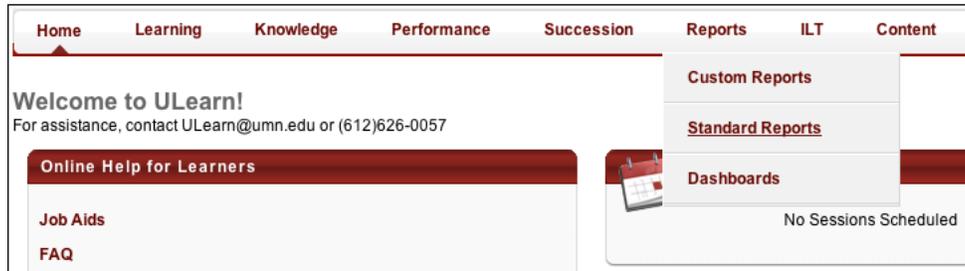


Enrollment Summary Report in ULearn

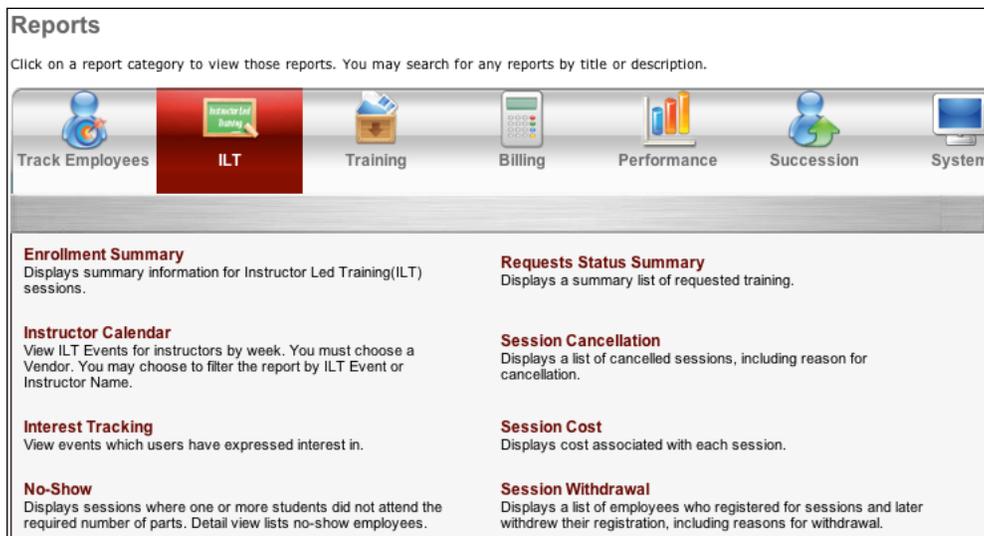
The Enrollment Summary report includes upcoming instructor-led session enrollment numbers and past instructor-led enrollment numbers (in addition to withdrawals and no shows).

To run this report:

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



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



- Click <Enrollment Summary>.



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.

Enrollment Summary
View summary information for Instructor Led Training (ILT) sessions.

Date Filters

Date Criteria ✓ Select
Yesterday
Today
Tomorrow
This Week
Last Week
Next Week
This Month
Last Month
Next Month
This Year
Last Year
Next Year
Last 7 Days
Last 30 Days
Last 60 Days
Last 120 Days
Next 7 Days
Next 30 Days
Next 60 Days
Next 120 Days
This Quarter
Last Quarter

From: 1/1/2013 **To:** 1/3/2013

Advanced Filters

Facility

Vendor (Please Select Vendor First)

Instructor

Event

Locator Number

Export to Excel Export to Text

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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.

Search Providers

Search Provider Training Search

<< Previous 1-6 of 6 Next >>

Providers

PROVIDER

- EXT-ENR-WRMP-OSTP Professional Training
- External Training
- SPH - CPHEO - MCHWT (Midwest Consortium for Hazardous Worker Training)
- SPH - CPHEO - MERET (Minnesota Emergency Readiness Education and Training)
- Technology Training and Usability Services
- Training Services

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 note '(Please Select Vendor First)'), 'Event' (empty), and 'Locator Number' (empty). At the bottom of the form are three buttons: 'Printable Version', 'Export to Excel', and 'Export to Text'.