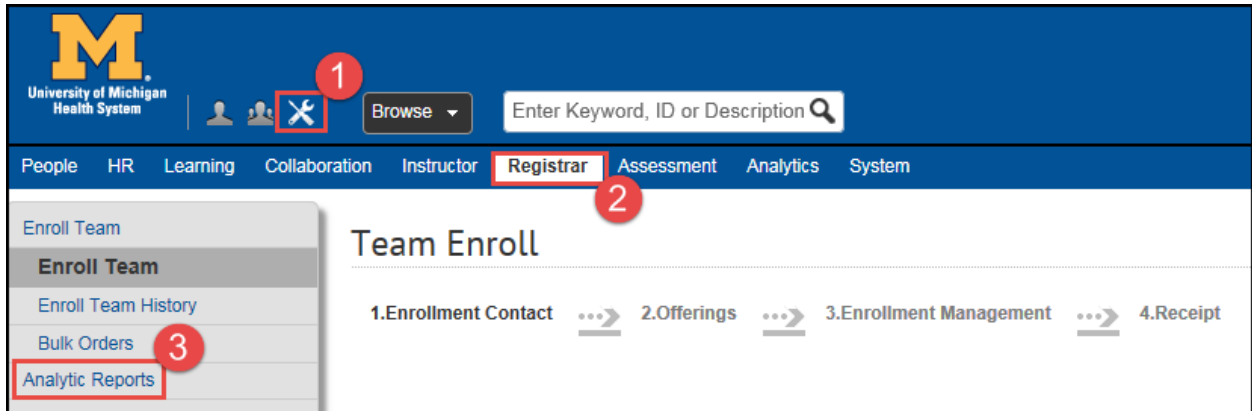
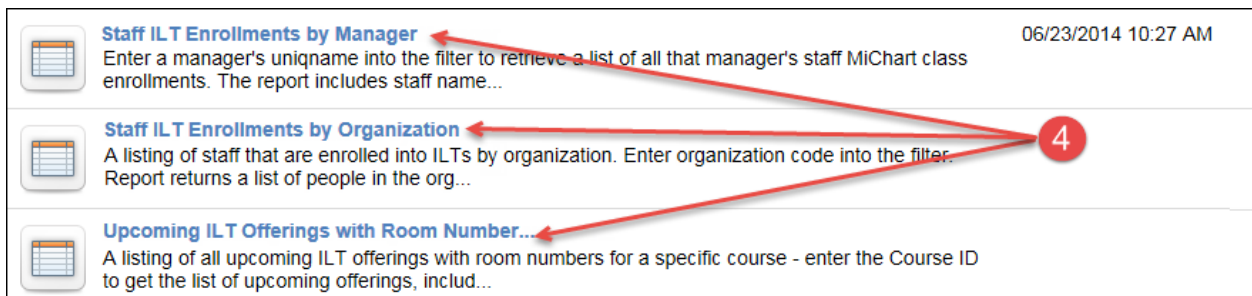


Facilitator: Using Analytics and the Report Filter

1. **Admin** Icon
2. **Registrar** Tab
3. **Analytics** Reports



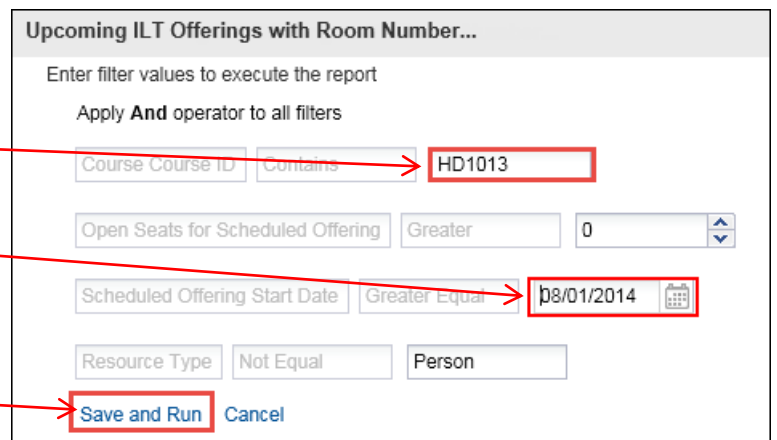
4. Click the title of the report.



5. Filter the report.

- a. The first time a report is opened, a pop up filter appears:

- Place the **Course ID** into the Course ID field
- Leave the 0 in “Open Seats”
- Enter the start date (or leave default)
- Place the **Course ID** into the field
- Leave Resource Type as “Person”
- Click **Save and Run**



Note: Clicking **Save and Run** saves the current settings and the pop up filter no longer appears with this report. Ongoing, use the filter on the report page. See next page.

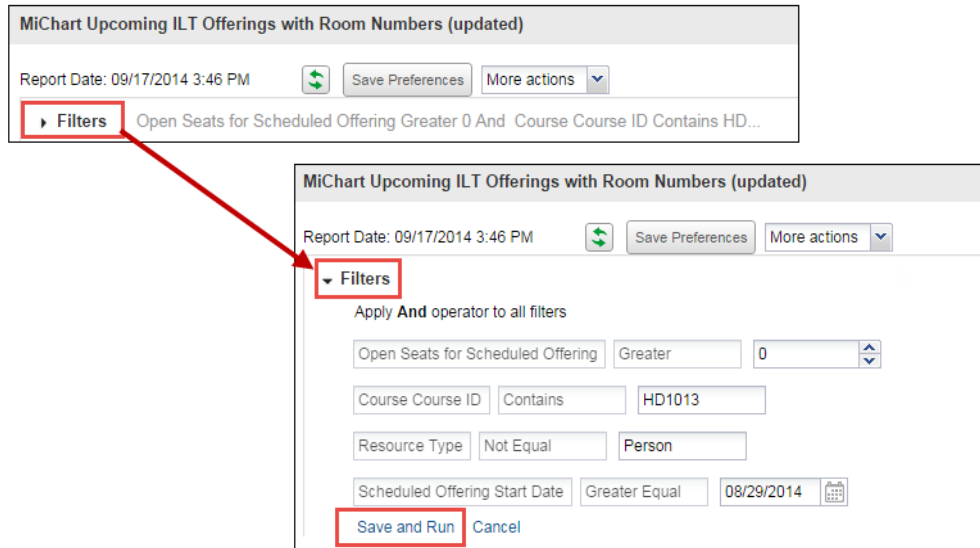
Next page: Using the Filter in the Report

Facilitator: Using Analytics and the Report Filter

b. Using the **Upcoming ILT Offerings** page.

- Click **Filters** at the top of the page
- Follow instructions for 5a to run a new report filter

Note: ignore the text “Apply And operator to all filters”



7. Navigate results for large reports using the following methods:

- Right hand scroll bars move results vertically
- Horizontal scroll bar moves page horizontally to view additional columns
- Results per page changed with drop down select box

Note: a chart appears at the top of the results which may or may not be useful.

Tips for keyboard navigation:

- Up and down arrow keys move results vertically
- Left and right arrow key move page horizontally
- Page Up/Page Down keys move page top to bottom

