



National Institutes of Health

ALL REPORTS IN THE HHS LEARNING PORTAL (LMS)

[Abstract](#)

The LMS Reports Dictionary is a resource that explains all of the reports located in the LMS! This document will assist one in choosing the most applicable report for your situation. Please click on the item in the Table of Contents to get to the section you need.

The LMS Team

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Table of Contents

Tips on How to Determine Which LMS Report You Need	6
Reports Listed by Category	8
Reports Listed by Keyword	13
Reports Listed by Role	17
Report Utilization per Month (FY19)	27
Active Users by Organization	35
All Orders by Offering Start Date	36
Approval Analysis for Admin.....	37
Approval Analysis for Manager.....	38
Certification Dashboard by Learner.....	39
Certification Dashboard for Admin by Manager.....	40
Certification Definition Audit Trail.....	41
Certifications Held by External Learners.....	42
Certifications Held by Internal Learners	43
Certification's Learning Elements' Completion Status for External Learners	44
Certification's Learning Elements' Completion Status for Internal Learners.....	45
CIT Training Roster	47
Classroom Assignments for a Location	48
Class Tent Cards	49
Competency Details by Learner	50
Compound Security Role Report.....	51
Classroom Assignments for a Location	52
Class Tent Cards	53
Content Results by Learner.....	54
Content Results by Module.....	55
Content Results Detailed Analysis	56
Course Catalog for Learner	57
Course Catalog for Manager	58
Course Dashboard for Admin by Company.....	59
Course Dashboard for Admin by Learner	60
Course Dashboard for Admin by Manager	61
Course Dashboard for Admin by Organization	62
Course Dashboard for Learner.....	63

[Return to Table of Contents](#)

Course Definition Audit Trail.....	64
Course Enrollment Details	65
Course Enrollment Summary	67
Courses with Qualified Instructor	68
Credits Earned For Fields of Study	69
Curriculum Dashboard for Admin by Manager.....	70
Curriculum Dashboard by Learner	71
Curriculum Dashboard by Manager.....	72
Curriculum Dashboard for Admin by Manager.....	73
Curriculum's Learning Elements' Completion Status for External Learners	74
Curriculum's Learning Elements' Completion Status for Internal Learners.....	76
Curriculum Dashboard for Admin by Manager.....	78
Curriculum's Learning Elements' Completion Status for External Learners	79
Curriculum's Learning Elements' Completion Status for Internal Learners.....	80
Distribution of Scheduled Offerings.....	81
Enrollment Dashboard for Admin - Learner's Registrations	82
Enrollment Dashboard for Admin by External Organization	84
Enrollment Dashboard for Admin by Internal Organization.....	85
Enrollment Dashboard for Admin by Learner.....	87
Enrollment Dashboard for Admin by Manager.....	88
Enrollment Dashboard for Learner	90
Enrollment Dashboard for Manager	91
Evaluation Dashboard	93
Experts for a Competency.....	94
External Learner Record Audit Trail.....	95
HHS Accounts: Deactivated/To-Be-Deactivated Report.....	96
HHS All Approvers by Org Report	97
HHS Certification/Curriculum Compliance/Exception Report	98
HHS Competency Assessment by Competency Detail.....	99
HHS Competency Assessment Detail by Job Series/Organization	100
HHS Competency Summary by Job Series/Organization	101
HHS Course Catalog Report	102
HHS Course Completion Counts.....	103
HHS Course Compliance/Exception Report by Organization.....	104
HHS Course Enrollment Details by Audience Type	105

[Return to Table of Contents](#)

HHS EEO Compliance Statistics Report	106
HHS Enrollment Snapshot Report	107
HHS Evaluation Dashboard Report	108
HHS Mandatory Training by Audience Type Report	109
HHS Order History Report.....	110
HHS Training Completion Detail	111
HHS Training Completions by Offering Domain Report.....	112
Internal Learner Certifications Details for Manager	114
Internal Learner Certifications Details by Organization.....	115
Internal Learner Curricula	116
Internal Learner Curricula by Learner	117
Internal Learner Record Audit Trail	118
Internal Learners Certification Details	119
Master Schedule of Open Offerings.....	120
Monthly Course Enrollments	121
Monthly Course Enrollments Revenue	122
Most Active Users	123
NEW : HHS Course Compliance/Exception Report by Organization.....	124
NIH All Approvers by AAO Report.....	125
NIH All Approvers by Audience Type Report	126
NIH CLP Transcript Completions Report	127
NIH Compliance Statistics	128
NIH Default AAO by Org Report.....	129
NIH Internal Learner History.....	130
NIH Internal Learner History by Learner	131
NIH Order Approvals by Org/Approver.....	132
NIH Order Reconciliation Report	134
NIH Payroll CAN by Org Report.....	135
NIH Registrations Needing Approval	136
NIH Roster Report.....	138
NIH Training Completion Details - Wildcard	139
Offering and Learner Day by Learners	140
Offering and Learner Days	141
Offering and Learner Days by Location.....	142
Offering Enrollments in a Year.....	143

[Return to Table of Contents](#)

Offering Utilization Report.....	144
Overbooked Offerings Report.....	146
Plan Detail by Manager.....	147
Popularity of Physical Offerings.....	148
Popularity of Scheduled Offerings.....	149
Popularity of Self-Paced Offerings.....	150
Prerequisite In-Line Report by Internal Organization.....	151
Private Offerings by External Organization.....	152
Private Offerings Revenue by Location.....	153
Qualified Instructors with Course.....	154
Revenue by Location.....	155
Revenue Distribution: Top Ten.....	156
Revenue Expectations for Physical Offerings.....	157
Room Scheduling Worksheet.....	158
Roster.....	159
Roster: All Learners Email Addresses.....	160
Scheduled Offering Sign-in Sheet.....	161
Scheduled Offerings Roster by Order Status.....	162
Security Role Members.....	163
Self-Paced Offering Definition Audit Trail.....	164
Simple Security Role Report.....	165
Survey Dashboard.....	166
Survey Detailed Results by Question.....	167
Survey Detailed Results by Respondent.....	168
System Dis-Engagement Trend Report for Administrator.....	169
System Dis-Engagement Trend Report for Manager.....	170
Usage report for Physical Offerings.....	171
Usage Report for Scheduled Offerings.....	172
Usage Report for Self-Paced Offerings.....	173
Utilization of Classrooms in a Month.....	174
Utilization of Equipment in a Month.....	175
Utilization of Instructor in a Month.....	176
Virtual Classroom Report.....	177
NIH LMS Admin List.....	177
My LMS Administrators.....	178

[Return to Table of Contents](#)

HHS Training Enrollments By Org.....	178
HHS Current Learning Content Results	179
HHS Web Page Data Extract Report.....	179
NIH CLP Transcript Completions Report for Learners.....	180
NIH Missing NED Servicing AOs by Org.....	181

[Return to Table of Contents](#)

Tips on How to Determine Which LMS Report You Need

Determining the specific report, or reports, that will provide you with the data and details you need, from the dozens of reports available in the LMS, can feel a bit overwhelming – particularly for users new to the LMS. The following four tips on how to review and use the information compiled in the LMS Reports Dictionary will guide you in selecting the report(s) that yield the data you need.

Tip #1: Determine the data category, sub-category or keyword on which your reporting must focus

The LMS Reports Dictionary now includes two new helpful sections – Reports Listed by Category and Reports Listed by Keyword. The Reports Listed by Category section organizes the complete list of LMS reports based on the type of information the report is designed to yield. The Reports Listed by Keyword section organizes the complete list of LMS reports based on significant words that appear in the report title or report description. Review the lists of categories, sub-categories and keywords to identify those that are relevant to your reporting needs.

Tip #2: Within the list of reports within the category, sub-category, or keyword, review reports with titles that include HHS or NIH first, and then, consider the other reports in the list

Each data category, sub-category and keyword table includes a list of associated reports. After you have identified the categories, sub-categories and/or keywords relevant to your reporting needs, review the list of reports associated with each and select the specific report(s) you think you need.

Note that reports with HHS or NIH in their title are reports that have been customized for the special needs of HHS and NIH in terms of the data yielded and report formatting. Reports that do not have HHS or NIH in their title have not been customized to meet our needs. However, these non-customized reports may provide you with data helpful to your reporting needs and have, therefore, been included in the LMS Reports Dictionary. We recommend that you consider the customized reports first and then consider the other reports associated with the category, sub-category and/or keyword of your choice.

Tip #3: When you've found a report, or reports, that you think will meet your reporting needs, review the report's description page to confirm your selection

Each report has its own report description page that includes a description of what the report is designed to provide and a list of input and output parameters. After you've identified specific reports for review from the Reports Listed by Category and Reports Listed by Keyword sections, find the report in the alphabetized Table of Contents and click on its link to get to the report's description page. Review the report description page(s) to make a final determination that the report will return the data you need.

[Return to Table of Contents](#)

Tip #4: Then, confirm that the report is one that your LMS role will allow you to access

The report description page also includes a listing of the specific LMS roles that have permission to access and execute the report described. The listing appears on the report description page in parenthesis directly under the report title. Review the list of roles to confirm that you have the appropriate LMS privileges to access and execute a report. If you find that you do not have the appropriate LMS privileges, submit a LMS Help Desk ticket to request the report be run for you. Your Help Desk ticket must include all of the reporting parameter information required for the report you need executed.

[Return to Table of Contents](#)

Reports Listed by Category

The following tables organize the reports list by data category and, where necessary, data sub-category.

