Pepper Professional Learning Guide   Completion Reports
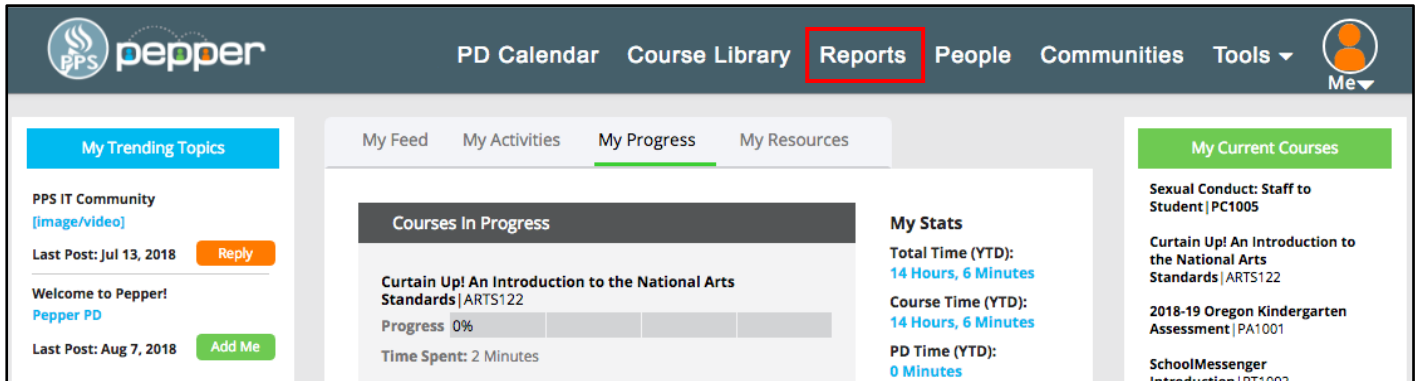
Follow these instructions to generate completion reports for in-person events and courses taken within Pepper.
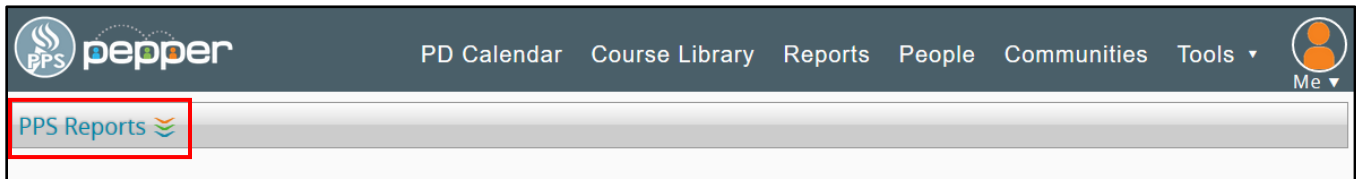
1. Access Reports

Click on **"Reports"** in the top menu of the dashboard to generate reports.

2. Report Menu

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


3. Reports Available

Click on the magnifying glass to open the appropriate report.

PPS PD Planner Time Report – list users that registered for and/or attended an in-person event.

PPS Mandatory Course Report – list registered users in Pepper that have completed and did not complete the mandatory online course(s) (only).

PPS Course Enrollment & Progress Report will list staff that completed and did not complete online course(s).
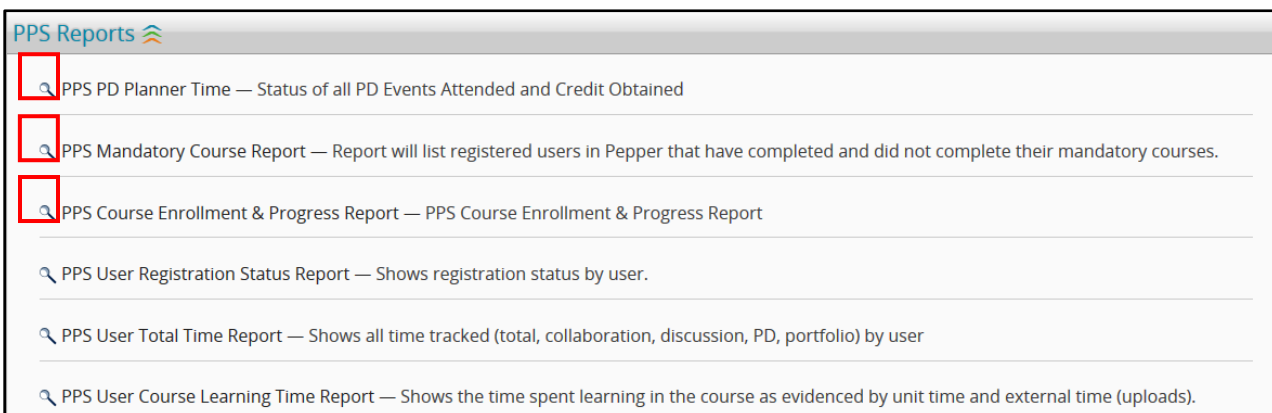
4. Report Details

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.) If you have advanced access to generate reports for other departments or schools, enter the department or school name in the "Department" field (Ex: adding Human Resources in the "Department" field will only list results for users in the Human Resource department.) Use the sort ascending and descending arrows to sort your results.

PPS PD Planner Time

Student School	Department	First Name	Last Name	Student Email	Training Name	TrainingDate	Student Status	Type	Time Credit Received (Hrs)	Certificate	III
Search...	Search...	Search..	Search..	jrumfield	Search...	Search...	Search...	Search...	Search...		
BESC	Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	Microsoft Education A3 License Bundle	02-28-2019	Attended	pd_training	1	View Certificate	
BESC	Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	Synergy SE Initial Training	02-20-2019	Registered	pd_training	0	No Certificate	
BESC	Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	All-Technology Dept	12-14-2018	Attended	pd_training	2	View Certificate	
BESC	Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	Freshdesk training	02-06-2019	Attended	pd_training	1	View Certificate	

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.