



LEARNING MANAGEMENT SYSTEM (LMS) **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.



**Admin
icon**

Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

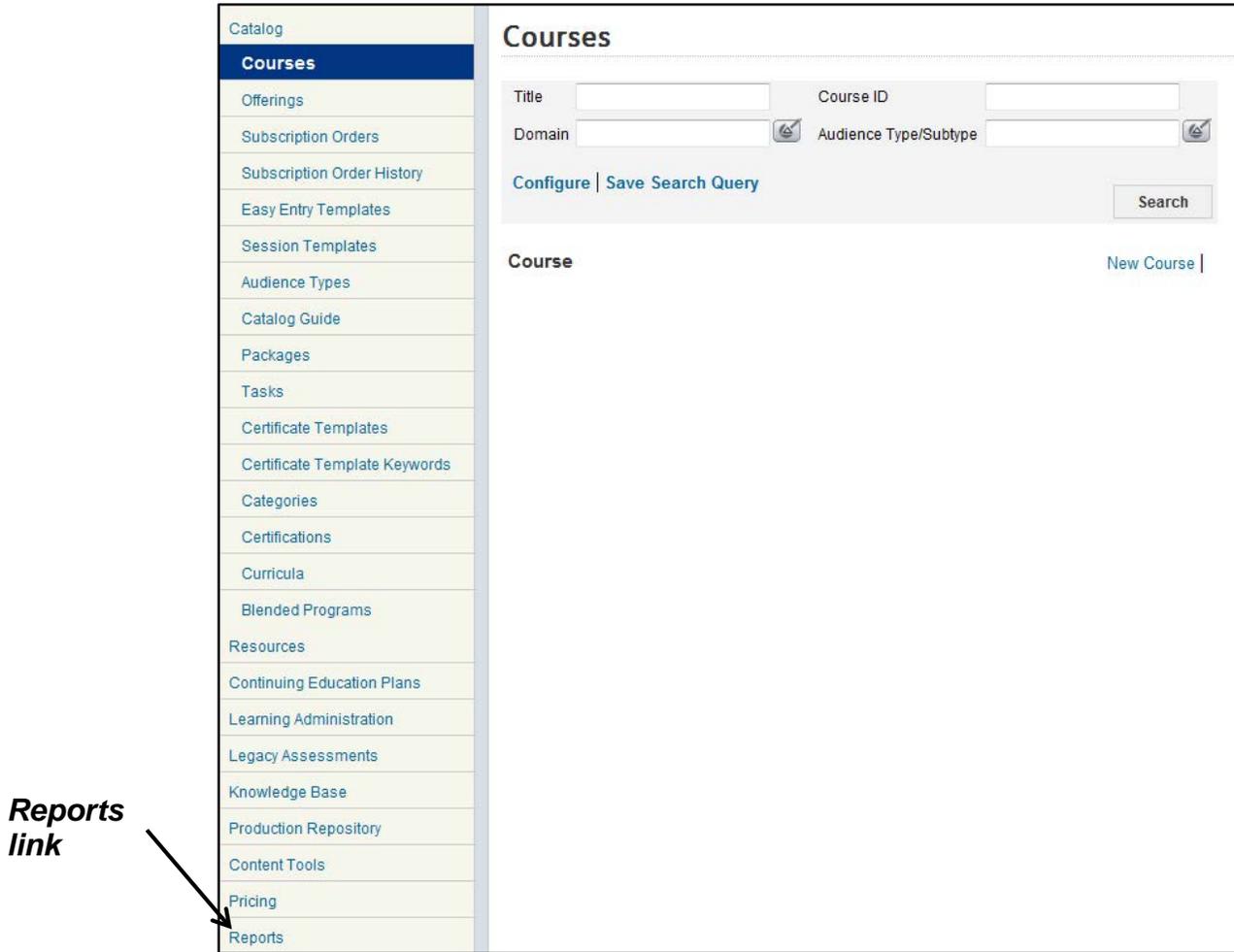


Figure 2 – Reports link

- Enter HHS Enrollment Snapshot in the Name field and click the **Search** button.

