







Use the Curriculum Summary Report

Common Buttons & Icons

	Calendar icon
	Hide Parameters bar
	Refresh icon
	Back Arrow icon
	Save icon
	Print icon

Use the Curriculum Summary Report

From the PromisePoint Reporting Home screen:

1. Click the **Curriculum Summary** link under the Course Completion header.
Note: Hover over the link to view more information about the Curriculum Summary report.
2. Click the **Calendar** icon for the **Assignment Start Date** field.
3. Select the month and date from the drop-down calendar.
Notes:
 - You can also type dates in the Assignment Start Date field instead of using the Calendar feature.
 - The Assignment End Date auto populates with the current date and defaults to 11:59pm.
4. Click the **Calendar** icon for the Completion Start Date field.
Note: You can also type dates in the Assignment Start Date field instead of using the Calendar feature.
5. Select the month and date from the drop-down calendar.
Note: The Completion End Date auto populates with the current date and defaults to 11:59pm.
6. Click the **All Curriculums** drop-down arrow.
7. Click **No**.
Note: Selecting Yes causes the report to take a long time to run.
8. Click the **Curriculum** drop-down arrow.
9. Select the appropriate check boxes for the report you are running.
Note: This is a multi-select field.

10. Click **View Report**.

Notes:

- Click the individual curriculum and department links to view more detailed information.
- The Show/Hide Parameters bar allows you to view more/less of the report.
- The Refresh icon ensures you are viewing the current data.
- The Back Arrow icon returns to the previous report.
- You can save documents in a variety of formats using the Save icon.
- The Print icon allows you to print any report.

11. Click **Close Report** in the upper-right hand corner to return to the PromisePoint Reporting Home Screen.