

Run a report showing monthly enrollment trends

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Issue/Question

Is there a report that shows enrollment trends by month? I want to look at past enrollment trends before each session begins.

Resolution

The Enrollment Detail report will provide information on enrollment trends. The Enrollment (as of) Date fields in the report can be used to get a student count for a specific session as of a date range or a specific date.

When using the Enrollment Detail report for past/historical information, change these three fields:

1. Set **Active Classes Only** to No.
2. Leave **Student Status** blank.
3. Set **Enrollment Status** to All (Current and Past) Enrollments.

Then, complete the following fields:

1. Use the **Enrolled in Session** drop-down to show results for a specific session only if desired.
2. Set the **Enrollment (as of) From and Through Dates** to show students actively taking classes during a particular date range or on a specific date.
3. In the **Show Enrollment Details or Student Summary** field, choose:
 - Enrollment Details to display each individual enrollment.
 - Student Summary to show one line per student.
4. Click **Submit**.

Run the report separately for each month you want to review.
