



National Institutes of Health

ALL REPORTS IN THE HHS LEARNING PORTAL (LMS)

[Abstract](#)

The LMS Reports Dictionary is a resource that explains all of the reports located in the LMS! This document will assist one in choosing the most applicable report for your situation. Please click on the item in the Table of Contents to get to the section you need.

The LMS Team

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Table of Contents

Tips on How to Determine Which LMS Report You Need	6
Reports Listed by Category	8
Reports Listed by Keyword	14
Reports Listed by Role	18
Top 20 Reports - Utilization per Month (2022).....	27
Active Users by Organization	28
All Orders by Offering Start Date	29
Approval Analysis for Admin.....	30
Approval Analysis for Manager.....	31
Certification Dashboard by Learner.....	32
Certification Dashboard for Admin by Manager.....	33
Certification Definition Audit Trail.....	34
Certifications Held by External Learners.....	35
Certifications Held by Internal Learners	36
Certification's Learning Elements' Completion Status for External Learners	37
Certification's Learning Elements' Completion Status for Internal Learners.....	38
CIT Training Roster	39
Classroom Assignments for a Location	40
Class Tent Cards	41
Competency Details by Learner	42
Compound Security Role Report.....	43
Content Results by Learner	44
Content Results by Module.....	45
Content Results Detailed Analysis	46
Course Catalog for Learner	47
Course Catalog for Manager	48
Course Dashboard for Admin by Learner	49
Course Dashboard for Admin by Manager	50
Course Dashboard for Admin by Organization	51
Course Dashboard for Learner.....	52
Course Definition Audit Trail.....	53
Course Enrollment Details	54
Course Enrollment Summary	55

[Return to Table of Contents](#)

Courses with Qualified Instructor	56
Credits Earned For Fields of Study	57
Curriculum Dashboard by Learner	58
Curriculum Dashboard by Manager.....	59
Curriculum Dashboard for Admin by Manager.....	60
Curriculum's Learning Elements' Completion Status for External Learners	61
Curriculum's Learning Elements' Completion Status for Internal Learners.....	63
Distribution of Scheduled Offerings.....	65
Enrollment Dashboard for Admin - Learner's Registrations	66
Enrollment Dashboard for Admin by External Organization	68
Enrollment Dashboard for Admin by Internal Organization.....	69
Enrollment Dashboard for Admin by Learner.....	71
Enrollment Dashboard for Admin by Manager.....	72
Enrollment Dashboard for Learner	74
Enrollment Dashboard for Manager.....	75
Evaluation Dashboard	77
Experts for a Competency.....	78
External Learner Record Audit Trail.....	79
HHS Accounts: Deactivated/To-Be-Deactivated Report	80
HHS All Approvers by Org Report	81
HHS Certification Activity Overall Report	82
HHS Certification/Curriculum Compliance/Exception Report	83
HHS Competency Assessment by Competency Detail.....	84
HHS Competency Assessment Detail by Job Series/Organization	85
HHS Competency Summary by Job Series/Organization	86
HHS Completed Learning Content Results.....	87
HHS Continuing Education Plan Progress Report	88
HHS Continuing Education Summary.....	89
HHS Course Catalog Report	90
HHS Course Completion Counts.....	91
HHS Course Compliance/Exception Report by Organization.....	92
HHS Course Enrollment Details.....	93
HHS Course Enrollment Details by Audience Type	94
HHS Course Equivalent Reports	95
HHS Current Learning Content Results	96

[Return to Table of Contents](#)

HHS EEO Compliance Statistics Report	97
HHS Enrollment Snapshot Report	98
HHS Evaluation Dashboard Report	99
HHS LRS Activity Report	100
HHS Mandatory Training by Audience Type Report	101
HHS Notifications by Domain Report	102
HHS No Show	103
HHS Order History Report	104
HHS Roster Details	105
HHS Self Paced Course Completions Report	106
HHS Self Paced Course Summary Report	108
HHS Session Based Course Completions Report	109
HHS Session Based Course Summary Report	110
HHS Session Based Offering Report (Data Cleanup)	111
HHS Training Completion Detail	112
HHS Training Completion Details - Wildcard	113
HHS Training Completions by Offering Domain Report	114
HHS Training Completions by Org	115
HHS Training Enrollments by Organization	116
HHS Web Page Data Extract Report	117
Internal Learner Certifications Details by Organization	118
Internal Learner Certifications Details for Manager	119
Internal Learner Curricula by Learner	120
Internal Learner Curricula	121
Internal Learners Certification Details	122
Internal Learner Record Audit Trail	123
Master Schedule of Open Offerings	124
Monthly Course Enrollments	125
Monthly Course Enrollments Revenue	126
Most Active Users	127
My LMS Administrators	128
NIH All Approvers by AAO Report	129
NIH All Approvers by Audience Type Report	130
NIH CAN Number Report	131
NIH CLP Transcript Completions Report	132

[Return to Table of Contents](#)

NIH Completion Tracking by IC Report	133
NIH Compliance Statistics	134
NIH Default AAO by Org Report	135
NIH Transcript Report	136
NIH Transcript Report by Learner	137
NIH LMS Admin List.....	138
NIH Missing NED Servicing AOs by Org.....	139
NIH NBS Transaction Report	140
NIH Order Approvals by Org/Approver.....	141
NIH Order Reconciliation Report	143
NIH Payroll CAN by Org Report	144
NIH Registrations Needing Approval	145
NIH Roster Report.....	147
Offering and Learner Day by Learners.....	148
Offering and Learner Days by Location.....	149
Offering and Learner Days	150
Offering Enrollments in a Year	151
Offering Utilization Report.....	152
Orders by Location.....	153
Overbooked Offerings Report.....	154
Plan Detail by Manager.....	155
Popularity of Physical Offerings	156
Popularity of Scheduled Offerings	157
Popularity of Self-Paced Offerings	158
Prerequisite In-Line Report by Internal Organization.....	159
Private Offerings by External Organization.....	160
Private Offerings Revenue by Location.....	161
Qualified Instructors with Course	162
Revenue by Location.....	163
Revenue Distribution: Top Ten	164
Revenue Expectations for Physical Offerings.....	165
Room Scheduling Worksheet.....	166
Roster.....	167
Roster: All Learners Email Addresses.....	168
Scheduled Offering Sign-in Sheet	169

[Return to Table of Contents](#)

Scheduled Offerings Roster by Order Status	170
Security Role Members	171
Self-Paced Offering Definition Audit Trail.....	172
Simple Security Role Report.....	173
Survey Dashboard	174
Survey Detailed Results by Question	175
Survey Detailed Results by Respondent	176
System Dis-Engagement Trend Report for Administrator	177
System Dis-Engagement Trend Report for Manager	178
Usage report for Physical Offerings	179
Usage Report for Scheduled Offerings.....	180
Usage Report for Self-Paced Offerings	181
Utilization of Classrooms in a Month.....	182
Utilization of Equipment in a Month	183
Utilization of Instructor in a Month	184
Virtual Classroom Report	185

[Return to Table of Contents](#)

Tips on How to Determine Which LMS Report You Need

Determining the specific report, or reports, that will provide you with the data and details you need, from the dozens of reports available in the LMS, can feel a bit overwhelming – particularly for users new to the LMS. The following four tips on how to review and use the information compiled in the LMS Reports Dictionary will guide you in selecting the report(s) that yield the data you need.

Tip #1: Determine the data category, sub-category or keyword on which your reporting must focus

The LMS Reports Dictionary now includes two new helpful sections – Reports Listed by Category and Reports Listed by Keyword. The Reports Listed by Category section organizes the complete list of LMS reports based on the type of information the report is designed to yield. The Reports Listed by Keyword section organizes the complete list of LMS reports based on significant words that appear in the report title or report description. Review the lists of categories, sub-categories and keywords to identify those that are relevant to your reporting needs.

Tip #2: Within the list of reports within the category, sub-category, or keyword, review reports with titles that include HHS or NIH first, and then, consider the other reports in the list

Each data category, sub-category and keyword table includes a list of associated reports. After you have identified the categories, sub-categories and/or keywords relevant to your reporting needs, review the list of reports associated with each and select the specific report(s) you think you need.

Note that reports with HHS or NIH in their title are reports that have been customized for the special needs of HHS and NIH in terms of the data yielded and report formatting. Reports that do not have HHS or NIH in their title have not been customized to meet our needs. However, these non-customized reports may provide you with data helpful to your reporting needs and have, therefore, been included in the LMS Reports Dictionary. We recommend that you consider the customized reports first and then consider the other reports associated with the category, sub-category and/or keyword of your choice.

Tip #3: When you've found a report, or reports, that you think will meet your reporting needs, review the report's description page to confirm your selection

Each report has its own report description page that includes a description of what the report is designed to provide and a list of input and output parameters. After you've identified specific reports for review from the Reports Listed by Category and Reports Listed by Keyword sections, find the report in the alphabetized Table of Contents and click on its link to get to the report's description page. Review the report description page(s) to make a final determination that the report will return the data you need.

[Return to Table of Contents](#)

Tip #4: Then, confirm that the report is one that your LMS role will allow you to access

The report description page also includes a listing of the specific LMS roles that have permission to access and execute the report described. The listing appears on the report description page in parenthesis directly under the report title. Review the list of roles to confirm that you have the appropriate LMS privileges to access and execute a report. If you find that you do not have the appropriate LMS privileges, submit a LMS Help Desk ticket to request the report be run for you. Your Help Desk ticket must include all the reporting parameter information required for the report you need executed.

[Return to Table of Contents](#)

Reports Listed by Category

The following tables organize the reports list by data category and, where necessary, data sub-category.

Certifications	Certification Dashboard By Learner	
	Certification Dashboard For Admin By Manager	
	Certification Definition Audit Trail	
	Certifications Held by External Learners	
	Certifications Held by Internal Learners	
	Certification's Learning Elements' Completion Status for Internal Learners	
	HHS Certification/Curriculum Compliance/Exception Report	
	Internal Learner Certifications Details by Organization	
	Internal Learner Certifications Details for Manager	
	Internal Learners Certification Details	
Competencies	Competency Details by Learner	
	Experts for a Competency	
	HHS Competency Assessment by Competency Detail	
	HHS Competency Assessment Detail by Job Series/Organization	
	HHS Competency Summary by Job Series/Organization	
Continuing Education	HHS Continuing Education Plan Progress Report	
Course Information	CLPs	Credits Earned For Fields Of Study
		NIH CLP Transcript Completions Report
	Completed Learning	NIH CLP Transcript Completions Report for Learner
		Course Dashboard for Admin by Company
		Course Dashboard for Admin by Learner
		Course Dashboard for Admin by Manager
		Course Dashboard for Admin by Organization
		Course Dashboard for Learner

[Return to Table of Contents](#)

		Course Enrollment Summary	
		HHS Completed Learning Content Results	
		HHS Course Completion Counts	
		HHS Course Compliance/Exception Report by Organization	
		HHS EEO Compliance Statistics Report	
		HHS Mandatory Training by Audience Type Report	
		HHS Training Completion Detail	
		HHS Training Completions by Offering Domain Report	
		NIH CLP Transcript Completions Report	
		NIH Completion Tracking by IC Report	
		NIH Compliance Statistics	
		NIH Transcript Report	
		NIH Transcript Report By Learner	
		NIH Training Completion Details - Wildcard	
		Prerequisite In-Line Report by Internal Organization	
	Course Catalog	Course Catalog for Learner	
		Course Catalog for Manager	
		HHS Course Catalog Report	
	Course Offering Details	Course Content	Content Results By Learner
			Content Results By Module
			Content Results Detailed Analysis
			Course Definition Audit Trail
			HHS Completed Learning Content Results
			Self-Paced Offering Definition Audit Trail
		Instructors	Courses with Qualified Instructor
			Qualified Instructors with Course
			Utilization of Instructor in a Month

[Return to Table of Contents](#)

