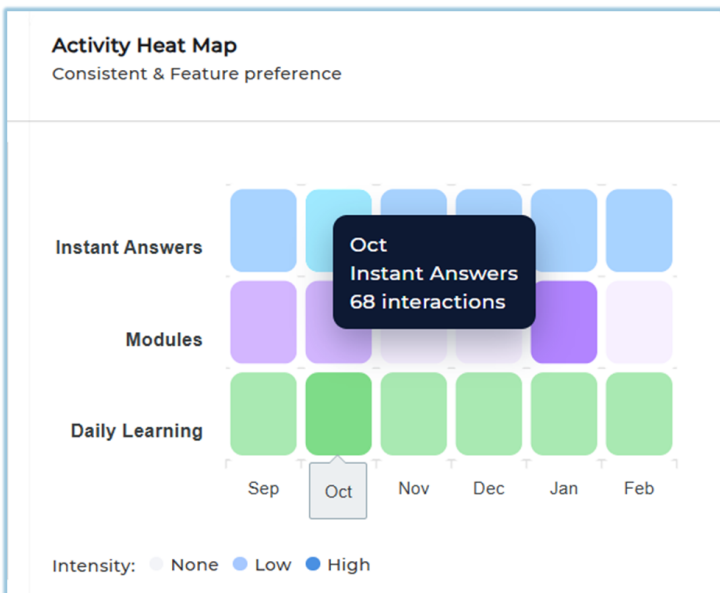
- Shows a monthly activity indicator highlighting the months in which the user was active.



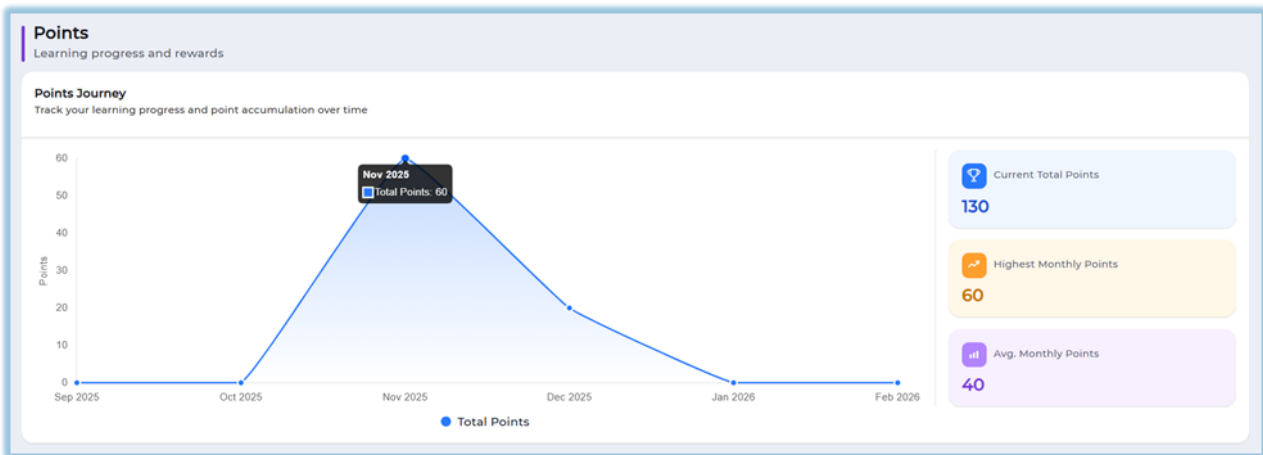
- Displays the most used feature and the user's last active month.
- Provides an **Activity by Feature** section showing interactions across Instant Answers, Modules Completed, Modules, and Daily Learning.