Certifications	Certification Dashboard By Learner	
	Certification Dashboard For Admin By Manager	
	Certification Definition Audit Trail	
	Certifications Held by External Learners	
	Certifications Held by Internal Learners	
	Certification's Learning Elements' Completion Status for Internal Learners	
	HHS Certification/Curriculum Compliance/Exception Report	
	Internal Learner Certifications Details by Organization	
	Internal Learner Certifications Details for Manager	
	Internal Learners Certification Details	
Competencies	Competency Details by Learner	
	Experts for a Competency	
	HHS Competency Assessment by Competency Detail	
	HHS Competency Assessment Detail by Job Series/Organization	
	HHS Competency Summary by Job Series/Organization	
Continuing Education	HHS Continuing Education Plan Progress Report	
Course Information	CLPs	Credits Earned For Fields Of Study
		NIH CLP Transcript Completions Report
	Completed Learning	NIH CLP Transcript Completions Report for Learner
		Course Dashboard for Admin by Company
		Course Dashboard for Admin by Learner
		Course Dashboard for Admin by Manager
		Course Dashboard for Admin by Organization
		Course Dashboard for Learner

[Return to Table of Contents](#)

		Course Enrollment Summary	
		HHS Course Completion Counts	
		HHS Course Compliance/Exception Report by Organization	
		HHS EEO Compliance Statistics Report	
		HHS Mandatory Training by Audience Type Report	
		HHS Training Completion Detail	
		HHS Training Completions by Offering Domain Report	
		NIH CLP Transcript Completions Report	
		NIH Compliance Statistics	
		NIH Internal Learner History	
		NIH Internal Learner History By Learner	
		NIH Training Completion Details - Wildcard	
		Prerequisite In-Line Report by Internal Organization	
		Course Catalog	
			Course Catalog for Manager
			HHS Course Catalog Report
	Course Offering Details	Course Content	Content Results By Learner
			Content Results By Module
			Content Results Detailed Analysis
			Course Definition Audit Trail
			Self-Paced Offering Definition Audit Trail
			Courses with Qualified Instructor
		Instructors	Qualified Instructors with Course
			Utilization of Instructor in a Month
			Classroom Assignments for a Location
		Location and Facility	Revenue by Location
			Room Scheduling Worksheet
Utilization of Classrooms in a Month			

[Return to Table of Contents](#)

			Utilization of Equipment in a Month
			Utilization of Instructor in a Month
		Revenue	HHS No Show
			Monthly Course Enrollments Revenue
			Revenue by Location
			Revenue Distribution: Top Ten
			Revenue Expectations for Physical Offerings
		Roster Management	CIT Training Roster
			Class Tent Cards
			HHS Enrollment Snapshot Report
			HHS No Show
			NIH Roster Report
			Roster
			Roster: All Learners Email Addresses
			Scheduled Offering Sign-in Sheet
			Scheduled Offerings Roster by Order Status
		Private Offerings	Private Offerings Revenue by Location
		Total Offerings Scheduled	Distribution of Scheduled Offerings
			Master Schedule of Open Offerings
			Offering and Learner Day by Learners
			Offering and Learner Days
			Offering and Learner Days by Location
			Offering Utilization Report
			Overbooked Offerings Report
			Popularity of Physical Offerings
Popularity of Self-Paced Offerings			
Usage report for Physical Offerings			
Usage Report for Scheduled Offerings			
Usage Report for Self-Paced Offerings			
Virtual Classroom Report			

[Return to Table of Contents](#)

	Current Learning	Course Enrollment Details
		Enrollment Dashboard for Admin by Internal Organization
		Enrollment Dashboard for Admin by External Organization
		Enrollment Dashboard for Admin by Learner
		Enrollment Dashboard for Admin by Manager
		Enrollment Dashboard For Admin - Learner's Registrations
		Enrollment Dashboard for Learner
		Enrollment Dashboard for Manager
		HHS Course Enrollment Details by Audience Type
		Monthly Course Enrollments

Curricula	Curriculum Dashboard By Learner
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Curricula By Learner
	Internal Learner Curricula

Evaluations	Evaluation Dashboard
	HHS Evaluation Dashboard Report

External Learners	External Learner Record Audit Trail
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[Return to Table of Contents](#)

Internal Learners	Active Users by Organization
	HHS Accounts: Deactivated/To-Be-Deactivated Report
	HHS All Approvers by Org Report
	Internal Learner Record Audit Trail
	Most Active Users
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Payroll CAN by Org Report
	Security Role Members
Miscellaneous	Compound Security Role Report
	Simple Security Role Report
	System Dis-Engagement Trend Report for Administrator
	System Dis-Engagement Trend Report for Manager
Plans	Approval Analysis for Admin
	Approval Analysis for Manager
	Plan Detail by Manager
NIHTC Registrations/Orders	All Orders by Offering Start Date
	HHS Order History Report
	NIH Order Approvals by Org/Approver
	NIH Order Reconciliation Report
	NIH Registrations Needing Approval
Surveys	Survey Dashboard
	Survey Detailed Results by Question
	Survey Detailed Results by Respondent

[Return to Table of Contents](#)

Reports Listed by Keyword

The following tables organize the reports list by significant keywords that appear in either the report title and/or the report description.

Account Deactivations	HHS Accounts: Deactivated/To-Be-Deactivated Report
NIHTC Approvers/Approvals	Approval Analysis for Admin
	Approval Analysis for Manager
	HHS All Approvers by Org Report
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Order Approvals by Org/Approver
NIH Registrations Needing Approval	
Certifications	Certification Dashboard By Learner
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	Course Catalog for Learner
	Course Catalog for Manager
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Certifications Details by Organization
	Internal Learner Certifications Details for Manager
	Internal Learners Certification Details
CLPs	Credits Earned For Fields Of Study
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner

[Return to Table of Contents](#)

Competencies	Competency Details by Learner
	Course Catalog for Learner
	Course Catalog for Manager
	Experts for a Competency
	HHS Competency Assessment by Competency Detail
	HHS Competency Assessment Detail by Job Series/Organization
	HHS Competency Summary by Job Series/Organization
	HHS Course Catalog Report
Continuing Education Plans	HHS Continuing Education Plan Progress Report
Course Catalog	Course Catalog for Learner
	Course Catalog for Manager
	HHS Course Catalog Report
Managers	Approval Analysis for Manager
	Certification Dashboard For Admin By Manager
	Course Dashboard for Admin by Manager
	Course Catalog for Manager
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Enrollment Dashboard for Admin by Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	Internal Learner Certifications Details for Manager
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval
	Overbooked Offerings Report
	Plan Detail by Manager
System Dis-Engagement Trend Report for Manager	

[Return to Table of Contents](#)

Mandatory Training	HHS Mandatory Training by Audience Type Report
	HHS Course Compliance/Exception Report by Organization
Roster Management	CIT Training Roster
	Class Tent Cards
	HHS Enrollment Snapshot Report
	HHS No Show
	NIH Roster Report
	Roster
	Roster: All Learners Email Addresses
	Scheduled Offering Sign-in Sheet
Scheduled Offerings Roster by Order Status	
Training Completions	Certification's Learning Elements' Completion Status for Internal Learners
	Content Results By Learner
	Content Results By Module
	Course Dashboard for Admin by Company
	Course Dashboard for Admin by Learner
	Course Dashboard for Admin by Manager
	Course Dashboard for Admin by Organization
	Course Dashboard for Learner
	Course Enrollment Details
	Course Enrollment Summary
	Credits Earned For Fields Of Study
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	HHS Course Completion Counts
	HHS Course Compliance/Exception Report by Organization
	HHS EEO Compliance Statistics Report
	HHS Mandatory Training by Audience Type Report
HHS Training Completion Detail	

[Return to Table of Contents](#)

	HHS Training Completions by Offering Domain Report
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner
	NIH Compliance Statistics
	NIH Internal Learner History
	NIH Internal Learner History By Learner
	NIH Training Completion Details - Wildcard
	Prerequisite In-Line Report by Internal Organization

[Return to Table of Contents](#)

Reports Listed by Role

The following tables organize the reports list by LMS role. This list will allow you to determine whether you have the appropriate LMS privileges to access and execute a report.

Learner	Certification Dashboard By Learner
	Competency Details by Learner
	Course Catalog for Learner
	Course Dashboard for Learner
	Curriculum Dashboard By Learner
	Enrollment Dashboard for Learner
	External Learner Completed Courses History
	External Learner Curricula
	Internal Learner Curricula
	Internal Learners Certification Details
	NIH CLP Transcript Completions Report for Learner
	NIH Internal Learner History
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval

Manager/Supervisor	Approval Analysis for Manager
	Certification Dashboard By Manager
	Compliance/Exception Report By Manager
	Course Catalog for Manager
	Course Dashboard for Manager
	Curriculum Dashboard By Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	HHS Course Compliance/Exception Report by Organization
	Internal Learner Certifications Details for Manager
	NIH All Approvers by AAO Report
	NIH CLP Transcript Completions Report
	NIH Order Approvals by Org/Approver

[Return to Table of Contents](#)

	NIH Registrations Needing Approval
	Plan Detail by Manager
	System Dis-Engagement Trend Report for Manager
	Talent Indicator Analysis for Manager
	Virtual Classroom Report

Local Learning Registrar	Active Users by Organization
	All Orders by Offering Start Date
	Approval Analysis for Admin
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	CIT Training Roster
	Competency Details for Learner
	Compound Security Role Report
	Course Dashboard for Admin by Learner
	Course Enrollment Details
	Course Enrollment Summary
	Credits Earned For Fields Of Study
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	Enrollment Dashboard For Admin - Learner's Registrations
	Enrollment Dashboard for Admin by External Organization
	Enrollment Dashboard for Admin by Internal Organization
	Enrollment Dashboard for Admin by Learner
	Enrollment Dashboard for Admin by Manager
	Evaluation Dashboard
	Experts for a Competency

[Return to Table of Contents](#)

External Learner Completed Courses History By Learner
External Learner Curricula By Learner
External Learner Record Audit Trail
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail
HHS Competency Assessment Detail by Job Series/Organization
HHS Competency Summary by Job Series/Organization
HHS Continuing Education Plan Progress Report
HHS Course Catalog Report
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details by Audience Type
HHS Evaluation Dashboard Report
HHS Manager and Organization Head Audit Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completions by Offering Domain Report
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learner Curricula By Learner
Internal Learner Record Audit Trail
Internal Learners Certification Details
Most Active Users
MRA Detailed Results by Rater
NIH Admin Role Audit Report for OHR
NIH All Approvers by AAO Report

[Return to Table of Contents](#)

NIH All Approvers by Audience Type Report
NIH CLP Transcript Completions Report
NIH Default AAO by Org Report
NIH Internal Learner History By Learner
NIH Missing NED Servicing AOs by Org
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report
NIH Registrations Needing Approval
NIH Roster Report
NIH Training Completion Details - Wildcard
Popularity of Physical Offerings
Popularity Of Scheduled Offerings
Popularity of Self-Paced Offerings
Prerequisite In-Line Report by Internal Organization
Private Offerings by External Organization
Private Offerings Revenue by Location
Purchase Orders Balances
Questionnaire-Based MRA Dashboard
Revenue by Location
Room Scheduling Worksheet
Roster
Roster: All Learners Email Addresses
Scheduled Offerings Roster by Order Status
Security Role Members
Simple Security Role Report
Survey Dashboard
Survey Detailed Results by Question
Survey Detailed Results by Respondent
System Dis-Engagement Trend Report for Administrator
Usage report for Physical Offerings
Usage Report for Scheduled Offerings

[Return to Table of Contents](#)

	Usage Report for Self-Paced Offerings
	Utilization of Classrooms in a Month
	Utilization of Equipment in a Month
	Utilization of Instructor in a Month

