



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS TRAINING COMPLETIONS BY ORG REPORT**

This report delivers Learner completion details for offerings for a specified date range not to exceed 365 days. This report includes external items (either entered manually or by a feed), and specific Fields of Study credits (i.e. NIH Supervisory CLPs, for example).

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



Figure 1 – Admin icon

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

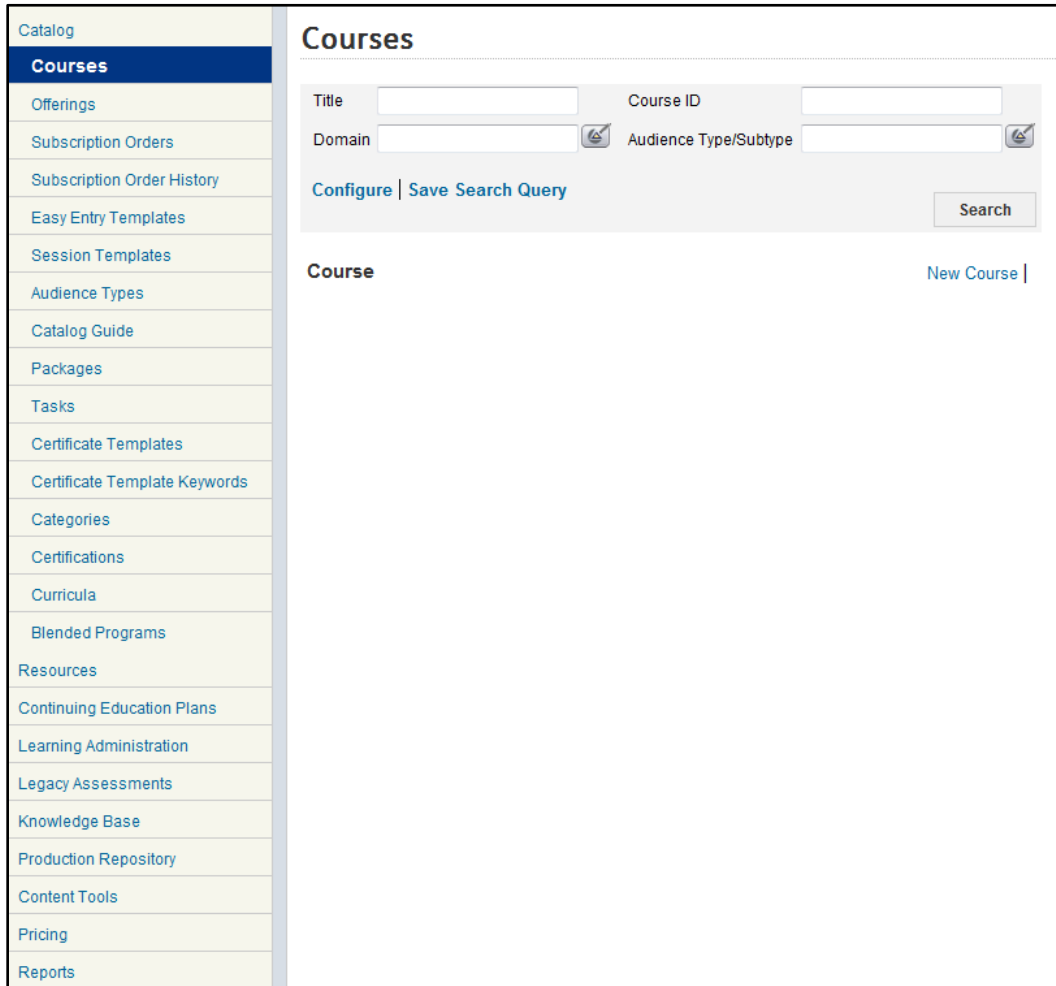


Figure 2 – Reports link

4. Enter HHS Training Completions by Org in the Name field and click the **Search** button.

Name field

Search button

The screenshot shows a web interface titled "Reports". Below the title is a descriptive sentence: "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)." Below this is a navigation bar with two tabs: "Learning" (highlighted in yellow) and "Content" (highlighted in black). Underneath the navigation bar is a search form. The form contains a "Name" text input field, a "Category" dropdown menu with the text "-Select One-", and a "Report Template" text input field with a small icon to its right. Below the input fields are two links: "Configure" and "Save Search Query". At the bottom right of the form is a "Search" button. An arrow from the text "Name field" on the left points to the "Name" input field. Another arrow from the text "Search button" on the right points to the "Search" button.

