

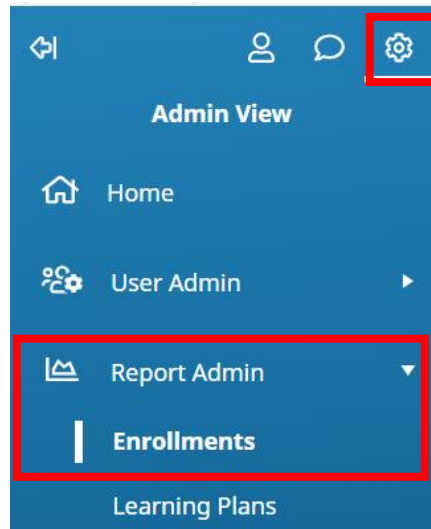
How to Create a Manual Drop In Report

This guide will support your knowledge in generating a manual drop-in report from SmarterU.

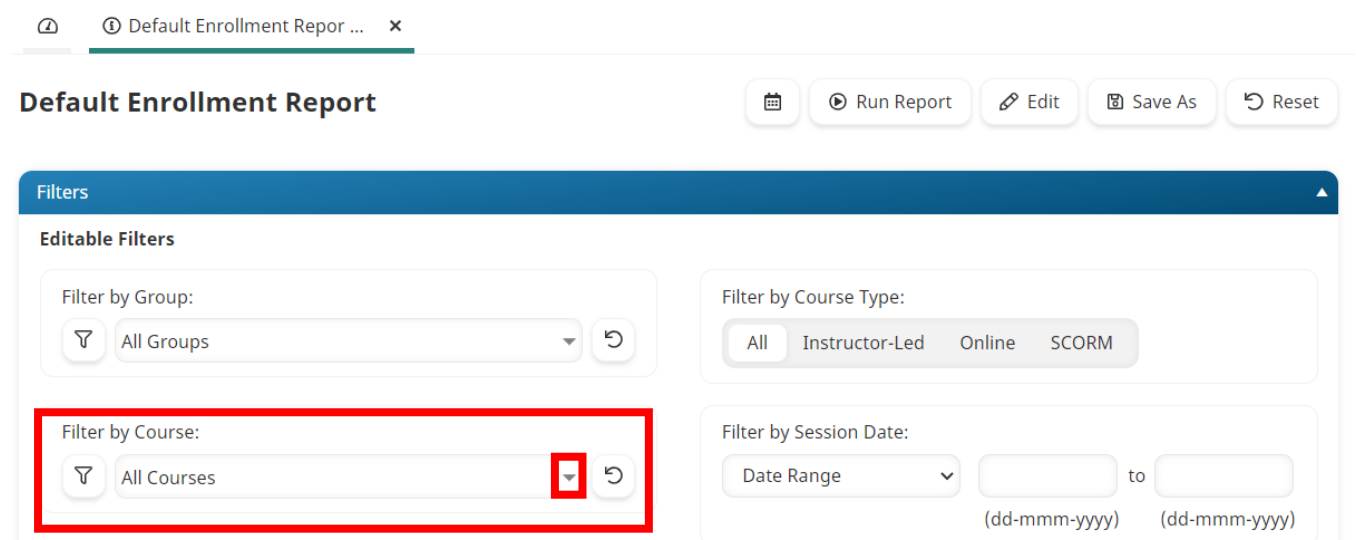
Conditions:

- Scheduled report was not sent
- Can be created
 - if the custom fields have not been updated or at least 48 – 72 hours after the scheduled session
 - if the learner is scheduled to join only one session per week

Login to SmarterU
Click on the Admin View
Click Report Admin
Click Enrollments



You will see this screen and the Default Enrollment Report Tab. Select the dropdown button for **Filter by Course**.



