



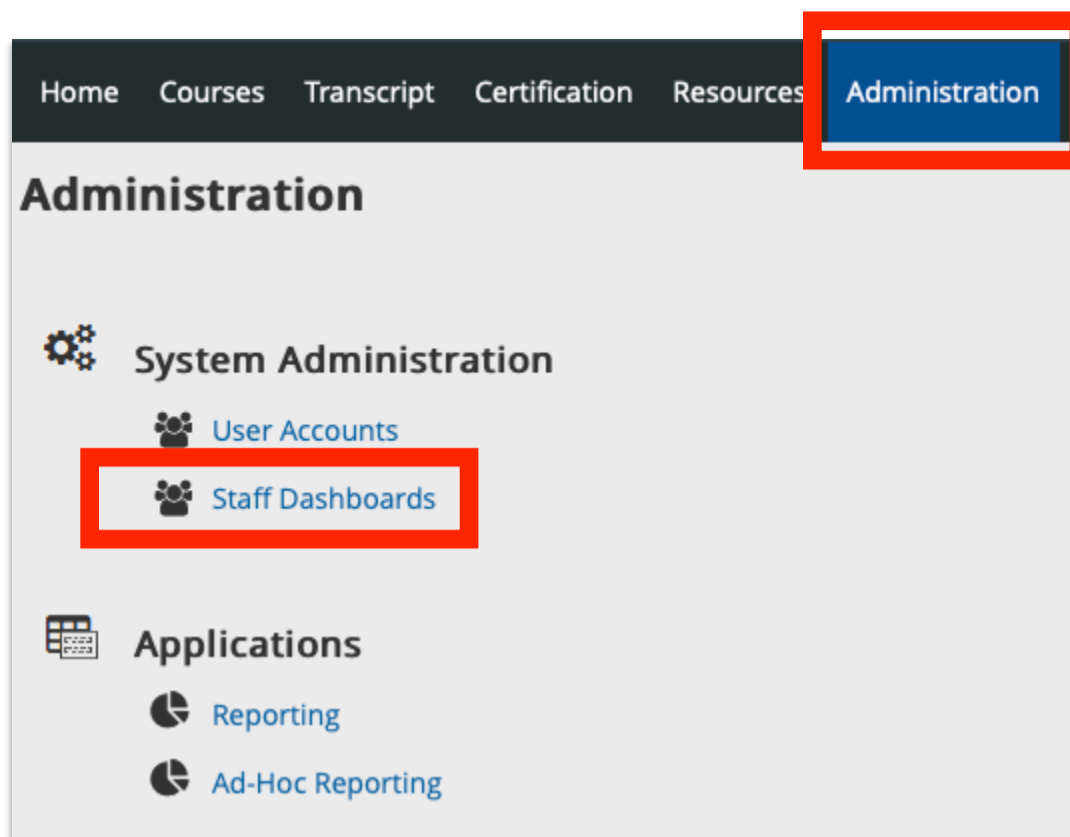
Professional Development Standards and Support

Learning Across Broward (LAB)

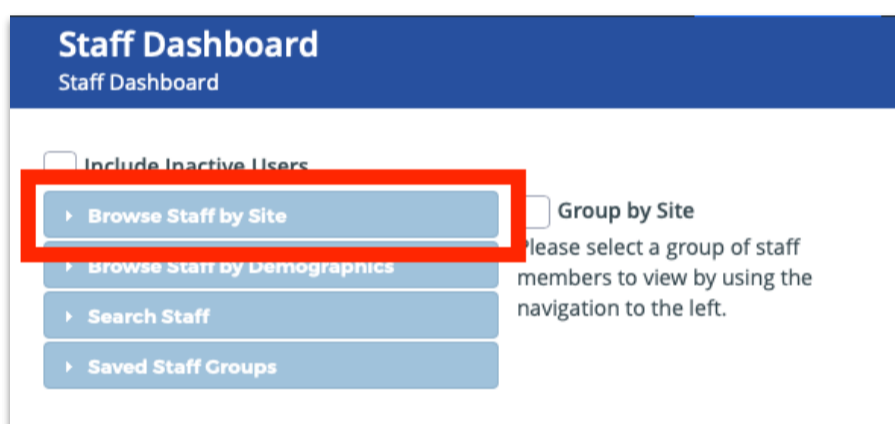
Generating a Mandatory
Compliance Course Completion
Report from the Staff Dashboard
A Guide for Principals



