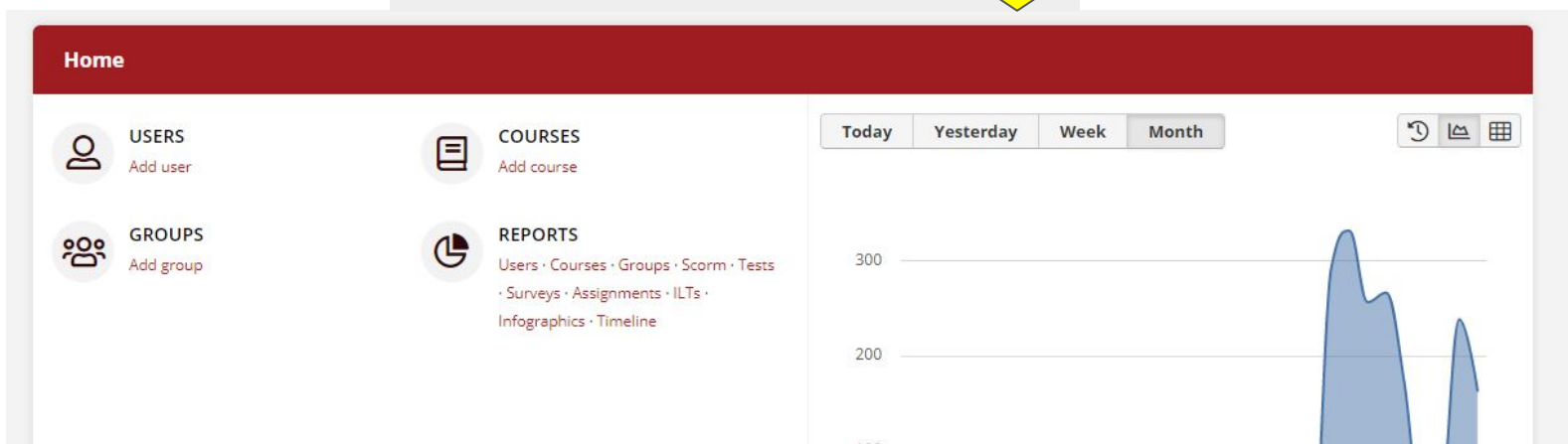


How to Check User's Progress in a Group

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 Manager View



Instructor View



Home

Search my courses

Last updated

COURSES

GROUPS
Add group

DISCUSSIONS
Add discussion

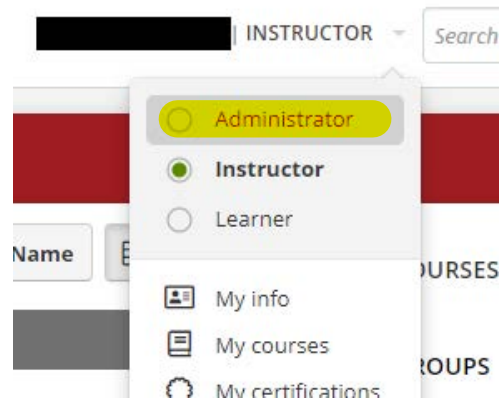
CALENDAR
Add event

Positive Prevention Plus High School

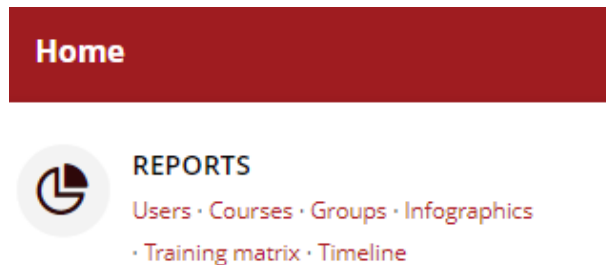
Positive Prevention Plus Middle School

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



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 completion, amount of time spent logged in, the date of their last login and the date they completed the course.