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
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.
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 the reporting parameter information required for the report you need executed.
Reports Listed by Category

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

<table>
<thead>
<tr>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Dashboard By Learner</td>
</tr>
<tr>
<td>Certification Dashboard For Admin By Manager</td>
</tr>
<tr>
<td>Certification Definition Audit Trail</td>
</tr>
<tr>
<td>Certifications Held by External Learners</td>
</tr>
<tr>
<td>Certifications Held by Internal Learners</td>
</tr>
<tr>
<td>Certification's Learning Elements' Completion Status for Internal Learners</td>
</tr>
<tr>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
</tr>
<tr>
<td>Internal Learner Certifications Details by Organization</td>
</tr>
<tr>
<td>Internal Learner Certifications Details for Manager</td>
</tr>
<tr>
<td>Internal Learners Certification Details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency Details by Learner</td>
</tr>
<tr>
<td>Experts for a Competency</td>
</tr>
<tr>
<td>HHS Competency Assessment by Competency Detail</td>
</tr>
<tr>
<td>HHS Competency Assessment Detail by Job Series/Organization</td>
</tr>
<tr>
<td>HHS Competency Summary by Job Series/Organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS Continuing Education Plan Progress Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
<th>CLPs</th>
<th>Completed Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits Earned For Fields Of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH CLP Transcript Completions Report</td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report for Learner</td>
</tr>
<tr>
<td>Course Dashboard for Admin by Company</td>
</tr>
<tr>
<td>Course Dashboard for Admin by Learner</td>
</tr>
<tr>
<td>Course Dashboard for Admin by Manager</td>
</tr>
<tr>
<td>Course Dashboard for Admin by Organization</td>
</tr>
<tr>
<td>Course Dashboard for Learner</td>
</tr>
</tbody>
</table>

Return to Table of Contents
<table>
<thead>
<tr>
<th>Course Catalog</th>
<th>Course Offering Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Enrollment Summary</td>
<td></td>
</tr>
<tr>
<td>HHS Completed Learning Content Results</td>
<td></td>
</tr>
<tr>
<td>HHS Course Completion Counts</td>
<td></td>
</tr>
<tr>
<td>HHS Course Compliance/Exception Report by Organization</td>
<td></td>
</tr>
<tr>
<td>HHS EEO Compliance Statistics Report</td>
<td></td>
</tr>
<tr>
<td>HHS Mandatory Training by Audience Type Report</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completion Detail</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completions by Offering Domain Report</td>
<td></td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report</td>
<td></td>
</tr>
<tr>
<td>NIH Completion Tracking by IC Report</td>
<td></td>
</tr>
<tr>
<td>NIH Compliance Statistics</td>
<td></td>
</tr>
<tr>
<td>NIH Transcript Report</td>
<td></td>
</tr>
<tr>
<td>NIH Transcript Report By Learner</td>
<td></td>
</tr>
<tr>
<td>NIH Training Completion Details - Wildcard</td>
<td></td>
</tr>
<tr>
<td>Prerequisite In-Line Report by Internal Organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Catalog for Learner</td>
<td></td>
</tr>
<tr>
<td>Course Catalog for Manager</td>
<td></td>
</tr>
<tr>
<td>HHS Course Catalog Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
</tr>
<tr>
<td>Content Results By Learner</td>
<td></td>
</tr>
<tr>
<td>Content Results By Module</td>
<td></td>
</tr>
<tr>
<td>Content Results Detailed Analysis</td>
<td></td>
</tr>
<tr>
<td>Course Definition Audit Trail</td>
<td></td>
</tr>
<tr>
<td>HHS Completed Learning Content Results</td>
<td></td>
</tr>
<tr>
<td>Self-Paced Offering Definition Audit Trail</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors</td>
<td></td>
</tr>
<tr>
<td>Courses with Qualified Instructor</td>
<td></td>
</tr>
<tr>
<td>Qualified Instructors with Course</td>
<td></td>
</tr>
<tr>
<td>Utilization of Instructor in a Month</td>
<td></td>
</tr>
<tr>
<td>Location and Facility</td>
<td>Classroom Assignments for a Location</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Revenue by Location</td>
</tr>
<tr>
<td></td>
<td>Room Scheduling Worksheet</td>
</tr>
<tr>
<td></td>
<td>Utilization of Classrooms in a Month</td>
</tr>
<tr>
<td></td>
<td>Utilization of Equipment in a Month</td>
</tr>
<tr>
<td></td>
<td>Utilization of Instructor in a Month</td>
</tr>
<tr>
<td>Revenue</td>
<td>HHS No Show</td>
</tr>
<tr>
<td></td>
<td>Monthly Course Enrollments Revenue</td>
</tr>
<tr>
<td></td>
<td>Revenue by Location</td>
</tr>
<tr>
<td></td>
<td>Revenue Distribution: Top Ten</td>
</tr>
<tr>
<td></td>
<td>Revenue Expectations for Physical Offerings</td>
</tr>
<tr>
<td>Roster Management</td>
<td>CIT Training Roster</td>
</tr>
<tr>
<td></td>
<td>Class Tent Cards</td>
</tr>
<tr>
<td></td>
<td>HHS Enrollment Snapshot Report</td>
</tr>
<tr>
<td></td>
<td>HHS No Show</td>
</tr>
<tr>
<td></td>
<td>NIH Roster Report</td>
</tr>
<tr>
<td></td>
<td>Roster</td>
</tr>
<tr>
<td></td>
<td>Roster: All Learners Email Addresses</td>
</tr>
<tr>
<td></td>
<td>Scheduled Offering Sign-in Sheet</td>
</tr>
<tr>
<td></td>
<td>Scheduled Offerings Roster by Order Status</td>
</tr>
<tr>
<td>Private Offerings</td>
<td>Private Offerings Revenue by Location</td>
</tr>
<tr>
<td>Total Offerings</td>
<td>Distribution of Scheduled Offerings</td>
</tr>
<tr>
<td></td>
<td>Master Schedule of Open Offerings</td>
</tr>
<tr>
<td></td>
<td>Offering and Learner Day by Learners</td>
</tr>
<tr>
<td></td>
<td>Offering and Learner Days</td>
</tr>
<tr>
<td></td>
<td>Offering and Learner Days by Location</td>
</tr>
<tr>
<td></td>
<td>Offering Utilization Report</td>
</tr>
<tr>
<td></td>
<td>Overbooked Offerings Report</td>
</tr>
<tr>
<td></td>
<td>Popularity of Physical Offerings</td>
</tr>
<tr>
<td></td>
<td>Popularity of Self-Paced Offerings</td>
</tr>
<tr>
<td>Current Learning</td>
<td>Usage report for Physical Offerings</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Usage Report for Scheduled Offerings</td>
</tr>
<tr>
<td></td>
<td>Usage Report for Self-Paced Offerings</td>
</tr>
<tr>
<td></td>
<td>Virtual Classroom Report</td>
</tr>
<tr>
<td></td>
<td>Course Enrollment Details</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Admin by</td>
</tr>
<tr>
<td></td>
<td>Internal Organization</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Admin by</td>
</tr>
<tr>
<td></td>
<td>External Organization</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Admin by</td>
</tr>
<tr>
<td></td>
<td>Learner</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Admin by</td>
</tr>
<tr>
<td></td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard For Admin -</td>
</tr>
<tr>
<td></td>
<td>Learner's Registrations</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Learner</td>
</tr>
<tr>
<td></td>
<td>Enrollment Dashboard for Manager</td>
</tr>
<tr>
<td></td>
<td>HHS Course Enrollment Details by</td>
</tr>
<tr>
<td></td>
<td>Audience Type</td>
</tr>
<tr>
<td></td>
<td>Monthly Course Enrollments</td>
</tr>
</tbody>
</table>

