How to Run Continuing Ed Report

15 Steps   <u>View most recent version</u> ⤤
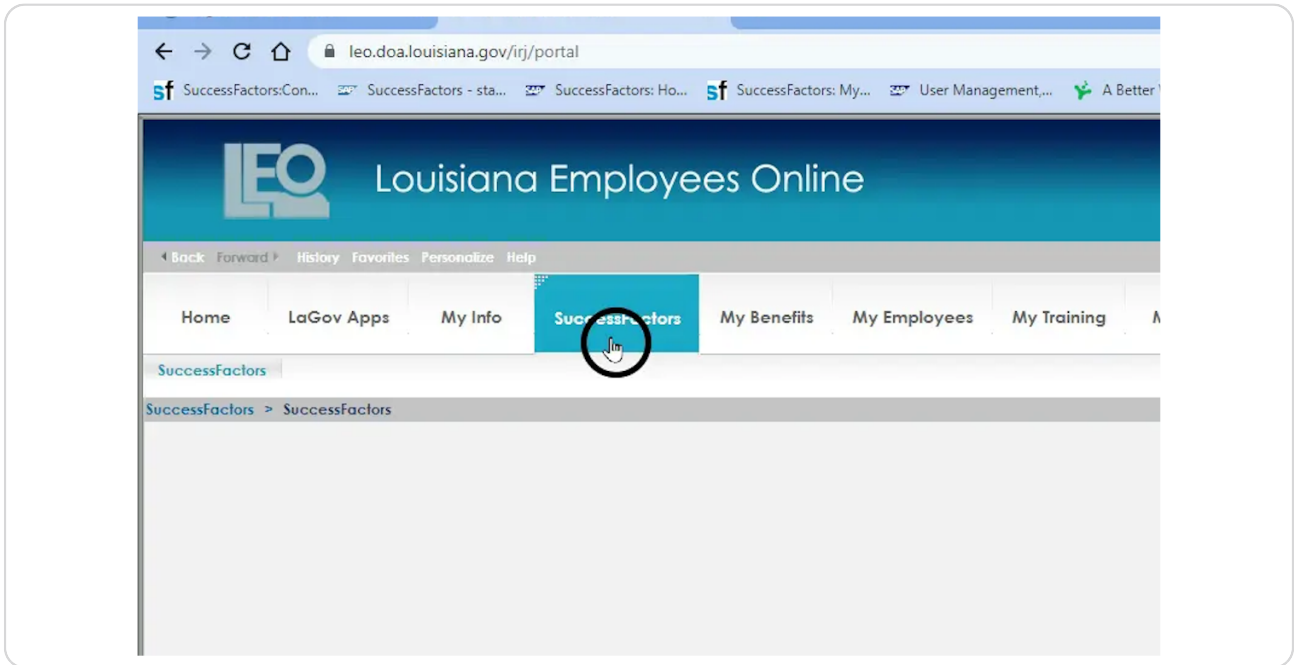

