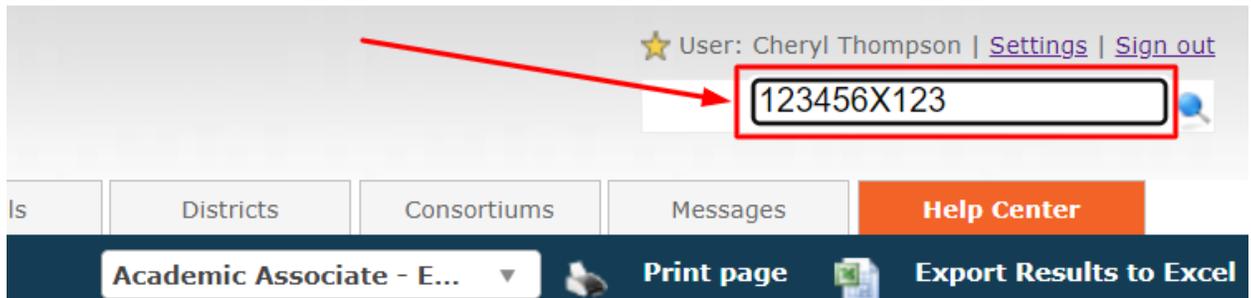


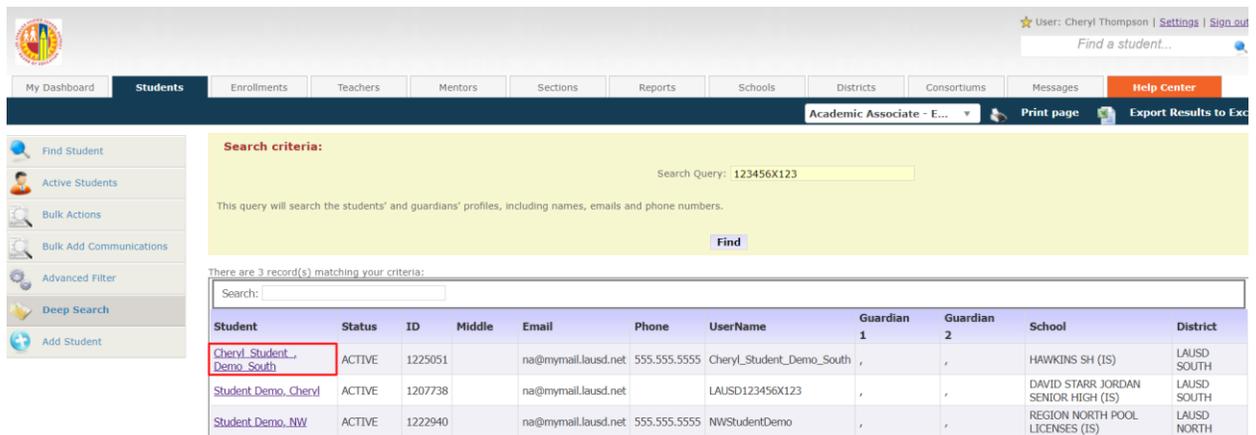
# View Communications

## Course Completion Report

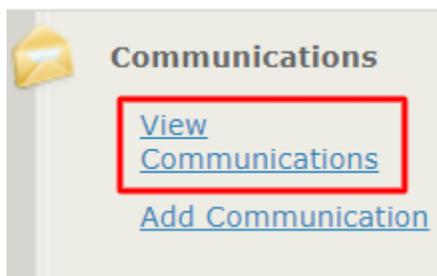
1. In the Find a Student search – enter the student’s ID Number



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



3. In the left-hand menu under Communications click on View Communications:





- 4. In the Search Criteria make the following changes –
  - Date: change After to Select...
  - Search Text: Type “Your Enrollment Course Report”
  - Click Get Data

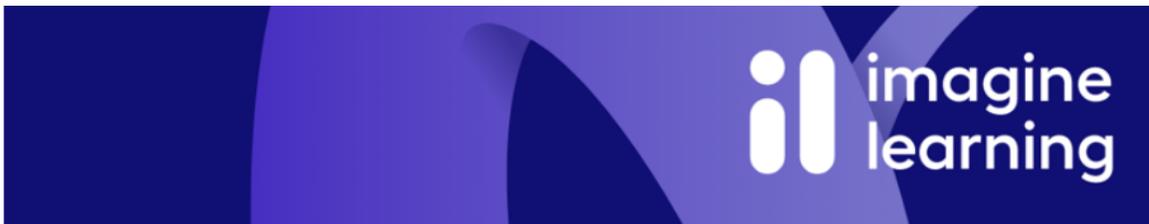
**Search criteria:**

Date:  11/22/2023 AND

Category:

Search Text:  User:

- 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%
<p><b>Instructor Information</b>            Dale Teacher            djjessee123@gmail.com            8888881234</p> <hr/> <p>*Actual Grade is the grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed.</p> <p>^ Overall Grade is the grade for completed course work.</p>			



**Please note:**

**To see all courses that have been closed – not just completed courses  
– view the student’s Enrollment History Page**