

Course Details Reporting

Purpose:

This user guide explains how to create and access **Course Details Reports**. These reports provide data about selected course(s).

Administrative Roles with Access:

- **Report Manager**

Table of Contents:

• Data Included in the Report	2
• Navigate to Course Details Reports	2
• Create a Course Details Report	3
• Generate and Download Your Report	5

1

Data Included in the Report

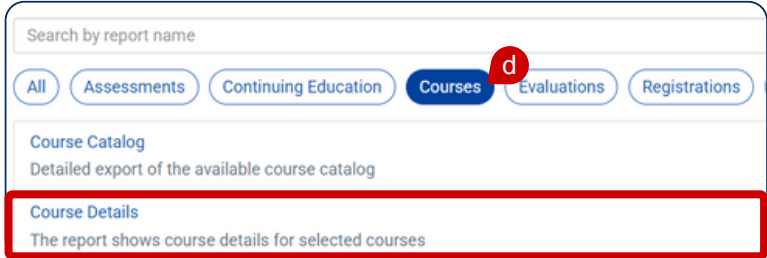
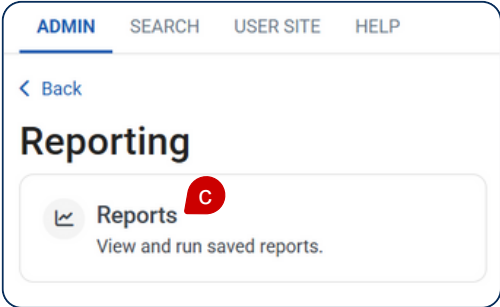
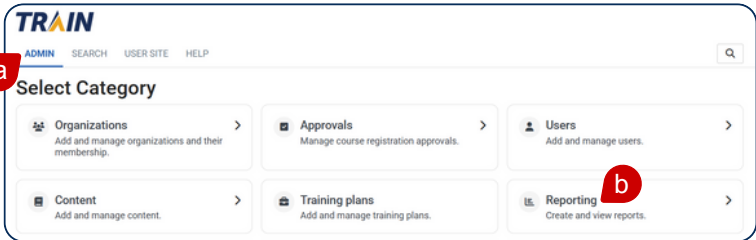
Course Details Reports capture the data listed below. You can make data selections on the Report Edit page. View Step 3 for more details, like how to narrow the data columns shown in the report.

- Course ID
 - Skill Level Name
 - Provider Course Number
 - Created Date
 - Expired
 - Visible
 - Last Updated Date
 - Language
 - Prerequisites Course ID
 - Has at least one Price value
- Certificates
 - Number of Registrants
 - Course Name
 - Format Label
 - CP Org Short Name
 - Created By User ID
 - Expiration Date
 - Approved Date
 - Last Updated By
 - Description
 - Subject Area
 - Avg. Star Rating
- Launch URL
 - Course Format
 - Length in Hours
 - CP Org Long Name
 - Created By
 - Active
 - Publish Date
 - Sponsor
 - Learning Objectives
 - Credit Type Long Name
 - Number of Ratings
 - Manifest URL

Navigate to Course Details Reports

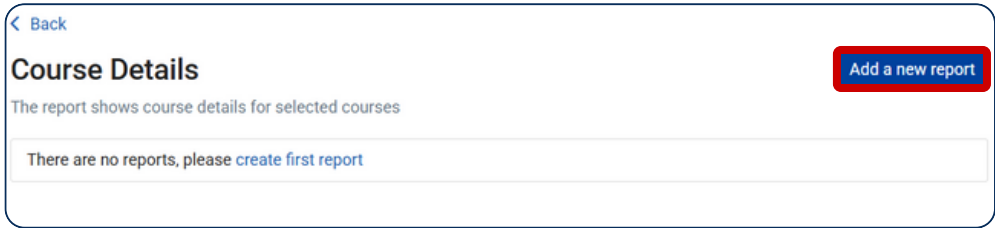
2

Go to the (a) **Admin** menu. Click the (b) **Reporting** tile and the (c) **Reports** tile. Then, select the (d) **Courses** tab to filter the report selections. Select the **Course Details Report**.