Created by

SCS

Creation Date

July 5, 2023

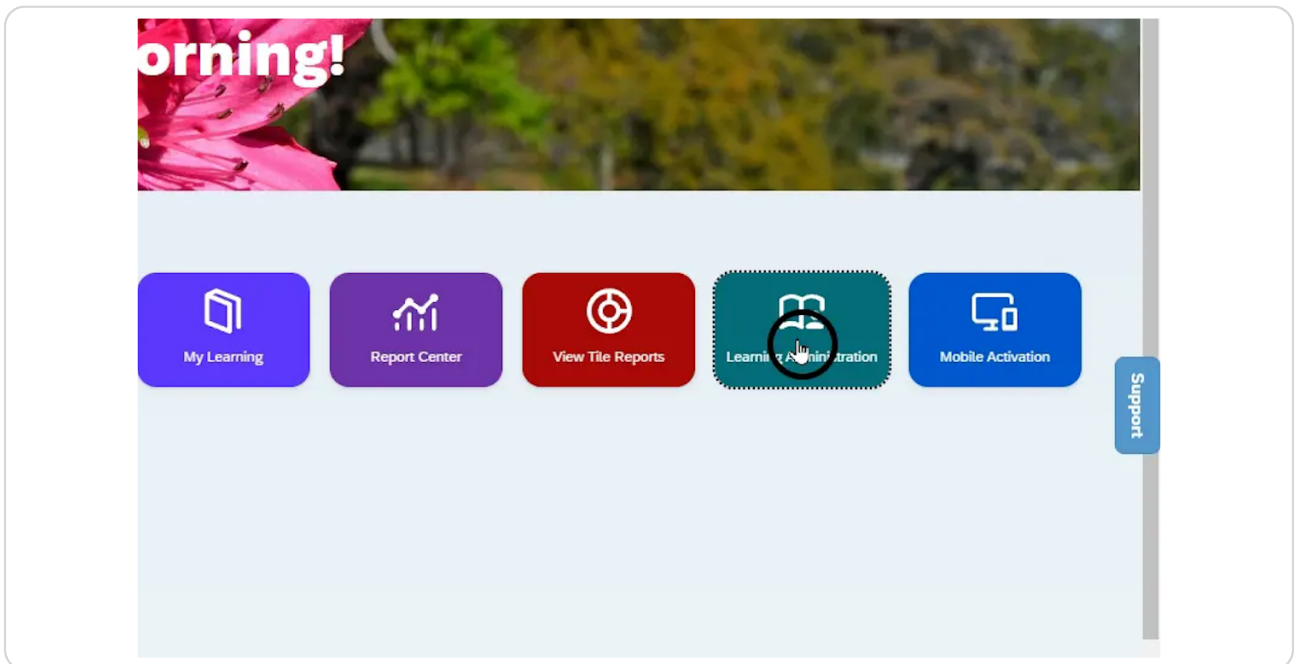Last Updated