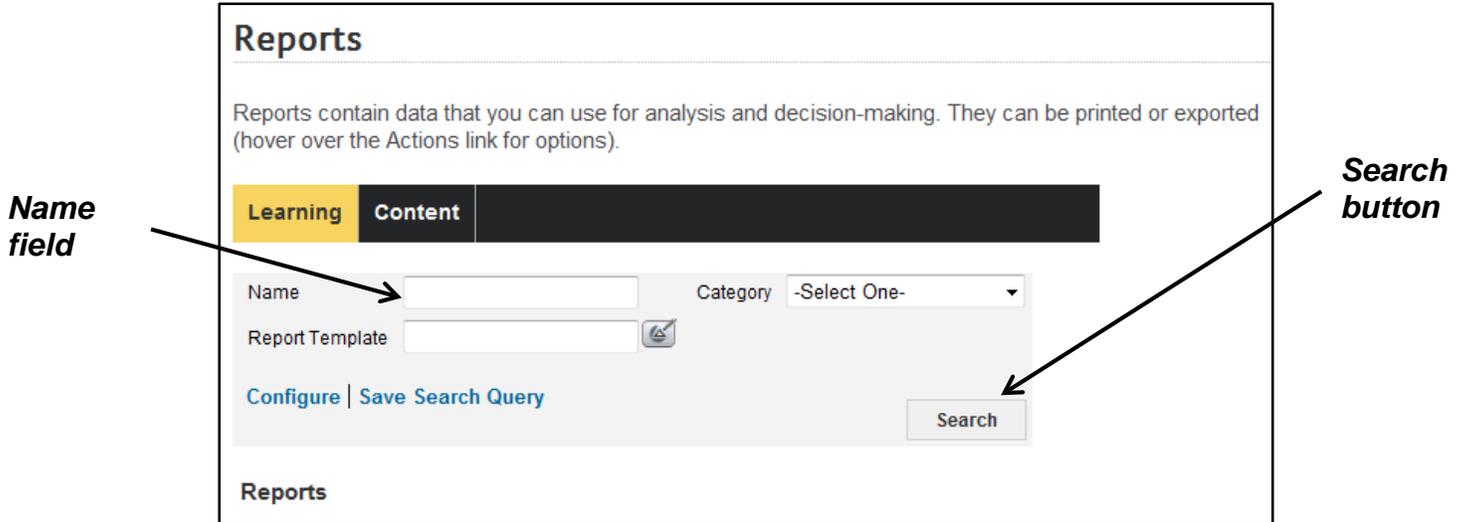


Figure 3 – Name field and Search button

- Click the **Actions** link for the HHS Enrollment Snapshot Report.