Learning Administrator	All Orders by Offering Start Date
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	CIT Training Roster
	Class Tent Cards
	Classroom Assignments for a Location
	Content Results By Learner
	Content Results By Module
	Content Results Detailed Analysis
	Course Dashboard for Admin by Company
	Course Dashboard for Admin by Learner
	Course Dashboard for Admin by Manager
	Course Dashboard for Admin by Organization
	Course Definition Audit Trail
	Course Enrollment Details
	Course Enrollment Summary
	Courses with Qualified Instructor
	Credits Earned For Fields Of Study
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	Distribution of Scheduled Offerings
	Enrollment Dashboard For Admin - Learner's Registrations

[Return to Table of Contents](#)

Evaluation Dashboard
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail
HHS Competency Summary by Job Series/Organization
HHS Continuing Education Plan Progress Report
HHS Course Catalog Report
HHS Course Completion Counts
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details by Audience Type
HHS EEO Compliance Statistics Report
HHS Enrollment Snapshot Report
HHS Evaluation Dashboard Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS Security Role Members
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completions by Offering Domain Report
Instructor Assignments
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learners Certification Details
Learning Gain Report
Master Schedule of Open Offerings
Monthly Course Enrollments
Monthly Course Enrollments Revenue
NIH Admin Role Audit Report for OHR

[Return to Table of Contents](#)

NIH All Approvers by AAO Report
NIH All Approvers by Audience Type Report
NIH CLP Transcript Completions Report
NIH Compliance Statistics
NIH Default AAO by Org Report
NIH Internal Learner History By Learner
NIH Missing NED Servicing AOs by Org
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report
NIH Registrations Needing Approval
NIH Roster Report
NIH Training Completion Details - Wildcard
Offering and Learner Day by Learners
Offering and Learner Days
Offering and Learner Days by Location
Offering Utilization Report
Orders by Location
Overbooked Offerings Report
Popularity of Physical Offerings
Popularity Of Scheduled Offerings
Popularity of Self-Paced Offerings
Prerequisite In-Line Report by Internal Organization
Private Offerings by External Organization
Private Offerings Revenue by Location
Qualified Instructors with Course
Revenue by Location
Revenue Distribution: Top Ten
Revenue Expectations for Physical Offerings
Room Scheduling Worksheet
Roster
Roster: All Learners Email Addresses

[Return to Table of Contents](#)

	Scheduled Offering Sign-in Sheet
	Scheduled Offerings Roster by Order Status
	Self-Paced Offering Definition Audit Trail
	Usage report for Physical Offerings
	Usage Report for Scheduled Offerings
	Usage Report for Self-Paced Offerings
	Utilization of Classrooms in a Month
	Utilization of Equipment in a Month
	Utilization of Instructor in a Month
	Virtual Classroom Report

People Administrator	Active Users by Organization
	All Orders by Offering Start Date
	Approval Analysis for Admin
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	Competency Details for Learner
	Compliance/Exception Report By Organization
	Compound Security Role Report
	Course Dashboard for Admin by Learner
	Credits Earned For Fields Of Study
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	Enrollment Dashboard for Admin by External Organization
	Enrollment Dashboard for Admin by Internal Organization
	Enrollment Dashboard for Admin by Learner
Enrollment Dashboard for Admin by Manager	

[Return to Table of Contents](#)

Evaluation Dashboard
Experts for a Competency
External Learner Completed Courses History By Learner
External Learner Curricula By Learner
External Learner Record Audit Trail
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail
HHS Competency Assessment Detail by Job Series/Organization
HHS Competency Summary by Job Series/Organization
HHS Continuing Education Plan Progress Report
HHS Course Catalog Report
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details by Audience Type
HHS Evaluation Dashboard Report
HHS Manager and Organization Head Audit Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completions by Offering Domain Report
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learner Curricula By Learner
Internal Learner Record Audit Trail
Internal Learners Certification Details
Job Specific Competency Report
Most Active Users

[Return to Table of Contents](#)

MRA Detailed Results by Rater
NIH Admin Role Audit Report for OHR
NIH All Approvers by AAO Report
NIH All Approvers by Audience Type Report
NIH CLP Transcript Completions Report
NIH Default AAO by Org Report
NIH Internal Learner History By Learner
NIH Missing NED Servicing AOs by Org
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report
NIH Registrations Needing Approval
NIH Training Completion Details - Wildcard
Orders by Location
Private Offerings by External Organization
Private Offerings Revenue by Location
Questionnaire-Based MRA Dashboard
Revenue by Location
Security Role Members
Simple Security Role Report
Survey Dashboard
Survey Detailed Results by Question
Survey Detailed Results by Respondent
System Dis-Engagement Trend Report for Administrator
Utilization of Instructor in a Month

[Return to Table of Contents](#)

Report Utilization per Month (FY19)

The following table lists the number of times each report was generated in the specific month for the Fiscal Year 2019

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Active Users by Organization	1	4	4				5	3	1	4	4	
All Orders by Offering Start Date	1	1	1	3	3	4	6	2	1	1	1	3
Approval Analysis for Manager		1								1		
Approval Analysis for Admin		1								1		
Certification Activity Overall	12	12	32	9	3	14	13	5	12	12	32	9
Certification Dashboard By Learner	5	2	5	5		6	3	5	5	2	5	5
Certification Dashboard For Admin By Manager					5							
Certification Definition Audit Trail					2							
Certifications Held by External Learners					6							
Certifications Held by Internal Learners			3		4		1	1			3	
Certification's Learning Elements' Completion Status for Internal Learners								5				
CIT Training Roster	302	207	76	99	150	106	138	128	302	207	76	99
Class Tent Cards	1	1	1		8				1	1	1	
Classroom Assignments for a Location	10	2	2	3	6	2	2	2	10	2	2	3
Competency Details by Learner	2	1	6	3	2	3	1	5	2	1	6	3
Competency Details for Learner						1		2				
Compliance/Exception Report By Manager				4								4
Compound Security Role Report				1								1
Content Results By Learner		6		12	13	10	1	4		6		12
Content Results By Module	2	12		8	49	9	4	3	2	12		8

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Content Results Detailed Analysis	31	35	2		6			3	31	35	2	
Course Catalog for Administrator					1							
Course Catalog for Learner		1	3		1		6	1		1	3	
Course Catalog for Manager							2					
Course Dashboard for Admin by Company			2	2							2	2
Course Dashboard for Admin by Learner	1			4	4		6	2	1			4
Course Dashboard for Admin by Manager			1			2		4			1	
Course Dashboard for Admin by Organization								10				
Course Dashboard for Learner	5	3	4	8	1	2	1	4	5	3	4	8
Course Dashboard for Manager	1	1		8	1			20	1	1		8
Course Definition Audit Trail		1				1				1		
Course Enrollment Details	17	9	37	30	5	6	3	32	17	9	37	30
Course Enrollment Summary	12	7	1	3	2	4	1		12	7	1	3
Credits Earned For Fields Of Study			34	9	5						34	9
Curriculum Dashboard By Learner								1				
Curriculum Dashboard By Manager												
Curriculum's Learning Elements' Completion Status for Internal Learners	33	33		15		20	15	38	33	33		15
Distribution of Scheduled Offerings					1	1						
Enrollment Dashboard For Admin - Learner's Registrations	2		1				1	2	2		1	
Enrollment Dashboard for Admin by External Organization							2					
Enrollment Dashboard for Admin by Internal Organization	27		24					1	27		24	

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Enrollment Dashboard for Admin by Manager	2			2		1	9	2	2			2
Enrollment Dashboard for Learner		3	2		2	1	1	1		3	2	
Enrollment Dashboard for Manager					4	1		1				
Evaluation Dashboard	7	3	2	19	8	5	2	13	7	3	2	19
Experts for a Competency			2								2	
External Learner Completed Courses History	1	2			4	3			1	2		
External Learner Curricula		2								2		
External Learners Certification Details												
HHS Accounts: Deactivated/To-Be-Deactivated Report	26	69	62	57	40	23	16	52	26	69	62	57
HHS All Approvers by Org Report	20	4	54	67	49	155	34	36	20	4	54	67
HHS Certification Activity Overall Report		3								3		
HHS Certification/Curriculum Compliance/Exception Report	222	197	265	118	46	66	188	66	222	197	265	118
HHS Competency Assessment by Competency Detail			3		8	4	1	22			3	
HHS Competency Assessment Detail by Job Series/Organization	1	6	10		4	54	9	14	1	6	10	
HHS Competency Summary by Job Series/Organization	4	2	12	2	2		3	3	4	2	12	2
HHS Continuing Education Plan Progress Report	35	34					2	11	35	34		
HHS Continuing Education Summary	11								11			
HHS Course Catalog Report	16	6	7	13	3	9	14	9	16	6	7	13
HHS Course Completion Counts	6	5	10	15	8	141	46	2	6	5	10	15

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HHS Course Compliance/Exception Report by Organization	2327	2828	5641	5617	3290	1603	1469	2420	2327	2828	5641	5617
HHS Course Dashboard for Manager/Alt Manager	1								1			
HHS Course Enrollment Details by Audience Type	48	29	78	72	71	198	227	63	48	29	78	72
HHS Current Learning Content Results		36								36		
HHS EEO Compliance Statistics Report				14	1	6		7				14
HHS Enrollment Snapshot Report	629	511	358	395	391	409	415	661	629	511	358	395
HHS Evaluation Dashboard Report	12	11	2	13	12	11	5	7	12	11	2	13
HHS Evaluation Dashboard Report - Export	5	5							5	5		
HHS Mandatory Training by Audience Type Report	700	465		116	242	715	688	796	700	465		116
HHS No Show	27	17				17	11	8	27	17		
HHS Order History Report	1	2	9	10	15	17	17	22	1	2	9	10
HHS Security Role Members	8	7	45	77	42	60	41	51	8	7	45	77
HHS StaffDiv Completions	2								2			
HHS Training Completion Detail	1221	893	206	183	153	352	471	333	1221	893	206	183
HHS Training Completions by Offering Domain Report	57	49	104	28	100	54	47	40	57	49	104	28
HHS Training Completions - Wildcard		47	28			51	36	78		47	28	
HHS Training Enrollments by Org Report	9			37		17	48	50	9			37
HHS Web Page Data Extract		23								23		
Instructor Assignments						2						
Internal Learner Certifications Details by Manager	1	3				3			1	3		

