View information about your learners and courses

> 📓 **This article is about the new JUNO learning management system (LMS).** If you don't see these features on your site, your platform still uses the legacy JUNO courses.

As a manager or administrator of courses, you can view information about all of your learners and courses in a dashboard. You can also download or request reports with detailed information.

> 🔓 **Who can see the dashboard?**
>
> - Site admins see all learners and courses in the dashboard.
> - Managers only see learners who are part of their admin group and courses which those learners are enrolled in or waitlisted for. Any numbers on the dashboard only reflect their learners, not all learners.
>
> Learners have dashboards too, but they show different information. If you are a site admin or manager as well as a learner, you have multiple dashboards. Select **Learner** from the dropdown menu at the top of the dashboard to see courses you are taking as a learner.

Open the course dashboard

Select your profile image in the top-right corner of the navigation bar. Then select **My Courses.** This opens the course dashboard, where you can find the following information about your learners and courses.

Make sure the dropdown menu at the top of the dashboard says **Admin** or **Manager** (depending on your role). If you are also a learner, you can select **Learner** from the dropdown menu to see your personal course information.
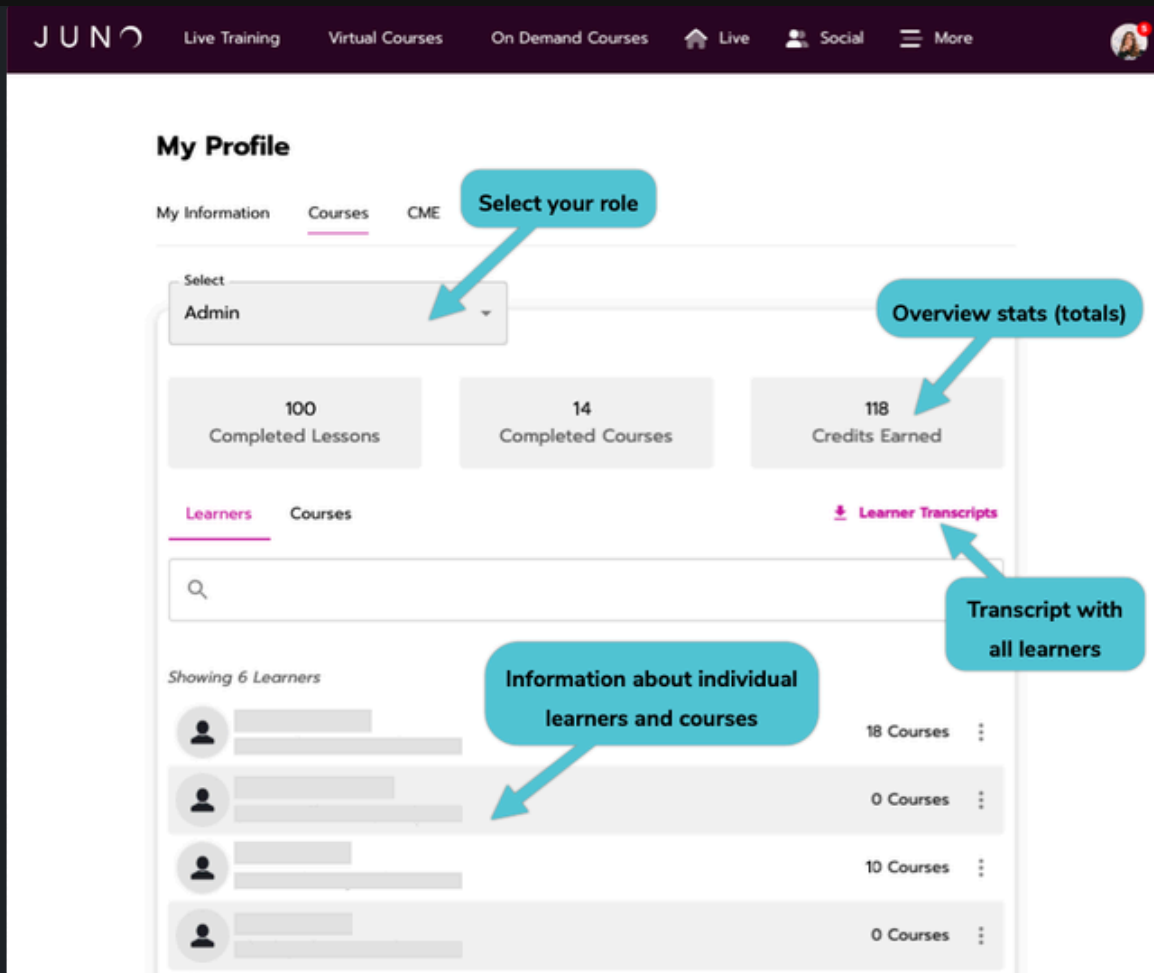
The course dashboard.

