



LEARNING MANAGEMENT SYSTEM (LMS) RUNNING THE NIH ROSTER REPORT

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

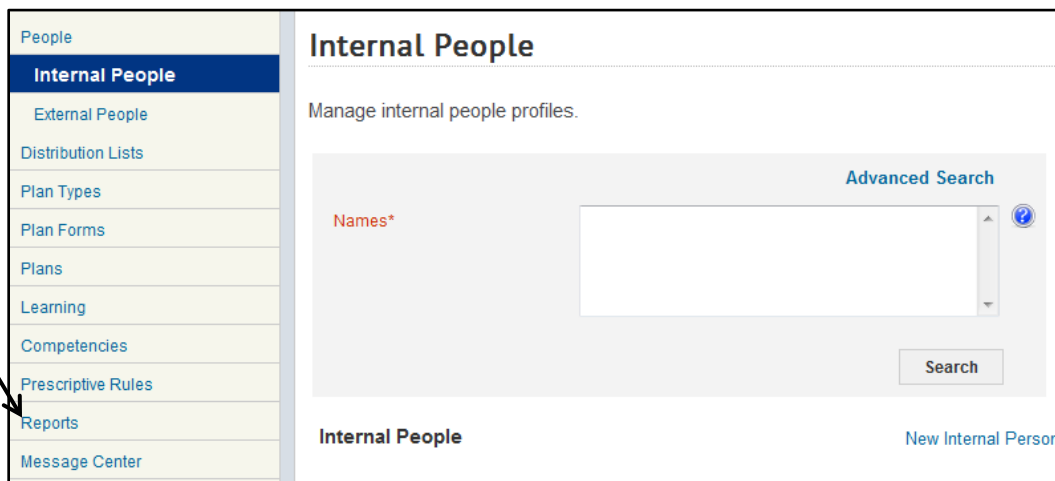
1. Log into the LMS.
2. Click on **Admin** icon.



Admin icon

Figure 1 – Admin icon

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



Reports link

Figure 2 – Reports link


4. Enter NIH Roster in the Name field and click the **Search** button.

Name field

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).

Name Category -Select One-

Report Template 

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

Reports

Search button

Figure 3 – Name field and Search button


5. Click the **Actions** link for the NIH Roster 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 -Select One-

Report Template 

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

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

Name	Report Template	Description	Engine Type	Actions
NIH Roster Report	NIH Roster Report	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.	Managed Report	Actions

