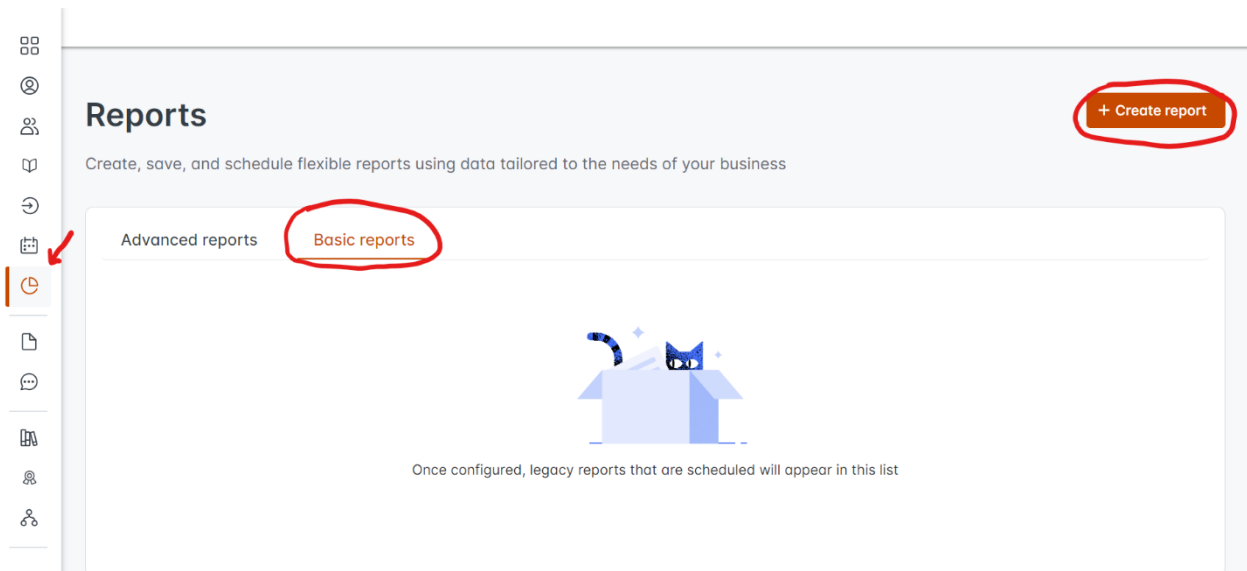
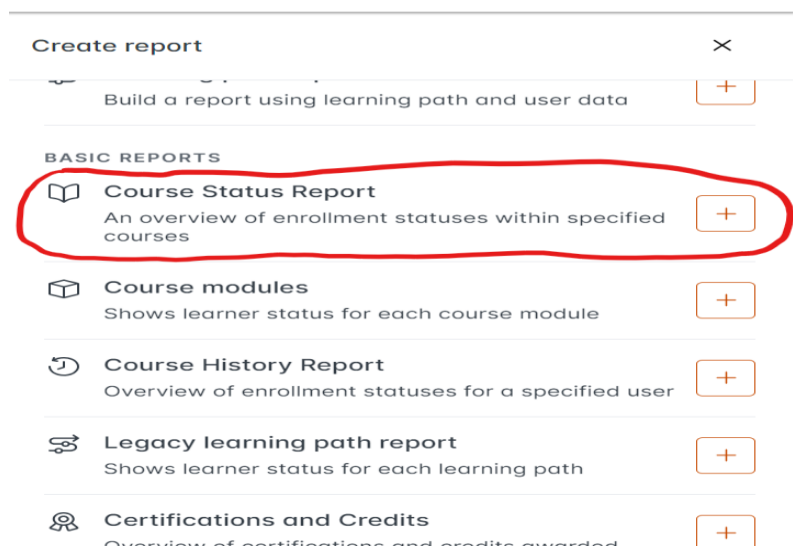


