Module Session Report

Overview

Frog has introduced a bespoke report that allows session enrolment data to be exported to a CSV file. The Module Session Report is available to admin users only and provides the ability to:

- Export a CSV containing all session enrolments across the LMS platform.
- Export a CSV containing session enrolments with a session start date within a specified date range.

This feature is available upon request, as additional setup and configuration costs apply. If you are interested in enabling this functionality, please contact the Customer Success Team at customersuccess@frogeducation.com.
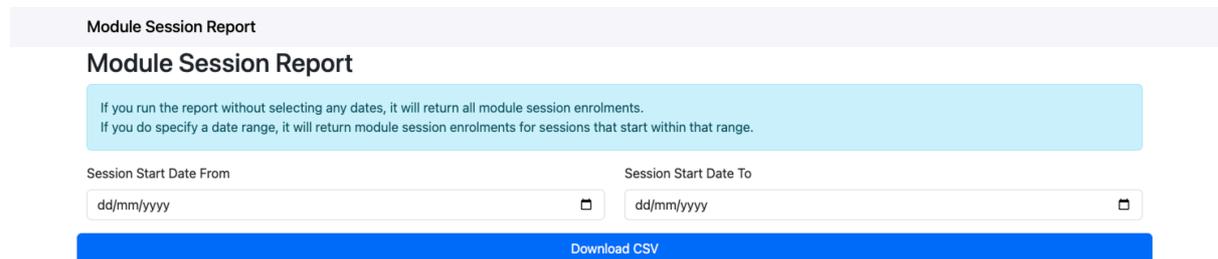
How-to

To access the **Module Session Report**, you must first log in to the LMS platform as an administrator. Once logged in, append the following path to your platform URL:

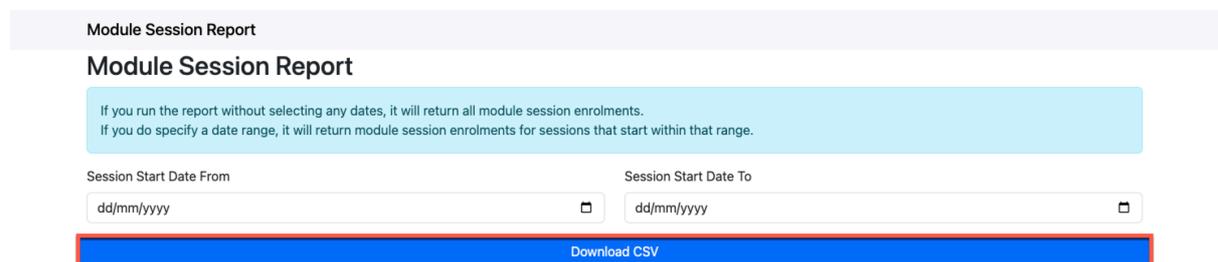**/app/admin/modulesessionreport**

Example:

https://business.froglms.net/app/admin/modulesessionreport

To export all session enrolments within your LMS platform, simply select the **Download CSV** button. The CSV file will then be generated and downloaded to your local device.

The CSV file downloaded to your local device will be named **module-session-report.csv**. When opened, it will contain the following data fields:

- Module Name
- Session Name
- Session Start Date / Time
- Session End Date / Time
- Learner Username
- Learner Display Name

- **Attendance Status** – This reflects the options configured within your platform under System Preferences. The default values typically include:
  - Attended
  - Did not attend
- **Date / Time Cancelled** – This field will populate with the date and time when any of the following actions occur:
  - The learner cancels (unenrols from) the session.
  - The learner declines the session via their email client.
  - An administrator cancels the session entirely.