July 5, 2023

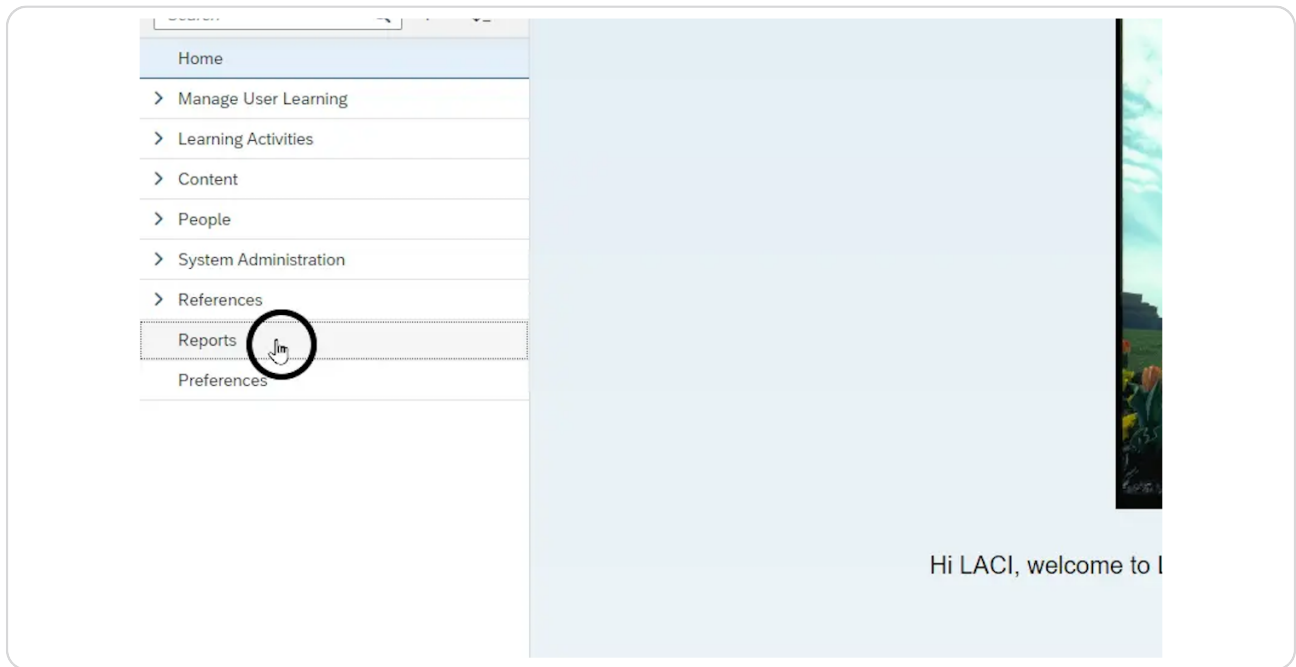## Log in to LaGov and click on "SuccessFactors."
