

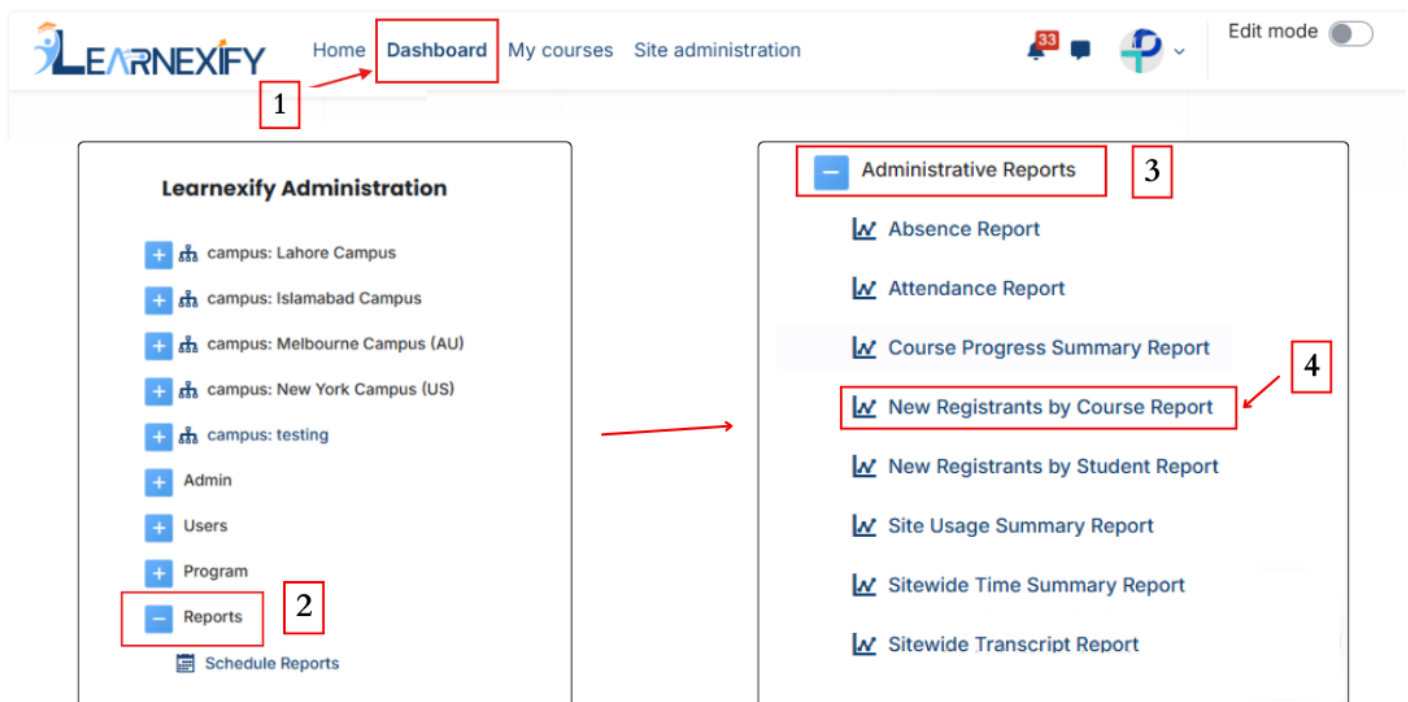
6.4 New Registrants by Course Report

The New Registrants Grouped by Course Description Report **displays** a list of **users** who have **newly enrolled** in Learnexify **Course Descriptions** within a **selected time period**. The report groups learners under each Course Description along with their **enrollment (start) date**.

If a Course Description has no new registrants, it will not be included in the report.

Report Path:

Dashboard ? Side drawer ? Reports ? Administrative Reports ? New Registrants by Course Report

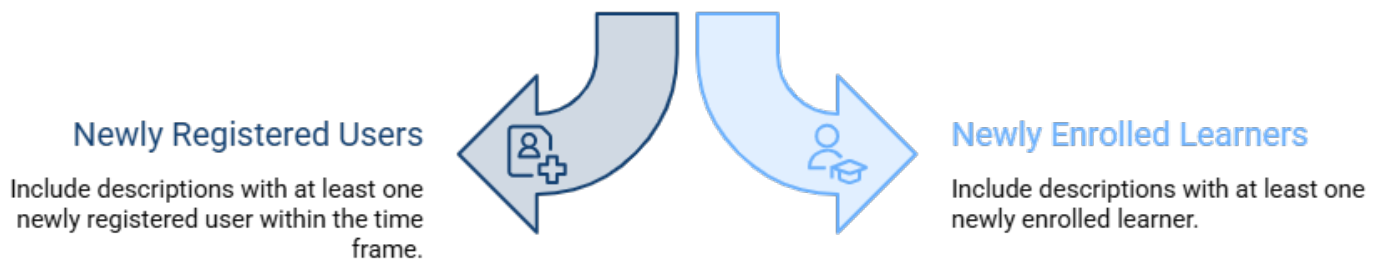


Report Requirements:

To be included in this **report**:

- The user must be **newly registered** in an Learnexify **Course Description** within the selected time frame (if applied).
- Only **Course Descriptions** that have at least **one newly enrolled** learner will appear in the report.

Which Course Descriptions should be included in the report?



Report Filters:

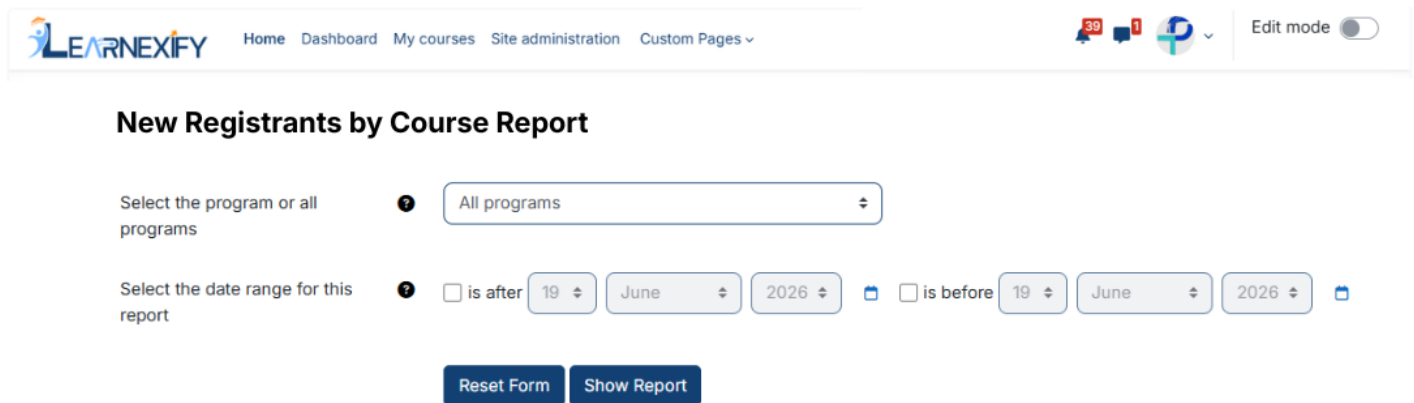
This report includes **two** optional **filters**:

- **Program Selection (All or Specific Program)**
A specific Program can be selected. If selected, only Course Descriptions under that Program with new registrations within the selected time range will be included.
- **Date Range Filter:**
This filter defines the period for new registrations:
- **“Is after” ?** shows users enrolled after a specific date

- “**Is before**” ? shows users enrolled before a specific date

These filters can be used **individually or together**. If left at default settings, the report will include all Course Descriptions and all enrollment records.

After selecting the **required filters** and fields, the report is **ready** to be **generated**.



The screenshot shows the 'New Registrants by Course Report' interface. At the top is a navigation bar with the LARNEXIFY logo and links for Home, Dashboard, My courses, Site administration, and Custom Pages. On the right, there are notification icons (a bell with '39' and a mail icon with '1'), a user profile icon, and an 'Edit mode' toggle switch.