Default Enrollment Report

Filters

Editable Filters

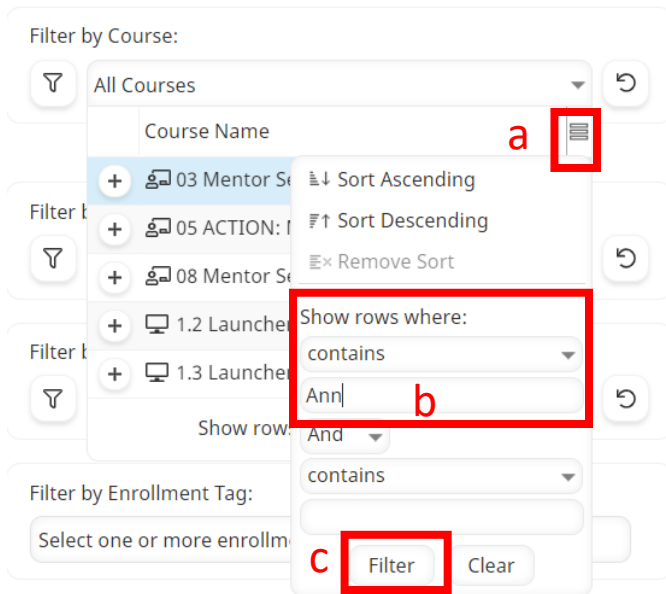
Filter by Group: All Groups


Filter by Course Type: All Instructor-Led Online SCORM

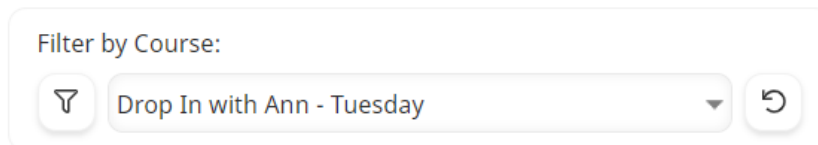
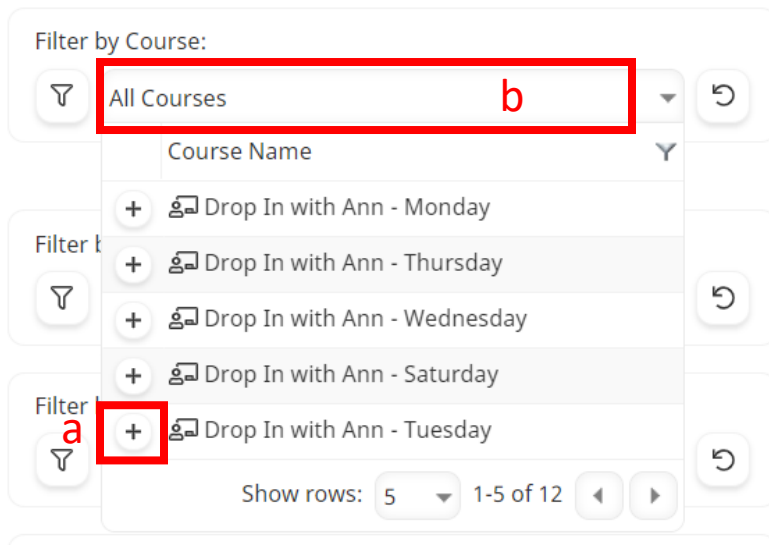
Filter by Course: All Courses

Filter by Session Date: Date Range to (dd-mmm-yyyy) (dd-mmm-yyyy)

Select the **filter button** for the course name and you can filter the instructor's given name. For this file, we will use Ann.



Select the **Add** button  for the correct session day then click on **All Courses**.



Next select **Filter by Session Date**, then select **Run Report**.

Default Enrollment Report

Run Report Edit Save As Reset

Filters

Editable Filters

Filter by Group: All Groups

Filter by Course Type: All Instructor-Led Online SCORM

Filter by Course: Drop In with Ann - Monday

Filter by Session Date: Date Range to (dd-mmm-yyyy) (dd-mmm-yyyy)

For this file, we will use January 25, 2022.

Filter by Session Date: Date Range to 25-Jan-2022 to (dd-mmm-yyyy) (dd-mmm-yyyy)

Filter by Supervisor: All Supervisors

Filter by Team: All Teams

Filter by Enrolled Date: Today Close

Filter by Session Date: Date Range to 25-Jan-2022 to 25-Jan-2022 (dd-mmm-yyyy) (dd-mmm-yyyy)

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Scroll down to the Enrollment Report tab and you can see the list of learners enrolled to the session.

