The Virginia Learning Center

VIRGINIA DEPARTMENT OF
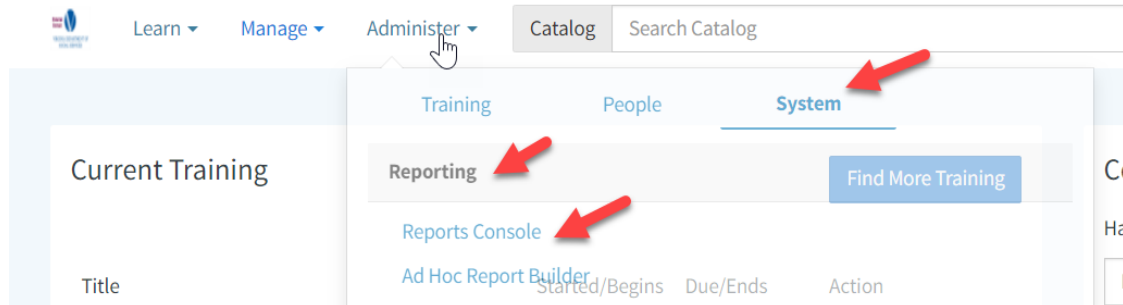SOCIAL SERVICES

LTD Local Training and Development

Enrollment Report

- **Pull this report from the VDSS – External Domain**
- **From the Home screen hover over Administer. Select System, Reporting and then Reports Console.**

- **Use the search term Progress.**
- **From the results select Classroom Course Enrollment Summary.**
- **To populate the Organization field, click select and use the pop-up box to search for and select Social Services External**
- **Click to box to include sub-organizations and enter your parameters.**
- **Click "Run Report**