

*Learn*Connect

LEARNCONNECT 'LEARNING EVENT SESSIONS ATTENDANCE' REPORT

LearnConnect 'Learning Event Session Attendance' Report

Hello and welcome to LearnConnect help.

Purpose

This guide has been created to help you create a report that shows you the attendance list for a given session of a learning event that has been entered in LearnConnect.

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 a Learning Event Session Attendance report

This enrolment report is configured to display users in LearnConnect who have registered to attend a specific Learning Event.

Filters

In this example we have selected the Catalogue Item 'Social Media Workshop' – select the Catalogue Item that is relevant to your requirements.

If you only want to look at a session on a specific day or date range, you can add a date filter (either **Start Date** or **End Date** from the Field drop-down).

Report Type

Learning Event Session Attendance

Filters

AND Add Item Add Group Delete All Items

Field	Operator	Value	Control
Catalogue Item	=	Social Media Workshop [social-media-workshop]	<input type="checkbox"/> -

Columns

▼ Select Columns

<p><input type="checkbox"/> User Details</p> <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 	<p><input type="checkbox"/> System Details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Role <input type="checkbox"/> Groups <input type="checkbox"/> Points <input type="checkbox"/> Manager Username <input checked="" type="checkbox"/> Manager Name <input type="checkbox"/> View more (Role) <p><input type="checkbox"/> Learning Event Session Attendance Details</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Learning Event <input checked="" type="checkbox"/> Training Venue <input type="checkbox"/> Training Venue Location <input checked="" type="checkbox"/> Start Date 	<p><input type="checkbox"/> Custom Attributes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dietary Requirements <p><input type="checkbox"/> Group Types</p> <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 <p><input type="checkbox"/> Enrolment Details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Catalogue Item <input type="checkbox"/> Catalogue Item Id <input type="checkbox"/> Provider <input type="checkbox"/> Completed date <input type="checkbox"/> Enrolment Date
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Columns continued over the page

<input type="checkbox"/> Language	<input checked="" type="checkbox"/> End Date	<input type="checkbox"/> Due date
<input type="checkbox"/> Last Active	<input type="checkbox"/> Registration Open	<input type="checkbox"/> First visit
<input type="checkbox"/> Last Logged on	<input type="checkbox"/> Registration Closed	<input type="checkbox"/> Expiry Date
<input type="checkbox"/> Last Name	<input type="checkbox"/> Time Zone	<input type="checkbox"/> Cancelled Date
<input type="checkbox"/> Last Password Change	<input type="checkbox"/> Session ID (System Generated)	<input type="checkbox"/> Has Expired
<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Learning Event Session Attendance Status	<input type="checkbox"/> Enrolment Completed
<input type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Marker Notes	<input 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 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

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.

Learning Event Session Attendance Report							
7. I want to run an attendance list for a learning event Created by Report User							
Refine Report		Save Report		Export as	Excel format (.xlsx)	Export	
Full Name	Email	Manager Name	Branch	Learning Event	Training Venue	Start Date	End D
Billy Jackson		Chloe Doring	Executive Services	Social Media Workshop	Corporate Training Room	29/10/2013 9:00 AM	29/10/2013 5:00 P
Billy Jackson		Chloe Doring	Executive Services	Social Media Workshop	Heidelberg Training Room	24/07/2013 9:00 AM	24/07/2013 5:00 P
Billy Jackson		Chloe Doring	Executive Services	Social Media Workshop	Learning Seat - In Touch	28/09/2013 9:00 AM	29/09/2013 5:00 P
Fat Cat		Jake Robinson	Training Branch	Social Media Workshop	Corporate Training Room	17/02/2014 9:00 AM	17/02/2014 5:00 P
Fat Cat		Jake Robinson	Training Branch	Social Media Workshop	Learning Seat - In Touch	12/12/2013 9:00 AM	12/12/2013 11:00 P
Fiona Wilson		Kristy McLaren	Business Development	Social Media Workshop	Learning Seat - In Touch	21/08/2013 9:00 AM	21/08/2013 5:00 P
Fiona Wilson		Kristy McLaren	Business Development	Social Media Workshop	Learning Seat - In Touch	8/08/2013 9:00 AM	8/08/2013 5:00 P
Fiona Wilson		Kristy McLaren	Business Development	Social Media Workshop	Corporate Training Room	29/10/2013 9:00 AM	29/10/2013 5:00 P