

How to Run an Enrollments and Completions Report

Track learner enrollments and completions using this report.

To run this report, select **Enrollments and Completions** from the *Learner* tab.

NetLearning Enrollments & Completions (Multi)

Report Options:

All assigned courses regardless of curricula

Date Range:

All dates 1/1/1900 To 12/31/2099

Show only those assigned to curricula through groups (Orgs, Departs, Job Title, and PGs).

Show only those who have completed: All

Level:

Summary

Detail

Curriculum: AAGE APPRO CARE - ADOL, ADU
AAGE APPRO CARE - ALL AGES 20
AAGE SPECIFIC COMPETENCIES - N
AAGE SPECIFIC COMPETENCIES - R
ALZHEIMERS CBLIS 2012

Course Group:

Ad Hoc

Page Break at: Organization Department Person

Enrollment Status: All completions and enrollments

Ad Hoc

Locate: Course Begins with Find

Select the courses you would like to add to the selected list:

Add To List Remove From List

The report will be run for the following courses:

Available Learners

Organization: WVUH Hire Date: To:

Department: WVUH, CTR FOR EDUC & OD Locate: Last Name, First Name Begins with

People Groups: All Status: Either Learner or instructor

Job Titles: All Find

Select the learners you would like to add to the selected list:

Learner	Organization, Department
<input type="checkbox"/> HENRY, CAMILLA	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> KITTLE, KELSIE	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> MANCINI, MARIA	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> PATTERSON, LINDA	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> RIEDMANN, CHERYL	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> RIGGS, JUDITH	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> TEST, PERSON	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> WOLFE, JAIME	WVUH, CTR FOR EDUC & OD
<input type="checkbox"/> WRIGHT, REBEKAH	WVUH, CTR FOR EDUC & OD

The report will be run for the following learners:

Run Report Customize Reset Close

Format: PDF (*.pdf) Report Template: Standard

The following is a description of the various Report Options that you can set for the Enrollments and Completions report::

All assigned courses regardless of curricula	Select this check box to generate a report of all enrolled and completed courses.
Summary	Shows only numbers of completions or enrollments, but not course titles.
Detail	Shows all course titles for enrollments and/or completions.
Curricula	Choose this option to report on courses by curricula. Select a curriculum from the list.
Course Groups	Choose this option to report on courses by course groups. Select a course group from the list.
Ad Hoc	Use this option to build a set of courses not encompassed by curricula or course groups.
Date Range	Specify the date range in which the courses were completed, or check All dates.
Show only those assigned to curricula through groups	Select this check box to only show learners in the report who are assigned to the selected curriculum by being assigned a particular Organization, Department, Job Title or
Show only those who have completed...	Select this check box to only show learners in the report who have completed All of the courses, Some of the courses, or None of the courses.
Page Break at:	Check Organization, Department, or Person to determine where page breaks will appear.
Enrollment Status	Select an enrollment status from the drop-down list for enrollments and completions, enrollments only or completions

Once you have your Report Options set, select the learners to include on the report:

1. Use the filters in the *Available Learners* section to narrow the list of learners.
2. Click **Find**.
3. Select the learners from the grid that you want to include on the report.
4. Click the **Add to List** button.
5. Click **Run Report**.