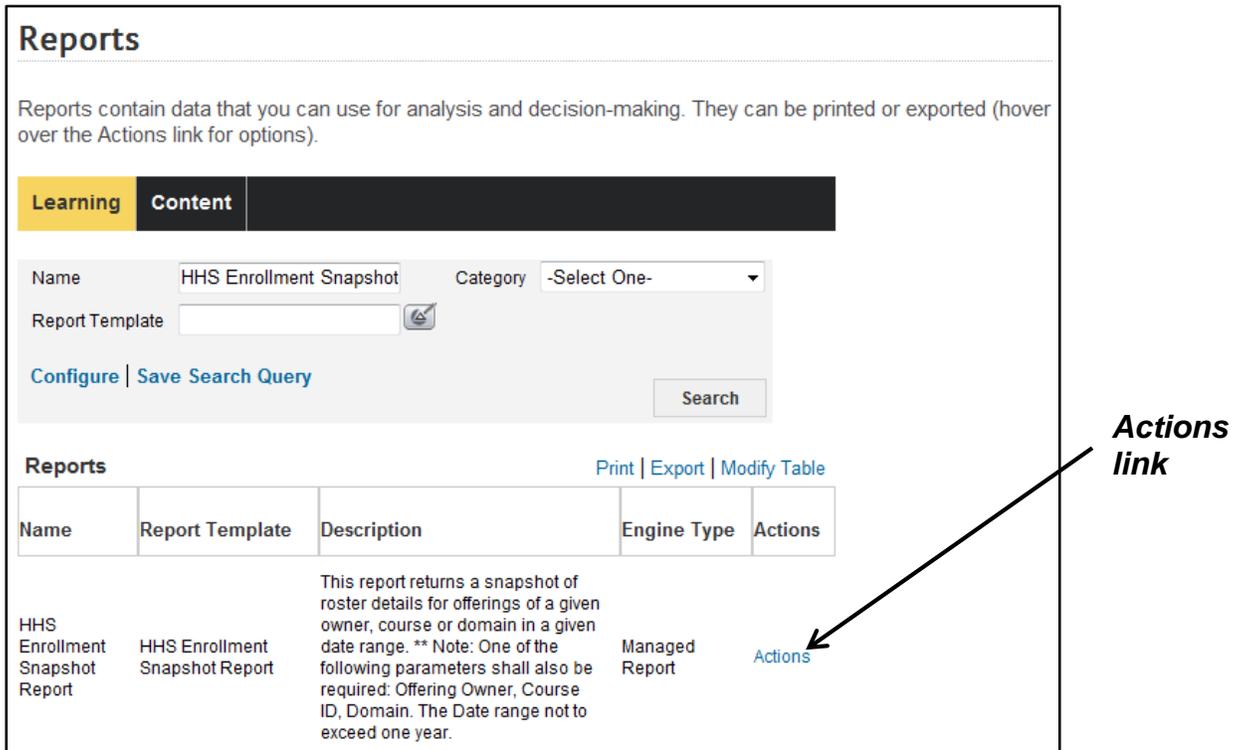


Figure 4 – Actions link

- Click the **Execute** link on the Actions activity menu.

