



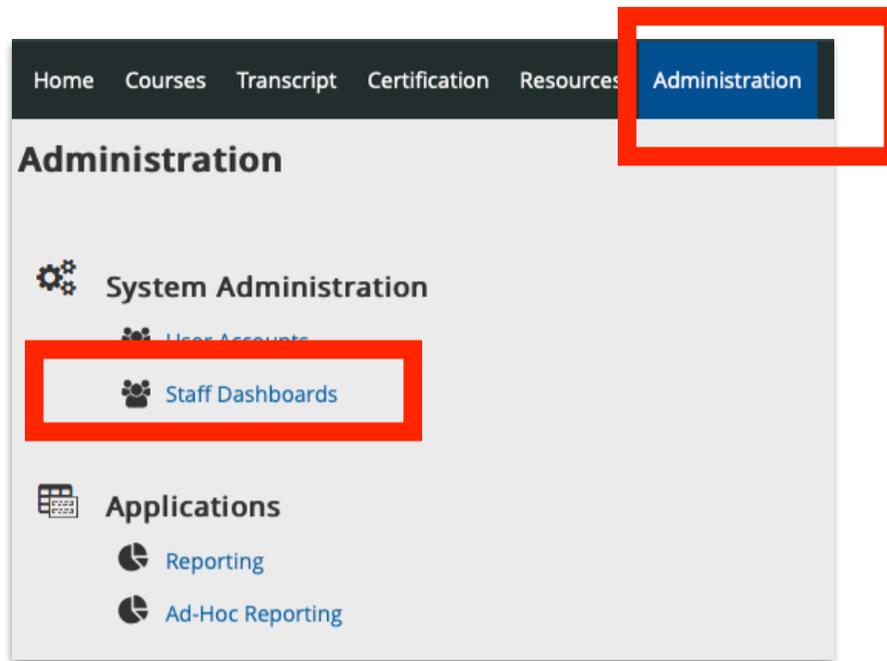
## Professional Development Standards and Support

Learning Across Broward (LAB)

Generating a Course Completion  
Report for Administrators using the  
Staff Dashboard



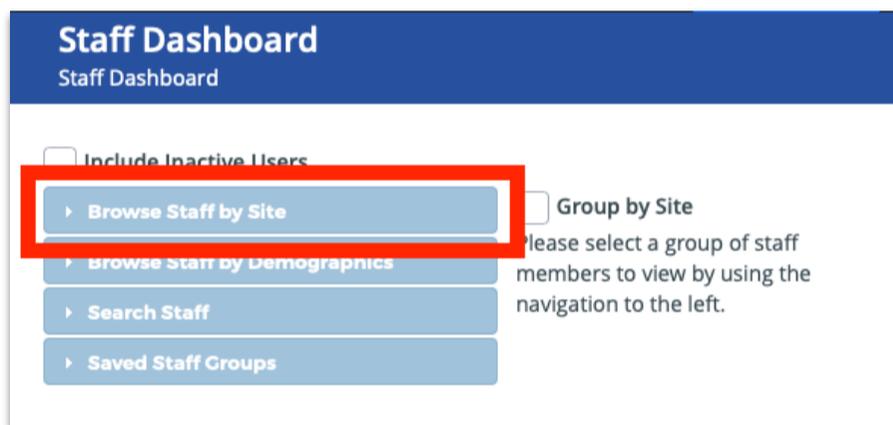
Log into LAB (Learning Across Broward) using the Clever (Single-Sign-On) portal. Click the **Administration** tab and then click **Staff Dashboards**.