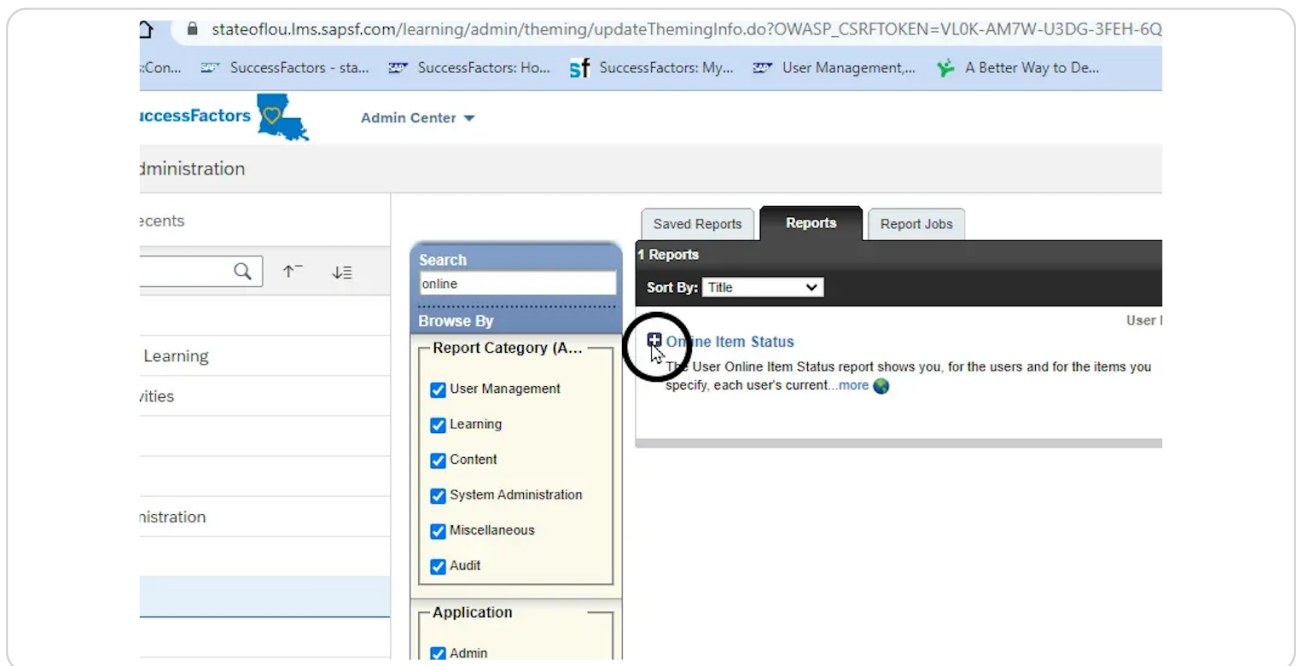
Click on "Learning Administration."
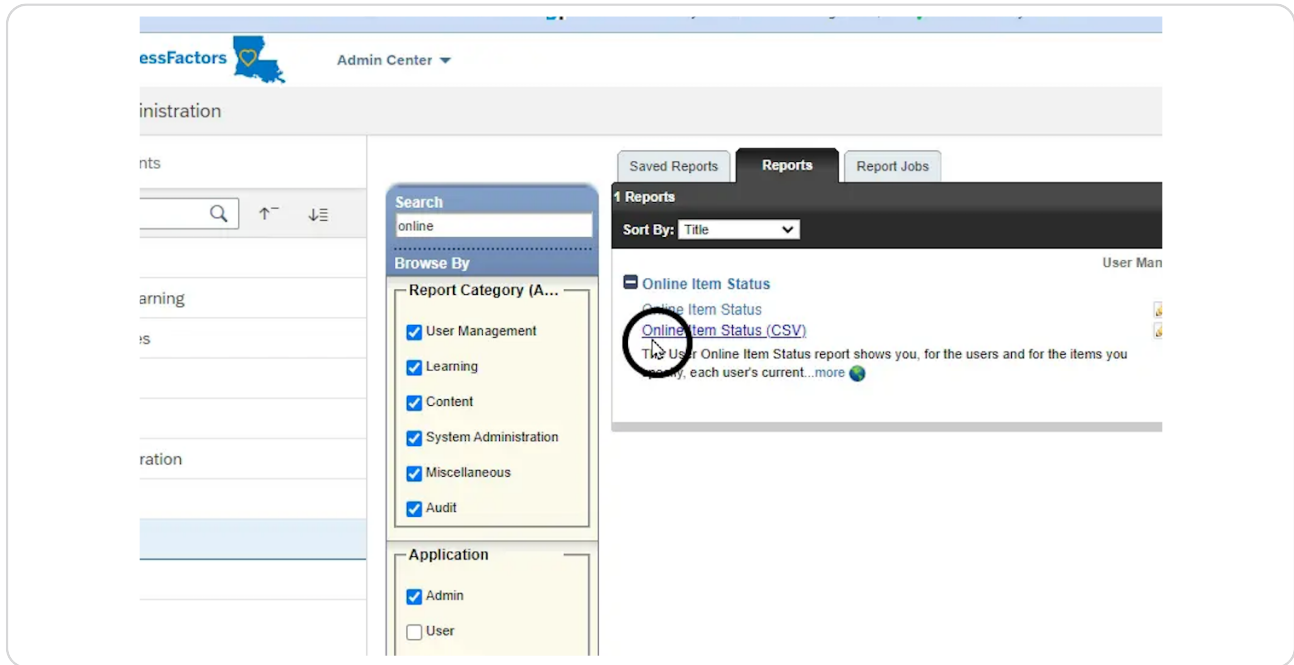
STEP 3

