

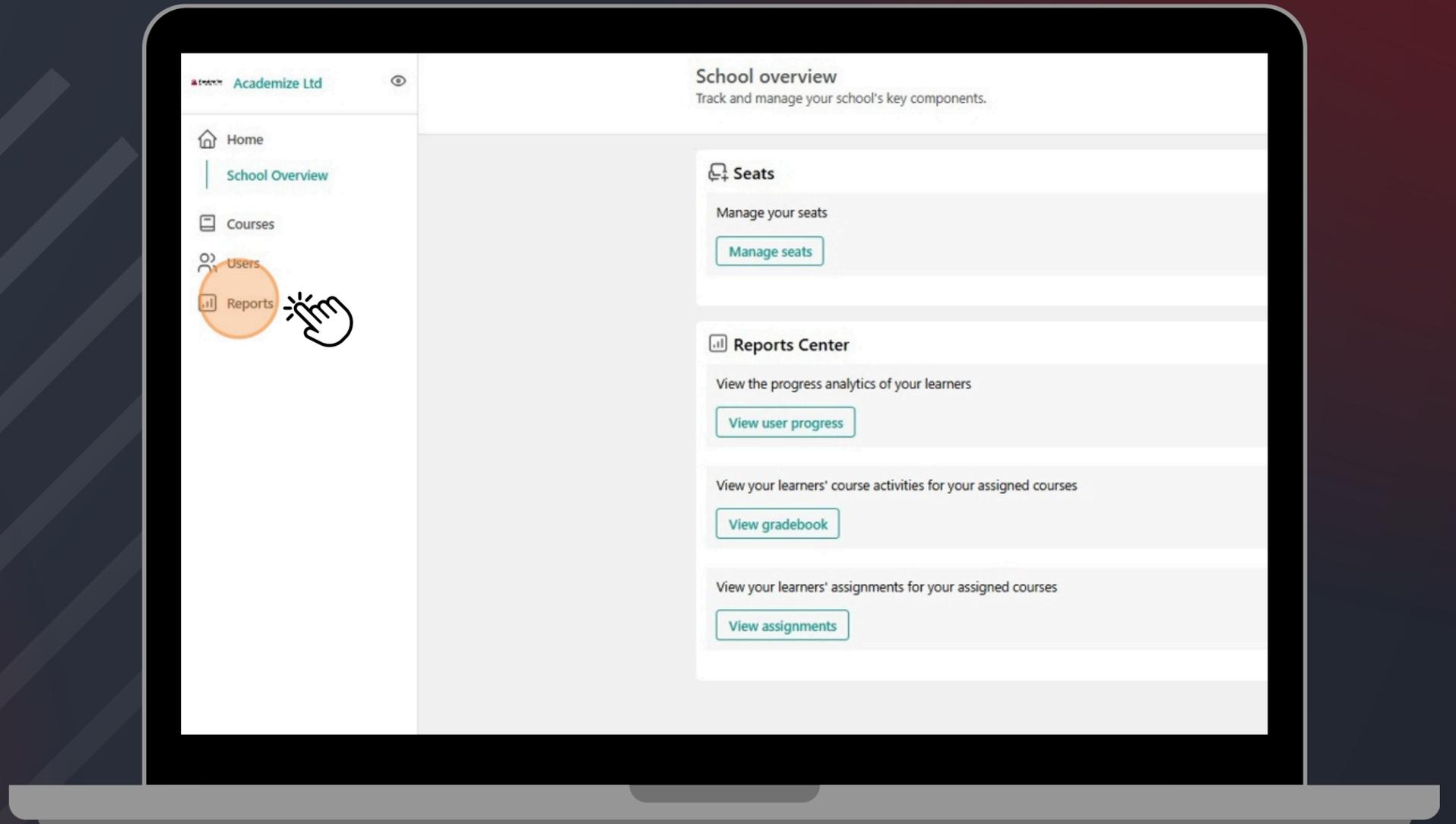
HOW TO GUIDE

Advanced Reporting