| 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     |

Return to Table of Contents
<table>
<thead>
<tr>
<th>External Learners</th>
<th>External Learner Record Audit Trail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Learners</strong></td>
<td><strong>Active Users by Organization</strong>&lt;br&gt;HHS Accounts: Deactivated/To-Be-Deactivated Report&lt;br&gt;HHS All Approvers by Org Report&lt;br&gt;Internal Learner Record Audit Trail&lt;br&gt;Most Active Users&lt;br&gt;My LMS Administrators&lt;br&gt;NIH All Approvers by AAO Report&lt;br&gt;NIH All Approvers by Audience Type Report&lt;br&gt;NIH Default AAO by Org Report&lt;br&gt;NIH Missing NED Servicing AOs by Org&lt;br&gt;NIH Payroll CAN by Org Report&lt;br&gt;Security Role Members</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td><strong>Compound Security Role Report</strong>&lt;br&gt;Simple Security Role Report&lt;br&gt;System Dis-Engagement Trend Report for Administrator&lt;br&gt;System Dis-Engagement Trend Report for Manager</td>
</tr>
<tr>
<td><strong>Plans</strong></td>
<td><strong>Approval Analysis for Admin</strong>&lt;br&gt;Approval Analysis for Manager&lt;br&gt;Plan Detail by Manager</td>
</tr>
<tr>
<td><strong>NIHTC Registrations/Orders</strong></td>
<td><strong>All Orders by Offering Start Date</strong>&lt;br&gt;HHS Order History Report&lt;br&gt;NIH NBS Transaction Report&lt;br&gt;NIH Order Approvals by Org/Approver&lt;br&gt;NIH Order Reconciliation Report&lt;br&gt;NIH Registrations Needing Approval</td>
</tr>
<tr>
<td>Surveys</td>
<td>Survey Dashboard</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Survey Detailed Results by Question</td>
</tr>
<tr>
<td></td>
<td>Survey Detailed Results by Respondent</td>
</tr>
</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Reports Listed by Keyword</th>
<th>HHS Accounts: Deactivated/To-Be-Deactivated Report</th>
</tr>
</thead>
</table>

## NIHTC Approvers/Approvals

<table>
<thead>
<tr>
<th>Reports Listed by Keyword</th>
<th>Approval Analysis for Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approval Analysis for Manager</td>
</tr>
<tr>
<td></td>
<td>HHS All Approvers by Org Report</td>
</tr>
<tr>
<td></td>
<td>NIH All Approvers by AAO Report</td>
</tr>
<tr>
<td></td>
<td>NIH All Approvers by Audience Type Report</td>
</tr>
<tr>
<td></td>
<td>NIH Default AAO by Org Report</td>
</tr>
<tr>
<td></td>
<td>NIH Missing NED Servicing AOs by Org</td>
</tr>
<tr>
<td></td>
<td>NIH Order Approvals by Org/Approver</td>
</tr>
<tr>
<td></td>
<td>NIH Registrations Needing Approval</td>
</tr>
</tbody>
</table>

## Certifications

<table>
<thead>
<tr>
<th>Reports Listed by Keyword</th>
<th>Certification Dashboard By Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certification Dashboard For Admin By Manager</td>
</tr>
<tr>
<td></td>
<td>Certification Definition Audit Trail</td>
</tr>
<tr>
<td></td>
<td>Certifications Held by External Learners</td>
</tr>
<tr>
<td></td>
<td>Certifications Held by Internal Learners</td>
</tr>
<tr>
<td></td>
<td>Certification's Learning Elements' Completion Status for Internal Learners</td>
</tr>
<tr>
<td></td>
<td>Course Catalog for Learner</td>
</tr>
<tr>
<td></td>
<td>Course Catalog for Manager</td>
</tr>
<tr>
<td></td>
<td>HHS Certification Activity Overall Report</td>
</tr>
<tr>
<td></td>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
</tr>
<tr>
<td></td>
<td>Internal Learner Certifications Details by Organization</td>
</tr>
<tr>
<td></td>
<td>Internal Learner Certifications Details for Manager</td>
</tr>
<tr>
<td></td>
<td>Internal Learners Certification Details</td>
</tr>
</tbody>
</table>

## CLPs

<table>
<thead>
<tr>
<th>Reports Listed by Keyword</th>
<th>Credits Earned For Fields Of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NIH CLP Transcript Completions Report</td>
</tr>
<tr>
<td></td>
<td>NIH CLP Transcript Completions Report for Learner</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>System Dis-Engagement Trend Report for Manager</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>HHS Mandatory Training by Audience Type Report</td>
</tr>
<tr>
<td></td>
<td>HHS Course Compliance/Exception Report by Organization</td>
</tr>
<tr>
<td>Roster Management</td>
<td>CIT Training Roster</td>
</tr>
<tr>
<td></td>
<td>Class Tent Cards</td>
</tr>
<tr>
<td></td>
<td>HHS Enrollment Snapshot Report</td>
</tr>
<tr>
<td></td>
<td>HHS No Show</td>
</tr>
<tr>
<td></td>
<td>HHS Roster Details</td>
</tr>
<tr>
<td></td>
<td>NIH Roster Report</td>
</tr>
<tr>
<td></td>
<td>Roster</td>
</tr>
<tr>
<td></td>
<td>Roster: All Learners Email Addresses</td>
</tr>
<tr>
<td></td>
<td>Scheduled Offering Sign-in Sheet</td>
</tr>
<tr>
<td></td>
<td>Scheduled Offerings Roster by Order Status</td>
</tr>
<tr>
<td>Training Completions</td>
<td>Certification's Learning Elements' Completion Status for Internal Learners</td>
</tr>
<tr>
<td></td>
<td>Content Results By Learner</td>
</tr>
<tr>
<td></td>
<td>Content Results By Module</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Admin by Company</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Admin by Learner</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Admin by Manager</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Admin by Organization</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Learner</td>
</tr>
<tr>
<td></td>
<td>Course Enrollment Details</td>
</tr>
<tr>
<td></td>
<td>Course Enrollment Summary</td>
</tr>
<tr>
<td></td>
<td>Credits Earned For Fields Of Study</td>
</tr>
<tr>
<td></td>
<td>Curriculum's Learning Elements' Completion Status for External Learners</td>
</tr>
<tr>
<td></td>
<td>Curriculum's Learning Elements' Completion Status for Internal Learners</td>
</tr>
<tr>
<td></td>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
</tr>
<tr>
<td></td>
<td>HHS Completed Learning Content Results</td>
</tr>
<tr>
<td></td>
<td>HHS Course Completion Counts</td>
</tr>
<tr>
<td>Report Name</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>HHS Course Compliance/Exception Report</td>
<td></td>
</tr>
<tr>
<td>HHS EEO Compliance Statistics Report</td>
<td></td>
</tr>
<tr>
<td>HHS Mandatory Training by Audience Type Report</td>
<td></td>
</tr>
<tr>
<td>HHS Self Paced Course Completions Report</td>
<td></td>
</tr>
<tr>
<td>HHS Self Paced Course Summary Report</td>
<td></td>
</tr>
<tr>
<td>HHS Session Based Course Completions Report</td>
<td></td>
</tr>
<tr>
<td>HHS Session Based Course Summary Report</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completion Detail</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completions by Offering Domain Report</td>
<td></td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report</td>
<td></td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report For Learner</td>
<td></td>
</tr>
<tr>
<td>NIH Completion Tracking by IC Report</td>
<td></td>
</tr>
<tr>
<td>NIH Compliance Statistics Report</td>
<td></td>
</tr>
<tr>
<td>NIH Transcript Report</td>
<td></td>
</tr>
<tr>
<td>NIH Transcript Report By Learner</td>
<td></td>
</tr>
<tr>
<td>NIH Training Completion Details - Wildcard</td>
<td></td>
</tr>
<tr>
<td>Prerequisite In-Line Report by Internal Organization</td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Learner</th>
<th>Certification Dashboard By Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Competency Details By Learner</td>
</tr>
<tr>
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<td>Course Catalog for Learner</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
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<tr>
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<tr>
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</tr>
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<tr>
<td></td>
<td>Internal Learners Certification Details</td>
</tr>
<tr>
<td></td>
<td>My LMS Administrators</td>
</tr>
<tr>
<td></td>
<td>NIH CLP Transcript Completions Report for Learner</td>
</tr>
<tr>
<td></td>
<td>NIH Order Approvals by Org/Approver</td>
</tr>
<tr>
<td></td>
<td>NIH Registrations Needing Approval</td>
</tr>
<tr>
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<td>NIH Transcript Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager/Supervisor</th>
<th>Approval Analysis for Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certification Dashboard By Manager</td>
</tr>
<tr>
<td></td>
<td>Compliance/Exception Report By Manager</td>
</tr>
<tr>
<td></td>
<td>Course Catalog for Manager</td>
</tr>
<tr>
<td></td>
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</tr>
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</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>HHS All Approvers by Org Report</td>
</tr>
<tr>
<td></td>
<td>HHS Course Compliance/Exception Report by Organization</td>
</tr>
<tr>
<td></td>
<td>HHS Course Dashboard for Manager/Alternate Manager</td>
</tr>
<tr>
<td></td>
<td>HHS Mandatory Training by Audience Type Report</td>
</tr>
</tbody>
</table>