		Location and Facility	Classroom Assignments for a Location
			Revenue by Location
			Room Scheduling Worksheet
			Utilization of Classrooms in a Month
			Utilization of Equipment in a Month
		Revenue	Utilization of Instructor in a Month
			HHS No Show
			Monthly Course Enrollments Revenue
			Revenue by Location
			Revenue Distribution: Top Ten
		Roster Management	Revenue Expectations for Physical Offerings
			CIT Training Roster
			Class Tent Cards
			HHS Enrollment Snapshot Report
			HHS No Show
			NIH Roster Report
			Roster
			Roster: All Learners Email Addresses
			Scheduled Offering Sign-in Sheet
			Scheduled Offerings Roster by Order Status
		Private Offerings	Private Offerings Revenue by Location
		Total Offerings Scheduled	Distribution of Scheduled Offerings
			Master Schedule of Open Offerings
			Offering and Learner Day by Learners
			Offering and Learner Days
			Offering and Learner Days by Location
			Offering Utilization Report
			Overbooked Offerings Report
			Popularity of Physical Offerings
			Popularity of Self-Paced Offerings

[Return to Table of Contents](#)

		Usage report for Physical Offerings
		Usage Report for Scheduled Offerings
		Usage Report for Self-Paced Offerings
		Virtual Classroom Report
	Current Learning	Course Enrollment Details
		Enrollment Dashboard for Admin by Internal Organization
		Enrollment Dashboard for Admin by External Organization
		Enrollment Dashboard for Admin by Learner
		Enrollment Dashboard for Admin by Manager
		Enrollment Dashboard For Admin - Learner's Registrations
		Enrollment Dashboard for Learner
		Enrollment Dashboard for Manager
		HHS Course Enrollment Details by Audience Type
		Monthly Course Enrollments

Curricula	Curriculum Dashboard By Learner
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Curricula By Learner
	Internal Learner Curricula

Evaluations	Evaluation Dashboard
	HHS Evaluation Dashboard Report

[Return to Table of Contents](#)

External Learners	External Learner Record Audit Trail
Internal Learners	Active Users by Organization
	HHS Accounts: Deactivated/To-Be-Deactivated Report
	HHS All Approvers by Org Report
	Internal Learner Record Audit Trail
	Most Active Users
	My LMS Administrators
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Payroll CAN by Org Report
Security Role Members	
Miscellaneous	Compound Security Role Report
	Simple Security Role Report
	System Dis-Engagement Trend Report for Administrator
	System Dis-Engagement Trend Report for Manager
Plans	Approval Analysis for Admin
	Approval Analysis for Manager
	Plan Detail by Manager
NIHTC Registrations/Orders	All Orders by Offering Start Date
	HHS Order History Report
	NIH NBS Transaction Report
	NIH Order Approvals by Org/Approver
	NIH Order Reconciliation Report
	NIH Registrations Needing Approval

[Return to Table of Contents](#)

Surveys	Survey Dashboard
	Survey Detailed Results by Question
	Survey Detailed Results by Respondent

[Return to Table of Contents](#)

Reports Listed by Keyword

The following tables organize the reports list by significant keywords that appear in either the report title and/or the report description.

Account Deactivations	HHS Accounts: Deactivated/To-Be-Deactivated Report
NIHTC Approvers/Approvals	Approval Analysis for Admin
	Approval Analysis for Manager
	HHS All Approvers by Org Report
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Default AAO by Org Report
	NIH Missing NED Servicing AOs by Org
	NIH Order Approvals by Org/Approver
NIH Registrations Needing Approval	
Certifications	Certification Dashboard By Learner
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	Course Catalog for Learner
	Course Catalog for Manager
	HHS Certification Activity Overall Report
	HHS Certification/Curriculum Compliance/Exception Report
	Internal Learner Certifications Details by Organization
	Internal Learner Certifications Details for Manager
	Internal Learners Certification Details
CLPs	Credits Earned For Fields Of Study
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner

[Return to Table of Contents](#)

Competencies	Competency Details by Learner
	Course Catalog for Learner
	Course Catalog for Manager
	Experts for a Competency
	HHS Competency Assessment by Competency Detail
	HHS Competency Assessment Detail by Job Series/Organization
	HHS Competency Summary by Job Series/Organization
	HHS Course Catalog Report

Continuing Education Plans	HHS Continuing Education Plan Progress Report
	HHS Continuing Education Summary

Course Catalog	Course Catalog for Learner
	Course Catalog for Manager
	HHS Course Catalog Report

Managers	Approval Analysis for Manager
	Certification Dashboard For Admin By Manager
	Course Dashboard for Admin by Manager
	Course Catalog for Manager
	Curriculum Dashboard By Manager
	Curriculum Dashboard For Admin By Manager
	Enrollment Dashboard for Admin by Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	Internal Learner Certifications Details for Manager
	NIH All Approvers by AAO Report
	NIH All Approvers by Audience Type Report
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval
	Overbooked Offerings Report
Plan Detail by Manager	

[Return to Table of Contents](#)

	System Dis-Engagement Trend Report for Manager
Mandatory Training	HHS Mandatory Training by Audience Type Report
	HHS Course Compliance/Exception Report by Organization
Roster Management	CIT Training Roster
	Class Tent Cards
	HHS Enrollment Snapshot Report
	HHS No Show
	HHS Roster Details
	NIH Roster Report
	Roster
	Roster: All Learners Email Addresses
	Scheduled Offering Sign-in Sheet
Scheduled Offerings Roster by Order Status	
Training Completions	Certification's Learning Elements' Completion Status for Internal Learners
	Content Results By Learner
	Content Results By Module
	Course Dashboard for Admin by Company
	Course Dashboard for Admin by Learner
	Course Dashboard for Admin by Manager
	Course Dashboard for Admin by Organization
	Course Dashboard for Learner
	Course Enrollment Details
	Course Enrollment Summary
	Credits Earned For Fields Of Study
	Curriculum's Learning Elements' Completion Status for External Learners
	Curriculum's Learning Elements' Completion Status for Internal Learners
	HHS Certification/Curriculum Compliance/Exception Report
	HHS Completed Learning Content Results
	HHS Course Completion Counts

[Return to Table of Contents](#)

	HHS Course Compliance/Exception Report by Organization
	HHS EEO Compliance Statistics Report
	HHS Mandatory Training by Audience Type Report
	HHS Self Paced Course Completions Report
	HHS Self Paced Course Summary Report
	HHS Session Based Course Completions Report
	HHS Session Based Course Summary Report
	HHS Training Completion Detail
	HHS Training Completions by Offering Domain Report
	NIH CLP Transcript Completions Report
	NIH CLP Transcript Completions Report for Learner
	NIH Completion Tracking by IC Report
	NIH Compliance Statistics
	NIH Transcript Report
	NIH Transcript Report By Learner
	NIH Training Completion Details - Wildcard
	Prerequisite In-Line Report by Internal Organization

[Return to Table of Contents](#)

Reports Listed by Role

The following tables organize the reports list by LMS role. This list will allow you to determine whether you have the appropriate LMS privileges to access and execute a report.

Learner	Certification Dashboard By Learner
	Competency Details By Learner
	Course Catalog for Learner
	Course Dashboard for Learner
	Curriculum Dashboard By Learner
	Enrollment Dashboard for Learner
	External Learner Completed Courses History
	External Learner Curricula
	Internal Learner Curricula
	Internal Learners Certification Details
	My LMS Administrators
	NIH CLP Transcript Completions Report for Learner
	NIH Order Approvals by Org/Approver
	NIH Registrations Needing Approval
NIH Transcript Report	
Manager/Supervisor	Approval Analysis for Manager
	Certification Dashboard By Manager
	Compliance/Exception Report By Manager
	Course Catalog for Manager
	Course Compliance Report for Manager
	Course Dashboard for Manager
	Curriculum Dashboard By Manager
	Enrollment Dashboard for Manager
	HHS All Approvers by Org Report
	HHS Course Compliance/Exception Report by Organization
	HHS Course Dashboard for Manager/Alternate Manager
	HHS Mandatory Training by Audience Type Report

[Return to Table of Contents](#)

	HHS Training Completions by Org
	Internal Learner Certifications Details for Manager
	Mandatory Learning Report for Manager
	My LMS Administrators
	NIH All Approvers by AAO Report
	NIH CLP Transcript Completions Report
	NIH Order Approvals by Org/Approver
	NIH Order Reconciliation Report
	NIH Registrations Needing Approval
	Plan Detail by Manager
	System Dis-Engagement Trend Report for Manager
	Talent Indicator Analysis for Manager
	Virtual Classroom Report

Local Learning Registrar	Active Users by Organization
	All Orders by Offering Start Date
	Approval Analysis for Admin
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners
	Certifications Held by Internal Learners
	Certification's Learning Elements' Completion Status for External Learners
	Certification's Learning Elements' Completion Status for Internal Learners
	CIT Training Roster
	Competency Details for Learner
	Compound Security Role Report
	Content Results By Module
	Content Results Detailed Analysis
	Course Compliance Report for Administrator
	Course Dashboard for Admin by Learner
	Course Enrollment Details
Course Enrollment Summary	

[Return to Table of Contents](#)

Credits Earned For Fields Of Study
Curriculum Dashboard For Admin By Manager
Curriculum's Learning Elements' Completion Status for External Learners
Curriculum's Learning Elements' Completion Status for Internal Learners
Enrollment Dashboard For Admin - Learner's Registrations
Enrollment Dashboard for Admin by External Organization
Enrollment Dashboard for Admin by Internal Organization
Enrollment Dashboard for Admin by Learner
Enrollment Dashboard for Admin by Manager
Evaluation Dashboard
Experts for a Competency
External Learner Completed Courses History By Learner
External Learner Curricula By Learner
External Learner Record Audit Trail
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification Activity Overall Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail
HHS Competency Assessment Detail by Job Series/Organization
HHS Competency Summary by Job Series/Organization
HHS Continuing Education Plan Progress Report
HHS Continuing Education Summary
HHS Course Catalog Report
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details
HHS Course Enrollment Details by Audience Type
HHS Evaluation Dashboard Report
HHS LRS Activity Report
HHS Manager and Organization Head Audit Report

[Return to Table of Contents](#)

HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Order History Report
HHS Roster Details
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completion Details - Wildcard
HHS Training Completions by Offering Domain Report
HHS Training Completions by Org
HHS Training Enrollments by Organization Report
HHS Web Page Data Extract Report
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learner Curricula By Learner
Internal Learner Record Audit Trail
Internal Learners Certification Details
Mandatory Learning Report for Administrator
Most Active Users
MRA Detailed Results by Rater
NIH Admin Role Audit Report for OHR
NIH All Approvers by AAO Report
NIH All Approvers by Audience Type Report
NIH CAN Number Report
NIH CLP Transcript Completions Report
NIH Default AAO by Org Report
NIH Learner Privilege Assigned Report
NIH LMS Admin List
NIH Transcript Report By Learner
NIH Missing NED Servicing AOs by Org
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report

[Return to Table of Contents](#)

	NIH Registrations Needing Approval
	NIH Roster Report
	Popularity of Physical Offerings
	Popularity Of Scheduled Offerings
	Popularity of Self-Paced Offerings
	Prerequisite In-Line Report by Internal Organization
	Private Offerings by External Organization
	Private Offerings Revenue by Location
	Purchase Orders Balances
	Questionnaire-Based MRA Dashboard
	Revenue by Location
	Room Scheduling Worksheet
	Roster
	Roster: All Learners Email Addresses
	Scheduled Offerings Roster by Order Status
	Security Role Members
	Simple Security Role Report
	Survey Dashboard
	Survey Detailed Results by Question
	Survey Detailed Results by Respondent
	System Dis-Engagement Trend Report for Administrator
	Usage report for Physical Offerings
	Usage Report for Scheduled Offerings
	Usage Report for Self-Paced Offerings
	Utilization of Classrooms in a Month
	Utilization of Equipment in a Month
	Utilization of Instructor in a Month

