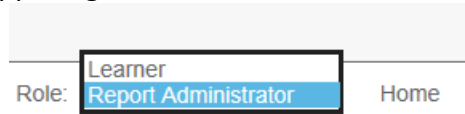



# Quick Tip Role: Report Administrator

1. Login in <http://lms.des.wa.gov/>.
2. Switch your role, by selecting the 'Report Administrator' role from the drop the down menu located in the upper right.

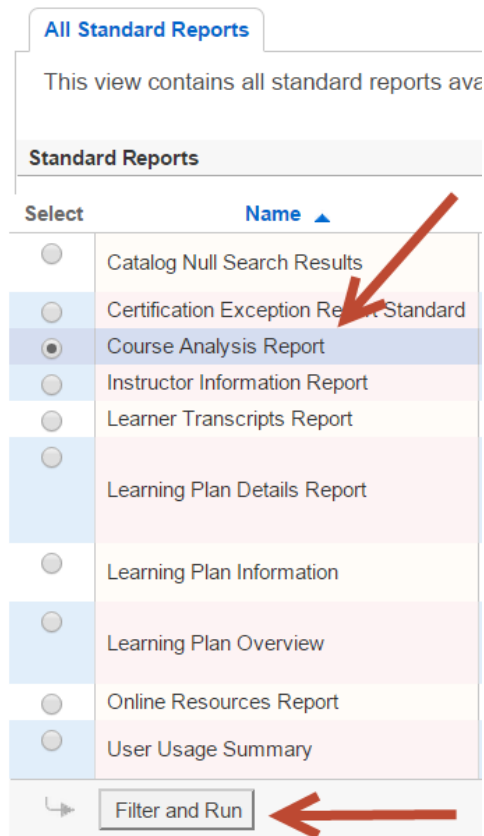


3. Select the  tab to begin the following activity:

## 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

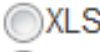
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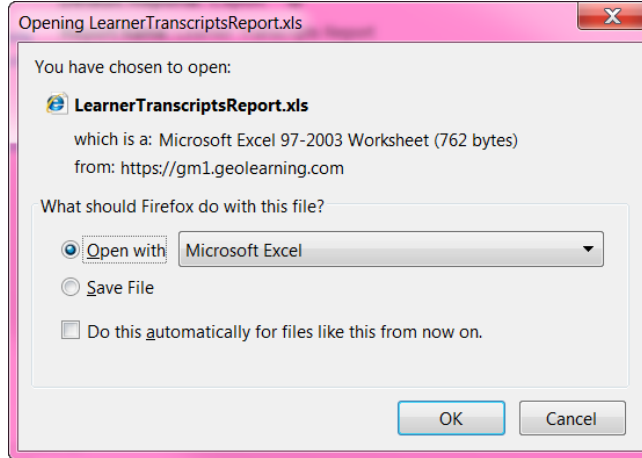
**Course Name** \_\_\_\_\_

Contains  **WA-State Contract**

4. 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.

