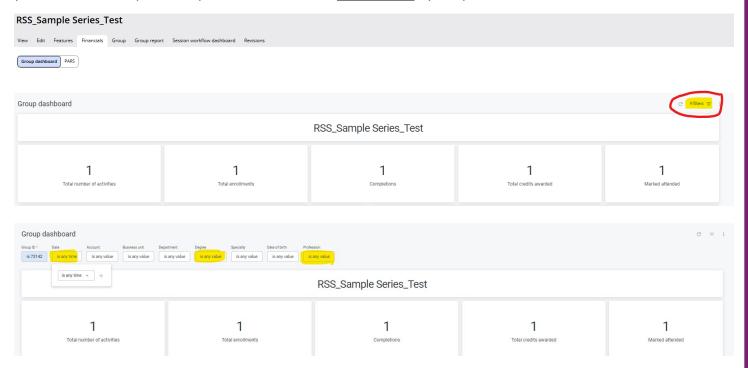
How to access Series reports (i.e., list of sessions, completions, etc.)

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

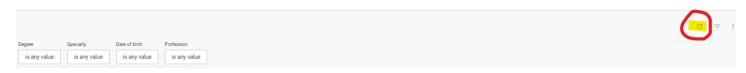


If you want to apply any search filters (highlighted below), click in the applicable filter field and then choose the parameters you want. <u>Do not change</u> the "Group ID" field. "Date" and "Degree" are likely the most helpful filters.

Note: The "Department" field is not tied to institutional departments. Entering a department name will not yield results for a specific department. That said, <u>do not filter</u> by "Department."



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



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