Learning Administrator	All Orders by Offering Start Date
	Certification Dashboard For Admin By Manager
	Certification Definition Audit Trail
	Certifications Held by External Learners

[Return to Table of Contents](#)

Certifications Held by Internal Learners
Certification's Learning Elements' Completion Status for External Learners
Certification's Learning Elements' Completion Status for Internal Learners
CIT Training Roster
Class Tent Cards
Classroom Assignments for a Location
Content Results By Learner
Content Results By Module
Content Results Detailed Analysis
Course Compliance Report For Administrator
Course Dashboard for Admin by Company
Course Dashboard for Admin by Learner
Course Dashboard for Admin by Manager
Course Dashboard for Admin by Organization
Course Definition Audit Trail
Course Enrollment Details
Course Enrollment Summary
Courses with Qualified Instructor
Credits Earned For Fields Of Study
Curriculum Dashboard For Admin By Manager
Curriculum's Learning Elements' Completion Status for External Learners
Curriculum's Learning Elements' Completion Status for Internal Learners
Distribution of Scheduled Offerings
Enrollment Dashboard For Admin - Learner's Registrations
Evaluation Dashboard
External Learners Certification Details
External Person Certifications per Organization
HHS Accounts: Deactivated/To-Be-Deactivated Report
HHS All Approvers by Org Report
HHS Certification Activity Overall Report
HHS Certification/Curriculum Compliance/Exception Report
HHS Competency Assessment by Competency Detail

[Return to Table of Contents](#)

HHS Competency Summary by Job Series/Organization
HHS Completed Learning Content Results
HHS Continuing Education Plan Progress Report
HHS Continuing Education Summary
HHS Course Catalog Report
HHS Course Completion Counts
HHS Course Compliance/Exception Report by Organization
HHS Course Enrollment Details
HHS Course Enrollment Details by Audience Type
HHS Course Equivalent Reports
HHS Current Learning Content Results
HHS EEO Compliance Statistics Report
HHS Enrollment Snapshot Report
HHS Evaluation Dashboard Report
HHS LRS Activity Report
HHS Mandatory Training by Audience Type Report
HHS No Show
HHS Notifications by Domain
HHS Order History Report
HHS Roster Details
HHS Security Role Members
HHS Self Paced Course Completions Report
HHS Self Paced Course Summary Report
HHS Session Based Course Completions Report
HHS Session Based Course Summary
HHS Session Based Offering Report (Data Cleanup)
HHS StaffDiv Completions
HHS Training Completion Detail
HHS Training Completion Details - Wildcard
HHS Training Completions by Offering Domain Report
HHS Training Completions by Org
HHS Training Enrollments by Organization Report

[Return to Table of Contents](#)

HHS Web Page Data Extract Report
Instructor Assignments
Internal Learner Certifications Details by Manager
Internal Learner Certifications Details by Organization
Internal Learners Certification Details
Learning Gain Report
Mandatory Learning Report for Administrator
Master Schedule of Open Offerings
Monthly Course Enrollments
Monthly Course Enrollments Revenue
NIH Admin Role Audit Report for OHR
NIH All Approvers by AAO Report
NIH All Approvers by Audience Type Report
NIH CAN Number Report
NIH CLP Transcript Completions Report
NIH Completion Tracking by IC Report
NIH Compliance Statistics
NIH Default AAO by Org Report
NIH LMS Admin List
NIH Transcript Report By Learner
NIH NBS Transaction Report
NIH Order Approvals by Org/Approver
NIH Order Reconciliation Report
NIH Payroll CAN by Org Report
NIH Registrations Needing Approval
NIH Roster Report
Offering and Learner Day by Learners
Offering and Learner Days
Offering and Learner Days by Location
Offering Evaluation Details Report
Offerings Comparison Report
Offering Utilization Report

[Return to Table of Contents](#)

Orders by Location
Overbooked Offerings Report
Popularity of Physical Offerings
Popularity Of Scheduled Offerings
Popularity of Self-Paced Offerings
Prerequisite In-Line Report by Internal Organization
Private Offerings by External Organization
Private Offerings Revenue by Location
Qualified Instructors with Course
Revenue by Location
Revenue Distribution: Top Ten
Revenue Expectations for Physical Offerings
Room Scheduling Worksheet
Roster
Roster: All Learners Email Addresses
Scheduled Offering Sign-in Sheet
Scheduled Offerings Roster by Order Status
Self-Paced Offering Definition Audit Trail
Usage report for Physical Offerings
Usage Report for Scheduled Offerings
Usage Report for Self-Paced Offerings
Utilization of Classrooms in a Month
Utilization of Equipment in a Month
Utilization of Instructor in a Month
Virtual Classroom Report

[Return to Table of Contents](#)

Top 20 Reports - Utilization per Month (2022)

The following table lists the number of times each of the Top 20 utilized reports was generated in 2022 by month.

Report Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
HHS Course Compliance/Exception Report by Organization	3304	2058	2820	2723	3028	2771	2890	2865	3745	4310	4100	6501	41115
HHS Mandatory Training by Audience Type Report	903	491	788	1232	1421	1010	905	1022	1407	1020	970	884	12053
Roster	187	233	282	262	265	256	190	263	318	346	1116	5245	8963
NIH Order Reconciliation Report	554	374	555	656	614	596	676	539	581	688	552	705	7090
HHS Enrollment Snapshot Report	633	512	779	553	568	557	559	493	531	539	485	557	6766
NIH Roster Report	564	624	583	352	398	1134	284	401	337	178	191	191	5237
CIT Training Roster	149	137	515	297	188	176	873	539	310	478	322	180	4164
HHS Training Completion Detail	668	257	380	285	293	304	297	313	321	357	256	358	4089
NIH Registrations Needing Approval	285	185	277	290	264	300	295	270	281	320	247	292	3306
HHS Course Enrollment Details	0	0	0	0	9	24	65	114	88	95	77	1568	2040
HHS Daily Stats	186	158	199	184	174	190	182	194	196	18	0	0	1681
Roster: All Learners Email Addresses	95	87	101	101	147	153	189	166	119	164	88	56	1466
HHS Training Completions by Offering Domain Report	104	75	125	130	75	85	120	167	91	98	114	123	1307
HHS Training Completion Details - Wildcard	106	54	56	107	137	82	74	93	172	112	59	106	1158
HHS Training Completions by Org	98	53	84	86	64	58	84	84	128	138	127	124	1128
NIH CLP Transcript Completions Report	131	55	119	168	92	54	85	60	54	72	46	69	1005
Roster: All Learner Email Addresses	53	59	81	71	106	96	74	85	58	85	42	13	823
NIH Missing NED Servicing AOs by Org	64	41	64	63	59	61	70	50	56	71	53	62	714
HHS Course Enrollment Details by Audience Type	70	44	96	90	68	68	41	46	45	37	30	37	672
Course Enrollment Details	37	36	38	63	37	29	52	88	83	38	36	32	569

[Return to Table of Contents](#)

Active Users by Organization

(Local Learning Registrar)

Description

This report enables an administrator to see the number of active users in the system by organization.

Report Parameters

Start Date
End Date

Report Output

Period Start Date
Period End Date
Total Number of Active Users

Organization Name
Active Users

[Return to Table of Contents](#)

All Orders by Offering Start Date

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify the orders placed by all learners for an offering start date range.

Report Parameters

Offering Date Beginning Range*

Offering Date Ending Range*

Report Output

Learner Name

Username

Email

Workphone

Fax

Organization

Parent Organization

Title

Offering Number

Date(s)

Order No

Delivery Type

Location

Price

[Return to Table of Contents](#)

Approval Analysis for Admin (Local Learning Registrar)

Description

This report enables administrators to identify plans, which are in pending approval/rejected status in an organization and its sub organizations or across all the organizations.

Report Parameters

Plan Form*
Organization

Report Output

Plan Form Selected
Organization Selected
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Organization
Parent Organization
Total Number of Plans
Number of Plans Pending Approval
Number of Plans Pending Acknowledgement

Total

[Return to Table of Contents](#)

Approval Analysis for Manager (Manager/Supervisor)

Description

This enables managers to identify the plans belonging to his/her direct reports, which have been rejected or are in pending approval or pending acknowledgement state.

Report Parameters

Plan Form*
Show Terminated User

Report Output

Plan Form Selected

Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement
Total Number of Rejected Plans

Plan Form
Total Number of Plans
Total Number of Plans Pending Approval
Total Number of Plans Pending Acknowledgement

[Return to Table of Contents](#)

Certification Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all certification-related information.

Report Parameters

Show Status Acquired
In Progress
Assigned
Overdue

Report Output

Learner name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Certification Dashboard for Admin by Manager (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all certification-related information for a manager.

Report Parameters

Manager Name*
Certification Title
Number of Days to Expire

Report Output

Summary graph of Certification Status Count per Learner
Number of Acquired Certifications
Number of Overdue Certifications
Number of Expired Certifications

Summary table of Certification Status Count per Learner
Number of Acquired Certifications
Number of Overdue Certifications
Number of Expired Certifications

Learner Name
Work Phone
Email address
Certification Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid for Days
Recertification

[Return to Table of Contents](#)

Certification Definition Audit Trail

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a certification.

Report Parameters

Certification Name*

Certification Version

Report Output

Date of Change (Date and Time Stamp)

By User (Last Name, First Name and Username)

Action

Previous Value

Reason

Version

[Return to Table of Contents](#)

Certifications Held by External Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify external learners who have ever acquired a specified certification.

Report Parameters

Certification Name*
Version

Report Output

Learner
Phone
Email
Organization
Manager Name
Status
Acquired on
Expiration Date
Item
Completed
Authorized By

[Return to Table of Contents](#)

Certifications Held by Internal Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify internal learners who have acquired a specified certification.

Report Parameters

Certification Name*

Version

Show Terminated User

Report Output

Learner

Phone

Email

Termination Date

Organization

Manager Name

Status

Acquired on

Expiration Date

Item

Completed

Authorized By

[Return to Table of Contents](#)

Certification's Learning Elements' Completion Status for External Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Organization (selected)
Learner Status
Domain
Version
Include Child Organizations
Show Learner Details

[Return to Table of Contents](#)

Certification's Learning Elements' Completion Status for Internal Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified certification.

Report Parameters

Certification*
Certification Version
Organization
Include Child Organization
Domain
Learner Status
Show Learner Details

Report Output

Certification
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date
Learning Element Status
Learning Element Completion Date

[Return to Table of Contents](#)

CIT Training Roster

(Local Learning Registrar, Learning Administrator)

Description

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

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*
Only Waitlisted*

Report Output

Last Name
First Name
Email
IC Name
Reg Status
Session Initials
Signature

[Return to Table of Contents](#)

Classroom Assignments for a Location

(Learning Administrator)

Description

This report enables administrators to identify offerings assigned to classrooms for a specified location and date range. The report also displays the number of enrollments (Current, Minimum, and Maximum) for each offering in each classroom.

Report Parameters

Location Name*

Room Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Title

Offering Number

Offering Date Range

Session Template

Offering Status

Delivery Type

Instructor

Current Enrolls

Max Enrolls

Min Enrolls

[Return to Table of Contents](#)

Class Tent Cards

(Learning Administrator)

Description

This report prints the tent card for each learner in a given class.

Report Parameters

Offering Number*

Report Output

Course Name

Learner

Org ID

[Return to Table of Contents](#)

Competency Details by Learner

(Content Admin, Learner, Local Learning Registrar)

Description

The report is for all the competencies attached to a learner.