The screenshot shows the 'Enrollment Report' interface. At the top, there is a blue header with the title 'Enrollment Report' and an 'Actions' dropdown menu. Below the header, there are six summary cards arranged in two rows. The first row contains: '8 Distinct Enrollments', '1 Distinct Courses', and '8 Distinct Learners'. The second row contains: '1 Distinct ILT Sessions', '5h 30m Total Distinct ILT Duration', and '44h Total ILT Duration'. Below the summary cards is a table with columns: Name, Course, Session, Enrolled, Started, and Progr... (Progress). The table lists eight learners with their respective enrollment details. At the bottom of the table, there is a pagination control showing '1' of 1 page, '20' items per page, and '1 - 8 of 8 items'.

Name	Course	Session	Enrolled	Started	Progr...
Ahmed, Zuhayb	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	24-Jan-2022		0%
Akingbade, Ayodele	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Berjani, Arbnor	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Manning, Glen	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Mengstu, Mikyas	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Oso, Olusola	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Sharp, Scott	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Vandenberg, Tristen	Drop In with Ann - Tues...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%

Report Template:

Open the Manual Drop-In report template saved here: [\\172.18.100.10\wem\\$\WEST Drop In 21-22\WEST Centre Resources\Virtual Classroom Resources\WEST AdminClientAdvisor\How Tos for SmarterU and Collaborate](\\172.18.100.10\wem$\WEST Drop In 21-22\WEST Centre Resources\Virtual Classroom Resources\WEST AdminClientAdvisor\How Tos for SmarterU and Collaborate).

The screenshot shows a Windows File Explorer window titled 'How Tos for SmarterU and Collaborate'. The address bar shows the path: 'wem\$ (\172.18.100.10) (W:) >> WE... > How T...'. The left pane shows a folder tree with 'wem\$ (\172.18.100.10) (W:)' expanded to show folders like '2021 2022 outcomes', 'Accounting', 'Archive WEM', 'Database', 'Documentation', 'Eic's Shared Files', and 'Enterprise DEAP Projects'. The right pane shows a list of files with columns for 'Name' and 'Date modified'. The file 'TEMPLATE_Manual_Drop_In_Report' is highlighted in blue. Other files include 'How to Create a Manual Drop In Report', 'How to Add Learner to SU Assign Courses and Learning Plans', 'Setting up a Practice Session with Learners', and 'Enrolling Learners to a Session or Course'.

Make sure to save your own copy and do not overwrite the temple.

From the **Enrollment Report** click on the **name of the learner** and a new tab will open showing the **User Summary**. In this example we will use Ahmed, Zuhayb.

Name	Course	Session	Enrolled	Started	Progr...
Ahmed, Zuhayb	Drop In with Ann - Tuesd...	25-Jan-2022 3:00 PM CST	24-Jan-2022		0%
Akingbade, Ayodele	Drop In with Ann - Tuesd...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%
Berjani, Arbnor	Drop In with Ann - Tuesd...	25-Jan-2022 3:00 PM CST	25-Jan-2022		100%

The screenshot shows the 'Users' page in the Workplace Education Manitoba (WEM) system. The 'User Summary' for Zuhayb Ahmed is displayed, including a profile picture and the last login date: 03-Mar-2021 7:55 PM CST (a year ago).

Scroll down to the **Custom Fields** and copy the details to the **Manual Drop in Report** that you saved earlier.

Custom Fields	
ESA ready?:	no
Subskills Taught:	fractions
Duration of Session:	0
Next Lesson Topic:	multiplying and dividing fractions
Instructor Nightly Note:	this is his week out of town
Anticipated Next Lesson:	24-Mar-2021
Compl't'd Subskill & Grade:	-
Learner Home WEST Centre:	
Home Centre:	WEST Winnipeg

Repeat the steps on this page until you have copied the details from all the learners from your centre.

If you encounter any issue with the report, please send an email to adminforonline@esmanitoba.ca