



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS COURSE ENROLLMENT DETAILS BY AUDIENCE TYPE REPORT**

The Course Enrollment Details by Audience Type report enables Learning Administrators to identify all Learner enrollment details for a given date range including the course, Organization, and Audience Type/Sub-Type. This 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.

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

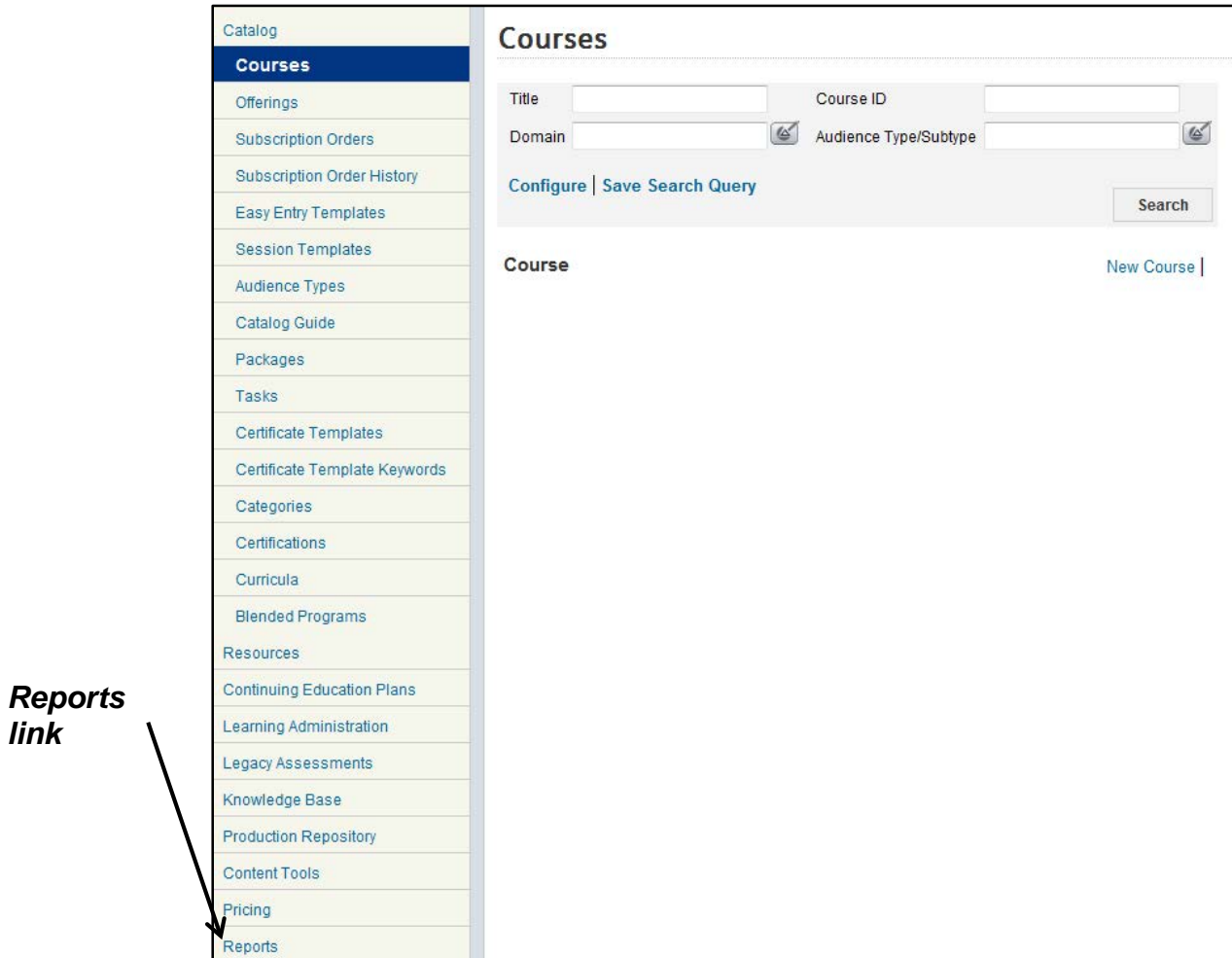


Figure 2 – Reports link

4. Enter HHS Course Enrollment in the Name field and click the **Search** button.

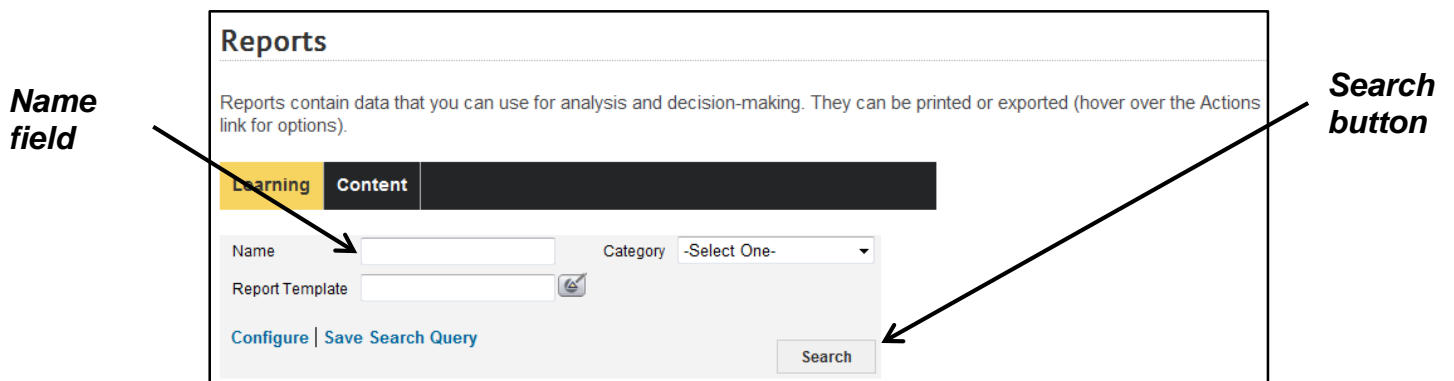


Figure 3 – Name field and Search button

5. Click the **Actions** link.

Reports

Reports contain data that you can use for analysis and decision-making. They can be printed or exported (hover over the Actions link for options).

Learning **Content**

Name: Category:

Report Template:

[Configure](#) | [Save Search Query](#)

Reports [Print](#) | [Export](#) | [Modify Table](#)

Name	Report Template	Description	Engine Type	Actions
HHS Course Enrollment Details by Audience Type	HHS Course Enrollment Details by Audience Type	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.	Managed Report	Actions

