Running Reports in the Statewide Learning Management System (SLMS)

What are reports?
Data from SLMS selected based on specific criteria and formatted for presentation and distribution.

What's the difference between Reports and Queries?

- **Queries** are requests for data that meet specific criteria. Queries are usually generated/returned in a simple table without any formatting.

- **Reports** present data mined or generated from queries and formatted in a meaningful way.

Who can run reports in SLMS?
1. Primary Agency Administrators
2. Secondary Agency Administrators
3. Support Agency Administrators
4. Central Administrators

A Few Notes:
When asked for a **Business Unit** for a report, you must always specify the **SHARE** value.

When you first use the Report Console, you need to set your preferences. If you cannot see reports you've run, check your preferences to make sure reports aren't excluded from your view.

You can click the **HELP** link at the top right of an SLMS page to see context-specific help files.

If your report does not successfully run, cancel or delete the request through the Process Monitor and begin a new report. If this does not work, contact the SLMS Help Desk.

The Web and Email Distribution options will be the most useful for running SLMS reports.

Statewide Learning Management System

Workflow for SLMS Reports

1 **Locate Report**	• Navigate to **Main Menu > Enterprise Learning > Learning Reports** • Reports can be run by Agency Admin Roles only
2 **Find or Create Run Control ID**	• <u>Run Control ID</u>: A word, phrase, or code that identifies your request for an SLMS report. Run Control IDs that you create are available only to you.
3 **Specify Report Criteria**	• Each report requires input on what to include in the report. • Business Unit always equals **SHARE**.
4 **Define Format & Distribution**	• <u>Distribution Types</u>: Web (recommended), Email, Printer, File • <u>Output Types</u>: PDF, HTML, RTF, XLS • Reports can be shared among users within SLMS through distribution options available for all reports.
5 **Track Progress**	• Navigate **to PeopleTools > Process Scheduler > Process Monitor** • <u>Order of Statuses</u>: Queued, Initiated, Processing, Success/Posted or No Success/Not Posted
6 **Retrieve and View Report**	• Depends on distribution type selected. • Within SLMS, navigate to **Reporting Tools > Reporting Console > My Reports**

Learning Report Descriptions

2 Learning Reports

	Description	Navigation	Report ID
Learning Component Progress	Lists all learners enrolled in a class and their completion progress in the class's learning components.	select **Enterprise Learning**, then select **Learning Reports**, then select **Learning Component Progress**, then select **Learning Component Progress**	LM_PRGRP
Class Component Progress	Lists the lesson title, lesson status, and lesson score for each lesson (SCO) completed for each learner within a SCORM or AICC compliant self-paced learning component.	select **Enterprise Learning**, then select **Learning Reports**, then select **Class Component Progress**, then select **Class Component Progress**	LM_STATS
Learning Plan Transcript by Organization	Sorted by organization, lists learners' course information, including enrollment status, passing status, and grades. (BI Publisher)	select **Enterprise Learning**, then select **Learning Reports**, then select **Transcript by Organization**, then select **Transcript by Organization**	LM001
Learning Plan Transcript	Lists complete transcript for all learning completed by one learner. It includes learner's course information, including enrollment status, passing status, and grades. (BI Publisher)	select **Enterprise Learning**, then select **Learning Reports**, then select **Learner Transcript**, then select **Learner Transcript**	LM002
Learning Component Report	Lists classes and their learning components associated with a single course or all courses within a category.	select **Enterprise Learning**, then select **Learning Reports**, then select **Class Components**, then select **Class Components**	LMCATGRE
Certificate of Completion	Lists a certificate of completion for a class or program.	Click the **Print Certificate Completion** icon on the **My Learning** page.	LMCERTCMP
Completion Report - by Organization	Lists the learners within a department or customer organization who have completed a course, and the enrollment status, passing status, and grade for each learner.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Item Completion**, then select **Item Completion**	LMCOMPRT
Certification	Lists the learners who have completed a specific certification. The report shows	Select **Enterprise Learning**, then select **Learning**	LMCRTCMP

