How to Run a Class Roster Report

This report checks for items or curricula that users need to complete.

1. If you are viewing a class, simply click the View Roster on the right. If you need an Excel sheet continue with Step 2.

![Image of View Roster button]

2. Click the Reports button from the Admin tab to get started.

Navigate to Learning Admin to see the Reports area

![Image of Reports button in Learning Admin]

3. Scroll down to the Class Roster.

Note: If you do not see Class Roster, try searching by keyword in the upper left, or check/uncheck the boxes to see more reports. You may have a previous selection saved.

![Image of Class Roster report options]

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4. Pick Penn Class Roster (CSV).

*Not familiar with .csv files? Don't worry! They all open in Microsoft Excel and other spreadsheet programs*

5. You will now see a prompt to run PENN class Roster (CSV).

The top options are settings for the output format. You can typically leave these as default.

6. Your search options are below.

**Class** = Session by ID

**Registration Status** = Enrolled, Waitlisted, Cancelled, Pending
7. To select a class, Click the blue funnel

If you know the ID, please paste it in the box.

7.1 If you are looking for courses from one provider you can search by Item ID (Starts With).

7.2 If you know the ID for a single Item to report, please paste it in the Item ID box.

Course IDs are formatted like UP.COURSEOWNER.ITEM.COURSEID
7.3 If you are looking for courses by name, use the Item Title box, change the menu to Contains and search by keyword

This helps when you don't know the exact course title.

8. Click Search

Use the calendar menus to select a date for From and To. Typically people search a date range, or limit to the next 30 or 90 days.
9. Select the class, Add to Filter, and click Submit Filter

10. Your class will now be selected.
11. Select which Registration Statuses to include and click Run Report

12. The report will run. Keep the window open.

When it reads "Succeeded", check your downloads folder for the report.

13. Open your report.csv in Excel or another program to view it.