Actions link

Figure 4 – Actions link

6. Click the **Execute** link on the Actions activity menu.

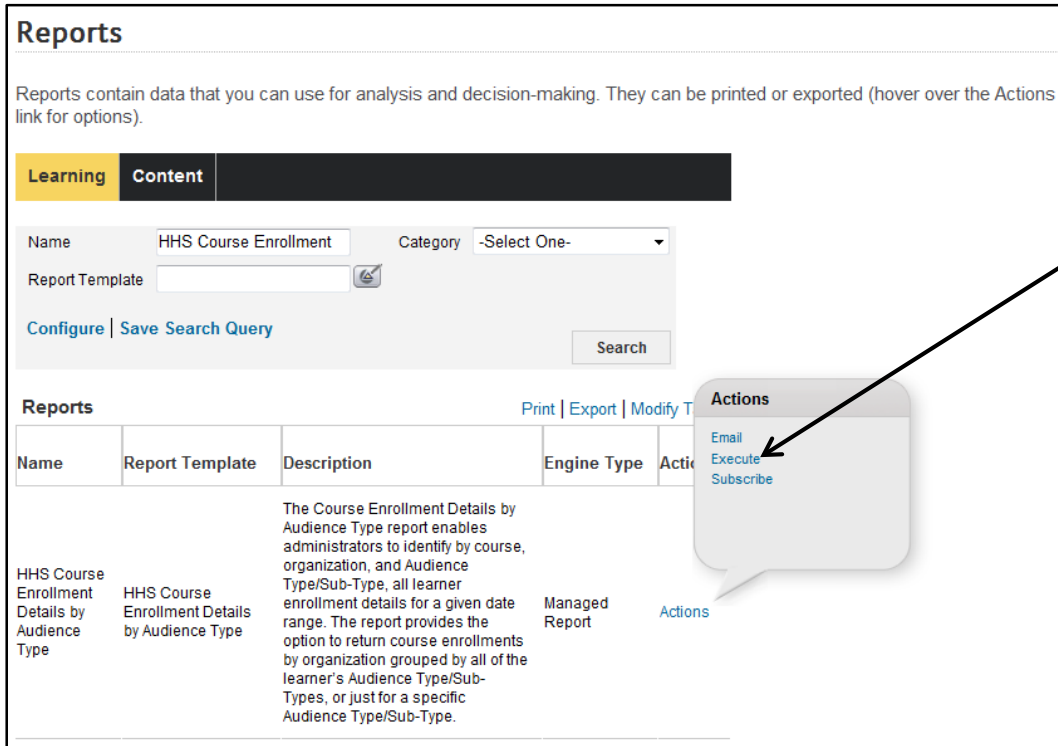


Figure 5 – Execute link on the Actions activity menu

7. Click the **Course Title** pick icon.

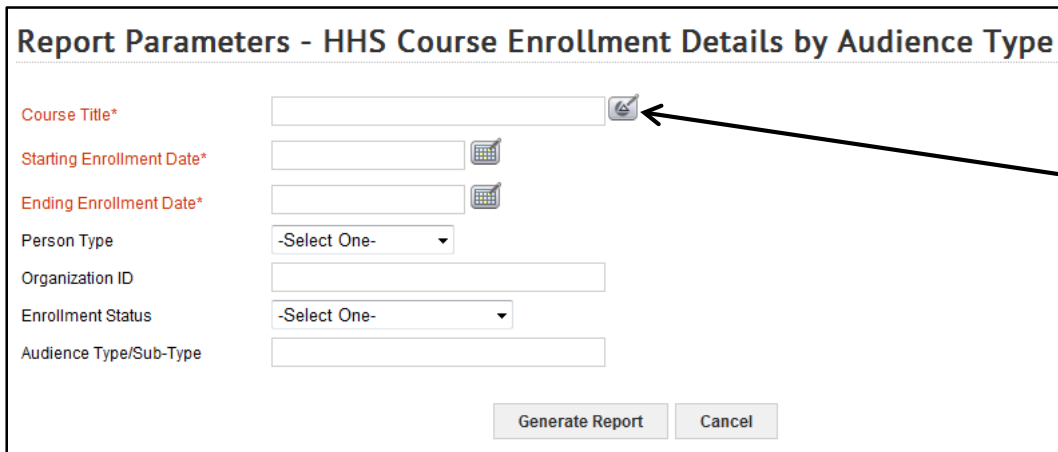


Figure 6 – Course Title pick icon

8. You can search for a course using the Title, Course ID, or Domain fields. Click the **Search** button to continue.

The screenshot shows the 'Select Course' search interface. It features four input fields: 'Title', 'Course ID', 'Domain', and 'Audience Type/Subtype'. The 'Title' field is annotated with 'Title field', 'Domain' with 'Domain field', and 'Course ID' with 'Course ID field'. A 'Search' button is annotated with 'Search button'. Below the search fields are links for 'Configure' and 'Save Search Query'. At the bottom right is a 'Close' button.

Figure 7 – Title, Course ID, and Domain fields and Search button

9. Click the **Select** checkmark for the course.


The screenshot shows the 'Select Course' interface with search results. The search fields are filled with 'The No FEAR Act' in the Title field. Below the search fields are links for 'Configure' and 'Save Search Query'. A 'Search' button is present. Below the search fields is a table of results. The table has columns for 'Select', 'Version', 'Course ID', and 'Title'. The first row is highlighted. The 'Select' column contains a green square checkbox, which is annotated with 'Select checkbox'. The table shows three results for 'The No FEAR Act' with versions 2.0, 2.2, and 2.2. Below the table are links for 'Print', 'Export', and 'Modify Table'. At the bottom right is a 'Close' button.


