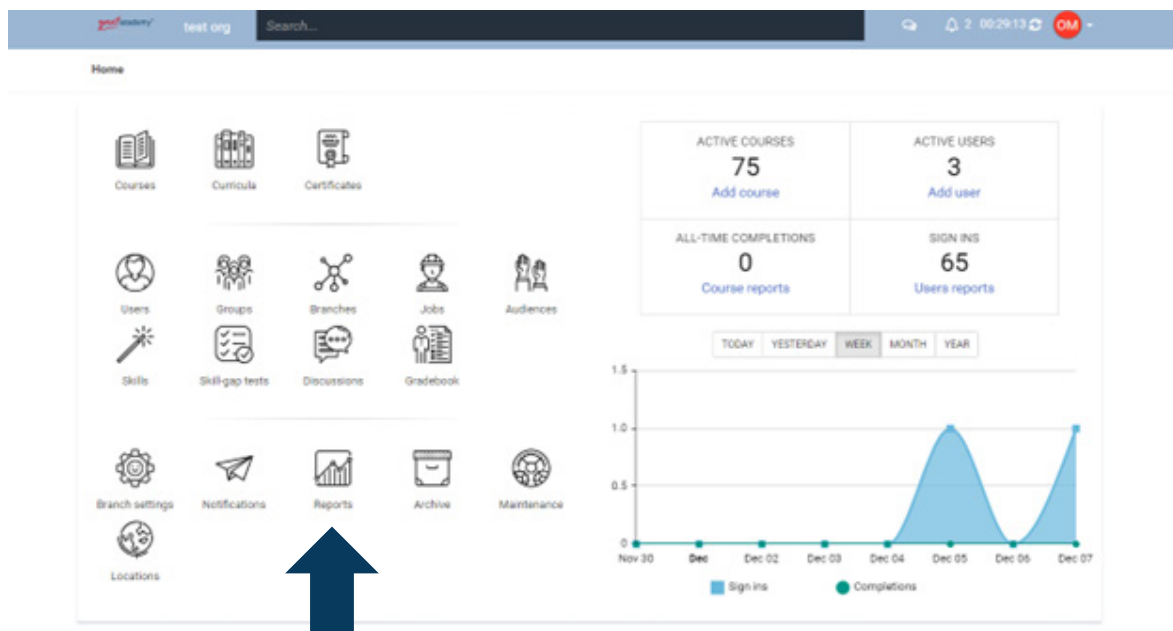
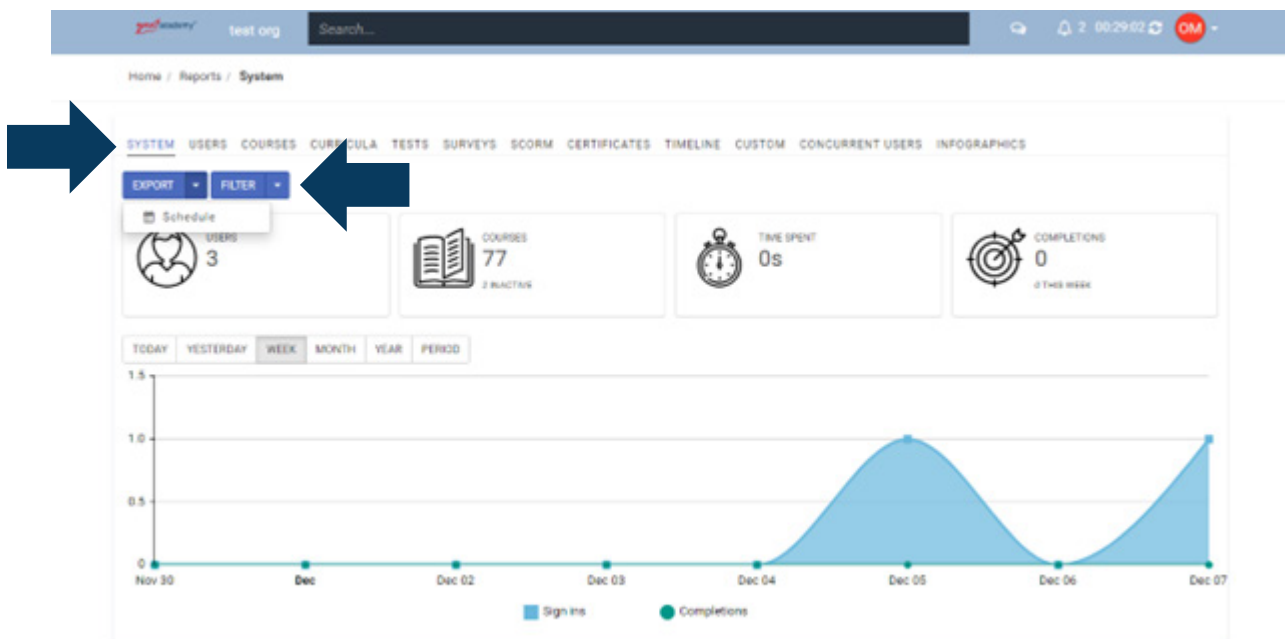