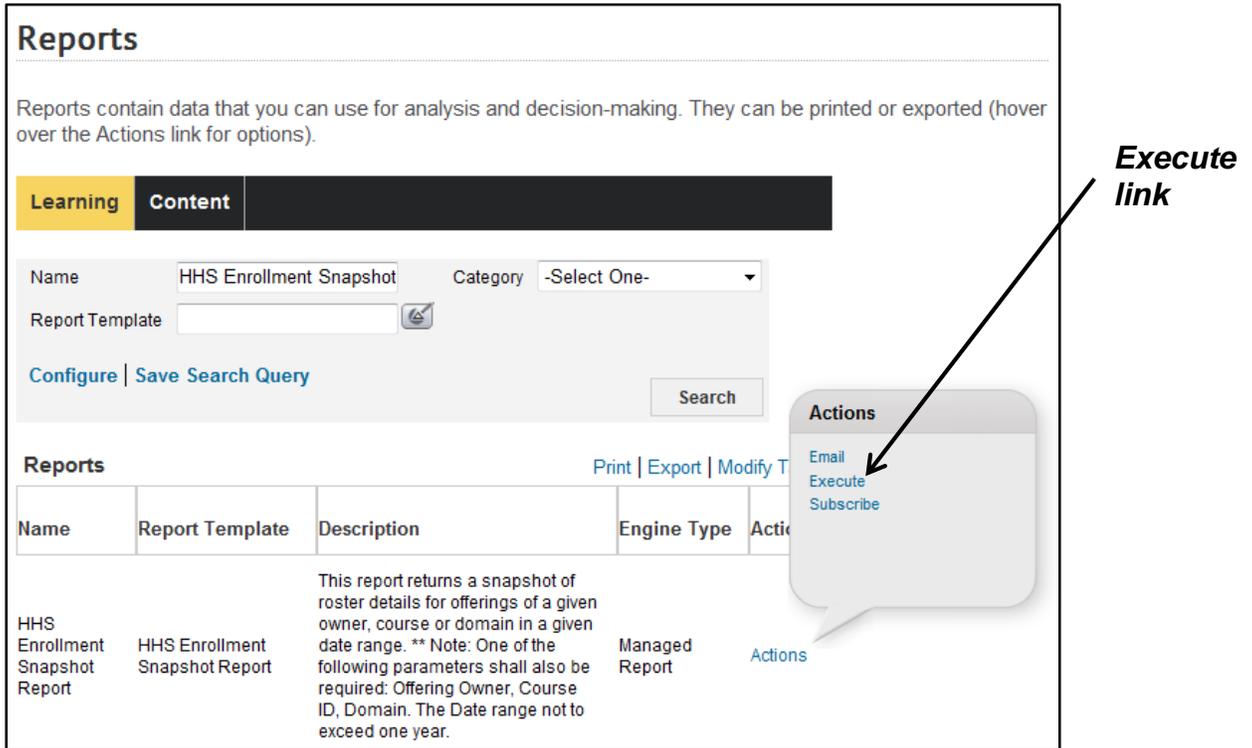


Figure 5 – Execute link on the Actions activity menu

- In addition to the mandatory From Date and To Date fields, you must populate either 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.

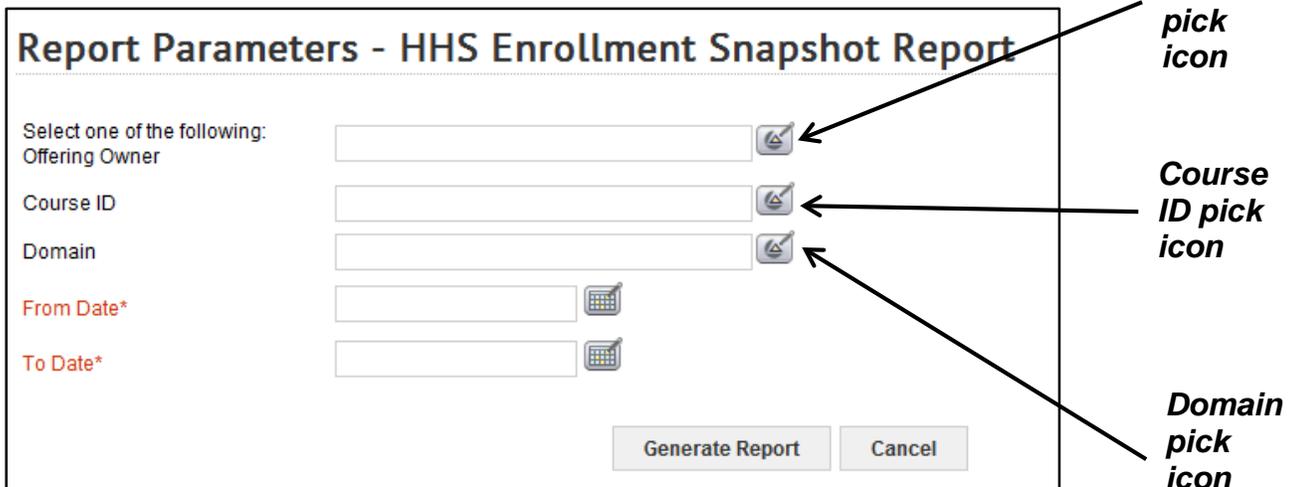


Figure 6 – Offering Owner, Course ID, and Domain pick icons

8. Click the **Search** button.

Select Domain

Name

Domains

Figure 7 – Search button

9. Click the **Select** checkbox to select the Domain.

Select Domain

Name

Domains [Print](#) | [Export](#)

Select	Name	Parents
<input type="checkbox"/>	CC	Global > HHS > NIH
<input type="checkbox"/>	CIT	Global > HHS > NIH
<input type="checkbox"/>	HHS Common	Global > HHS
<input type="checkbox"/>	NIAID	Global > HHS > NIH
<input type="checkbox"/>	NIH	Global > HHS
<input type="checkbox"/>	NIH Common	Global > HHS > NIH
<input type="checkbox"/>	NIHTC	Global > HHS > NIH
<input type="checkbox"/>	ORS_ORF	Global > HHS > NIH

Figure 8 – Select checkbox

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. The date range cannot exceed one (1) year.

