

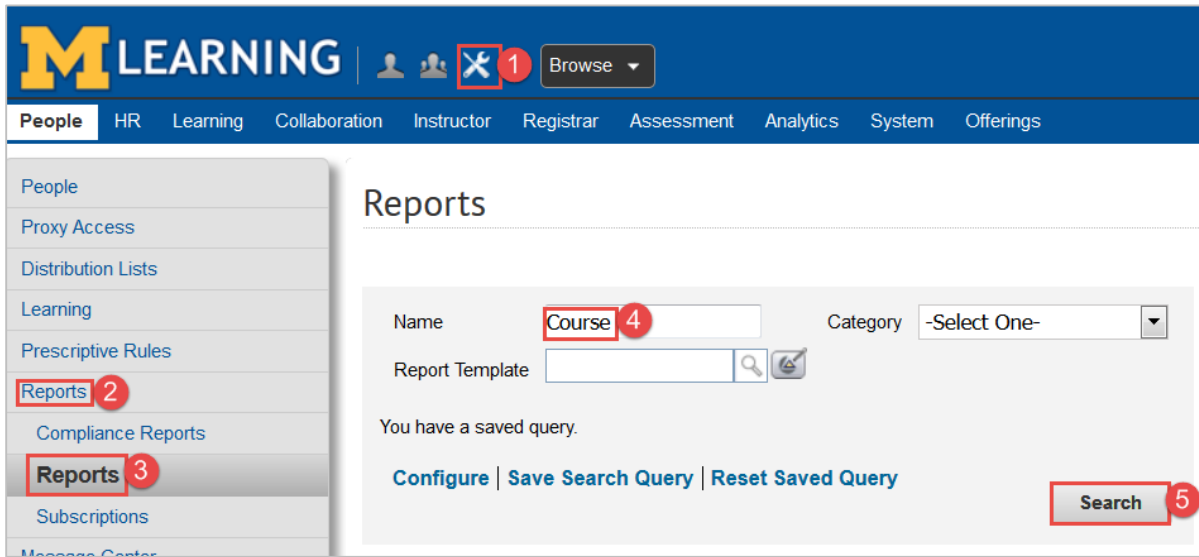
Facilitator - Executing a Course or Certification Completion Report

This process describes how to **Access** and **Execute** Ad-Hoc completion reports.

Accessing and Executing the Ad-Hoc Course Completion Reports

Course Completion Report: To Access the MLearning Ad Hoc reports as a **Facilitator** complete the following steps:

1. **Admin Tool** Icon.
2. **Reports** link (left navigation)
3. **Reports** link (left navigation – under Compliance Reports)
4. Enter “Course” in the **Name** field
5. **Search**



Locate the **Course Report - By Code - ALWAYS USE UPPER CASE FOR CODE** Report

6. Click **Actions**
7. Click **Execute**

location and for organization the total number of learners enrolled and the total number of learners' completions				
Course Registration Status by Course Code	Enter Course Code and get a list of people with the status you select. CTRL Click to include multiple statuses.	Saba Ad hoc	Registration Template for Administrators	Actions
Course Report - By Code - ALWAYS USE UPPER CASE FOR CODE	Enter **UPPER CASE** Course Code and other information and get list of people, statuses and completion dates if course is completed.	Saba Ad hoc	Completed Courses Template for Administrators	Actions 6

Actions

Email

Execute **7**

Subscribe

Facilitator - Executing a Course or Certification Completion Report

8. Enter **Course – Course ID**
9. Make selection
10. Enter search criteria and change date (if desired)
11. Click **Generate Report** and review report results

