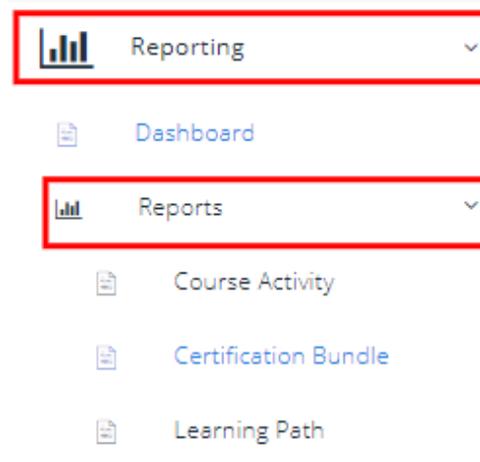


Report Access

Hover over the 'Home' navigation and select Reporting, then Reports and select the desired report from the drop down.



Course Activity Report

The Course Activity Report provides information about all course activity depending on the filters applied.

COURSE FILTERS		REGISTRATION DATE RANGE	
Course Name		Start Date	<input type="text"/>
Only Company Courses	<input type="checkbox"/>	End Date	<input type="text"/>
Office Name	<input type="text" value="All offices"/>	COMPLETION DATE RANGE	
Course Status	<input type="text" value="Any Status"/>	Start Date	<input type="text"/>
Student	<input type="text" value="Search"/>	End Date	<input type="text"/>
ONLY registered Students	<input checked="" type="checkbox"/>		
Select only active students:	<input type="checkbox"/>		
<input type="button" value="Submit"/>			

Course Name: Able to select single, multiple, or all courses for report (leave blank to report on all courses)

Only Company Courses: If your company has its own content in Institute you can check this and only see your company course/class content

OfficeName: Training Admins can pull reports for a specific office or all offices Set up is required - contact Institute@leadingre.com

Status: Able to select by any (all) status, new registration, in progress or completed

Student: Able to pull a report by one individual student

OnlyRegistered:By choosing this it will provide records of students that have actually registered for one or more courses

ActiveStudents:By choosing this is will provide records for all active students regardless if they have registered for a course or not

RegistrationDateRange:Courseactivity based on when students registered for courses

CompletionDateRange: Generates list of completed courses for the date range selected

CertificationBundleReport

To pull a report on LeadingRE certifications, select the 'Certification Bundle Report'. This will provide information on Certifications that agents have registered for or completed.

COURSE FILTERS		DATE RANGE	
Office Name	<input type="text" value="All offices"/>	Start Date	<input type="text"/>
Certification Name	<input type="text" value="All certifications"/>	End Date	<input type="text"/>
Status	<input type="text" value="All"/>		
Student	<input type="text" value="Search"/>		
ONLY registered Students	<input checked="" type="checkbox"/>		
Select only active students:	<input checked="" type="checkbox"/>		
Check to include Zero Complete:	<input type="checkbox"/>		
<hr/> <input type="button" value="Submit"/>			

Certification Type: Default set to Certification

Office Name: Training Admins can pull reports for a specific office – Set up is required - contact Institute@leadingre.com

Certification Name: Either select all or specific certificate to pull report

Status: *All* generates report for activity regardless of status. *Only Completed* includes only certificates that have been completed

Student: Able to pull report by one individual student

Date Range: Select the desired range for activity

Learning Path Report

COURSE FILTERS		COMPLETION DATE RANGE	
Office Name	<input type="text" value="All offices"/>	Start Date	<input type="text"/>
Learning Path	<input type="text" value="Experienced Agent"/>	End Date	<input type="text"/>
Status	<input type="text" value="All"/>		
Student	<input type="text" value="Q Search"/>		
ONLY registered Students	<input checked="" type="checkbox"/>		
Select only active students:	<input checked="" type="checkbox"/>		
<input type="button" value="Submit"/>			

Office Name: Training Admins can pull reports for a specific office – Set up is required - contact Institute@leadingre.com

Syllabi: Select the Learning Path you would like to report on

Status: *All* generates report for activity regardless of status. *Only Completed* includes only Learning Paths that have been completed

Student: Able to pull report by one individual student

Only Registered: By choosing this it will provide records of students that have actually registered for one or more courses

Active Students: By choosing this is will provide records for all active students regardless if they have registered for a course or not

Date Range: Select the desired date range for activity