[Return to Table of Contents]
<table>
<thead>
<tr>
<th>Local Learning Registrar</th>
<th>HHS Training Completions by Org</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal Learner Certifications Details for Manager</td>
</tr>
<tr>
<td></td>
<td>Mandatory Learning Report for Manager</td>
</tr>
<tr>
<td></td>
<td>My LMS Administrators</td>
</tr>
<tr>
<td></td>
<td>NIH All Approvers by AAO Report</td>
</tr>
<tr>
<td></td>
<td>NIH CLP Transcript Completions Report</td>
</tr>
<tr>
<td></td>
<td>NIH Order Approvals by Org/Approver</td>
</tr>
<tr>
<td></td>
<td>NIH Order Reconciliation Report</td>
</tr>
<tr>
<td></td>
<td>NIH Registrations Needing Approval</td>
</tr>
<tr>
<td></td>
<td>Plan Detail by Manager</td>
</tr>
<tr>
<td></td>
<td>System Dis-Engagement Trend Report for Manager</td>
</tr>
<tr>
<td></td>
<td>Talent Indicator Analysis for Manager</td>
</tr>
<tr>
<td></td>
<td>Virtual Classroom Report</td>
</tr>
<tr>
<td></td>
<td>Active Users by Organization</td>
</tr>
<tr>
<td></td>
<td>All Orders by Offering Start Date</td>
</tr>
<tr>
<td></td>
<td>Approval Analysis for Admin</td>
</tr>
<tr>
<td></td>
<td>Certification Dashboard For Admin By Manager</td>
</tr>
<tr>
<td></td>
<td>Certification Definition Audit Trail</td>
</tr>
<tr>
<td></td>
<td>Certifications Held by External Learners</td>
</tr>
<tr>
<td></td>
<td>Certifications Held by Internal Learners</td>
</tr>
<tr>
<td></td>
<td>Certification's Learning Elements' Completion Status for External Learners</td>
</tr>
<tr>
<td></td>
<td>Certification's Learning Elements' Completion Status for Internal Learners</td>
</tr>
<tr>
<td></td>
<td>CIT Training Roster</td>
</tr>
<tr>
<td></td>
<td>Competency Details for Learner</td>
</tr>
<tr>
<td></td>
<td>Compound Security Role Report</td>
</tr>
<tr>
<td></td>
<td>Content Results By Module</td>
</tr>
<tr>
<td></td>
<td>Content Results Detailed Analysis</td>
</tr>
<tr>
<td></td>
<td>Course Compliance Report for Administrator</td>
</tr>
<tr>
<td></td>
<td>Course Dashboard for Admin by Learner</td>
</tr>
<tr>
<td></td>
<td>Course Enrollment Details</td>
</tr>
<tr>
<td></td>
<td>Course Enrollment Summary</td>
</tr>
<tr>
<td>Credits Earned For Fields Of Study</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Curriculum Dashboard For Admin By Manager</td>
<td></td>
</tr>
<tr>
<td>Curriculum's Learning Elements' Completion Status for External Learners</td>
<td></td>
</tr>
<tr>
<td>Curriculum's Learning Elements' Completion Status for Internal Learners</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard For Admin - Learner's Registrations</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard for Admin by External Organization</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard for Admin by Internal Organization</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard for Admin by Learner</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard for Admin by Manager</td>
<td></td>
</tr>
<tr>
<td>Evaluation Dashboard</td>
<td></td>
</tr>
<tr>
<td>Experts for a Competency</td>
<td></td>
</tr>
<tr>
<td>External Learner Completed Courses History By Learner</td>
<td></td>
</tr>
<tr>
<td>External Learner Curricula By Learner</td>
<td></td>
</tr>
<tr>
<td>External Learner Record Audit Trail</td>
<td></td>
</tr>
<tr>
<td>External Learners Certification Details</td>
<td></td>
</tr>
<tr>
<td>External Person Certifications per Organization</td>
<td></td>
</tr>
<tr>
<td>HHS Accounts: Deactivated/To-Be-Deactivated Report</td>
<td></td>
</tr>
<tr>
<td>HHS All Approvers by Org Report</td>
<td></td>
</tr>
<tr>
<td>HHS Certification Activity Overall Report</td>
<td></td>
</tr>
<tr>
<td>HHS Certification/Curriculum Compliance/Exception Report</td>
<td></td>
</tr>
<tr>
<td>HHS Competency Assessment by Competency Detail</td>
<td></td>
</tr>
<tr>
<td>HHS Competency Assessment Detail by Job Series/Organization</td>
<td></td>
</tr>
<tr>
<td>HHS Competency Summary by Job Series/Organization</td>
<td></td>
</tr>
<tr>
<td>HHS Continuing Education Plan Progress Report</td>
<td></td>
</tr>
<tr>
<td>HHS Continuing Education Summary</td>
<td></td>
</tr>
<tr>
<td>HHS Course Catalog Report</td>
<td></td>
</tr>
<tr>
<td>HHS Course Compliance/Exception Report by Organization</td>
<td></td>
</tr>
<tr>
<td>HHS Course Enrollment Details</td>
<td></td>
</tr>
<tr>
<td>HHS Course Enrollment Details by Audience Type</td>
<td></td>
</tr>
<tr>
<td>HHS Evaluation Dashboard Report</td>
<td></td>
</tr>
<tr>
<td>HHS LRS Activity Report</td>
<td></td>
</tr>
<tr>
<td>HHS Manager and Organization Head Audit Report</td>
<td></td>
</tr>
<tr>
<td>Report Name</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>HHS Mandatory Training by Audience Type Report</td>
<td></td>
</tr>
<tr>
<td>HHS No Show</td>
<td></td>
</tr>
<tr>
<td>HHS Order History Report</td>
<td></td>
</tr>
<tr>
<td>HHS Roster Details</td>
<td></td>
</tr>
<tr>
<td>HHS StaffDiv Completions</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completion Detail</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completion Details - Wildcard</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completions by Offering Domain Report</td>
<td></td>
</tr>
<tr>
<td>HHS Training Completions by Org</td>
<td></td>
</tr>
<tr>
<td>HHS Training Enrollments by Organization Report</td>
<td></td>
</tr>
<tr>
<td>HHS Web Page Data Extract Report</td>
<td></td>
</tr>
<tr>
<td>Internal Learner Certifications Details by Manager</td>
<td></td>
</tr>
<tr>
<td>Internal Learner Certifications Details by Organization</td>
<td></td>
</tr>
<tr>
<td>Internal Learner Curricula By Learner</td>
<td></td>
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<tr>
<td>Internal Learner Record Audit Trail</td>
<td></td>
</tr>
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<td>Internal Learners Certification Details</td>
<td></td>
</tr>
<tr>
<td>Mandatory Learning Report for Administrator</td>
<td></td>
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<tr>
<td>Most Active Users</td>
<td></td>
</tr>
<tr>
<td>MRA Detailed Results by Rater</td>
<td></td>
</tr>
<tr>
<td>NIH Admin Role Audit Report for OHR</td>
<td></td>
</tr>
<tr>
<td>NIH All Approvers by AAO Report</td>
<td></td>
</tr>
<tr>
<td>NIH All Approvers by Audience Type Report</td>
<td></td>
</tr>
<tr>
<td>NIH CAN Number Report</td>
<td></td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report</td>
<td></td>
</tr>
<tr>
<td>NIH Default AAO by Org Report</td>
<td></td>
</tr>
<tr>
<td>NIH Learner Privilege Assigned Report</td>
<td></td>
</tr>
<tr>
<td>NIH LMS Admin List</td>
<td></td>
</tr>
<tr>
<td>NIH Transcript Report By Learner</td>
<td></td>
</tr>
<tr>
<td>NIH Missing NED Servicing AOs by Org</td>
<td></td>
</tr>
<tr>
<td>NIH Order Approvals by Org/Approver</td>
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</tr>
<tr>
<td>NIH Order Reconciliation Report</td>
<td></td>
</tr>
<tr>
<td>NIH Payroll CAN by Org Report</td>
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</tr>
<tr>
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<td>NIH Registrations Needing Approval</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>Popularity Of Scheduled Offerings</td>
</tr>
<tr>
<td></td>
<td>Popularity of Self-Paced Offerings</td>
</tr>
<tr>
<td></td>
<td>Prerequisite In-Line Report by Internal Organization</td>
</tr>
<tr>
<td></td>
<td>Private Offerings by External Organization</td>
</tr>
<tr>
<td></td>
<td>Private Offerings Revenue by Location</td>
</tr>
<tr>
<td></td>
<td>Purchase Orders Balances</td>
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<tr>
<td></td>
<td>Questionnaire-Based MRA Dashboard</td>
</tr>
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<td>Revenue by Location</td>
</tr>
<tr>
<td></td>
<td>Room Scheduling Worksheet</td>
</tr>
<tr>
<td></td>
<td>Roster</td>
</tr>
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<td>Roster: All Learners Email Addresses</td>
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</tr>
<tr>
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<td>Simple Security Role Report</td>
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</tr>
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<td>Survey Detailed Results by Respondent</td>
</tr>
<tr>
<td></td>
<td>System Dis-Engagement Trend Report for Administrator</td>
</tr>
<tr>
<td></td>
<td>Usage report for Physical Offerings</td>
</tr>
<tr>
<td></td>
<td>Usage Report for Scheduled Offerings</td>
</tr>
<tr>
<td></td>
<td>Usage Report for Self-Paced Offerings</td>
</tr>
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<td>Utilization of Classrooms in a Month</td>
</tr>
<tr>
<td></td>
<td>Utilization of Equipment in a Month</td>
</tr>
<tr>
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<td>Utilization of Instructor in a Month</td>
</tr>
<tr>
<td>All Orders by Offering Start Date</td>
<td></td>
</tr>
<tr>
<td>Certification Dashboard For Admin By Manager</td>
<td></td>
</tr>
<tr>
<td>Certification Definition Audit Trail</td>
<td></td>
</tr>
<tr>
<td>Certifications Held by External Learners</td>
<td></td>
</tr>
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<td>Report Description</td>
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<td>Certifications Held by Internal Learners</td>
<td></td>
</tr>
<tr>
<td>Certification's Learning Elements' Completion Status for External Learners</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>CIT Training Roster</td>
<td></td>
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<td>Class Tent Cards</td>
<td></td>
</tr>
<tr>
<td>Classroom Assignments for a Location</td>
<td></td>
</tr>
<tr>
<td>Content Results By Learner</td>
<td></td>
</tr>
<tr>
<td>Content Results By Module</td>
<td></td>
</tr>
<tr>
<td>Content Results Detailed Analysis</td>
<td></td>
</tr>
<tr>
<td>Course Compliance Report For Administrator</td>
<td></td>
</tr>
<tr>
<td>Course Dashboard for Admin by Company</td>
<td></td>
</tr>
<tr>
<td>Course Dashboard for Admin by Learner</td>
<td></td>
</tr>
<tr>
<td>Course Dashboard for Admin by Manager</td>
<td></td>
</tr>
<tr>
<td>Course Dashboard for Admin by Organization</td>
<td></td>
</tr>
<tr>
<td>Course Definition Audit Trail</td>
<td></td>
</tr>
<tr>
<td>Course Enrollment Details</td>
<td></td>
</tr>
<tr>
<td>Course Enrollment Summary</td>
<td></td>
</tr>
<tr>
<td>Courses with Qualified Instructor</td>
<td></td>
</tr>
<tr>
<td>Credits Earned For Fields Of Study</td>
<td></td>
</tr>
<tr>
<td>Curriculum Dashboard For Admin By Manager</td>
<td></td>
</tr>
<tr>
<td>Curriculum's Learning Elements' Completion Status for External Learners</td>
<td></td>
</tr>
<tr>
<td>Curriculum's Learning Elements' Completion Status for Internal Learners</td>
<td></td>
</tr>
<tr>
<td>Distribution of Scheduled Offerings</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dashboard For Admin - Learner's Registrations</td>
<td></td>
</tr>
<tr>
<td>Evaluation Dashboard</td>
<td></td>
</tr>
<tr>
<td>External Learners Certification Details</td>
<td></td>
</tr>
<tr>
<td>External Person Certifications per Organization</td>
<td></td>
</tr>
<tr>
<td>HHS Accounts: Deactivated/To-Be-Deactivated Report</td>
<td></td>
</tr>
<tr>
<td>HHS All Approvers by Org Report</td>
<td></td>
</tr>
<tr>
<td>HHS Certification Activity Overall Report</td>
<td></td>
</tr>
<tr>
<td>HHS Certification/ Curriculum Compliance/ Exception Report</td>
<td></td>
</tr>
<tr>
<td>HHS Competency Assessment by Competency Detail</td>
<td></td>
</tr>
</tbody>
</table>

