



Course Completion Report SharePoint Quick Guide

Course Completion Reports include the total number of course completions by specific date range, name, and completion date.

Step #1: Enter <https://sp.eota.energy.gov> into your browser url bar, then press **↵** Enter key on your keyboard

Step #2: Enter correct **username** and **password**

Step #3: Click **Sign In**

Step #4: Click **EOTA Operations**



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Step #5: Click and drag the **scroll bar** down to the end of the EOTA Group Calendar page

https://sp.eota.energy.gov/sites/eotaops/SitePages/Home.aspx

Site Actions | Browse | Page | Jennifer "Jenn" Hut

Search this site...

EOTA Home | EOTA Operations | Communities of Interest | Team Sites | DNDO Home | First Responder Home | Help | Home

EOTA Group Calendar

July, 2014

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|----------------|------------------|-------------------|------------------------------|----------------|----------|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| | Susan out-MO | | Liz Out MO | | Gilbert Out-MO | |
| | | | | Melissa off + 1 more item | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Liz Out MO | | | | | Nicole Out- MO | |
| | Gilbert Out-MO | | | | Larry AL | |
| | | 9:00 am Doug Lar | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | Larry AL | | | |
| | | | | Mike Out - MO | | |
| | | | 2:30 pm Janet out | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | Mike Out - MO | | | | | Pete Out |
| | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | | | Pete Out | | | |

Administrative
BMSsystem
--BMS Review
--CAR/PAR/IO
--External Audit
--Inactive
--Internal Audit
--ISO Certification
--Non-conformance
--Obsolete
--Post Travel Summ.
--Process Deviation
Meetings

EOTA Libraries
Document Drop-off
Pictures
Videos

EOTA Lists
Travel Expense
Reports Toolbox

Step #6: Click **Course Completions**, under LMS Reports

https://sp.eota.energy.gov/sites/eotaops/SitePages/Home.aspx

Site Actions | Browse | Page | Jennifer "Jenn" Hutchins

Document Drop-off
Pictures
Videos

EOTA Lists
Travel Expense
Reports Toolbox
Code of Conduct
Governance
IS Maintenance Log

EOTA Reports
Project Status
Report
Strategic Plan

LMS Reports
Course Evaluation
Course Summary
Demographics
Test Item Analysis
Customer
Progression
Course Testing Rates
Course Questions
Course Completions

My Workflows

Site Content
Important Links
Virtual University

MIKE OUT - MO

Pete Out

27

28

29

30

31

1

2

Pete Out

+ Add

Upcoming Events

| Event | Starts | Ends | All Day Event |
|-------------|--------------------|--------------------|---------------|
| Pete Out | 7/25/2014 7:00 AM | 8/11/2014 12:00 AM | |
| Melissa off | 9/25/2014 12:00 AM | 9/30/2014 11:59 PM | Yes |

+ Add new event



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Step #7: Enter **From**
and **To Date** Parameters

Step #8: Select **EOTA**, or
other desired
department

Microsoft SQL Server Reporting Services

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Parameters

From Date
6/7/2014 12:00:00 AM

To Date
7/7/2014 12:00:00 AM

Department

(Select All)
 EOTA
 EOTA - Air Traffic Control Complex
 EOTA - ...
 FEMA

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Apply

 **Quick Tip:**
You may select more
than one Department
and/or Category.

Step #9: Select
applicable **Category**

Microsoft SQL Server Reporting Services

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Parameters

From Date
6/7/2014 12:00:00 AM

To Date
7/7/2014 12:00:00 AM

Department
EOTA

Categories

(Select All)
 EOTA Instructor Led Training
 EOTA DVD and CD Courses
 EOTA Web-Based Training
 EOTA Web-Based Training - ...
 EOTA Web-Based Training - ...
 EOTA Web-Based Training - ...

Apply

 **Quick Tip:**
Click and drag the
scroll bar down/up to
view more categories.



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Step #10: Select desired course

Step #11: Click **Apply**

Step #12: View results

Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

Parameters

From Date: 6/7/2014 12:00:00 AM
To Date: 7/7/2014 12:00:00 AM
Department: EOTA
Categories: EOTA Web-Based Training
Courses: DRC101DW General User

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Course Completions 06/07/2014 - 07/07/2014

| Course Title | Name | Email | Completed Date |
|-----------------------|-------------------|--------------------------------|----------------|
| DRC101DW General User | Elizabeth Sousa | elizabeth.sousa@nnsa.doe.gov | 07/04/2014 |
| DRC101DW General User | Isaac Sanderville | isaac.sanderville@nnsa.doe.gov | 07/02/2014 |
| DRC101DW General User | Janet Lee | janet.lee@nnsa.doe.gov | 07/03/2014 |
| Total Students | | | 3 |

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 **Quick Tip:**
You may export this data into other file formats.

Need more?

Refer to the **Print and Save SharePoint Quick Guide** for step-by-step instructions on exporting and saving your reports.

