

# Failed Courses Report

**Purpose:** View all students who have failed selected courses.

**TIP:** This report can be scheduled. This report opens in a new window. Once you close the window (or return to the report configuration screen's window) you will be able to schedule the report using the **Schedule This Report** link found at the top right of screen. See [Reports Overview/Scheduling a Report](#).

To create a report:

1. Click the **Failed Courses** link from the **Reports** tab. The **Failed Courses Report** screen appears.
2. Select a **Report Focus:** *Courses* or *Departments*. If *Courses* is selected, students are listed per course. If *Department* is selected, students are listed by department with their respective courses.
3. Enter a **Failed Date Range** by typing in specific dates (or using the calendar icon to browse for dates), or select a relative date range from the drop-down menu. The report will look for all instances of failures that occurred within this date range for the courses selected.
4. Select the **Courses** to be included in this report. You may do this by selecting an assignment (which also inserts the students for that assignment under *Students*) or by searching individually for courses.
5. Select the **Students** to be included by using **Select a Student Group** or using **Search for Students**.

**NOTE:** You may include inactive students by using search criteria. However, inactive students cannot belong to a student group.

6. Select a **Presentation** option: **Standard Report** includes report headers. **Data Tables Only** includes the tabled data and is suitable for use in spreadsheet and database applications.
7. Select whether or not to **Display Criteria** for this report as Summary or as Detailed Appendix.
8. Select from the available **Display Options:** Include User ID.
9. Click **Continue**. The report will appear in a new window.

**Schedulable:** Yes

**Formats:** HTML, PDF, Excel

**Related Reports:** Assignment Completion Report, Course Completion Report, Test Scores Report

**CLASSIC HLC CUSTOMERS NOTE:** The concept of Failed Courses was introduced with the Next Gen HLC. Prior to migrating to this platform, there are no instances of course failure. Therefore this report can only have a practical "from" date of the date that your organization migrated to the Next Gen HLC.

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**NOTE:** Administrator access to features and functions described in the HLC Help documentation is dependent upon the administrator's role and affiliation. Administrators may or may not have full access.