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.

3. Click the Reports link in the left navigation menu.
4. Enter NIH Roster in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image)

5. Click the **Actions** link for the NIH Roster Report.

![Figure 4 – Actions link](image)
6. Click the **Execute** link on the Actions activity menu.

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

Figure 5 – Execute link on the Actions activity menu

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

![Offering Number pick icon](image)

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.

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

![Select checkbox](image)

Figure 9 – Select checkmark

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

![Generate Report button](image)

Figure 10 – Generate Report button
12. To print the report, click the **Print this report** icon.

![Print this report icon](Figure 11 – Print this report button)

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

![Export button](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.

![Figure 13 – Open button](image)

15. Print the file from Adobe Reader/Acrobat.

**If you experience trouble with this process, please refer to the LMS Support Page.**