

Exporting Reports to CSV and XLSX

Export your reports to CSV and XLSX formats. Exported files can be saved to a computer, printed out, or sent via email to colleagues.

 [Quiz and Dialog Details](#) reports can be exported to PDF. Learn how to do this in the [Exporting Reports to PDF](#) article.

Create a report and click the **Export** menu. Then, select the desired format, and the file with the report will be saved to the **Downloads** folder on your computer.

←

Learner Results

Add Filter

User: Nick Moore

Enrollment type: All

Learning Item Name: All

Export

Start Date: Last 90 days

60.0%

Trained ?

Passed

3

Failed

0

In Progress

0

Not Started




2

Overdue

0

Courses: 5

Learner's Enrollment History

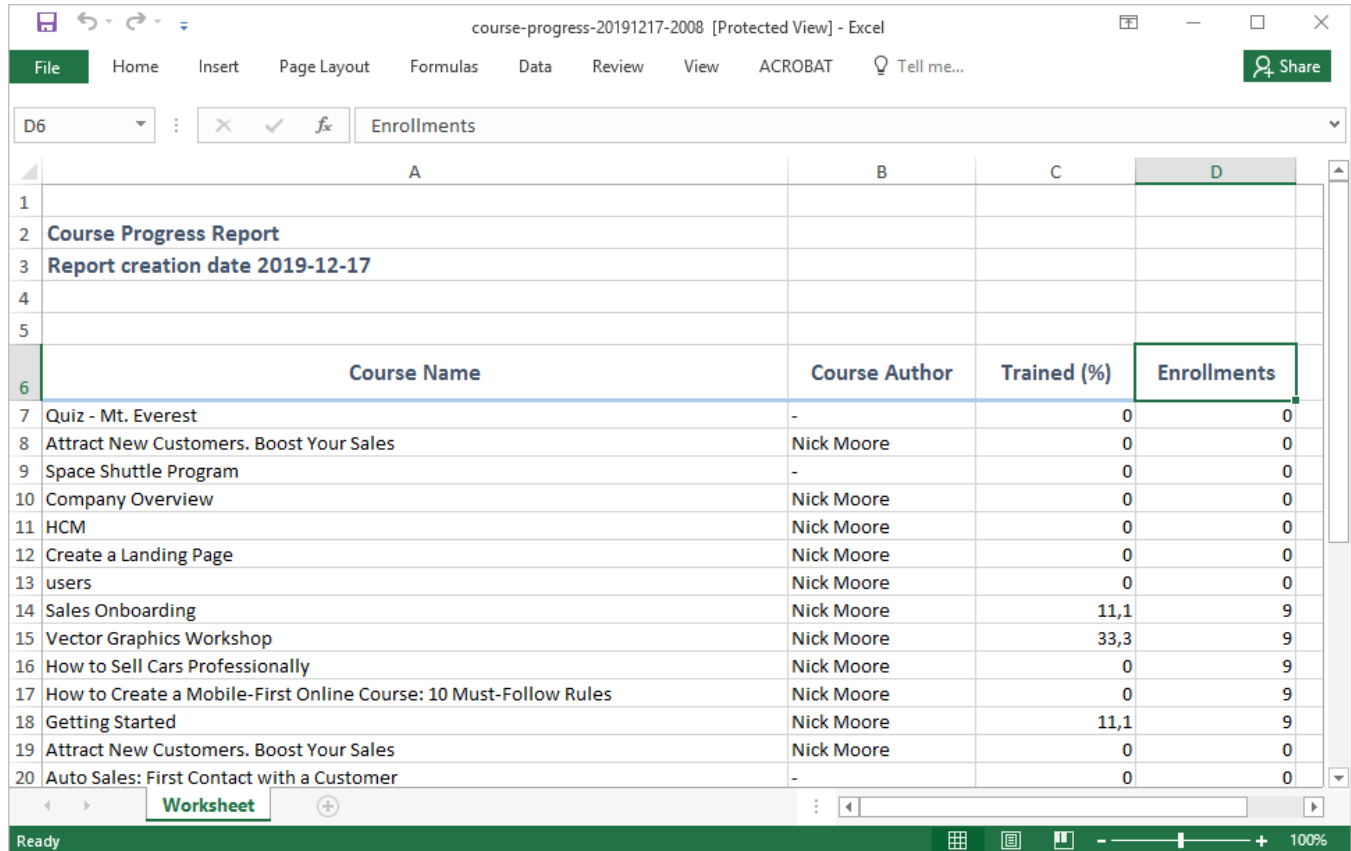
Learning Item Name ↓	Type	Start Date	Completion Date	Due Date	Time Spent	Status
 Onboarding	Course	4/14/2021	4/14/2021	–	00:00:13	Complete
 Seminar	Training	4/14/2021	4/30/2021	–	00:00:00	Attended
 Course for sales	Course	4/14/2021	4/14/2021	–	00:00:02	Complete

 The exported file will contain current report data, taking into account filters and available columns.

