

How to access Series reports (i.e., list of sessions, completions, etc.)

Access the series. From the Series homepage, go to **Group Dashboard**.

ADMIN

Edit Series

Features

Members

Group dashboard

Group report

If you want to apply any search filters (highlighted below), click in the applicable filter field and then choose the parameters you want. Do not change the “Group ID” field. “Date” and “Degree” are likely the most helpful filters.

Note: The “Department” field is not tied to institutional departments. Entering a department name will not yield results for a specific department. That said, do not filter by “Department.”

RSS_Sample Series_Test

View Edit Features Financials Group Group report Session workflow dashboard Revisions

Group dashboard PARS

Group dashboard

9 filters

RSS_Sample Series_Test

1

Total number of activities

1

Total enrollments

1

Completions

1

Total credits awarded

1

Marked attended

Group dashboard

Group ID * is 73142 Date is any time Account is any value Business unit is any value Department is any value Degree is any value Specialty is any value Date of birth is any value Profession is any value

is any time +

RSS_Sample Series_Test

1

Total number of activities

1

Total enrollments

1

Completions

1

Total credits awarded

1

Marked attended

Once you have applied any filters, click the **update button** in the upper right-hand corner.

Degree is any value Specialty is any value Date of birth is any value Profession is any value

9 filters

Click the **number** in the box corresponding to the report you are seeking (total enrollments in the example below).

Group dashboard

Group ID * is 73142 Date is any time Account is any value Business unit is any value Department is any value Degree is any value Specialty is any value Date of birth is any value Profession is any value

is any value +

RSS_Sample Series_Test

1

Total number of activities

1

Total enrollments

1

Completions

1

Total credits awarded

1

Marked attended

Click **Download** in the new screen that pops up.

Total enrollments

Download

ENROLLMENTS (10 Filters) >

Title	NID	External ID	Course start Date	Course expiration Date	Event start Date	Event end Date	Live event (Yes / No)	Type	Is Parent (Yes / No)	Is Child (*)
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Choose **Advanced data options** and then change the number of rows to include to **All results**. Choose **Download**.

Download Total enrollments

Excel Spreadsheet (Excel 2007 or later)

Advanced data options

Results

With visualizations options applied ⓘ

As displayed in the data table

Data values

Formatted

Unformatted (no rounding, special characters, etc.)

Number of rows to include

Current result table

All results

Custom

Open in Browser

Cancel

Download