GreatAcademy® – How To Pull Reports

1. From your portal admin home page, click on **REPORTS**.



2. From the Systems tab, you can pull a report on your entire portal and schedule it to go out.



3. On the Users Reports tab, you can pull a report on specific user by clicking on their name. You can also use the **FILTER** button to narrow down your list of users.

Home / Reports / Users

SYSTEM **USERS** COURSES CURRICULUM TESTS SURVEYS SCORM CERTIFICATES TIMELINE CUSTOM CONCURRENT USERS INFOGRAPHICS

MASS ACTIONS FILTER

LEARNERS 0
0 INSTRUCTORS

COMPLETIONS 0
0 THIS WEEK

TIME SPENT 0 seconds

LATEST ACTIVITY Never

User	Type	Branch	Completed / Total	CEUs	Last login	VolunteerMatters ID	EmployeeID	Branch	Department
Olivia Murphy	Administrator	test org	-	-	7 minutes ago				

Filter Filter

Showing 1-1 out of 1

4. Use the **MASS ACTIONS** button to make changes to users in bulk.

Home / Reports / Users

SYSTEM **USERS** COURSES CURRICULUM TESTS SURVEYS SCORM CERTIFICATES TIMELINE CUSTOM CONCURRENT USERS INFOGRAPHICS

MASS ACTIONS FILTER

- Enroll to course
- Unenroll from course
- Enroll to curriculum
- Unenroll from curriculum
- Add to group
- Remove from group
- Send message
- Deactivate
- Activate
- Archive

COMPLETIONS 0
0 THIS WEEK

TIME SPENT 0 seconds

LATEST ACTIVITY Never

User	Type	Branch	Completed / Total	CEUs	Last login	VolunteerMatters ID	EmployeeID	Branch	Department
Olivia Murphy	Administrator	test org	-	-	7 minutes ago				

Filter Filter

Showing 1-1 out of 1

5. On the course reports, you can pull a report on a specific course by clicking on the course name. You can also use the **FILTER** button to narrow down your list of courses.

Home / Reports / Courses

SYSTEM USERS **COURSES** CURRICULA TESTS SURVEYS SCORM CERTIFICATES TIMELINE CUSTOM CONCURRENT USERS INFOGRAPHICS

MASS ACTIONS FILTER

COURSES 77

COMPLETIONS 0 THIS WEEK

TIME SPENT 0 seconds

LATEST ACTIVITY 12/05/2023 16:55

Name	Created on	Completed / Total	Provider
(ga) Summer Camps - Adopting a Culture of Safety		-	Great American Insurance Group
(ga) Summer Camps - Golf Carts and Similar Vehicles		-	Great American Insurance Group
(ga) Rules of the Road		-	SafetyFirst
(ga) Van Operators III		-	SafetyFirst
(ga) Social Media Safety		-	Praesidium, Inc.
(ga) Preventing Abuse and Exploitation in Pastoral Ministry		-	Praesidium
(ga) Preventing Sexual Activity Between Adolescents		-	Praesidium

6. Use the **MASS ACTIONS** button to make changes to courses in bulk.

Home / Reports / Courses

SYSTEM USERS **COURSES** CURRICULA TESTS SURVEYS SCORM CERTIFICATES TIMELINE CUSTOM CONCURRENT USERS INFOGRAPHICS

MASS ACTIONS FILTER

Add to group
Remove from group
Add to branch
Remove from branch
Add to audience
Remove from audience
Add to job
Remove from job
Send message
Deactivate
Activate
Reset User Progress
Revoke User Certificates
Archive

