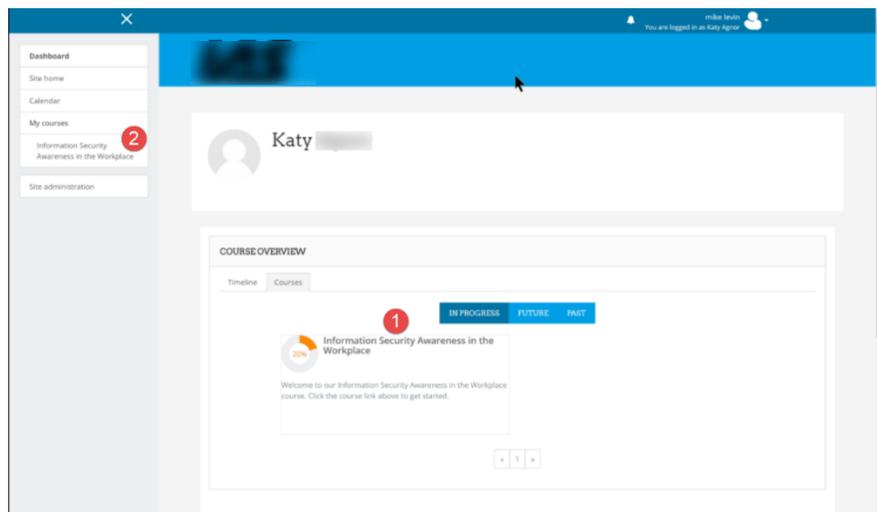


## CFISA Admin Report Generation Guide:

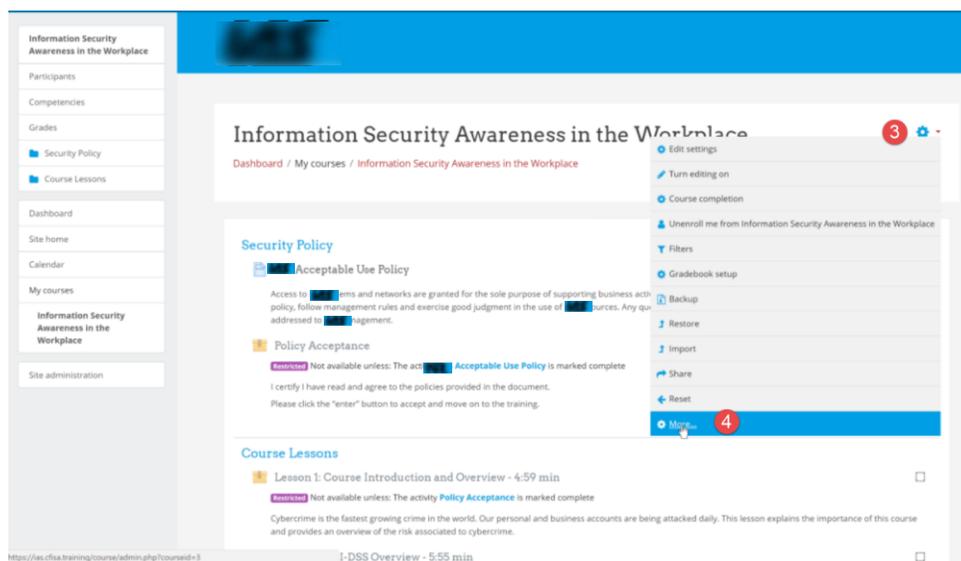
This guide assumes that you have already created a user account and have been provided with Teacher Rights to view grades.

### Generate Dated Progress and Completion reports.

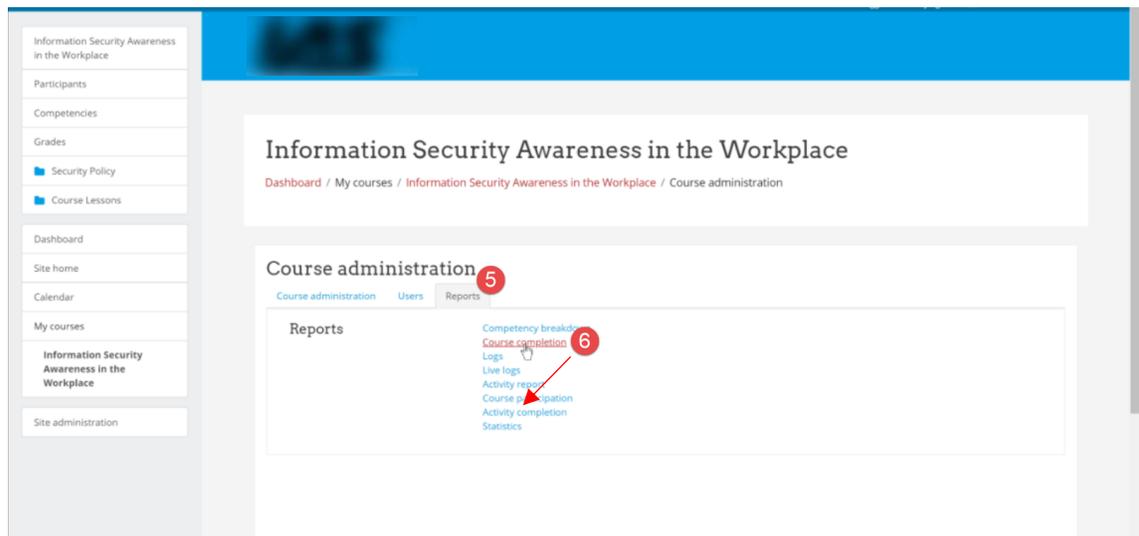
- 1) Log into the system
- 2) Select your course (#1) from the center. If you have access to more than one course please select from the course from the list (#2)



- 3) Select the "Gear" icon (#3) and click on more (4) at the bottom of the list



4) Select the report tab (#5) and from the list select Course or Activity Completion (#6)



5) You will see all students in this course.

Scroll down to the bottom of the list and select "Download in Excel" (#7)



Open the download in your browser. You can format the file and save it to your computer. It does not have to be saved as a .CSV file)

Please contact your CFISA sales representative if you need any help accessing the system or creating reports.