

Pulling a Course Roster from Epath

1. From the HCH Intranet, click on Holy Cross University, then on **E-LEARNING ADMIN** tab, then on **E-LEARNING ADMIN LOGIN** button.
2. Enter your **HCH email address** and password.
3. My Reports page open. To pull a **course roster** (who took course and when) click on **Course Roster**. (Click the Show All button if the page is empty.)

The screenshot shows the ASAP Holy Cross On-Line interface. The 'My Reports' section is active, displaying several report categories:

- Your Remembered Reports:** Includes a link for 'last report (view report form)'.
- High Level:** Includes links for 'University Metrics' and 'Monthly Billing Statistics'.
- Courses:** Includes a link for 'Course Roster'.
- Learners:** Includes links for 'Learner Listing' and 'Learner History'.

Click **Course Roster** to see who complete a specific course or competency.

Click **Learner History** to see an individual record.

Limit your search by selecting the **College**, **Curriculum**, and **Course** (Required)

For example: To pull a roster on who has completed a course:

1. Select a **College** "Annual Enrichment All Associates" from the dropdown list
2. Select a **Curriculum** "2012 Enrichment All Associates"
3. Select a **Course** "2012 Annual Enrichment". To select **more than one course**, hold down the **Ctrl** key and click the courses you want to see a report.

4.

The screenshot shows the 'Course Roster Form' with the following fields:

- Select a College:** ANNUAL ENRICHMENT ALL ASSOCIATES
- Select a Curriculum:** 2012 Enrichment ALL ASSOCIATES
- Select a Learning Path:** (Dropdown menu)
- Select Courses:** A list of courses including '2012 Annual Enrichment All Associates', '2012 Corporate Compliance', '2012 Risk Management', and '2012 The Power of a Healing Presence (LIVE class)'. A 'Filter Learners' button is located below this list.

Next, click **Filter Learners**.

NOTE:

For the **Mandatory Enrichment** requirements:

Select College of **ANNUAL ENRICHMENT ALL ASSOCIATES**

Select the **current year** for the **Curriculum**.

For the **Competency** completions:

Select College of **ANNUAL REQUIREMENTS-COMPETENCIES**

Select the **current year** for the **Curriculum**

For the **Leadership** completions:

Select College of **School of Leadership**

For all others, click on the appropriate College headings.

5. Next, select a **Cost Center**.

Click a cost center from the dropdown list and then click the **ADD** button.

Under the section **Select noLogin**, click on **login allowed** (this will pick up current Associates in Epath-if this is not selected, your report will include inactive (terminated) Associates in Epath)

6. Scroll down the page and under the **Select type of learner to display population** section, click on the **Currently Registered** button.