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Internal Learner Certifications Details by Organization						1						
Internal Learner Curricula	1					3		1	1			
Internal Learner Record Audit Trail				1								1
Internal Learners Certification Details	6	5	24	9	3	19	3	2	6	5	24	9
Internal Learner History	1								1			
Learning Plan by Manager, Internal Learner			1								1	
Learning Plan by Organization, Internal Learner			1		3						1	
Learning Plan for a Manager, Internal Learner				3								3
Master Schedule of Open Offerings	5	2	1	2	2	3	2	1	5	2	1	2
Monthly Course Enrollments					1			4				
Monthly Course Enrollments Revenue				4				2				4
MRA Detailed Results by Rater												
My LMS Administrators	5	4			1	3		1	5	4		
NIH Admin Roll Audit Report	10								10			
NIH All Approvers by AAO Report		13	10	16	34	15		29		13	10	16
NIH All Approvers by Audience Type Report								18				
NIH CLP Transcript Completions Report	47	228	525	238	34	18	34	14	47	228	525	238
NIH CLP Transcript Completions for Learner	11	8	6	10	12	7	11	59	11	8	6	10
NIH Compliance Statistics			5	3	6		5	2			5	3
NIH Default AAO by Org Report		4	9	23	20	15	9	10		4	9	23
NIH Internal Learner Curricula	1		3	5	2			1	1		3	5
NIH Internal Learner History	1	2	8	4	2	5		1	1	2	8	4
NIH Internal Learner History By Learner		11	60	15	11	18	16	19		11	60	15

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
NIH LMS Admin List	1	2			3		1	5	1	2		
NIH Missing NED Servicing AOs by Org	60	60				42	82	71	60	60		
NIH Order Approvals by Org/Approver	31	2	12	26	11	26	4	17	31	2	12	26
NIH Order Reconciliation Report	480	596	248	358	413	525	428	633	480	596	248	358
NIH Payroll CAN by Org Report	30	30	6	1		6	1	32	30	30	6	1
NIH Registrations Needing Approval	186	166	79	106	127	87	73	88	186	166	79	106
NIH Roster Report	148	135	111	73	88	130	136	158	148	135	111	73
NIH Training Completion Details - Wildcard	44	25	149	24	22	61	38	36	44	25	149	24
Offering and Learner Day by Learners								4				
Offering and Learner Days								1				
Offering and Learner Days by Location								1				
Offering Enrollments in a Year					1			3				
Offering Utilization Report	28	30						5	28	30		
Orders by Location								1				
Overbooked Offerings Report							1	10				
Plan Detail by Manager								1				
Popularity of Physical Offerings								4				
Popularity Of Scheduled Offerings					7		1	1				
Popularity of Self-Paced Offerings								10				
Prerequisite In-Line Report by Internal Organization								2				
Private Offerings by External Organization								1				
Private Offerings Revenue by Location								1				
Qualified Instructors with Course								1				
Questionnaire-Based MRA Dashboard												
Report Usage Trend						7						

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Reports Usage Summary		4				3				4		
Revenue by Location				1				1				1
Revenue Distribution: Top Ten								1				
Revenue Expectations for Physical Offerings								4				
Room Scheduling Worksheet								1				
Roster	343	294	170	209	264	255	409	158	343	294	170	209
Roster: All Learner Email Addresses	117	49	33	28	14	20	19	11	117	49	33	28
Roster: All Learners Email Addresses	117	49	43	93	94	49	69	122	117	49	43	93
Scheduled Offering Audit Report	2	3			1			1	2	3		
Scheduled Offering Sign-in Sheet	29	25	20	15	37	29	28	49	29	25	20	15
Scheduled Offerings Roster by Order Status	5	4	13	3	29	3	8	15	5	4	13	3
Security Role Members	4	4			1		1	4	4	4		
Self-Paced Offering Definition Audit Trail						2		3				
Simple Security Role Report	32	26	13	2		3	2	10	32	26	13	2
Survey Dashboard												
Survey Detailed Results by Question												
Survey Detailed Results by Respondent												
System Dis-Engagement Trend Report for Administrator					3			6				
Usage report for Physical Offerings								1				
Usage Report for Scheduled Offerings								1				
Usage Report for Scheduled Offerings			1	1	2		1				1	1
Usage Report for Self-Paced Offerings	29	28	56	57	29	29	29	31	29	28	56	57
Utilization of Classrooms in a Month					1			1				
Utilization of Equipment in a Month								1				

[Return to Table of Contents](#)

Report Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Utilization of Instructor in a Month		1	3							1	3	
Utilization of Instructor in a Month								2				
Virtual Classroom Report								2				

[Return to Table of Contents](#)

Active Users by Organization

(People Administrator, Local Learning Registrar)

Description

This report enables an administrator to see the number of active users in the system by organization.

Report Parameters

Start Date

End Date

Report Output

Period Start Date

Period End Date

Total Number of Active Users

Organization Name

Active Users

[Return to Table of Contents](#)

All Orders by Offering Start Date

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify the orders placed by all learners for an offering start date range.

Report Parameters

Offering Date Beginning Range*

Offering Date Ending Range*

Report Output

Learner Name

Username

Email

Workphone

Fax

Organization

Parent Organization

Title

Offering Number

Date(s)

Order No

Delivery Type

Location

Price

[Return to Table of Contents](#)

Approval Analysis for Admin

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to identify plans, which are in pending approval/rejected status in an organization and its sub organizations or across all the organizations.

Report Parameters

Plan Form*
Organization

Report Output

Plan Form Selected
Organization Selected
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Organization
Parent Organization
Total Number of Plans
Number of Plans Pending Approval
Number of Plans Pending Acknowledgement

Total

[Return to Table of Contents](#)

Approval Analysis for Manager (Manager/Supervisor)

Description

This enables managers to identify the plans belonging to his/her direct reports, which have been rejected or are in pending approval or pending acknowledgement state.

Report Parameters

Plan Form*
Show Terminated User

Report Output

Plan Form Selected

Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Plan Form
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement

[Return to Table of Contents](#)

Certification Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all certification-related information.

Report Parameters

Show Status Acquired
In Progress
Assigned
Overdue

Report Output

Learner name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Certification Dashboard for Admin by Manager

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all certification-related information for a manager.

Report Parameters

Manager Name*

Certification Title

Number of Days to Expire

Report Output

Summary graph of Certification Status Count per Learner

Number of Acquired Certifications

Number of Overdue Certifications

Number of Expired Certifications

Summary table of Certification Status Count per Learner

Number of Acquired Certifications

Number of Overdue Certifications

Number of Expired Certifications

Learner Name

Work Phone

Email address

Certification Title

Status

Assigned On

Acquired On

Target Date

Expires On

Valid for Days

Recertification

[Return to Table of Contents](#)

Certification Definition Audit Trail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a certification.

Report Parameters

Certification Name*

Certification Version

Report Output

Date of Change (Date and Time Stamp)

By User (Last Name, First Name and Username)

Action

Previous Value

Reason

Version

[Return to Table of Contents](#)

Certifications Held by External Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify external learners who have ever acquired a specified certification.

Report Parameters

Certification Name*

Version

Report Output

Learner

Phone

Email

Organization

Manager Name

Status

Acquired on

Expiration Date

Item

Completed

Authorized By

[Return to Table of Contents](#)

Certifications Held by Internal Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify internal learners who have acquired a specified certification.

Report Parameters

Certification Name*

Version

Show Terminated User

Report Output

Learner

Phone

Email

Termination Date

Organization

Manager Name

Status

Acquired on

Expiration Date

Item

Completed

Authorized By

[Return to Table of Contents](#)

Certification's Learning Elements' Completion Status for External Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Organization (selected)
Learner Status
Domain
Version
Include Child Organizations
Show Learner Details

[Return to Table of Contents](#)

Certification's Learning Elements' Completion Status for Internal Learners

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On

[Return to Table of Contents](#)

Target Date
Learning Element Status
Learning Element Completion Date

[Return to Table of Contents](#)

CIT Training Roster

(Learning Administrator)

Description

This report enables administrators to identify all learners in a given offering, including email addresses, by registration status, and print a class sign-in sheet.

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*
Only Waitlisted*

Report Output

Last Name
First Name
Email
IC Name
Reg Status
Session Initials
Signature

[Return to Table of Contents](#)

Classroom Assignments for a Location

(Learning Administrator)

Description

This report enables administrators to identify offerings assigned to classrooms for a specified location and date range. The report also displays the number of enrollments (Current, Minimum, and Maximum) for each offering in each classroom.

Report Parameters

Location Name*

Room Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Title

Offering Number

Offering Date Range

Session Template

Offering Status

Delivery Type

Instructor

Current Enrolls

Max Enrolls

Min Enrolls

[Return to Table of Contents](#)

Class Tent Cards

(Learning Administrator)

Description

This report prints the tent card for each learner in a given class.

Report Parameters

Offering Number*

Report Output

Course Name

Learner

Org ID

[Return to Table of Contents](#)

Competency Details by Learner

(Content Admin, Learner, People Administrator, Local Learning Registrar)

Description

The report is for all the competencies attached to a learner.

Report Parameters

None - run on demand

Report Output

Competency Levels of Learner

Radar chart

Competency Name

Required Level

Held Level

Gap

Competency Required Source

[Return to Table of Contents](#)

Compound Security Role Report (Local Learning Registrar)

Description

Lists all the Simple Security Roles contained by the Compound Security Roles

Report Parameters

None

Report Output

Compound Security Role Name
Simple Security Role Name
Simple Security Role Description

[Return to Table of Contents](#)

Classroom Assignments for a Location

(Learning Administrator)

Description

This report enables administrators to identify offerings assigned to classrooms for a specified location and date range. The report also displays the number of enrollments (Current, Minimum, and Maximum) for each offering in each classroom.

Report Parameters

Location Name*

Room Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Title

Offering Number

Offering Date Range

Session Template

Offering Status

Delivery Type

Instructor

Current Enrolls

Max Enrolls

Min Enrolls

[Return to Table of Contents](#)

Class Tent Cards

(Learning Administrator)

Description

This report prints the tent card for each learner in a given class.