Click on "Reports."

STEP 4

Search for the "Online Item Status Report." Then, click the plus to expand.

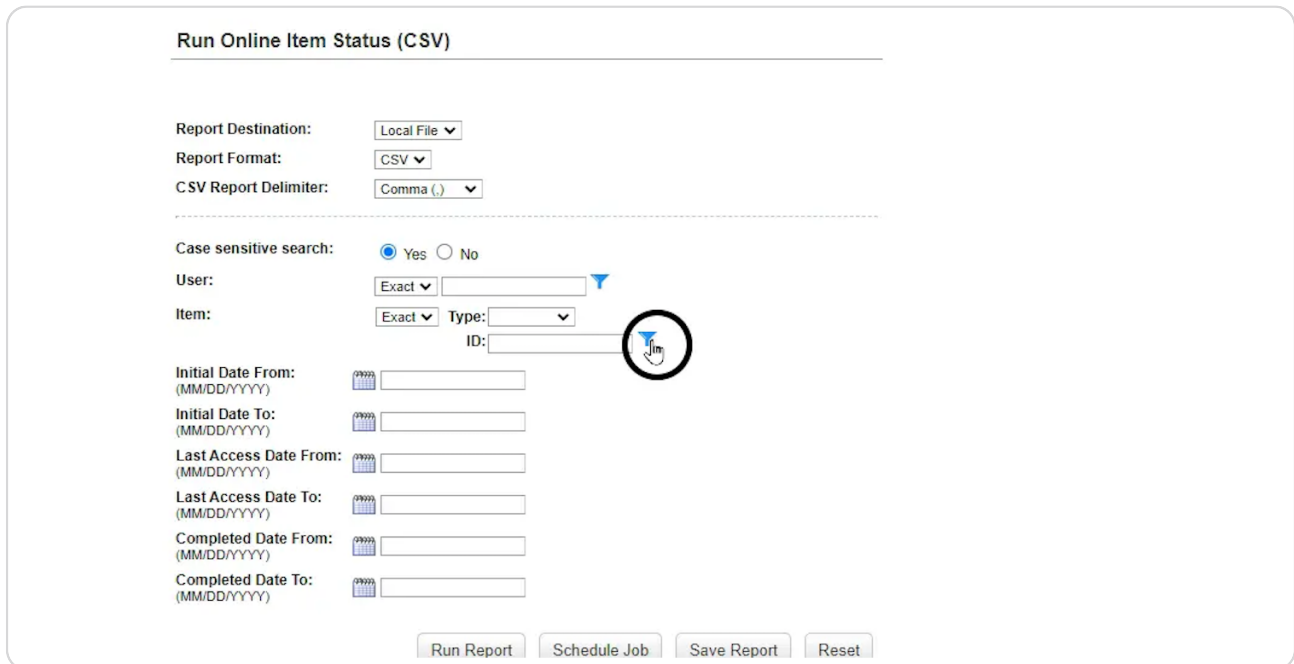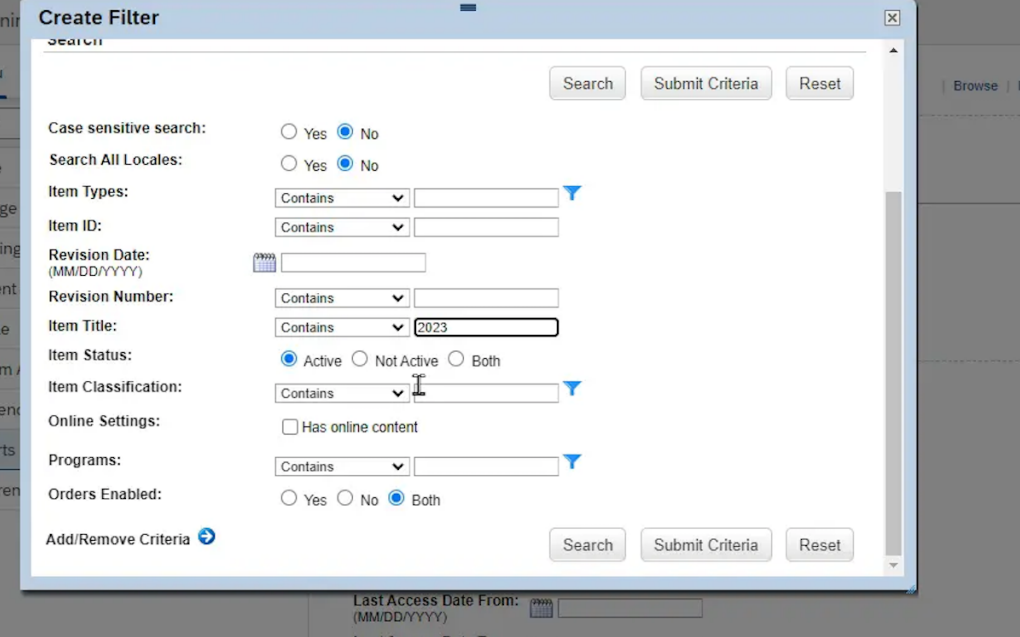## Select the "Online Item Status (CSV)" for an Excel spreadsheet.

Click the filter icon on the Item ID.