Search the dashboard

The list of courses or learners might be very long. In the **Learners** tab, you can filter the list by typing a name or email into the search bar. Or in the **Courses** tab, search for courses by title.

View learner courses and transcripts

> ⓘ Learners can also download their own transcript.

You can get a full transcript containing all learners. In either the **Learners** or **Courses** tab, select **Learner Transcripts** above the search bar to download the following report.

Report name	What it reports
Learner transcripts (all)	All learners and the courses they enrolled in. (For managers, this only includes learners who are part of your admin group.)
	Includes each learner's information, the course information, their grade (if completed), and the number of course credits earned (if passed). Incomplete courses are noted as either:
	• **Incomplete**: Enrolled but didn't complete before the course end date.
	• **In Progress**: Enrolled but haven't completed. They still have time to complete because the course has not yet ended.
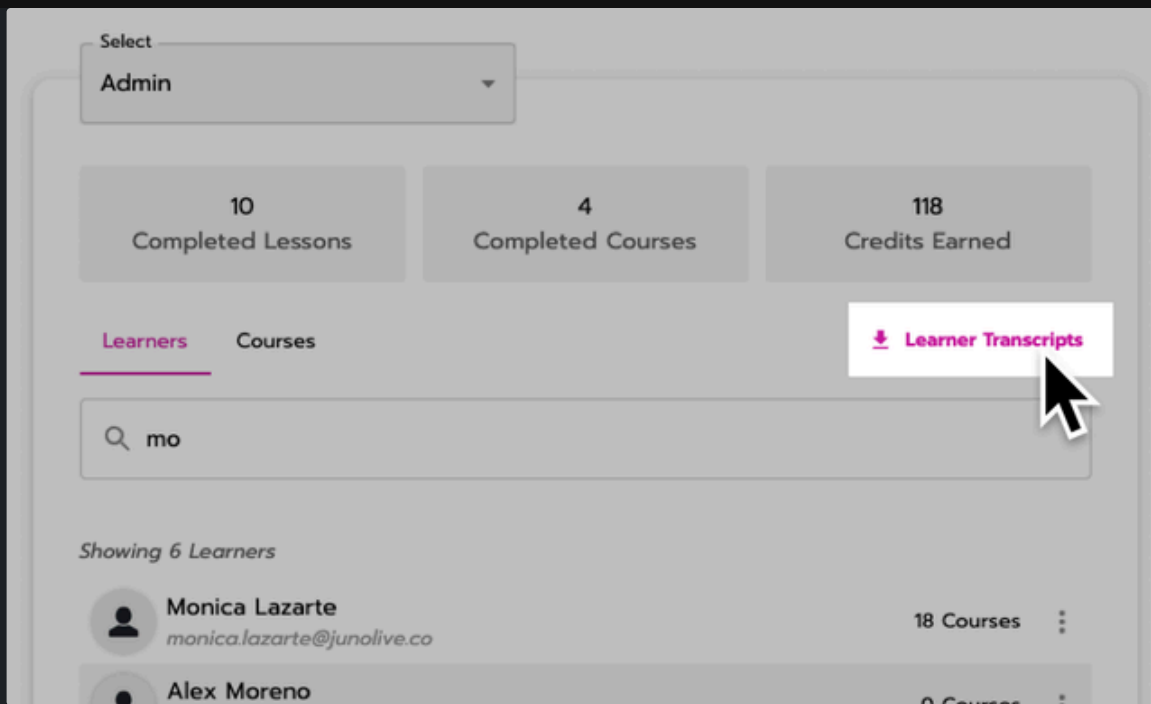
Downloading transcripts for all learners.

