

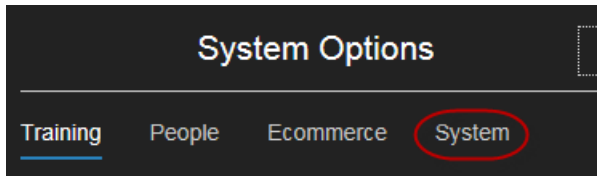


Virginia Learning Center How to populate a completion report

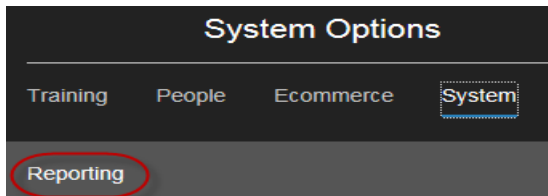
Step 1: Click on System Icon



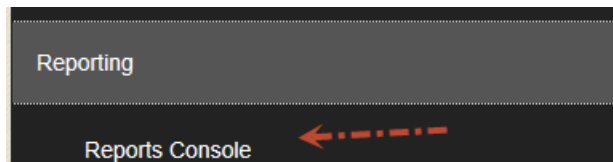
Step 2: Click on System



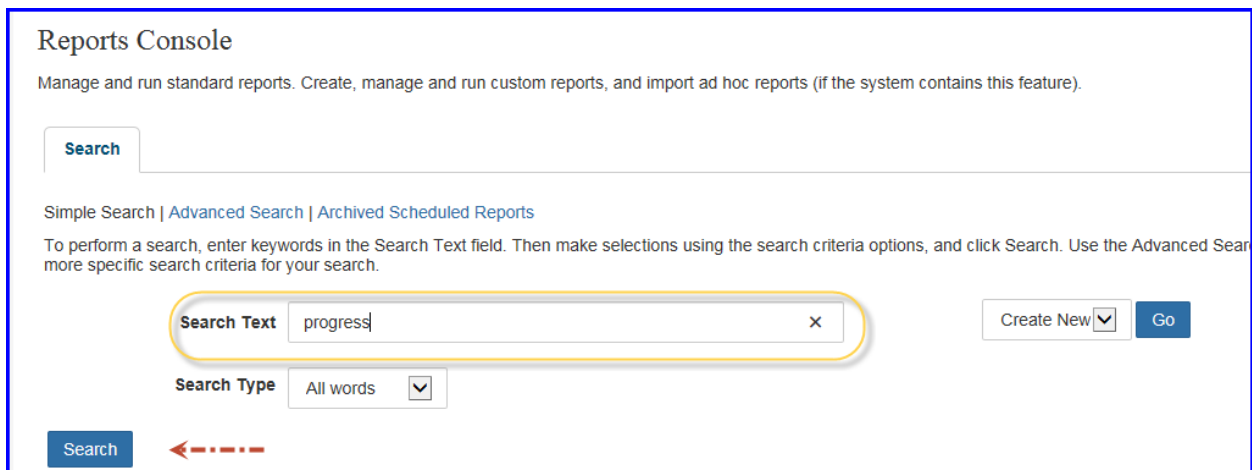
Step 3: Click on Reporting



Step 4: Click on Reports Console



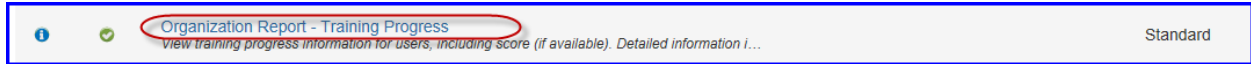
Step 5: Type in progress for the Search Text and then click search



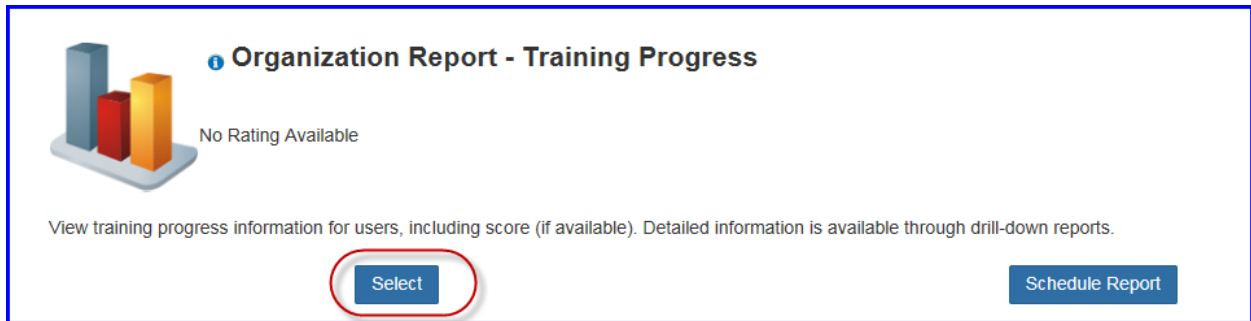
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Step 6: Click on Organization Report – Training Progress



Step 7: Click select



Step 8: Click select, then type in the name of the appropriate organization for which you want the data, populate include sub-organizations, choose active, choose completion for the progress status, click classroom (this can also be for online), populate your date parameters, and click run report.