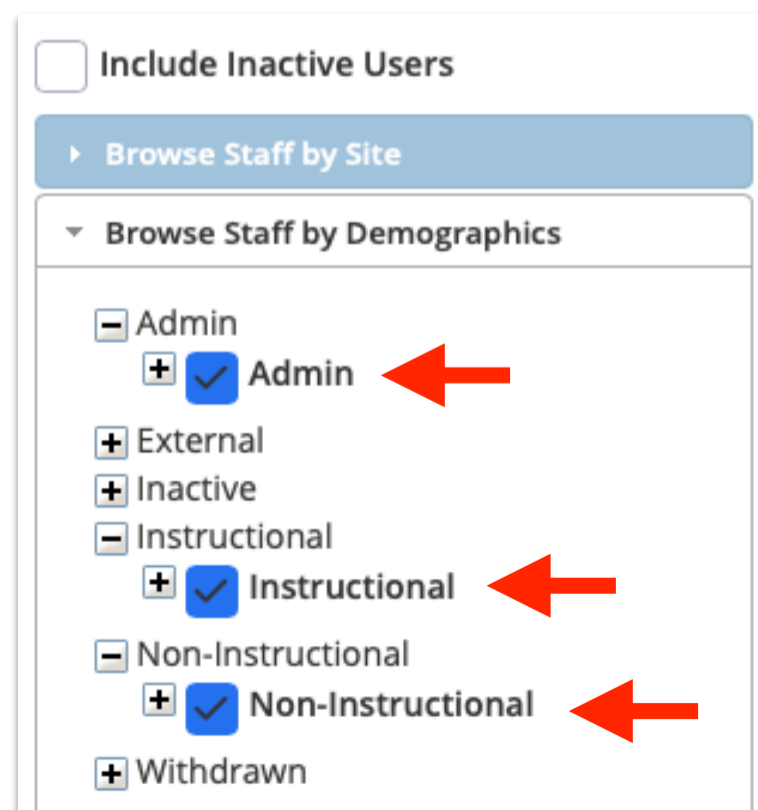
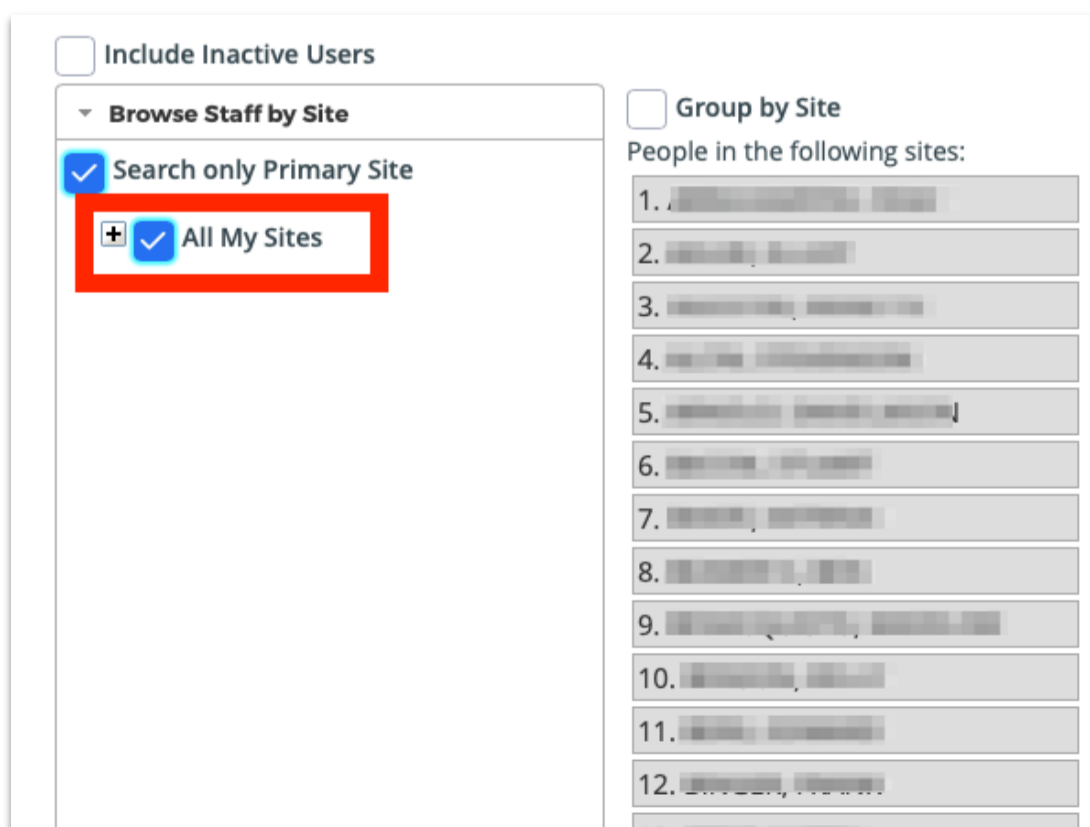
Log into LAB (Learning Across Broward) using the Clever (Single-Sign-On) portal.



