

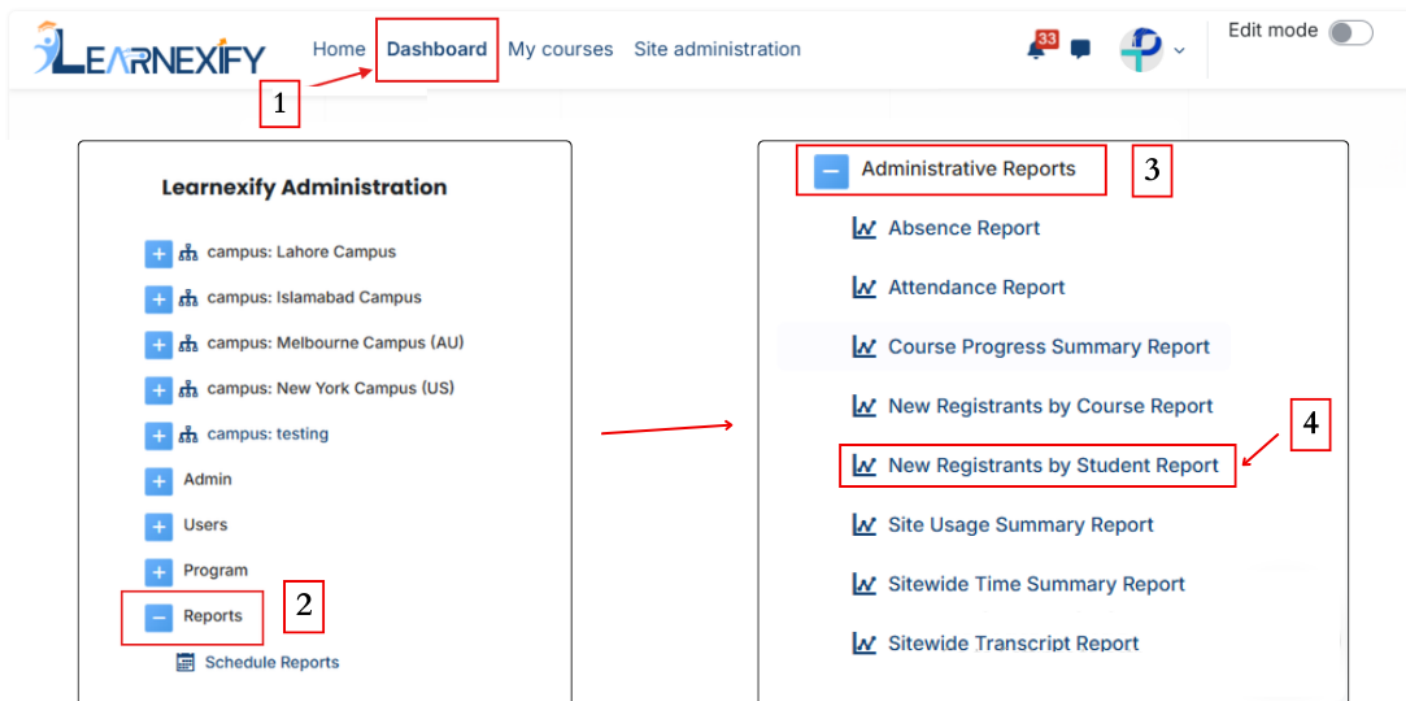
## 6.5 New Registrants by Student Report

The New Registrants Grouped by Student Report displays a **list of users** who have **newly enrolled** in **Learnexify Course Descriptions** within a **selected time period**. The report organizes the **data student-wise**, where each student is listed along with the **Course Descriptions** they have newly enrolled in and their corresponding enrollment dates.

If a user has not **newly enrolled** in any Course Description within the selected **time frame**, that user will not appear in the report.

### Report Path:

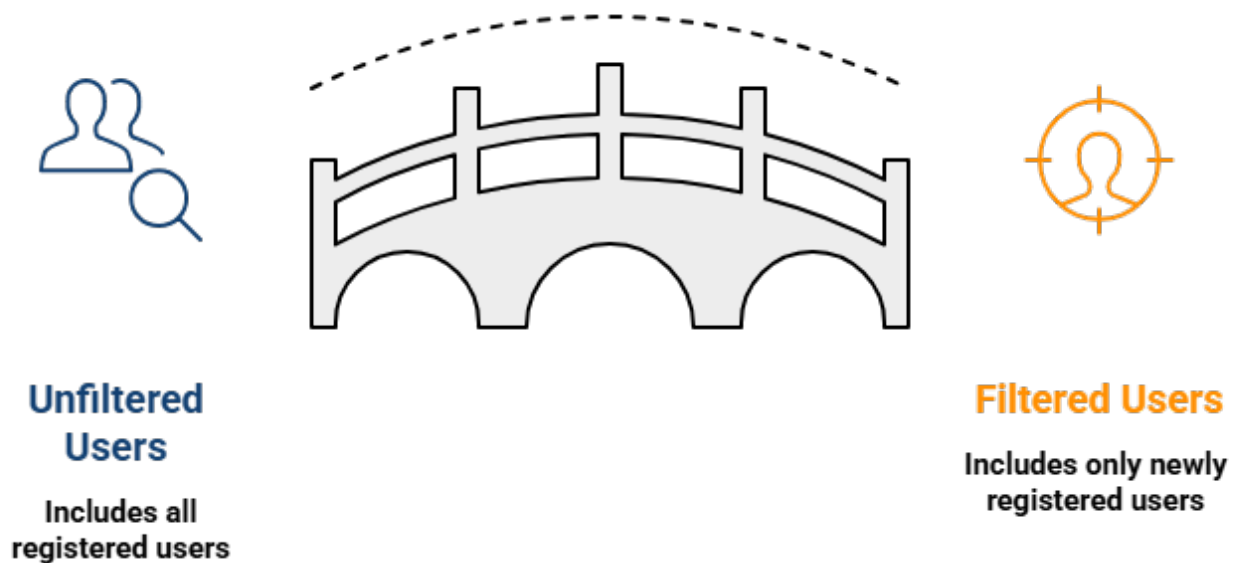
Dashboard ? Side drawer ? Reports ? Administrative Reports ? New Registrants by Student Report



