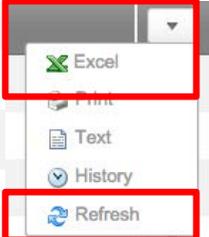


# Custom Report – Total Instructor Hours Taught

(Custom reports are only created by system administrators and shared with Basic ILTS. Once the report is downloaded to Excel, data can be filtered as needed for your facility by the Basic ILT.)

1. Select **REPORTS** next **CUSTOM REPORTS**
2. You will find “**instructor hours .....**” reports for each training year available for access, click on the dropdown arrow under the **ACTIONS** column:

Title	Type	Creator	Folder	Last Run	Actions
active online courses	Training Report	Lupton, Crystal	All Folders	10/25/2014	▼
Basic ILT Information by Location	User Report	Mizell-Brooks, Penney	All Folders	10/25/2014	▼
Beacon Training Status Report for ILT's	Transcript Report	Mizell-Brooks, Penney	All Folders	10/16/2014	▼
catalog (active events & online courses)	Training Report	Lupton, Crystal	Training Report	10/25/2014	▼
instructor hours (7-1-13 to 6-30-14)	Training Report	Lupton, Crystal	All Folders	10/20/2014	▼
instructor hours (7-1-14 to 6-30-15)	Training Report	Lupton, Crystal	All Folders	10/20/2014	▼



3. Under **ACTIONS** column, select **REFRESH** for the report to update, then select **EXCEL** to download
4. Once downloaded you must filter and/or search the data to find the desired instructor name. Here are links to on filtering instructions if needed:
  - [Filtering Data in Excel 2010](#)
  - [Filtering Data in Excel 2003](#)
5. The report contains the following session information:
  - **Part Primary Instructor** (also known as the Lead Instructor)
  - **Part Secondary Instructor** (list your adjunct instructors here and those who are not primary instructors for the delivery of training)
  - **Training Title**
  - **Training Start Date**
  - **Training End Date**
  - **Training Hours**
  - **Training Credits**
  - **Training Locator Number** (session locator number)
  - **Instructor Evaluator** (if this session was evaluated the evaluator name will be listed here)
  - **Total Seats Taken** (number of students on the roster)
  - **Training Session Admin** (Basic ILT who entered this session for POC if needed)

**Important:** Remember some selected training require instructor/student ratios. This is a good report to check these numbers with instructors utilized and seats taken (students).