

## Commerce Learning Center (CLC)

### Export Active Tests-Bulk Report

Audience: CLOs/ Bureau Team Leads



CLC Access Level: Admin with access to Reporting 2.0 Builder

**Important:** This report lists all available tests. For access to the questions within those tests, please contact your bureau's Chief Learning Officer or Training Lead.

Learning Object details for Test learning objects can be exported from the Commerce Learning Center (CLC) as needed.

To pull a list of active Tests for your bureau:

1. Login to the [Commerce Learning Center](#) with your **Administrator** login.
2. From the main navigation bar select **Reports**, then select **Reporting 2.0**.
3. Using the **Search bar** at the top of the Reporting 2.0 screen, search for the **Active Tests Bulk Export-Template** report.
4. The template is configured to **pull the latest version of all active Tests currently in the Commerce Learning Center**.

**Note:** This report has been shared with all BTLs and CLOs with Report Builder permissions.

**Reporting 2.0**  
Search Results Showing 1 report

CREATE REPORT

Quick Filters

My Reports

System Templates

Shared With Me

Search: tests bulk

NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
Active Tests Bulk Export-Template	Nicole adm_Crubaugh	Never	My Reports	[Icons]

5. Select the **three-dot ellipsis** beside the report template.
6. Select **Copy** to make an editable copy of the report template.

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Copy this report

7. **Edit** the **filters** as you see fit.

For immediate assistance and to speak with a real person 24/7 please visit

<https://doc.eskillzivesupport.com/support/home>



The report includes one **REQUIRED** filter that must be updated prior to executing the report.

Therefore, at minimum:

- a. Locate the ***“Enter your email domain, using the “contains” filter to filter to items created by your Bureau”*** filter in the report criteria. Enter the appropriate email domain for your bureau. For instance, to pull tests created by Administrators at **Census**, enter **census.gov** in this filter. To capture tests created by NIST Administrators, enter **nist.gov** in this filter.

8. **Save** and **close** the report.
9. You should be redirected back to the main Reporting 2.0 screen. **Locate** the report that you configured. The copy of the report that you created can now be found under the My Reports section in Reporting 2.0.
10. Use the **Cloud** icon to Schedule the report to run.

11. On the Snapshots pop up, select **Schedule for Now** to execute the report.

Note: The Schedule for Now option will be greyed out until you enter filter criteria in the REQUIRED ***“Enter your email domain, using the “contains” filter to filter to items created by your Bureau”*** filter. (See step 7 above)

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Snapshots for Active Tests Bulk Export-Template ×

↓ 03/25/2025 2:57 PM  
Completed in < 1 min. Record count: 285.

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Generate new snapshot

Maximum number of records

☐ Notify me through email when the report is ready for download

**SCHEDULE FOR NOW**

12. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted.

13. **Select** the entry for the recently generated report. From the flyout **select** the desired output option. The report will download to your default download location.

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**SCHEDULE FOR NOW**

CSV  
Excel  
PDF  
TXT PIPE  
TXT TAB

Export this report to Excel

14. **Navigate** to your **Downloads** folder to obtain the exported data.

15. **Open** the file to view the exported data.

16. **Store** the exported data in a safe and secure manner.