Report Parameters - Course Report - By Code - ALWAYS USE UPPER CASE FOR CODE

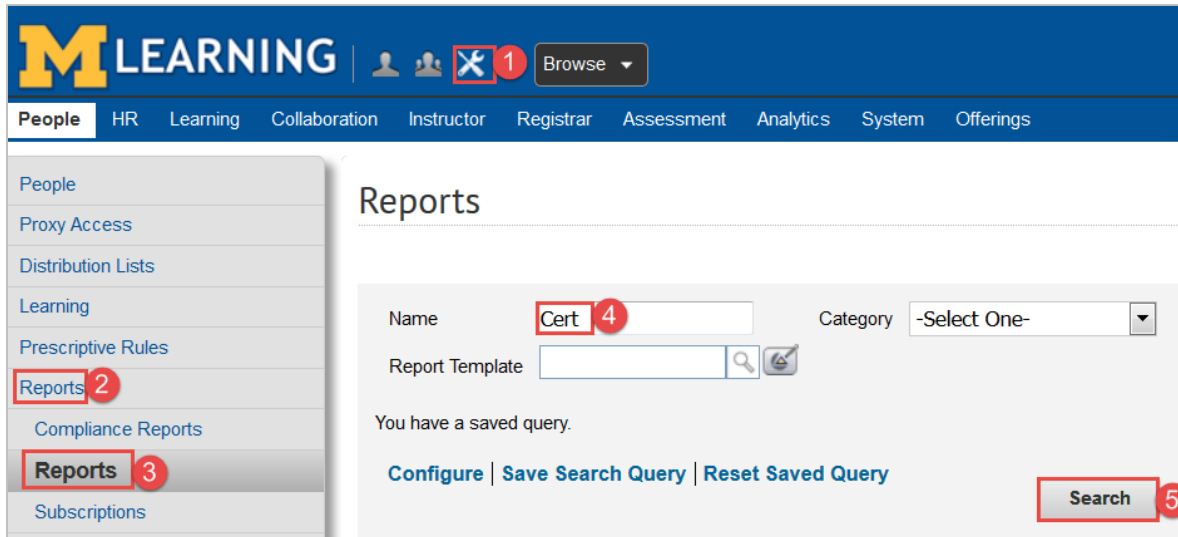
Course - Course ID (Contains)*	<input type="text"/>	8	Enter all or part of the course code using UPPER CASE (ie. COMP-10000)
Completed Courses - Completion Status (Is In)	<input type="text" value="-Select Value-"/> Successful Unsuccessful	9	You do not need to make a selection as it defaults to Successful only
Manager - Uniqname (Equals)	<input type="text"/>	10	
Organization - Include Child Hierarchy (Equals)	<input type="text"/>	10	
Person - Uniqname (Equals)	<input type="text"/>	10	
Completed Courses - REQUIRED - Completed On Date* (Greater Than or Equal)	<input type="text" value="08/28/2016"/>	10	You can enter more information in any of these fields (10) to narrow/widen your search
Completed Courses - Registration Date (Less Than or Equal)	<input type="text" value="10/27/2016"/>		
<input type="button" value="Generate Report"/> <input type="button" value="Cancel"/>		11	

Note: Use this feature for a one-time view.

Facilitator - Executing a Course or Certification Completion Report

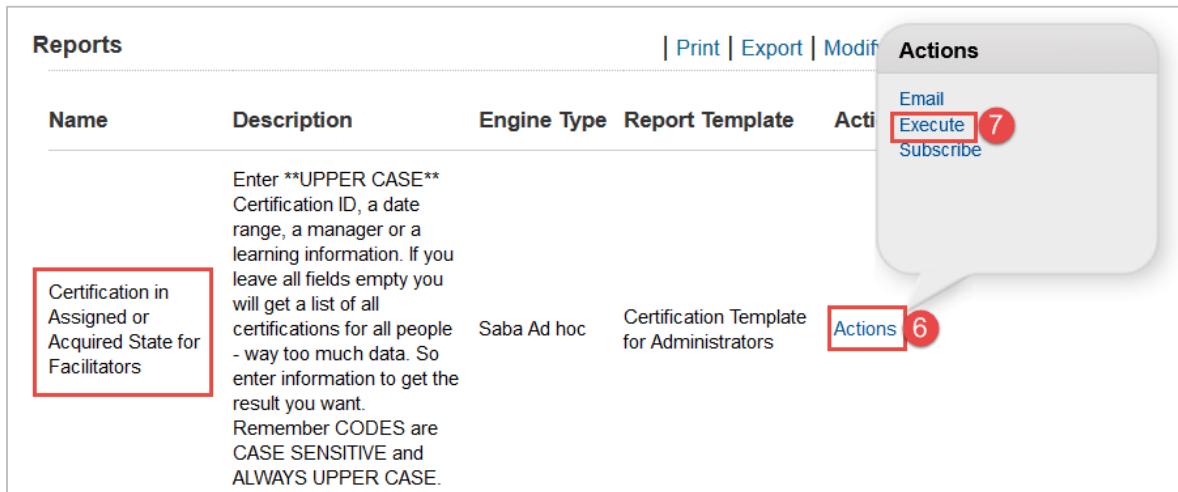
Certification Report: To Access the MLearning Ad Hoc reports as a **Facilitator** complete the following steps:

1. **Admin Tool** Icon.
2. **Reports** link (left navigation)
3. **Reports** link (left navigation – under Compliance Reports)
4. Enter “Cert” in the **Name** field
5. **Search**



Locate the **Certification in Assigned or Acquired State for Facilitators** Report

6. Click **Actions**
7. Click **Execute**



8. Enter **Certification – Name**

Facilitator - Executing a Course or Certification Completion Report

9. Make selection
10. Enter search criteria
11. Click **Generate Report** and review report results

Report Parameters - Course Report - By Code - ALWAYS USE UPPER CASE FOR CODE

Course - Course ID (Contains)* 8 Enter all or part of the course code using UPPER CASE (ie. COMP-10000)

Completed Courses - Completion Status (Is In) -Select Value- Successful Unsuccessful 9 You do not need to make a selection as it defaults to Successful only

Manager - Uniqname (Equals) 10

Organization - Include Child Hierarchy (Equals) 10

Person - Uniqname (Equals) 10

Completed Courses - REQUIRED - Completed On Date* (Greater Than or Equal) 08/28/2016 10 You can enter more information in any of these fields (10) to narrow/widen your search

Completed Courses - Registration Date (Less Than or Equal) 10/27/2016

11

Note: Use this feature for a one-time view.