Step 1

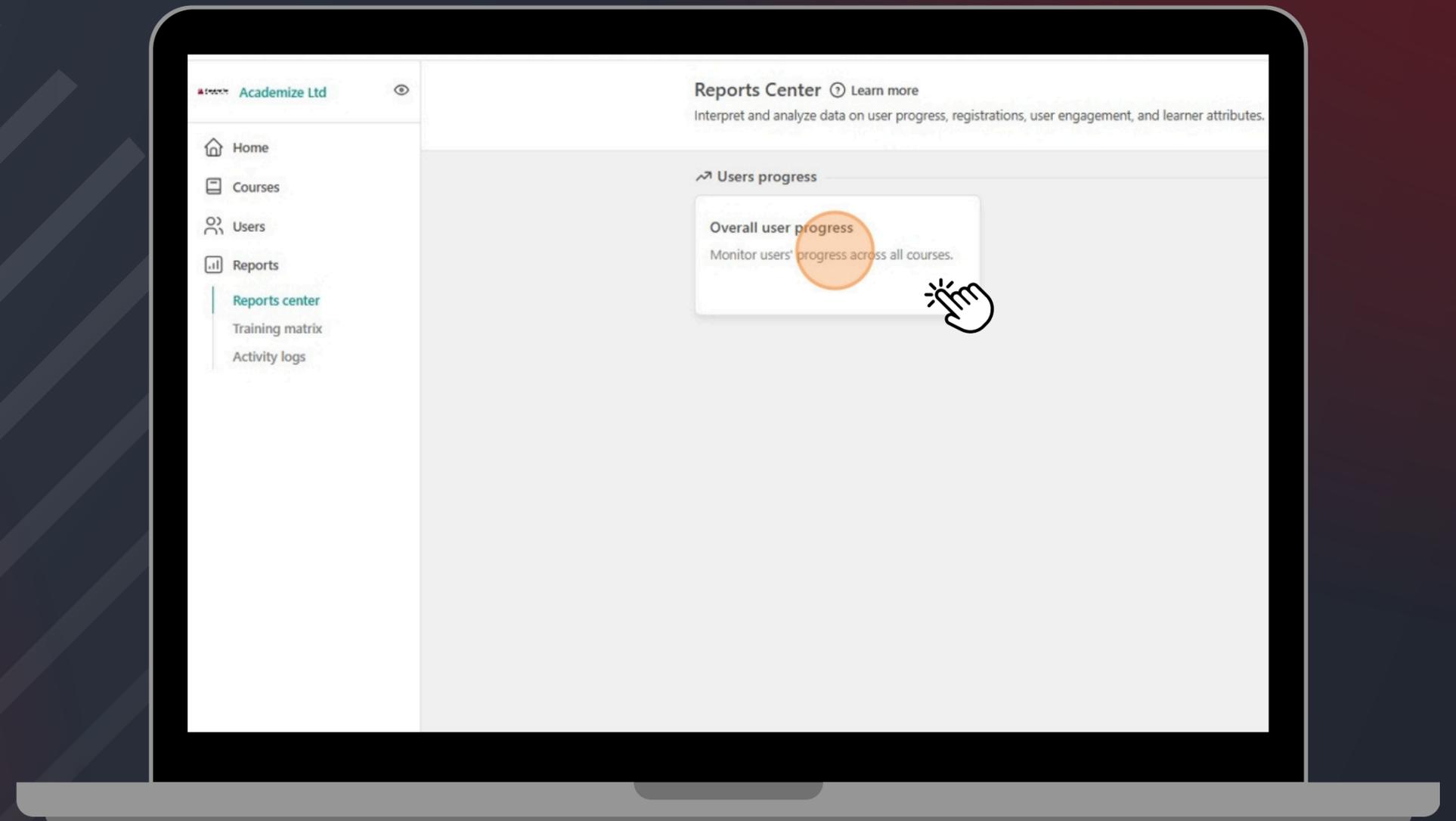
Click on 'Reports'





