Use the Curriculum Completion Percentage Report

Common Buttons & Icons

	Calendar icon
	Expand Menu icon
	Hide Parameters bar
	Back Arrow icon
	Save icon
	Print icon
	Refresh icon
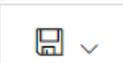
Use the Curriculum Completion Percentage Report

From the PromisePoint Reporting Home screen:

1. Click the **Curriculum Completion %** link under the **Course Completion** header.

   Note: Hover over the link to view more information about the Curriculum Completion % report.

2. Click the **Start Date Calendar** icon to select the start date for your report.

   Note: The End Date auto populates with the current date and defaults to 11:59 PM.

3. Click the **Location(s)** drop-down arrow to select the location(s) for your report.

   Note: This is a multi-select menu.

4. Click anywhere outside the drop-down menu to update subsequent fields.
5. Click the **Department(s)** drop-down arrow to select the department(s) you want to include in your report.

   Note: This is a multi-select menu.

6. Click anywhere outside the drop-down menu to update subsequent fields.
7. Click the **All Curriculums** drop-down arrow; then select **NO**.

   Note: It is best practice to select No so that it does not take too long to run the report.

8. Click the **Curriculum(s)** drop-down arrow to select the curriculum(s) you want to include in your report.

   Notes:

   - This is a multi-select menu.
   - Click the Expand icon to make the drop-down menu bigger.

9. Click the **Curriculum Completion** drop-down arrow to select the percentage completion.
10. Click **View Report**.

Notes:

- Click the Hide Parameters bar to expand the report viewing area.
- Click any learner's name to see their transcript.
- Click the Back Arrow icon to return to the previous page.
- Click the Save drop-down arrow to select a format for your saved report.
- Click the Print icon to print any report.
- Click the Refresh icon to ensure you are viewing the latest information.

11. Click **Close Report** to return to the PromisePoint Reporting Home Screen.