Report Parameters - HHS Enrollment Snapshot Report

Select one of the following:
Offering Owner

Course ID

Domain

From Date*

To Date*

Generate Report **Cancel**

From Date pick icon

To Date pick icon

Figure 9 – From Date and To Date pick icons

11. Click the **Generate Report** button.

Report Parameters - HHS Enrollment Snapshot Report

Select one of the following:
Offering Owner

Course ID

Domain

From Date*

To Date*

Generate Report **Cancel**

Generate Report button

Figure 10 – Generate Report button

12. To print the report, click the **Print this report** icon.

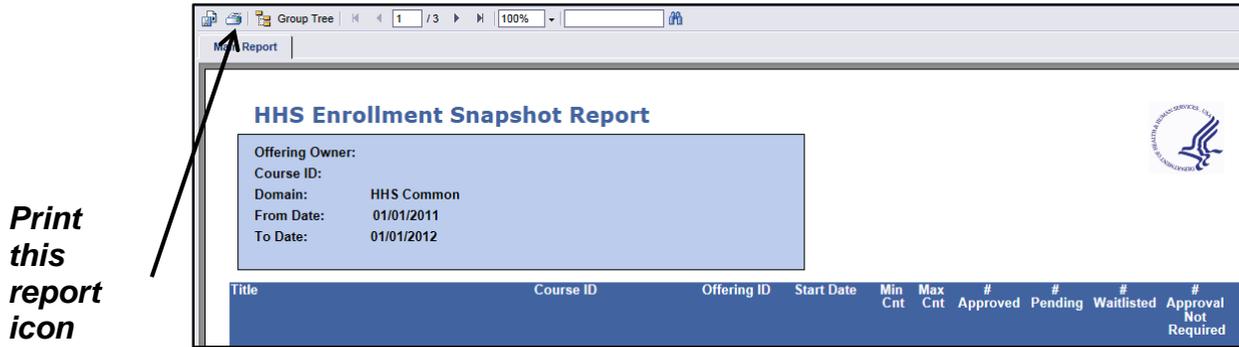


Figure 11 – Print this report icon

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

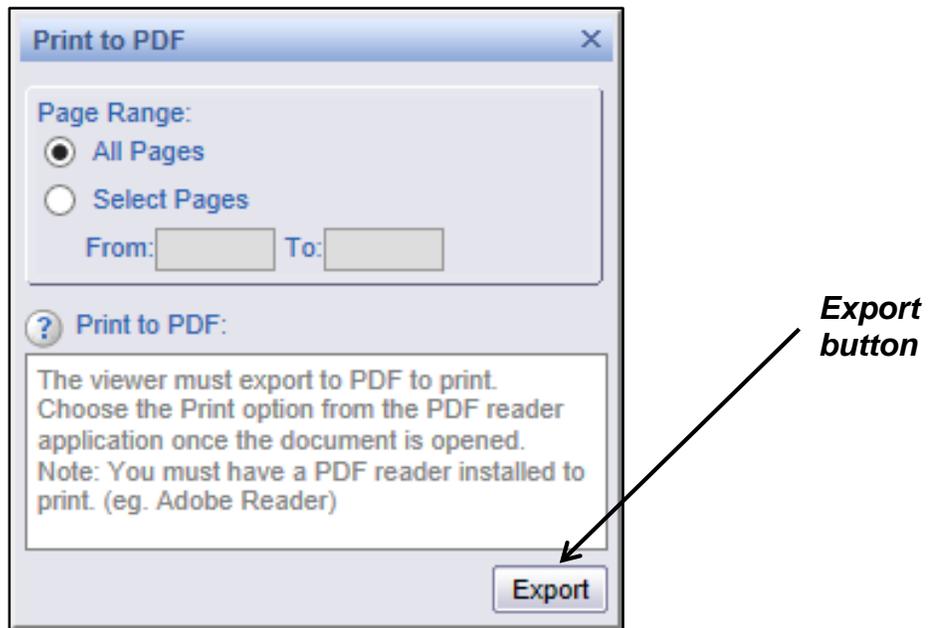


Figure 12 – Export button

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**

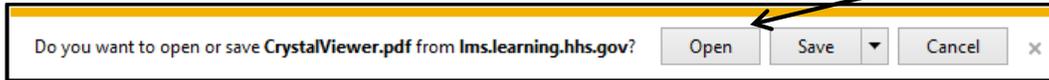


Figure 13 – Open button

15. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intra.hhs.gov/helpdeskform.htm>