Actions link

Figure 4 – Actions link

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

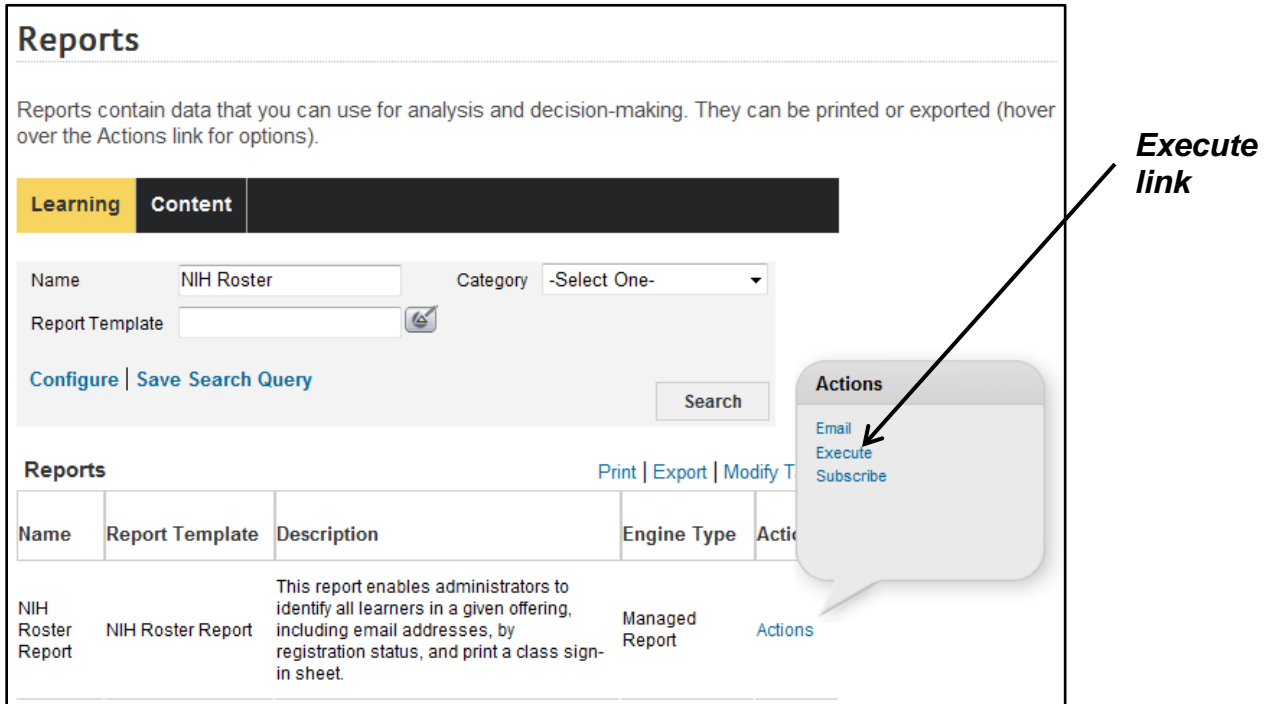


Figure 5 – Execute link on the Actions activity menu

7. Click the **Offering Number** pick icon.

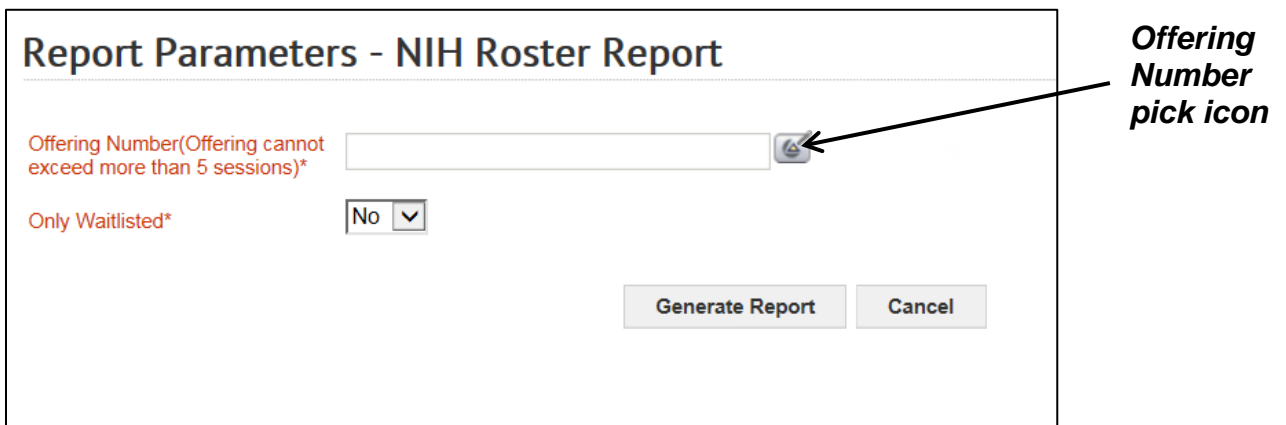


Figure 6 – Offering Number pick icon

Note: When the **Only Waitlisted** parameter is set to “Yes”, the report will return approved and pending approval waitlisted enrollments only.

8. To search for the offering, you can use the **Title, ID, Domain, Audience Type/Subtype, Start Date >=, End Date <=, Course ID,** and **Language** fields, and/or the **Delivery** pull-down menu. Once you have entered the search criteria, click the **Search** button.

