



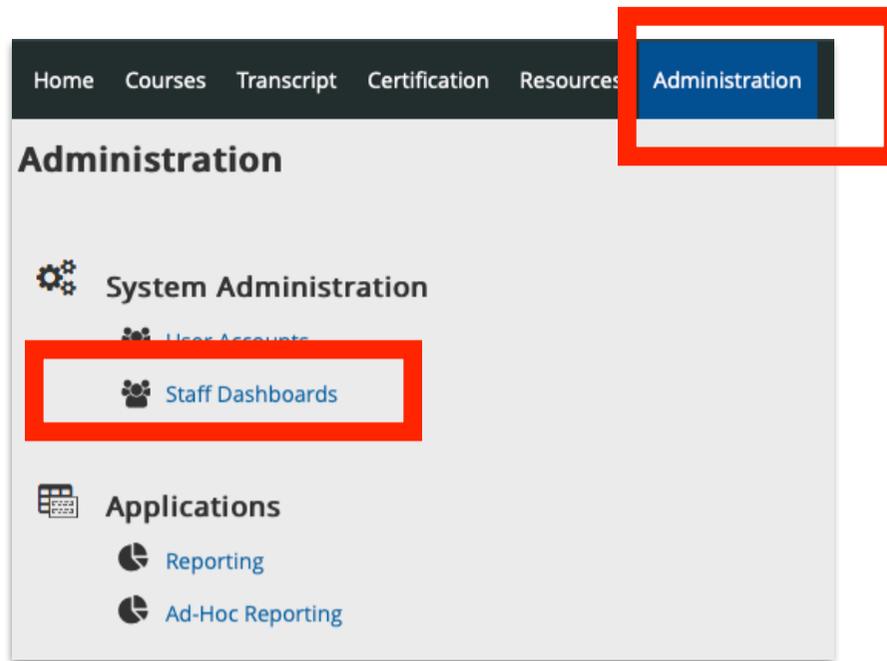
Professional Development Standards and Support

Learning Across Broward (LAB)

Generating a Course Completion
Report for Administrators using the
Staff Dashboard



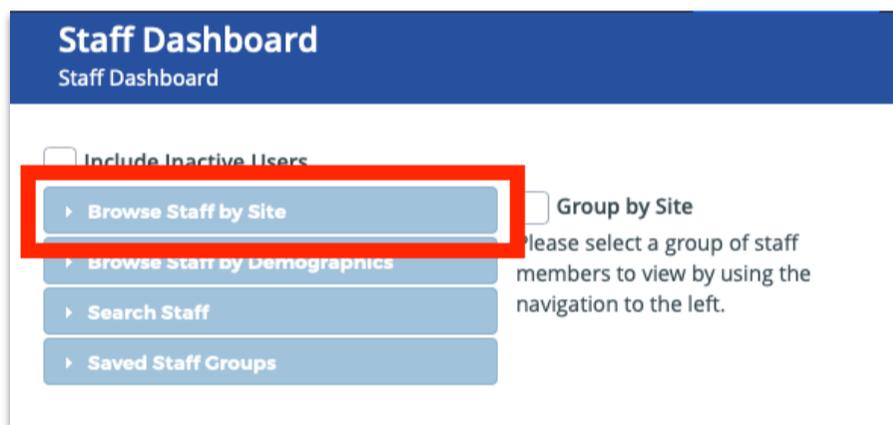
Log into LAB (Learning Across Broward) using the Clever (Single-Sign-On) portal. Click the **Administration** tab and then click **Staff Dashboards**.



When presented with the **Staff Dashboard** window, choose **Browse Staff by Site**.

