

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)

×	mike levelor 💄 - You are legged in as Kay Agroo
Dashboard	LAS .
Site home	
Calendar	
My courses	Katy
Site administration	
	COURSE OVERVIEW
	Timeline Courses
	Information Security Awareness in the Workplace
	Welcome to our Information Security Awareness in the Workplace course. Club the course link above to get started.

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

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Security Policy	Dashboard / My courses / Information Security Awareness in the Workplace	Turn edition on
Course Lessons		Course completion
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ite home	Security Policy	Green on the more more more accuracy parameters in the workpan Filters
alendar	Acceptable Use Policy	O Gradebook setup
ly courses	Access to the sole purpose of supporting business and	th Backup
Information Security	policy, follow management rules and exercise good judgment in the use of second purces. Any q addressed to second nagement.	1 Restore
Workplace	Policy Acceptance	1 Import
te administration	Restricted Not available unless: The acting Acceptable Use Policy is marked complete	A Share
	I certify I have read and agree to the policies provided in the document.	🗲 Reset
	Prepare circle one remem sources to accept one more on to any maining.	• Mare 4
	Course Lessons	
	📕 Lesson 1: Course Introduction and Overview - 4:59 min	
	Restricted Not available unless: The activity Policy Acceptance is marked complete	
	Cybercrime is the fastest growing crime in the world. Our personal and business accounts are b and provides an overview of the risk associated to cybercrime.	being attacked daily. This lesson explains the importance of this course
las.cfisa.training/course/admin.php?courseid=3	I-DSS Overview - 5:55 min	



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

Participants Competencies Grades Information Security Awareness in the Workplace Dashboard Ste home Colurse administration Colurse administration Stere home Colurse administration Colurse administration User being Colurse administration
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My courses Reports Competency breakd
Information Security Awareness in the Workplace Activity report Course exclusion
Site administration Activity completion Statistics

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.