Select type of learner to display from population

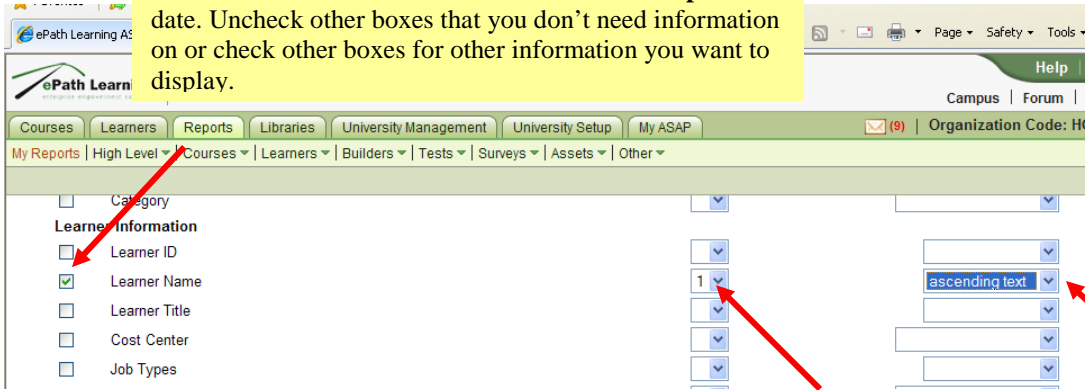
Required

Currently Registered Registered (now or in the past) Never Registered

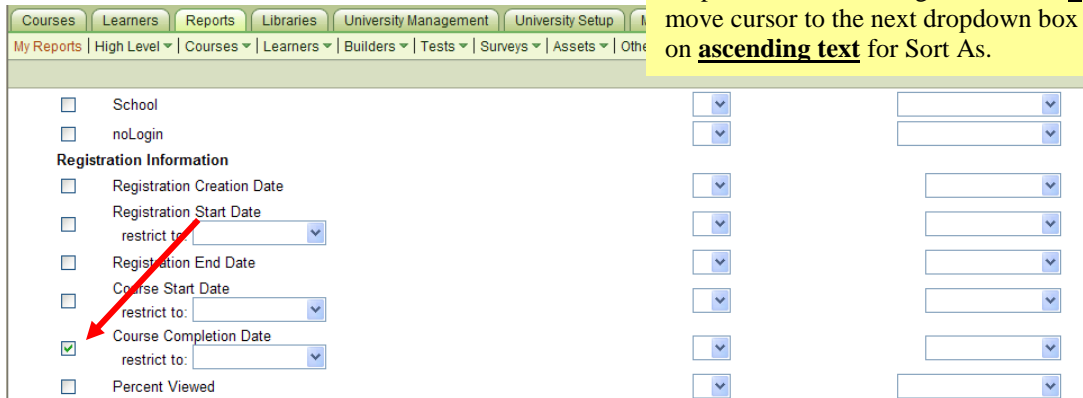
Optional: Restrict to learners with Registration Start Date (MM/DD/YY) between [] and []

Under the **Display** column, make sure there are green check marks on **Learner Name** and **Course Completion** date. Uncheck other boxes that you don't need information on or check other boxes for other information you want to display.

7.

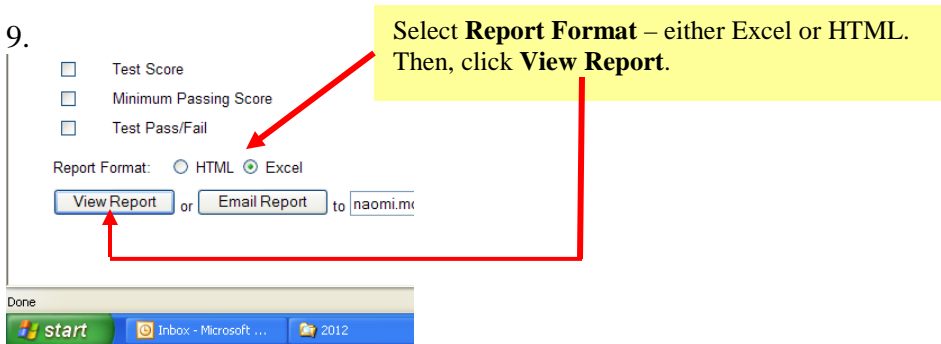


To sort the **Learner Name**, click on the corresponding dropdown box on the right and select **1** for Sort Order, move cursor to the next dropdown box beside it and click on **ascending text** for Sort As.



8. To sort by **Cost Center**, click on the corresponding dropdown box on the right and select 1 for Sort Order, move the cursor to the next dropdown box beside it and click on **ascending text** for Sort As.

9.



Select **Report Format** – either Excel or HTML. Then, click **View Report**.

NOTE: Those who registered for a course or class (Leadership) and did not complete it or did not attend it will have a **blank** completion date. To find out who registered but did not complete a course or attend a class, **sort** the **Excel** file by the **Completion Date**. This will group the blank cells together.

To pull a Learner History:

1. To view an individual Learner Report, click on **Learner History**.
2. Under the **Select CostCenter** section, select a cost center from the dropdown list.
3. Under the **Select noLogin** section, click on **login allowed (to display only current Assoc)**
4. Scroll down the bottom of the page, and **Select Learner** by clicking the dropdown arrow. The list of learners in the selected cost center appears; select on a learner name.
5. Click the **Submit** button.
6. A transcript appears. Click on the **Print View** button if you want to print.