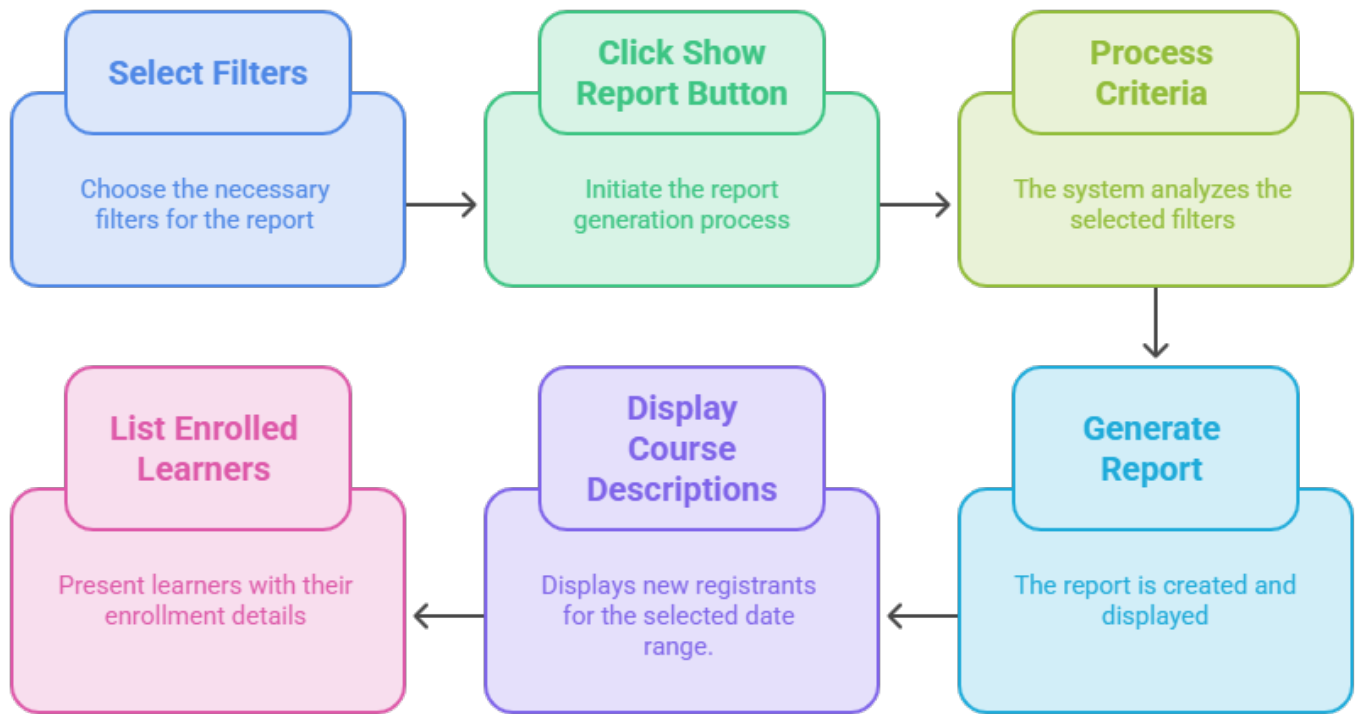
The main form area is titled 'New Registrants by Course Report'. It contains two sections:

- Select the program or all programs:** A dropdown menu currently showing 'All programs'.
- Select the date range for this report:** This section has two options:
 - is after:** Three dropdown menus showing '19', 'June', and '2026'.
 - is before:** Three dropdown menus showing '19', 'June', and '2026'.

At the bottom of the form are two buttons: 'Reset Form' and 'Show Report'.

Generate Report:

- First, the required filters are selected
- Then the **Show Report button** is clicked
- The system processes the selected criteria
- The report is **generated** and **displayed** on the screen
- Course Descriptions with **new registrants** are shown based on the **selected date range**
- Under each Course Description, newly enrolled learners are listed with their enrollment details



Report Output:

The report **displays** the following **information**:

- **Program ?** The program to which the Course Description belongs
- **Course Set ?** Grouping of courses under a Course Set within a program
- **Course Description Name ?** Name of the Learnexify Course Description
- **Class ID ?** Learnexify Class identification number
- **Student Name ?** Name of the newly enrolled learner
- **ID Number ?** User identification number
- **Start Date ?** Date when the learner was enrolled in the class

Schedule this report 

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ... 24 (Next)

New Student Registrants By
Course:

Any Time

Program: Bachelor of Engineering in Electrical Engineering

Course Set: Program DCS

Course Set: Not available

Course Description: Adobe Photoshop Basics

Class Instance ID: Demo User

STUDENT NAME ↓	ID NUMBER	START DATE
Tester Demo	Test Program User	Friday, 15 May 2026
Mahtab Hussain	syedmahtab	Monday, 11 May 2026
Test User	Test Program _User	Friday, 15 May 2026

Report Actions (Refresh & Export):

- The **Refresh button** updates the **report** with the latest data
- The report can be **exported** in **PDF and CSV formats**
- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

Configure Parameters

Download Report Different Formats: PDF, CSV, Excel

Schedule this report

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ... 24 (Next)

New Student Registrants By Course:

Any Time

Program: Bachelor of Engineering in Electrical Engineering

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Course Set: Not available

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