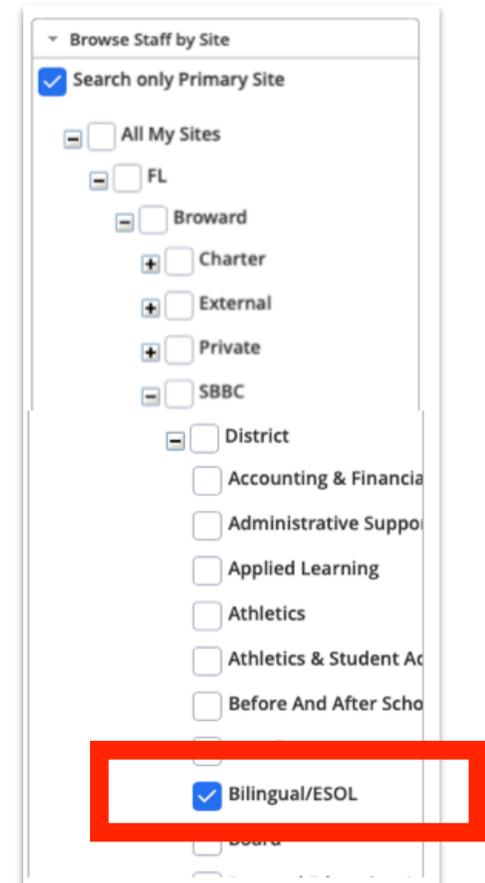
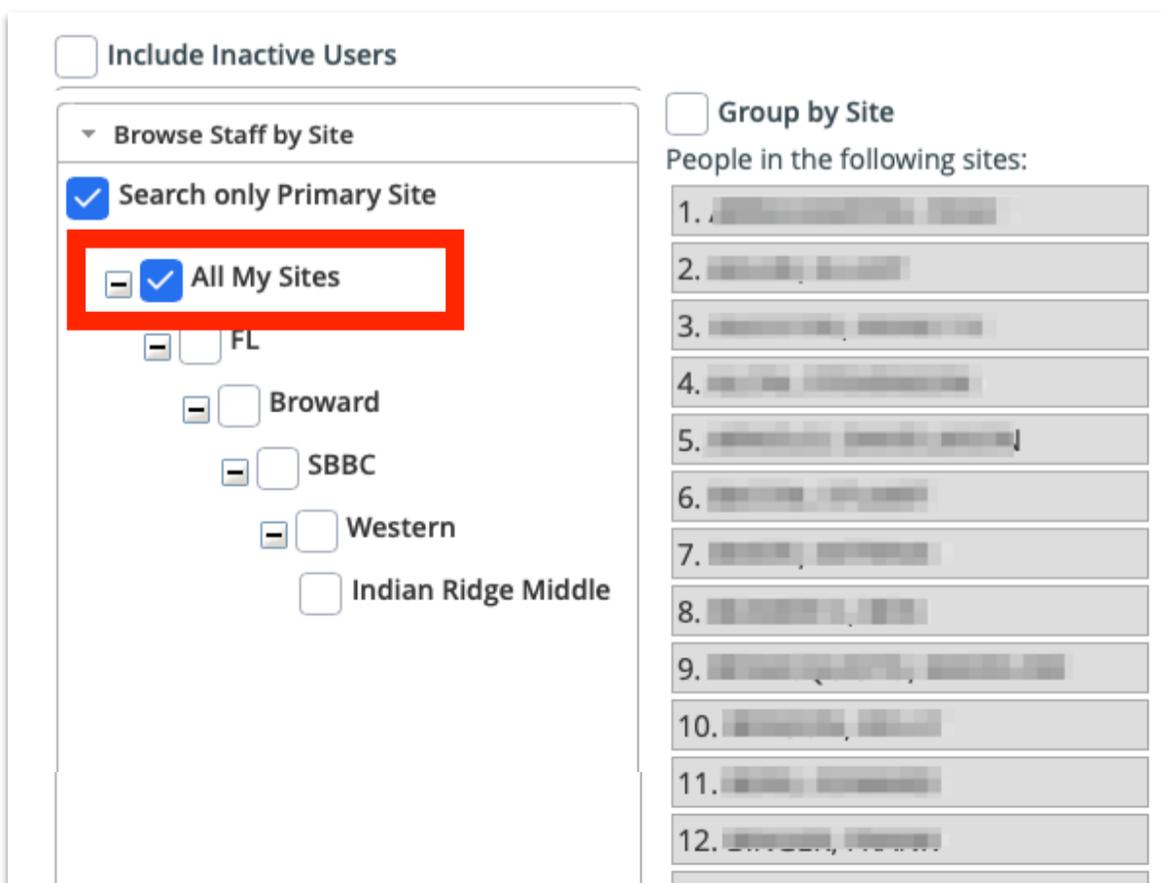
Principals and APs, click the box next to **All My Sites** and a list of your staff will appear.

District Administrators, drill down the list to the **District** heading and locate your department. Click the box next to the name of your department.



Example: **Principals and APs**

Example: **Principals and APs**



GENERATING A COURSE COMPLETION REPORT

Click **Course Completion Report** tab to view who your staff has completed a particular course.

The screenshot shows the 'Course Completion Reporting' tab selected in a navigation bar. The form contains the following fields and options:

- Course Number:** A text input field with a red box around it. To its right is the text: "Use "" or a comma separated list for specific course numbers."
- Course Title:** A text input field.
- Section Number:** A text input field with the text: "Use "" or a comma separated list for specific section numbers."
- Section Title:** A text input field.
- Office:** A dropdown menu.
- Section Start Date:** A date picker with "Between" and "Reset" buttons, followed by "and" and another date picker with a "Reset" button.
- Section End Date:** A date picker with "Between" and "Reset" buttons, followed by "and" and another date picker with a "Reset" button.
- Status:** Three checked checkboxes: "Not Registered", "Registered", and "Completed".
- At the bottom left are two buttons: "Details" and "Summary".

Type the course number (within quotation marks) in the **Course Number** field and then click **Details**. For example: "12345678"

NOTE: Clicking **Summary** will display the percentage of people on your staff who fall into each of the **Status** categories.

This screenshot shows the same form as above, but with the 'Course Number' field and the 'Details' button highlighted with red boxes. The 'Course Number' field now contains the text: ""12345678"". The 'Details' button is also highlighted with a red box.

Clicking **Details** will display a list of your staff members who have completed, registered or not registered for a particular Mandatory Compliance course. The **Course Completion** report opens in a different window.

NOTE: The last column indicates the person's **Status; Registered, Not Registered or Completed.**

Date of Report: 04/09/2019 01:59:39 PM EDT Printer-friendly display
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Last Name	First Name	Employee Id	Email	Demographics	Sites	Course	Course Number	Office	Status
1.			@BROWARDSCHOOLS.COM	Instructional Teachers ESE TEACHER-ESE SPECIALIZED VE Specialized Ve	Indian Ridge Middle			Digital Learning Curriculum Integration (CG# 1045624	Completed
2.			@BROWARDSCHOOLS.COM	Instructional Teachers Guidance Counselor GUIDANCE COUNSELOR- MIDDLE	Indian Ridge Middle			Digital Learning Curriculum Integration (CG# 1045624	Registered
3.		0000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculum Integration (CG# 1045624	Completed
4.		00	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculum Integration (CG# 1045624	Registered
5.		000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculum Integration (CG# 1045624	Registered

Important Status Definitions

Registered - This participant has been registered in the course, but has not completed it.

Not Registered - This participant has not registered in LAB.

Completed - This participant has been registered in LAB and has successfully completed the acknowledgment in Canvas. No further action is required.

Support Contacts

Please feel free to contact PDSS Staff for support.

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