

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull an Enrollment Report

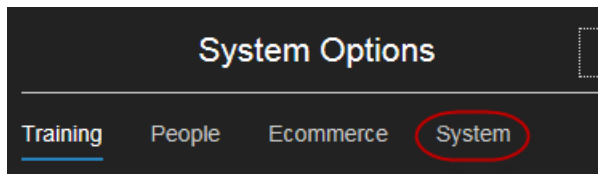
Step 1: Click on My Responsibilities



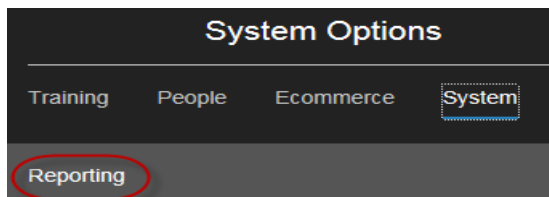
Step 2: Click on the area depicted by the red circle



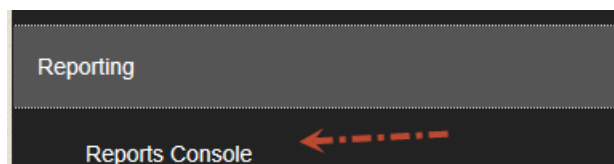
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



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## Pull an Enrollment Report

Step 5: Type in progress for the Search Text and then click search

### Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

**Search**

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search for more specific search criteria for your search.

**Search Text**  ×

**Search Type**  ▼

←


Step 6: Click on Organization Report – Training Progress

ⓘ ✓ **Organization Report - Training Progress** Standard

*view training progress information for users, including score (if available). Detailed information i...*

Step 7: Click select

### ⓘ Organization Report - Training Progress



No Rating Available

View training progress information for users, including score (if available). Detailed information is available through drill-down reports.

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Step 8: To find the Organization name, you first have to click the word select, then you can enter the name you are looking for. Enter the appropriate organization for which you want the data, populate include sub-organizations, choose active, choose enrolled for the progress status, click classroom (this can also be for online), populate your data parameters, and click run report.

### Organization Report - Training Progress

[Run Report](#)

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

**Organization**  [Select](#) [Remove selected organization](#)

Include sub-organizations

**User Activity**

**Progress Status**

**Training Type**

- Announcement
- Blogs
- Certification
- Classroom
- Curriculums
- Document
- FAQs
- Online
- On-the-Job Training
- Test

**Start Date**

**End Date**

**# Records (per page)**

**Layout**

[Run Report](#)

Step 9: Once the report populates you can export the data to Exel, PDF, or XML

### Organization Report - Training Progress

[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

[Export to Excel](#)  
[Export to PDF](#)  
[Export to XML](#)