

Skillsoft: Step-by-Step Guide

Checking an ILT Event Journal

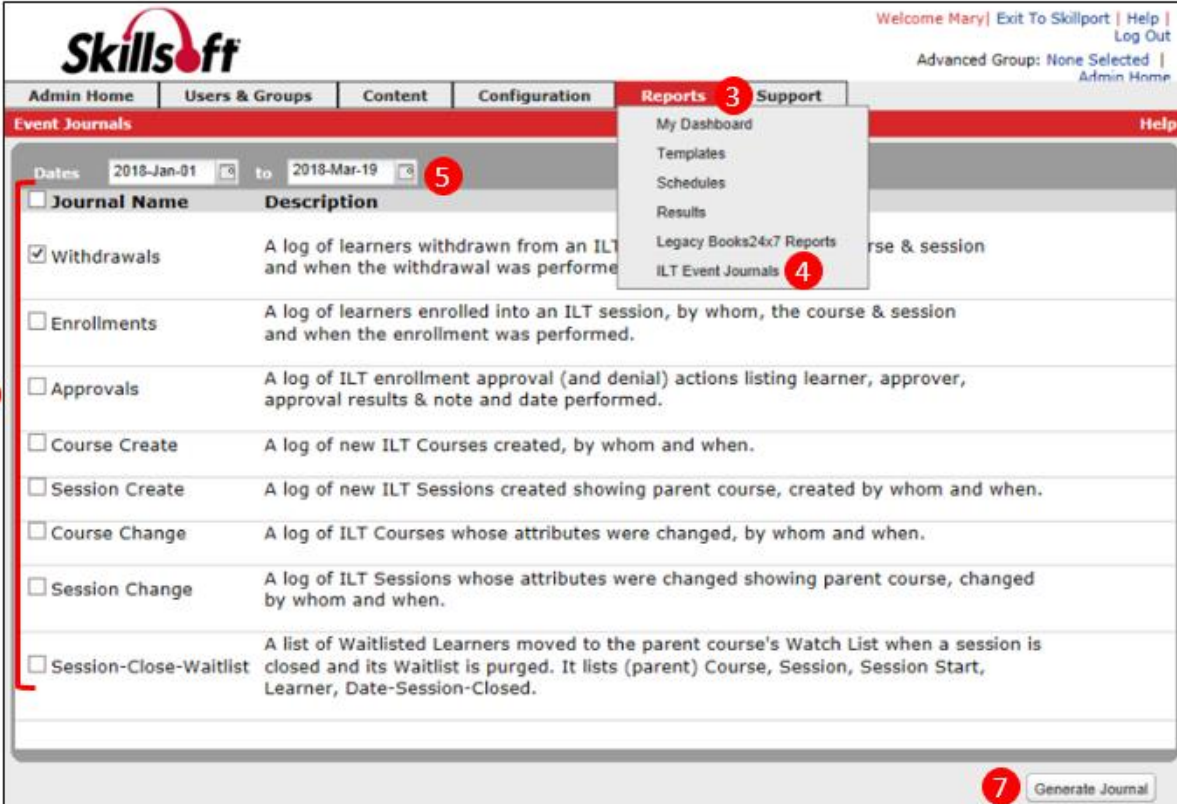
This guide will help ILT Administrators learn how to run reports (journals) on various ILT functions including: enrollments, approvals, sessions, and courses. Descriptions for all journals can be found on the ILT Event Journals page.

Note: The **Withdrawals** journal is useful for ILT administrators. It lists learners who have withdrawn themselves and are no longer visible on the session roster.

Note: Data is static at the time the session is marked "Complete." When a change is made to a session schedule after the session has been completed, Skillsoft reporting and ILT Event Journals do not reflect this change.