- [Exporting to XLSX](#)
- [Exporting to CSV](#)

Exporting to XLSX

Open the XLSX file with Microsoft Excel. This format provides great opportunities for data processing and diagram creating.



course-progress-20191217-2008 [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me... Share

D6 : ✕ ✓ f_x Enrollments

	A	B	C	D
1				
2	Course Progress Report			
3	Report creation date 2019-12-17			
4				
5				
6	Course Name	Course Author	Trained (%)	Enrollments
7	Quiz - Mt. Everest	-	0	0
8	Attract New Customers. Boost Your Sales	Nick Moore	0	0
9	Space Shuttle Program	-	0	0
10	Company Overview	Nick Moore	0	0
11	HCM	Nick Moore	0	0
12	Create a Landing Page	Nick Moore	0	0
13	users	Nick Moore	0	0
14	Sales Onboarding	Nick Moore	11,1	9
15	Vector Graphics Workshop	Nick Moore	33,3	9
16	How to Sell Cars Professionally	Nick Moore	0	9
17	How to Create a Mobile-First Online Course: 10 Must-Follow Rules	Nick Moore	0	9
18	Getting Started	Nick Moore	11,1	9
19	Attract New Customers. Boost Your Sales	Nick Moore	0	0
20	Auto Sales: First Contact with a Customer	-	0	0

Worksheet

Ready

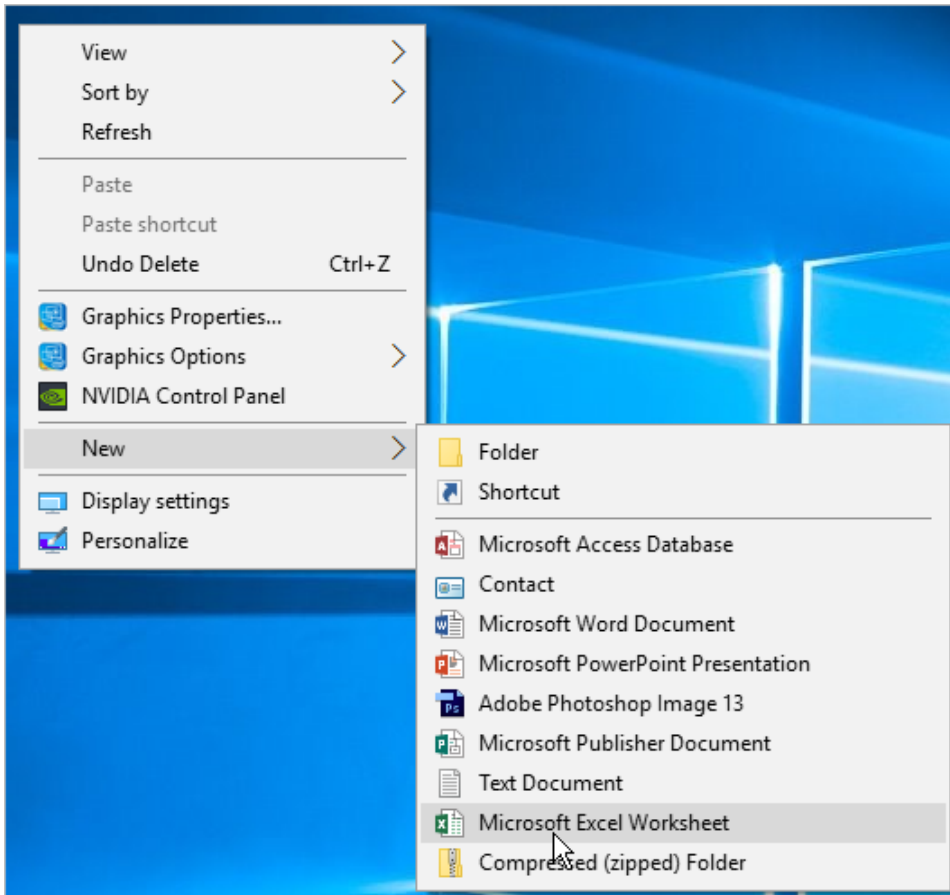
Exporting to CSV

CSV is a more technical format that allows you to upload data to third-party applications. Learn more about the CSV format in [this article](#).