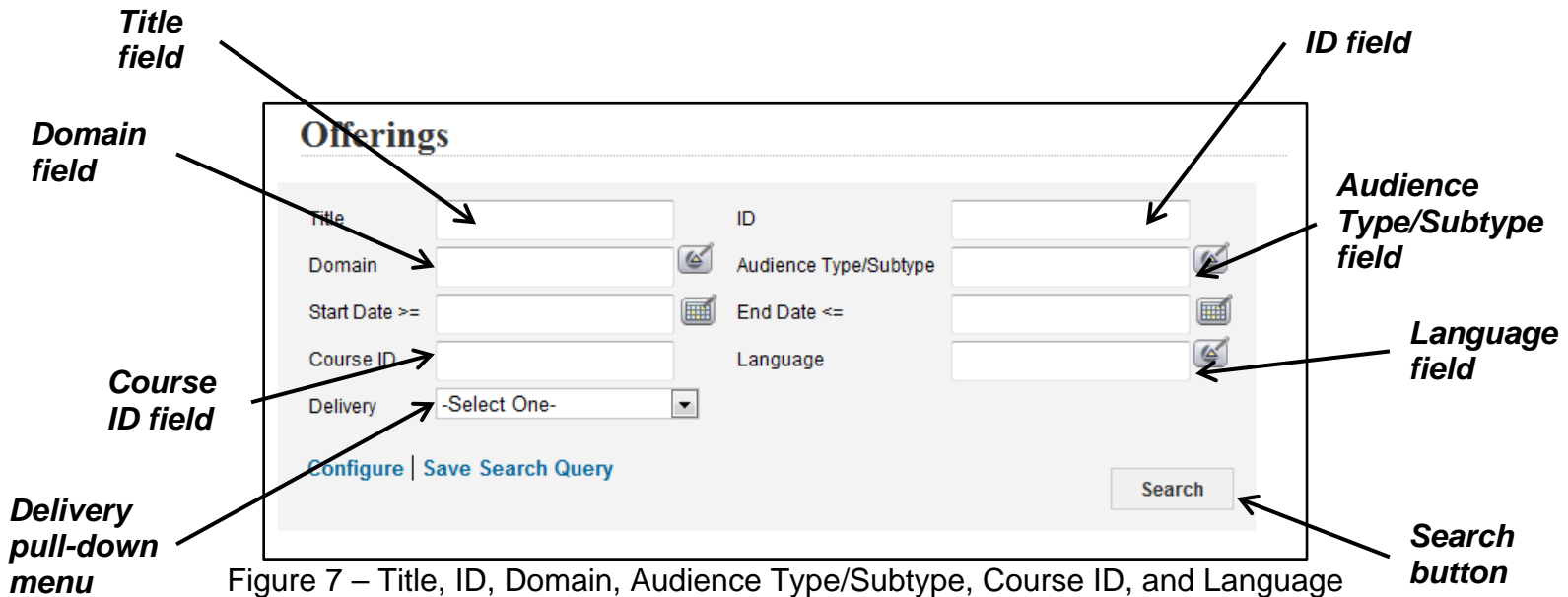


Figure 7 – Title, ID, Domain, Audience Type/Subtype, Course ID, and Language fields, the Delivery pull-down menu, and the Search button

9. You can also enter the **Start Date** and **End Date** in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **Start Date >=** and **End Date <=** pick icons to select the date.

