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

![Figure 2 – Reports link](image1)

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

![Figure 3 – Name field and Search button](image2)
5. Click the **Actions** link.
6. Click the **Execute** link on the Actions activity menu.

![Figure 5 – Execute link on the Actions activity menu](image)

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

![Figure 6 – Course Title pick icon](image)
8. You can search for a course using the Title, Course ID, or Domain fields. Click the **Search** button to continue.

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

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

**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.

![Figure 9 – Starting Enrollment Date and Ending Enrollment Date fields and pick icons](image)

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.

13. Click the **Print this report** icon.
14. Click the **Export** button on the Print to PDF message box.

![Export button](image1)

**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.

![Open button](image2)

**Figure 13 – Open button**

16. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please refer to the [LMS Support Page](#) for help or assistance.