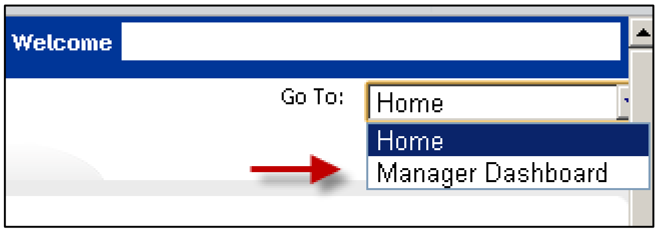
Running Reports for a Group

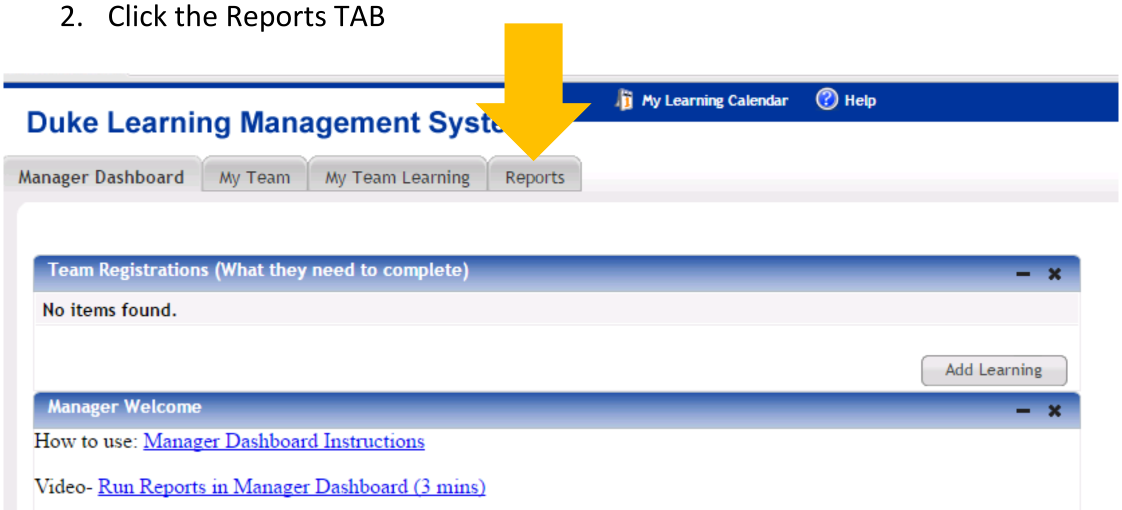
In order to run reports for a group of employees, you must have access to the Manager Dashboard. If you are not already a manager, contact you LMS administrator to get the appropriate access. Contact Learning and Organization Development by sending an e-mail message to hr-lodregistration@duke.edu.

Log Into the Manager's Dashboard

1. Log into the LMS, in upper right **Go To** field, select **Manager Dashboard**.



2. Click the Reports TAB



3. Select Search to display the list of Reports that are available to you.

There are two types of reports:

1. Managed – Pre-defined reports
2. Ad-hoc – A report where you select from options to create the report that you need. These are delivered in PDF or CSV format.

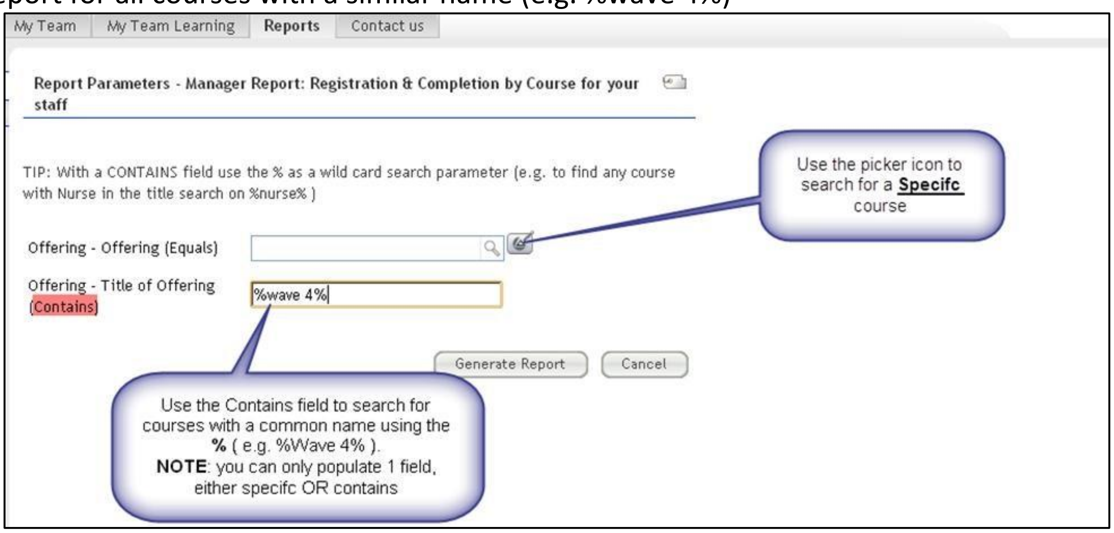
You can execute a report and export it to Excel. You can email a report to someone else. You can also set up a subscription where you receive reports sent to you via e-mail on a regular basis.

Searching for Reports

1. In the **Reports** tab, click the **Reports** link on the left-hand sidebar.
2. Enter the required search criteria and click the **Search** button.
3. You can search by the category. L&OD has created the “Popular” category to provide quick access to commonly used reports.
4. To see all available reports, leave all fields blank and click the **Search** button.

Executing a Report

1. Place the cursor over the **Actions** link corresponding to the report. The Actions popover appears.
2. Click the **Execute** link. If you have not specified any report parameters during report creation, then the generated report appears in a report viewer.
3. Some reports require you to enter criteria for creating the report called report parameters. The parameters that you must provide vary by report. If the report requires you to provide report parameters during run time, then the Report Parameters page for the report appears. Enter or select the required parameters. On some reports you select the picker icon to search for a specific course or user. On some others you can use the Contains parameter to generate a report for all courses with a similar name (e.g. %wave 4%)



4. Click the **Generate Report** button. The report details are provided in various tabs available in the report viewer. The report viewer contains the Print, Export, and Email links that allow you to print, export, and email individual tabs of the report.

Which Reports Provide Which Information?

Question	Name of the Report to Use	Information to Enter	Information Returned
What training has a specific employee completed?	Completed Courses by Learner	The employee's UserID; however, you can use the picker tool to open a new window and search for it.	This pdf report may take a few minutes to generate. It lists the course title, status, start date, completion date, score, and grade.
Who on my team has registered for and completed a certain course?	Manager Report: Registration & Completion by Course for Your Staff	Either use the picker tool to select the course name, or indicate words that are included within the course name.	List of enrolled and completed. Date for completed. If there is no date in the Completed Date column, the learner hasn't completed it yet. If the learner is not listed on the report, the learner hasn't registered for the course.
Who in a certain org unit has registered for and completed a certain course?	Manager Report: Registration & Completion by Course for an ORGANIZATION	Either use the picker tool to select the course name, or indicate words that are included within the course name.	List of enrolled and completed. Date for completed. If there is no date in the Completed Date column, the learner hasn't completed it yet. If the learner is not listed on the report, the learner hasn't registered for the course.
What courses has all employees within an org unit completed?	Completion Report by Org Unit	Use the picker tool to open a new window and search for the appropriate org unit. Enter the date range.	It lists the course title, status, start date, completion date, score, and grade. This report can be exported to Excel where you can manipulate or sort the data further.