

Creating a report of failed students



This tutorial explains how to create a report displaying all students who didn't complete a course successfully and the ones who didn't take part in the evaluation.



Courses > Generate course reports



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Define the report by setting several options: **the list of students you want to get information from**, **the academic year**, **semester(s)** and **the report type**.

Make course overview reports for students ...

List of students: Cohort_2008

Academic year: all academic years

Semester: ☒ 1 (year 1) ☒ 2 (year 1) ☒ 3 (year 2) ☒ 4 (year 2)

Report type: ☒ List of selected courses per student ☐ List courses with students ☐ Table students - courses

Include obtained scores: ☐ NO ☒ YES

Show only failed (less than 10/20) courses: ☐ NO ☒ YES

Add extra field: No extra field

Build report

▲ You can also choose to **include the obtained scores** and **to limit the result to the failed students**. Finally, it's possible to **add a field** to the report in case you need extra information. Finish by clicking **Build report**.

▼ A report of people is generated. A student who hasn't taken part in the evaluation, will be displayed like this:

Haeckel Ernst			
Total Ects: 0			

▼ A student who has taken part but failed, will be displayed like this:

Haeckel Ernst			
MODULE 2: Toolbox for investigating marine Biodiversity			
• Advanced methods in marine biodiversity research: population genetics and coral reef ecology	University of Bremen	CHEMB01000079	ECTS:3
Module 2: Toolbox for investigating Marine Biodiversity			
• Ecological Informatics	Klaipeda University		ECTS:6
Total Ects: 9			