*All Reports in the HHS Learning Portal (LMS)*
<table>
<thead>
<tr>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS Competency Summary by Job Series/Organization</td>
</tr>
<tr>
<td>HHS Completed Learning Content Results</td>
</tr>
<tr>
<td>HHS Continuing Education Plan Progress Report</td>
</tr>
<tr>
<td>HHS Continuing Education Summary</td>
</tr>
<tr>
<td>HHS Course Catalog Report</td>
</tr>
<tr>
<td>HHS Course Completion Counts</td>
</tr>
<tr>
<td>HHS Course Compliance/Exception Report by Organization</td>
</tr>
<tr>
<td>HHS Course Enrollment Details</td>
</tr>
<tr>
<td>HHS Course Enrollment Details by Audience Type</td>
</tr>
<tr>
<td>HHS Course Equivalents Report</td>
</tr>
<tr>
<td>HHS Current Learning Content Results</td>
</tr>
<tr>
<td>HHS EEO Compliance Statistics Report</td>
</tr>
<tr>
<td>HHS Enrollment Snapshot Report</td>
</tr>
<tr>
<td>HHS Evaluation Dashboard Report</td>
</tr>
<tr>
<td>HHS LRS Activity Report</td>
</tr>
<tr>
<td>HHS Mandatory Training by Audience Type Report</td>
</tr>
<tr>
<td>HHS No Show</td>
</tr>
<tr>
<td>HHS Notifications by Domain</td>
</tr>
<tr>
<td>HHS Order History Report</td>
</tr>
<tr>
<td>HHS Roster Details</td>
</tr>
<tr>
<td>HHS Security Role Members</td>
</tr>
<tr>
<td>HHS Self Paced Course Completions Report</td>
</tr>
<tr>
<td>HHS Self Paced Course Summary Report</td>
</tr>
<tr>
<td>HHS Session Based Course Completions Report</td>
</tr>
<tr>
<td>HHS Session Based Course Summary</td>
</tr>
<tr>
<td>HHS Session Based Offering Report (Data Cleanup)</td>
</tr>
<tr>
<td>HHS StaffDiv Completions</td>
</tr>
<tr>
<td>HHS Session Based Offering Report</td>
</tr>
<tr>
<td>HHS StaffDiv Completions</td>
</tr>
<tr>
<td>HHS Training Completion Detail</td>
</tr>
<tr>
<td>HHS Training Completion Details - Wildcard</td>
</tr>
<tr>
<td>HHS Training Completions by Offering Domain Report</td>
</tr>
<tr>
<td>HHS Training Completions by Org</td>
</tr>
<tr>
<td>HHS Training Enrollments by Organization Report</td>
</tr>
<tr>
<td>Report Title</td>
</tr>
<tr>
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</tr>
<tr>
<td>HHS Web Page Data Extract Report</td>
</tr>
<tr>
<td>Instructor Assignments</td>
</tr>
<tr>
<td>Internal Learner Certifications Details by Manager</td>
</tr>
<tr>
<td>Internal Learner Certifications Details by Organization</td>
</tr>
<tr>
<td>Internal Learners Certification Details</td>
</tr>
<tr>
<td>Learning Gain Report</td>
</tr>
<tr>
<td>Mandatory Learning Report for Administrator</td>
</tr>
<tr>
<td>Master Schedule of Open Offerings</td>
</tr>
<tr>
<td>Monthly Course Enrollments</td>
</tr>
<tr>
<td>Monthly Course Enrollments Revenue</td>
</tr>
<tr>
<td>NIH Admin Role Audit Report for OHR</td>
</tr>
<tr>
<td>NIH All Approvers by AAO Report</td>
</tr>
<tr>
<td>NIH All Approvers by Audience Type Report</td>
</tr>
<tr>
<td>NIH CAN Number Report</td>
</tr>
<tr>
<td>NIH CLP Transcript Completions Report</td>
</tr>
<tr>
<td>NIH Completion Tracking by IC Report</td>
</tr>
<tr>
<td>NIH Compliance Statistics</td>
</tr>
<tr>
<td>NIH Default AAO by Org Report</td>
</tr>
<tr>
<td>NIH LMS Admin List</td>
</tr>
<tr>
<td>NIH Transcript Report By Learner</td>
</tr>
<tr>
<td>NIH NBS Transaction Report</td>
</tr>
<tr>
<td>NIH Order Approvals by Org/Approver</td>
</tr>
<tr>
<td>NIH Order Reconciliation Report</td>
</tr>
<tr>
<td>NIH Payroll CAN by Org Report</td>
</tr>
<tr>
<td>NIH Registrations Needing Approval</td>
</tr>
<tr>
<td>NIH Roster Report</td>
</tr>
<tr>
<td>Offering and Learner Day by Learners</td>
</tr>
<tr>
<td>Offering and Learner Days</td>
</tr>
<tr>
<td>Offering and Learner Days by Location</td>
</tr>
<tr>
<td>Offering Evaluation Details Report</td>
</tr>
<tr>
<td>Offerings Comparison Report</td>
</tr>
<tr>
<td>Offering Utilization Report</td>
</tr>
</tbody>
</table>