Select	Version	Course ID	Title
<input type="checkbox"/>	2.0	ED6018	The No FEAR Act
<input type="checkbox"/>	2.2	FGOV_01_A01_BS_ENUS	The No FEAR Act
<input type="checkbox"/>	2.2	FGOV_01_A17_LC_ENUS	The No FEAR Act


Figure 8 – Select checkbox

10. Specify the date range for the report using the Starting Enrollment Date and Ending Enrollment Date fields. You can manually enter a date in MM/DD/YYYY format or use the **Starting Enrollment Date** and **Ending Enrollment Date** pick icons.

Report Parameters - HHS Course Enrollment Details by Audience Type

Course Title* 

Starting Enrollment Date* 

Ending Enrollment Date* 

Person Type

Organization ID

Enrollment Status

Audience Type/Sub-Type

Starting Enrollment Date pick icon

Ending Enrollment Date pick icon

Figure 9 – Starting Enrollment Date and Ending Enrollment Date fields and pick icons

11. Enter the Organization ID in the Organization ID field. Enter a percent symbol (%) as a wildcard in the Organization ID field to capture all of the sub organizations.

12. The Person Type and Enrollment Status pull-down menus are optional parameters for the report, you can choose specific values to narrow the focus of the report or skip selecting a value to include all Person Types and Enrollment Statuses. To return all completions for all of NIH, enter NIH – all in the Audience Type/Sub-Type field. Click the **Generate Report** button to create the report.

Person Type pull-down menu

Enrollment Status pull-down menu

Generate Report button

Audience Type/Sub-Type field

Figure 10 – Person Type and Enrollment Status pull-down menus, Audience Type/Sub-Type field, and Generate Report button.

13. Click the **Print this report** icon.

Print this report icon

Figure 11 – Print this report button

14. Click the **Export** button on the Print to PDF message box.

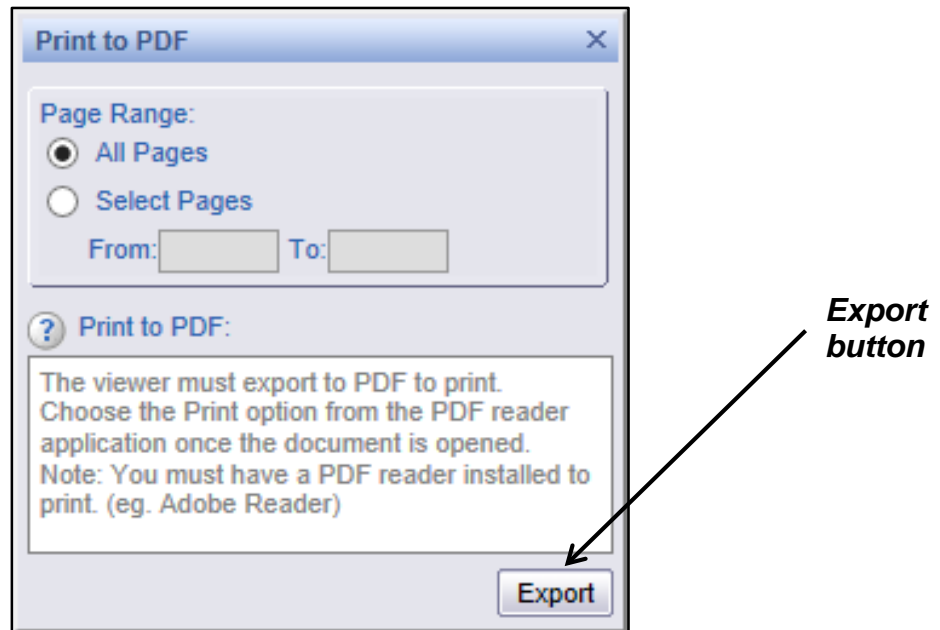


Figure 12 – Export button

15. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

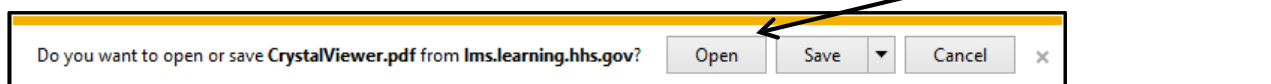


Figure 13 – Open button

16. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>