Step 2

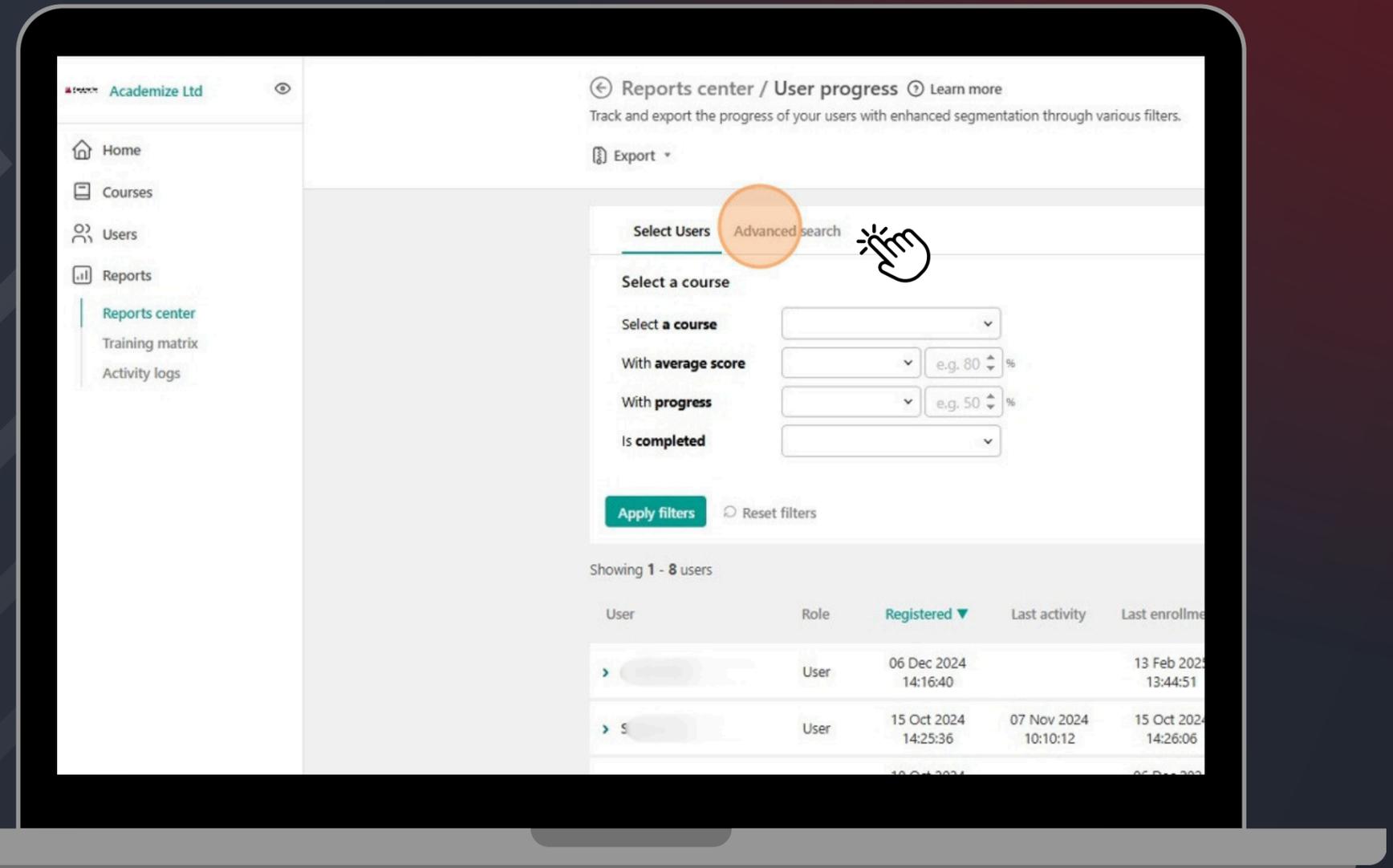
Click on 'Reports Centre'
and onto Overall user
progress





Step 3

Click 'Advanced Search'