	Description	Navigation	Report ID
Completions	completion date, expiration date, and recertification date.	**Reports**, then select **Certification Status**, then select **Certification Status**	
Curriculum Completions	Lists the learners who have completed a specific curriculum.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Curriculum Completions**, then select **Curriculum Completions**	LMCURCMP
Learning History by Department	Lists completed learning for learners within a specific department.	Select **Enterprise Learning**, then select **Learning Reports**, then select **History by Department**, then select **History by Department**	LMHSTYRT
Mass Enrollment Status Report	Lists the results of a processed mass enrollment request including successful and unsuccessful enrollments and registrations. (BI Publisher)	• **Select Enterprise Learning**, then select **Mass Enrollments**, then select **Review Mass Enrollment Request**, then **select Mass Enrollment Requests** Click the **All or Error** buttons on the **Review Mass Enrollment Requests**.	LMMASSDT
Program Objectives Mapping	Lists the objectives associated with a specific program.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Program Objectives Mapping**, then select **Program Objectives Mapping**	LMPRGOBJ
Program Roster	Lists all the learners registered for a specific program. You can run the report for a curriculum or a certification within a specified date range. The report shows learner's name, organizations, registration status and date completed (if the status is Completed). (BI Publisher)	Select **Enterprise Learning**, then select **Learning Reports**, then select **Program Roster**, then select **Program Roster**	LMPRGREG
Prerequisite Report - by	Lists the status of prerequisites for each learner within a class. This report helps the	• Select **Enterprise Learning**, then select	LMPRQRPT

	Description	Navigation	Report ID
Class	instructor determine which learners have completed prerequisites for a given class.	**Learning Reports**, then select **Prerequisite Status**, then select **Prerequisite Status**	
Class Roster	Lists all learners enrolled for a class. You can run the report by course, class code, enrollment status, and class date range.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Class Roster**, then select **Class Roster**	LMROSTRT
Class Transcripts - Grades	Lists the enrollment status, passing status, and grade for all learners within a class.	Select **Enterprise Learning**, then select **Learning Reports**, then Select **Class Transcripts**, then select **Class Transcripts**	LMTRANRT
Compliance Report	Lists manual changes made to learners' program registration status. For a selected program, lists the learner's name, the new status, the date of the status change, and name of the user who updated the status.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Certification Compliance**, then select **Certification Compliance**	LMREGAUD
Survey Report	Lists detailed survey results in PDF format.	Click the **Survey Report** link in the **Survey Results** pagelet in the **Learning Home**.	LMSURVEY
Training Plan Report	Lists the demand for training for a selected agency or learning environment. Lists the enrollment records by class, including the learner's name, agency, enrollment date, and other data. For learning requests, lists the number of seats requested. Report data is sorted by global objective.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Training Plan**, then select **Training Plan**	LMTPOBJV
NYS PDF Catalog Extract	Displays catalog items and activities by SLMS category.	Select **Enterprise Learning**, then select **Learning Reports**, then select **Certification Compliance**, then select **Certification Compliance**	NYPDFCATALOG
NYS Training Credit Hours	Displays In-Service training hours by Organization and Learner	Select **Enterprise Learning**, then select **Learning Reports**, then select **NYS**	NY_LM0014A

	Description	Navigation	Report ID
		PDF Catalog Extract, then select **NYS PDF Catalog Extract**	
NYS Training Hours by County	Displays learners' training hours by County.	Select **Enterprise Learning**, then select **Learning Reports**, then select **NYS Training Hours by County**, then select **NYS Training Hours by County**	NY_LM0014B
NYS CLE Instructor Report	Displays training hours credited to Instructors who are assigned to learning activities during a specific time period.	Select **Enterprise Learning**, then select **Learning Reports**, then select **NYS CLE Instructor Report,** then **select NYS CLE Instructor Report**	NY_LM0016