RUNNING THE HHS ENROLLMENT SNAPSHOT REPORT

This report delivers the roster details for offerings of a given Owner, Course or Domain in a specified date range – the date range cannot exceed one (1) year.

1. Log into the LMS.

2. Click the Admin icon.
3. Click the **Reports** link in the left navigation menu.
4. Enter HHS Enrollment Snapshot in the Name field and click the **Search** button.

5. Click the **Actions** link for the HHS Enrollment Snapshot Report.
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. In addition to the mandatory From Date and To Date fields, you must populate the Offering Owner, Course ID, or Domain fields. Use the respective pick icons to select the Offering Owner, Course ID, or Domain. In this example, the Domain field will be used – click the **Domain** pick icon.

![Offering Owner, Course ID, and Domain pick icons](image)

**Figure 6 – Offering Owner, Course ID, and Domain pick icons**

8. Click the **Search** button.
9. Click the **Select** checkbox to select the Domain.

10. 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.
Figure 9 – From Date and To Date pick icons

**NOTE**: The date range cannot exceed one (1) year.

11. Click the **Generate Report** icon.

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

![Print this report icon](image1)

**Figure 11 – Print this report icon**

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

![Export button](image2)

**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](image)

Figure 13 – Open button

15. Print the file from Adobe Reader/Acrobat.

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