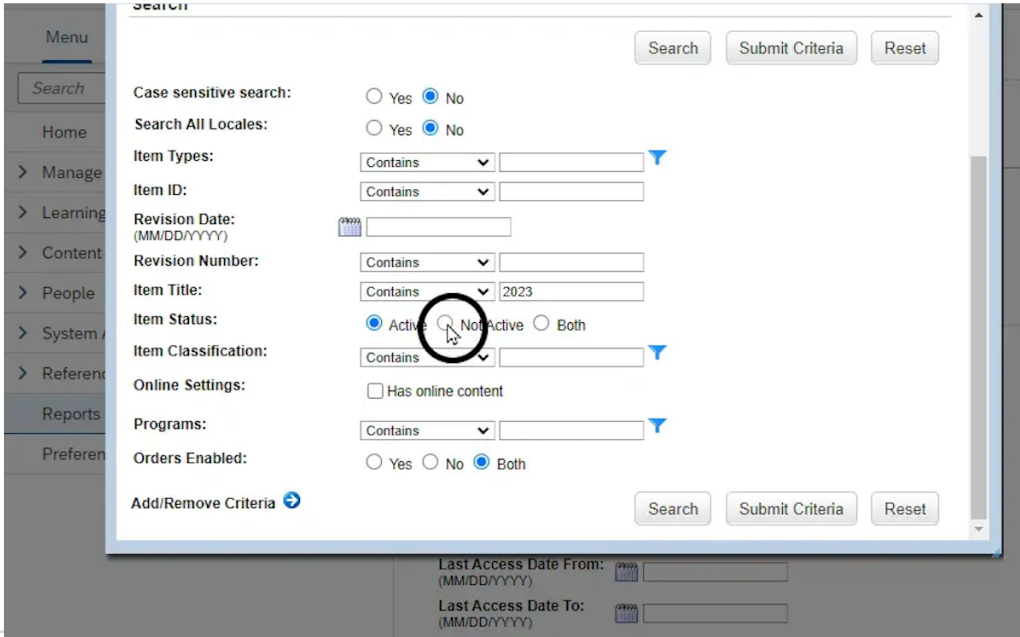**In "Item Title," type the performance year for which you are running the report.**

If you are running the report during the performance year, click "Active."
If you are running the report AFTER the performance year, click "Not Active."

Click "Search."

Select the box next to "SCS CPTP Continuing Education 202x."