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

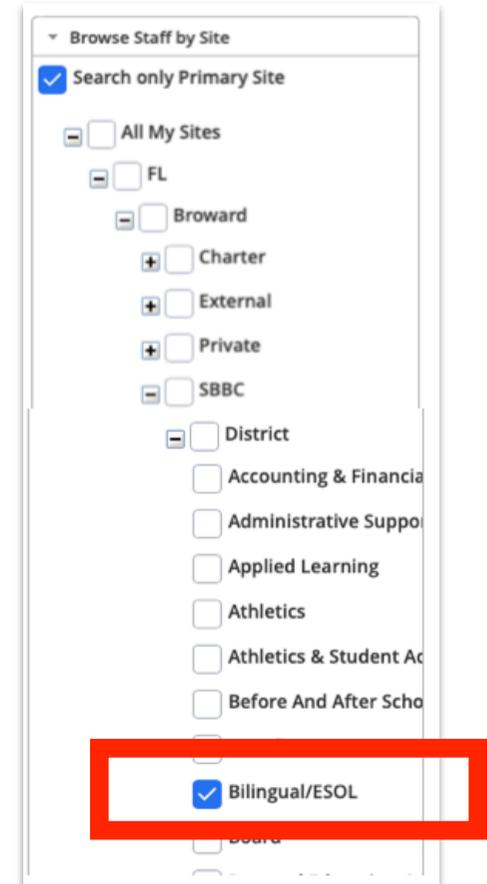
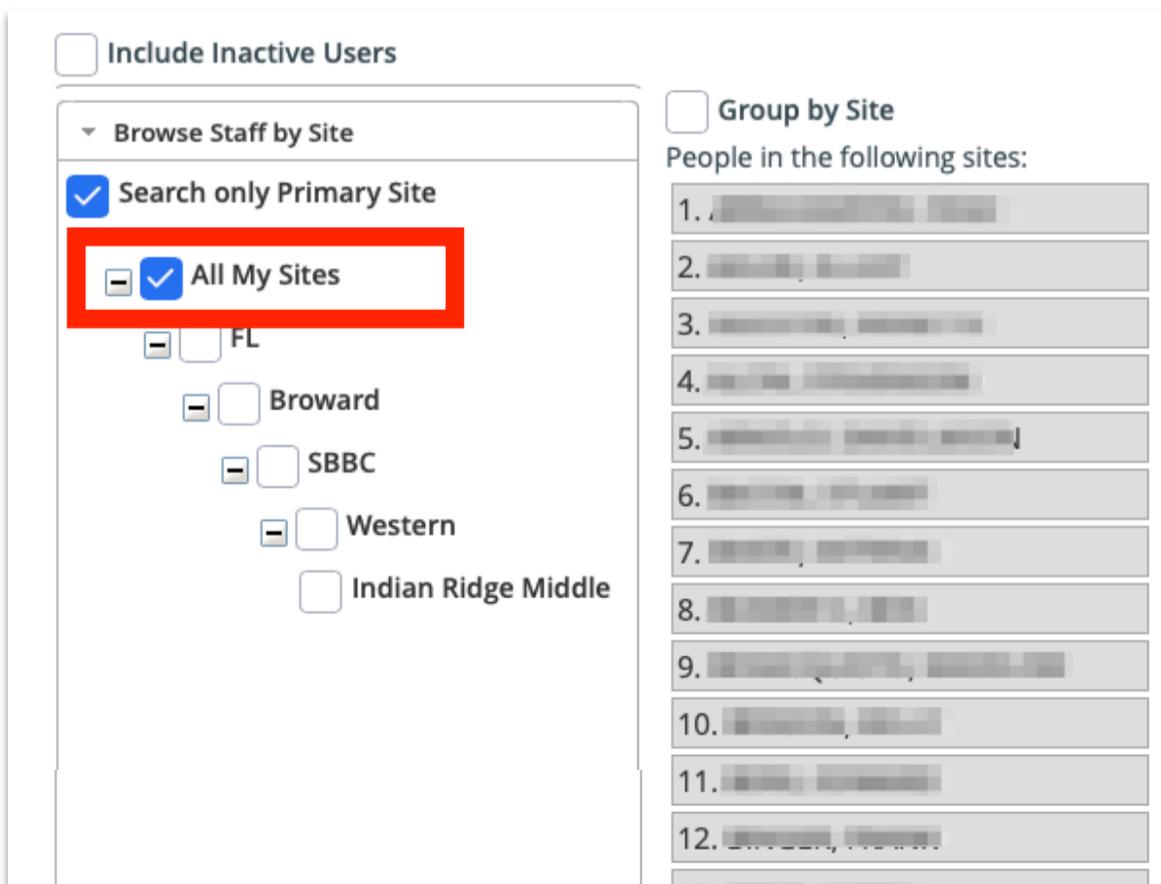
**Principals and APs**, click the box next to **All My Sites** and a list of your staff will appear.

