Enrollment Summary Report in ULearn

The Enrollment Summary report includes upcoming instructor-led session enrollment numbers and past instructor-led enrollment numbers (in addition to withdrawals and no shows).

To run this report:

- Navigate to Reports > Standard Reports.

  - This displays a listing of preset ULearn reports.
  - Click <ILT> (chalkboard icon).

  - Click <Enrollment Summary>.

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Enrollment Summary Report in ULearn (cont.)

- Fill in the necessary fields for the report starting with *Date Criteria*.
- Select from the drop-down menu of preset options or customize the report by entering *From* and *To* dates.

Advanced Filters options include:

- **Facility**: Location of training or session for the specific report
  - Click on the expand icon next to the field.
  - Search for the name of the building.
  - Browse results by clicking the page numbers at top or clicking the arrows to find the room number where the training/session was held.

- **Vendor**: Who (department, office, etc.) offered the training or session
  - Click on the expand icon.
  - Type the provider name in the *Search Provider* field and click <Search>.
  - Click on the plus sign icon to the left of the name to select provider.
Enrollment Summary Report in ULearn (cont.)

- **Instructor**: Who facilitated the training or session
  - Click on the expand icon.
  - Either browse through the results given based on your vendor input or search for the instructor by typing part or all of their name in the search field and clicking <Search>.
  - Click on the name of instructor to add to report.

- **Event**: Event name that correlates with specific training or session
  - Click on the expand icon to narrow the search by Event.
  - Type the name of the Event in the search field.
  - Click on the plus sign icon next to the title of the event name to add this specification to the report.

- **Locator Number**: A unique identifier for training sessions that is system generated

**Note**: Not all fields need to be filled out to run a report. *Facility, Instructor, Event, and Locator Number* may be left blank as shown in the example.

- After all necessary fields are filled in, click an option to run the report:
  - **Printable Version**: To simply print the report
  - **Export to Excel**: To save, add to, or reformat the report