Report Parameters

None - run on demand

Report Output

Competency Levels of Learner

Radar chart

Competency Name

Required Level

Held Level

Gap

Competency Required Source

[Return to Table of Contents](#)

Compound Security Role Report (Local Learning Registrar)

Description

Lists all the Simple Security Roles contained by the Compound Security Roles

Report Parameters

None

Report Output

Compound Security Role Name
Simple Security Role Name
Simple Security Role Description

[Return to Table of Contents](#)

Content Results by Learner (Learning Administrator)

Description

Content Results by Learner for the specified Offering that is completed in the given date range

Report Parameters

Offering Part Number*

Start Date*

End Date*

Report Output

Offering Name

Average Score

Learner

Score

Status

Content Module

Title

Score

Status

Total Attempts

Time Spent

Mastery Score

Lesson Detail

Lesson Title

Score

Status

Total Attempts

Time Spent

Mastery Score

[Return to Table of Contents](#)

Content Results by Module

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to monitor the completed content results by module for a specified offering and date range

Report Parameters

Offering Part Number*
Start Date*
End Date*

Report Output

Offering Name
Offering Part Number
Date Range

Overall Result for
Average Score

Learner
Score
Completion Status

Content Module Detail
Mastery Score
Average Score

Learner
Score
Completion Status

[Return to Table of Contents](#)

Content Results Detailed Analysis

(Local Learning Registrar, Learning Administrator)

Description

Generates an analysis of the content results for selected content in the provided date range

Report Parameters

Content Name*

Learners Completion Period From*

Learners Completion Period To*

Report Output

Content Name

Version

Format

Content Completion Date Range

Overall Results

Number of Learner Completions

Average Overall Score

Score Distribution

Range

Lesson Detail

Mastery Score

Average Score

Question Detail for

Question Name

Question Type

Question Text

Average Time Spent

Learner Response

Responses

Response %

Correct Response

Result

[Return to Table of Contents](#)

Course Catalog for Learner

(Content Admin, Learner)

Description

This report enables the learner to view a list of all courses that are available in the learning catalog within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*

Course Available Upto*

Course Title

Report Output

Course Available From

Course Available Upto

Course Title

Course Title

ID

Abstract

Description

Vendor

Course base Price

Currency Code

Category

Competency

Certificate

[Return to Table of Contents](#)

Course Catalog for Manager (Manager/Supervisor)

Description

This report enables the manager to view a list of courses in the learning catalog belonging to the learners directly reporting to the manager within the specified date range. The report also displays the certifications, the competencies and the categories associated with the listed courses.

Report Parameters

Course Available From*
Course Available Upto*
Course Title

Report Output

Course Available From
Course Available Upto
Course Title

Course Title
ID
Abstract
Description
Vendor
Course Base Price
Currency Code
Category
Competency
Certificate

[Return to Table of Contents](#)

Course Dashboard for Admin by Learner (Local Learning Registrar, Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a learner.

Report Parameters

Learner Name*
Show Status Successful
Unsuccessful
Display Unformatted Records

Report Output

Learner Name
Work Phone
Email

Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Dashboard for Admin by Manager (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about a manager's directly reporting learners.

Report Parameters

Manager Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner

Learner Name
Count of Completed Courses

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Dashboard for Admin by Organization (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Organization Name*
Course Title
Learner Name
Show Status Successful
Unsuccessful
Show Chart
Show Summary
Show Details
Sort By
Show Terminated Learner
Display Unformatted Records

Report Output

Completed Course Status Count Per Learner
Learner Name
Completion Count

Learner Name
Successful
Unsuccessful
Total

Learner Name
Work Phone
Email
Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Dashboard for Learner (Content Admin)

Description

This report shows a learner all completed courses-related information about the learner.

Report Parameters

Show Status Successful
Unsuccessful
Display Unformatted Records

Report Output

Learner Name
Work Phone
Email

Course Title
Status
Start Date
Completion Date
Score
Grade

[Return to Table of Contents](#)

Course Definition Audit Trail (Learning Administrator)

Description

This report enables administrators to monitor all the audited changes made to a course.

Report Parameters

Course Name*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

Course Enrollment Details

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify, by course, all learners enrollment details by location and by organization for a given date range. The report summary for location and for organization the total number of learners enrolled and the total number of learners' completions

Report Parameters

Course Title*
Enrollment Date From*
Enrollment Date Upto*
Completion Date From
Completion Date Upto
Show Completions Only
Show Terminated User

Report Output

Location

Organization
Learner Name
Job Type
Manager
Enrollment Status
Delivery Type
Enrollment Date
Start Date
End Date
Completion Date
Offering ID

Summary for Organization
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

Overall Summary
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

[Return to Table of Contents](#)

Course Enrollment Summary

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify, by course, a summary by location and by organization with the total number of learners enrolled and the total number of learner's completion for a given date range

Report Parameters

Course Title*
Enrollment Date From*
Enrollment Date Upto*
Completion Date From
Completion Date Upto
Show Completions Only
Show Terminated User

Report Output

Location

Summary for Organization
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

Overall Summary
Total Learners Enrolled
Total Learners Completions
Total Unassigned Learners

[Return to Table of Contents](#)

Courses with Qualified Instructor (Learning Administrator)

Description

This report shows an administrator all completed courses-related information about an organization's learners.

Report Parameters

Username*

Report Output

Instructor Name
Email
Work Phone
Organization
Manager
Manager Phone

Title
Course ID
Delivery Type

[Return to Table of Contents](#)

Credits Earned For Fields of Study

(Local Learning Registrar, Learning Administrator)

Description

This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion. It also provides the learner's details along with the transcripts.

Report Parameters

Course Title
Organization
Manager
Location
Learner
Field of Study
Course Completion Date >=*
Course Completion Date <=*
Show Credits Summary for Learner

Report Output

Course Title
Organization
Manager
Location
Learner
Field of Study
Completion Date After
Completion Date Before
Show Credit Summary for Learner

Learner
Learner Location
Organization
Manager
Course Title
Offering ID
Completion Date
Field of Study
Credits Earned

[Return to Table of Contents](#)

Curriculum Dashboard by Learner

(Content Admin, Learner)

Description

This report enables a learner to see all curriculum-related information.

Report Parameters

Show Status Acquired
In Progress
Assigned
Overdue

Report Output

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum Dashboard by Manager (Manager/Supervisor)

Description

This report enables a manager to see all curriculum-related information.

Report Parameters

Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Curriculum Status Count Per Learner
Learner Name

Acquired
Total
Learner Name
Work Phone
Email
Curriculum Title
Status
Assigned On
Acquired On
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum Dashboard for Admin by Manager (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all curriculum-related information for a manager.

Report Parameters

Manager Name*
Curriculum Title
Show Status Acquired
In Progress
Assigned
Overdue
Show Chart
Show Summary
Show Details
Sort By
Show Terminated User

Report Output

Graphical Curriculum Status Count Per Learner
Learner Name

Tabular Curriculum Status Count Per Learner
Learner Name

Learner Details

Learner Name
Work Phone
Email

Curriculum Title
Status
Assigned On
Acquired On
Target Date
Expires On
Valid For Days
Recertification

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for External Learners

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned external learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

[Return to Table of Contents](#)

Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

[Return to Table of Contents](#)

Curriculum's Learning Elements' Completion Status for Internal Learners (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to identify the organization wise completion status of all the assigned internal learners in the learning element(s) within the specified curriculum.

Report Parameters

Curriculum*
Curriculum Version
Organization
Include Child Organizations
Domain
Learner Status
Show Learner Details

Report Output

Curriculum
Version
Organization
Include Child Organizations
Learner Status
Show Learner Details
Domain

Organization
Assigned Learners in Organization
Path
Module
Learning Element
Complete
Not Complete

Learner Name
Organization
Location
Manager
Learner Status
Assigned On
Target Date

[Return to Table of Contents](#)

Learning Element Status

Learning Element Completion Date

Overall Summary (including Child Organizations) for
Total Assigned Learners (including Child Organizations)

Path

Module

Learning Element

Complete

Not Complete

[Return to Table of Contents](#)

Distribution of Scheduled Offerings

(Learning Administrator)

Description

This report enables administrators to identify total scheduled offerings for a specified course measured by the number of times scheduled during a period, top 10 offering templates.

Report Parameters

Enter 2 digit month (eg: 01-12)*

Enter 4 digit year (eg: 2000)*

Report Output

Offering

Total Offerings this month

Total Offerings scheduled for the month of MM YYYY

Pie chart with percentage representations

[Return to Table of Contents](#)

Enrollment Dashboard for Admin - Learner's Registrations (Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all learners' registrations for a specified date range.

Report Parameters

Manager Name*
Learner Name
Offering Start Date After* (today's date - 90)
Offering Start Date Before* (today's date)
Show Scheduled Offerings
Show Self-paced Offerings
Show Physical Offerings
Show Cancelled, Late Cancelled, Dropped Enrollments
Show Confirmed Enrollments
Show Back Ordered Enrollments
Show Delivered and Shipped Enrollments
Show Enrollments With Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated User
Display Unformatted Records

Report Output

Graphical Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Tabular Course of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered

Per Learner
Learner Name
Job Type

[Return to Table of Contents](#)

Work Phone
Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by External Organization (Local Learning Registrar)

Description

This report enables administrators to identify all external learner enrollments for a specified external organization.

Report Parameters

Evaluation Name*
Evaluation Submitted After* (today - 30)
Evaluation Submitted Before* (today)
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title
Question (text)
Total Responses (count)

Count of Respondents per Response
Graphical Chart
Tabular list

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Internal Organization (Local Learning Registrar)

Description

This report enables administrators to identify all learner enrollments for a specified internal organization.

Report Parameters

Organization Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone

[Return to Table of Contents](#)

Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Learner (Local Learning Registrar)

Description

This report displays enrollment information for a given internal learner

Report Parameters

Learner Name*
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Admin by Manager (Local Learning Registrar)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Manager Name*
Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Confirmed
Delivered
Total

Learner Name
Job Type
Work Phone
Email
Course Title
Version
Delivery Type

[Return to Table of Contents](#)

Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Learner

(Content Admin, Learner)

Description

This report displays enrollment information for a learner

Report Parameters

Offering Start Date After
Offering Start Date Before
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Display unformatted records

Report Output

Learner Name
Job Type
Work Phone
Email

Course Title
Version
Delivery Type
Session Name
Offering Date Range
Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Enrollment Dashboard for Manager (Manager/Supervisor)

Description

This report displays all learner enrollments for a given Manager's direct reports

Report Parameters

Learner Name
Offering Start Date After*
Offering Start Date Before*
Show Scheduled Offerings
Show Self-Paced Offerings
Show Physical Offerings
Show Cancelled/Late Cancelled/Dropped Enrolls
Show Confirmed Enrolls
Show Back Ordered Enrolls
Show Delivered/ Shipped Enrolls
Show Enrolls for Pending Approval
Show Graph
Show Summary
Sort by
Show Terminated Users
Display unformatted records

Report Output

Count of Enrollments in Different Statuses per Learner

Learner Name
Cancelled
Delivered
Total

Learner name
Job Type
Work Phone
Email
Course Title
Version
Delivery Type
Session Name
Offering Date Range

[Return to Table of Contents](#)

Package
Location
Registration Number
Registration Status
Order Item Status
Order Information
Results

[Return to Table of Contents](#)

Evaluation Dashboard

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*
Evaluation Submitted After*
Evaluation Submitted Before*
Show Chart per Question
Show Details on Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From (date range)
Evaluation Title
Total Number of Respondents
Section Title

Question (text)
Total Responses (count)

Count of Respondents per Response

Graphical Chart
Tabular list

[Return to Table of Contents](#)

Experts for a Competency

(Local Learning Registrar)

Description

Experts for a Competency Organized by Proficiency across Organization.

Report Parameters

Competency Name*
Organization Name
Held Competency Level
Held Competency Level Operator
Experts Only

Report Output

Competency Name
Competency Description
Competency Group
Organization Name
Experts Only

Held Proficiency Level
Learner Name
Learner Username
Location
Organization
Expert
Number of Experts

[Return to Table of Contents](#)

External Learner Record Audit Trail

(Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an external learner record.