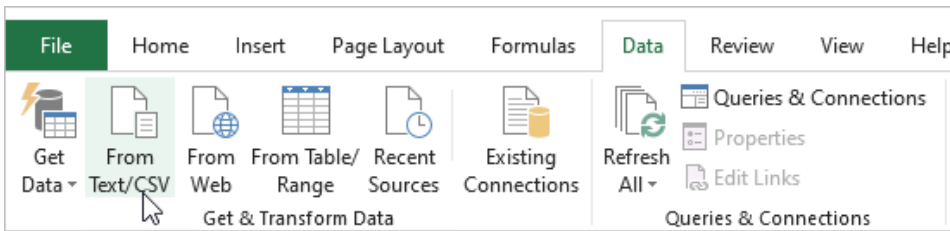
Use Microsoft Excel to open CSV files. But sometimes, when a CSV file is opened in Excel, the report data is shown incorrectly. For instance, the program may recognize the percentage of training equal to 12.1% as January 12.

To avoid this:

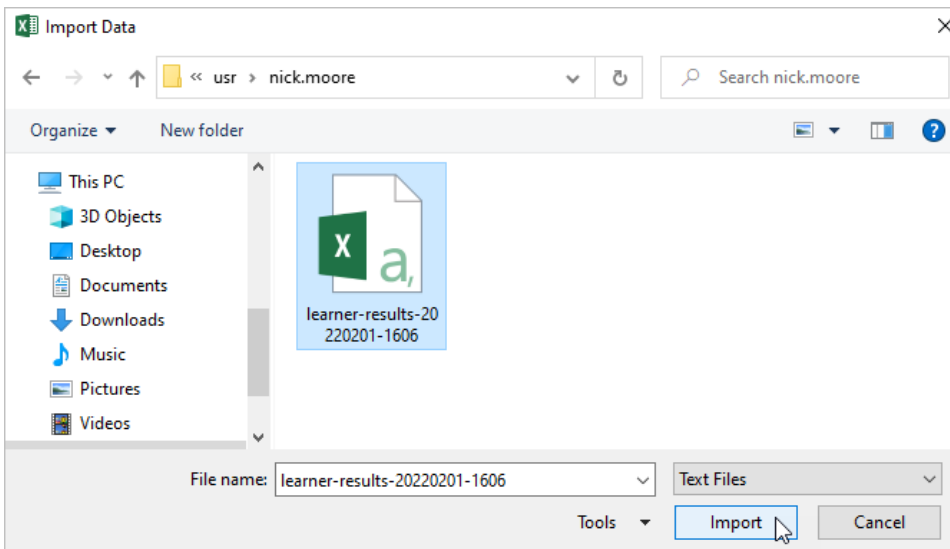
1. Create a new Microsoft Excel worksheet.



- Next, open the **Data** tab and click **From Text/CSV**.



- Locate the exported file on your computer and click **Import**.



4. Choose encoding and a delimiter for the report. Finally, click **Load**.

learner-results-20220201-1606.csv

File Origin: 65001: Unicode (UTF-8) Delimiter: Semicolon Data Type Detection: Based on first 200 rows

Full Name	Department	User Role	Trained (%)	Enrollments
Bella Stone	My Company	Learner	0	8
Brian Richards	My Company	Learner	25	8
Christine Becker	My Company	Publisher	14.3	7
Courteney Bass	My Company	Learner	12.5	8
Emily Sohail	My Company	Publisher	0	7
James Wilson	Sales	Learner	0	7
Julie Gibson	My Company	Department Administrator	12.5	8
Leigh Ann Bellamy	My Company	Learner	14.3	7
Nick Moore	My Company	Account Owner	28.6	7

Load Edit Cancel

5. Now, all the data in the report, opened in Excel, is displayed correctly.

New Microsoft Excel Worksheet - Excel

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Clipboard Font Alignment Number Styles Cells Editing

F15

	A	B	C	D	E	F	G	H
1	Full Name	Department	User Role	Trained (%)	Enrollments			
2	Bella Stone	My Company	Learner	0	8			
3	Brian Richards	My Company	Learner	25	8			
4	Christine Becker	My Company	Publisher	14.3	7			
5	Courteney Bass	My Company	Learner	12.5	8			
6	Emily Sohail	My Company	Publisher	0	7			
7	James Wilson	Sales	Learner	0	7			
8	Julie Gibson	My Company	Department Administrator	12.5	8			
9	Leigh Ann Bellamy	My Company	Learner	14.3	7			
10	Nick Moore	My Company	Account Owner	28.6	7			
11								

Sheet1

Ready