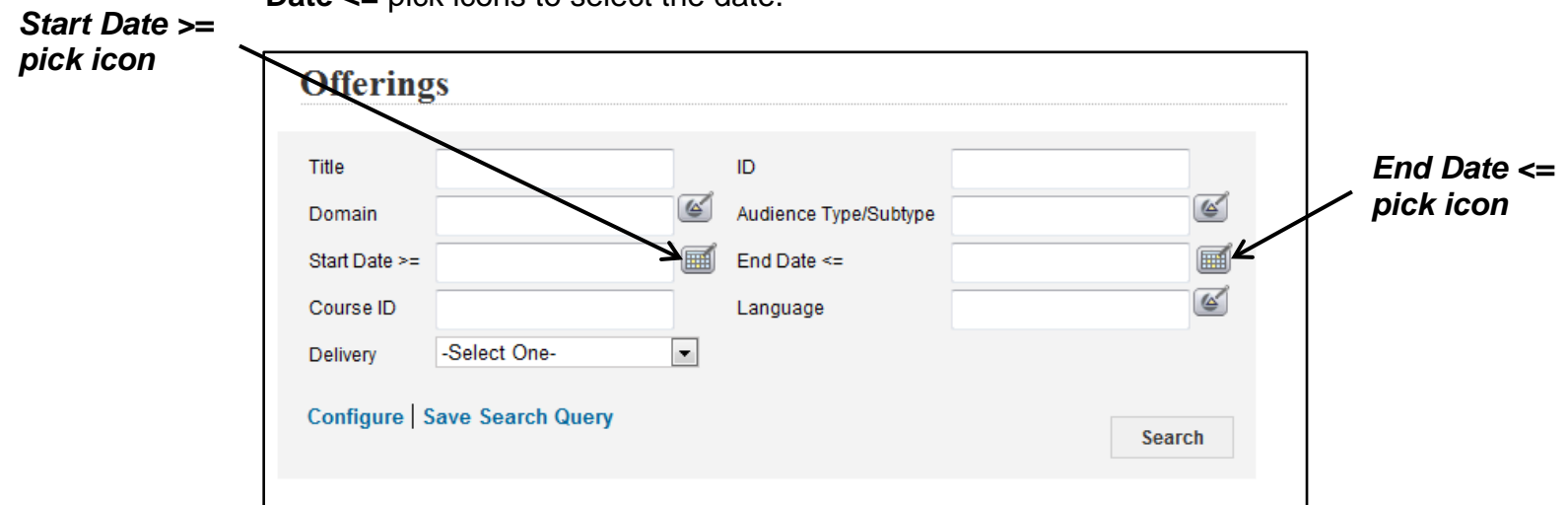


Figure 8 – Start Date >= and End Date <= pick icons

10. Click the **Select** checkmark to select the offering.

Offerings

Configure | Save Search Query Search

Showing first 25 out of 195 results

Select	Title	ID	Course ID	Start Date	End Date	Location	Language
<input type="checkbox"/>	NIH-Holding Employees Accountable	00019382	NIHTCMGT1127	10/26/2010	10/27/2010	6116 Executive Blvd	English
<input type="checkbox"/>	NIH NHGRI Federal Benefits	00018463	NIHNHGRIADM109	02/25/2010	02/25/2010	31 Center Dr	English
<input type="checkbox"/>	Microsoft Office Word 2007	00016915	IT8251	05/26/2010	05/26/2010	HHS University	English