Report Parameters

External Learner Username*

Report Output

Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

HHS Accounts: Deactivated/To-Be-Deactivated Report

(Local Learning Registrar, Learning Administrator)

Description

This report will provide a list of learner accounts that will be deactivated by a specific date or a list of learner accounts that have already been deactivated.

Report Parameters

Report Type*

Select One of the following: Organization ID (Use % to include sub-orgs)

Or Domain

Person Type

Number of Days (No entry will return all available results for the Deactivated report; Entry may not be greater than 120 for the To-Be-Deactivated report)

Report Output

Org ID

Last Name

First Name

HHS ID

Person Type

Manager/Supervisor

Email Address

Last Login Date

Deactivation Date

[Return to Table of Contents](#)

HHS All Approvers by Org Report

(Manager/Supervisor, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

[Return to Table of Contents](#)

HHS Certification Activity Overall Report (Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see all certification-related information.

Report Parameters

Certification Title*

Select checkbox to display status in report output:

Acquired

In Progress

Expired

Assigned

Overdue

Revoked

Expired-Reassigned

Expired-In Progress

Expired-Overdue

Report Output

Org

Last Name

First Name

Username

Email

Status

Assigned On

Acquired On

Target Date

Expires On

Recert?

[Return to Table of Contents](#)

HHS Certification/Curriculum Compliance/Exception Report

(Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific certification/curriculum during the date range you specify. The results can be further refined using the employee EOD Date, Certification/Curriculum Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Certification Title
Curriculum Title
From Date*
To Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Certification/Curriculum Domain Certification/Curriculum Domain
Person Type
Report Type*
Person Status

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Completion Date

Compliance/Exception Percentage

[Return to Table of Contents](#)

HHS Competency Assessment by Competency Detail

(Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by competency.

Report Parameters

Competency Name*
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Report Output

Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Org ID
Target Level
Manager Levels
Self Level
Held Level
Gap
Assessment Date

Totals (summary)

[Return to Table of Contents](#)

HHS Competency Assessment Detail by Job Series/Organization (Local Learning Registrar)

Description

This report will provide competency assessment information on learner, by job type.

Report Parameters

Job Series
Organization ID*
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Job Series
Organization ID
Grade, Level, Class, Rank, or Pay Band
Start Date
End Date

Org ID
Last Name
First Name
HHS ID
Grade, Level, Class, Rank, or Pay Band
Competency Name
Assessment Date
Target Level
Manager Level
Self Level
Held Level
Gap
Total Gap

[Return to Table of Contents](#)

HHS Competency Summary by Job Series/Organization

(Local Learning Registrar, Learning Administrator)

Description

This report will provide competency assessment information on learner, by job series and/or organization.

Report Parameters

Organization ID*
Job Series
Grade, Level, Class, Rank, or Pay Band
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)

Report Output

Competency Name
% Below
% On Target
% Above
People Assessed Below
People Assessed Above
Total # Assessed

[Return to Table of Contents](#)

HHS Completed Learning Content Results

(Learning Administrator)

Description

Custom report that identifies when a registered learner has taken and completed online training and has moved from the learner's current learning to their transcript.

Report Parameters

Course Title
Offering ID
Starting Enrollment Date* (mm/dd/yyyy)
Ending Enrollment Date* (mm/dd/yyyy)
Person Type
Organization ID*
Include Child Organization
Audience Type

Report Output

Org ID
Last Name
First Name
HHS ID
Email
Type
Status
Offering ID
Enrollment Date
Content Name
Completion Date
Score
Content Status
Total Attempts
Time Spent (in mins)
Mastery Score

[Return to Table of Contents](#)

HHS Continuing Education Plan Progress Report (Local Learning Registrar, Learning Administrator)

Description

This report will allow admins to see the total credits earned by those individuals toward a specified CE Plan.

Report Parameters

CEP Title 1 (min 6 characters, not including spaces or wild cards)*
CEP Title 2
CEP Title 3
CEP Title 4
CEP Title 5
Person Status*
Organization ID*
Include Child Organizations
Audience Type

Report Output

CEP Title
Start Date
End Date
Grace Period
FOS/Total Credits
Org ID
Last Name
First Name
HHSID
Person Type
Status
Manager
Email
Pay Plan
Sup Status
Total Credits

[Return to Table of Contents](#)

HHS Continuing Education Summary

(Local Learning Registrar, Learning Administrator)

Description

This report will allow admins to identify and manage courses and/or offerings missing CLP credits.

Report Parameters

Domain*
Display Subdomains
Field of Study*
From Date (*required for Offerings)
To Date (*required for Offerings)
Display By*

Report Output

Display By Course:

Course Title
Course ID
Version
Domain
Avail From
Disc From
Created By
Field of Study
Credits
Adhoc

Display By Offering:

Course Title
Course ID
Version
Domain
Offering ID
Start Date
End Date
Delivery Type
Status
Created By
Field of Study
Credits

[Return to Table of Contents](#)

HHS Course Catalog Report

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to pull a Course Catalog by Domain, Course Title, Category, Delivery Type, Competency and/or Job

Report Parameters

Domain*
Course Title
Category
Competency Name
Delivery Type
Keyword
Display Course URL

Report Output

Course Title
Course ID
Description
Category
Competency
Delivery Type
Domain
Open Offering

[Return to Table of Contents](#)

HHS Course Completion Counts

(Learning Administrator)

Description

Custom report that gathers all course completion counts for a month-year combination

Report Parameters

Course Completion Date*
Course Domain*
Organization ID
Include Child Organizations

Report Output

Title
Completion Count

Grand Total

[Return to Table of Contents](#)

HHS Course Compliance/Exception Report by Organization

(Manager/Supervisor, Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify. The results can be further refined using the employee EOD Date, Course Domain, and Person Type. This report was custom developed by NIH.

Report Parameters

Course Title (Equivalents incl. in results)*

From Date*

To Date*

Organization ID*

Include Child Organizations

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Course Domain

Person Type -

Person Status*

Report Output

Org ID

Last Name

First Name

HHS ID

EOD Date

Manager

Email

Completion Date

Pay Plan

Person Status

Suprv Code

[Return to Table of Contents](#)

HHS Course Enrollment Details

(Local Learning Registrar, Learning Administrator)

Description

The Course Enrollment Details report enables administrators to identify by course, all learner enrollment and completion details for a given date range.

Report Parameters

Course Title*
Starting Enrollment Date*
Ending Enrollment Date*
Person Type
Organization ID
Include Child Organization
Enrollment Status

Report Output

Pos Org
Last Name
First Name
HHSID
Email
Org ID
Person Type
Status
Enrollment Status
Enrollment Date
Start Date
Offering ID
Completion Date

[Return to Table of Contents](#)

HHS Course Enrollment Details by Audience Type

(Local Learning Registrar, Learning Administrator)

Description

The Course Enrollment Details by Audience Type report enables administrators to identify by course, organization, and Audience Type/Sub-Type, all learner enrollment details for a given date range. The 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.

Report Parameters

Course Title*
Course Equivalents
Starting Enrollment Date*
Ending Enrollment Date (2 year max)*
Person Type
Organization ID
Enrollment Status
Audience Type/Sub-Type*
Exempt Audience Type

Report Output

Pos Org
Org ID
Last Name
First Name
Email
Person Type
Status
Enrollment Status
Enrollment Date
Start Date
Offering ID
Completion Date
Supervisory Code

[Return to Table of Contents](#)

HHS Course Equivalents Report

(Learning Administrator)

Description

This report provides a list of equivalents 5 levels deep associated to a course.

Report Parameters

Course Title*

Report Output

Level 1 (Display: Course Name, Course ID, Version)

Level 2 (Display: Course Name, Course ID, Version)

Level 3 (Display: Course Name, Course ID, Version)

Level 4 (Display: Course Name, Course ID, Version)

Level 5 (Display: Course Name, Course ID, Version)

[Return to Table of Contents](#)

HHS Current Learning Content Results

(Learning Administrator)

Description

Custom report that identifies when a registered learner has taken and completed online training, but the training has not moved from the learner's current learning to their transcript.

Report Parameters

Course Title
Offering ID
Starting Enrollment Date*
Ending Enrollment Date*
Person Type
Organization ID*
Include Child Organization
Audience Type

Report Output

Course Title
Course ID
Org ID
Last Name
First Name
HHS ID
Email
Type
Status
Offering ID
Enrollment Date
Content Name
Completion Date
Score
Content Status
Total Attempts
Time Spent (in mins)
Mastery Score

[Return to Table of Contents](#)

HHS EEO Compliance Statistics Report (Learning Administrator)

Description

HHS EEO Compliance Statistics Report

Report Parameters

Course Title*

Start Date*

End Date*

Renewal Period (# Days)*

Compliance Value (# of Days)*

Domain

Person Type

Report Output

Total number of FTE

Total # of completion

Number of FTW within EOD date range

Compliance within (Compliance Value) days

[Return to Table of Contents](#)

HHS Enrollment Snapshot Report

(Learning Administrator)

Description

This report returns a snapshot of roster details for offerings of a given owner, customer service representative, course or domain in a given date range.

** Note: One of the following parameters shall also be required: Offering Owner, Offering Customer Service Representative, Course ID, or Domain. The Date range not to exceed one year.

Report Parameters

From Date*
To Date (date range not to exceed 1 year)*
Offering Owner
Offering Customer Service Representative
Course ID
Domain
Offering Status*

Report Output

Title
Course ID
Delivery Type
Offering ID
Start Date
Min Count
Max Count
NIHTC Max Count
Approved
Pending Approval
Waitlisted
Approval Not Required
Student Count
Offering Status
Offering Date Cancelled
Customer Service Representative
Instructor Name

[Return to Table of Contents](#)

HHS Evaluation Dashboard Report

(Local Learning Registrar, Learning Administrator)

Description

This report enables an administrator to see and analyze the responses submitted for an evaluation in a given date range.

Report Parameters

Evaluation Name*
Evaluation Submitted After*
Evaluation Submitted Before*
Show Terminated Respondent
Show Chart Per Question
Show Details on Drilldown
Display Unformatted Records

Report Output

Evaluation Title
Section Question
Question
Respondent
Response

[Return to Table of Contents](#)

HHS LRS Activity Report

(Local Learning Registrar, Learning Administrator)

Description

This report provides detailed activity data from the Learning Record Store (LRS) for TinCan (xAPI) content.

Report Parameters

From Date*

To Date*

Course

Learner Name

Ord ID

Include Sub-organizations

Activity Name

Verb Name

Report Output

Org ID

HHS ID

First Name

Last Name

Activity Name

Date

Time

Attempt Number

[Return to Table of Contents](#)

HHS Mandatory Training by Audience Type Report

(Local Learning Registrar, Learning Administrator)

Description

Report on people in an organization (or its sub-orgs) who have, or have not, completed a specific course or equivalent during the date range you specify by an audience type. You may also exempt an audience type from the report. The results can be further refined using the Person Type or Person Status.

Report Parameters

Course Title*
Course Equivalents
From Date*
To Date (2 years max)*
Organization ID (Use % to include sub-orgs)*
Mandatory Audience Type*
Exempt Audience Type
Person Type
Person Status*

Report Output

Pos Org
Org ID
Last Name
First Name
HHS ID
EOD Date
Person Type
Manager
Email
Audience Type
Completion Date
Pay Plan
Person Status
Suprv Code

[Return to Table of Contents](#)

HHS Notifications by Domain Report (Learning Administrator)

Description

This report lists all notifications for a specified domain.

Report Parameters

Domain*

Report Output

Event Name
Event Category
Event Action
Recipients
Attachment Description
Inherited
Is iCal?

[Return to Table of Contents](#)

HHS No Show

(Local Learning Registrar, Learning Administrator)

Description

The No-Show report will allow OPDIVs to generate statistics and tabulate lost training dollars caused by seats not being occupied.

