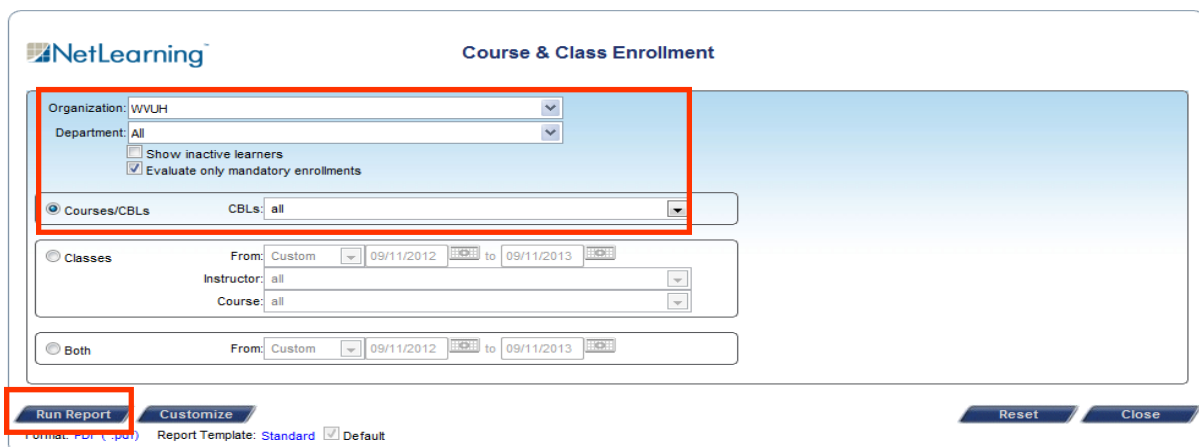


HOW TO RUN A COURSE & CLASS ENROLLMENT REPORT

The Course & Class Enrollment Report lists the CBLs and classes in which the selected participants are currently enrolled. This is the best report to run when checking on the CBL completion status for a department.

To run the Enrollment Report:

- Go to **Reports**
- Select the **eLearning** tab
- Select **Course & Class Enrollment**
- Select the desired department from the drop-down list or leave it set to *All* to run the report for all departments that you have access to.
- Choose the option to **Evaluate only mandatory enrollments** if running this report to check on mandatory CBL completions.
- Choose the **Courses/CBLs** option to run the report for CBLs only.
- Click **Run Report**.



NetLearning Course & Class Enrollment

Organization: WVUH
Department: All
 Show inactive learners
 Evaluate only mandatory enrollments

Courses/CBLs CBLs: all
 Classes From: Custom 09/11/2012 to 09/11/2013 Instructor: all Course: all
 Both From: Custom 09/11/2012 to 09/11/2013

Run Report Customize Report Template: Standard Default Reset Close

