

## Running Enrollment & Completion Report in NetLearning

This job aid will outline how to run a report to know the enrollment and / or completion of a course for specific team members. Access to features may vary depending on your privileges. If you are unable to run the report as outlined, send a request for access to [LMS@virginia.edu](mailto:LMS@virginia.edu).

If people are on leave for any reason, it is not reflected in NetLearning.

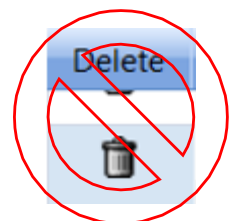
1. Access the NetLearning Administrative area

The sections of the menu highlighted by orange boxes are what this Job Aid covers.

Admin

- Learners
  - People
  - Organizations & Departments
  - People Groups
  - Job Titles
  - Licenses
  - Admin Users
- eLearning
  - Courses
  - Curricula
  - Testing
  - Course Groups
  - Credit Types
  - CourseManager+
  - eLearning Library Catalog
- Classroom
  - Classes
  - Courses
  - Facilities & Rooms
  - Equipment
  - Tasks
  - Class Types
  - Credit Types
- Learner
  - eLearning
  - Test
  - Classroom
  - CourseManager+
  - Audit
  - Dashboard
- Utilities
  - Roles
  - Preferences
    - System Settings
    - Login Settings
    - myNetLearning
    - Badge Scanner
    - Custom Fields
- Imports
  - HR & Transcript
  - Course
  - Manage Videos
  - Report Upload
  - Exports
  - Email Notifications

Important Note: If you see the icon to the right, **DO NOT CLICK IT!**  
You will rarely encounter this icon. But if you do and accidentally click it, contact [LMS@virginia.edu](mailto:LMS@virginia.edu)





## Reports: Learner – Enrollments and Completions: Continued

The Reports area provides a wide selection of data. A brief overview is provided below. Instructions for the Enrollment & Completion report follows.

University of Virginia Health System | Reports / Learner

**Learner Reports**

- [Transcript](#)  
View education records for selected learners. Display credit values and grades.
- [Transcript with Templates](#)  
New version of the Transcript report that uses templates to define the course or report.
- [Curriculum Assessment](#)  
Track learner enrollment and completion courses within curricula. Display curricula, courses, enrollments and completions in table format.

Dropdown menu options: Learner, eLearning, Test, Classroom, CourseManager+, Audit, Dashboard

### Reports: Learner

- Transcript – Report of an individual’s learner transcript (can be run for multiple learners in one report)
- Curriculum Assessment – Use when a curriculum has been assigned to a learner(s) and you wish to see completion progress on all learning in the curriculum
- **Enrollments and Competitions** – Shows who is enrolled in a learning event, when completion is due, when learners completed the event and who has not completed
- Recertification – Tracks courses/classes that are due on a cycle (2-year cycle)

### Reports: eLearning

- Course & People Completions – Report of who completed and when they completed a module
- Usage Detail – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed

### Reports: Test Reports

- Questions, Answers, and Results – Shows results by test question by giving the percent and number who selected the correct or incorrect responses to a question.
- Usage Detail – Shows the grade an individual received for an eLearning module, how many attempts were taken for the test, length of time in test, length of time in module and the date the test was completed



1. Running the Enrollments and Completions Report is run with Ad Hoc (single class/course) selected.

2. Below are the recommended parameters for this report.

### 3. What to select:

- **Dates:** Define the dates when coursework was **assigned** and **completed**. Defining the dates will help the report run more quickly.
- **Include all selected learners:** Will include everyone that you select to be on the report regardless of whether they have been enrolled or have complete any coursework. Leaving this unchecked will give you a shorter report that only includes the learners who have been enrolled or completed the coursework.

### Available Courses

4. When selecting Ad Hoc, click here to expand the course search function.

5. Change the radio button to "All" if selecting individual courses/classes

6. Search for the course by title

7. Click the check box next to the course(s) you would like to add

8. Click on "Add to List"

**If you do not Instructions continue on the next page**



1. Search for Learners

**Available Learners**

Organization: All | Hire Date: All Dates | Location: Last Name, First Name | Status: Either Learner or Instructor

Select the learners you would like to add to the selected list:

Learner	Organization, Department
<input type="checkbox"/> Acree, Joshua	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Agreda Gomez, Jesus	Curry - Comm Dis   MC Student
<input type="checkbox"/> Aguilar, Faustino	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Aguilar, Henry	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Aguilar-Jimenez, Juan	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Agyakwa, Benjamin	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Albarran, Adolfo	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Allen, Lisa	Pt Access Registration (2121000)   MC
<input type="checkbox"/> Almzayyen, Mohammed	Community-LSLC (com-Isic)   Community
<input type="checkbox"/> Arciniegas, Sarah	Medicine   MC Contracted

Add To List | Remove From List

**Selected Learners**

Run Report | Format: Excel Workbook 97-200

2. Check the boxes associated with learners to be included

3. Click on "Add to List"

4. Click on "Run Report"

5. Change format to PDF

Example of the report you will receive:

Course Title	Status
Mandatory New Team Member Training: Effective Health Communication	• 12/04/2012 (CBL)
Mandatory New Team Member Training: Bloodborne Pathogens and Infection Control	• 12/04/2012 (CBL)
Mandatory New Team Member Training: Effective Health Communication	•
Mandatory New Team Member Training: Bloodborne Pathogens and Infection Control	•
Mandatory New Team Member Training: Effective Health Communication	•

- Shows the date a course was / is due.
- The bullet (•) indicates it is not yet complete.
- If there is only a date, it indicates the date the course was completed.