Figure 3 – Name field and Search button

5. Click the **Actions** link for the HHS Training Completions Report.

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: Engine Type:
[Configure](#) | [Save Search Query](#)

Reports [Create New Report](#) | [Print](#) | [Export](#) | [Modify Table](#)

Name	Report Template	Description	Engine Type	Actions
HHS Training Completions by Org	HHS Training Completions by Org	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. ** The date range is not to exceed 365 days.	Managed Report	Actions

Actions link

Figure 4 – Actions link

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

The screenshot shows a web interface for reports. At the top, there's a 'Reports' header and a sub-header 'Learning Content'. Below this is a search and filter area with fields for 'Name' (containing 'HHS Training Completior'), 'Category' (dropdown), 'Report Template', and 'Engine Type' (dropdown). There are links for 'Configure', 'Save Search Query', and a 'Search' button. Below the search area is a table of reports. The first report is 'HHS Training Completions by Org'. An 'Actions' menu is open over the 'Actions' link in the table, showing options: 'Email', 'Execute', and 'Subscribe'. An arrow points from the text 'Execute link' to the 'Execute' option in the menu.


Execute link


Name	Report Template	Description	Engine Type	Actions
HHS Training Completions by Org	HHS Training Completions by Org	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. ** The date range is not to exceed 365 days.	Managed Report	Actions


Figure 5 – Execute link on the Actions activity menu

7. By default, the date range is automatically populated with the last year. Enter the From Date and To Date in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **From Date** and **To Date** pick icons to select the date.


Report Parameters - HHS Training Completions by Org

Completion Date From* 11/22/2016  ← *From Date pick icon*

Completion Date To (Date range not to exceed 365 days)* 11/22/2017  ← *To Date pick icon*

Organization ID* 

Include Child Organizations

Field of Study 

Include Completed Learning Items without FOS


Audience Type 

Figure 6 – From Date and To Date pick icons

NOTE: The date range cannot exceed 365 days.

- Click the **Organizational ID** pick icon.

Report Parameters - HHS Training Completions by Org

Completion Date From* 11/22/2016

Completion Date To (Date range not to exceed 365 days)* 11/22/2017

Organization ID*

Include Child Organizations

Field of Study

Include Completed Learning Items without FOS

Audience Type

Generate Report Cancel

Org ID pick icon

Figure 7 – Org ID pick icon

- Enter the desired Organization ID **Name** and click the **Search** button.

Select Internal Organizations

Name Number

City Audience Type

Configure | Save Search Query

Search

Internal Organizations

Close

Search button

Figure 8 – Search button

10. Click the **Select** checkbox to select a Domain.

Select Internal Organizations

Name Number
City Audience Type

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

Internal Organizations 1 2 3 4 5 ... Next ▾
[Print](#) | [Export](#) | [Modify Table](#)

Showing first 25 out of 483 results

Select	Name	Number	City
<input type="checkbox"/>	HNA	00033430	
<input type="checkbox"/>	HNA1	00025491	

Select checkbox →

Figure 9 – Select checkbox

11. Optional parameters are **Field of Study** and **Audience Type**. If no **Field of Study** parameter is entered, the Credits column on the report will show an aggregate total of all the credits from all of the Fields of Study that are assigned to that item. (In some cases there are more than one).
12. The **Include Completed Learning Items without FOS** checkbox is checked by default to include all items that do not include Field of Study credits as well as those that may be selected.
13. Click the **Generate Report** button.

Report Parameters - HHS Training Completions by Org

Completion Date From* 11/22/2016

Completion Date To (Date range not to exceed 365 days)* 11/22/2017

Organization ID* HNA

Include Child Organizations

Field of Study

Include Completed Learning Items without FOS

Audience Type

Generate Report Cancel

Generate Report button

Figure 10 – Generate Report button

14. To print the report, click the **Print this report** icon.

Print this report icon

Org ID	HHS ID	Last Name	First Name	Person Type	Person Status	Sub Status	Title	Course ID	Delivery Type	Offering Start Date	Offering End Date	Date Marked Complete	Credits	Req
HNA	200170421	Aaron	Verny	Contractor	Full Time		FY2017 Cybersecurity Awareness Training	HHS-CAT	Online Training	09-19-2017	09-19-2017	09-19-2017	0	Y
HNA	200227417	Parul	Christina	Federal	Full Time	0	HHS New Employee Orientation: ED's No Field and PDRM Staffing	NHE2014	Instructor led	02-09-2017	02-09-2017	02-09-2017	0	Y
HNA	200227417	Parul	Christina	Federal	Full Time	0	HHS Telework 101 for Employees	HRTELEWORK EMPLOYEES	Online Training	02-09-2017	02-09-2017	02-09-2017	0	Y
HNA	200227417	Parul	Christina	Federal	Full Time	0	Creating Effective PowerPoint 2010 Presentations	NHE07-04250	Instructor led	03-29-2017	03-29-2017	03-29-2017	0	Y
HNA	200227417	Parul	Christina	Federal	Full Time	0	WebEx Meeting Center 101	NHE07-07100	Instructor led	06-29-2017	06-29-2017	06-29-2017	0	Y

Figure 11 – Print this report icon

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

Export button

Figure 12 – Export button

16. Depending on the amount of data in the report, it could take a few 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**



Figure 13 – Open button

17. 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>