Report Parameters

Offering Number*

Report Output

Course Name

Learner

Org ID

[Return to Table of Contents](#)

Content Results by Learner (Learning Administrator)

Description

Content Results by Learner for the specified Offering that is completed in the given date range

Report Parameters

Offering Part Number*

Start Date*

End Date*

Report Output

Offering Name

Average Score

Learner

Score

Status

Content Module

Title

Score

Status

Total Attempts

Time Spent

Mastery Score

Lesson Detail

Lesson Title

Score

Status

Total Attempts

Time Spent

Mastery Score

[Return to Table of Contents](#)

Content Results by Module

(Learning Administrator)

Description

This report enables administrators to monitor the completed content results by module for a specified offering and date range

Report Parameters

Offering Part Number*
Start Date*
End Date*

Report Output

Offering Name
Offering Part Number
Date Range

Overall Result for
Average Score

Learner
Score
Completion Status

Content Module Detail
Mastery Score
Average Score

Learner
Score
Completion Status

[Return to Table of Contents](#)

Content Results Detailed Analysis (Learning Administrator)

Description

Generates an analysis of the content results for selected content in the provided date range

Report Parameters

Content Name*
Learners Completion Period From*
Learners Completion Period To*

Report Output

Content Name
Version
Format
Content Completion Date Range

Overall Results
Number of Learner Completions
Average Overall Score
Score Distribution
Range

Lesson Detail
Mastery Score
Average Score

Question Detail for
Question Name
Question Type
Question Text
Average Time Spent
Learner Response
Responses
Response %
Correct Response
Result

[Return to Table of Contents](#)

Course Catalog for Learner

(Content Admin, Learner)

Description

This report enables the learner to view a list of all courses that are available in the learning catalog within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*

Course Available Upto*

Course Title

Report Output

Course Available From

Course Available Upto

Course Title

Course Title

ID

Abstract

Description

Vendor

Course base Price

Currency Code

Category

Competency

Certificate

[Return to Table of Contents](#)

Course Catalog for Manager (Manager/Supervisor)

Description

This report enables the manager to view a list of courses in the learning catalog belonging to the learners directly reporting to the manager within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*
Course Available Upto*
Course Title

Report Output

Course Available From
Course Available Upto
Course Title

Course Title
ID
Abstract
Description
Vendor
Course Base Price
Currency Code
Category
Competency
Certificate

[Return to Table of Contents](#)

Course Dashboard for Admin by Company (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a company's learners.

Report Parameters

Organization Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

[Return to Table of Contents](#)

Course Dashboard for Admin by Learner

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a learner.

Report Parameters

Learner Name*

Show Status Successful

Unsuccessful

Display Unformatted Records

Report Output

Learner Name

Work Phone

Email

Course Title

Status

Start Date

Completion Date

Score

Grade

[Return to Table of Contents](#)

Course Dashboard for Admin by Manager (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a manager's directly reporting learners.

Report Parameters

Manager Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner

Learner Name
Count of Completed Courses

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Dashboard for Admin by Organization (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Organization Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner
Learner Name
Completion Count

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Dashboard for Learner (Content Admin)

Description

This report shows a learner all completed courses-related information about the learner.

Report Parameters

Show Status Successful
Unsuccessful
Display Unformatted Records

Report Output

Learner Name
Work Phone
Email

Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Definition Audit Trail (Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a course.

Report Parameters

Course Name*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

Course Enrollment Details

(Learning Administrator)

Description

This report enables administrators to identify, by course, all learners enrollment details by location and by organization for a given date range. The report summary for location and for organization the total number of learners enrolled and the total number of learners' completions

Report Parameters

Course Title*
Enrollment Date From*
Enrollment Date Upto*
Completion Date From
Completion Date Upto
Show Completions Only
Show Terminated User

Report Output

Location

Organization
Learner Name
Job Type
Manager
Enrollment Status
Delivery Type
Enrollment Date
Start Date
End Date
Completion Date
Offering ID

Summary for Organization
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

Overall Summary
Total Learners Enrolled

[Return to Table of Contents](#)

Total Learners Completions
Total Unassigned Learners

[Return to Table of Contents](#)

Course Enrollment Summary

(Learning Administrator)

Description

This report enables administrators to identify, by course, a summary by location and by organization with the total number of learners enrolled and the total number of learner's completion for a given date range

Report Parameters

Course Title*
Enrollment Date From*
Enrollment Date Upto*
Completion Date From
Completion Date Upto
Show Completions Only
Show Terminated User

Report Output

Location

Summary for Organization
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

Overall Summary
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

[Return to Table of Contents](#)

Courses with Qualified Instructor (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Username*

Report Output

Instructor Name

Email

Work Phone

Organization

Manager

Manager Phone

Title

Course ID

Delivery Type

[Return to Table of Contents](#)

Credits Earned For Fields of Study

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion. It also provides the learner's details along with the transcripts.

Report Parameters

Course Title
Organization
Manager
Location
Learner
Field of Study
Course Completion Date >=*
Course Completion Date <=*
Show Credits Summary for Learner

Report Output

Course Title
Organization
Manager
Location
Learner
Field of Study
Completion Date After
Completion Date Before
Show Credit Summary for Learner

Learner
Learner Location
Organization
Manager
Course Title
Offering ID
Completion Date
Field of Study
Credits Earned

[Return to Table of Contents](#)

Curriculum Dashboard for Admin by Manager

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all curriculum-related information for a manager.

Report Parameters

Manager Name*
Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Graphical Curriculum Status Count Per Learner
Learner Name

Tabular Curriculum Status Count Per Learner
Learner Name

Learner Details

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all curriculum-related information.

Report Parameters

Show Status Acquired
In Progress
Assigned
Overdue

Report Output

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum Dashboard by Manager (Manager/Supervisor)

Description

This report enables a manager to see all curriculum-related information.

Report Parameters

Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Curriculum Status Count Per Learner
Learner Name

Acquired
Total
Learner Name
Work Phone
Email
Curriculum Title
Status
Assigned On
Acquired On
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum Dashboard for Admin by Manager (Local Learning Registrar)

Description

This report enables an administrator to see all curriculum-related information for a manager.

Report Parameters

Manager Name*
Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Graphical Curriculum Status Count Per Learner
Learner Name

Tabular Curriculum Status Count Per Learner
Learner Name

Learner Details
Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for External Learners (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

[Return to Table of Contents](#)

Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for Internal Learners (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

[Return to Table of Contents](#)

Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

[Return to Table of Contents](#)

Curriculum Dashboard for Admin by Manager (Learning Administrator)

Description

This report enables an administrator to see all curriculum-related information for a manager.

Report Parameters

Manager Name*
Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Graphical Curriculum Status Count Per Learner
Learner Name

Tabular Curriculum Status Count Per Learner
Learner Name

Learner Details
Learner Name
Work Phone
Email
Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for External Learners (Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for Internal Learners (Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

[Return to Table of Contents](#)

Distribution of Scheduled Offerings

(Learning Administrator)

Description

This report enables administrators to identify total scheduled offerings for a specified course measured by the number of times scheduled during a period, top 10 offering templates.

Report Parameters

Enter 2 digit month (eg: 01-12)*

Enter 4 digit year (eg: 2000)*

Report Output

Offering

Total Offerings this month

Total Offerings scheduled for the month of MM YYYY

Pie chart with percentage representations

[Return to Table of Contents](#)

Enrollment Dashboard for Admin - Learner's Registrations (Learning Administrator)

Description

This report enables administrators to identify all learners' registrations for a specified date range.

Report Parameters

Manager Name*
Learner Name
Offering Start Date After* (today's date - 90)
Offering Start Date Before* (today's date)
Show Scheduled Offerings
Show Self-paced Offerings
Show Physical Offerings
Show Cancelled, Late Cancelled, Dropped Enrollments
Show Confirmed Enrollments
Show Back Ordered Enrollments
Show Delivered and Shipped Enrollments
Show Enrollments With Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated User
Display Unformatted Records

Report Output

Graphical Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Tabular Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Per Learner
Learner Name
Job Type

[Return to Table of Contents](#)

Work Phone
Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by External Organization (Local Learning Registrar)

Description

This report enables administrators to identify all external learner enrollments for a specified external organization.

Report Parameters

Evaluation Name*
Evaluation Submitted After* (today - 30)
Evaluation Submitted Before* (today)
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title
Question (text)
Total Responses (count)

Count of Respondents per Response
Graphical Chart
Tabular list

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Internal Organization (People Administrator, Local Learning Registrar)

Description

This report enables administrators to identify all learner enrollments for a specified internal organization.

Report Parameters

Organization Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone

[Return to Table of Contents](#)

Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Learner (People Administrator, Local Learning Registrar)

Description

This report displays enrollment information for a given internal learner

Report Parameters

Learner Name*
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Manager (People Administrator, Local Learning Registrar)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Manager Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone
Email
Course Title
Version
Delivery Type

[Return to Table of Contents](#)

Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Learner

(Content Admin, Learner)

Description

This report displays enrollment information for a learner

Report Parameters

Offering Start Date After
Offering Start Date Before
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Manager (Manager/Supervisor)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered
Total

Learner name
Job Type
Work Phone
Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range

[Return to Table of Contents](#)

Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Evaluation Dashboard

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*
Evaluation Submitted After*
Evaluation Submitted Before*
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title

Question (text)
Total Responses (count)

Count of Respondents per Response

Graphical Chart
Tabular list

[Return to Table of Contents](#)

Experts for a Competency

(People Administrator, Local Learning Registrar)

Description

Experts for a Competency Organized by Proficiency across Organization.

Report Parameters

Competency Name*
Organization Name
Held Competency Level
Held Competency Level Operator
Experts Only

Report Output

Competency Name
Competency Description
Competency Group
Organization Name
Experts Only

Held Proficiency Level
Learner Name
Learner Username
Location
Organization
Expert
Number of Experts

[Return to Table of Contents](#)

External Learner Record Audit Trail

(Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an external learner record.

Report Parameters

External Learner Username*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

HHS Accounts: Deactivated/To-Be-Deactivated Report (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide a list of learner accounts that will be deactivated by a specific date or a list of learner accounts that have already been deactivated.

Report Parameters

Report Type*

Select One of the following: Organization ID (Use % to include sub-orgs)

Or Domain

Person Type

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Report Output

Org ID

Last Name

First Name

HHS ID

Person Type

Manager/Supervisor

Email Address

Last Login Date

Deactivation Date

[Return to Table of Contents](#)

HHS All Approvers by Org Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

[Return to Table of Contents](#)

HHS Certification/Curriculum Compliance/Exception Report (People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific certification/curriculum during the date range you specify. The results can be further refined using the employee EOD Date, Certification/Curriculum Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Certification Title
Curriculum Title
From Date*
To Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Certification/Curriculum Domain Certification/Curriculum Domain
Person Type
Report Type*
Person Status

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Completion Date

Compliance/Exception Percentage

[Return to Table of Contents](#)

HHS Competency Assessment by Competency Detail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by competency.

Report Parameters

Competency Name*
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Report Output

Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Org ID
Target Level
Manager Levels
Self Level
Held Level
Gap
Assessment Date

Totals (summary)

[Return to Table of Contents](#)

HHS Competency Assessment Detail by Job Series/Organization (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by job type.

