LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS COURSE ENROLLMENT DETAILS
BY AUDIENCE TYPE REPORT

The Course Enrollment Details by Audience Type report enables Learning Administrators to identify all Learner enrollment details for a given date range including the course, Organization, and Audience Type/Sub-Type. This report provides the option to return course enrollments by Organization grouped by all of the Learner’s Audience Type/Sub-Types, or just for a specific Audience Type/Sub-Type.

1. Log into the LMS.
2. Click the Admin icon.

Figure 1 – Admin icon
3. Click the **Reports** link in the left navigation menu.

4. Enter HHS Course Enrollment in the Name field and click the **Search** button.
5. Click the **Actions** link.

Figure 4 – Actions link
6. Click the **Execute** link on the Actions activity menu.

7. Click the **Course Title** pick icon.
8. You can search for a course using the Title, Course ID, or Domain fields. Click the **Search** button to continue.

![Select Course](image)

**Figure 7** – Title, Course ID, and Domain fields and Search button

9. Click the **Select** checkmark for the course.

![Select Course](image)

**Figure 8** – Select checkbox

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10. Specify the date range for the report using the Starting Enrollment Date and Ending Enrollment Date fields. You can manually enter a date in MM/DD/YYYY format or use the Starting Enrollment Date and Ending Enrollment Date pick icons.

![Figure 9 – Starting Enrollment Date and Ending Enrollment Date fields and pick icons](image)

11. Enter the Organization ID in the Organization ID field. Enter a percent symbol (%) as a wildcard in the Organization ID field to capture all of the sub organizations.
12. The Person Type and Enrollment Status pull-down menus are optional parameters for the report, you can choose specific values to narrow the focus of the report or skip selecting a value to include all Person Types and Enrollment Statuses. To return all completions for all of NIH, enter NIH – all in the Audience Type/Sub-Type field. Click the Generate Report button to create the report.

13. Click the Print this report icon.
14. Click the **Export** button on the Print to PDF message box.

![Export button](image)

**Figure 12 – Export button**

15. 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](image)

**Figure 13 – Open button**

16. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)