Quick Tip Role: Report Administrator

2. Switch your role, by selecting the ‘Report Administrator’ role from the drop down menu located in the upper right.

3. Select the Reporting tab to begin the following activity:

**How to Run a Course Analysis Report for your Employees**

**Purpose:** This allows you to run a transcript report for your employees.

1. Click on *Standard Reports*,
2. Then select the *Course Analysis Report* and click on “Filter and Run” to begin.

3. In the Course Name field, type in the name of the course.

   Note: Accuracy is important and you may use part of the course name.
Quick Tip Role: Report Administrator

To view all your employees, click ‘Run’ to see your results. (Scroll to the bottom right of your screen)

**To export your results to Excel:**

1. Click on the ‘Export’ option located in the upper right corner.
2. Select (XLS) format then click Export.
3. The prompt to open Excel will appear, click OK.

4. A warning message will appear, you may click YES to bypass the message.