Report Parameters

Offering – Start Date (Greater Than or Equal)*

Offering – End Date (Less Than or Equal)*

Organization ID*

Include Child Organizations

Course Domain

Report Output

Org ID

Last Name

First Name

HHS ID

Email

Manager

Manager Email

Course Title

Offering ID

Offering Start Date

[Return to Table of Contents](#)

HHS Order History Report

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to create an order history report for a specific organization, audience type or learner.

Report Parameters

Order Creation From*

Order Creation To*

Org ID (must be 2 char. min., use % to inc.sub-orgs, 3 months max.)

Audience Type (3 months max.)

Learner Name (no restriction on date range)

Delivery Type (Optional)

Report Output

Org ID

Learner Name

HHS ID

Offering Domain

Order Creation Date

Order Number

Document/Order Item Number

Order Item Status

Delivery Type

Course Name

Course ID

CAN Number

Price

Offering Start Date

[Return to Table of Contents](#)

HHS Roster Details

(Local Learning Registrar, Learning Administrator)

Description

This report shows you additional details about all people on the roster page, regardless of their order or completion status, and includes additional details about each learner for the selected offering.

Report Parameters

Offering ID*

Report Output

Username
Last Name
First Name
Email
Job Series
Job Title
Org ID
Manager Last Name
Manager First Name
Manager Email
Course Title
Start Date
End Date
Registration Date
Completion Date
Completion Status
Registration Status
Drop/Cancel Reason

[Return to Table of Contents](#)

HHS Self Paced Course Completions Report

(Learning Administrator)

Description

This report is primarily intended for export to Excel and returns the registrations/completions for all WBT course that contain the partial course code, provided as an input, and where the completion date is between the date range or if the registration date is within the date range if the completion date is blank. This report is associated to three other reports: HHS Session Based Course Summary, HHS Session Based Course Completions, and HHS Self Paced Course Summary.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Offering ID
Avail From
Disc From
Delivery Type
Username
First Name
Last Name
Email
Job Title
Person Type
Domain
Org ID
Manager
Offering Status
Enrolled Date
Completion Date
Module Name
Mastery Score
Max Attempts
Module Section

[Return to Table of Contents](#)

Score
Lesson Status
Total Attempts
Time in Module (HH:MI:SS)

[Return to Table of Contents](#)

HHS Self Paced Course Summary Report (Learning Administrator)

Description

This report is primarily intended for export to Excel and returns the summary of all registrations/completions for all WBT course that contain the partial course code, provided as an input, and where the completion date is between the date range or if the registration date is within the date range if the completion date is blank. This report is associated to three other reports: HHS Session Based Course Summary, HHS Session Based Course Completions, and HHS Self Paced Course Completions.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Delivery Type
Offering ID
Created By
Created By HHSID
Avail From
Disc From
Duration
#Reg
#NoShow
#Dropped
#Unsuc
#Suc
#Wait
#Susp
#Noteval

[Return to Table of Contents](#)

HHS Session Based Course Completions Report

(Learning Administrator)

Description

This is primarily intended for export to Excel and returns the registrations for all ILT course that contain the partial course code, provided as an input and where the offering end date is within the provided date range. This report is associated to three other reports: HHS Session Based Course Summary, HHS Self Paced Course Summary, and HHS Self Paced Course Completions.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Offering ID
Offering Status
Delivery Type
Start Date
End Date
Username
First Name
Last Name
Job Title
Domain
Org ID
Manager
Status
Completed On

[Return to Table of Contents](#)

HHS Session Based Course Summary Report (Learning Administrator)

Description

This report is primarily intended for export to Excel and returns the summary or all registrations for all ILT course that contain the partial course code, provided as an input, and where the offering end date is within the provided date range. This report is associated to three other reports: HHS Session Based Course Completions, HHS Self Paced Course Summary, and HHS Self Paced Course Completions.

Report Parameters

Course ID (4 characters Min without wildcards)*
From Date*
To Date*

Report Output

Course Title
Course ID
Version
Delivery Type
Offering ID
Created By
Created By HHSID
Start Date
End Date
Open Enroll
Enroll Close
Duration
Status
Loc Name
Min Ct
Max Ct
Max Wait
#Reg
#NoShow
#Dropped
#Unsuc
#Success
#Wait
#Suspend
#Not Eval

[Return to Table of Contents](#)

HHS Session Based Offering Report (Data Cleanup)

(Learning Administrator)

Description

This report shows all the session based offerings that are either: Offerings that are past their end date and Open with no registrations or open registrations, or closed and have open registrations. This report is also primarily intended for export to excel.

Report Parameters

Offering End Date Before*
Domain*
Include SubDomains

Report Output

Course Title
Course ID
Version
Offering ID
Start Date
End Date
Delivery Type
Created By
Created On
Updated By
Updated On
Domain
Status
Incomplete
Owner Name
Username
Email

[Return to Table of Contents](#)

HHS Training Completion Detail

(Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters.

Report Parameters

Course Title (Equivalent incl. in results)*
Completion Start Date*
Completion End Date*
Organization ID (Use % to include sub-orgs)*
EOD Start Date (mm/dd/yyyy)
EOD End Date (mm/dd/yyyy)
Person Type
Person Status

Report Output

Org ID
Last Name
First Name
HHS ID
EOD Date
Manager
Email
Completion Date
Person Type
Person Status
Pay Plan
Super Status

[Return to Table of Contents](#)

HHS Training Completion Details - Wildcard

(Local Learning Registrar, Learning Administrator)

Description

Custom report that displays transcript detail based on 3 required parameters and 4 optional parameters. The title field is a free from text box where the user can put in all or a portion of the course title. However, they must enter in at least eight (8) alphanumeric characters.

Report Parameters

Course Title (you must enter at least eight (8) alphanumeric characters)*

Completion Start Date*

Completion End Date*

Organization ID (Use % to include sub-orgs)*

EOD Start Date (mm/dd/yyyy)

EOD End Date (mm/dd/yyyy)

Person Type

Person Status

Report Output

Org ID

Last Name

First Name

HHS ID

EOD Date

Manager

Email

Completion Date

Person Status

Title

Reg

[Return to Table of Contents](#)

HHS Training Completions by Offering Domain Report

(Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the date range, Offering Domain, Org Code, and Delivery Type. Optional parameters are Category, Course ID, Supervisory Code, and Job Series. **Note: The date range, offering domain, org code, and delivery type parameters are required. The date range is not to exceed six months. Full time, deactivated, and terminated users are returned.

Report Parameters

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Offering Domain*
Include Sub Domains
Include HHS Common Domain
Organization ID*
Include Child Organizations
Delivery Type*
Category
Course ID
Audience Type
Supervisory Status
Job Series

Report Output

Pos Org
Org ID
Delivery Type
HHS ID
Last Name
First Name
Person Type
Person Status
Course Title
Course ID
Offering Start Date
Offering End Date
Date Marked Complete
Offering Domain
Duration

[Return to Table of Contents](#)

HHS Training Completions by Org

(Local Learning Registrar, Learning Administrator)

Description

This report returns completed learning items for a given date range and organization. The report will include transcript records associated with a registration and data entered into the LMS manually or via a data feed.

Report Parameters

Completion Date From*
Completion Date To (Date range not to exceed 365 days)*
Organization ID*
Include Child Organizations
Field of Study
Include Completed Learning Items without any FOS
Audience Type

Report Output

Org ID
HHS ID
Last Name
First Name
Person Type
Person Status
Supv Status
Title
Course ID
Version
Delivery Type
Offering Start Date
Offering End Date
Credits
Reg

[Return to Table of Contents](#)

HHS Training Enrollments by Organization

(Local Learning Registrar, Learning Administrator)

Description

This report returns current learning items for a given date range and organization.

** The date range is not to exceed 365 days

Report Parameters

Enrollment Date From*

Enrollment Date To (date range not to exceed 365 days)*

Organization ID*

Include Child Organization

Field of Study

Audience Type

Supervisory Code

Report Output

Org ID

Delivery Type

HHS ID

Last Name

First Name

Person Type

Person Status

Course Title

Course ID

Enrollment Date

Offering Start Date

Offering End Date

Credits

Supv Code

[Return to Table of Contents](#)

HHS Web Page Data Extract Report

(Local Learning Registrar, Learning Administrator)

Description

This report will provide a summary of offerings with a Delivery Type of “Instructor Led” and the associated Offering Deeplink URLs.

Report Parameters

Domain

Report Output

Course title
Offering ID
Session Template
Start Date
Offering Deeplink URL

[Return to Table of Contents](#)

Internal Learner Certifications Details by Organization

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all certification details associated with internal learners for a given organization. Any E-signature information is also displayed.

Report Parameters

Organization Name*

Report Output

Organization
Internal Learner
Certification
E-Signature Information
Granted On
Owner
Reason
Certification History

Certification Version
Status
Acquired On
Expiration Date
Path

[Return to Table of Contents](#)

Internal Learner Certifications Details for Manager

(Manager/Supervisor, Local Learning Registrar, Learning Administrator)

Description

This report enables managers to identify all certification details associated with their direct reports. Any E-signature information is also displayed.

Report Parameters

Manager Username*
Show Terminated User

Report Output

Manager
Internal Learner
Certification
E-Signature Information
Granted On
Owner
Reason
Certification History
Certification Version
Status
Acquired On
Expiration Date
Path

[Return to Table of Contents](#)

Internal Learner Curricula by Learner (Local Learning Registrar)

Description

This report displays all courses for each curriculum associated with a given internal learner.

Report Parameters

Internal Learner Username*

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

[Return to Table of Contents](#)

Internal Learner Curricula

(Content Admin, Learner)

Description

This report displays all courses for each curriculum associated with a specific internal learner.

Report Parameters

None - run on demand

Report Output

Learner
Organization
Work Phone
Email

Curriculum
Title
Reg #
Completed
Score
Grade
Start Date
Location

[Return to Table of Contents](#)

Internal Learners Certification Details

(Content Admin, Learner, Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all certification details associated with an internal learner. Any E-signature information is also displayed.

Report Parameters

Learner Username*

Report Output

Internal Learner

Certification

E-Signature Information

Granted On

Owner

Reason

Certification History

Certification Version

Status

Acquired On

Expiration Date

Path

[Return to Table of Contents](#)

Internal Learner Record Audit Trail

(Local Learning Registrar)

Description

This report enables administrators to monitor all the audited changes made to an internal learner record.

Report Parameters

Internal Learner Username*

Report Output

Internal Learner Name
Date of Change
By User
Action
Attribute Change
Previous Value
Reason

[Return to Table of Contents](#)

Master Schedule of Open Offerings (Learning Administrator)

Description

Master schedule of open scheduled offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering No

Dates

Course ID/Title

Location

Instructor(s)

Offering Status

Display on Web?

Max Seats

Taken

Waitlisted

Total Offerings Listed

[Return to Table of Contents](#)

Monthly Course Enrollments

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollments for one year.

Report Parameters

Year*

Month (Enter month number)

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

[Return to Table of Contents](#)

Monthly Course Enrollments Revenue

(Learning Administrator)

Description

This report enables administrators the ability to view all monthly course enrollment revenue for one year.

Report Parameters

Year*

Report Output

Course Name

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total

Monthly Average

Total

[Return to Table of Contents](#)

Most Active Users

(Local Learning Registrar)

Description

This report enables an administrator to see the top N most active users based on their logins.

Report Parameters

Start Date*
End Date*
Show Top N (N Between 1 and 500)*
Organization
Location
Job Type

Report Output

Period From
Period To
Show Top
Organization
Job Type
Location

User Name
Total Logins

[Return to Table of Contents](#)

My LMS Administrators

(Learner, Manager)

Description

This report will provide individual learners a list of their LMS Administrators associated with their organization. This report is only available to Learners and Managers.