Step 4

Delete the automatic filter
by selecting the cross

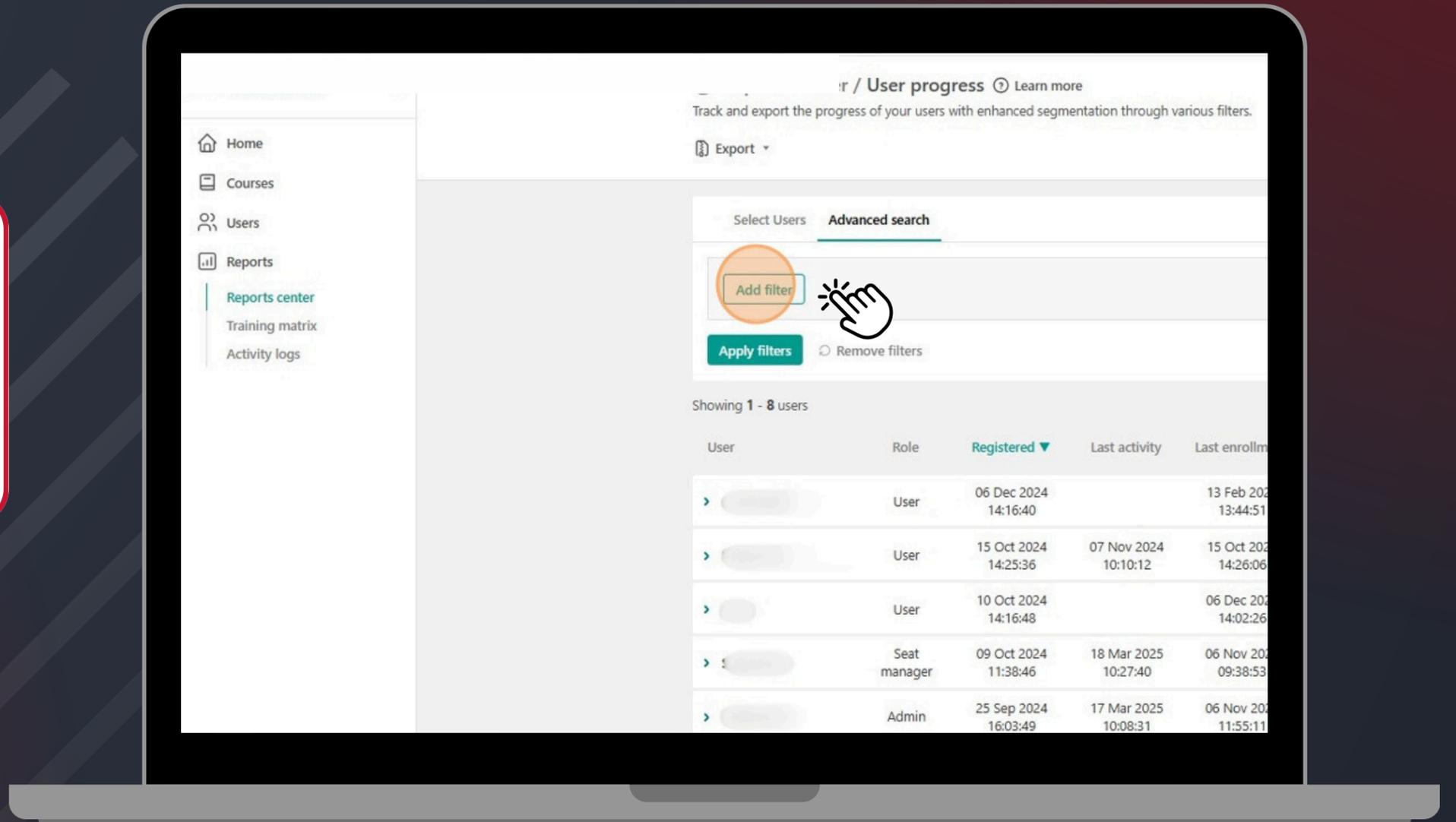
The screenshot shows the 'Reports center / User progress' page. At the top, there is a breadcrumb trail and a 'Learn more' link. Below that, there is an 'Export' button. The main section is titled 'Select Users' and 'Advanced search'. A filter is applied: 'Users who have user name that contains e.g. Nick'. A hand cursor is clicking on a cross icon to remove the filter. Below the filter, there are 'Add filter' and 'Apply filters' buttons. The table below shows 1-8 users with columns for User, Role, Registered, Last activity, Last enrollment, Study time, Total time on platform, All courses, Completed courses, and Incomplete courses.

