

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Pull a Scheduling Report

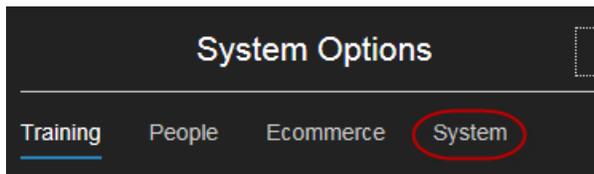
Step 1: Click on My Responsibilities



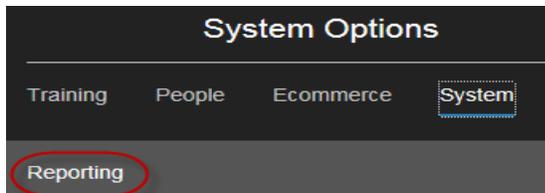
Step 2: Click on the area depicted by the red circle



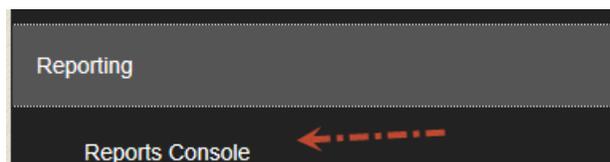
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



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Illustration of how to:

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Step 5: Type in scheduling 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 × Create New Go

Search Type ▼

Search

Step 6: Click on Classroom Course Scheduling

Records found: 1

	Title	Type
 	Classroom Course Scheduling <i>Shows instructor and location information for classroom course sections. The report includes informa...</i>	Standard

Step 7: Click select



Classroom Course Scheduling

No Rating Available

Shows instructor and location information for classroom course sections. The report includes information for each ever

Select

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Step 8: Type in the start and end date you desire. Click run report.

Classroom Course Scheduling

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run

Course Activity Active

Start Date 7/1/2016 12:00 AM

End Date 10/29/2016 Midnight

Records (per page) 25

Layout Default

Run Report