

*Learn*Connect

LEARNCONNECT 'ENROLMENTS BY GROUP' REPORT

LearnConnect 'Enrolments by Group' Report

Hello and welcome to LearnConnect help.

Purpose

This guide has been created to help you create a report in LearnConnect that shows you the learning activities that users in a particular organisational group are enrolled in.

Audience

This guide is designed for anyone with Administrator privileges who has experience creating reports in LearnConnect.

Supporting documents

Definitions of an extensive list of LearnConnect reporting terms can be found in the Custom Reports Glossary of Terms.

The Introduction to Reporting guide provides foundation knowledge for this document. If you are new to creating custom reports in LearnConnect it is strongly recommended that you refer to that guide before beginning this one. Additional reporting functionality, including the configuration of complex report filters, is covered in the Advanced Reporting guide.

Creating an Enrolments by Group report

This enrolment report is configured to display users in LearnConnect who are:

- Part of an organisational group, e.g. business unit, department, branch
- Enrolled in a specific Catalogue Item.

Filters

In this example we have selected the Catalogue Item 'The SAFE Files Work Health and Safety' – select the Catalogue Item that is relevant to your requirements.

The chosen Group Type in this example is **Branch** – select your relevant Group Type, i.e. **Business Unit, Department, State**, etc.

Report Type

Enrolment

Filters

AND Add Item Add Group Delete All Items

Field	Operator	Value	Control
Catalogue Item	=	The SAFE Files Work Health & Safety [84348]	<input checked="" type="checkbox"/>
Branch	=	the safe files	<input checked="" type="checkbox"/>

▼ Select Columns

User Details

Full Name

Active

[unclear]

[unclear]

[unclear]

the safe files

- The SAFE Files Sexual Harassment in the Workplace Policy (2013) [63581]
- The SAFE Files Sexual Harassment in the Workplace Policy (2014) [77918]
- The SAFE Files Work Health & Safety (2013) [70840]
- The SAFE Files Work Health & Safety (2014) [77874]
- The SAFE Files Work Health & Safety [84348]
- The SAFE Files Work Health & Safety

Columns

▼ Select Columns

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> User Details <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full Name <input type="checkbox"/> Active <input type="checkbox"/> Address Line 1 <input type="checkbox"/> Address Line 2 <input type="checkbox"/> Country <input type="checkbox"/> Created <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Email <input type="checkbox"/> Extra Role Scopes <input type="checkbox"/> Extra Roles <input type="checkbox"/> First Name <input type="checkbox"/> Gender <input type="checkbox"/> Home Phone <input type="checkbox"/> Identifier <input type="checkbox"/> Image Url <input type="checkbox"/> Is Locked <input type="checkbox"/> Language <input type="checkbox"/> Last Active </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> System Details <ul style="list-style-type: none"> <input type="checkbox"/> Role <input type="checkbox"/> Groups <input type="checkbox"/> Points <input type="checkbox"/> Manager Username <input type="checkbox"/> Manager Name <input type="checkbox"/> View more (Role) </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Enrolment Details <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Catalogue Item <input type="checkbox"/> Catalogue Item Id <input type="checkbox"/> Provider <input type="checkbox"/> Completed date <input checked="" type="checkbox"/> Enrolment Date <input checked="" type="checkbox"/> Due date <input type="checkbox"/> First visit </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Custom Attributes <ul style="list-style-type: none"> <input type="checkbox"/> Dietary Requirements </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Group Types <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Branch <input type="checkbox"/> Business Unit <input type="checkbox"/> Department <input type="checkbox"/> Employment Status <input type="checkbox"/> Gender <input type="checkbox"/> State <input type="checkbox"/> Travel Locations </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Enrolment Custom Attributes <ul style="list-style-type: none"> <input type="checkbox"/> LearningExpiryDate </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Dietary Requirements <ul style="list-style-type: none"> <input type="checkbox"/> Are you allergic to peanuts? </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Other <ul style="list-style-type: none"> <input type="checkbox"/> Library Item Tags </div>
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Columns continued over the page

<input type="checkbox"/> Last Logged on	<input type="checkbox"/> Expiry Date	
<input type="checkbox"/> Last Name	<input type="checkbox"/> Cancelled Date	
<input type="checkbox"/> Last Password Change	<input type="checkbox"/> Has Expired	
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Enrolment Completed	
<input type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Enrolment Status	
<input type="checkbox"/> Organisation Unit Identifier	<input type="checkbox"/> Score Raw	
<input type="checkbox"/> Password	<input type="checkbox"/> Score Scaled	
<input type="checkbox"/> Postcode	<input type="checkbox"/> Points	
<input type="checkbox"/> Preferred Name	<input type="checkbox"/> Start date	
<input type="checkbox"/> Previous Log-on	<input type="checkbox"/> Test Attempt	
<input type="checkbox"/> State	<input type="checkbox"/> Time Spent	
<input type="checkbox"/> Suburb	<input type="checkbox"/> Visits	
<input type="checkbox"/> Time Zone	<input type="checkbox"/> Approx Duration (minutes)	
<input type="checkbox"/> Title	<input type="checkbox"/> Certificate Number	
<input checked="" type="checkbox"/> Username	<input type="checkbox"/> Price	
<input type="checkbox"/> Work Phone	<input type="checkbox"/> Library Item Internal Cost	
	<input type="checkbox"/> Receipt Number	
	<input type="checkbox"/> Custom Payment Group	
	<input type="checkbox"/> Enrolment Method	

Report results

This is an example of results for this report. Your results may vary depending on which columns you select to display. You can also export your results to an Excel, CSV or PDF file.

Enrolments by Group						
Created by Jesse de Hek						
Refine Report		Save Report		Export as	Excel format (.xlsx)	Export
Full Name	Catalogue Item	Enrolment Date	Branch	Email	Username	Enrolm
Jake Robinson	The SAFE Files Work Health & Safety	22/07/2013 5:21 PM	Training Branch		jake.robinson	Comple
Jake Robinson	The SAFE Files Work Health & Safety	12/08/2013 10:43 AM	Training Branch		jake.robinson	Not Atte
Jesse de Hek	The SAFE Files Work Health & Safety	13/01/2014 9:10 AM	Stephanie's Group, Training Branch		dehekj	Incomple
Training User 26 March	The SAFE Files Work Health & Safety	26/03/2014 10:33 AM	Training Branch		training.user 26 March	Overdue
Lisa Anderson	The SAFE Files Work Health & Safety	13/06/2013 3:49 PM	Training Branch		lisa.anderson@learningseat.com	Cancelle