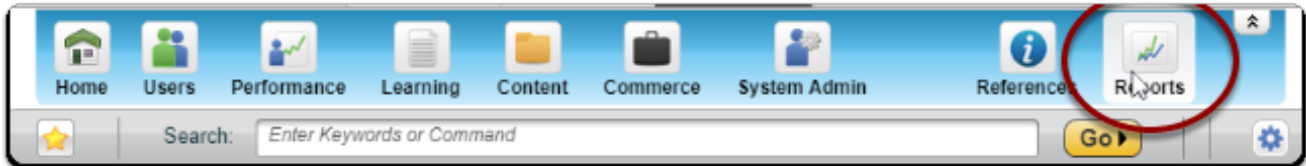


This report checks for items or curricula that users need to complete.

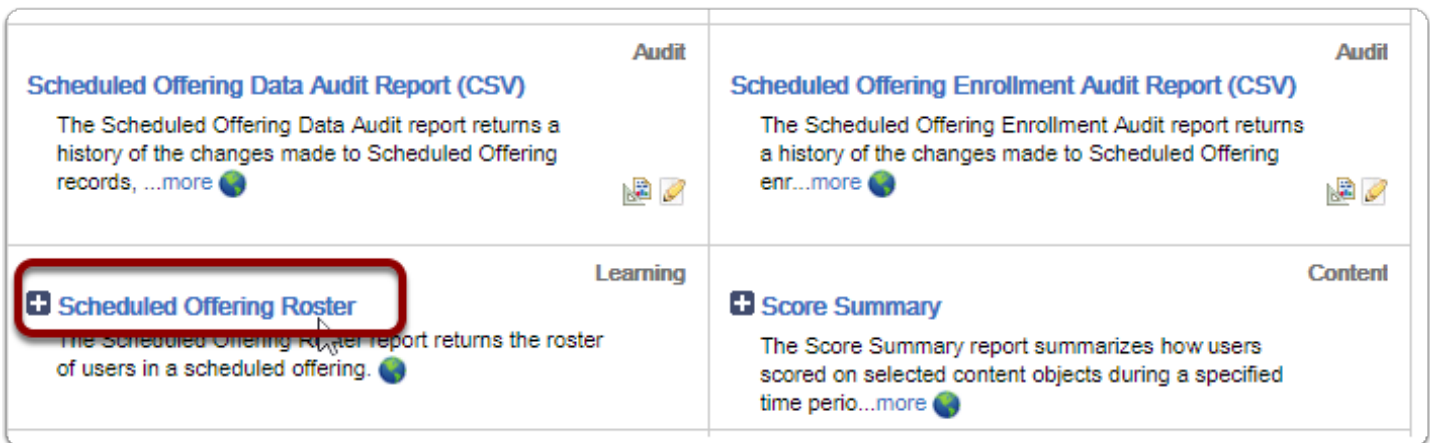
1. Click the Reports button from the Admin tab to get started.

Navigate to Learning Admin to see the Reports area



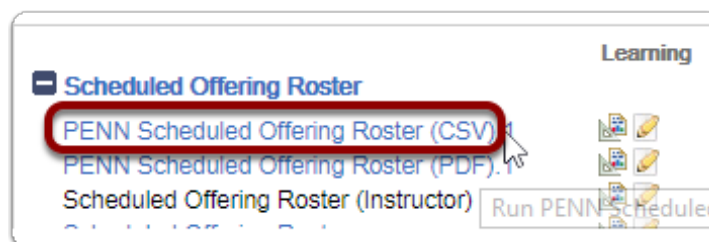
2. Scroll down to the Scheduled Offering Roster.

Note: If you do not see Scheduled Offering 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.



3. Pick Penn Scheduled Offering Roster (CSV).

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



4. You will now see a prompt to run PENN Scheduled Offering Roster (CSV).

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

Report Destination: Local File
 Report Format: CSV
 CSV Report Delimiter: Comma (,)

These can be left as default

5. Your search options are below.

1. **Scheduled Offering** = Session by ID
2. **Registration Status** = Enrolled, Waitlisted, Cancelled, Pending

Scheduled Offering: Exact **1**

Registration Status:

Enrolled

Waitlisted **2**

Cancelled

Pending

Run Report Schedule Job Save Report

6. To select a Scheduled Offering, Click the blue funnel

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

Scheduled Offering: Exact

Registration Status:

Enrolled

Waitlisted

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

Scheduled Offering Type: Item offering type Schedule Block offering type Both

Scheduled Offering ID: Starts With

Item/Schedule Block ID: Starts With UP.40006.ITEM

Description: Starts With

6.2 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

Scheduled Offering Type: Item offering type Schedule Block offering type Both

Scheduled Offering ID: Starts With

Item/Schedule Block ID: Starts With

Description: Starts With

Title: Starts With

Start Date After:

6.3 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.

Scheduled Offering ID: Starts With

Item/Schedule Block ID: Starts With

Description: Starts With

Title: Contains

Start Date After: (MM/DD/YYYY)

7. 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.

Case sensitive search: Yes No

Search All Locales: Yes No

Scheduled Offering Type: Item offering type Schedule Block offering type

Scheduled Offering ID: Starts With

Item/Schedule Block ID: Starts With

Description: Starts With

Title: Contains

8. Select the Scheduled Offering, Add to Filter, and click Submit Filter

Filter: 0 Scheduled Offeri... Submit Filter 3

Select from list

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

[<< Search Again](#)

2 Add to Filter Reset

Records per Page 25 (12 total records)	Select All / Deselect All		
Scheduled Offering ID	Title	Item/Schedule Block	Select
2640008	STEP UP Finale: Preparing For Leadership	COURSE UP_92029.ITEM.SU-FINAL (Rev 1 - 7/22/2013 06:57 PM Eastern Time)	<input checked="" type="checkbox"/> 1

9. Your Scheduled Offering will now be selected.

Scheduled Offering: [1 Selected] ▼ ▼

Registration Status:

- Enrolled
- Waitlisted
- Cancelled
- Pending

10. Select which Registration Statuses to include and click Run Report

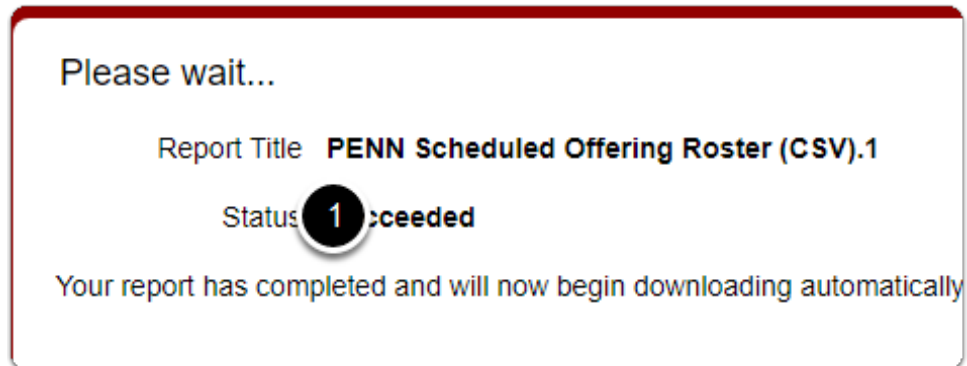
Scheduled Offering: [1 Selected] ▼ ▼

Registration Status:

- Enrolled
- Waitlisted
- Cancelled
- Pending

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

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



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