RUNNING THE NIH ROSTER REPORT

This report enables administrators to identify all Learners enrolled in a specific offering, including email addresses, by registration status, and print a class sign-in sheet.

1. Log into the LMS.

2. Click on Admin icon.

3. Click the Reports link in the left navigation menu.
4. Enter NIH Roster in the Name field and click the **Search** button.

![Name field and Search button](image3.png)

**Figure 3 – Name field and Search button**

5. Click the **Actions** link for the NIH Roster Report.

![Actions link](image4.png)

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

![Figure 5 – Execute link on the Actions activity menu](image)

7. Click the **Offering Number** pick icon.

![Figure 6 – Offering Number pick icon](image)

Note: When the **Only Waitlisted** parameter is set to “Yes”, the report will return approved and pending approval waitlisted enrollments only.
8. To search for the offering, you can use the **Title**, **ID**, **Domain**, **Audience Type/Subtype**, **Start Date >=**, **End Date<=**, **Course ID**, and **Language** fields, and/or the **Delivery** pull-down menu. Once you have entered the search criteria, click the **Search** button.

9. You can also enter the **Start Date** and **End Date** in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **Start Date >=** and **End Date <=** pick icons to select the date.
10. Click the **Select** checkmark to select the offering.

![Select checkbox](image)

**Figure 9 – Select checkmark**

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

![Generate Report button](image)

**Figure 10 – Generate Report button**
12. To print the report, click the **Print this report** icon.

![Print this report icon](image1)

**Figure 11 – Print this report button**

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

![Export button](image2)

**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://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)