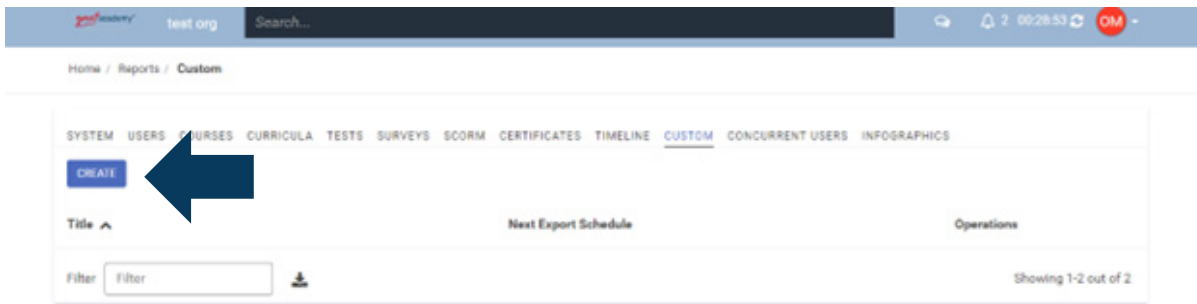
COMPLETIONS 0 THIS WEEK

TIME SPENT 0 seconds

LATEST ACTIVITY 12/05/2023 16:55

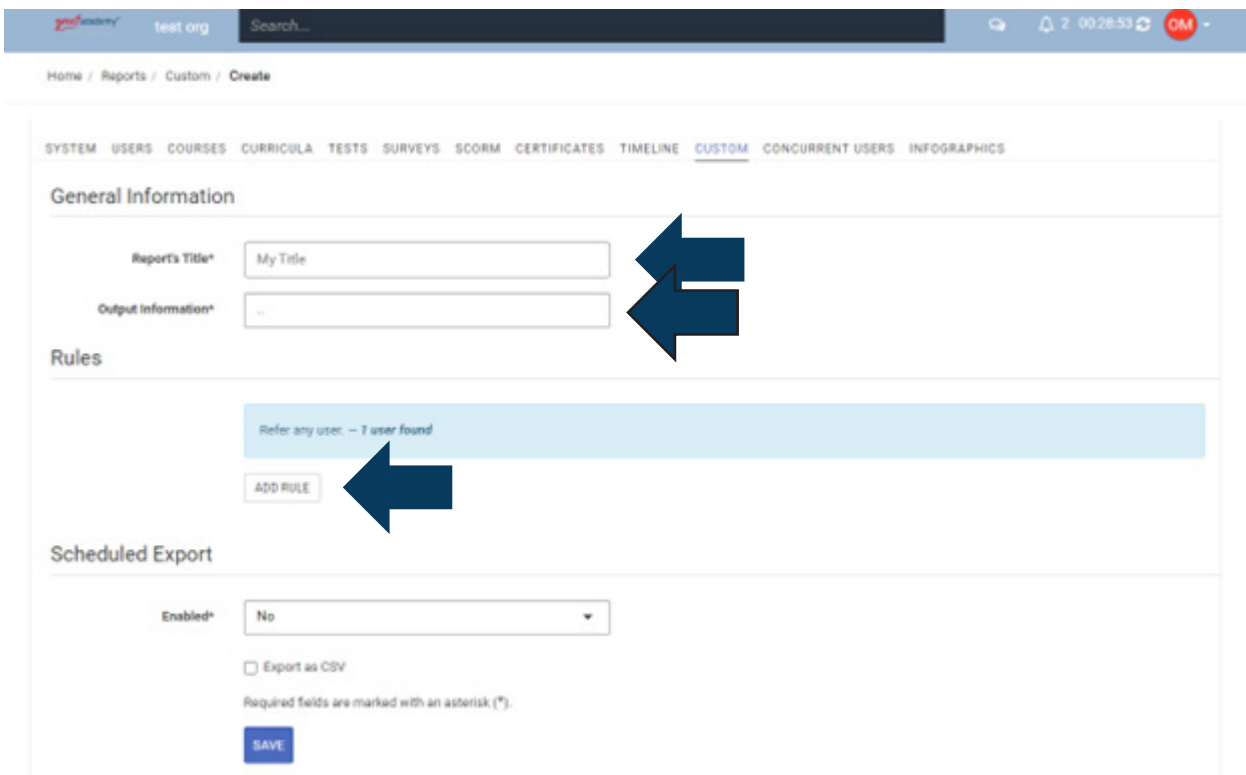
Name	Created on	Completed / Total	Provider
(ga) Summer Camps - Adopting a Culture of Safety		-	Great American Insurance Group
(ga) Summer Camps - Golf Carts and Similar Vehicles		-	Great American Insurance Group
(ga) Rules of the Road		-	SafetyFirst
(ga) Van Operators III		-	SafetyFirst
(ga) Social Media Safety		-	Praesidium, Inc.
(ga) Preventing Abuse and Exploitation in Pastoral Ministry		-	Praesidium
(ga) Preventing Sexual Activity Between Adolescents		-	Praesidium