## Report Requirements:

This report includes only **those users** who:

- Have **newly registered** in an Learnexify **Course Description** within the **selected time period** (if a date filter is applied)



## Report Filters:

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

- **Date Range Filter:**

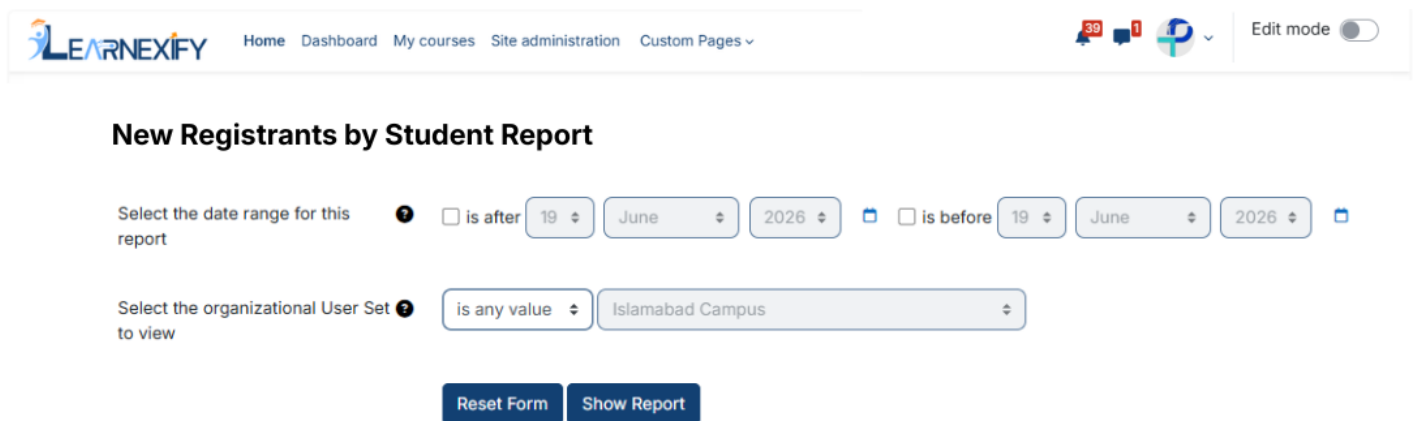
This filter is used to define the time period for new registrations:

- “**Is after**” ? shows users enrolled after a specific date
  - “**Is before**” ? shows users enrolled before a specific date
- These options can be used individually or together.

- **Organizational user groups:**

Specific user groups or Sub-Sets can be selected. If a user group is selected, only users within that set who are newly enrolled within the selected time frame will be included in the report.

If **default filters** are used, the system displays **all users** along with **their enrollment history**.



The screenshot shows the 'New Registrants by Student Report' form. At the top, there is a navigation bar with the LEARNEXIFY logo and links to Home, Dashboard, My courses, Site administration, and Custom Pages. On the right, there are notification icons (39, 1) and an 'Edit mode' toggle. The form itself has a title 'New Registrants by Student Report'. Below the title, there are two sections for date selection. The first section, 'Select the date range for this report', has two options: 'is after' and 'is before'. Each option has three input fields for year, month, and day. The 'is after' section has values 19, June, and 2026. The 'is before' section also has values 19, June, and 2026. The second section, 'Select the organizational User Set to view', has a dropdown menu with 'is any value' selected and a text input field with 'Islamabad Campus'. At the bottom of the form, there 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 and generates the report

- The report is grouped student-wise
- Under each student, the list of enrolled Course Descriptions and enrollment dates displayed

## Report Output:

The report displays the **following information**:

- **Student Name ?** Name of the newly registered learner
- **User ID Number ?** System ID number of the user
- **Class ID ?** Learnexify Class identification number
- **Course Name ?** Name of the Learnexify Course Description
- **Start Date ?** Date when the learner was enrolled


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[Custom Pages](#)



Edit mode ☐






Schedule this report 

Page: 1 2 3 4 5 6 7 8 9 10 11 (Next)

New Student Registrants:

Any Time

Student Name: student 2

User IDnumber: student1@gmail.com

## Report Actions (Refresh & Export):

- To modify report options, the **Configure Parameters** icon is used, located in the **upper left corner** of the report.
- The **Refresh button updates** the report with the **latest data**
- The report can be **downloaded in PDF and CSV formats**
- The report can be scheduled using the **Schedule Reports** option to be generated at a **specified date and time**.

Page: 1 2 3 4 5 6 7 8 9 10 11 (Next)

**New Student Registrants:** Any Time

Student Name: student 2

User IDnumber: student1@gmail.com

| CLASS ID                    | COURSE NAME ↓          | START DATE                 |
|-----------------------------|------------------------|----------------------------|
| Demo User                   | Adobe Photoshop Basics | Friday, 15 May 2026        |
| SEM4-PS_1109-00978_QA_Track | Adobe Photoshop Basics | Thursday, 11 June 2026     |
| DCS_11105                   | Data Structures        | Thursday, 19 February 2026 |
| SEM6-11105-11040            | Data Structures        | Tuesday, 05 May 2026       |

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