

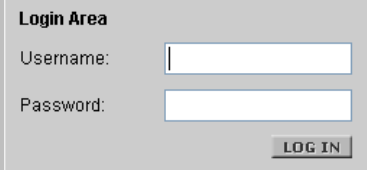




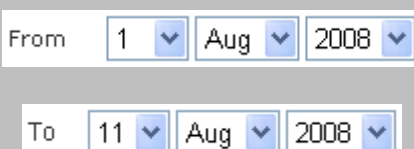


Portland Public Schools

Quick Reference Guide PPS Learning Campus Reports

This Quick Reference Guide will show the procedures to produce (run) reports 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		
Step 1	From the PPS Inside web site, click the PPS Learning Campus link.	
Step 2	Click the Secure Log In Lock .	
Step 3	Enter your PPS eMail Username and Password . Click the Log in button.	
Run PPS Learning Campus Reports		
Step 4	Click the Admin Area link.	
Step 5	Click the Reporting link.	
Step 6	To get a report grouped by Course Title (showing all employees that have taken a course), click the Course Completion by Title link. To get a report grouped by employee (showing all courses taken by that employee), click the Course Completion by Users link.	 
Step 7	Select the Date Range for your report.	

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<p>Step 8</p>	<p>If you wish, select a specific course (s). NOTE: To select multiple courses, scroll and select the first course, and then press the Ctrl key to select additional courses.</p>	<p>Courses Select one or more courses to filter the report by.</p> <p>All Courses IP0010 - Fundamentals of HTML Programming IP0020 - Advanced HTML Programming IP0420 - Networking Basics</p>
<p>Step 9</p>	<p>If you have access to multiple Departments, select the Department you wish to view from the list.</p>	<p>Department Show only users from the selected department.</p> <p>5581 - Information Technology ▼</p>
<p>Step 10</p>	<p>Select the report format that you wish to view.</p>	<p>Format The output format you wish to generate the report with.</p> <p>HTML ▼</p>
<p>Step 11</p>	<p>If running the Course Completion by User report, you can search for a user.</p>	<p>Search for Users Enter a user's first and/or last name</p> <p><input type="text"/></p>
<p>Step 12</p>	<p>After selecting your report parameters, click the Generate Report button.</p>	<p><input type="button" value="Generate Report"/></p>

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