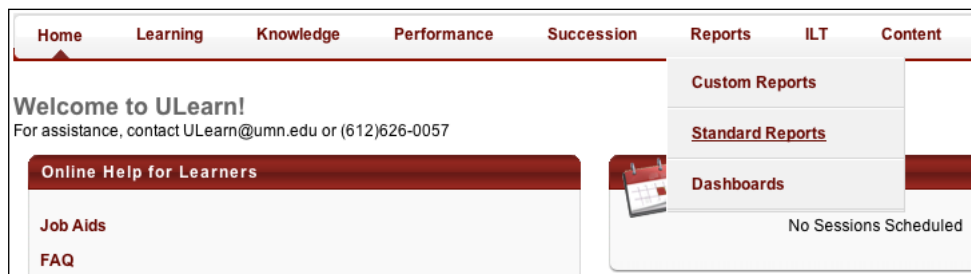


Enrollment Summary Report in ULearn

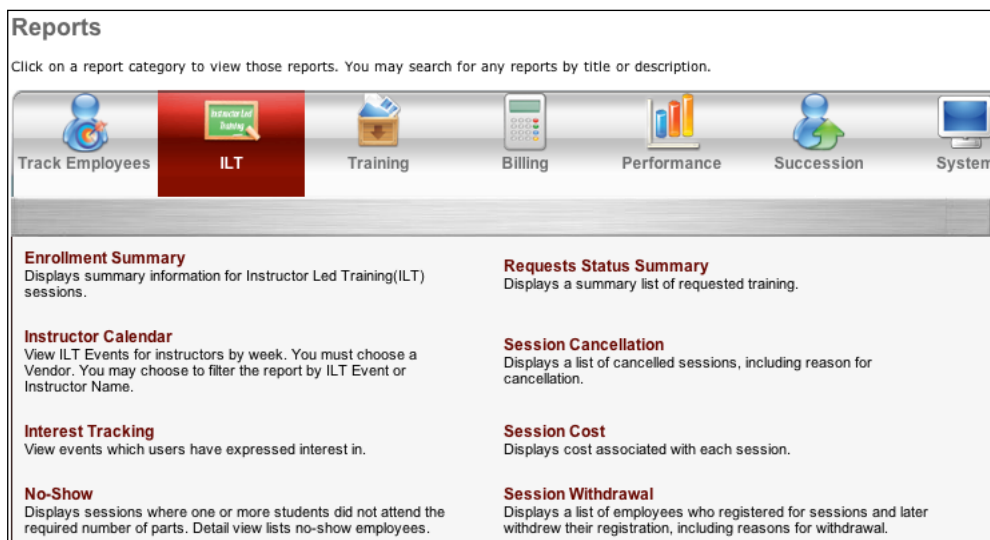
The Enrollment Summary report includes upcoming instructor-led session enrollment numbers and past instructor-led enrollment numbers (in addition to withdrawals and no shows).

To run this report:

- Navigate to **Reports > Standard Reports**.



- This displays a listing of preset ULearn reports.
- Click <ILT> (chalkboard icon).



- Click <Enrollment Summary>.

A screenshot of the 'Enrollment Summary' report form. The form has a title 'Enrollment Summary' and a subtitle 'View summary information for Instructor Led Training (ILT) sessions.' Below the subtitle is a 'Date Filters' section with a 'Date Criteria' dropdown set to 'Select', and 'From' and 'To' date pickers set to '1/1/2013' and '1/3/2013' respectively. Below the date filters is an 'Advanced Filters' section with input fields for 'Facility', 'Vendor' (set to 'All'), 'Instructor' (with a note '(Please Select Vendor First)'), 'Event', and 'Locator Number'. At the bottom of the form are three buttons: 'Printable Version', 'Export to Excel', and 'Export to Text'.

Enrollment Summary Report in ULearn (cont.)

- ✦ Fill in the necessary fields for the report starting with *Date Criteria*.
- ✦ Select from the drop-down menu of preset options or customize the report by entering *From:* and *To:* dates.

Advanced Filters options include:

- ✦ **Facility:** Location of training or session for the specific report
 - ✦ Click on the expand icon next to the field.
 - ✦ Search for the name of the building.
 - ✦ Browse results by clicking the page numbers at top or clicking the arrows to find the room number where the training/session was held.
- ✦ **Vendor:** Who (department, office, etc.) offered the training or session
 - ✦ Click on the expand icon.
 - ✦ Type the provider name in the *Search Provider* field and click <Search>.
 - ✦ Click on the plus sign icon to the left of the name to select provider.

Enrollment Summary Report in ULearn (cont.)

- ♦ **Instructor:** Who facilitated the training or session
 - ♦ Click on the expand icon.
 - ♦ Either browse through the results given based on your vendor input or search for the instructor by typing part or all of their name in the search field and clicking <Search>.
 - ♦ Click on the name of instructor to add to report.
- ♦ **Event:** Event name that correlates with specific training or session
 - ♦ Click on the expand icon to narrow the search by Event.
 - ♦ Type the name of the Event in the search field.
 - ♦ Click on the plus sign icon next to the title of the event name to add this specification to the report.
- ♦ **Locator Number:** A unique identifier for training sessions that is system generated

Note: Not all fields need to be filled out to run a report. *Facility, Instructor, Event,* and *Locator Number* may be left blank as shown in the example.

- ♦ After all necessary fields are filled in, click an option to run the report:
 - ♦ **Printable Version:** To simply print the report
 - ♦ **Export to Excel:** To save, add to, or reformat the report

The screenshot shows the 'Enrollment Summary' interface. At the top, it says 'View summary information for Instructor Led Training (ILT) sessions.' Below this is a 'Date Filters' section with a 'Date Criteria' dropdown set to 'Next Week', and 'From' and 'To' date pickers set to '1/6/2013' and '1/12/2013' respectively. The 'Advanced Filters' section contains several input fields: 'Facility' (empty), 'Vendor' (set to 'Training Services'), 'Instructor' (empty with a message '(Please Select Vendor First)'), 'Event' (empty), and 'Locator Number' (empty). Each field has an expand icon (plus sign) and a delete icon (trash can). At the bottom of the form, there are three buttons: 'Printable Version' (with a printer icon), 'Export to Excel' (with a green Excel icon), and 'Export to Text' (with a document icon).