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

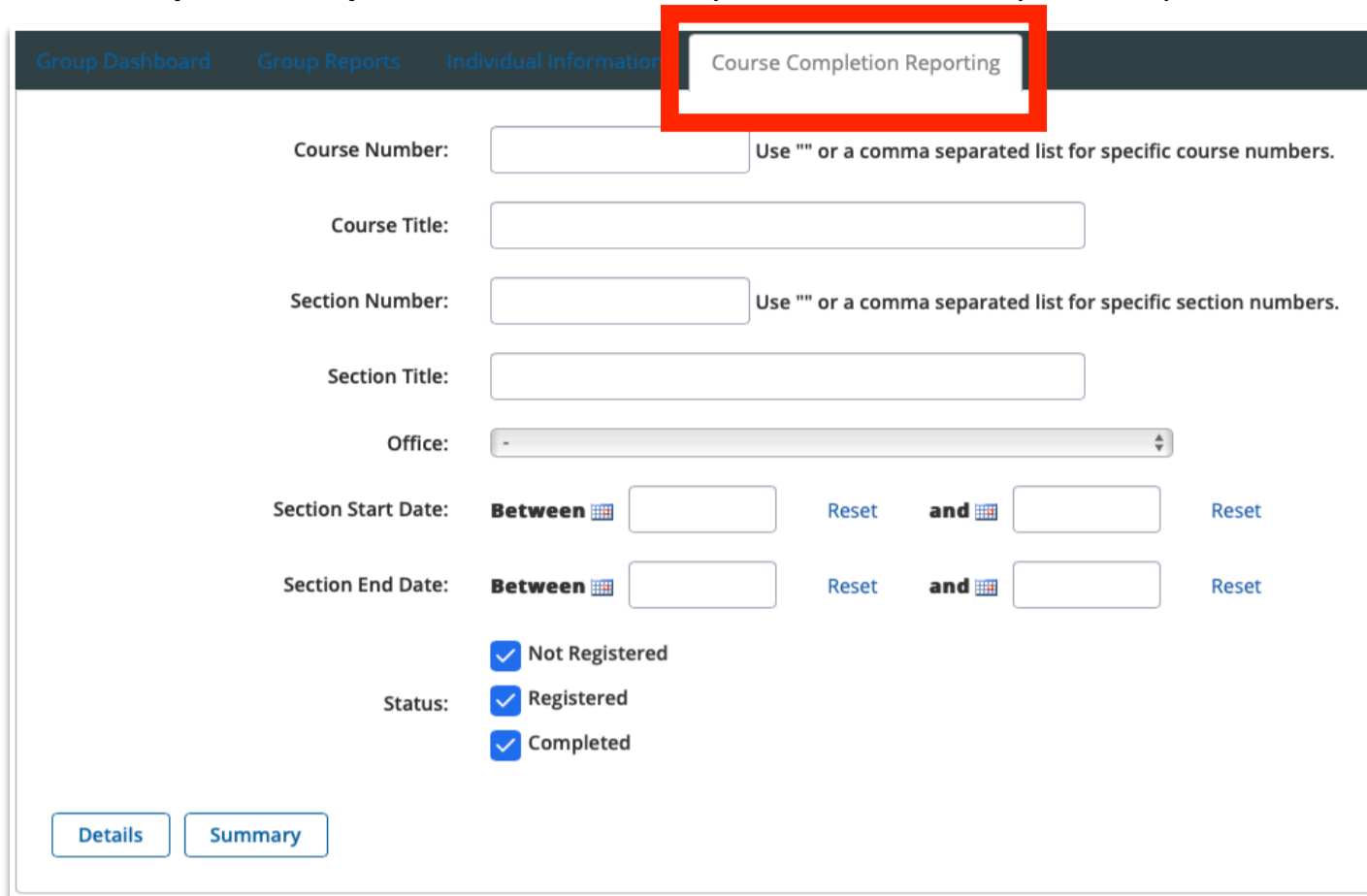


When presented with the **Staff Dashboard** window, choose **Browse Staff by Site**. Click the box next to **All My Sites** and a list of your staff will appear. Scroll further down the page to **Browse Staff by Demographic** and click the following: **Admin, Instructional and Non-Instructional**.



