The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

How to run Enrollment Report

- Click Administer
- Click System
- Click Reporting
- Click Reporting Console
- Type Progress Report in the Search Text and click Search
- Click Organization Report – Training Progress
- Click Select
- Click Select Again
- Type Social Services External and click Search
- Choose VDSS-Department of Social Services – External Entities
- Click the box adjacent to Include sub-organizations
- Course Activity: Active or Inactive
- Progress Status: Enrolled
- Click on Classroom
- Enter Start and End Date
- Go to Layout and click the down arrow
- Click LTD- FY Organizational -Progress Training (Shared)
- Click Run Report
- Export Excel