Report Parameters

Job Series
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Job Series
Organization ID
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Org ID
Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Competency Name
Assessment Date
Target Level
Manager Level
Self Level
Held Level
Gap
Total Gap

[Return to Table of Contents](#)

HHS Competency Summary by Job Series/Organization

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by job series and/or organization.

Report Parameters

Organization ID*
Job Series
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Competency Name
% Below
% On Target
% Above
People Assessed Below
People Assessed Above
Total # Assessed

[Return to Table of Contents](#)

HHS Course Catalog Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to pull a Course Catalog by Domain, Course Title, Category, Delivery Type, Competency and/or Job

Report Parameters

Domain*
Course Title
Category
Competency Name
Delivery Type
Keyword
Display Course URL

Report Output

Course Title
Course ID
Description
Category
Competency
Delivery Type
Domain
Open Offering

[Return to Table of Contents](#)

HHS Course Completion Counts

(Learning Administrator)

Description

Custom report that gathers all course completion counts for a month-year combination

Report Parameters

Course Completion Date*
Course Domain*
Organization ID
Include Child Organizations

Report Output

Title
Completion Count

Grand Total

[Return to Table of Contents](#)

HHS Course Compliance/Exception Report by Organization

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify. The results can be further refined using the employee EOD Date, Course Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Course Title (Equivalents incl. in results)*

From Date*

To Date*

Organization ID*

Include Child Organizations

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Course Domain

Person Type -

Person Status*

Report Output

Org ID

Last Name

First Name

HHS ID

EOD Date

Manager

Email

Completion Date

Pay Plan

Person Status

Suprv Code

[Return to Table of Contents](#)

HHS Course Enrollment Details by Audience Type (Learning Administrator)

Description

The Course Enrollment Details by Audience Type report enables administrators to identify by course, organization, and Audience Type/Sub-Type, all learner enrollment details for a given date range. The report provides the option to return course enrollments by organization grouped by all of the learner's Audience Type/Sub-Types, or just for a specific Audience Type/Sub-Type.

Report Parameters

Course Title*
Starting Enrollment Date*
Ending Enrollment Date*
Person Type
Organization ID
Enrollment Status
Audience Type/Sub-Type

Report Output

Last Name
First Name
HHS ID
Org ID
Person Type
Stats
Enrollment Status
Enrollment Date
Start Date
Offering ID
Completion Date
Supervisory Code

[Return to Table of Contents](#)

HHS EEO Compliance Statistics Report (Learning Administrator)

Description

HHS EEO Compliance Statistics Report

Report Parameters

Course Title*

Start Date*

End Date*

Renewal Period (# Days)*

Compliance Value (# of Days)*

Domain

Person Type

Report Output

Total number of FTE

Total # of completion

Number of FTW within EOD date range

Compliance within (Compliance Value) days

[Return to Table of Contents](#)

HHS Enrollment Snapshot Report

(Learning Administrator)

Description

This report returns a snapshot of roster details for offerings of a given owner, course or domain in a given date range.

** Note: One of the following parameters shall also be required: Offering Owner, Course ID, Domain. The Date range not to exceed one year.

Report Parameters

Offering Owner
Course ID
Domain
From Date*
To Date*

Report Output

Title
Course ID
Offering ID
Start Date
Min Cnt
Max Cnt
Approved
Pending
Waitlisted
Approval Not Required
Customer Service Representative

[Return to Table of Contents](#)

HHS Evaluation Dashboard Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*

Evaluation Submitted After*

Evaluation Submitted Before*

Show Terminated Respondent

Show Chart Per Question

Show Details on Drilldown

Display Unformatted Records

Report Output

Evaluation Title

Section Question

Question

Respondent

Response

[Return to Table of Contents](#)

HHS Mandatory Training by Audience Type Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify by an audience type. You may also exempt an audience type from the report. The results can be further refined using the Person Type or Person Status.

Report Parameters

Course Title*
Course Equivalents
From Date*
To Date*
Organization ID (Use % to include sub-orgs)*
Mandatory Audience Type*
Exempt Audience Type
Person Type
Person Status*

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Audience Type
Completion Date
Pay Plan
Person Status
Suprv Code

[Return to Table of Contents](#)

HHS Order History Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to create an order history report for a specific organization, audience type or learner.

Report Parameters

Order Creation From*

Order Creation To*

Org ID (must be 2 char. min., use % to inc.sub-orgs, 3 months max.)

Audience Type (3 months max.)

Learner Name (no restriction on date range)

Delivery Type (Optional)

Report Output

Org ID

Learner Name

HHS ID

Offering Domain

Order Creation Date

Order Number

Document/Order Item Number

Order Item Status

Delivery Type

Course Name

Course ID

CAN Number

Price

Offering Start Date

[Return to Table of Contents](#)

HHS Training Completion Detail

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters

Report Parameters

Course Title (Equivalent incl. in results)*
Completion Start Date*
Completion End Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Person Type
Person Status

Report Output

Order ID
Last Name
First Name
HHS ID
EOD Date
Manager
Email
Completion Date
Course Title

[Return to Table of Contents](#)

HHS Training Completions by Offering Domain Report (People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the date range, Offering Domain, Org Code, and Delivery Type. Optional parameters are Category, Course ID, Supervisory Code, and Job Series. ** Note: The date range, offering domain, org code, and delivery type parameters are required. The date range is not to exceed six months.

Report Parameters

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Offering Domain*
Org Code (1 characters required. Use % to include sub-orgs)*
Delivery Type*
Category
Course ID
Audience Type
Supervisory Code
Job Series

Report Output

Sub Op Div
Org Code
Delivery Type
HHS ID
Last Name
First Name
Person Type
Person Status
Course Title
Course ID
Offering Start Date
Offering End Date
Date Marked Complete

Class Location

[Return to Table of Contents](#)

HHS Course Completion Counts

(Learning Administrator)

Description

Custom report that gathers all course completion counts for a month-year combination

Report Parameters

Course Completion Date*
Course Domain*
Organization ID
Include Child Organizations

Report Output

Title
Completion Count

Grand Total

[Return to Table of Contents](#)

Internal Learner Certifications Details for Manager (Manager/Supervisor, People Administrator, Learning Administrator)

Description

This report enables managers to identify all certification details associated with their direct reports. Any E-signature information is also displayed.

Report Parameters

Manager Username*
Show Terminated User

Report Output

Manager
Internal Learner
Certification
E-Signature Information
Granted On
Owner
Reason
Certification History
Certification Version
Status
Acquired On
Expiration Date
Path

[Return to Table of Contents](#)

Internal Learner Certifications Details by Organization (Learning Administrator)

Description

This report enables administrators to identify all certification details associated with internal learners for a given organization. Any E-signature information is also displayed.

Report Parameters

Organization Name*

Report Output

Organization
Internal Learner
Certification
E-Signature Information
Granted On
Owner
Reason
Certification History

Certification Version
Status
Acquired On
Expiration Date
Path

[Return to Table of Contents](#)

Internal Learner Curricula

(Content Admin, Learner)

Description

This report displays all courses for each curriculum associated with a specific internal learner.

Report Parameters

None - run on demand

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

[Return to Table of Contents](#)

Internal Learner Curricula by Learner (People Administrator, Local Learning Registrar)

Description

This report displays all courses for each curriculum associated with a given internal learner.

Report Parameters

Internal Learner Username*

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

[Return to Table of Contents](#)

Internal Learner Record Audit Trail

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an internal learner record.

Report Parameters

Internal Learner Username*

Report Output

Internal Learner Name
Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

Internal Learners Certification Details

(Content Admin, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all certification details associated with an internal learner. Any E-signature information is also displayed.

Report Parameters

Learner Username*

Report Output

Internal Learner

Certification

E-Signature Information

Granted On

Owner

Reason

Certification History

Certification Version

Status

Acquired On

Expiration Date

Path

[Return to Table of Contents](#)

Master Schedule of Open Offerings (Learning Administrator)

Description

Master schedule of open scheduled offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering No

Dates

Course ID/Title

Location

Instructor(s)

Offering Status

Display on Web?

Max Seats

Taken

Waitlisted

Total Offerings Listed

[Return to Table of Contents](#)

Monthly Course Enrollments

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollments for one year.

Report Parameters

Year*

Month (Enter month number)

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

[Return to Table of Contents](#)

Monthly Course Enrollments Revenue

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollment revenue for one year.

Report Parameters

Year*

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

Total

[Return to Table of Contents](#)

Most Active Users

(Local Learning Registrar)

Description

This report enables an administrator to see the top N most active users based on their logins.

Report Parameters

Start Date*
End Date*
Show Top N (N Between 1 and 500)*
Organization
Location
Job Type

Report Output

Period From
Period To
Show Top
Organization
Job Type
Location

User Name
Total Logins

[Return to Table of Contents](#)

NEW : HHS Course Compliance/Exception Report by Organization (Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify. The results can be further refined using the employee EOD Date, Course Domain, and Person Type.

Report Parameters

Course Title (Equivalents incl. in results)*
From Date*
To Date*
Organization ID*
Include Child Organizations
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Course Domain
Person Type
Person Status*

Report Output

Org Id
Last Name
First Name
HHS ID
Date
Person Type
Manager
Email
Completion Date
Pay Plan
Person Status
Suprv Code

[Return to Table of Contents](#)

NIH All Approvers by AAO Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

[Return to Table of Contents](#)

NIH All Approvers by Audience Type Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an audience type and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

[Return to Table of Contents](#)

NIH CLP Transcript Completions Report

(Manager/Supervisor, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the Field of Study name, CLPs From Date, CLPs To Date, and Delivery Type. An optional parameter is the Supervisory Code. ** Note: The date range is not to exceed three years.

Report Parameters

Field of Study Name*

CLPs From Date*

CLPs To Date (Date range not to exceed 3 years)*

Org Code (2 characters required. Use % to include sub-orgs)

Person Name

Supervisory Code

Report Output

Org Code

Last Name

First Name

NIH ID

Supervisory Code

Course Name

Course ID

Offering Start Date

Offering End Date

Completion Date

CLP's (Credits)

CLP Total for Learner Name

[Return to Table of Contents](#)

NIH Compliance Statistics

(Learning Administrator)

Description

Report on the percentage of learners who took a specified course (or its equivalents) during a specific date range, as well as the percentage of new learners who took the specified training (or its equivalents) within a specified number of days after their Entry On Duty (EOD) date. When no Organizational ID is specified, the report returns the results for all ICs. The results can be further refined using a specific Organizational ID and Person Type.

