

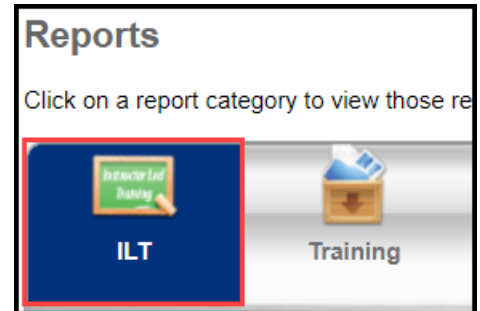



Run reports on sessions you instruct



There are a variety of Instructor-Led Training (ILT) reports to help you in your role as an instructor.

1. Open the **Reports** tab in the menu bar, then select **Standard Reports**.
2. Select the **ILT** category icon at the top of the page.
3. Select from the available ILT reports. Below are some highlights of the reports that you may find most useful as an instructor.



- **Enrollment Summary Report** - View enrollment summary information for ILT sessions. You may wish to run this report to view the number of learners who are registered or waitlisted for your upcoming sessions to make determinations about whether to increase the seating capacity or cancel the session.
 - **Interest Tracking Report** - This report displays ILT Events for which learners have expressed interest. You may wish to run this report to help you decide which sessions to offer next.
4. Select the link name of the report to view its filtering options. The available filters and required parameters vary depending on the report that is selected.
 5. Fill out the filters as desired and select **Export to Excel** button  to download and save the Excel file.

For quick help while running a report, while you are on the report's filter page, select the Basic Settings (gear) icon in the upper right corner of the page near the search bar and select Help from the dropdown list. This will open Cornerstone's Online Help to the guide that is specific to the report you have open.



For a complete list of ILT Standard Reports and detailed information about the filtering options for each report, [see Cornerstone Online Help's "Printable Guides" section](#) and select the link for Standard Reports.