Course Status Report by Group

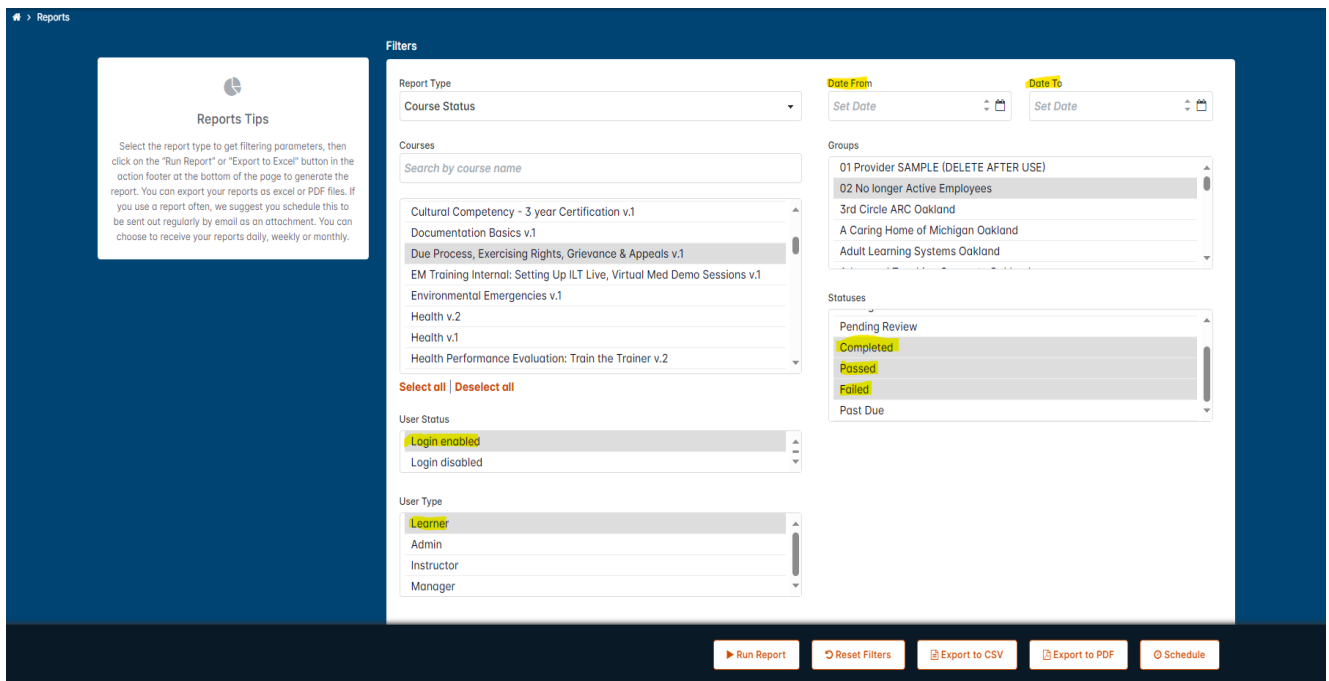
1. Click into **LearnUpon** then go into **Reports**. Once you are in Reports click **Basic Reports**. You will be able to click **Create Report**.



2. Once you have clicked **Create Report** you will click **Course Status Report**.



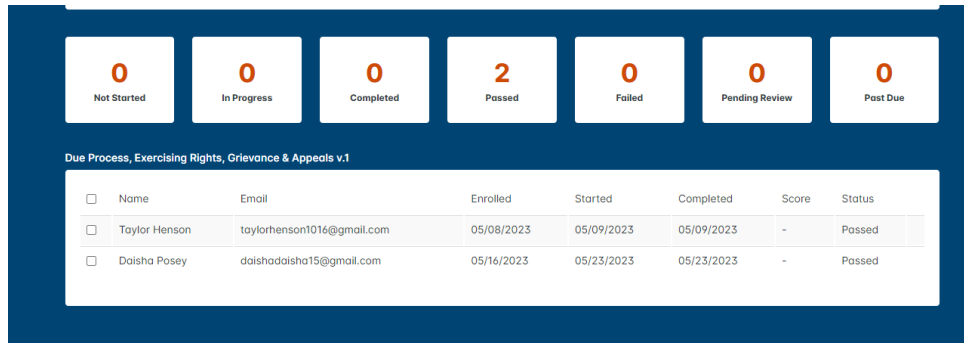
3. Once you click into **Course Status Report**, you will need to filter a few sections.
 - a. Under **Date From to Date To** – leave it empty to allow you to access all courses that learners have completed at any time.
 - b. Under **Course Name** – you may pick a specific course preferred or you may select all courses.
 - c. Under **User Status** – make sure click on **Login Enabled**
 - d. Under **Statuses** – click on **Completed**. You may choose other options as well under statuses.



4. After you have filtered out everything, click on **Run Report** at the bottom.



5. You will then be able to see an overview of your report

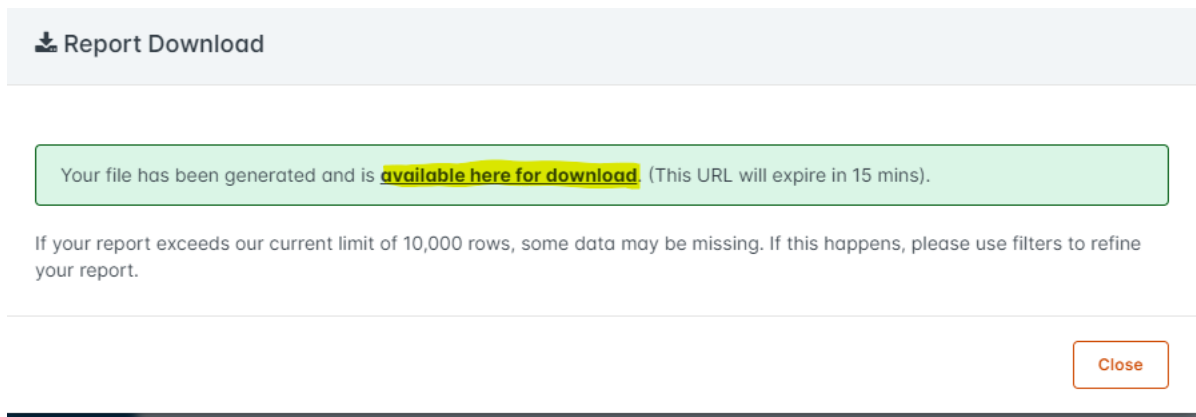


If you chose to download your report as an Excel Spreadsheet:

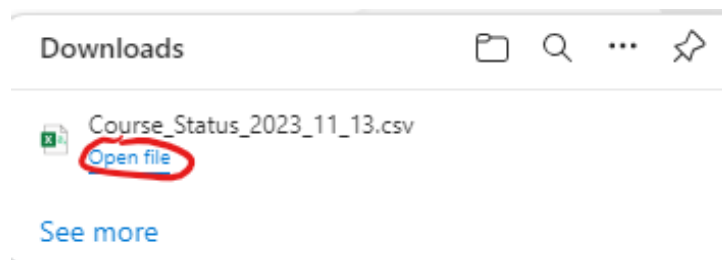
1. Click on **Export to CSV**



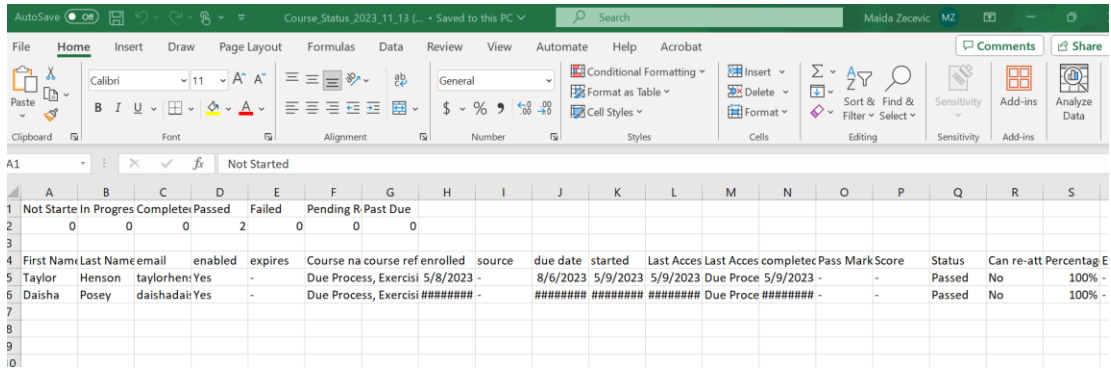
2. Once you have clicked Export to CSV, you will need to click **Available for download**.



3. Once you have clicked to download, you will then need to open the file.

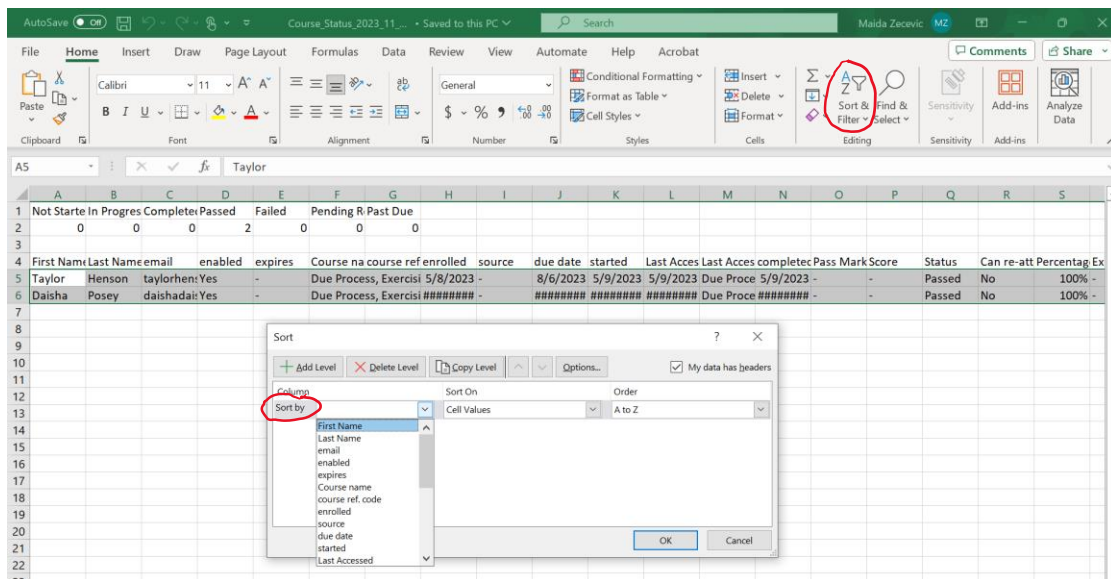


4. When you open your Excel spreadsheet you will be able to filter out the sheet to your preference.



How to filter your Excel spreadsheet:

- A. You can then filter out the information you want by selecting the header column.



For any questions relating to Oakland County Health Network's Direct Support Professional Training please refer to this link: [OCHN Learning Center | Oakland CHN, MI](#)

For questions relating to LearnUpon please send your questions through this link: <https://form.jotform.com/230105866546053>