Report Parameters

Course Title*
Compliance Start Date*
Compliance End Date*
Person Type
Organization ID (3 characters max.)
EOD Start Date*
EOD End Date*
Compliance Days for New Employees (# of Days)*

Report Output

IC Name
Total # Accounts
Total # Completions (Compliance Date Range)
% of Completions
Total # Accounts w/EOD (EOD Date Range)
Accounts Targeted for Compliance
Compliance within (Compliance Days) days
% of Completions

[Return to Table of Contents](#)

NIH Default AAO by Org Report

(People Administrator, Learning Administrator)

Description

This report returns all the default Additional Approvers for Orders (AAOs) for NIH as new staff are on-boarded.

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Org Name
AAO Last Name
AAO First Name
AAO HHS ID
AAO Org Name

[Return to Table of Contents](#)

NIH Internal Learner History

(Content Admin, Learner)

Description

This report displays transcript information for an internal learner.

Report Parameters

Completion Date After
Completion Date Before

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email

Title
Version
Delivery
Completion Status
Completion Date
Credits

[Return to Table of Contents](#)

NIH Internal Learner History by Learner

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report displays transcript information for a given internal learner during a period of time.

Report Parameters

Internal Learner Name*
Completion Date After*
Completion Date Before*

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email
Title
Version
Delivery
Completion Status
Completion Date
Credits

[Return to Table of Contents](#)

NIH Order Approvals by Org/Approver

(Content Admin, Manager/Supervisor, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all FULLY APPROVED NIHTC orders (not cancelled or dropped) by Org or Approver. These are order approvals made by a Manager, Alternate Manager, AAO, or a LMS administrator during a specified date range (not to exceed 365 days).

Report Parameters

From Order Approval Date*

To Order Approval Date* (the date range must not exceed 365 days)*

Org Name (Use % to include sub-orgs)

Approver Name (If Org and Approver not populated, default to user running report)

Report Output

From Order Approval Date

To Order Approval Date

Org Name

Approver Username

Additional Approver

HHS ID

Learner Name

Order Creation Date

Order Number

Document # for Order Line Item

Course Title

Course ID

Start Date

End Date

Price

CAN

Approval Date

Approver Name

Approver HHS ID

Manager

HHS ID

Learner Name

[Return to Table of Contents](#)

Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

Other
HHS ID
Learner Name
Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

[Return to Table of Contents](#)

NIH Order Reconciliation Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report is needed to reconcile the NIHTC training orders in the LMS with the NBS financial transaction data. The results can be further refined using the Organization, Document Number, or a specific CAN.

Report Parameters

From Order Creation Date*

To Order Creation Date (the date range must not exceed 1 year)*

Enter at least one option:

Organization ID (must be three (3) character minimum, use % to include sub-orgs)

Document # / Order Line Item (you must enter eight (8) numeric characters Ex: 01435560)

CAN # (you must enter seven (7) numeric characters Ex: 8339269)

Report Output

Org Code

Order Creation Date

Order #

Document # Order Line Item

Order Item Status

Last Name

First Name

Person Type

Person Status

Course Title

Course ID

Offering Start Date

CAN

NBS Process Status

Price

[Return to Table of Contents](#)

NIH Payroll CAN by Org Report

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Payroll CAN (Account Code).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Person Type

Payroll CAN (Account Code)

[Return to Table of Contents](#)

NIH Registrations Needing Approval

(Content Admin, Manager/Supervisor, Learner, People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report shows the pending registrations that need the current user's and/or approver's approval as a Manager, Alternate Manager and/or Additional Approver on Orders.

Report Parameters

Do NOT generate my pending approvals list
Approver Name

Report Output

Do NOT generate my pending approvals list
Approver Name

As Manager
Username
Learner Name
Order Number
Title
Code
Start Date
End Date
Price
Can Entered
Payroll Can (Account
Pending Approval By

As Additional Approvers On Orders
Username
Learner Name
Order Number
Title
Code
Start Date
End Date
Price
Can Entered

[Return to Table of Contents](#)

Payroll Can (Account)
Pending Approval By

[Return to Table of Contents](#)

NIH Roster Report (Learning Administrator)

Description

This report enables administrators to identify all learners in a given offering, including email addresses, by registration status, and print a class sign-in sheet.

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*

Report Output

Course Title
Offering ID
Start Date
End Date
Owner/CSR
Location Name
Facility Name
Room
Session Name
Student Count
Last Name
First Name
Org ID
Order #
Reg. Status
Session Initials
Signature

[Return to Table of Contents](#)

NIH Training Completion Details - Wildcard

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters. The title field is a free from text box where the user can put in all or a portion of the course title. However they must enter in at least eight (8) alphanumeric characters.

Report Parameters

Course Title (you must enter at least eight(8) alphanumeric characters)*

Completion Start Date*

Completion End Date*

Organization ID (Use % to include sub-orgs)*

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Report Output

Course Title

From Date

To Date

Organization ID

EOD Start Date

EOD End Date

Person Type

Person Status

Org ID

Last Name

First Name

Username

EOD Date

Manager

Email

Completion Date

Person Status

Course Title

[Return to Table of Contents](#)

Offering and Learner Day by Learners

(Learning Administrator)

Description

Offering and Learner Days for Internal Vs External Learners for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

External Learners

Course

Offering Days

Learner Days

Learner Count

Totals for External

Internal Learners

Course

Offering Days

Learner Days

Learner Count

Totals for Internal

[Return to Table of Contents](#)

Offering and Learner Days

(Learning Administrator)

Description

Offering and learner days comparison for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

Course

Offering Days

Learner Days

Learner Count

Totals for Month

[Return to Table of Contents](#)

Offering and Learner Days by Location (Learning Administrator)

Description

Offering and learner days comparison for each location, for a given month.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Output

Location

Course

Offering Days

Learner Days

Learner Count

Totals for Location

[Return to Table of Contents](#)

Offering Enrollments in a Year (Learning Administrator)

Description

This report enables administrators to identify scheduled offering registrations for one year

Report Parameters

Year*

Report Output

Course

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total/Offering

Monthly Average

Month Totals

Total

[Return to Table of Contents](#)

Offering Utilization Report

(Learning Administrator)

Description

This report enables an administrator to identify the utilization of session based offerings by classifying them as over booked, under booked or filled capacity.

Report Parameters

Start Date*

End Date*

Offering Location

Report Output

Period From:

Period To:

Offering Location:

Offering Utilization Summary pie chart

Offering Utilization

Offering Name

Offering ID

Location

Planned Seats

Registrations

Utilization %

Utilization Status

Orders by Location

Description

Offering registrations by Location for scheduled offerings

Report Parameters

Location Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Location

[Return to Table of Contents](#)

Course
Delivery Type
Offering Number
Date(s)
Order No
Learners Name
Phone
Organization
Reg Status

[Return to Table of Contents](#)

Overbooked Offerings Report (Learning Administrator)

Description

This report enables an administrator to view the top 10 overbooking managers, organizations, locations and jobs.

Report Parameters

Period From*

Period To*

Show Chart For Top 10:*

Report Output

Job Type:

Top 10 Overbooking Job Types bar chart

Manager:

Top 10 Overbooking Managers bar chart

Location:

Top 10 Overbooking Locations bar chart

Organization:

Top 10 Overbooking Organization bar chart

Overbooked Offerings

Offering Name and Offering ID

Location

Planned Seats

Registrations

Overbooked Seats

Overbooked Users

Job Type

Manager

Organization

[Return to Table of Contents](#)

Plan Detail by Manager

(Manager/Supervisor)

Description

This report provides the manager the ability to view the summary and status of various activities that have been assigned to the team. The managers using the report can select the plan type and the name of the plan for which report is being fetched

Report Parameters

Plan Form*

Plan Status*

Show Terminated User

Report Output

Plan Form Name

Plan Status

Manager Name

Person Name

Total Number of Items

Number of Items Completed on Time

Number of Items Completed Late

Number of Items Past Due

Number of Items Incomplete

[Return to Table of Contents](#)

Popularity of Physical Offerings

(Learning Administrator)

Description

This report shows the top Physical Offerings based on the registrations for a given date range

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 3 Physical offering pie chart

Course Name

Count

[Return to Table of Contents](#)

Popularity of Scheduled Offerings

(Learning Administrator)

Description

Scheduled offering popularity determined by open and waitlisted registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Scheduled Offerings pie chart

Offering No

Total Registrations

[Return to Table of Contents](#)

Popularity of Self-Paced Offerings

(Learning Administrator)

Description

Self-paced offering popularity determined by registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Self-Paced Offering totals

Top 10 Self-Paced Offering pie chart

[Return to Table of Contents](#)

Prerequisite In-Line Report by Internal Organization (Learning Administrator)

Description

This report enables administrators to identify the names of internal persons who have completed the prerequisite for an offering and are in-line to take the next offering.

Report Parameters

Course No.*
Organization Name*
City Name
Show Graph
Show Terminated Users
Display Unformatted Records

Report Output

Prerequisite Course
Student Name
Organization Name
Manager Name
Job Type
City Name
Next Course No.
Next Course Name

[Return to Table of Contents](#)

Private Offerings by External Organization

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all private offerings for a specified External organization.

Report Parameters

External Organization Name*

Report Output

Organization Details
Organization Address
Name
Account #
Phone
Fax

Course Name
Offering ID
Dates
Sessions
Order No
Order Status
Instructor
Total Price
Location

[Return to Table of Contents](#)

Private Offerings Revenue by Location

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators the ability to view the revenue generated by private offerings ordered by all locations.

Report Parameters

Start date after*
Start dare before*

Report Output

Location Name
Order No
Order Status
Course Name
Offering No
Item Status
Currency
Price
Revenue
Adjust
Total

[Return to Table of Contents](#)

Qualified Instructors with Course (Learning Administrator)

Description

Courses and all delivery types, with qualified instructors

Report Parameters

Course Name*

Report Output

Instructor Name

Phone

Organization

Manager

MgrPhone

Delivery Type

Total Number of Qualified Instructors for this offering

[Return to Table of Contents](#)

Revenue by Location

(Learning Administrator)

Description

Revenue by Location

Report Parameters

Order Creation Date Beginning*

Order Creation Date Ending*

Report Output

Revenue by Location line chart

Location

Course

Delivery Type

Offering Number

Start Date

Max Seats

Sold Seats

Available Seats

Reg No

List Price

Currency

Offering Revenue

Adjust

Offering Status

Total for Offering

Total for Delivery Type

Total for Course

Total for Location

[Return to Table of Contents](#)

Revenue Distribution: Top Ten (Learning Administrator)

Description

This report enables administrators to identify the top ten (10) revenue generating learning offerings for a specific period.

Report Parameters

Start date after*
Start date before*

Report Output

Revenue Distribution: Top Ten pie chart
Offering Type
Offering Name
Currency
Total Revenue
Grand Total

[Return to Table of Contents](#)

Revenue Expectations for Physical Offerings (Learning Administrator)

Description

This report enable administrators the ability to view the expected profit/loss for physical offerings for a specific period.

