# **View Communications**

## **Course Completion Report**

1. In the Find a Student search - enter the student's ID Number



2. Click on the student's name – if there are more than one option, select the account that is Active:

۲									★ User: Cheryl Thompson   <u>Settings</u>   <u>Sign out</u> Find a student		
My Dashboard Students	Enrollments	Teachers	Me	entors	Sections	Reports	Schools Dist	tricts Co	nsortiums	Messages	Help Center
							Academ	ic Associate - E		Print page 🛛 👔	Export Results to Exc
Find Student  Schwarzschlub, Active Students  Bulk Actions  Bulk Add Communications  Adveceed Bibre	Id Student     Search criteria:       twe Students     Search Query: 123456X123       tk Actions     This query will search the students' and guardians' profiles, including names, emails and phone numbers.       tk Add Communications     Find										
Advanced Filter	Search:										
Deep Search     Add Student	Student	Status	ID	Middle	Email	Phone	UserName	Guardian 1	Guardian 2	School	District
Vad Stadent	Cheryl_Student_, Demo_South	ACTIVE	1225051		na@mymail.lausd.net	555.555.5555	Cheryl_Student_Demo_South	,	,	HAWKINS SH (IS)	LAUSD SOUTH
	Student Demo, Cheryl	ACTIVE	1207738		na@mymail.lausd.net		LAUSD123456X123	,	,	DAVID STARR JORD SENIOR HIGH (IS)	AN LAUSD SOUTH
	Student Demo, NW	ACTIVE	1222940		na@mymail.lausd.net	555.555.5555	NWStudentDemo	,	,	REGION NORTH POO LICENSES (IS)	OL LAUSD NORTH

3. In the left-hand menu under Communications click on <u>View</u> <u>Communications</u>:





In the Search Criteria make the following changes –
 Date: change After to Select...

Search Text: Type "Your Enrollment Course Report"

#### Click Get Data

1

Search criteria:		
Date: Select 🔻 11/22/2023 AND	Category: Select	•
Search Text: Your Enrollment Course Report	User: Select	•
Get Data Export to Exce	Export to Excel No Content	

5. This will give you a list of every Enrollment Course Report the student has received for Completed Courses. Here is an example of the report:



Hello Demo\_South,

A report for your recently closed out course is found below. Please review and follow up with your school regarding any questions related to final grade and credit.

### **Student Enrollment Course Report**

Student Information								
Last Name:	Cheryl_Student_	Course:	LAUSD-Algebra I A					
First Name:	Demo_South	Instructor:	Dale Teacher					
Course Completion Date:	11/29/2023	Actual Grade*:	6.00%					
% of course completed:	2.04%	Overall Grade^:	96.9%					
	Instructor Information Dale Teacher djjessee123@gmail.com 8888881234 *Actual Grade is the grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed.							



#### Please note:

To see all courses that have been closed – not just completed courses

- view the student's Enrollment History Page

