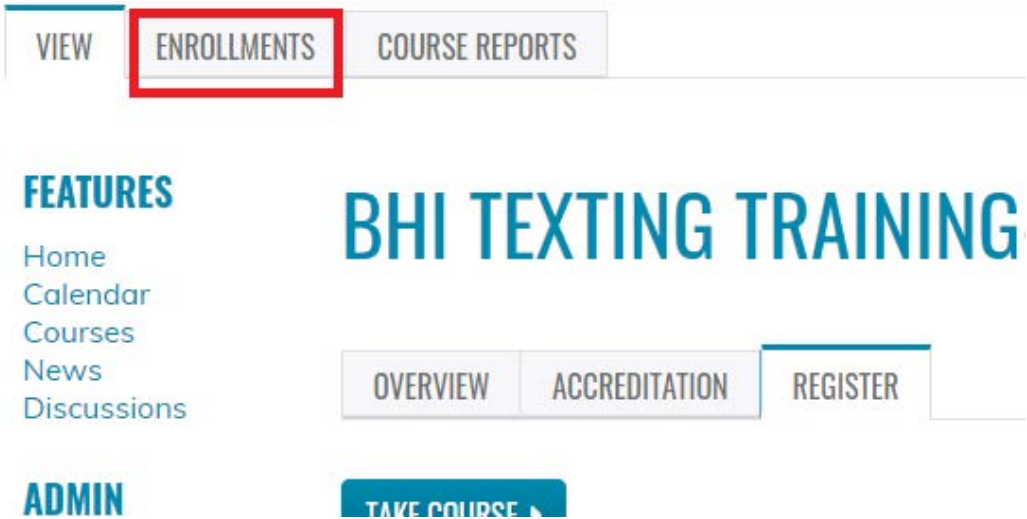


Pulling Reports on EthosCE

Once you are made an administrative member of an activity, you are able to pull reports for the evaluation and users completed.

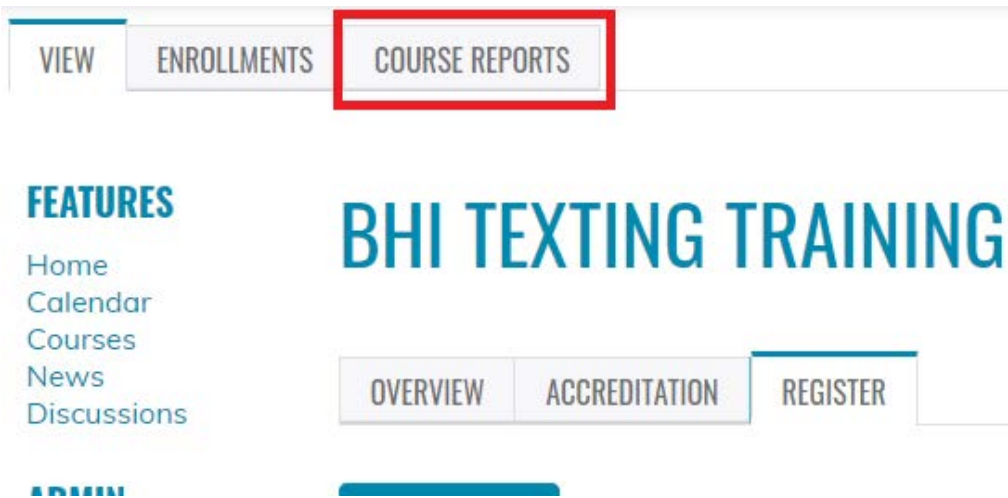
✂ **Enrollment Data:**

- Follow the link to the activity you are retrieving data for.
 - This was sent to you via email.
- At the top of the page, click “Enrollments” on the menu bar:
 - This is where you’ll find all the learners who have enrolled/registered for this training.



✂ **Completion Status Data:**

- Follow the link to the activity you are retrieving data for.
 - This was sent to you via email.
- At the top of the page, click “Course Reports” on the menu bar:



- The “Overview” tab will list all those who have access the site and the status they are currently in on the activity (i.e. the .ppt training, or Complete)

BHI Texting

Home / PHS Population Health Management / BHI Texting / Course reports

ViewEditEnrollmentsFacultyCourse outlineCourse reportsRevisions

OverviewAward creditsCourse objectsDashboardOrders

First name

Last name

Date completed

Start date

E.g., 03/25/2020

End date

E.g., 03/25/2020

E.g., 01:28pm

E.g., 01:28pm

Apply

Node ID	Course	SKU	User ID	Username	E-mail	First name	Last name	Status	Grade	Date Started	Date Completed	Credits	Credit type
21887	BHI Texting	course_21887	316	mgh42@partners.org	MGHARNEY@PARTNERS.ORG	Maxine	Harney	BHI Texting Training		03/24/2020 - 2:02pm			
21887	BHI Texting	course_21887	10832	cz140@partners.org	CCHAN24@PARTNERS.ORG	Christine	Chan	Complete		03/24/2020 - 10:57am	03/24/2020 - 11:00am		
21887	BHI Texting	course_21887	19440	cz914@partners.org	CPARIS1@PARTNERS.ORG	Christina	Paris	Complete		03/24/2020 - 12:03pm	03/24/2020 - 12:06pm		

- To download these reports, navigate to and click on the orange “CSV” button in the lower lefthand corner of the screen:
 - An Excel spreadsheet will automatically begin downloading

21887	Texting	course_21887	19440	cz914@partners.org	CPARIS1@PARTNERS.ORG
21887	BHI Texting	course_21887	1836	adc55@partners.org	ADCAFE@PARTNERS.ORG
21887	BHI Texting	course_21887	19528	msc92@partners.org	MCROWE@PARTNERS.ORG

CSV

- The “Dashboard” tab gives an even deeper breakdown of learner data:

ViewEditEnrollmentsFacultyCourse outlineCourse reportsRevisions

OverviewAward creditsCourse objectsDashboardOrders

My accountLog out

just nowAmerica - New YorkEdit

FILTERSCourse ID is 21887Date is any timeCountry is any valueEmail is any valueName is any valueDegree/Credentials is any valueDate of birth is any valuePractice location is any valueRun

BHI Texting

Course info

Courses Course start Time2020-03-23 15:30:00

Courses Course expiration Date2021-03-23

Courses Live event (Yes / No)No

Courses TypeCourse

Courses Event start Time

Courses Event end Time

Location

Course objects

Title	Type	Required
\$75.00 through Janu...	payment	Yes
Attendance	signup_attendance	Yes
Attendance	signup_attendance	Yes
Attendance	signup_attendance	Yes
Attendance	signup_attendance	Yes
Attendance	signup_attendance	Yes

Enabled credit types (on courses)

Credit type	Min	Max
No Rows To Show		

Enrollments vs completions