The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:
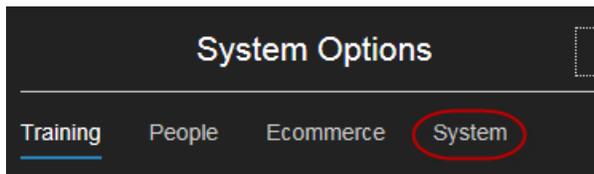
Pull a Completion Report

Step 1: Click on My Responsibilities
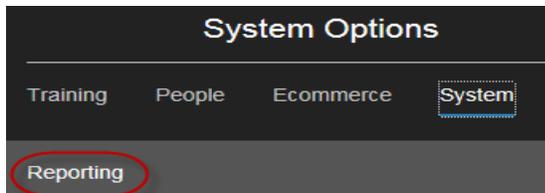

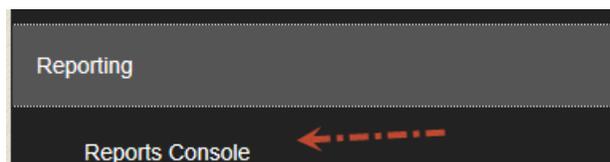Step 2: Click on the area depicted by the red circle

Step 3: Click on System

Step 4: Click on Reporting

Step 4: Click on Reports Console

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Illustration of how to:

Pull a Completion Report

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

Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

Search

Simple Search | Advanced Search | Archived Scheduled Reports

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Sear more specific search criteria for your search.

Search Text progress   ✕   Create New ▼ Go

Search Type All words ▼

Search ←─·─·─

Step 6: Click on Organization Report – Training Progress

ⓘ ✔ Organization Report - Training Progress   Standard
        View training progress information for users, including score (if available). Detailed information i...

Step 7: Click select

ⓘ **Organization Report - Training Progress**

No Rating Available

View training progress information for users, including score (if available). Detailed information is available through drill-down reports.

Select   Schedule Report

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Illustration of how to:

Pull a Completion Report

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.