


# 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** 

**Home**


**USERS**  
Add user

**GROUPS**  
Add group

**COURSES**



**REPORTS**  
Users · Courses · Groups · Scorm · Tests  
· Infographics · Training matrix  
· Timeline

OVERVIEW		
6 ACTIVE USERS	2 ACTIVE COURSES	1 ASSIGNED COURSES
0 COURSE COMPLETIONS	1 IN PROGRESS	1m TRAINING TIME
TODAY		
3 LOGINS (+300% from yesterday)	2 USERS WITH ACTIVITY (+200% from yesterday)	0 COURSE COMPLETIONS (0% from yesterday)
WEEK		

**Instructor View** 

**Home**


Search my courses


Name  

**COURSES**

**GROUPS**

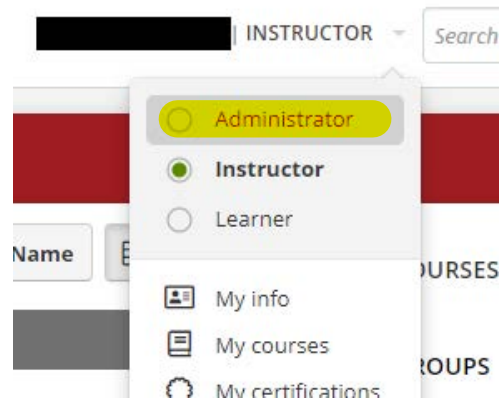
**CALENDAR**

  
Instructor Resources

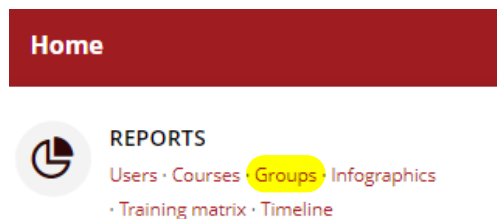
  
Positive Prevention Plus Middle School

## 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.