GENERATING A COURSE COMPLETION REPORT

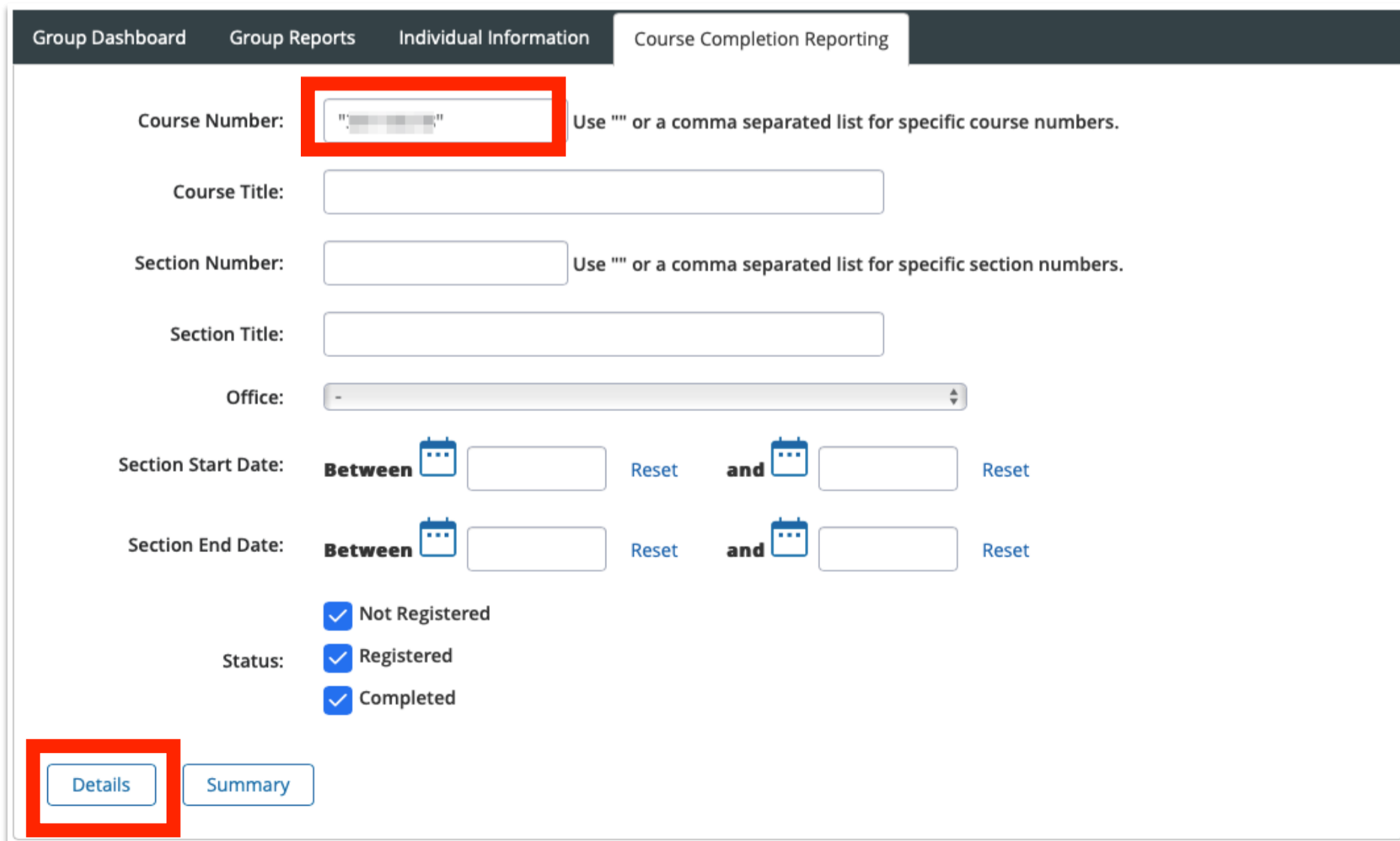
Click **Course Completion Report** tab to view who your staff has completed a particular course.



The screenshot shows the 'Course Completion Reporting' tab selected in a navigation bar. Below the navigation bar, there are several input fields: 'Course Number' (with a red box around it), 'Course Title', 'Section Number', 'Section Title', 'Office' (a dropdown menu), 'Section Start Date' (with 'Between' and 'and' operators and 'Reset' buttons), and 'Section End Date' (with 'Between' and 'and' operators and 'Reset' buttons). There are also three checked checkboxes for 'Status': 'Not Registered', 'Registered', and 'Completed'. At the bottom left, there 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 'Course Completion Reporting' form, but with the 'Course Number' field containing the text "12345678" and a red box around it. The 'Details' button at the bottom left is also highlighted with a red box. The 'Status' checkboxes remain checked. The 'Section Start Date' and 'Section End Date' fields now include calendar icons next to the 'Between' and 'and' operators.

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.			@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 the survey in LAB. Please ask this participant to complete the course and survey.

Not Registered - This participant has not registered in LAB. Please email us their P number so that they can be enrolled in the course to meet the compliance requirements.

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

Support Contacts

Please feel free to contact PDSS Staff for Support.

Lisa Johnson - 743-321-5047

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Stephanie Marsh - 754-321-5012

Sarah Kellem - 754-312-5046

Zak Barbarosh - 754-321-5034