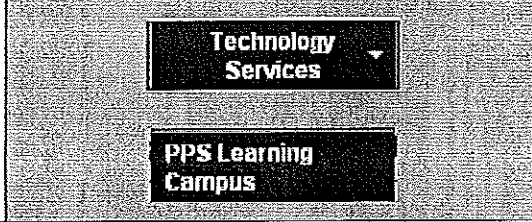
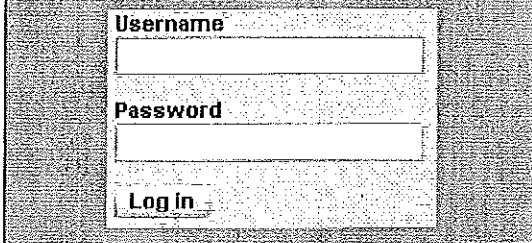


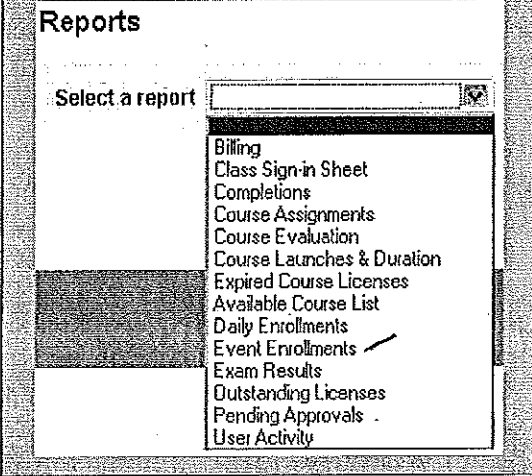


# Portland Public Schools

## Quick Reference Guide PPS Learning Campus Report

This Quick Reference Guide will show the procedures to produce (run) a Completion report from the PPS Learning Campus for your school/department. The reports will show the training that your employees have completed for a date range that you can specify.

Log In to the PPS Learning Campus		
<b>Step 1</b>	On the PPS Inside page, click the <i>Technology Services</i> button,  Then click the <i>PPS Learning Campus</i> link	
<b>Step 2</b>	Enter your PPS eMail Username and Password.  Click the <b>Log in</b> button.	
Run PPS Learning Campus Report		
<b>Step 3</b>	Click the <b>Admin</b> tab at the top of the page.	
<b>Step 4</b>	Click the <b>Reports</b> link in the left navigation bar.	
<b>Step 5</b>	Click the drop down arrow to select your Report.  <i>Event Enrollments</i>	
<b>FOR ASSISTANCE CONTACT THE IT SERVICE DESK, (503) 916-3375 or itservicedesk@pps.k12.or.us</b>		

<p><b>Step 6</b> <i>SKIP</i></p>	<p>To get a report grouped by employee (showing all courses taken by that employee), click the <b>Completions</b> report.</p>	<p>Select a report: Completions</p>
<p><b>Step 7</b></p>	<p>Select the <b>Date Range</b> for your report.</p>	<p>Date Range: 2009-04-01</p> <p>2009-04-24 (Format: yyyy-mm-dd)</p>
<p><b>Step 8</b> <i>SKIP</i></p>	<p>If you wish, select a specific course (s).  <b>NOTE:</b> To select multiple courses, scroll and select the first course, and then press the <b>Ctrl</b> key to select additional courses.</p>	<p>Courses/Events</p> <ul style="list-style-type: none"> <li>FC1001: Getting Started with Java</li> <li>FC1002: Java Nuts and Bolts</li> <li>FC780: Webmaster Essentials</li> <li>IP0010: Fundamentals of HTML Programming</li> <li>IP0020: Advanced HTML Programming</li> </ul>
<p><b>Step 9</b></p>	<p>Select the <sup>School</sup>Department you wish to view from the <b>User Group</b> list. To select multiple departments, click the first one, then press and hold the <b>Ctrl</b> key to select additional departments.</p>	<p>User Group</p> <ul style="list-style-type: none"> <li>1131 - Abemethy</li> <li>1132 - Ainsworth</li> <li>1136 - Astor</li> <li>1140 - Beach</li> <li>1141 - Boise-Eliot</li> </ul>
<p><b>Step 10</b></p>	<p>Select the report format that you wish to view.</p>	<p>Format</p> <p>The output format you wish to generate the report with.</p> <p>HTML</p>
<p><b>Step 11</b></p>	<p>Enter a User's Last Name, if you are searching for a specific employee.</p>	<p>User Search</p>
<p><b>Step 12</b></p>	<p>After selecting your report parameters, click the <b>Generate Report</b> button.</p>	<p>Generate Report</p>

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