

VTDE: College Coordinator Guide to Generating Reports

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Part 1: Generating a Report

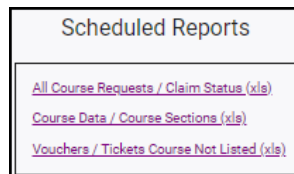
Part 2: Viewing a Generated Report

Part 1: Generating a Report

1. Login to the Dual Enrollment website (<https://dualenrollment.vermont.gov/vtde>)
2. Click **ADMIN** and select **REPORTS**.



3. The available Scheduled Reports will populate. Hover over each report title for a summary of the information that will be provided should that specific report be selected.



4. Depending upon the report selected, enter any necessary filter options that display for selection.

NOTE: *If no selection is made, all historic data will populate.*

5. Click **GENERATE REPORT**.
6. The next screen shows the position that the report is in within the report queue. Typically reports generate within a few minutes.
7. To create an additional report, return to the **REPORTS** tab and repeat the steps indicated above.

NOTE: *The user who generated the report will receive an e-mail when the report is ready.*

Part 2: Viewing a Generated Report

1. Upon receipt of the e-mail, navigate to **REPORTS INBOX** under the **ADMIN** tab. The report will also be available under the *Saved System Reports* section on the **REPORTS** page (shown below).



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(Reports)

- Click the report title to view the results. The results will download in an excel spreadsheet. Navigate to your computer's download folder to continue viewing the results.