Report Parameters

N/A

Report Output

IC Name

Org ID

Admin Name

Admin Email

Role

[Return to Table of Contents](#)

NIH All Approvers by AAO Report

(Manager/Supervisor, Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Manager

Additional Approver on Orders

Alternate Manager

[Return to Table of Contents](#)

NIH All Approvers by Audience Type Report (Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an audience type and lists their Manager, Additional Approver on Orders and Alternate Manager(s).

Report Parameters

Additional Approver On Order (AAO)*

Report Output

Last Name
First Name
HHS ID
Org Name
Person Status
Manager
Additional Approver on Orders
Alternate Manager

[Return to Table of Contents](#)

NIH CAN Number Report

(Local Learning Registrar, Learning Administrator)

Description

This report provides a list of all the current CAN Numbers in the CAN Table or a specific CAN Number.

Report Parameters

CAN Number (if left blank, all CANs will be returned)

Report Output

CAN Number
CAN Description
Status

[Return to Table of Contents](#)

NIH CLP Transcript Completions Report

(Manager/Supervisor, Local Learning Registrar, Learning Administrator)

Description

This report returns learner completion details for offerings for a given date range and offering domain. Required parameters are the Field of Study name, CLPs From Date, CLPs To Date, and Delivery Type. An optional parameter is the Supervisory Code. ** Note: The date range is not to exceed three years.

Report Parameters

Field of Study Name*

CLPs From Date*

CLPs To Date (Date range not to exceed 3 years)*

Org Code (2 characters required. Use % to include sub-orgs)

Person Name

Supervisory Code

Report Output

Org Code

Last Name

First Name

NIH ID

Supervisory Code

Course Name

Course ID

Offering Start Date

Offering End Date

Completion Date

CLP's (Credits)

CLP Total for Learner Name

[Return to Table of Contents](#)

NIH Completion Tracking by IC Report (Learning Administrator)

Description

This report can return multiple Excel spreadsheets to better analyze NIH-wide course completions. This report is based off the HHS Mandatory Training by Audience Type report.

Report Parameters

Course Title*
From Date* (mm/dd/yyyy)
To Date (2 years max)* (mm/dd/yyyy)
Mandatory Audience Type*
Audience Type Exempt
Do not include staff with EODs <= (in days)

Report Output

IC
Completion Status
Total Completions
% Completions

[Return to Table of Contents](#)

NIH Compliance Statistics

(Learning Administrator)

Description

Report on the percentage of learners who took a specified course (or its equivalents) during a specific date range, as well as the percentage of new learners who took the specified training (or its equivalents) within a specified number of days after their Entry On Duty (EOD) date. When no Organizational ID is specified, the report returns the results for all ICs. The results can be further refined using a specific Organizational ID and Person Type.

Report Parameters

Course Title*
Compliance Start Date*
Compliance End Date*
Person Type
Organization ID (3 characters max.)
EOD Start Date*
EOD End Date*
Compliance Days for New Employees (# of Days)*

Report Output

IC Name
Total # Accounts
Total # Completions (Compliance Date Range)
% of Completions
Total # Accounts w/EOD (EOD Date Range)
Accounts Targeted for Compliance
Compliance within (Compliance Days) days
% of Completions

[Return to Table of Contents](#)

NIH Default AAO by Org Report

(Local Learning Registrar, Learning Administrator)

Description

This report returns all the default Additional Approvers for Orders (AAOs) for NIH as new staff are on-boarded.

Report Parameters

Organization ID*

Include Child Organization

Report Output

Org ID

AAO Pos Org

AAO Org ID

AAO HHS ID

AAO First Name

AAO Last Name

AAO Email

[Return to Table of Contents](#)

NIH Transcript Report

(Content Admin, Learner)

Description

This report displays transcript information for an internal learner.

Report Parameters

Completion Date After*
Completion Date Before*

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email

Completion Date After
Completion Date Before

Title
Course ID
Version
Delivery
Completion Status
Completion Date
Credits

[Return to Table of Contents](#)

NIH Transcript Report by Learner

(Local Learning Registrar, Learning Administrator)

Description

This report displays transcript information for a given internal learner during a period of time.

Report Parameters

Internal Learner Name*
Completion Date After*
Completion Date Before*

Report Output

Internal Learner
Job Type
Organization ID
Organization Name
Email

Completion Date After
Completion Date Before

Title
Course ID
Version
Delivery
Completion Status
Completion Date
Credits

[Return to Table of Contents](#)

NIH LMS Admin List

(Local Learning Registrar, LMS Administrator)

Description

This report identifies NIH users who have been assigned the People Administrator, Learning Administrator, Content Administrator or Local Learning Registrar security roles associated with the NIH domain.

Report Parameters

Organization ID
Include Child Org (Option)

Report Output

Org ID
IC Name
Role
Administrator Name

[Return to Table of Contents](#)

NIH Missing NED Servicing AOs by Org (Local Learning Registrar)

Description

This report returns individuals in each Organization whose Additional Approver for Orders is missing. The report lists the learner's name, HHSID, Org ID and Person Type

Report Parameters

Org Code (2 characters Minimum required. Use % to include sub-orgs)*

Report Output

Last Name
First Name
HHS ID
Org Code
Person Type

[Return to Table of Contents](#)

NIH NBS Transaction Report

(Learning Administrator)

Description

This report is used to reconcile financial errors that have occurred in the NBS data feed.

Report Parameters

Effective Date From (mm/dd/yyyy)*

Effective Date To (mm/dd/yyyy)*

Document Number OR

CAN Number OR

Organization ID

Include Child Organization

Report Output

Pos Org

Org ID

Manager Name

AAO Name

CAN Number

Amount

Course Title

Course ID

Offering ID

Order Date

Order #

Document #

Task #

Expenditure Item Date

Obligate Sent Date

Deobligate Sent Date

Accrual Sent Date

[Return to Table of Contents](#)

NIH Order Approvals by Org/Approver

(Content Admin, Manager/Supervisor, Learner, Local Learning Registrar, Learning Administrator)

Description

This report returns all FULLY APPROVED NIHTC orders (not cancelled or dropped) by Org or Approver. These are order approvals made by a Manager, Alternate Manager, AAO, or a LMS administrator during a specified date range (not to exceed 365 days).

Report Parameters

From Order Approval Date*

To Order Approval Date* (the date range must not exceed 365 days)*

Org Name (Use % to include sub-orgs)

Approver Name (If Org and Approver not populated, default to user running report)

Report Output

From Order Approval Date

To Order Approval Date

Org Name

Approver Username

Additional Approver

HHS ID

Learner Name

Order Creation Date

Order Number

Document # for Order Line Item

Course Title

Course ID

Start Date

End Date

Price

CAN

Approval Date

Approver Name

Approver HHS ID

Manager

HHS ID

Learner Name

[Return to Table of Contents](#)

Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

Other
HHS ID
Learner Name
Order Creation Date
Order Number
Document # for Order Line Item
Course Title
Course ID
Start Date
End Date
Price
CAN
Approval Date
Approver Name
Approver HHS ID

[Return to Table of Contents](#)

NIH Order Reconciliation Report

(Local Learning Registrar, Learning Administrator)

Description

This report is needed to reconcile the NIHTC training orders in the LMS with the NBS financial transaction data. The results can be further refined using the Organization, Document Number, or a specific CAN.

Report Parameters

From Offering Start Date*

To Offering Start Date (the date range must not exceed 15 months)*

Enter at least one option:

Organization ID (must be two (2) character minimum, use % to include sub-orgs)

Document # / Order Line Item (you must enter eight (8) numeric characters Ex: 01435560)

CAN # (you must enter seven (7) numeric characters Ex: 8339269)

Course Owner

Report Output

Org ID

Order Creation Date

Order #

Document # Order Line Item

Order Item Status

Learner Name

Person Type

Course Title

Course ID

Offering ID

Offering Start Date

CAN

NBS Process Status

Price

Reg Status

[Return to Table of Contents](#)

NIH Payroll CAN by Org Report

(Local Learning Registrar, Learning Administrator)

Description

This report returns all the learners in an org and lists their Payroll CAN (Account Code).

Report Parameters

Org Name (Use % to include sub-orgs)*

Report Output

Last Name

First Name

HHS ID

Org Name

Person Status

Person Type

Payroll CAN (Account Code)

[Return to Table of Contents](#)

NIH Registrations Needing Approval

(Content Admin, Manager/Supervisor, Learner, Local Learning Registrar, Learning Administrator)

Description

This report shows the pending registrations that need the current user's and/or approver's approval as a Manager, Alternate Manager and/or Additional Approver on Orders.

Report Parameters

Do NOT generate my pending approvals list
Approver Name

Report Output

Do NOT generate my pending approvals list
Approver Name

As Manager
HHSID
Learner Name
Order Number
Order Creation date
Title
Course ID
Start Date
End Date
Price
CAN Entered
Manager Approval Date
Pending Approval By

As Additional Approvers On Orders
HHSID
Learner Name
Order Number
Order Creation Date
Title
Course ID
Start Date
End Date
Price
CAN Entered

[Return to Table of Contents](#)

Manager Approval Date
Pending Approval By

[Return to Table of Contents](#)

NIH Roster Report

(Local Learning Registrar, Learning Administrator)

Description

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

Report Parameters

Offering Number(Offering cannot exceed more than 5 sessions)*

Report Output

Course Title
Offering ID
Start Date
End Date
Owner/CSR
Location Name
Facility Name
Room
Session Name
Student Count
Last Name
First Name
Org ID
Order #
Reg. Status
Session Initials
Signature

[Return to Table of Contents](#)

Offering and Learner Day by Learners (Learning Administrator)

Description

Offering and Learner Days for Internal Vs External Learners for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

External Learners

Course

Offering Days

Learner Days

Learner Count

Totals for External

Internal Learners

Course

Offering Days

Learner Days

Learner Count

Totals for Internal

[Return to Table of Contents](#)

Offering and Learner Days by Location (Learning Administrator)

Description

Offering and learner days comparison for each location, for a given month.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Output

Location

Course

Offering Days

Learner Days

Learner Count

Totals for Location

[Return to Table of Contents](#)

Offering and Learner Days

(Learning Administrator)

Description

Offering and learner days comparison for a given month. Also described within the report.

Report Parameters

Enter a 2 digit month (eg: 01-12)*

Enter a 4 digit year (eg: 2000)*

Report Type

Report Output

Course

Offering Days

Learner Days

Learner Count

Totals for Month

[Return to Table of Contents](#)

Offering Enrollments in a Year (Learning Administrator)

Description

This report enables administrators to identify scheduled offering registrations for one year

Report Parameters

Year*

Report Output

Course

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

OCT

NOV

DEC

Total/Offering

Monthly Average

Month Totals

Total

[Return to Table of Contents](#)

Offering Utilization Report

(Learning Administrator)

Description

This report enables an administrator to identify the utilization of session based offerings by classifying them as over booked, under booked or filled capacity.

Report Parameters

Start Date*
End Date*
Offering Location

Report Output

Period From:
Period To:
Offering Location:
Offering Utilization Summary pie chart
Offering Utilization
Offering Name
Offering ID
Location
Planned Seats
Registrations
Utilization %
Utilization Status
Orders by Location

[Return to Table of Contents](#)

Orders by Location

(Learning Administrator)

Description

Offering registrations by Location for scheduled offerings

Report Parameters

Location Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Location

Course

Delivery Type

Offering Number

Date(s)

Order No

Learners Name

Phone

Organization

Reg Status

[Return to Table of Contents](#)

Overbooked Offerings Report (Learning Administrator)

Description

This report enables an administrator to view the top 10 overbooking managers, organizations, locations and jobs.