➡ To create a new report, click the blue **Add a new report** button:

Add a new report



Create a Course Details Report

3

Fill in the information about the report you want to create.

- (a) **Report Title:** Type the name you want to give your report here.
- (b) **Date Range:** Use the drop down menu to select a timeframe for your report. Date range will measure data against the date the course was created. If you want the report to show data from a specific time, select the **fixed range** option and input a start and end date.

Course Details

Report Title **a**

b The report shows course details for selected courses

Date Range **b**

Fixed range

Measured against the Created Date of the course.
The report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

Start Date **c** End Date

Start Date End Date

Report Schedule **c**

None

Filter by courses **d**

+ Organization

Select all courses
Automatically includes all courses from selected organizations.

Select specific courses
Manually select individual courses to include from selected organizations.

e Save

TIP: Required fields are marked with a red bar.

- (c) **Report Schedule:** This step is optional. If you select the weekly or monthly schedule option, you will receive an email notification when your report is ready to download on the day or date you choose.

Report Schedule

Weekly Monday

An email notification will be sent to you every week on Monday when new report is available to download

- (d) **Filter by courses:** Select a course to run your report on.

Filter by courses

+ Organization

Select all courses
Automatically includes all courses from selected organizations.

Select specific courses **←**
Manually select individual courses to include from selected organizations.

No course is selected. Select courses to add them to your report

Add course

- >> Click the **+ Organization** button to limit your course search to courses from a specific organization.
- >> Check the **Select specific courses** box to choose individual courses for the report.
- >> Click the **Add course** button to search for courses to include in the report.

- (e) Click the green **Save** button in the upper right hand corner. This will take you to the report details page. Review for accuracy.

Create a Course Details Report (continued)

3

On the **(f)** Report details page, you can manage your report data and make additional reporting selections. These include the data columns listed in **Step 1** and group selections.

Sample

Modified on Apr 13, 2025
Never generated

Generate

Course Details

Report details

Date Range

from Apr 13, 2025 to Apr 14, 2025

Measured against the Created Date of the course.

The report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

Filter by courses

Course

Preparing a Strong Rural Health Message

Organization

Rural Health Research Gateway

Columns

Course ID

Course Name

Course Format

 **TIP:** Review your reporting selections for accuracy.

MANAGE COLUMN SELECTIONS

Columns

Edit

Course ID

Course Name

Course Format

SkillLevelName

Format Label

Length in Hours

- >> Click the **Edit** button.
- >> Check the boxes next to the columns you want to see in the report. Uncheck the boxes you do not want to see in the report. You can also select or unselect all columns.
- >> Click the green **Save** button.

Cancel

Save

Columns

(At least one column is required)

Select All

Unselect All

☒ Course ID

☒ Course Name

☒ Course Format

☒ SkillLevelName

☐ Format Label

☐ Length in Hours

ADDITIONAL REPORTING OPTIONS

Groups

Add

National

X

- >> **Add** or remove group selections visible in your report under the Groups section on the report details page.

4

Generate and Download a Report

After saving your report and its data selections, generate and download your report.

- (a) If you need to make changes to your report, click the **Edit** button.
- (b) Click the **Generate** button to prepare your report to download.
- (c) The Generate button will turn into a blue **Download** button once your report is ready. Click the button to download a copy of the report to your computer. Course Details Reports download as a **.xlsx spreadsheet**.
- (d) Click the three-dot action menu to view more report actions available to you. These include Download, Generate, Edit, Clone, and Delete.

< Back

Sample

Modified on Apr 13, 2025

Never generated

Generate

b

Course Details

Report details

Edit

a

Date Range

from Apr 13, 2025 to Apr 14, 2025

Measured against the Created Date of the course.

The report will include data for selected dates from 12:00 AM to 11:59 PM (EST)

Filter by courses

Course	Organization
Preparing a Strong Rural Health Message	Rural Health Research Gateway

minute ago

c

Download

d


Download

Generate

Edit

Clone

Delete

 **TIP:** Report results expire after 48 hours to ensure that the data you download is up to date. You can refresh expired reports to generate the same report with updated information.

For more reporting guidance, view the **Reporting** section on the [TRAIN tutorial page](#).