SINGLE ACTIVITY F2F COURSE WITH MULTIPLE SESSIONS – 1st completed date showing in report only
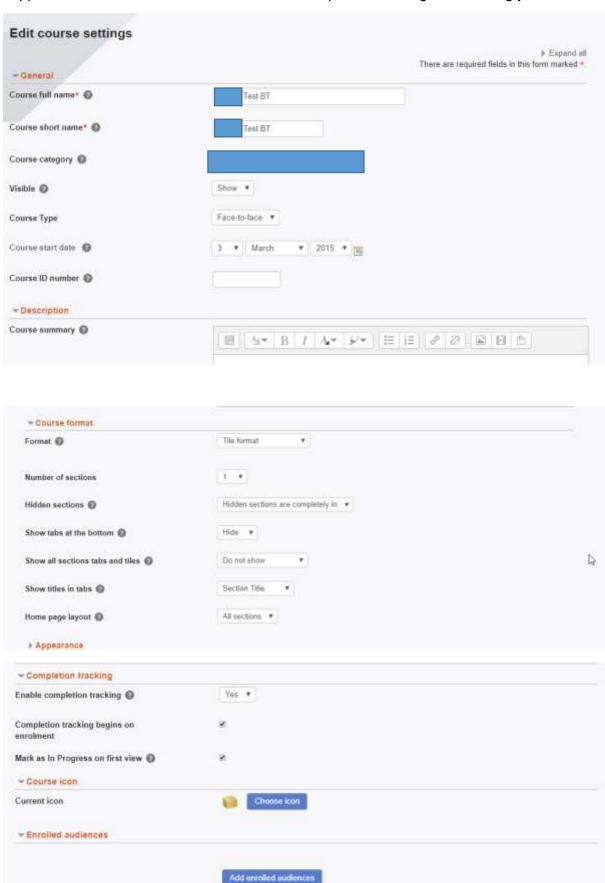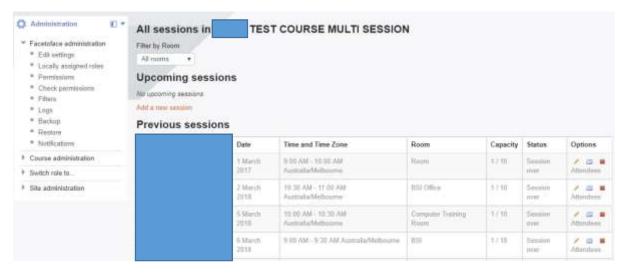
Objective: to get a list of historical data of all courses completed even if attendance has happened in the same F2F course but at different point in time eg the following year.

Edit course settings

▶ Expand all
There are required fields in this form marked *.

▾ General

Course full name* ❓	Test BT
Course short name* ❓	Test BT
Course category ❓	
Visible ❓	Show ▾
Course Type	Face-to-face ▾
Course start date ❓	3 ▾ March ▾ 2015 ▾
Course ID number ❓	

▾ Description

Course summary ❓

[editor toolbar] ▦ Aa▾ B I Aa▾ ℐ▾ ☰ ☷ 𝒫 ⅏ 🖼 🎬 📋

▾ Course format

Format ❓	Tile format ▾
Number of sections	1 ▾
Hidden sections ❓	Hidden sections are completely in: ▾
Show tabs at the bottom ❓	Hide ▾
Show all sections tabs and tiles ❓	Do not show ▾
Show titles in tabs ❓	Section Title ▾
Home page layout ❓	All sections ▾

▶ Appearance

▾ Completion tracking

Enable completion tracking ❓	Yes ▾
Completion tracking begins on enrolment	☑
Mark as In Progress on first view ❓	☑

▾ Course icon

Current icon	📦 Choose icon

▾ Enrolled audiences

Add enrolled audiences

SINGLE ACTIVITY F2F COURSE WITH MULTIPLE SESSIONS – 1st completed date showing in report only

