# Run reports on sessions you instruct

There are a variety of Instructor-Led Training (ILT) reports that can help you as an instructor.

1. From the menu, select **Reports** > **Standard Reports**.
2. Select the **ILT** category icon at the top of the page.
3. Select from the available ILT reports. Below are some highlights of the reports you may find most useful.

   - **Enrollment Summary Report -** View enrollment summary information for ILT sessions. You may wish to run this report to see the number of learners registered or waitlisted for your upcoming sessions and decide whether to increase the seating capacity or cancel the session.
   - **Interest Tracking Report** - This report displays ILT Events for which learners have expressed interest. You may wish to utilize this report to help you decide which sessions to offer next.

4. Select the report's link name to view its filtering options. The available filters and required parameters vary depending on the report selected.
5. Fill out the filters as desired and select the **Export to Excel** button ![Excel icon] to download and save the Excel file.
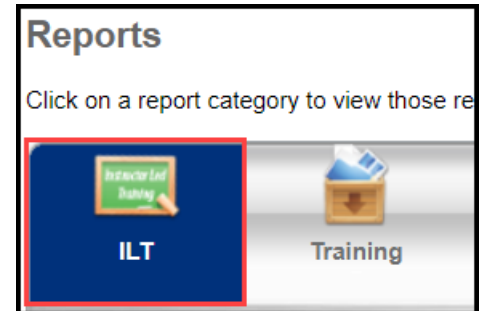
> For quick help while running a report, while you are on the report's filter page, select the Basic Settings (gear) icon in the upper right corner of the page near the search bar and select Help from the dropdown list. This will open Cornerstone's Online Help to the guide that is specific to the report you have open.
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> For a complete list of ILT Standard Reports and detailed information about the filtering options for each report, see Cornerstone Online Help's "Printable Guides" section and select the **Standard Reports** link.