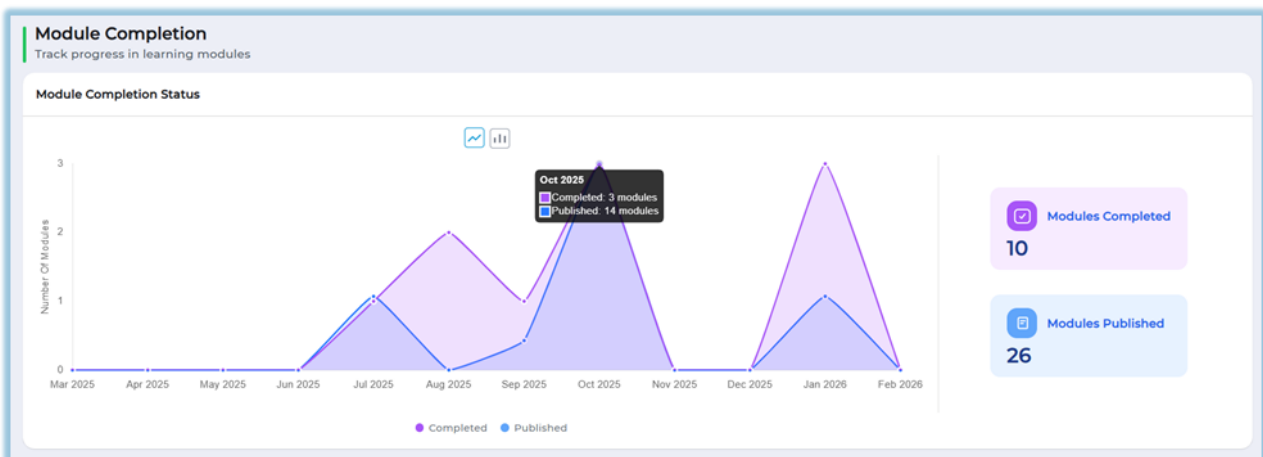
- Includes an **Activity Heat Map** that visualizes consistency and feature preference over time.



- Shows a **Points Journey** graph representing total points earned over the last six months.
- Displays current total points, highest monthly points, and average monthly points.



- Includes a **Module Completion** section showing published and completed modules using bar or line graphs.



- Allows switching between completed and not completed module data.

Completed Not Completed

Search...

Module Name	Date Completed	Published Date	Points
A Bias for Action	17-Jul-2025	05-Jul-2025	10
AI Fundamentals for the Modern Workplace	22-Jan-2026	21-Jan-2026	30
Basic GST on Supply & ITC	19-Jan-2026	19-Jan-2026	50
Bsharp Converse	25-Aug-2025	02-Jul-2025	0
Deep Thinking Mastery: Unlock Your Cognitive Pot...	25-Aug-2025	05-Jul-2025	20

Page Size: 5 | First | Prev | 1 | 2 | Next | Last

See All Selected Columns Download

- Click **See All** to open the complete module completion list in a detailed table view.
- Provides a searchable table showing module name, completion date, published date, points, and completion status.
- Apply **date filters** to control the time range of the displayed module data.

User Module Completion Status

Select

All Completed In Progress Not Completed

	Date Completed	Published Date	Points	Completion Status
This Week	22-Jan-2026	21-Jan-2026	30	Completed
Last Week	NA	28-Jan-2026	0	Not Completed
This Month	NA	19-Jan-2026	0	Not Completed
Last Month	19-Jan-2026	19-Jan-2026	50	Completed
This Quarter	NA	14-Jan-2026	0	In Progress
Last Quarter	NA	15-Oct-2025	0	In Progress
Last 6 months	NA	15-Oct-2025	0	In Progress
Leadership Styles and Development	NA	15-Oct-2025	0	Completed
Glow Air Spring +   Upgrade Your Comfort	15-Oct-2025	15-Oct-2025	0	Completed
Glow Coffee Maker   Fresh Brew. Every Time.	05-Jan-2026	15-Oct-2025	0	Completed
Know Your Product   Brochures	15-Oct-2025	15-Oct-2025	0	Completed
Product Datasheets   Library	NA	15-Oct-2025	0	Not Completed
Visual Learning   Product Videos	NA	15-Oct-2025	0	Not Completed

Items per page: 10 1 - 10 of 26

- Use **Selected Columns** to choose which fields appear in the report.

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

- Download the configured data for offline review or sharing.

