



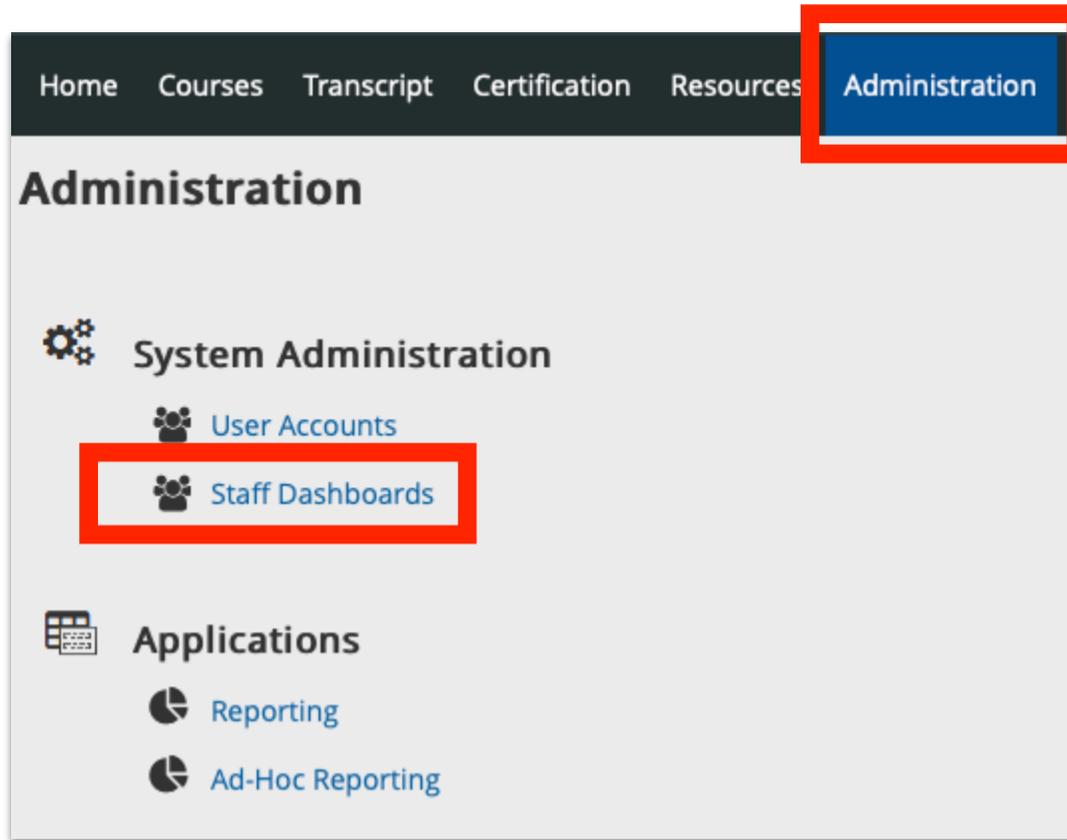
Professional Development Standards and Support

Learning Across Broward (LAB)

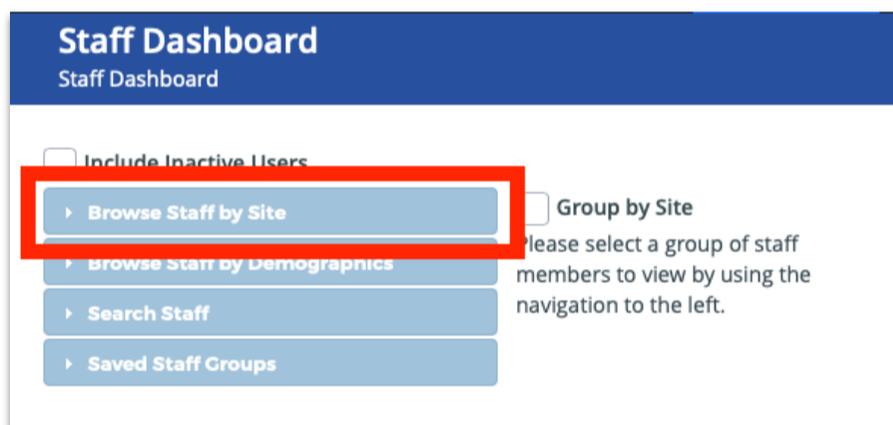
Generating a Course Completion
Report from the Staff Dashboard
A Guide for Principals