Face to Face Settings

All sessions in TEST COURSE MULTI SESSION

Filter by Room
All rooms ▼

Upcoming sessions

No upcoming sessions

Add a new session

Previous sessions

Date	Time and Time Zone	Room	Capacity	Status	Options
1 March 2017	9:00 AM - 10:00 AM Australia/Melbourne	Room	1 / 10	Session over	Attendees
2 March 2018	10:30 AM - 11:00 AM Australia/Melbourne	BSI Office	1 / 10	Session over	Attendees
5 March 2018	10:00 AM - 10:30 AM Australia/Melbourne	Computer Training Room	1 / 10	Session over	Attendees
6 March 2018	9:00 AM - 9:30 AM Australia/Melbourne	BSI	1 / 10	Session over	Attendees

Face to Face Edit Settings

Dashboard Test BT / Book Face to Face Sessions / TEST COURSE MULTI SESSION / Edit settings

Updating Face-to-face in Book Face to Face Sessions

▶ Expand all
There are required fields in this form marked *

▼ General

Name* TEST COURSE MULTI SESSION

Description

Third-party email address(es)

Notify third-party about wait-listed sessions

Sessions displayed on course page

Approval required

Self Approval Terms and Conditions
By checking the box you confirm that permission to sign up to this Face to Face activity has been granted by your manager.

Falsely claiming that approval has been granted can result in non-admittance and disciplinary action.

Default booking cancellation setting for this facetoface ⓘ	⦿ Allow at any time ○ Never allow ○ Allow until cut-off reached
	[0] [hours ▾] before session starts
Allow multiple sessions signup per user ⓘ	☑
Enable "Declare Interest" option ⓘ	☐
Show "Declare Interest" link only if all sessions are closed ⓘ	☐
Allow "User sign-up note" default ⓘ	☑

▸ **Manager reservations**

▸ **Calendar options**

▸ **Common module settings**

▸ **Restrict access**

▾ **Activity completion**

Completion options locked	Modifying activity completion criteria after some users have already completed the activity is not recommended as it can lead to different users being marked as completed for different reasons. At this point you can choose to delete all completion records for users who have achieved completion in either this activity or this course. Their completion status for both this activity and this course will be recalculated next time cron runs and they may be marked as complete again. Alternatively you can choose to keep all existing completion records and accept that different users may have received their status for different accomplishments.
	[Unlock completion and delete completion data]
	[Unlock completion and keep completion data]
Completion tracking ⓘ	Show activity as complete when conditions are met
Require view ⓘ	☐ Student must view this activity to complete it
Require grade ⓘ	☐ Student must receive a grade to complete this activity
Require status ⓘ	☐ Partially attended
	☑ Fully attended
Expect completed on ⓘ	[0 ▾] [March ▾] [2018 ▾] 📅 ☐ Enable

▸ **Tags**

[Save and return to course] [Save and display] [Cancel]

SINGLE ACTIVITY F2F COURSE WITH MULTIPLE SESSIONS – 1st completed date
showing in report only

Course Completion Settings

Edit course completion settings

▶ Expand all

Completion settings locked

Modifying course completion criteria after some users have already completed the course is not recommended since it means different users will be marked as complete for different reasons.

At this point you can choose to delete all completion records for users who have already achieved this course. Their completion status will be recalculated using the new criteria next time the cron runs, so they may be marked as complete again.

Alternatively you can choose to keep all existing course completion records and accept that different users may have received their status for different accomplishments.

[Unlock criteria and delete existing completion data] [Unlock criteria without deleting]

▼ General

Completion requirements   Course is complete when ANY of the conditions are met

▼ Condition: Activity completion

Face-to-face - ▮▮▮▮ TEST COURSE   ☑
MULTI SESSION

Note: Activity completion must be set for an activity to appear in the above list.

▶ Condition: Completion of other courses

▶ Condition: Date

▶ Condition: Days left

▶ Condition: Course grade

▶ Condition: Manual self completion

▶ Condition: Manual completion by others

[Cancel]

SINGLE ACTIVITY F2F COURSE WITH MULTIPLE SESSIONS – 1st completed date showing in report only

Report Settings:

Base report = '**Course Completion Including History**'

Edit Report ' [____] Course Transcript for Staff'

General | Columns | Graph | Filters | Content | Access | Performance

There are required fields in this form marked *

Report Settings

Report Title* | [____] Course Transcript for Staff

Description

Report to list all courses completed not just latest date

Source | Course Completion Including History

Hide in My Reports | ☐

Number of records per page | 40

Report type | User generated

[Save changes] [Cancel]

Edit Report ' [____] Course Transcript for Staff'

General | Columns | Graph | Filters | Content | Access | Performance

Report Columns

The choices below determine which columns appear in the report and how those columns are labelled.

