

1. Navigate to **Reporting > Advanced Reports & Download Data**

The screenshot shows the BRAINSHARK Reporting Overview page. The navigation bar includes Home, My Content, Favorites, Learning, Coaching, and Reporting. The left sidebar has Overview, Viewing Details, and Advanced Reports & Download Data (highlighted with a red box). The main content area shows an overview for Administrator from January 6, 2018, to February 5, 2018. A bar chart displays view data with a total of 7,219 views and 2,048 mobile views.

Category	Value
Total Views	7,219
Mobile Views	2,048

2. Open the **Learning Reports** folder, then the **Learning Administration Reports** folder

The screenshot shows the BRAINSHARK Reporting folder structure. The navigation bar includes Home, My Content, Favorites, Learning, Coaching, and Reporting. The left sidebar has Overview, Viewing Details, and Advanced Reports & Download Data. The main content area shows a folder structure with Administration Reports, Coaching Reports, Enhanced Learning Reports, and Learning Reports (highlighted with a blue background). Under Learning Reports, there are Group Manager Reports, Learning Administration Reports (highlighted with a red box), and My Transcript.

3. Select the **Course Enrollment** Report

The screenshot shows the BRAINSHARK Reporting dashboard. The top navigation bar includes Home, My Content, Favorites, Learning, Coaching, and Reporting. The main content area is titled 'Learning Reports' and lists several report categories: Group Manager Reports, Learning Administration Reports, Course Creation, Course Details with Question Results, **Course Enrollment** (highlighted with a red box), and Curriculum Enrollment. The 'Course Enrollment' report description reads: 'Which courses have students enrolled in? How many have completed or passed the course?'.

4. On the *Report Basics* tab, use the **Find** button to select the course you're reporting for

The screenshot shows the 'Course Enrollment' report configuration page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, the breadcrumb path is 'Report Catalog: Brainshark Reports > Learning Reports > Learning Administration Reports > Course Enrollment'. The left sidebar contains 'Overview', 'Viewing Details', and 'Advanced Reports & Download Data'. The main content area is titled 'Course Enrollment' and includes a 'Run report' button. Below this, there are tabs for 'Report Basics', 'Report Options', 'Email', 'FTP', 'Scheduling', and 'Filters'. The 'Report Contents' section shows 'Courses:' with a 'Find' button highlighted in a red box. The 'When to run' section shows 'Run report:' with a dropdown menu set to 'Now'.

5. Change the enrollment Date Range, or Viewed Within Date Range to your desired timeframe

The screenshot shows the BRAINSHARK Reporting interface. At the top, there is a navigation bar with icons for Home, My Content, Favorites, Learning, Coaching, and Reporting. The Reporting icon is highlighted. Below the navigation bar, the page is titled "Dates". Under "Enrolled Within:", there is a "Date range:" dropdown menu set to "All Time (no filter)". To the right are "Start date:" and "End date:" input fields, each with a calendar icon and the format "MM/DD/YYYY". Below this, under "Viewed Within:", there is another "Date range:" dropdown menu set to "All Time (no filter)", and similar "Start date:" and "End date:" input fields with calendar icons and the format "MM/DD/YYYY".

6. Choose your preferred output (*.CSV will open in an Excel document)

The screenshot shows the BRAINSHARK Reporting interface, focusing on the "Output" section. At the top, there is a "Date range:" dropdown menu set to "All Time (no filter)", and "Start date:" and "End date:" input fields with calendar icons and the format "MM/DD/YYYY". Below this, the "Output" section is titled. Under "Format:", there is a dropdown menu with options: HTML, Acrobat (*.PDF), Comma delimited (*.csv), and XML. The "HTML" option is selected. To the right of the format dropdown, there is a tip: "Tip: If you want to print the report, use PDF." Below the format dropdown, there are three radio button options: "On-screen only" (which is selected), "Email to:", and "File transfer (FTP/SFTP/FTPS)". The "Email to:" option has an input field containing "authoremail@company.com" and a tip: "Separate multiple addresses with a comma." The "File transfer (FTP/SFTP/FTPS)" option has a tip: "Use FTP Options tab to specify connection details."

7. Run Report