User	Role	Registered	Last activity	Last enrollment	Study time	Total time on platform	All courses	Completed courses	Incomplete courses
> [blurred]	User	06 Dec 2024 14:16:40		13 Feb 2025 13:44:51			4	0	4
> [blurred]	User	15 Oct 2024 14:25:36	07 Nov 2024 10:10:12	15 Oct 2024 14:26:06	00:54h	00:54h	58	1	57
> [blurred]	User	10 Oct 2024 14:16:48		06 Dec 2024 14:02:26			7	0	7
> [blurred]	Seat manager	09 Oct 2024 11:38:46	18 Mar 2025 10:27:40	06 Nov 2024 09:38:53	01:12h	15:57h	1	0	1



Step 5

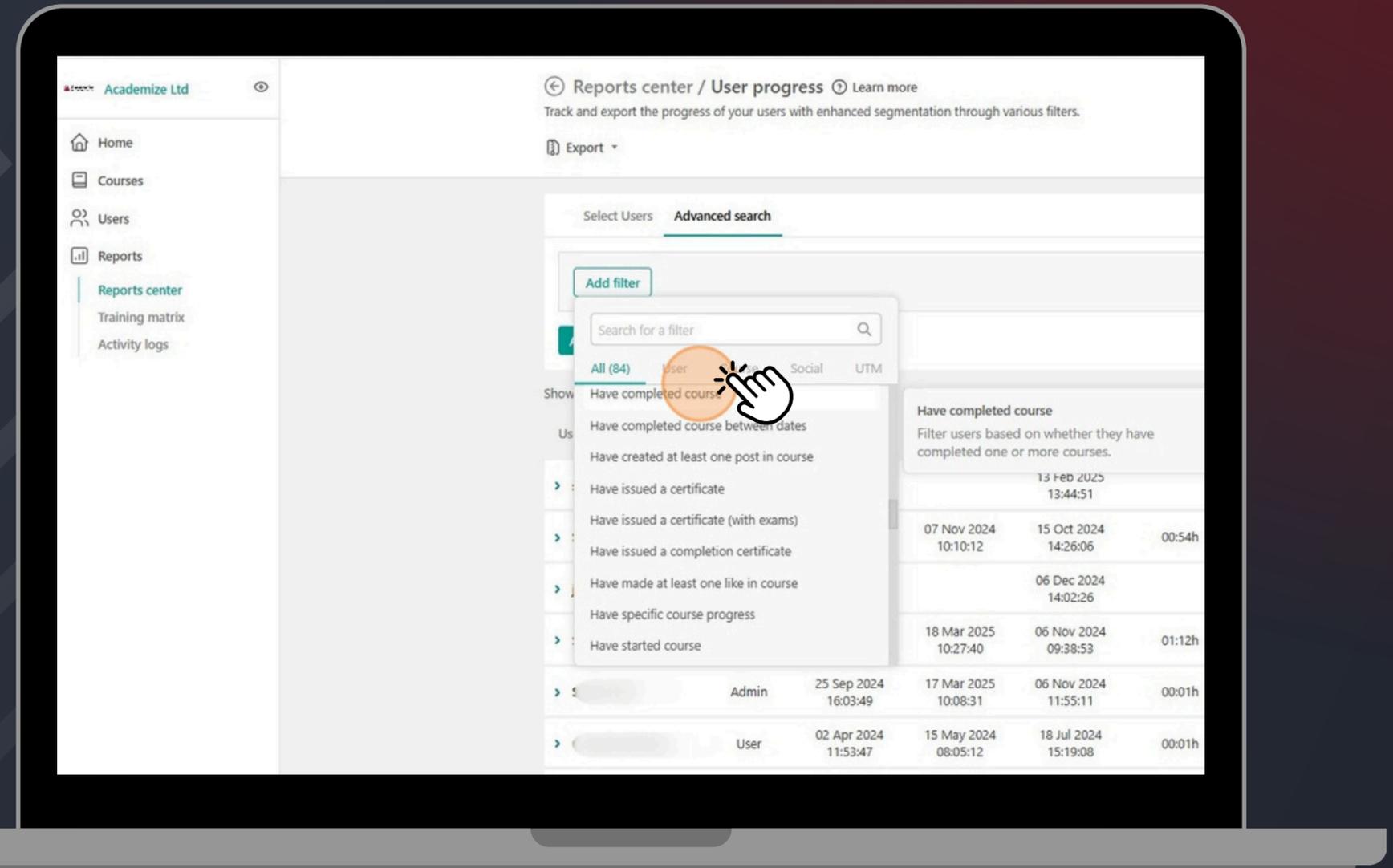
Choose your filter by clicking on 'Add filter'





Step 6

Select your chosen search criteria





Step 7

Below selected is Users who have completed course. Click on the drop down to choose your course.