All Reports in the HHS Learning Portal (LMS)                                    | Page 25 of 185
<table>
<thead>
<tr>
<th>Orders by Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overbooked Offerings Report</td>
</tr>
<tr>
<td>Popularity of Physical Offerings</td>
</tr>
<tr>
<td>Popularity Of Scheduled Offerings</td>
</tr>
<tr>
<td>Popularity of Self-Paced Offerings</td>
</tr>
<tr>
<td>Prerequisite In-Line Report by Internal Organization</td>
</tr>
<tr>
<td>Private Offerings by External Organization</td>
</tr>
<tr>
<td>Private Offerings Revenue by Location</td>
</tr>
<tr>
<td>Qualified Instructors with Course</td>
</tr>
<tr>
<td>Revenue by Location</td>
</tr>
<tr>
<td>Revenue Distribution: Top Ten</td>
</tr>
<tr>
<td>Revenue Expectations for Physical Offerings</td>
</tr>
<tr>
<td>Room Scheduling Worksheet</td>
</tr>
<tr>
<td>Roster</td>
</tr>
<tr>
<td>Roster: All Learners Email Addresses</td>
</tr>
<tr>
<td>Scheduled Offering Sign-in Sheet</td>
</tr>
<tr>
<td>Scheduled Offerings Roster by Order Status</td>
</tr>
<tr>
<td>Self-Paced Offering Definition Audit Trail</td>
</tr>
<tr>
<td>Usage report for Physical Offerings</td>
</tr>
<tr>
<td>Usage Report for Scheduled Offerings</td>
</tr>
<tr>
<td>Usage Report for Self-Paced Offerings</td>
</tr>
<tr>
<td>Utilization of Classrooms in a Month</td>
</tr>
<tr>
<td>Utilization of Equipment in a Month</td>
</tr>
<tr>
<td>Utilization of Instructor in a Month</td>
</tr>
<tr>
<td>Virtual Classroom Report</td>
</tr>
</tbody>
</table>
## Top 20 Reports - Utilization per Month (2022)

The following table lists the number of times each of the Top 20 utilized reports was generated in 2022 by month.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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</thead>
<tbody>
<tr>
<td>HHS Course Compliance/Exception Report by Organization</td>
<td>3304</td>
<td>2058</td>
<td>2820</td>
<td>2723</td>
<td>3028</td>
<td>2771</td>
<td>2890</td>
<td>2865</td>
<td>3745</td>
<td>4310</td>
<td>4100</td>
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<tr>
<td>HHS Mandatory Training by Audience Type Report</td>
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<td>491</td>
<td>788</td>
<td>1232</td>
<td>1010</td>
<td>905</td>
<td>1022</td>
<td>1407</td>
<td>1020</td>
<td>970</td>
<td>884</td>
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<td>Roster</td>
<td>187</td>
<td>233</td>
<td>282</td>
<td>262</td>
<td>265</td>
<td>256</td>
<td>190</td>
<td>263</td>
<td>318</td>
<td>346</td>
<td>1116</td>
<td>5245</td>
<td>8963</td>
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<tr>
<td>NIH Order Reconciliation Report</td>
<td>554</td>
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<td>555</td>
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<td>676</td>
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<td>HHS Enrollment Snapshot Report</td>
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<td>779</td>
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<td>656</td>
<td>614</td>
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<td>581</td>
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<tr>
<td>NIH Roster Report</td>
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<td>624</td>
<td>583</td>
<td>352</td>
<td>1134</td>
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<td>114</td>
<td>263</td>
<td>318</td>
<td>346</td>
<td>1116</td>
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<tr>
<td>CIT Training Roster</td>
<td>149</td>
<td>137</td>
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<td>297</td>
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<td>HHS Training Completion Detail</td>
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<td>304</td>
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<td>256</td>
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<td>NIH Registrations Needing Approval</td>
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<td>185</td>
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<td>HHS Daily Stats</td>
<td>186</td>
<td>158</td>
<td>199</td>
<td>184</td>
<td>174</td>
<td>190</td>
<td>182</td>
<td>194</td>
<td>196</td>
<td>18</td>
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<td>Roster: All Learners Email Addresses</td>
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<td>87</td>
<td>101</td>
<td>101</td>
<td>147</td>
<td>153</td>
<td>189</td>
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<td>119</td>
<td>164</td>
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<tr>
<td>HHS Training Completions by Offering Domain Report</td>
<td>104</td>
<td>75</td>
<td>125</td>
<td>75</td>
<td>85</td>
<td>120</td>
<td>167</td>
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<td>114</td>
<td>123</td>
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<tr>
<td>HHS Training Completion Details - Wildcard</td>
<td>106</td>
<td>54</td>
<td>56</td>
<td>107</td>
<td>137</td>
<td>82</td>
<td>74</td>
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<tr>
<td>HHS Training Completions by Org</td>
<td>98</td>
<td>53</td>
<td>84</td>
<td>86</td>
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<td>58</td>
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<td>127</td>
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<tr>
<td>NIH CLP Transcript Completions Report</td>
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<tr>
<td>Roster: All Learner Email Addresses</td>
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<td>42</td>
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<tr>
<td>NIH Missing NED Servicing AOs by Org</td>
<td>64</td>
<td>41</td>
<td>64</td>
<td>63</td>
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<td>61</td>
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<td>56</td>
<td>71</td>
<td>53</td>
<td>127</td>
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<tr>
<td>HHS Course Enrollment Details by Audience Type</td>
<td>70</td>
<td>44</td>
<td>96</td>
<td>90</td>
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<td>68</td>
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<tr>
<td>Course Enrollment Details</td>
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<td>38</td>
<td>63</td>
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<td>88</td>
<td>83</td>
<td>38</td>
<td>36</td>
<td>32</td>
<td>569</td>
</tr>
</tbody>
</table>
Active Users by Organization
(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
All Orders by Offering Start Date
(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
Approval Analysis for Admin
(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
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
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
Certification Dashboard for Admin by Manager
(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
Certification Definition Audit Trail
(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
Certifications Held by External Learners
(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
Certifications Held by Internal Learners  
(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
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
Certification's Learning Elements' Completion Status for Internal Learners
(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
- Target Date
- Learning Element Status
- Learning Element Completion Date

