How to Check User's Progress in a Group

The branch manager and the instructor both have access to view and download these reports. Please follow the steps below.

1. Login (viewing the Home screen)

		Branch Manage	er Vie	w	L		
Home							
USERS Add user		COURSES Add course	Today	Yesterday	Week	Month	5 🖿
GROUPS Add group	G	REPORTS Users · Courses · Groups · Scorm · Tests · Surveys · Assignments · ILTs · Infographics · Timeline	300 200				
			400				
		Instructor Vie	W				
Home							
Search my courses				S Last updated			COURSES
						20	GROUPS Add group
						Ç	Add discussion
Positive Prevention Plus High School	Po	sitive Prevention Plus Middle School				Ċ	CALENDAR Add event

Step 2 is for INSTRUCTORS ONLY - Branch Manager move to Step 3

2. If you are an Instructor, change your role to Administrator (drop down options found by your name)



3. From the HOME screen, click on "Groups" under the "Reports" option

Home				
٢	REPORTS Users · Courses · Groups · Infographics · Training matrix · Timeline			

4. When you see the list of Groups for your Branch, Click on the name of the group that you want to run the report for then click on "Export to Excel"

The Excel file will give you the names of the students, the percentage of compeletion, amount of time spent logged in, the date of their last login and the date they completed the course.