Pepper Professional Learning Guide   Completion Reports

Follow these instructions to generate completion reports for in-person events and course taken within Pepper.

1. Access Reports

Click on **"Reports"** in the top menu of the dashboard to generate reports.
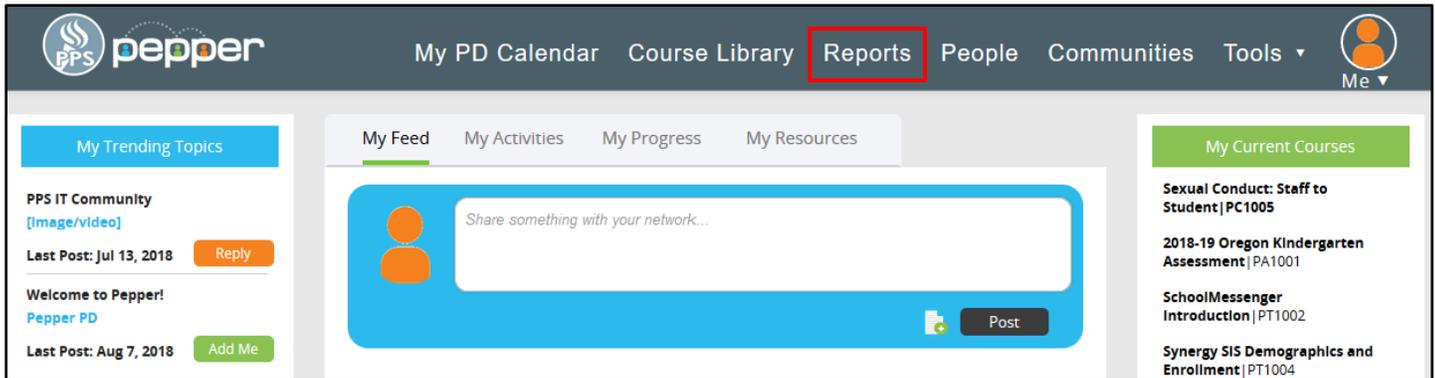
2. Standard Report Menu

Click on the **"Standards Reports"** menu to open and view all of the available reports.
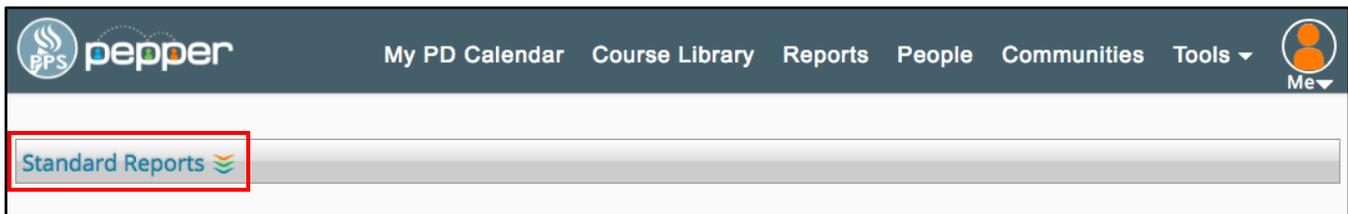
3. Reports Available

Click on the magnifying glass to open the appropriate report. The Course Enrollment & Progress Report will list staff that completed and did not complete an online course. The PD Planner Time report will list staff that registered and/or attended an in-person event.
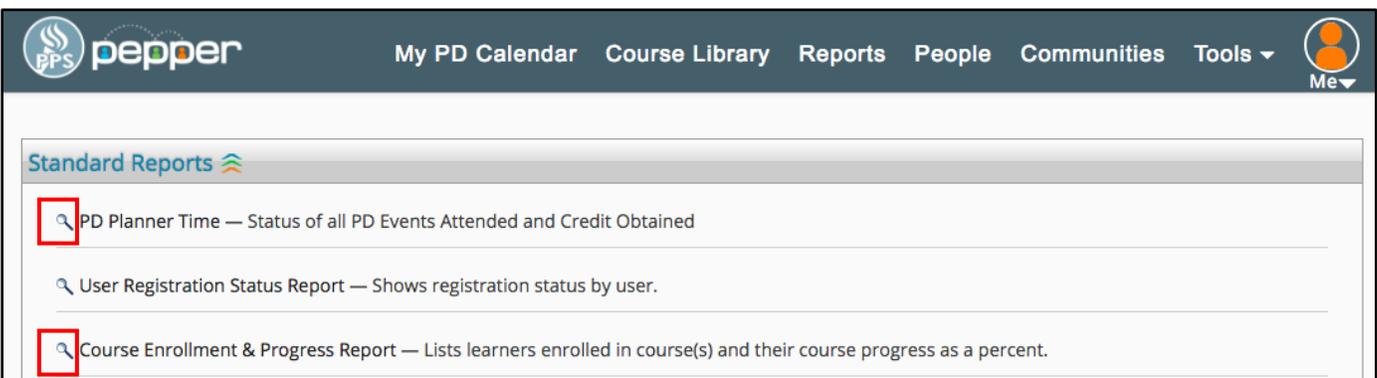
4. Report Details

If all search fields are left blank, courses or events will be listed for all your department or school staff. Adding information to a search field will narrow your results. (Ex: adding a user's email address in the email field will only list results for that user.) Use the sort ascending and descending arrows to sort your results.

Course Enrollment & Progress Report

District ⇅	School ⇅	Enrollment Date ⇅	First Name ⇅	Last Name ⇅	E-Mail ⇅	Course Number ⇅	Course Name ⇅	Progress % ⇅	Course Completed Date ⇅	⫶⫶⫶
Search...	Search...	Search...	Search..	Search..	jrumfield	Search...	Search...	Search...	Search...	
Portland Public Schools	BESC	06-25-2018	Jennifer	Rumfield Landau	jrumfield@pps.net	PC1002	Prevention of Workplace Discrimination and Harassment	100	07-27-2018	
Portland Public Schools	BESC	06-25-2018	Jennifer	Rumfield Landau	jrumfield@pps.net	PC1004	Child Abuse Prevention and Identifying Homeless Youth	100	07-26-2018	

5. Downloading and/or Printing the Report

Click on the green "**Export as Excel**" icon located on the bottom left side of the screen to download the report. In Excel, you can sort fields and/or print the report if needed.