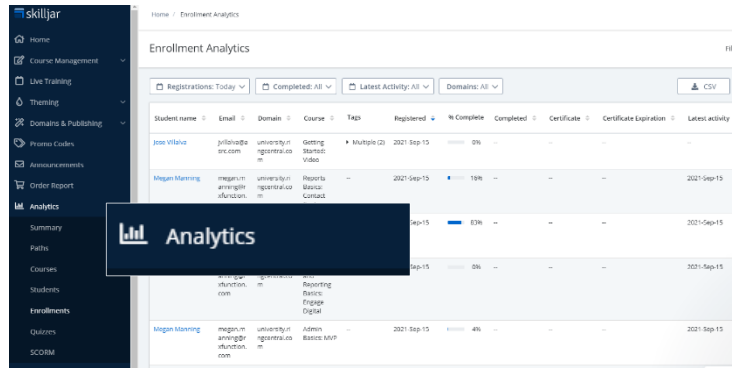# RingCentral University

RINGCENTRAL UNIVERSITY REPORTING

Generating LMS Reports
Internal Use Only

# ACCESSING RINGCENTRAL UNIVERSITY

1. Locate the invite email for RingCentral University.
   This will be from Skilljar Support (support@skilljar.com)
2. Click the registration link.
3. Update the appropriate information.
4. Click **Register**.

   Note: It is recommended to bookmark the website once you are logged in:
   https//dashboard.skilljar.com/

GENERATING ENROLLMENTS REPORTS

The Enrollments Report outlines the registered courses and completion status for all students. This report also includes student details such as name, email address, and related Salesforce ID.

1. Click **Analytics**.
2. Click **Enrollments**.
   The report will automatically generate the past 30 days of the activity.
3. To generate different dates, click the **Registrations** drop-down and adjust the reporting period required.
4. Search for specific Salesforce IDs or email domains, by using the **Search** function.
5. Export to Google Sheets or Microsoft Excel, by clicking **CSV** and export the report.
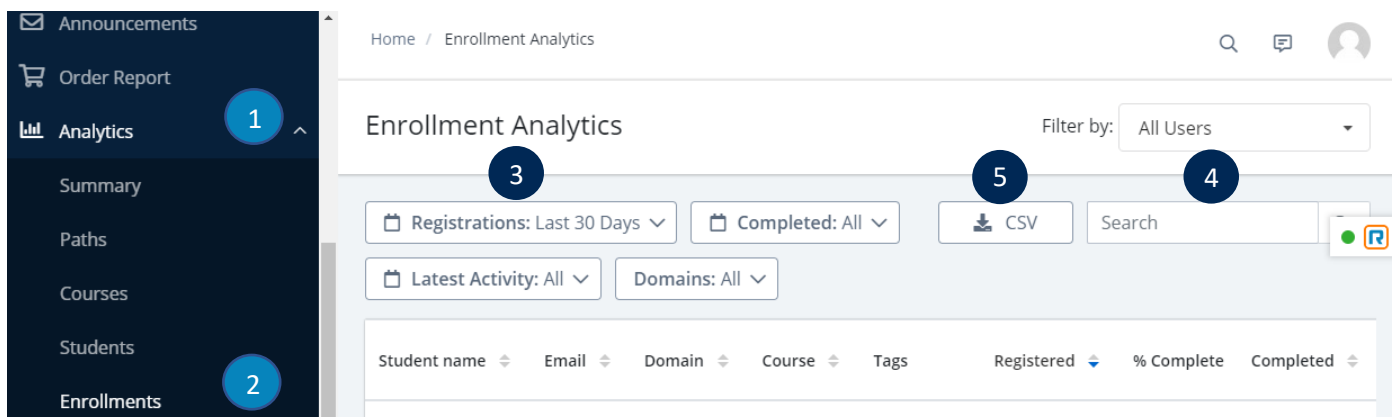
GENERATING STUDENT REPORTS

The Students Report outlines the count of registered courses and completion count for all students. This report also includes when the student first logged in and when they last used the system. It may take multiple reports to get to the needed data and that you should explore in other reports.

1. Click **Analytics**.
2. Click **Students**.
   The report will automatically generate the past 30 days of activity.
3. To generate different dates, click the **Signed Up** drop-down and adjust the reporting period required.
4. To search for a specific name or email domain, use the **Search** function.
5. To export to Google Sheets or Microsoft Excel, click **CSV** and export the report.

6. For additional details for a specific student such as the number of completions, how much time within the system, and their completion percentage, click on the appropriate student.

Note: Student details cannot be downloaded.