Generating the Completion Report in the LMS

Log in to the LMS

Click the person icon

in the right-hand corner then click Admin to switch to admin view

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My Profile	
Favorites	
History	
External Credits	
Help	
Admin	_
Log Out	

Once in Admin View you will see the report listed as HRA – (Agency) Sexual Harassment Report. Click on the report to open it

	Report list	
	ACTIVITY ENROLLMENTS (1)	
-	HRA - Sexual Harassment Report	Ē

To export the report, click the Export button

< Reports
HRA - Sexual Harassment Report

Report Properties Admin Permissions

Quick Filter

Select one or more filters to narrow report results:

User ~	Choose a user]	
Activity ~	Choose an Activity]	
Status	Choose a status V		
Date	Choose a date field	Start	End
Preview	Export		

A Generate Report window will open. Use the dropdown arrow to select CSV or Excel spreadsheet

Sex	GENERATE REPORT	\otimes	
Subsc	Generate report as CSV		
	Generate report as XML Generate report as HTML Generate report as Excel spreadsheet		
nents R	Generate report as PDF [Beta]		

Then click the Generate button

ех	GENERATE REPORT	\otimes
1	Please choose a type of report to generate	
	Generate report as CSV ~	
ubso	Cancel	
	Generate	
ents Re	port Query	

You will be prompted to open the report using Excel. NOTE: You will also receive an email with a link to the report.



Once the report is open In Excel you can sort the data as necessary.