Column	Aggregation or grouping	Customise heading	Options
[____]	-	[____]	⚬ ✖ ⬇
User's Fullname (linked to profile)	-	User's Fullname	⚬ ✖ ⬆ ⬇
Type	-	Type	⚬ ✖ ⬆ ⬇
Course Name (linked to course pa	-	Course Name	⚬ ✖ ⬆ ⬇
Date completed	-	Date completed	⚬ ✖ ⬆ ⬇
Grade at time of completion	-	Grade at time of completion	⚬ ✖ ⬆ ⬇
Is current record	-	Is current record	⚬ ✖ ⬆
Add another column...			

Sorting

Default column | Course Name (linked to course pa ▼

Default order | ⦿ Ascending (A to Z, 1 to 9)
○ Descending (Z to A, 9 to 1)

SINGLE ACTIVITY F2F COURSE WITH MULTIPLE SESSIONS – 1st completed date showing in report only

Edit Report 'Course Transcript for Staff'

General | Columns | Graph | **Filters** | Content | Access | Performance

▼ Collapse all

▼ Standard filter options. ❓

The choices below determine which filter will appear above the report and how they are labelled.

Search Field	Customise Field Name	Advanced?	Options
			■ ▲
User's Fullname ▼	User's Fullname		■ ↑ ▲
Course Name ▼	Course Name		■ ↑ ▲
Date completed ▼	Date completed		■ ↑ ▲
Grade at time of completion ▼	Grade at time of completion		■ ↑ ▲
Is current record ▼	Iscurrentrecord		■ ↑
Add another filter... ▼			

Edit Report 'Course Transcript for Staff'

General | Columns | Graph | Filters | **Content** | Access | Performance

▼ Content Controls

Report content ❓
- ⦿ Show all records
- ○ Show records matching **any** of the checked criteria below
- ○ Show records matching **all** of the checked criteria below

▼ Show by the user's current position ❓

Include records from child positions
- ☐ Show records from staff in the user's position
- ○ Staff at or below the user's position
- ⦿ Just staff in the user's position
- ○ Just staff below the user's position

▼ Show by the user's current organisation ❓

Include records from child organisations
- ☐ Show records from staff in the user's organisation
- ○ Staff at or below the user's organisation
- ⦿ Just staff in the user's organisation
- ○ Just staff below the user's organisation

▼ Show by users ❓

Include records from particular users
- ☐ Show records based on users
- ☐ A user's own records

▼ Access Controls

Restrict access ❓
- ○ All users can view this report
- ⦿ Only certain users can view this report (see below)

▼ Restrict access by role

Context ❓   Users must have role in the syster ▼

Roles with permission to view this report ❓
- ☑ Super Technical Administrator
- ☑ Technical Administrator
- ☐ Design Administrator
- ☐ LMS Test Account
- ☑ Staff Manager
- ☑ Report Administrator
- ☑ Report Viewer
- ☐ User Administrator

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EXPECTED RESULTS FROM REPORT

TestCOurse BT (Face-to-Face)	17 Oct 2016	100.0%	No
TestCOurse BT (Face-to-Face)	18 Oct 2016	0.0%	No
TestCOurse BT (Face-to-Face)	4 Jun 2017	0.0%	No
TestCOurse BT (Face-to-Face)		100.0%	Yes

RESULTS WE ARE GETTING:

Test BT	2 Mar 2018	100.0%	Yes
Test BT 09/03/2018		0.0%	Yes

There should have been another completion date for Mar 2017. Fully attended. But it is not showing.

The last item on the list relates to when I added the course as recurring in a Program to see if it would produce a new session. Instead it recreated another course with the exact same multiple sessions but with attendees reset.