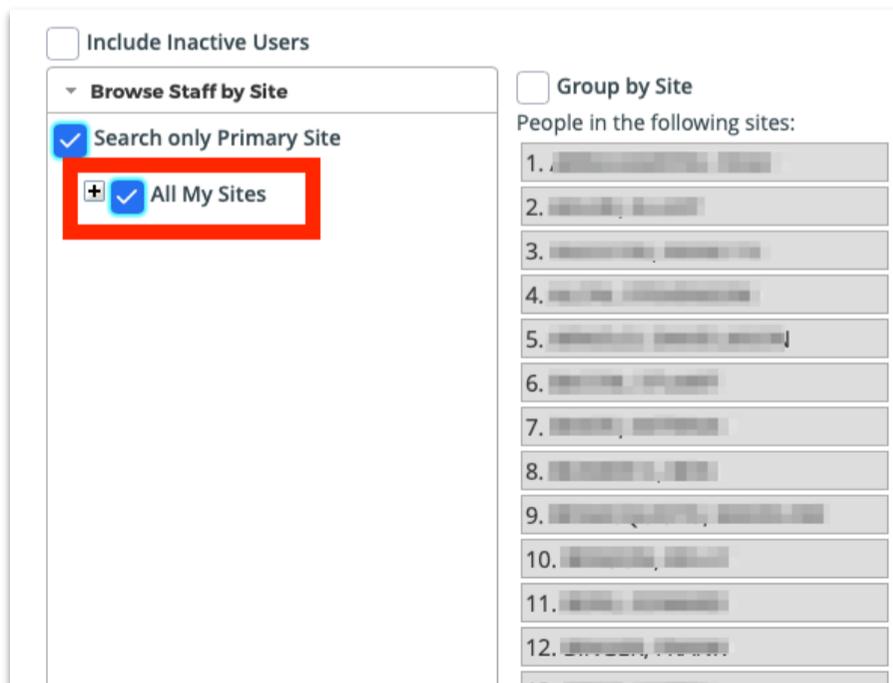
Log into LAB (Learning Across Broward) using the Clever (Single-Sign-On) portal.



Click the **Administration** tab and then click **Staff Dashboards**.



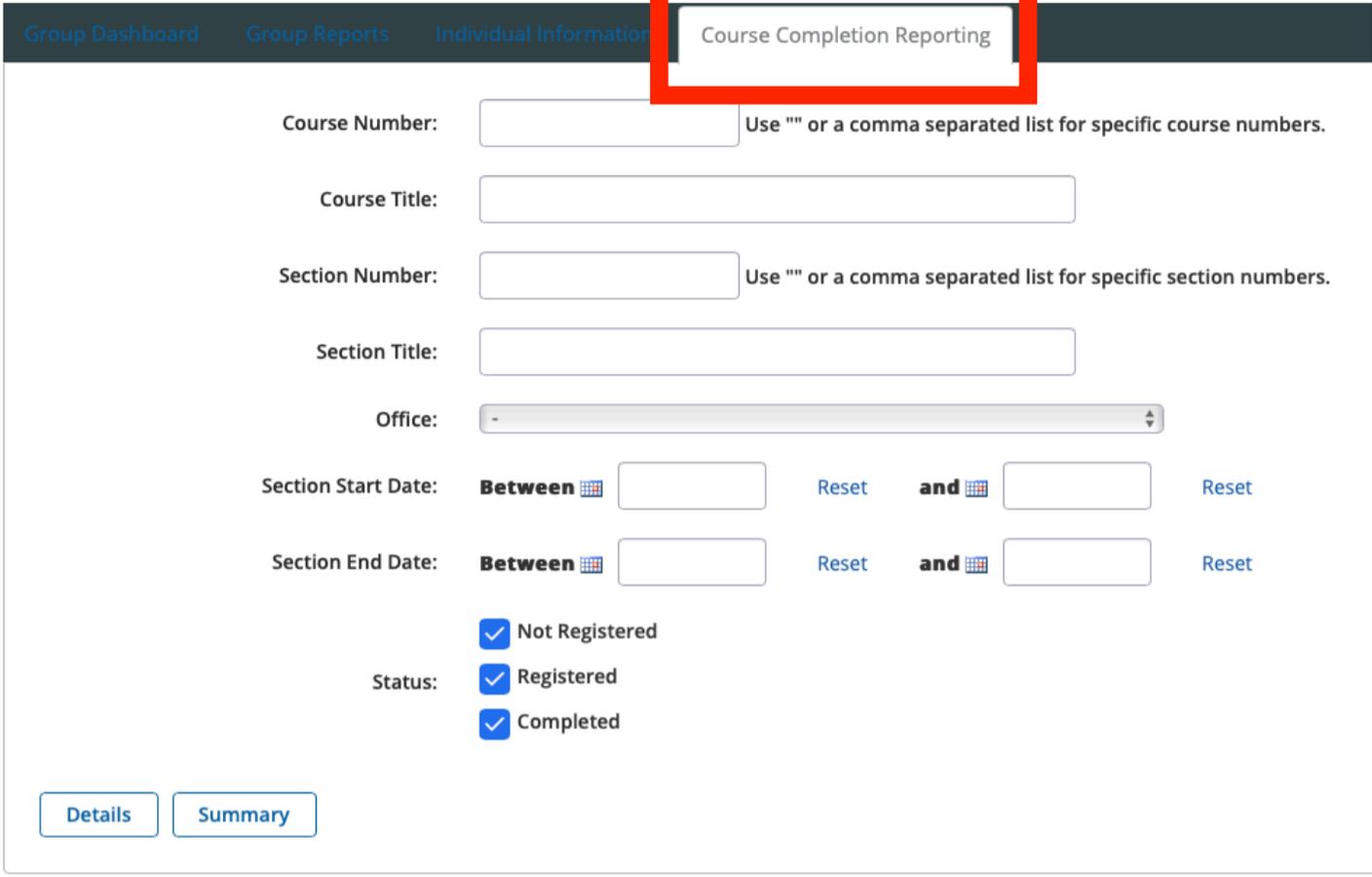
When presented with the **Staff Dashboard** window, choose **Browse Staff by Site**.