Or examine individual learners. In the **Learners** tab, you can see individual learners' names, emails, and the number of courses they are enrolled in (including courses that have ended). Select the **More (3 dots)** icon to download the following reports about their grades and current courses.

| Report name	What it reports
Learner transcript (individual)	All courses the individual learner enrolled in. Includes the learner's information, the course information, their grade (if completed), and the number of course credits earned (if passed). Incomplete courses are noted as either: • **Incomplete**: Enrolled but didn't complete before the course end date. • **In Progress**: Enrolled but haven't completed. They still have time to complete because the course has not yet ended.
Current courses	The individual learner's in-progress and completed courses. Courses that have ended aren't included. Includes the learner's information, course information, their progress percentage or date completed, and grade (if completed), and the number of course credits earned (if passed)
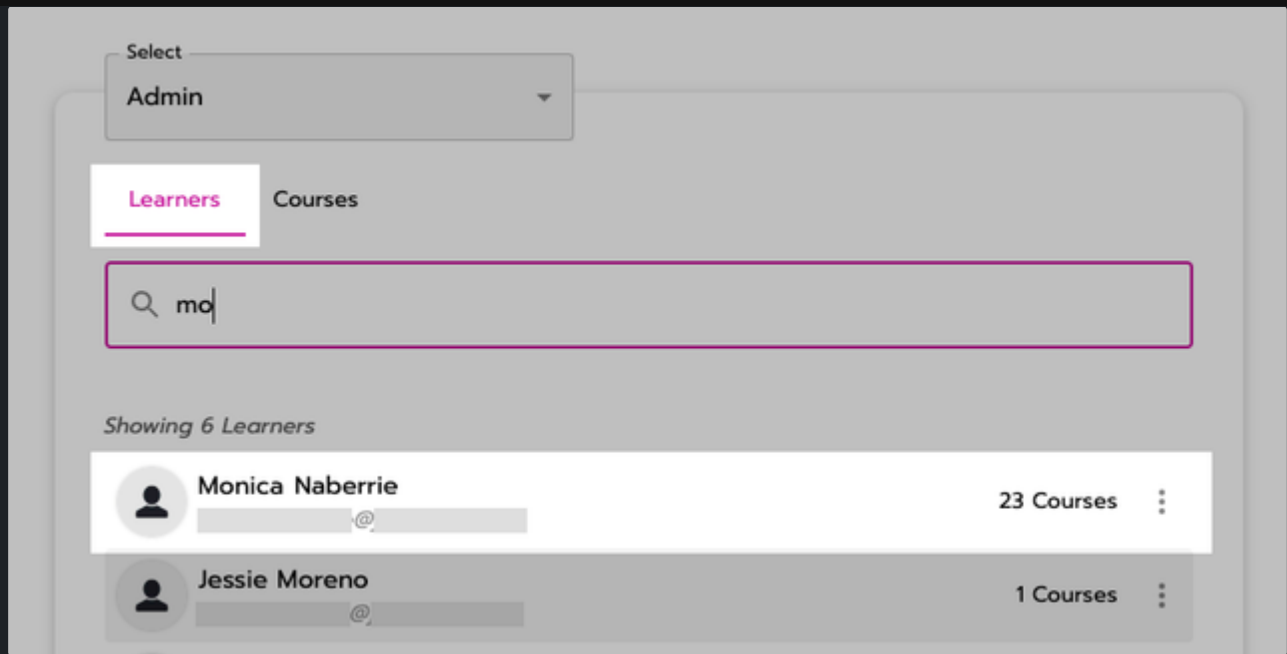
Viewing individual learners.

View courses, enrollment, and waitlists

In the **Courses** tab, you can see course names, start and end dates/times, and how many learners are enrolled or waitlisted. (For managers, this number only includes learners who are part of your admin group.)

To go directly to a course from the dashboard, select the **More (3 dots)** icon then select **Go to course.**

To download a report with more details about the course and its learners, select the **More (3 dots)** icon then select **Download Course Details.**

