

*Learn*Connect

LEARNCONNECT 'ENROLMENTS STATUS' REPORT

LearnConnect 'Enrolment Status' 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 users in LearnConnect who have completed, overdue or incomplete enrolments in a given period.

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 Status report

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

- Have an enrolment status of completed, overdue or incomplete, and
- Were enrolled in a given time period.

Filters

In this example we have selected the time period between January 1 and June 30 – select the time period that is relevant to your requirements.

The chosen Enrolment Status is **Completed** – select the Enrolment Status that is relevant to your requirements.

Report Type

Enrolment

Filters

AND Add Item Add Group Delete All Items

Field	Operator	Value	Control
Enrolment Date	after	C... 31/12/2013	<input type="checkbox"/> -
Enrolment Date	before	C... 01/07/2014	<input type="checkbox"/> -
Enrolment Status	=	Completed	<input checked="" type="checkbox"/> -

▼ Select Columns

User Details

Full Name

Active

Address Line 1

Custom Attributes

Secondary Requirements

Group Types

Branch

Columns

▼ Select Columns

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><input type="checkbox"/> User Details</p> <p><input checked="" type="checkbox"/> Full Name</p> <p><input type="checkbox"/> Active</p> <p><input type="checkbox"/> Address Line 1</p> <p><input type="checkbox"/> Address Line 2</p> <p><input type="checkbox"/> Country</p> <p><input type="checkbox"/> Created</p> <p><input type="checkbox"/> Date of Birth</p> <p><input checked="" type="checkbox"/> Email</p> <p><input type="checkbox"/> Extra Role Scopes</p> <p><input type="checkbox"/> Extra Roles</p> <p><input type="checkbox"/> First Name</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Home Phone</p> <p><input type="checkbox"/> Identifier</p> <p><input type="checkbox"/> Image Url</p> <p><input type="checkbox"/> Is Locked</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><input type="checkbox"/> System Details</p> <p><input type="checkbox"/> Role</p> <p><input type="checkbox"/> Groups</p> <p><input type="checkbox"/> Points</p> <p><input type="checkbox"/> Manager Username</p> <p><input checked="" type="checkbox"/> Manager Name</p> <p><input type="checkbox"/> View more (Role)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> Enrolment Details</p> <p><input checked="" type="checkbox"/> Catalogue Item</p> <p><input type="checkbox"/> Catalogue Item Id</p> <p><input type="checkbox"/> Provider</p> <p><input type="checkbox"/> Completed date</p> <p><input checked="" type="checkbox"/> Enrolment Date</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><input type="checkbox"/> Custom Attributes</p> <p><input type="checkbox"/> Dietary Requirements</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> Group Types</p> <p><input checked="" type="checkbox"/> Branch</p> <p><input checked="" type="checkbox"/> Business Unit</p> <p><input type="checkbox"/> Department</p> <p><input type="checkbox"/> Employment Status</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> State</p> <p><input type="checkbox"/> Travel Locations</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> Enrolment Custom Attributes</p> <p><input type="checkbox"/> LearningExpiryDate</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> Dietary Requirements</p> <p><input type="checkbox"/> Are you allergic to peanuts?</p> </div>
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Columns continued over the page

<input type="checkbox"/> Language	<input checked="" type="checkbox"/> Due date	<input type="checkbox"/> Other
<input type="checkbox"/> Last Active	<input type="checkbox"/> First visit	<input type="checkbox"/> Library Item Tags
<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 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.

Enrolment Status						
Created by Lisa Anderson						
<input type="button" value="Refine Report"/>		<input type="button" value="Save Report"/>		Export as <input type="text" value="Excel format (.xlsx)"/>		<input type="button" value="Export"/>
Full Name	Catalogue Item	Enrolment Date	Branch	Business Unit	Enrolment Status	Due d
B B	test assessment 1	17/03/2014 12:00 AM	test branch		Completed	6/06/2012:00 A
Byron Tang	LC admin assessment	4/06/2014 6:16 AM	Training Branch		Completed	
Byron Tang	The SAFE Files Privacy	28/05/2014 12:00 AM	Training Branch		Completed	30/05/2012:00 A
Jesse de Hek	Compliance Essentials Consumer Law	26/02/2014 3:16 PM	Stephanie's Group, Training Branch		Completed	
Jesse de Hek	Compliance Essentials Sexual Harassment in the Workplace	26/02/2014 3:16 PM	Stephanie's Group, Training Branch		Completed	
Jesse de Hek	Compliance Essentials Trade Practices and Consumer Law	26/02/2014 3:16 PM	Stephanie's Group, Training Branch		Completed	
Jesse de Hek	Compliance Essentials Equal Opportunity in Employment	26/02/2014 3:16 PM	Stephanie's Group, Training Branch		Completed	