Reports center / User progress [Learn more](#)
Track and export the progress of your users with enhanced segmentation through various filters.

Export ▾

Select Users **Advanced search**

Users who have **completed course** COSHH Awareness of School Hazards ▾ +or ✕

Add filter

Apply filters Remove filters

OR

Showing 1 - 8 users

User	Role	Registered ▾	Last activity	Last enrollment	Study time	Total time on platform	All courses	Completed courses	Incomplete courses
> [User]	User	06 Dec 2024 14:16:40		13 Feb 2025 13:44:51			4	0	4
> [User]	User	15 Oct 2024 14:25:36	07 Nov 2024 10:10:12	15 Oct 2024 14:26:06	00:54h	00:54h	58	1	57
> [User]	User	10 Oct 2024 14:16:48		06 Dec 2024 14:02:26			7	0	7
> [User]	Seat manager	09 Oct 2024 11:38:46	18 Mar 2025 10:27:40	06 Nov 2024 09:38:53	01:12h	15:57h	1	0	1



Step 8

Select course

Reports center / User progress [Learn more](#)
Track and export the progress of your users with enhanced segmentation through various filters.

Export ▾

Select Users **Advanced search**

Users who have **completed course**

Showing 1 - 8 users

User	Role	Total time on platform	All courses	Completed courses	Inco
> [User]	User		4	0	
> [User]	User	00:54h	58	1	
> [User]	User		7	0	
> [User]	Seat manager	15:57h	1	0	
> [User]	Admin	19:30h	58	0	

Advanced search filter: COSHH Awareness of School Hazards

- COSHH Awareness of School Hazards
- Advanced Safeguarding, Child Protection and Prevent OLD
- Advanced Safeguarding, Child Protection and Prevent Sept 2024**
- Adverse Childhood Experiences
- Aligning Tuition to the School's Needs
- An Introduction to Difficult Conversations in Education
- An Introduction to Protecting our Children Online
- Are our Children Suffering From Anxiety?
- Asbestos Awareness in Education
- Assessment for Learning
- Assessment to Inform Lesson Planning
- Awareness for Staff of GDPR
- Awareness for Students with ADHD
- British Values
- Calculating a Student's Reading Age
- Certificate in Sustainability and Climate Education
- Child Criminal Exploitation inc Drug and County Lines
- Child Protection for School Governors



Step 9

Click apply filters

Reports center / User progress [Learn more](#)
Track and export the progress of your users with enhanced segmentation through various filters.

Export ▾

Select Users **Advanced search**

Users who have **completed course**

Showing 1 - 8 users

User	Role	Registered ▼	Last activity	Last enrollment	Study time	Total time on platform	All courses	Co
>	User	06 Dec 2024 14:16:40		13 Feb 2025 13:44:51			4	
>	User	15 Oct 2024 14:25:36	07 Nov 2024 10:10:12	15 Oct 2024 14:26:06	00:54h	00:54h	58	
>	User	10 Oct 2024 14:16:48		06 Dec 2024 14:02:26			7	
>	Seat manager	09 Oct 2024 11:38:46	18 Mar 2025 10:27:40	06 Nov 2024 09:38:53	01:12h	15:57h	1	



Step 10

Your results will show below.

The screenshot displays a user management interface with an advanced search filter. The filter is set to 'Users who have completed course' with the value 'Advanced Safeguarding, Child Prot'. Below the filter, there are buttons for 'Add filter', 'Apply filters', and 'Remove filters'. The results section shows 'Showing 1 - 1 user' and a table with the following data:

User	Role	Registered	Last activity	Last enrollment	Study time	Total time on platform	All courses	Completed courses	Incomplete courses
>	User	15 Oct 2024 14:25:36	07 Nov 2024 10:10:12	15 Oct 2024 14:26:06	00:54h	00:54h	58	1	57



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