Completion and In-Progress Reports

# Overview

This document illustrates how to run a report to look at either in-progress courses or past completed courses in Saba, using the “Transcript Completions in Date Range with Cost” report. General documentation on reporting can be found in the LMS user documentation.

# Steps

## 1 – Search/Browse to the “PROD - Transcript Completions in Date Range with Cost” Report

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**Note:** the name of the report may change in the future, most likely with the “PROD” preface being dropped.

## 2 – Click on the Report to Start Execution

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## 3 – Set the Completion Status Filter Options

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The “Completed Courses (Transcript) Status” determines what type of results will be returned – courses that are in-progress, or completed courses.

## 3A – Report on “In Progress” Learning

To see enrollments that are currently in-progress, set the status to “In Progress”.

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## 3B – Report on Completed Courses

To see completed courses, set the status to “Completed”. When looking at completed courses it is probably desirable to set other filters as well, usually the date range – if run with blank options you’ll get all completions for all of time, which is a large amount.

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**Note:** Depending on the scenario, you may also want to include “Incomplete” in the status as well, this will capture records where the course was not completed but was failed. This difference is due to a weird way that the statuses of course completions are tracked in SCORM, the standard format of online learning. Going forward this will matter and occur less and less, it is due to old content and records.

## 4 – Other Filter Options

In either of the above scenarios, you can also set any of the other filters listed below to focus your results. You can set things such as limiting the results to certain managers, parts of the organization, or certain courses. Note that options inside the grey boxes are joined with “OR” logic, things between the boxes and the unboxed items are joined with “AND” logic, so this search will get all records that are “In Progress” and in either the “Science and Technology” department or the “Whiteshell” location. Any combination of filters can be used.

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## 5 – Download Results

Once the results are returned, you can extract the data into a file. Click the download arrow button, then select the desired format. If you only want the raw data, select CSV and click the “Data Only” checkbox – the other options all add varying degrees of structure and formatting to the raw data.

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