Report name	What it reports
Download course details	All of the learners who are enrolled or on the waitlist for that course. (For managers, this only includes learners who are part of your admin group.) Includes learner information and the following dates, if relevant: • Enrollment date • Waitlisted date • Date they started the course • Date they completed the course
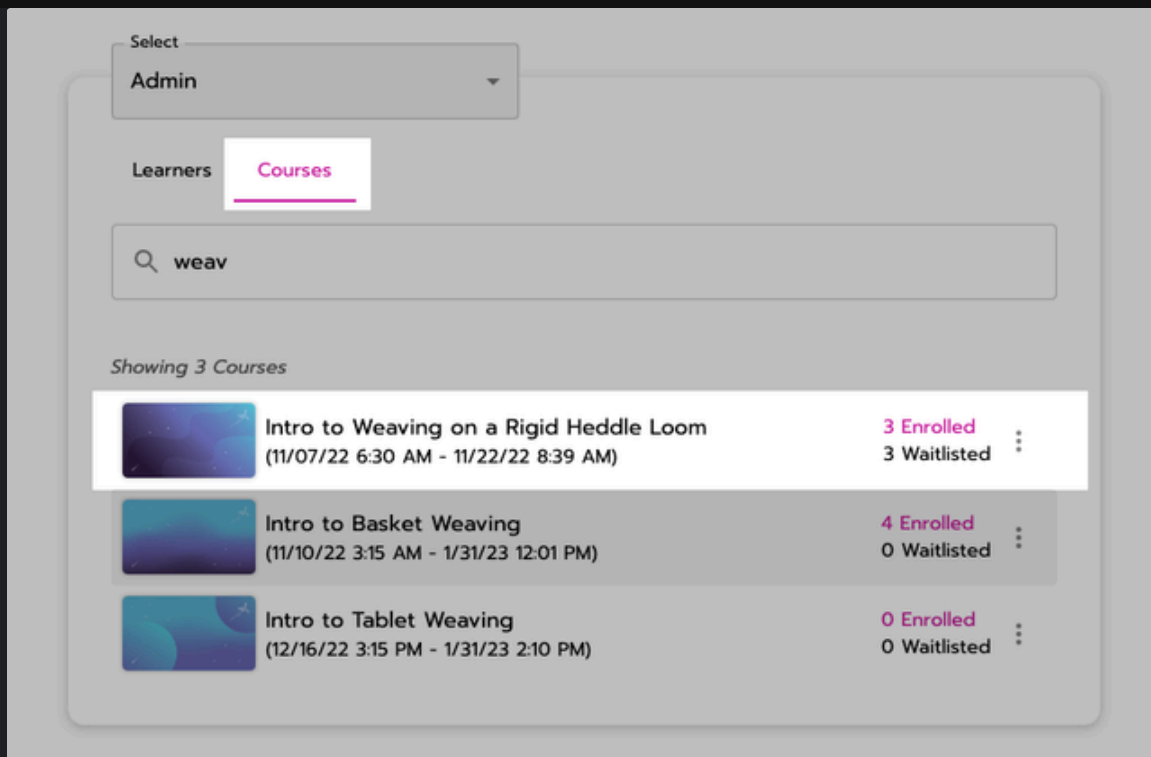
The Courses tab.

Additional reports by request

> 🔓 **Who can access these reports?**
>
> Site organizers can request these from the JUNO team.

The following reports are available by request. They can contain either:

- All courses for all time
- Or only specified courses. (Provide a list of the course names.)

Report name	What it reports
Students enrolled by course	How many learners are enrolled in each course. Includes each learner's information, the course name, and when they started and completed the course (if they have done so).
Students on waitlist by course	How many learners are waitlisted for each course. Includes each course name and each learner's information.
Students from each school per course	For each course, how many learners from each admin group are enrolled. It's shown as a total number, without individual learner information.
Questions answered by learner	For each course, every question that learners answered. It includes each learner's information, their response, and whether it was correct or incorrect.

Student transcripts	Grades for each course that learners completed. It includes each learner's information, their course grade, and course credits.

Related articles

- Edit course grading settings (Client Guidebook)
- View information about your learners and courses (Client Guidebook)
- Edit course enrollment settings (Client Guidebook)
- Enroll, remove enrollment, add to waitlist, and indicate course completion status for learners. (Client Guidebook)
- Enroll, remove enrollment, add to waitlist, and indicate course completion status for learners. (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Edit course grading settings (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Create, edit, delete, and clone courses (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Edit the course home page (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Edit course enrollment settings (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- View information about your learners and courses (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Add required or granted prerequisites (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- Attaching an education credit to a course in the course editor (Exhibitors, Speakers, Instructors, Moderators, & Managers)
- How courses are graded (Everyone)
- Enroll in a course or join the waitlist (Everyone)
- View your courses and transcript (Everyone)