*Certification* is a required parameter.
CIT Training Roster
(Local Learning Registrar, 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
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
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
Competency Details by Learner
(Content Admin, Learner, 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
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
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
Content Results by Module
(Local Learning Registrar, 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
Content Results Detailed Analysis
(Local Learning Registrar, 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
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
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
Course Dashboard for Admin by Learner
(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
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
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
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
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
Course Enrollment Details
(Local Learning Registrar, 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
Total Learners Completions
Total Unassigned Learners
Course Enrollment Summary
(Local Learning Registrar, 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
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
Credits Earned For Fields of Study
(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
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
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
Curriculum Dashboard for Admin by Manager
(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
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
<table>
<thead>
<tr>
<th>Learning Element Status</th>
<th>Learning Element Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Summary (including Child Organizations) for Total Assigned Learners (including Child Organizations)</td>
<td></td>
</tr>
<tr>
<td>Path</td>
<td></td>
</tr>
<tr>
<td>Module</td>
<td></td>
</tr>
<tr>
<td>Learning Element</td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Not Complete</td>
<td></td>
</tr>
</tbody>
</table>
Curriculum's Learning Elements' Completion Status for Internal Learners
(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
<table>
<thead>
<tr>
<th>Path</th>
<th>Module</th>
<th>Learning Element Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Learning Element Status</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Learning Element Completion Date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Overall Summary (including Child Organizations) for</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Assigned Learners (including Child Organizations)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Complete</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Not Complete</strong></td>
</tr>
</tbody>
</table>
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
Enrollment Dashboard for Admin - Learner's Registrations
(Local Learning Registrar, 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
<table>
<thead>
<tr>
<th>Work Phone</th>
<th>Email</th>
<th>Course Title</th>
<th>Version</th>
<th>Delivery Type</th>
<th>Session Name</th>
<th>Offering Date Range</th>
<th>Package</th>
<th>Location</th>
<th>Registration Number</th>
<th>Registration Status</th>
<th>Order Item Status</th>
<th>Order Information</th>
<th>Results</th>
</tr>
</thead>
</table>
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
Enrollment Dashboard for Admin by Internal Organization
(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
Enrollment Dashboard for Admin by Learner
(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
Enrollment Dashboard for Admin by Manager
(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
<table>
<thead>
<tr>
<th>Session Name</th>
<th>Offering Date Range</th>
<th>Package</th>
<th>Location</th>
<th>Registration Number</th>
<th>Registration Status</th>
<th>Order Item Status</th>
<th>Order Information</th>
<th>Results</th>
</tr>
</thead>
</table>
**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
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
<table>
<thead>
<tr>
<th>Package</th>
<th>Location</th>
<th>Registration Number</th>
<th>Registration Status</th>
<th>Order Item Status</th>
<th>Order Information</th>
<th>Results</th>
</tr>
</thead>
</table>

Return to Table of Contents
Evaluation Dashboard
(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
Experts for a Competency
(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
HHS Accounts: Deactivated/To-Be-Deactivated Report
(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
HHS All Approvers by Org Report
(Manager/Supervisor, 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
HHS Certification Activity Overall Report
(Local Learning Registrar, Learning Administrator)

Description

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

Report Parameters

Certification Title*
Select checkbox to display status in report output:
- Acquired
- In Progress
- Expired
- Assigned
- Overdue
- Revoked
- Expired-Reassigned
- Expired-In Progress
- Expired-Overdue

Report Output

- Org
- Last Name
- First Name
- Username
- Email
- Status
- Assigned On
- Acquired On
- Target Date
- Expires On
- Recert?
HHS Certification/Curriculum Compliance/Exception Report
(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
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
HHS Competency Assessment by Competency Detail
(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)
HHS Competency Assessment Detail by Job Series/Organization
(Local Learning Registrar)

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
HHS Competency Summary by Job Series/Organization
(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
HHS Completed Learning Content Results
(Learning Administrator)

Description

Custom report that identifies when a registered learner has taken and completed online training and has moved from the learner’s current learning to their transcript.

Report Parameters

Course Title
Offering ID
Starting Enrollment Date* (mm/dd/yyyy)
Ending Enrollment Date* (mm/dd/yyyy)
Person Type
Organization ID*
Include Child Organization
Audience Type

Report Output

Org ID
Last Name
First Name
HHS ID
Email
Type
Status
Offering ID
Enrollment Date
Content Name
Completion Date
Score
Content Status
Total Attempts
Time Spent (in mins)
Mastery Score
HHS Continuing Education Plan Progress Report
(Local Learning Registrar, Learning Administrator)

Description

This report will allow admins to see the total credits earned by those individuals toward a specified CE Plan.

Report Parameters

CEP Title 1 (min 6 characters, not including spaces or wild cards)*
CEP Title 2
CEP Title 3
CEP Title 4
CEP Title 5
Person Status*
Organization ID*
Include Child Organizations
Audience Type

Report Output

CEP Title
Start Date
End Date
Grace Period
FOS/Total Credits
Org ID
Last Name
First Name
HHSID
Person Type
Status
Manager
Email
Pay Plan
Sup Status
Total Credits
HHS Continuing Education Summary  
(Local Learning Registrar, Learning Administrator)

**Description**

This report will allow admins to identify and manage courses and/or offerings missing CLP credits.

**Report Parameters**

Domain*  
Display Subdomains  
Field of Study*  
From Date (*required for Offerings)  
To Date (*required for Offerings)  
Display By*

**Report Output**

Display By Course:  
Course Title  
Course ID  
Version  
Domain  
Avail From  
Disc From  
Created By  
Field of Study  
Credits  
Adhoc

Display By Offering:  
Course Title  
Course ID  
Version  
Domain  
Offering ID  
Start Date  
End Date  
Delivery Type  
Status  
Created By  
Field of Study  
Credits
HHS Course Catalog Report
(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
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
HHS Course Compliance/Exception Report by Organization
(Manager/Supervisor, 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
HHS Course Enrollment Details
(Local Learning Registrar, Learning Administrator)

Description

The Course Enrollment Details report enables administrators to identify by course, all learner enrollment and completion details for a given date range.