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



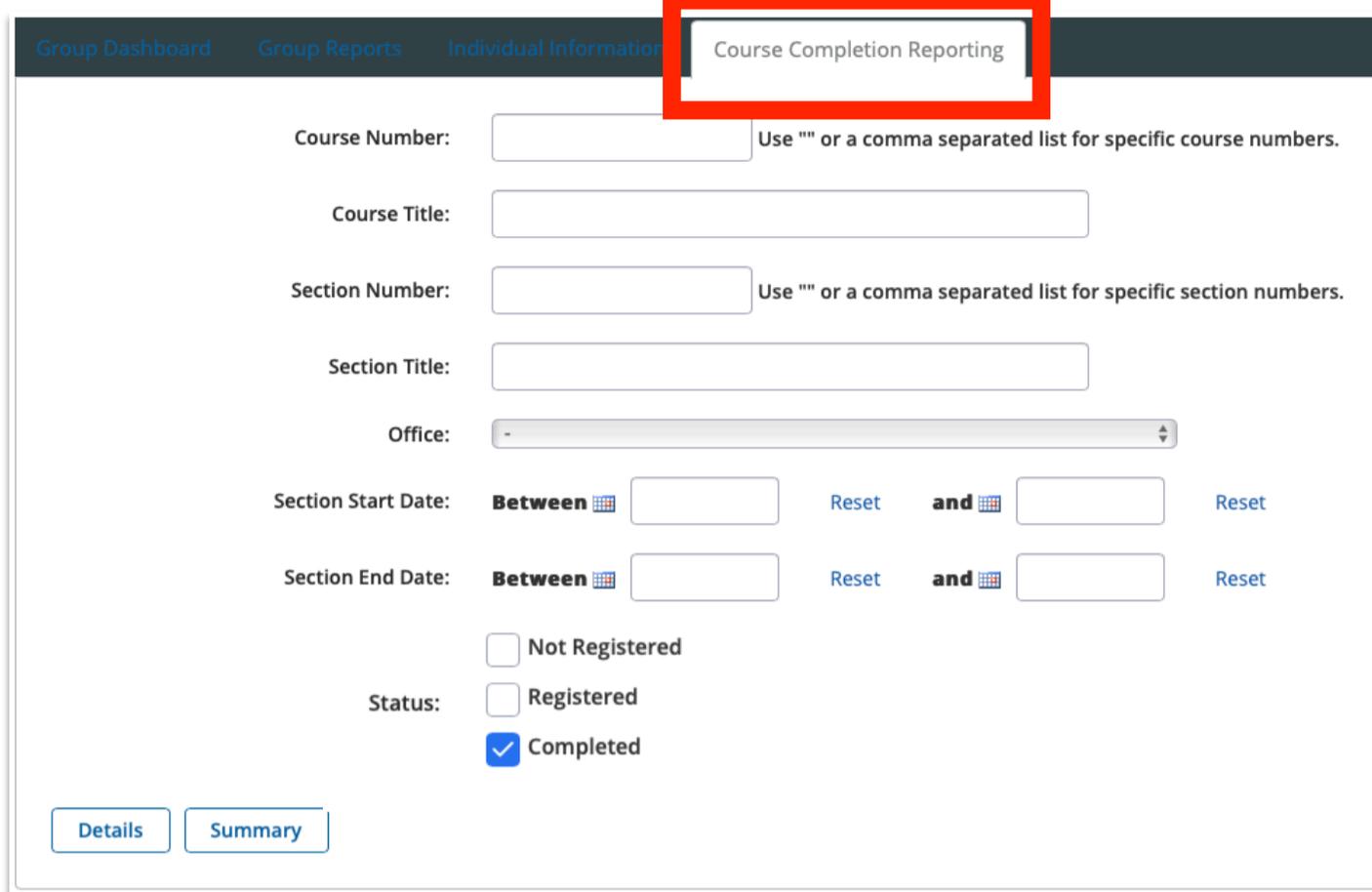
Example: **Principals and APs**

Example: **Departments**



# GENERATING A COURSE COMPLETION REPORT

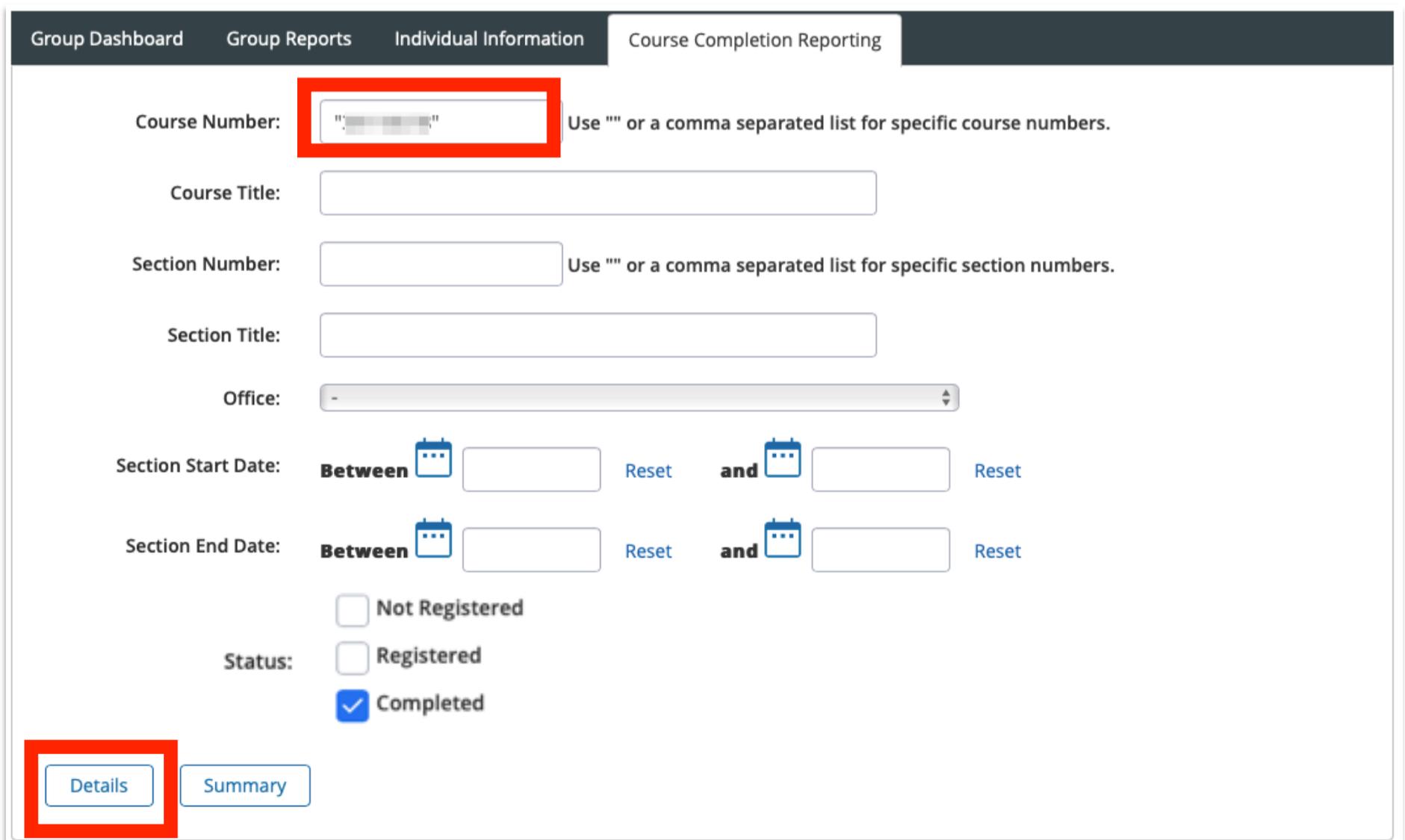
Click **Course Completion Report** tab to view who your staff has completed a particular course.



The screenshot shows the 'Course Completion Reporting' tab selected in a navigation bar. Below the navigation bar, there are several input fields and a status selection area. The 'Course Number' field is highlighted with a red box. The 'Status' section has three radio buttons: 'Not Registered', 'Registered', and 'Completed', with 'Completed' selected. At the bottom, there are two buttons: 'Details' and 'Summary'.

Type the course number in the **Course Number** field. Uncheck **Not Registered** and **Registered**. Only leave **Completed** checked, and then click **Details**.

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



The screenshot shows the 'Course Completion Reporting' tab selected in a navigation bar. Below the navigation bar, there are several input fields and a status selection area. The 'Course Number' field is highlighted with a red box. The 'Status' section has three radio buttons: 'Not Registered', 'Registered', and 'Completed', with 'Completed' selected. At the bottom, there are two buttons: 'Details' and 'Summary', with 'Details' highlighted by 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.

- Lisa Johnson - 743-321-5047 - lmjohnson@browardschools.com
- Diane Raude - 754-321-5049 - diane.raude@browardschools.com
- Denise Roberts - 754-321-5017 - droberts@browardschools.com
- Stephanie Marsh - 754-321-5012 - stephanie.marsh@browardschools.com
- Sarah Kellem - 754-312-5046 - sarah.kellem@browardschools.com