Run an ILT Event Journal

1. Login to Skillsoft.
2. Select **Admin**.
3. Select **Reports**.
4. Click **ILT Event Journals**.

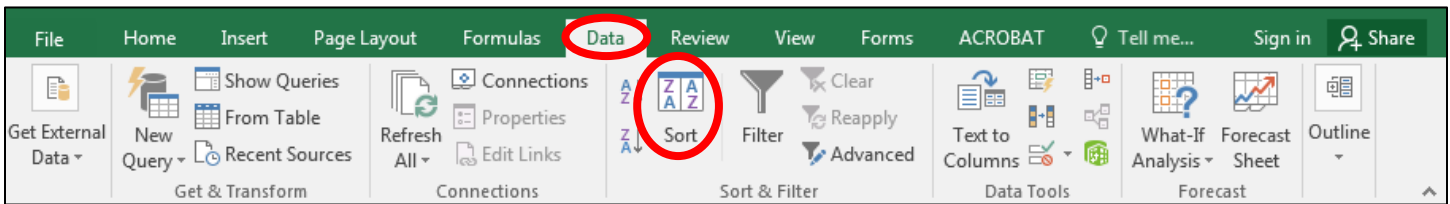


The screenshot shows the Skillsoft interface for running an ILT Event Journal. The page has a top navigation bar with links like 'Welcome Mary', 'Exit To Skillport', 'Help', 'Log Out', and 'Advanced Group: None Selected'. Below this is a secondary navigation bar with tabs: 'Admin Home', 'Users & Groups', 'Content', 'Configuration', 'Reports', and 'Support'. The 'Reports' tab is selected and highlighted with a red circle 3. A dropdown menu is open under 'Reports', showing options: 'My Dashboard', 'Templates', 'Schedules', 'Results', 'Legacy Books24x7 Reports', and 'ILT Event Journals'. 'ILT Event Journals' is selected and highlighted with a red circle 4. Below the navigation bar is the 'Event Journals' section. It has a date range selector set to '2018-Jan-01' to '2018-Mar-19', highlighted with a red circle 5. Below the date selector is a table with columns 'Journal Name' and 'Description'. The table lists several journals: 'Withdrawals', 'Enrollments', 'Approvals', 'Course Create', 'Session Create', 'Course Change', 'Session Change', and 'Session-Close-Waitlist'. The 'Withdrawals' journal is selected with a checkbox, highlighted with a red circle 6. At the bottom right of the page is a 'Generate Journal' button, highlighted with a red circle 7.

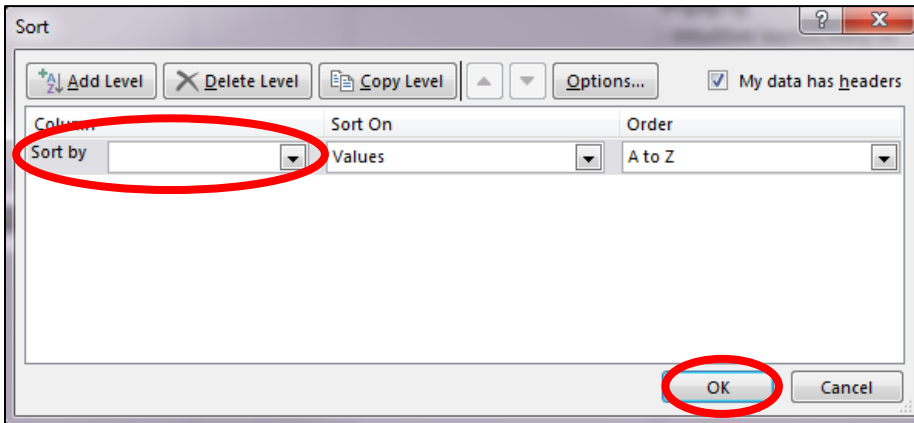
5. Set date parameters.
6. Click the checkbox next to desired reports. Each report you select will be sent as a separate .csv.
7. Click **Generate Journal**. Information for all courses and sessions will be delivered in a .zip file.

Filtering a Journal

1. Extract contents from .zip file.
2. Open .csv file in Excel.
3. Sort by **Session ID** or **Course ID**.
 - a. Go to the **Data** menu tab.
 - b. Click **Sort**.



- c. Select **Session ID** or **Course ID** under Sort by.
- d. Click **OK**.



4. Search for the appropriate Session ID or Course ID.