Report Parameters

Course Title*
Starting Enrollment Date*
Ending Enrollment Date*
Person Type
Organization ID
Include Child Organization
Enrollment Status

Report Output

Pos Org
Last Name
First Name
HHSID
Email
Org ID
Person Type
Status
Enrollment Status
Enrollment Date
Start Date
Offering ID
Completion Date
HHS Course Enrollment Details by Audience Type
(Local Learning Registrar, 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*
- Course Equivalents
- Starting Enrollment Date*
- Ending Enrollment Date (2 year max)*
- Person Type
- Organization ID
- Enrollment Status
- Audience Type/Sub-Type*
- Exempt Audience Type

Report Output

- Pos Org
- Org ID
- Last Name
- First Name
- Email
- Person Type
- Status
- Enrollment Status
- Enrollment Date
- Start Date
- Offering ID
- Completion Date
- Supervisory Code
HHS Course Equivalents Report
(Learning Administrator)

Description
This report provides a list of equivalents 5 levels deep associated to a course.

Report Parameters
Course Title*

Report Output
Level 1 (Display: Course Name, Course ID, Version)
Level 2 (Display: Course Name, Course ID, Version)
Level 3 (Display: Course Name, Course ID, Version)
Level 4 (Display: Course Name, Course ID, Version)
Level 5 (Display: Course Name, Course ID, Version)
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*
Ending Enrollment Date*
Person Type
Organization ID*
Include Child Organization
Audience Type

Report Output

Course Title
Course ID
Org ID
Last Name
First Name
HHS ID
Email
Type
Status
Offering ID
Enrollment Date
Content Name
Completion Date
Score
Content Status
Total Attempts
Time Spent (in mins)
Mastery Score
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
HHS Enrollment Snapshot Report
(Learning Administrator)

**Description**

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

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

**Report Parameters**

From Date*
To Date (date range not to exceed 1 year)*
Offering Owner
Offering Customer Service Representative
Course ID
Domain
Offering Status*

**Report Output**

Title
Course ID
Delivery Type
Offering ID
Start Date
Min Count
Max Count
NIHTC Max Count
# Approved
# Pending Approval
# Waitlisted
# Approval Not Required
Student Count
Offering Status
Offering Date Cancelled
Customer Service Representative
Instructor Name
HHS Evaluation Dashboard Report
(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
HHS LRS Activity Report
(Local Learning Registrar, Learning Administrator)

Description
This report provides detailed activity data from the Learning Record Store (LRS) for TinCan (xAPI) content.

Report Parameters
From Date*
To Date*
Course
Learner Name
Ord ID
Include Sub-organizations
Activity Name
Verb Name

Report Output
Org ID
HHS ID
First Name
Last Name
Activity Name
Date
Time
Attempt Number
HHS Mandatory Training by Audience Type Report
(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 (2 years max)*
- Organization ID (Use % to include sub-orgs)*
- Mandatory Audience Type*
- Exempt Audience Type
- Person Type
- Person Status*

**Report Output**

- Pos Org
- 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 Notifications by Domain Report
(Learning Administrator)

Description
This report lists all notifications for a specified domain.

Report Parameters
Domain*

Report Output
Event Name
Event Category
Event Action
Recipients
Attachment Description
Inherited
Is iCal?
HHS No Show
(Local Learning Registrar, Learning Administrator)

Description
The No-Show report will allow OPDIVs to generate statistics and tabulate lost training dollars caused by seats not being occupied.

Report Parameters
Offering – Start Date (Greater Than or Equal)*
Offering – End Date (Less Than or Equal)*
Organization ID*
Include Child Organizations
Course Domain

Report Output
Org ID
Last Name
First Name
HHS ID
Email
Manager
Manager Email
Course Title
Offering ID
Offering Start Date
HHS Order History Report
(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
HHS Roster Details
(Local Learning Registrar, Learning Administrator)

**Description**

This report shows you additional details about all people on the roster page, regardless of their order or completion status, and includes additional details about each learner for the selected offering.

**Report Parameters**

Offering ID*

**Report Output**

Username
Last Name
First Name
Email
Job Series
Job Title
Org ID
Manager Last Name
Manager First Name
Manager Email
Course Title
Start Date
End Date
Registration Date
Completion Date
Completion Status
Registration Status
Drop/Cancel Reason
HHS Self Paced Course Completions Report
(Learning Administrator)

Description

This report is primarily intended for export to Excel and returns the registrations/completions for all WBT course that contain the partial course code, provided as an input, and where the completion date is between the date range or if the registration date is within the date range if the completion date is blank. This report is associated to three other reports: HHS Session Based Course Summary, HHS Session Based Course Completions, and HHS Self Paced Course Summary.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Offering ID
Avail From
Disc From
Delivery Type
Username
First Name
Last Name
Email
Job Title
Person Type
Domain
Org ID
Manager
Offering Status
Enrolled Date
Completion Date
Module Name
Mastery Score
Max Attempts
Module Section
Score
Lesson Status
Total Attempts
Time in Module (HH:MI:SS)
HHS Self Paced Course Summary Report
(Learning Administrator)

**Description**

This report is primarily intended for export to Excel and returns the summary of all registrations/completions for all WBT course that contain the partial course code, provided as an input, and where the completion date is between the date range or if the registration date is within the date range if the completion date is blank. This report is associated to three other reports: HHS Session Based Course Summary, HHS Session Based Course Completions, and HHS Self Paced Course Completions.

**Report Parameters**

- Course ID (4 characters Min without wildcards)*
- From Date*
- To Date*

**Report Output**

- Course Title
- Course ID
- Version
- Delivery Type
- Offering ID
- Created By
- Created By HHSID
- Avail From
- Disc From
- Duration
- #Reg
- #NoShow
- #Dropped
- #Unsuc
- #Suc
- #Wait
- #Susp
- #Noteval
HHS Session Based Course Completions Report
(Learning Administrator)

Description

This is primarily intended for export to Excel and returns the registrations for all ILT course that contain the partial course code, provided as an input and where the offering end date is within the provided date range. This report is associated to three other reports: HHS Session Based Course Summary, HHS Self Paced Course Summary, and HHS Self Paced Course Completions.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Offering ID
Offering Status
Delivery Type
Start Date
End Date
Username
First Name
Last Name
Job Title
Domain
Org ID
Manager
Status
Completed On
HHS Session Based Course Summary Report
(Learning Administrator)

Description

This report is primarily intended for export to Excel and returns the summary or all registrations for all ILT course that contain the partial course code, provided as an input, and where the offering end date is within the provided date range. This report is associated to three other reports: HHS Session Based Course Completions, HHS Self Paced Course Summary, and HHS Self Paced Course Completions.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Delivery Type
Offering ID
Created By
Created By HHSID
Start Date
End Date
Open Enroll
Enroll Close
Duration
Status
Loc Name
Min Ct
Max Ct
Max Wait
#Reg
#NoShow
#Dropped
#Unsuc
#Success
#Wait
#Suspend
#Not Eval
HHS Session Based Offering Report (Data Cleanup)
(Learning Administrator)

Description

This report shows all the session based offerings that are either: Offerings that are past their end date and Open with no registrations or open registrations, or closed and have open registrations. This report is also primarily intended for export to excel.

Report Parameters

Offering End Date Before*
Domain*
Include SubDomains

Report Output

Course Title
Course ID
Version
Offering ID
Start Date
End Date
Delivery Type
Created By
Created On
Updated By
Updated On
Domain
Status
Incomplete
Owner Name
Username
Email
HHS Training Completion Detail
(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 (Equivalents 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

Org ID
Last Name
First Name
HHS ID
EOD Date
Manager
Email
Completion Date
Person Type
Person Status
Pay Plan
Super Status
HHS Training Completion Details - Wildcard
(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

Org ID
Last Name
First Name
HHS ID
EOD Date
Manager
Email
Completion Date
Person Status
Title
Reg
HHS Training Completions by Offering Domain Report
(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. Full time, deactivated, and terminated users are returned.