Completed Not Completed

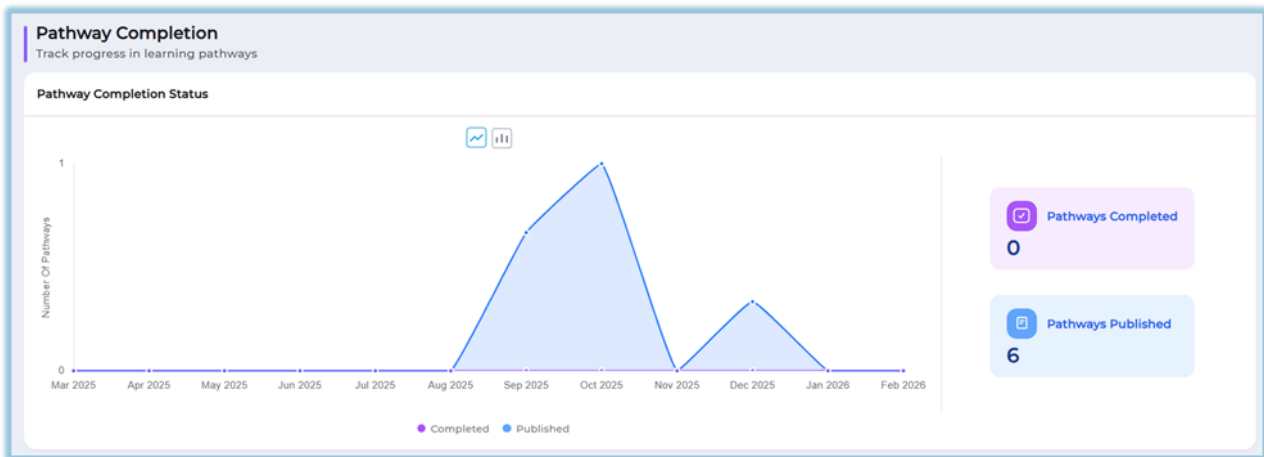
Search...

Module Name	Date Completed	Published Date	Points
A Bias for Action	17-Jul-2025	05-Jul-2025	10
AI Fundamentals for the Modern Workplace	22-Jan-2026	21-Jan-2026	30
Basic GST on Supply & ITC	19-Jan-2026	19-Jan-2026	50
Bsharp Converse	25-Aug-2025	02-Jul-2025	0
Deep Thinking Mastery: Unlock Your Cognitive Pot...	25-Aug-2025	05-Jul-2025	20

Page Size 5 First Prev 1 2 Next Last

See All Selected Columns Download

- Includes a **Pathway Completion** section showing priority pathways and overall pathways assigned to the user.



Priority Pathway Overall Pathway

Search...

Pathway Name	Priority	Published Date	Completion %	Completed Date	Completion Status
Certified Pitch Program	Negotiation Skills	04-Sep-2025	75%		Not Completed
Elite Product	Premium Sales	14-Oct-2025	16.67%		Not Completed
Hello	Training	15-Dec-2025	33.33%		Not Completed
Product Enhancement Inducti...	Accessory Sales	14-Oct-2025	20%		Not Completed
Sales Induction Program	Induction	16-Sep-2025	50%		Not Completed

Page Size: 5 First Prev 1 2 Next Last

See All Selected Columns Download

- Allows viewing, filtering, customizing columns, and downloading pathway completion data.

The report can be accessed from **Reports → User Activity Dashboard**.

[https://converse.bsharpcorp.com/celebrate/individual\\_user\\_reports/489](https://converse.bsharpcorp.com/celebrate/individual_user_reports/489)

## 7. Best Practices

- Select one user at a time to ensure accurate activity tracking.
- Use graph toggle options to compare trends visually.
- Customize report columns before downloading to avoid unnecessary data.
- Apply date filters to focus on a specific time range when reviewing activity.

## 8. Related Links / FAQs

### Who can access the User Activity Dashboard?

Only administrators can access the User Activity Dashboard. This report is not available to team users.

## 9. Version Notes

Last Updated: 9 Feb 2026

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Revision #8

Created 3 January 2026 08:25:54 by Manjula Jagadish

Updated 9 February 2026 09:59:41 by Manjula Jagadish