

## Module Non-Completion Reporting

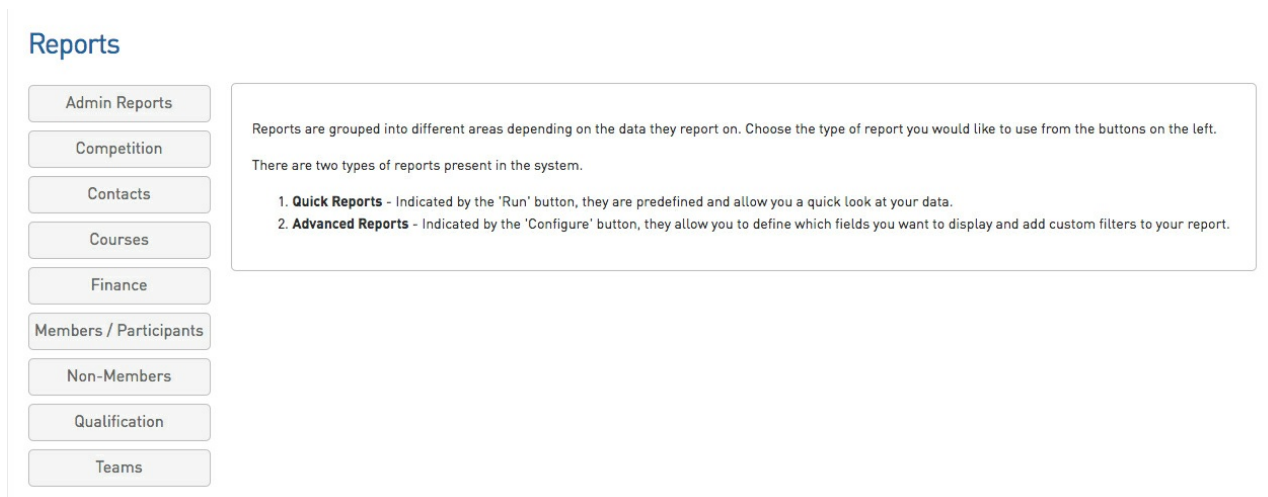
Last Modified on 18/05/2022 12:37 pm AEST

The Non-Attendance Report is designed as tool for administrators to track the users who still have outstanding modules or never attended the course so refunds can be organized.

To access this reports, select the Reports Tab, from your Centre dashboard.



From within the Reports area, select the Courses Tab:



From within the Courses tab, select the Module Non-Complete Report:

Courses

**Courses Enrolments**  
Report on Enrolments  
[Configure](#)

**Module Non-completion Report**  
List Members who have not yet completed modules  
[Run](#)

**Courses History**  
List Courses run given a period of time  
[Run](#)

**Course Role History**  
Report on roles and courses assigned historically  
[Run](#)

In the window that opens, choose your desired Course to report on, or select “All Programs” and select Run Report.

Choose Options ✕

Choose your parameters and press the 'Run Report' button to proceed.

Active ReplaceText-Program Name

[Cancel](#) [Run Report](#)

Your results will appear in a new tab.

Returned 1 records

### Courses Enrolments

First Name	Family Name	Email	Course	Start Date	Fee	Paid for Enrolment
Jon	Smith		Start Sailing	2016-11-20	150.00	Paid
1 rows						
Report Run Thu Nov 10 15:45:51 2016						