Click "Add to Filter."
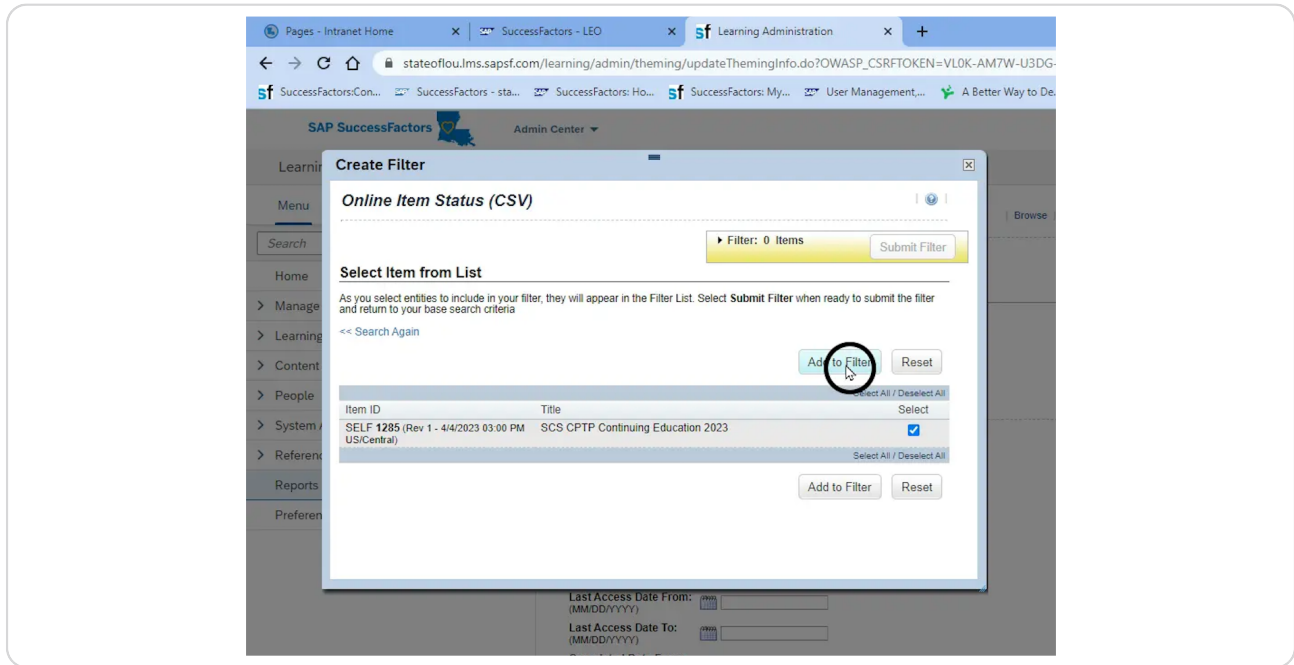
Click "Submit Filter."
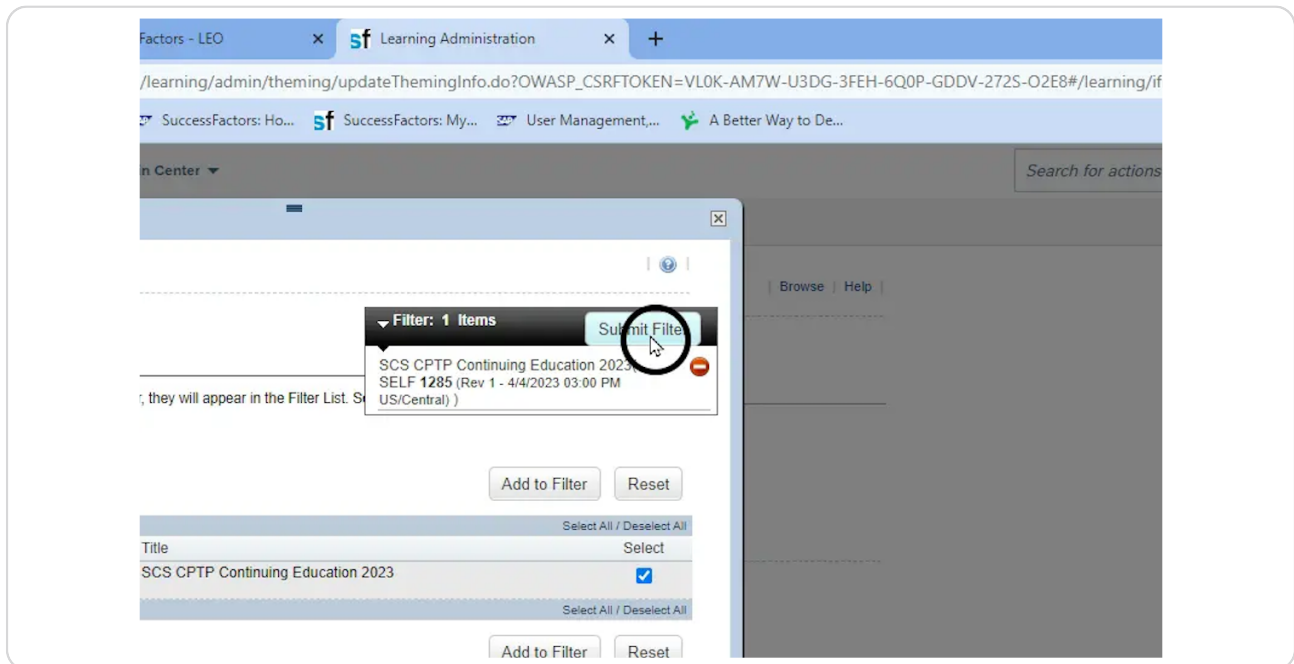
Enter the dates for the performance year.

Click "Run Report."

Report will download automatically to the location designated for downloads.