Report Parameters

Ship date after*
Ship date before*

Report Output

Ship Date
Order Number
Item Title
Currency
No of Unites
List Price
Unit Price
Total Cost
Expected Revenue
Gross Profit
Order level totals
Total

[Return to Table of Contents](#)

Room Scheduling Worksheet

(Learning Administrator)

Description

This report enables administrators the ability to view the calendar, for the next five weeks, showing classrooms in a specified location with descriptions of what classes are happening in those rooms. Specifically, it displays instructor name, scheduled offering name, session template, session number and scheduled offering time.

Report Parameters

Begin Date*

Location Name*

Report Output

Location Name

Room Name

Capacity

Weekly list

Date

Session

Offering Start and End Time

Offering ID

Course Name

Instructor Name

[Return to Table of Contents](#)

Roster

(Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*

Show Terminated Learner

Show Confirmed Users Only

Show Email Address

Report Output

Offering Number

Offering Date Range

Offering Template No

Location

Facility

Room Name

Offering Status

Enrolled

Class Type

Delivery Type

Instructor

Learner Name (and Username)

Reg No

Reg Status

Manager Approval

Work Phone

Fax

Organization Unit

Email Address

Order Item Status

Attendance Signature

[Return to Table of Contents](#)

Roster: All Learners Email Addresses (Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Learner Name (and Username)
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address

[Return to Table of Contents](#)

Scheduled Offering Sign-in Sheet (Learning Administrator)

Description

This report enables administrators the ability to prints out a sign-in sheet with a list of all registered learners for a specified scheduled offering. All confirmed registrations and number of empty seats are displayed.

Report Parameters

Offering Number*

Report Output

Course Title
Offering Number
Instructor Name
Location Name
Facility Name
Offering Date(s)
Offering Status
Room(s)
Session Name
Reg #
Student Name
Organization Name
Signature
Correct Spelling
Walk-ins

[Return to Table of Contents](#)

Scheduled Offerings Roster by Order Status (Learning Administrator)

Description

This report enables administrator to identify all learners for offerings, including email addresses, by order item status with given date range.

Report Parameters

Location Name
Offering Start Date after*
Offering Start Date before*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Order Item Status
Learner Name
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address
Order Item Status
Attendance Signature

[Return to Table of Contents](#)

Security Role Members

(People Administrator, Local Learning Registrar)

Description

All people who belong to a given security role

Report Parameters

Security Role Name*

Report Output

Username

Organization

Security Role Domain

[Return to Table of Contents](#)

Self-Paced Offering Definition Audit Trail (Learning Administrator)

Description

This report enables administrator to identify all the audited changes made to a self-paced offering. The Audited changes to Product (SOP) can have implications for Regulated industries, so this report shows all the changes that are tracked by Saba.

Report Parameters

Offering Number*

Report Output

Offering No
Date of change
By user
Action
Attribute Change
Previous Value
New Value
Reason

[Return to Table of Contents](#)

Simple Security Role Report

(People Administrator, Local Learning Registrar)

Description

Displays granted privileges on all objects for a given Simple Security Role

Report Parameters

Security Role Name*

Report Output

Object Name

Privileges Granted

Assigned in Domain

[Return to Table of Contents](#)

Survey Dashboard

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor the response summary and details for a given survey.

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Show Chart per Question
Show Details On Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From date range

Survey Title
Total Number of Respondents

Section Title

Question
Total Responses
Count of Respondents per Response chart
Response
Total Response
% Responses

Question
Response
Total Responses
% Responses
Respondent
Response

[Return to Table of Contents](#)

Survey Detailed Results by Question

(People Administrator, Local Learning Registrar)

Description

Presents all responses and corresponding respondent, for a given Survey

Report Parameters

Survey Name*

Report Output

Survey Name

Section

Question Text

Answer

[Return to Table of Contents](#)

Survey Detailed Results by Respondent

(People Administrator, Local Learning Registrar)

Description

This report enables administrators to monitor the answers of learners for a given survey

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Respondent Name Respondent
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted from Response Submitted After to Response Submitted Before
Survey Title

Respondent
Section Title
Question
Response

[Return to Table of Contents](#)

System Dis-Engagement Trend Report for Administrator (People Administrator, Local Learning Registrar)

Description

This report enables an administrator to see the System Dis-Engagement Trend by Organization based on last logins of users in the system.

Report Parameters

Start Date*
End Date*
Organization*
Location
Job Type
Manager Name
Sort By
Group By Month
User Type

Report Output

Timeframe
Organization
Location
Manager
Job

System Dis-Engagement Trend
Non-Returning Users

Timeframe
Dis-Engagement Trend

Metrics Details
Month
Person Name
Manager Name
Job
Location
Last Login

[Return to Table of Contents](#)

System Dis-Engagement Trend Report for Manager (Manager/Supervisor)

Description

This report enables a manager to see the System Dis-Engagement Trend for direct reportees based on their last logins in the system.

Report Parameters

Start Date*
End Date*
Sort By
Group By Month

Report Output

Timeframe
Organization
Location
Manager

System Dis-Engagement Trend
Non-Returning Users
Dis-Engagement Trend

Metrics Details
Person Name
Manager Name
Job
Location
Last Login
Date

[Return to Table of Contents](#)

Usage report for Physical Offerings (Learning Administrator)

Description

Usage report for Physical Offerings

Report Parameters

Course Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Number

Registration Number

Registration Status

Learner Name

Username

Email

Organization Name

Parent Organization name

[Return to Table of Contents](#)

Usage Report for Scheduled Offerings (Learning Administrator)

Description

For a date range, scheduled offering seats available vs. seats filled

Report Parameters

Course ID
Offering Start Date Beginning Range*
Offering Start Date Ending Range*

Report Output

Course Name
Course (ID)
Offerings
Offering No
Session (template)
Dates
Location
Open/Delivered Registration
Waitlisted Registration
Cancelled Registration
Max Seats
Seats Avail
Seats Filled

[Return to Table of Contents](#)

Usage Report for Self-Paced Offerings (Learning Administrator)

Description

For a date range, registrations by self-paced offering

Report Parameters

Self-Paced Title
Order Creation Date Beginning Range*
Order Creation Date Ending Range*

Report Output

Offering name
Offering No
Registration No
Registration Status
Learner Name (and Username)
Email
Organization Name
Parent Organization Name

[Return to Table of Contents](#)

Utilization of Classrooms in a Month

(Learning Administrator)

Description

Monthly classroom utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Classroom Utilization bar chart

Room Name

Days Assign in MON/YEAR

Utilization Rate %

[Return to Table of Contents](#)

Utilization of Equipment in a Month (Learning Administrator)

Description

Monthly equipment utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Equipment for
Utilization Rate % chart
Resource Name
Description
Days Assigned In
Utilization Rate (%)

[Return to Table of Contents](#)

Utilization of Instructor in a Month

(People Administrator, Local Learning Registrar, Learning Administrator)

Description

Monthly person-resource utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Resources in (Location)

Utilization Rate % bar chart

Resource Name

Days Assigned in Mon/Year

Utilization Rate (%)

[Return to Table of Contents](#)

Virtual Classroom Report

(Manager/Supervisor, Learning Administrator)

Description

This report enables administrator to summarize user attendance and assessment details for any virtual classroom. The report displays the following information: time spent in the Centra session, attendance details, and evaluations taken by the student in the Centra session.

Report Parameters

Offering Number*

Report Output

Offering Name

Start Time

Duration

Leader

Attended

Absent

Report Date

First name

Last Name

Session

Start Time

End Time

Score

Status

Time Connected

NIH LMS Admin List

(LMS Administrator)

Description

This report identifies NIH users who have been assigned the People Administrator, Learning Administrator, Content Administrator or Local Learning Registrar security roles associated with the NIH domain.

Report Parameters

Organization ID

[Return to Table of Contents](#)

Include Child Org (Option)

Report Output

Org ID
IC Name
Role
Administrator Name

My LMS Administrators

(Learner)

Description

This report will provide individual learners a list of their LMS Administrators associated with their organization. This report is only available to Learners and Managers

Report Parameters

None (On demand)

Report Output

IC Name
Ord ID
Admin Name
Admin Email
Role

HHS Training Enrollments By Org

(Learning Administrator)

Description

This report returns current learning items for a given date range and organization. ** The date range is not to exceed 365 days

Report Parameters

Parameters

Enrollment Date (to from) Not to exceed 365 days
Ord ID
Include Child Or (Option)
Field of Study (Optional)
Audience type (Optional)
Supervisory code

[Return to Table of Contents](#)

Report Output

Org ID
Delivery Type
HHS ID
Last Name
First Name
Person Type
Person Status
Course Title
Course ID
Enrollment Date
Offering End Date
Credits
Supv Code

HHS Current Learning Content Results

(Learning Administrator)

Description

Custom report that identifies when a registered learner has taken and completed online training but the training has not moved from the learner's current learning to their transcript.

Report Parameters

Course Title
Offering ID
Starting Enrollment Date
Person Type
Organization ID
Include Child Organization
Include Child Organization
Audience Type

Report Output

HHS Web Page Data Extract Report

(Learning Administrator)

Description

This report will provide a summary of offerings with a Delivery Type of "Instructor Led" and the associated Offering Deeplink URLs.

[Return to Table of Contents](#)

Report Parameters

Domain

Report Output

Course title

Offering ID

Session Template

Start Date

Offering Deeplink URL

NIH CLP Transcript Completions Report for Learners

(Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the Field of Study name, CLPs From Date, CLPs To Date, and Delivery Type. An optional parameter is the Supervisory Code. ** Note: The date range is not to exceed three years

Report Parameters

Report Parameters

Field of Study Name

CLPs From Date

CLPs To Date

Supervisory Status

Enter Org ID or Person Name Organization ID (2 characters required. Use % to include sub-orgs)

Person Name

Report Output

Org ID

Last Name

First Name

HHS ID

Suprv Status

Course Name

Course ID

Offering Start Date

Offering Start Date

Offering End Date

Completion Date

CLP (Credits)

[Return to Table of Contents](#)

NIH Missing NED Servicing AOs by Org (Learning Administrator)

Description

This report returns individuals in each Organization whose Additional Approver for Orders is missing. The report lists the learner's name, HHSID, Org ID and Person Type

Report Parameters

Org Code (2 characters Minimum required. Use % to include sub-orgs)*

Report Output

Last Name
First Name
HHS ID
Org Code
Person Type

[Return to Table of Contents](#)