Pepper Professional Learning Guide   Learning Campus History Report

Follow these instructions to generate your Learning Campus history report.

1. Access Reports

Click on **"Reports"** in the top menu of the dashboard.
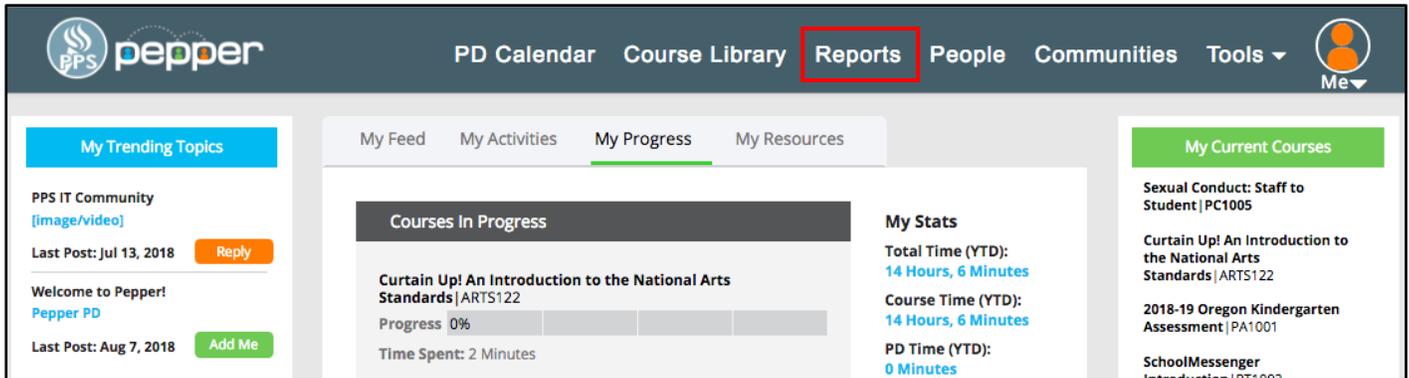
2. Report Menu

Click on the **"PPS Reports"** menu to open and view all of the available reports.
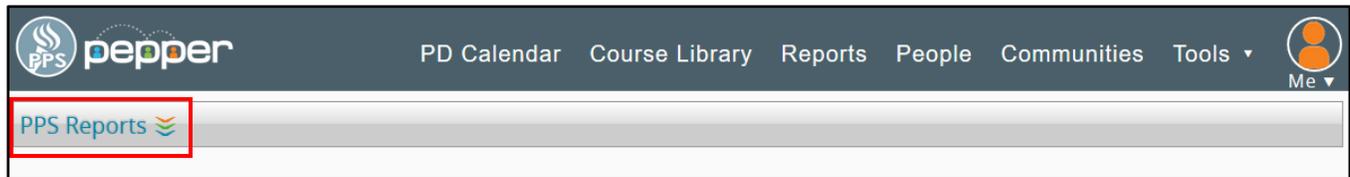
3. PPS Learning Campus History Report

Click on the magnifying glass to open the PPS Learning Campus History Report.
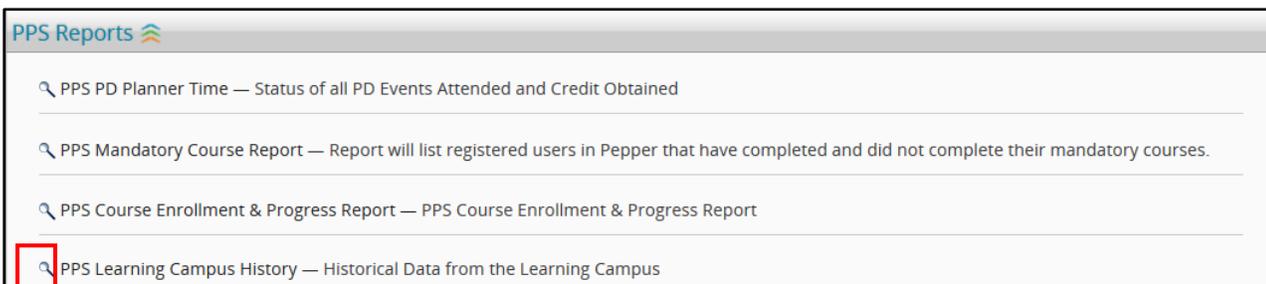
4. Report Details

By default, the report will list all years of your historical data from the Learning Campus which includes online courses and in-person events.

a. Use the arrows to sort your results.

b. If you would like to narrow your results by school year, select the school year on the bottom right of screen.

c. If you have more than 10 results, click the right arrow on the bottom of the screen to scroll to the next page or click on the drop down arrow to add more results to the page.

d. 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 as needed.

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Department ⇕	First Name ⇕	Last Name ⇕	email ⇕	Training Type ⇕	Training Code ⇕	Training Name	Completion Date ⇕	Credit Received ⇕ (Hrs)	Completion Status ⇕	III
Search...	Search..	Search..	jrumfield@pps.net	Search...	Search...	Search...	Search...	Search...	Search...	
Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	event	PSTAT1516	2015-16 Test Administrator Required Training	2015-09-01 23:11:00.000	1 Hour	COMPLETE	
Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	online	PSCP15161	Contracting Updates and Best Practices 2015-16	2015-11-25 00:41:00.000	1 Hour	COMPLETE	
Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	event	PSEPT0001	Emergency Preparedness BESC Walking Tour	2015-02-13 20:30:00.000	1 hour	COMPLETE	
Information Technology	Jennifer	Rumfield Landau	jrumfield@pps.net	online	PSEPTB2016	Emergency Preparedness Training	2016-09-20 23:21:00.000	1 Hour	COMPLETE	

Export as: 🏷️   (H) (‹‹) 1 - 10 / 284 (284) (››) (H) 10 ⌄ 1 ⌄   School Year: Select School Year ⌄

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