Select checkbox

Figure 9 – Select checkmark

11. Click the **Generate Report** button.

Report Parameters - NIH Roster Report

Offering Number(Offering cannot exceed more than 5 sessions)* 00016915

Only Waitlisted* No

Generate Report Cancel

Generate Report button

Figure 10 – Generate Report button

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

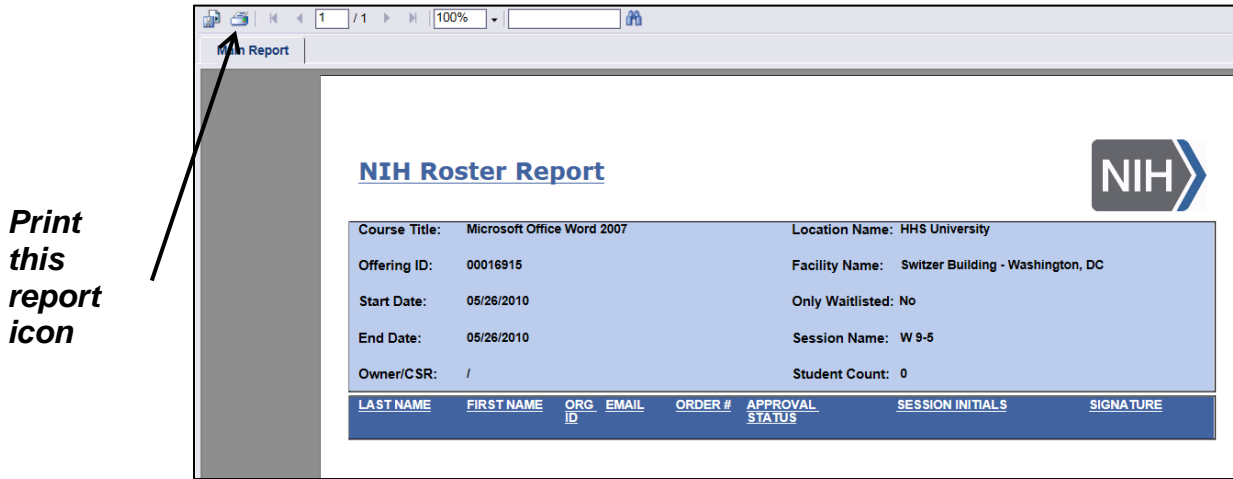


Figure 11 – Print this report button

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

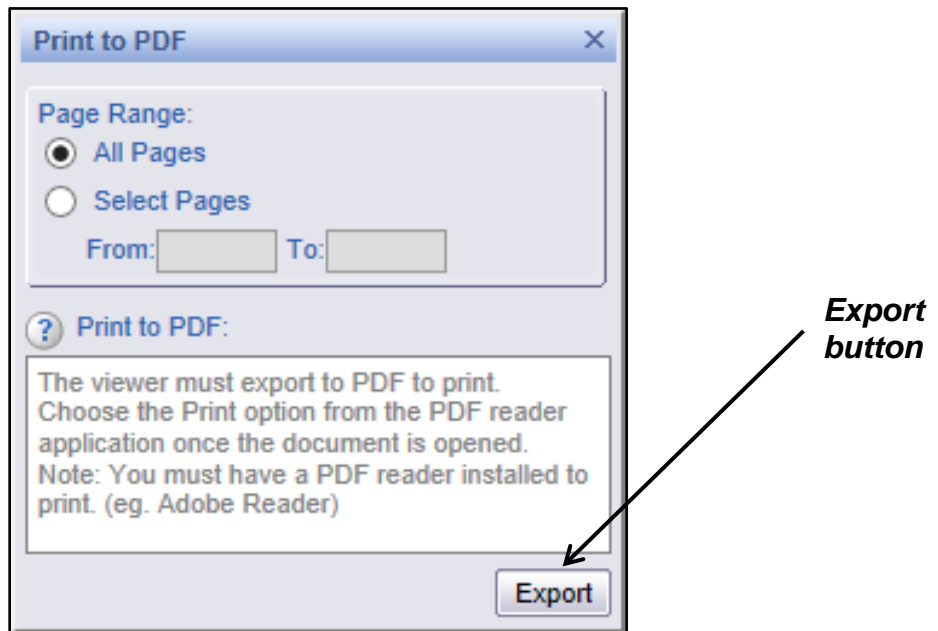


Figure 12 – Export button

14. 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**

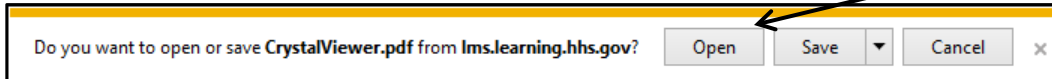


Figure 13 – Open button

15. 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>