

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.

) pepper	PD Calendar Course Library Re	ports People Comn	nunities Tools - 🔒		
My Trending Topics	My Feed My Activities My Progress My Resources		My Current Courses		
PPS IT Community [image/video] Last Post: Jul 13, 2018 Reply	Courses In Progress	My Stats Total Time (YTD):	Sexual Conduct: Staff to Student PC1005 Curtain Up! An Introduction to the National Arts Standards ARTS122 2018-19 Oregon Kindergarten Assessment PA1001 SchoolMessenger		
Welcome to Pepper! Pepper PD	Curtain Up! An Introduction to the National Arts Standards ARTS122 Progress 0%	14 Hours, 6 Minutes Course Time (YTD): 14 Hours, 6 Minutes			
Last Post: Aug 7, 2018 Add Me	Time Spent: 2 Minutes	PD Time (YTD): 0 Minutes			

2. Report Menu

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

) pepper	PD Calendar	Course Library	Reports	People	Communities	Tools 🔹	Mev
PPS Reports 😸							

3. PPS Learning Campus History Report

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

PPS	i Reports 🔶
٩	PPS PD Planner Time — Status of all PD Events Attended and Credit Obtained
٩	PPS Mandatory Course Report — Report will list registered users in Pepper that have completed and did not complete their mandatory courses.
٩	PPS Course Enrollment & Progress Report — PPS Course Enrollment & Progress Report
٩	PPS Learning Campus History — Historical Data from the Learning Campus



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.

							a			
Department ≎	First Name [≎]	Last Name ^{\$}	email 🗘	Training _≎ Type	Training _≎ Code	Training Name	Completion _{\$} Date	Credit Received ≎ (Hrs)	Completion _{\$} Status	
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	