Report Parameters

Period From*

Period To*

Show Chart For Top 10:*

Report Output

Job Type:

Top 10 Overbooking Job Types bar chart

Manager:

Top 10 Overbooking Managers bar chart

Location:

Top 10 Overbooking Locations bar chart

Organization:

Top 10 Overbooking Organization bar chart

Overbooked Offerings

Offering Name and Offering ID

Location

Planned Seats

Registrations

Overbooked Seats

Overbooked Users

Job Type

Manager

Organization

[Return to Table of Contents](#)

Plan Detail by Manager

(Manager/Supervisor)

Description

This report provides the manager the ability to view the summary and status of various activities that have been assigned to the team. The managers using the report can select the plan type and the name of the plan for which report is being fetched

Report Parameters

Plan Form*

Plan Status*

Show Terminated User

Report Output

Plan Form Name

Plan Status

Manager Name

Person Name

Total Number of Items

Number of Items Completed on Time

Number of Items Completed Late

Number of Items Past Due

Number of Items Incomplete

[Return to Table of Contents](#)

Popularity of Physical Offerings

(Local Learning Registrar, Learning Administrator)

Description

This report shows the top Physical Offerings based on the registrations for a given date range

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 3 Physical offering pie chart

Course Name

Count

[Return to Table of Contents](#)

Popularity of Scheduled Offerings

(Local Learning Registrar, Learning Administrator)

Description

Scheduled offering popularity determined by open and waitlisted registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Scheduled Offerings pie chart

Offering No

Total Registrations

[Return to Table of Contents](#)

Popularity of Self-Paced Offerings

(Local Learning Registrar, Learning Administrator)

Description

Self-paced offering popularity determined by registrations, top 10 offerings

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Top 10 Self-Paced Offering totals

Top 10 Self-Paced Offering pie chart

[Return to Table of Contents](#)

Prerequisite In-Line Report by Internal Organization

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify the names of internal persons who have completed the prerequisite for an offering and are in-line to take the next offering.

Report Parameters

Course No.*
Organization Name*
City Name
Show Graph
Show Terminated Users
Display Unformatted Records

Report Output

Prerequisite Course
Student Name
Organization Name
Manager Name
Job Type
City Name
Next Course No.
Next Course Name

[Return to Table of Contents](#)

Private Offerings by External Organization

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators to identify all private offerings for a specified External organization.

Report Parameters

External Organization Name*

Report Output

Organization Details
Organization Address
Name
Account #
Phone
Fax

Course Name
Offering ID
Dates
Sessions
Order No
Order Status
Instructor
Total Price
Location

[Return to Table of Contents](#)

Private Offerings Revenue by Location (Local Learning Registrar, Learning Administrator)

Description

This report enables administrators the ability to view the revenue generated by private offerings ordered by all locations.

Report Parameters

Start date after*
Start dare before*

Report Output

Location Name
Order No
Order Status
Course Name
Offering No
Item Status
Currency
Price
Revenue
Adjust
Total

[Return to Table of Contents](#)

Qualified Instructors with Course (Learning Administrator)

Description

Courses and all delivery types, with qualified instructors

Report Parameters

Course Name*

Report Output

Instructor Name

Phone

Organization

Manager

MgrPhone

Delivery Type

Total Number of Qualified Instructors for this offering

[Return to Table of Contents](#)

Revenue by Location

(Local Learning Registrar, Learning Administrator)

Description

Revenue by Location

Report Parameters

Order Creation Date Beginning*

Order Creation Date Ending*

Report Output

Revenue by Location line chart

Location

Course

Delivery Type

Offering Number

Start Date

Max Seats

Sold Seats

Available Seats

Reg No

List Price

Currency

Offering Revenue

Adjust

Offering Status

Total for Offering

Total for Delivery Type

Total for Course

Total for Location

[Return to Table of Contents](#)

Revenue Distribution: Top Ten (Learning Administrator)

Description

This report enables administrators to identify the top ten (10) revenue generating learning offerings for a specific period.

Report Parameters

Start date after*
Start date before*

Report Output

Revenue Distribution: Top Ten pie chart
Offering Type
Offering Name
Currency
Total Revenue
Grand Total

[Return to Table of Contents](#)

Revenue Expectations for Physical Offerings

(Learning Administrator)

Description

This report enable administrators the ability to view the expected profit/loss for physical offerings for a specific period.

Report Parameters

Ship date after*
Ship date before*

Report Output

Ship Date
Order Number
Item Title
Currency
No of Unites
List Price
Unit Price
Total Cost
Expected Revenue
Gross Profit
Order level totals
Total

[Return to Table of Contents](#)

Room Scheduling Worksheet

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrators the ability to view the calendar, for the next five weeks, showing classrooms in a specified location with descriptions of what classes are happening in those rooms. Specifically, it displays instructor name, scheduled offering name, session template, session number and scheduled offering time.

Report Parameters

Begin Date*

Location Name*

Report Output

Location Name

Room Name

Capacity

Weekly list

Date

Session

Offering Start and End Time

Offering ID

Course Name

Instructor Name

[Return to Table of Contents](#)

Roster

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Learner Name (and Username)
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address
Order Item Status
Attendance Signature

[Return to Table of Contents](#)

Roster: All Learners Email Addresses

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrator to identify all learners in a given offering, including email addresses, by registration status.

Report Parameters

Offering Number*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Learner Name (and Username)
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address

[Return to Table of Contents](#)

Scheduled Offering Sign-in Sheet (Learning Administrator)

Description

This report enables administrators the ability to prints out a sign-in sheet with a list of all registered learners for a specified scheduled offering. All confirmed registrations and number of empty seats are displayed.

Report Parameters

Offering Number*

Report Output

Course Title
Offering Number
Instructor Name
Location Name
Facility Name
Offering Date(s)
Offering Status
Room(s)
Session Name
Reg #
Student Name
Organization Name
Signature
Correct Spelling
Walk-ins

[Return to Table of Contents](#)

Scheduled Offerings Roster by Order Status

(Local Learning Registrar, Learning Administrator)

Description

This report enables administrator to identify all learners for offerings, including email addresses, by order item status with given date range.

Report Parameters

Location Name
Offering Start Date after*
Offering Start Date before*
Show Terminated Learner
Show Confirmed Users Only
Show Email Address

Report Output

Offering Number
Offering Date Range
Offering Template No
Location
Facility
Room Name
Offering Status
Enrolled
Class Type
Delivery Type
Instructor
Order Item Status
Learner Name
Reg No
Reg Status
Manager Approval
Work Phone
Fax
Organization Unit
Email Address
Order Item Status
Attendance Signature

[Return to Table of Contents](#)

Security Role Members

(Local Learning Registrar)

Description

All people who belong to a given security role

Report Parameters

Security Role Name*

Report Output

Username

Organization

Security Role Domain

[Return to Table of Contents](#)

Self-Paced Offering Definition Audit Trail (Learning Administrator)

Description

This report enables administrator to identify all the audited changes made to a self-paced offering. The Audited changes to Product (SOP) can have implications for Regulated industries, so this report shows all the changes that are tracked by Saba.

Report Parameters

Offering Number*

Report Output

Offering No
Date of change
By user
Action
Attribute Change
Previous Value
New Value
Reason

[Return to Table of Contents](#)

Simple Security Role Report (Local Learning Registrar)

Description

Displays granted privileges on all objects for a given Simple Security Role

Report Parameters

Security Role Name*

Report Output

Object Name
Privileges Granted
Assigned in Domain

[Return to Table of Contents](#)

Survey Dashboard

(Local Learning Registrar)

Description

This report enables administrators to monitor the response summary and details for a given survey.

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Show Chart per Question
Show Details On Drilldown
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted From date range

Survey Title
Total Number of Respondents

Section Title

Question
Total Responses
Count of Respondents per Response chart
Response
Total Response
% Responses

Question
Response
Total Responses
% Responses
Respondent
Response

[Return to Table of Contents](#)

Survey Detailed Results by Question

(Local Learning Registrar)

Description

Presents all responses and corresponding respondent, for a given Survey

Report Parameters

Survey Name*

Report Output

Survey Name

Section

Question Text

Answer

[Return to Table of Contents](#)

Survey Detailed Results by Respondent (Local Learning Registrar)

Description

This report enables administrators to monitor the answers of learners for a given survey

Report Parameters

Survey Name*
Response Submitted After*
Response Submitted Before*
Respondent Name Respondent
Show Terminated Respondent
Display Unformatted Records

Report Output

Response Submitted from Response Submitted After to Response Submitted Before
Survey Title

Respondent
Section Title
Question
Response

[Return to Table of Contents](#)

System Dis-Engagement Trend Report for Administrator

(Local Learning Registrar)

Description

This report enables an administrator to see the System Dis-Engagement Trend by Organization based on last logins of users in the system.

Report Parameters

Start Date*
End Date*
Organization*
Location
Job Type
Manager Name
Sort By
Group By Month
User Type

Report Output

Timeframe
Organization
Location
Manager
Job

System Dis-Engagement Trend
Non-Returning Users

Timeframe
Dis-Engagement Trend

Metrics Details
Month
Person Name
Manager Name
Job
Location
Last Login

[Return to Table of Contents](#)

System Dis-Engagement Trend Report for Manager (Manager/Supervisor)

Description

This report enables a manager to see the System Dis-Engagement Trend for direct reportees based on their last logins in the system.

Report Parameters

Start Date*
End Date*
Sort By
Group By Month

Report Output

Timeframe
Organization
Location
Manager

System Dis-Engagement Trend
Non-Returning Users
Dis-Engagement Trend

Metrics Details
Person Name
Manager Name
Job
Location
Last Login
Date

[Return to Table of Contents](#)

Usage report for Physical Offerings

(Local Learning Registrar, Learning Administrator)

Description

Usage report for Physical Offerings

Report Parameters

Course Name

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Offering Number

Registration Number

Registration Status

Learner Name

Username

Email

Organization Name

Parent Organization name

[Return to Table of Contents](#)

Usage Report for Scheduled Offerings

(Local Learning Registrar, Learning Administrator)

Description

For a date range, scheduled offering seats available vs. seats filled

Report Parameters

Course ID
Offering Start Date Beginning Range*
Offering Start Date Ending Range*

Report Output

Course Name
Course (ID)
Offerings
Offering No
Session (template)
Dates
Location
Open/Delivered Registration
Waitlisted Registration
Cancelled Registration
Max Seats
Seats Avail
Seats Filled

[Return to Table of Contents](#)

Usage Report for Self-Paced Offerings

(Local Learning Registrar, Learning Administrator)

Description

For a date range, registrations by self-paced offering

Report Parameters

Self-Paced Title
Order Creation Date Beginning Range*
Order Creation Date Ending Range*

Report Output

Offering name
Offering No
Registration No
Registration Status
Learner Name (and Username)
Email
Organization Name
Parent Organization Name

[Return to Table of Contents](#)

Utilization of Classrooms in a Month

(Local Learning Registrar, Learning Administrator)

Description

Monthly classroom utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Classroom Utilization bar chart

Room Name

Days Assign in MON/YEAR

Utilization Rate %

[Return to Table of Contents](#)

Utilization of Equipment in a Month

(Local Learning Registrar, Learning Administrator)

Description

Monthly equipment utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Equipment for
Utilization Rate % chart
Resource Name
Description
Days Assigned In
Utilization Rate (%)

[Return to Table of Contents](#)

Utilization of Instructor in a Month

(Local Learning Registrar, Learning Administrator)

Description

Monthly person-resource utilization for a given offering date range, by location

Report Parameters

Offering Start Date Beginning Range*

Offering Start Date Ending Range*

Report Output

Resources in (Location)

Utilization Rate % bar chart

Resource Name

Days Assigned in Mon/Year

Utilization Rate (%)

[Return to Table of Contents](#)

Virtual Classroom Report

(Manager/Supervisor, Learning Administrator)

Description

This report enables administrator to summarize user attendance and assessment details for any virtual classroom. The report displays the following information: time spent in the Centra session, attendance details, and evaluations taken by the student in the Centra session.

Report Parameters

Offering Number*

Report Output

Offering Name

Start Time

Duration

Leader

Attended

Absent

Report Date

First name

Last Name

Session

Start Time

End Time

Score

Status

Time Connected

[Return to Table of Contents](#)