Correct duplicate students showing on the Enrollment Detail Report Share

Issue/Question

I ran the Enrollment Detail report to get the total number of students in our program for a specific date range in the past. I got the total number of enrollments, but the same student shows up multiple times. How can I get an accurate count of unique students?

Environment

Jackrabbit application, Enrollment Detail report

Cause

In the Enrollment Detail report, the Show Enrollment Details or Student Summary field in the Display Settings was set to Enrollment Details instead of Student Summary. Students who are enrolled in more than one class appear multiple times.

Resolution

To report on unique students enrolled during a specified time period:

1. Set **Active Classes Only** to No.
2. Leave **Student Status** blank.
3. Set **Enrollment Status** to All (Current and Past) Enrollments.
4. Use the **Enrollment (as of) Dates** to show students actively taking classes during your specified date range.
5. Set the **Show Enrollment Details or Student Summary** field to Student Summary so each student is counted only once.
6. Click **Submit**.