Click the box next to **All My Sites** and a list of your staff will appear.

GENERATING A COURSE COMPLETION REPORT

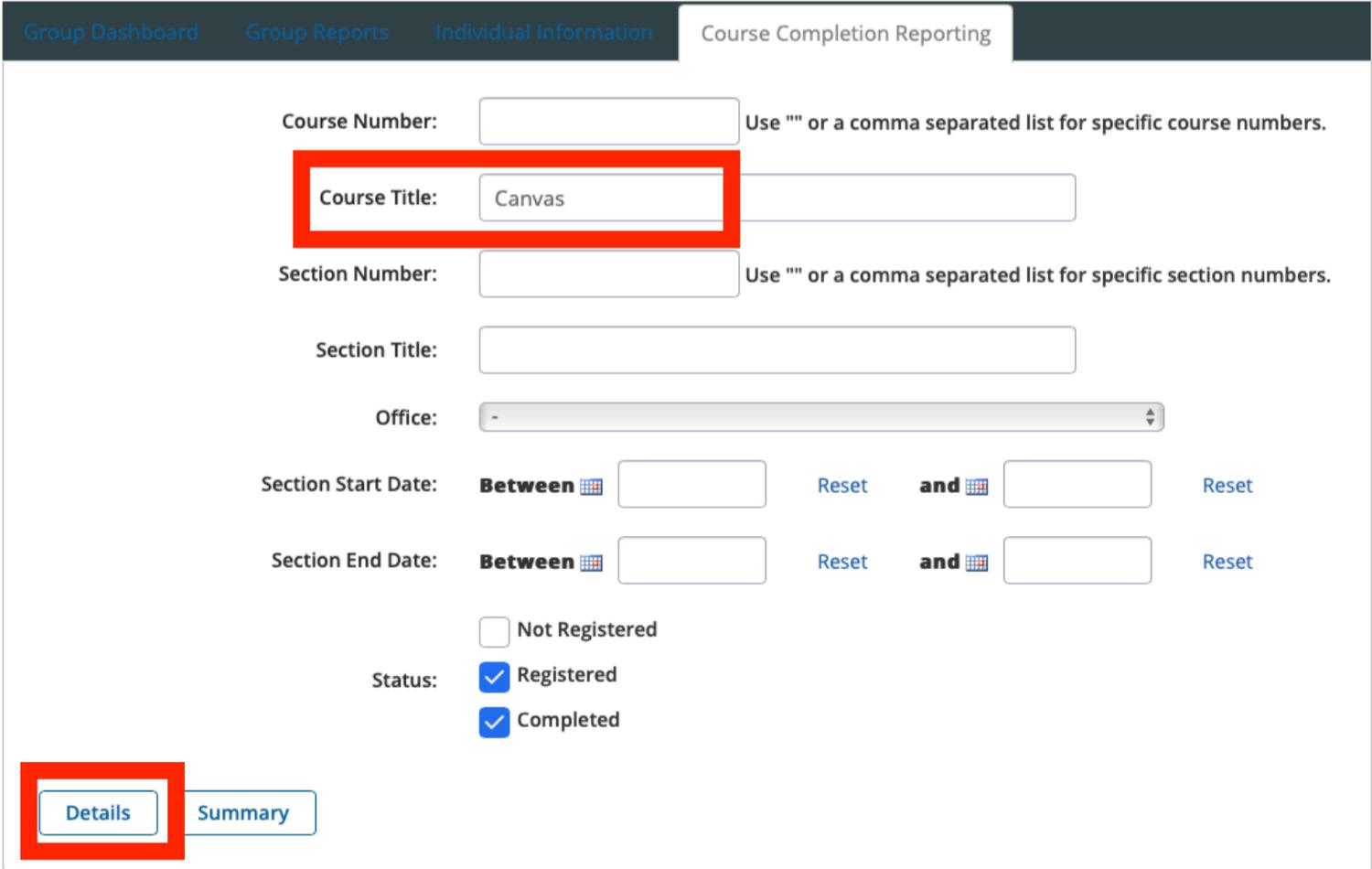
Click **Course Completion Report** tab to view who your staff has completed a particular course.



