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
Virginia Learning Center
How to populate a completion report

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.