This report provides a listing of any enrollments in scheduled classes (i.e. in-person training, or live virtual training – not self-paced CBT classes) that are starting within a specified time frame – 6 weeks by default. As a manager, you’ll be able to see anyone below you in the reporting hierarchy, meaning your direct reports, anyone reporting to your reports, and so on all the way down. The system automatically limits your visibility as a manager to those people.

Each row of the report is one enrollment of one person in one class, so a person may show up multiple times if they are in several classes, and a class may show up multiple times if several of your people are enrolled in it. The information included contains info on who the person enrolled in the class is, information on their position in the organization (org, manager, alternate manager, etc…), and information about the class and course (course name, location, start/end date, etc…).

If you are using the grouped report online, all the above information remains true, the difference is that now all enrollments for a given date are grouped under that date. Use the + symbol to expand the date and see all the details.