The screenshot shows the 'Course Completion Reporting' tab selected in a navigation bar. Below the navigation bar are several input fields: 'Course Number', 'Course Title', 'Section Number', 'Section Title', 'Office' (a dropdown menu), 'Section Start Date' (with 'Between' and 'and' date pickers and 'Reset' buttons), and 'Section End Date' (with 'Between' and 'and' date pickers and 'Reset' buttons). Under the 'Status' section, there are three checkboxes: 'Not Registered' (checked), 'Registered' (checked), and 'Completed' (checked). At the bottom left, there are two buttons: 'Details' and 'Summary'.

Type the course title in the **Course Title** field. Uncheck **Not Registered** and then click **Details**.

NOTE: You can type either the exact course title or, a partial course title in the **Course Title** field.



This screenshot shows the same form as above, but with the 'Course Title' field filled with the text 'Canvas'. The 'Not Registered' checkbox is now unchecked, while 'Registered' and 'Completed' remain checked. The 'Details' button at the bottom left is highlighted with a red box.

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

Clicking **Details** will display a list of your staff members who have completed and/or registered for a particular course. The **Course Completion** report opens in a different window.

NOTE: The last column indicates the person's **Status**; **Registered** or **Completed**.

Date of Report: 04/09/2019 01:59:39 PM EDT Printer-friendly display
Download CSV

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	Canvas for Teachers	39122111	Digital Learning Curriculum Integration (CG# 1045624	Registered
2.			@BROWARDSCHOOLS.COM	Instructional Teachers Guidance Counselor GUIDANCE COUNSELOR- MIDDLE	Indian Ridge Middle	Canvas for Teachers	39122111	Digital Learning Curriculum Integration (CG# 1045624	Registered
3.		0000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle	Canvas for Teachers	39122111	Digital Learning Curriculum Integration (CG# 1045624	Completed
4.		00	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle	Canvas for Teachers	39122111	Digital Learning Curriculum Integration (CG# 1045624	Registered
5.		000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER- LANGUAGE ARTS MIDDLE	Indian Ridge Middle	Canvas for Teachers	39122111	Digital Learning Curriculum Integration (CG# 1045624	Completed

GENERATING A SUMMARY REPORT

Clicking **Summary** will display the percentage of people on your staff who fall into each of the **Status** categories. Once **Summary** is clicked, the **Summary** report opens in a different window.

Date of Report: 04/09/2019 02:21:46 PM EDT Printer-friendly display
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Site	Course Number	Course Title	Not Registered	Registered	Complete
1. Indian Ridge Middle	0	Canvas test	156 / 156 = 100%	0 / 156 = 0%	0 / 156 = 0%
2. Indian Ridge Middle	0	Canvas test (MEC)	156 / 156 = 100%	0 / 156 = 0%	0 / 156 = 0%
3. Indian Ridge Middle	39122002	Implementing Canvas for Administrators	156 / 156 = 100%	0 / 156 = 0%	0 / 156 = 0%
4. Indian Ridge Middle	39122111	Canvas for Teachers	141 / 156 = 90.4%	13 / 156 = 8.3%	2 / 156 = 1.3%
5. Indian Ridge Middle	39123153	Canvas Adv: Accelerated Course Design	155 / 156 = 99.4%	1 / 156 = 0.6%	0 / 156 = 0%
6. Indian Ridge Middle	39123284	Int: Form & Sum Assessments w/Canvas	156 / 156 = 100%	0 / 156 = 0%	0 / 156 = 0%
7. Indian Ridge Middle	39123285	Int: Blended Lrng Tips&Tricks w/Canvas	156 / 156 = 100%	0 / 156 = 0%	0 / 156 = 0%