7. On the custom reports, you can create your own unique reports by clicking on **CREATE**.



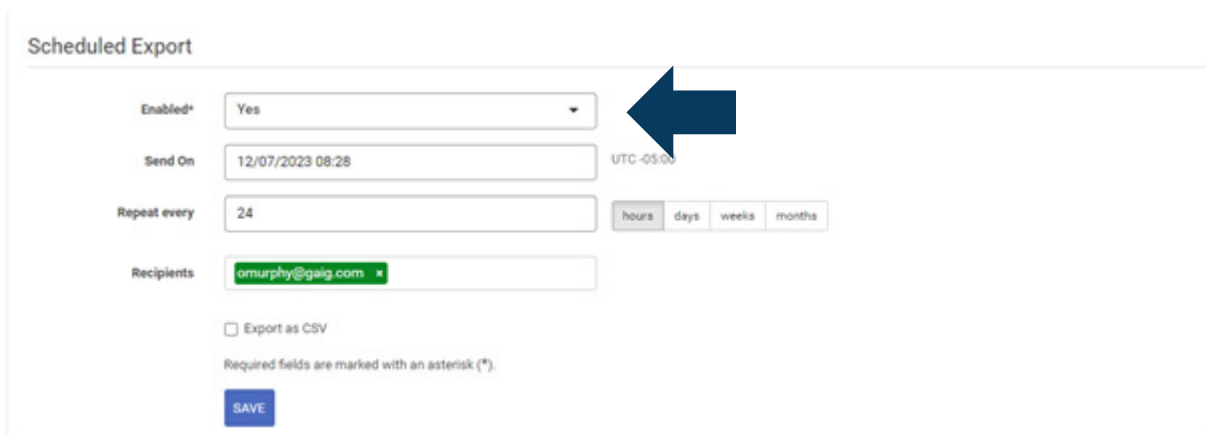
The screenshot shows the 'Custom' reports section of the Great Academy portal. The top navigation bar includes 'SYSTEM', 'USERS', 'COURSES', 'CURRICULA', 'TESTS', 'SURVEYS', 'SCORM', 'CERTIFICATES', 'TIMELINE', 'CUSTOM', 'CONCURRENT USERS', and 'INFOGRAPHICS'. The 'CUSTOM' tab is selected. Below the navigation bar, there is a 'CREATE' button, a 'Title' dropdown, a 'Next Export Schedule' field, and an 'Operations' button. A blue arrow points to the 'CREATE' button.

8. Give the report a name, select all fields that you would like to see on your reports under output information, and choose any rules you would like to put in place for your report.



The screenshot shows the 'Create' report form. The 'General Information' section has a 'Report's Title*' field with 'My Title' and an 'Output Information*' field with '..'. The 'Rules' section has a blue bar indicating 'Refer any user: - 1 user found' and an 'ADD RULE' button. The 'Scheduled Export' section has an 'Enabled*' dropdown set to 'No', an 'Export as CSV' checkbox, and a 'SAVE' button. Blue arrows point to the 'Report's Title', 'Output Information', and 'ADD RULE' fields.

9. You can choose to schedule your custom reports by enabling custom reports and choosing how often and whom you would like them to go to.



The screenshot shows the 'Scheduled Export' form. The 'Enabled*' dropdown is set to 'Yes'. The 'Send On' field is '12/07/2023 08:28' with a 'UTC -05:00' time zone. The 'Repeat every' field is '24' with options for 'hours', 'days', 'weeks', and 'months'. The 'Recipients' field is 'omurphy@galg.com'. There is an 'Export as CSV' checkbox and a 'SAVE' button. A blue arrow points to the 'Enabled*' dropdown.