	module_name	session_name	session_start_on	session_end_on	username	display_name	attendance_status	cancelled_on
1	module_name	session_name	session_start_on	session_end_on	username	display_name	attendance_status	cancelled_on
2	Induction - Advanced	Introduction to Frog	16/08/2024 11:30	16/08/2024 14:00	mwilson	Monster Wilson	Attended	
3	Induction - Advanced	Introduction to Frog	16/08/2024 11:30	16/08/2024 14:00	trauch	Tracy Rauch	Attended	
4	Induction - Advanced	Introduction to Frog	16/08/2024 11:30	16/08/2024 14:00	jwilson	James Wilson	Did not attend	
5	Induction - Advanced	Introduction to Frog	16/08/2024 11:30	16/08/2024 14:00	echatters	Elizabeth Chatters	Attended	
6	Induction Staging - Quality Assurance	Induction - Quality Assurance	22/03/2024 02:30	22/03/2024 10:30	anotch	Anne Notch	Attended	
7	Induction Staging - Quality Assurance	Induction - Quality Assurance	22/03/2024 02:30	22/03/2024 10:30	trauch	Tracy Rauch	Attended	
8	Health and Safety at Work	Work & Health Workshop	25/02/2024 21:30	26/02/2024 05:30	mwilson	Monster Wilson	Attended	
9	Calculation Time	Set up period	23/09/2024 18:30	23/09/2024 18:45	echatters	Elizabeth Chatters	Did not attend	
10	Calculation Time	Set up period	24/09/2024 03:30	24/09/2024 11:30	rbruiser	Ronald Bruiser	Did not attend	
11	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	echatters	Elizabeth Chatters	Attended	
12	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	wwaddles	Wally Waddles	Attended	
13	Timesheets	Waiting List	22/08/2025 00:00	22/08/2025 16:00	rbruiser	Ronald Bruiser	Did not attend	21/08/2025 10:33
14	Timesheets	Waiting List	22/08/2025 00:00	22/08/2025 16:00	anotch	Anne Notch	Did not attend	21/08/2025 10:33
15	Timesheets	Waiting List	22/08/2025 00:00	22/08/2025 16:00	echatters	Elizabeth Chatters	Did not attend	21/08/2025 10:33
16	Timesheets	Waiting List	22/08/2025 00:00	22/08/2025 16:00	trauch	Tracy Rauch	Attended	
17	Timesheets	Waiting List	22/08/2025 00:00	22/08/2025 16:00	jwilson	James Wilson	Attended	
18	Induction	Induction Training	08/03/2024 12:00	08/03/2024 16:00	mwilson	Monster Wilson	Attended	

To export a CSV containing session enrolments with a session start date within a specified date range, complete the following fields:

- **Session Start Date From**
- **Session Start Date To**

In this example, the following dates have been selected:

- Session Start Date From – **12/03/2026**
- Session Start Date To – **12/03/2026**

Once the required dates have been entered, select the **Download CSV** button.

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If you run the report without selecting any dates, it will return all module session enrolments.
If you do specify a date range, it will return module session enrolments for sessions that start within that range.

Session Start Date From	Session Start Date To
12/03/2026	12/03/2026

Download CSV

This time, the **module-session-report.csv** file downloaded to your local device will contain only session enrolments with session start dates that match the selected criteria.

In this example, the CSV file contains only session enrolments with a **session start date** of **12/03/2026**.

	module_name	session_name	session_start_on	session_end_on	username	display_name	attendance_status	cancelled_on
1	module_name	session_name	session_start_on	session_end_on	username	display_name	attendance_status	cancelled_on
2	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	echatters	Elizabeth Chatters	Attended	
3	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	wwaddles	Wally Waddles	Attended	
4	QA Overview	QA Skills & Education - Session 2	12/03/2026 03:30	12/03/2026 07:30	trauch	Tracy Rauch	Did not attend	11/03/2026 12:37
5	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	anotch	Anne Notch	Did not attend	12/03/2026 09:29
6	Introduction to Excel	Training Dates	12/03/2026 10:00	12/03/2026 16:00	rbruiser	Ronald Bruiser	Did not attend	12/03/2026 09:47