Report Parameters

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Offering Domain*
Include Sub Domains
Include HHS Common Domain
Organization ID*
Include Child Organizations
Delivery Type*
Category
Course ID
Audience Type
Supervisory Status
Job Series

Report Output

Pos Org
Org ID
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
Offering Domain
Duration
HHS Training Completions by Org
(Local Learning Registrar, Learning Administrator)

**Description**

This report returns completed learning items for a given date range and organization. The report will include transcript records associated with a registration and data entered into the LMS manually or via a data feed.

**Report Parameters**

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Organization ID*
Include Child Organizations
Field of Study
Include Completed Learning Items without any FOS
Audience Type

**Report Output**

Org ID
HHS ID
Last Name
First Name
Person Type
Person Status
Supv Status
Title
Course ID
Version
Delivery Type
Offering Start Date
Offering End Date
Credits
Reg
HHS Training Enrollments by Organization
(Local Learning Registrar, 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**

- Enrollment Date From*
- Enrollment Date To (date range not to exceed 365 days)*
- Organization ID*
- Include Child Organization
- Field of Study
- Audience Type
- Supervisory Code

**Report Output**

- Org ID
- Delivery Type
- HHS ID
- Last Name
- First Name
- Person Type
- Person Status
- Course Title
- Course ID
- Enrollment Date
- Offering Start Date
- Offering End Date
- Credits
- Supv Code
HHS Web Page Data Extract Report
(Local Learning Registrar, Learning Administrator)

Description

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

Report Parameters

Domain

Report Output

Course title
Offering ID
Session Template
Start Date
Offering Deeplink URL
Internal Learner Certifications Details by Organization
(Local Learning Registrar, 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
Internal Learner Certifications Details for Manager
(Manager/Supervisor, Local Learning Registrar, 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
Internal Learner Curricula by Learner
(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
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
Internal Learners Certification Details
(Content Admin, Learner, 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
Internal Learner Record Audit Trail
(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
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
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
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
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
My LMS Administrators
(Learner, Manager)

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
N/A

Report Output
IC Name
Org ID
Admin Name
Admin Email
Role
NIH All Approvers by AAO Report
(Manager/Supervisor, 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
NIH All Approvers by Audience Type Report
(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
NIH CAN Number Report
(Local Learning Registrar, Learning Administrator)

Description
This report provides a list of all the current CAN Numbers in the CAN Table or a specific CAN Number.

Report Parameters
CAN Number (if left blank, all CANs will be returned)

Report Output
CAN Number
CAN Description
Status
NIH CLP Transcript Completions Report
(Manager/Supervisor, 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
NIH Completion Tracking by IC Report
(Learning Administrator)

Description

This report can return multiple Excel spreadsheets to better analyze NIH-wide course completions. This report is based off the HHS Mandatory Training by Audience Type report.

Report Parameters

Course Title*
From Date* (mm/dd/yyyy)
To Date (2 years max)* (mm/dd/yyyy)
Mandatory Audience Type*
Audience Type Exempt
Do not include staff with EODs <= (in days)

Report Output

IC
Completion Status
Total Completions
% Completions
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
NIH Default AAO by Org Report
(Local Learning Registrar, Learning Administrator)

Description

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

Report Parameters

Organization ID*
Include Child Organization

Report Output

Org ID
AAO Pos Org
AAO Org ID
AAO HHS ID
AAO First Name
AAO Last Name
AAO Email
NIH Transcript Report
(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
Completion Date After
Completion Date Before
Title
Course ID
Version
Delivery
Completion Status
Completion Date
Credits
NIH Transcript Report by Learner
(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
- Completion Date After
- Completion Date Before
- Title
- Course ID
- Version
- Delivery
- Completion Status
- Completion Date
- Credits
NIH LMS Admin List
(Local Learning Registrar, 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
Include Child Org (Option)

Report Output
Org ID
IC Name
Role
Administrator Name
NIH Missing NED Servicing AOs by Org
(Local Learning Registrar)

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
NIH NBS Transaction Report
(Learning Administrator)

Description
This report is used to reconcile financial errors that have occurred in the NBS data feed.

Report Parameters
Effective Date From (mm/dd/yyyy)*
Effective Date To (mm/dd/yyyy)*
Document Number OR
CAN Number OR
Organization ID
Include Child Organization

Report Output
Pos Org
Org ID
Manager Name
AAO Name
CAN Number
Amount
Course Title
Course ID
Offering ID
Order Date
Order #
Document #
Task #
Expenditure Item Date
Obligate Sent Date
Deobligate Sent Date
Accrual Sent Date
NIH Order Approvals by Org/Approver
(Content Admin, Manager/Supervisor, Learner, 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
<table>
<thead>
<tr>
<th>Order Creation Date</th>
<th>Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document # for Order Line Item</td>
<td>Course Title</td>
</tr>
<tr>
<td>Course ID</td>
<td>Start Date</td>
</tr>
<tr>
<td>End Date</td>
<td>Price</td>
</tr>
<tr>
<td>CAN</td>
<td>Approval Date</td>
</tr>
<tr>
<td>Approver Name</td>
<td>Approver HHS ID</td>
</tr>
</tbody>
</table>

| 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 |   |
NIH Order Reconciliation Report
(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 Offering Start Date*
To Offering Start Date (the date range must not exceed 15 months)*

Enter at least one option:
Organization ID (must be two (2) 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)
Course Owner

Report Output

Org ID
Order Creation Date
Order #
Document # Order Line Item
Order Item Status
Learner Name
Person Type
Course Title
Course ID
Offering ID
Offering Start Date
CAN
NBS Process Status
Price
Reg Status
NIH Payroll CAN by Org Report
(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)
NIH Registrations Needing Approval
(Content Admin, Manager/Supervisor, Learner, 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
HHSID
Learner Name
Order Number
Order Creation date
Title
Course ID
Start Date
End Date
Price
CAN Entered
Manager Approval Date
Pending Approval By

As Additional Approvers On Orders
HHSID
Learner Name
Order Number
Order Creation Date
Title
Course ID
Start Date
End Date
Price
CAN Entered
NIH Roster Report
(Local Learning Registrar, 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
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
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
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
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
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
Orders by Location
(Learning Administrator)

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
Course
Delivery Type
Offering Number
Date(s)
Order No
Learners Name
Phone
Organization
Reg Status
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
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
Popularity of Physical Offerings
(Local Learning Registrar, 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
Popularity of Scheduled Offerings
(Local Learning Registrar, 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
Popularity of Self-Paced Offerings
(Local Learning Registrar, 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
Prerequisite In-Line Report by Internal Organization
(Local Learning Registrar, 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
Private Offerings by External Organization
(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
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 date before*

Report Output
Location Name
Order No
Order Status
Course Name
Offering No
Item Status
Currency
Price
Revenue
Adjust
Total
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
Revenue by Location
(Local Learning Registrar, 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
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
Revenue Expectations for Physical Offerings
(Learning Administrator)

**Description**

This report enables administrators 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 Units
- List Price
- Unit Price
- Total Cost
- Expected Revenue
- Gross Profit
- Order level totals
- Total
Room Scheduling Worksheet
(Local Learning Registrar, 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
Roster
(Local Learning Registrar, 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
Roster: All Learners Email Addresses
(Local Learning Registrar, 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
Scheduled Offering Sign-in Sheet
(Learning Administrator)

Description

This report enables administrators the ability to print 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
Scheduled Offerings Roster by Order Status
(Local Learning Registrar, 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
Security Role Members  
(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
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
Simple Security Role Report
(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
Survey Dashboard
(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
### Survey Detailed Results by Question

(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
Survey Detailed Results by Respondent
(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
System Dis-Engagement Trend Report for 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
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
Usage report for Physical Offerings
(Local Learning Registrar, 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
Usage Report for Scheduled Offerings
(Local Learning Registrar, 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
Usage Report for Self-Paced Offerings  
(Local Learning Registrar, 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
Utilization of Classrooms in a Month
(Local Learning Registrar, 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 %
Utilization of Equipment in a Month
(Local Learning Registrar, 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 (%)
Utilization of Instructor in a Month
(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 (%)
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